

DELLA SWEAT  
DIRECTOR



TELEPHONE  
(910) 875-8725

FAX  
(910) 875-1068

**MINUTES FOR MEETING OF  
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**

**APRIL 24, 2017**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time 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; Jonathan Charleston, Department of Social Services Attorney; Tammy Brewer, Social Work Supervisor for Family Support Services; Barbara Mena-Peña, Administrative Officer; Ellen Leichliter, Administrative Assistant; and Maritza Rodriguez, Personnel Technician

Chair Pevia called the meeting to order at 4:00 p.m. Thereafter, Chair Pevia asked BM Evans to give the invocation. Chair Pevia noted there were no public comments. Chair Pevia stated the contracts included on the consent agenda were the same as the previous year except for the Arc of North Carolina contract. The Board discussed the contracts. 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 March 27, 2017 minutes; (b) the next meeting date of May 22, 2017; and (c) five (5) FY2017-2018 contracts. BM Wright seconded the motion. The vote was unanimous.

Chair Pevia asked the Board to add to the agenda the Day Care discussion due to recent information provided by the DCDEE (Division of Child Development and Early Education). Chair Pevia asked Director Sweat to present the Day Care discussion. Director Sweat advised the Board of the DCDEE’s April non-Smart Start reversions and reallocations notice. The Board discussed the non-Smart Start reversions and reallocations.

Chair Pevia acknowledged Director Sweat's retirement effective April 30, 2017. Chair Pevia asked the Board to consider Mrs. Mena-Peña as the Interim Director effective May 1, 2017. The Board discussed the Interim Director recommendation. Chair Pevia asked for a motion for the selection of an Interim Director. BM Wright made a motion to accept Mrs. Mena-Peña as the Interim Director effective May 1, 2017 which was seconded by BM Thomas. The vote was unanimous. Chair Pevia stated he met with the County Manager for guidance and the Board will need to form a "New Director Search" committee. The Board discussed the process. Chair Pevia asked for a motion to accept a committee. BM Thomas made a motion to accept three (3) Board members (Chair Pevia, Vice-Chair Kelly, and BM Wright) as the "New Director Search" committee which was seconded by BM Evans. The vote was unanimous. Chair Pevia shared information with the Board regarding the Hoke County Social Services Director job announcement and posting process. The Board discussed the process. Chair Pevia called for a motion to accept the job announcement and posting method. Vice-Chair Kelly made a motion to accept the job announcement draft with approved changes and the posting method which was seconded by BM Evans. The vote was unanimous.

Chair Pevia acknowledged Retired Sheriff Jim Davis as an attendee of the meeting.

Chair Pevia asked for the Child Abuse Prevention (CAP) Fair information. Director Sweat reminded the Board the CAP Fair is being held Saturday, April 29, 2017. Director Sweat invited the Board to attend.

Chair Pevia asked for the Director's comments. Director Sweat shared that the Board approved the FY2017-2018 budget draft at last month's meeting. Director Sweat said the budget draft was submitted to the county by the April 25, 2017 deadline. As requested by the Board, Director Sweat provided a priority list in case there are budget cuts requested by the County Manager. The Board discussed the priority list. Director Sweat presented an updated FMLA policy draft. The Board will review the changes made to the FMLA policy draft by Mr. Charleston. Director Sweat distributed a list of the NCGA House Bills currently on the floor. The Board discussed the information. Director Sweat thanked the Board for their support all this time. The Board thanked Director Sweat for her service.

Chair Pevia asked Ms. Brewer to attend the next few meetings for any Day Care questions. Chair Pevia inquired about the agency's vacancies; Director Sweat said the three (3) vacant positions are: (1) Food and Nutrition Lead worker; (1) Child Protective Service Social Worker; and (1) Foster Care and Adoptions Social Worker III. Chair Pevia expressed his appreciation to Director Sweat for her service and presented a retirement plaque from the Board and the Staff. The Board expressed their appreciation to Director Sweat for her years of service. Ret. Sheriff Jim Davis expressed his appreciation to Director Sweat. Chair Pevia stated the next meeting date is May 22, 2017. Chair Pevia asked for a motion to adjourn and enjoy the provided refreshments. BM Evans made a motion to adjourn which was seconded by BM Thomas. The vote was unanimous.

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Carl Pevia, Chairman

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Barbara Mena-Peña, Secretary

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Date