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**MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
JULY 28, 2016**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Eastern Standard Time on July 28, 2016 in the Commissioners Room located in the County Administration Building (Pratt Building) at 227 N. Main St, Raeford NC, pursuant to notice duly given. The following Board Members (“*BM*”), constituting a quorum, were present:

Carl Pevia, Chair
Charlotte Kelly, Vice-Chair
Bill Evans
Allen Thomas, Jr.
Shirley Wright

Also present representing the Department were Della Sweat, Director of the Hoke County Department of Social Services; Jose Coker, Department of Social Services Attorney; Barbara Mena-Peña, Administrative Officer; and Ellen Leichter, Administrative Assistant.

Chair Pevia called the meeting to order at 4:00 p.m. Thereafter, Chair Pevia asked BM Bill Evans to give the invocation. Chair Pevia noted there were no public comments. Chair Pevia asked for a motion to approve the consent agenda. Vice-Chair Kelly made a motion to approve the consent agenda consisting of (a) the June 28, 2016 minutes; (b) the next meeting date of August 29, 2016; and (c) the Smart Start Memorandum of Understanding. BM Evans seconded the motion. The vote was unanimous.

Chair Pevia stated the first order of business was the election of the Board officers for FY2016-2017. Chair Pevia turned the process to Vice-Chair Kelly. Vice-Chair Kelly opened the floor for nominees. BM Wright nominated Vice-Chair Kelly for Chairman; Vice-Chair Kelly declined at this time. BM Thomas nominated Chair Pevia for Chairman. Vice-Chair Kelly asked for any other nominations. No further nominations were made and Vice-Chair Kelly asked for a motion to close the nominations. BM Thomas made a motion to close the nominations which was seconded by BM Evans. The vote was unanimous. Chair Pevia accepted the nomination. Chair Pevia asked for a nomination of Vice-Chair. BM Wright

nominated Vice-Chair Kelly for Vice-Chair. Chair Pevia asked for any other nominations. No further nominations were made and Chair Pevia asked for a motion to close the nominations. BM Wright made a motion to close the nominations which was seconded by Vice-Chair Kelly. The vote was unanimous. Vice-Chair Kelly accepted the nomination.

Chair Pevia asked Director Sweat for the Special Assistance discussion. Director Sweat explained that counties will pay a portion of an additional thirty-four dollar (\$34) payment per client per month with a fifty-percent (50%) State and fifty-percent (50%) County cost. If House Bill (HB 1030) is passed, effective October 1st we will have an unfunded mandate of seventeen dollars (\$17) per client; based on our current number of ninety (90) clients for a nine (9) month term, this equals to an amount of fourteen or fifteen thousand dollars (\$14K - \$15K) that we would have to ask the County Commissioners for these funds. BM Thomas said the State Association is aware and are not optimistic to defeat HB 1030. The Board discussed the Special Assistance information.

Chair Pevia asked for the Director's comments. Director Sweat is bringing new training to the supervisors and all of the staff. Director Sweat is currently working on schedules to bring general types of staff training: Customer Service, Ethics, Confidentiality, and Team Work. Director Sweat is working on supervisory training: Communication, Employee Relations, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Conflict and Negativity in the Workplace. Director Sweat referred the Board to the exit interviews included in the Board packet. Director Sweat provided an update on the vacant positions: a candidate has been offered the Personnel Technician position; interviewing candidates for the one (1) Income Maintenance II Food Stamp position; and scheduling interviews for the one (1) Office Assistant III position. Director Sweat said the Income Maintenance Temporary positions ended July 29th, the Food and Nutrition Supervisor resigned, two (2) Child Support Agents and one (1) Adult Services Social Worker are leaving. Director Sweat shared our agency met a ninety-seven percent (97%) timeliness rate of completing Food and Nutrition Services (FNS) applications and re-certifications for the latest reported USDA tracking. The Board discussed the vacancies including the new positions approved in the FY2016-2017 budget.

Chair Pevia said his comments were covered in the vacancies discussion. Chair Pevia asked for other comments. Vice-Chair Kelly thanked the Board for their expression of sympathy during her recent loss. BM Thomas said he appreciated all of work put forth by Chair Pevia and Vice-Chair Kelly and looks forward to what will come for this next year.

Chair Pevia invited Mr. Coker to present the training. Mr. Coker presented the confidentiality training. The Board discussed the training.

Chair Pevia acknowledged August 29, 2016 as the next meeting date. Chair Pevia asked for a motion to adjourn. BM Thomas made a motion to adjourn which was seconded by Vice-Chair Kelly. The vote was unanimous.

Carl Pevia, Chairman

Della Sweat, Secretary

Date