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MINUTES FOR MEETING OF

THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD

January 25, 2021

A meeting of the Hoke County Department of Social Services (the "**Board**") was held at 4:00 p.m. on January 25, 2021 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:

Allen Thomas, Jr., Chair
Bill Evans, Vice- Chair
Brenda Branch
Linda Revels
Harry Southerland

Also present representing the Department were Terry Stanton, Director of DSS; Barbara Mena-Peña, Administrative Officer; Tera Campbell, Personnel Tech; Tammy Brewer, Family Support Services Supervisor; and Jose Coker, Department of Social Services Attorney via teleconference.

Chair Thomas called the meeting to order at 4:00 p.m. and welcomed the Board to this month's meeting. Thereafter, Chair Thomas asked BM Branch to give the invocation. Chair Thomas asked for public comments and recognized Ms. Charlotte Kelly, a formal DSS Board Member. Ms. Kelly greeted the Board. There were not any other public comments.

Chair Thomas asked for a motion to approve the consent agenda. Vice-Chair Evans made a motion to approve the consent agenda consisting of (a) the December 14, 2020 minutes and (b) the next meeting date of February 22, 2021, which was seconded by BM Revels. The vote was unanimous.

Chair Thomas asked for the Child Care update from Ms. Tammy Brewer. Ms. Brewer updated the Board on November service month expenditures that were not received prior to last month's Board meeting. Ms. Brewer reported the final expenditures for November service month was \$166,722.00. She also reported the Child Care preliminary amount spent for December service month was \$157,236.00. The amount spent in Smart Start was \$1,347.00. The amount spent in Non-Smart Start was \$155,889.00 The spending Coefficient was 95% (ninety-five percent). The

Unexpended Non-Smart Start balance was \$869,271.00 and Unexpended Smart Start balance was \$18,494.00. Ms. Brewer stated at the end December 2020 there were 10 (ten) children on the Child Care waiting list, which increased to 20 (twenty) by January 19, 2021. Ms. Brewer stated that notices were mailed out to the parents informing them to apply for Child Care assistance by February 3, 2021. The Board discussed the presentation. Chair Thomas asked if the Board had any questions. The Board had none.

Chair Thomas asked for the Coronavirus (COVID19) Update. Director Stanton updated the Board of the process and preventive measures the agency is taking in regards to COVID19. He stated that since opening the agency to the public, the number of clients entering the agency has increased. He stated the agency continues to monitor and limit the amount of clients into the building. Director Stanton mentioned there has been some COVID19 exposure in the agency from the outside. He stated the agency continues to limit staff interactions and enforce six feet social distancing. He also mentioned that the agency is working with the Hoke County Health Department to get the agency's employees vaccinated with the COVID19 vaccine. Director Stanton, also, stated that the agency was asked to assist the Hoke County Health Department with the COVID19 vaccine. The Board discussed the update. Chair Thomas asked about the PEBT. Director Stanton responded and it was discussed. Chair Thomas asked if there were any questions. There were none.

Chair Thomas asked for Director's comments. Director Stanton directed everyone to the County – Mandated Performance Requirements Memorandum of Agreement (MOA) in the handout. The Board reviewed and discussed the December 2020 data and measurements of the MOA report. Director Stanton mentioned the MOA will be changing and he will provide the Board with a copy. Chair Thomas asked if the Board had any questions. There were none. Director Stanton introduced Mrs. Theodora Diane Simmons, Income Maintenance Caseworker Administrator for DSS, to the Board. The Board offered their congratulations. BM Southerland asked about the Delegation of Director's Responsibilities. Director Stanton responded and it was discussed. Director Stanton asked the Board for suggestions to free up space in the agency, other than allowing employees to work from home. It was discussed by the Board. Chair Thomas asked if there will be a request for new positions within the agency. Director Stanton responded and it was discussed. Chair Thomas asked if there were any questions. There were none.

Chair Thomas asked if there were any comments from the Board. Vice-Chair Evans commented on Director Stanton's presentation. Chair Thomas asked if there were any other comments. There were none.

Chair Thomas asked for a motion to adjourn. BM Revels made a motion to adjourn which was seconded by BM Branch. The vote was unanimous.

Allen Thomas, Jr, Chair

Micka T. Stanton, Secretary

Date