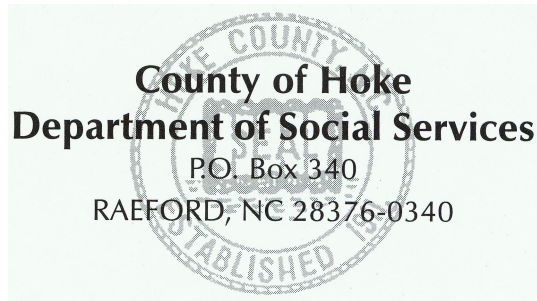


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**MINUTES FOR MEETING OF  
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**

**JUNE 26, 2017**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time on June 26, 2017 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:

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

Also present representing the Department were Barbara Mena-Peña, Director of the Hoke County Department of Social Services; Jonathan Charleston, Department of Social Services Attorney; Tammy Brewer, Social Work Supervisor for Family Support Services; Ellen Leichter, Administrative Assistant; and Maritza Rodriguez, Personnel Technician.

Vice-Chair Kelly called the meeting to order at 4:00 p.m. Thereafter, Vice-Chair Kelly asked BM Evans to give the invocation. Vice-Chair Kelly noted there were no public comments. Vice-Chair Kelly presented BM Wright with a plaque of appreciation for her service from July 1, 2011 through June 30, 2017 to the Hoke County Department of Social Services Board. Vice-Chair Kelly asked for a motion to approve the consent agenda. BM Evans made a motion to approve the consent agenda consisting of (a) the approval of the May 22, 2017 minutes; (b) the approval of the June 1, 2017 called meeting minutes; and (c) the next meeting date of July 31, 2017. BM Wright seconded the motion. The vote was unanimous.

Vice-Chair Kelly asked Ms. Brewer to present the Day Care discussion. Ms. Brewer provided the May 2017 statistics for DCDEE (Division of Child Development and Early Education). The Board discussed the non-Smart Start revenue expected for year end and the current waiting list information. Vice-Chair Kelly invited Ms. Brewer to present the fiscal year 2017-2018 Energy Programs Outreach Plan for Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP). The Board discussed the plan. BM Thomas made a

motion to give Vice-Chair Kelly the authority to sign the approved Energy Programs Outreach Plan on behalf of the Hoke County Department of Social Services. BM Evans seconded the motion. The vote was unanimous.

Vice-Chair Kelly introduced Director Mena-Peña to commence the FMLA (Family and Medical Leave Act) policy item. Director Mena-Peña explained this is a clear, concise guideline for the agency to follow. The Board discussed the Hoke County Department of Social Services FMLA procedures document. Vice-Chair Kelly asked for a motion. BM Wright made a motion to accept the FMLA procedures as presented to the Board by Director Mena-Peña. BM Thomas seconded the motion. The vote was unanimous.

Vice-Chair Kelly invited Director Mena-Peña to begin the budget amendment discussion. Director Mena-Peña explained the budget amendments for the fiscal year 2016-2017 non-Smart Start Day Care and Energy Neighbor funding allocations. The Board discussed the budget amendments. Vice-Chair Kelly asked for a motion. BM Thomas made a motion to accept the budget amendment as presented. BM Evans seconded the motion. The vote was unanimous.

Vice-Chair Kelly asked Director Mena-Peña for the Director's comments. Director Mena-Peña updated the Board on the status of the four (4) vacancies: one (1) Time-limited Income Maintenance Caseworker I; two (2) Office Assistant III positions; and one (1) Social Worker III. Director Mena-Peña explained due to our Foreign Language Interpreter's military leave, the search will continue to temporarily fill the position from July to September with a WIOA or Vanguard resource. Director Mena-Peña shared that an Employee Training Initiative session was provided for the staff. Director Mena-Peña introduced Ms. Rodriguez for the Financial Literacy training details. Ms. Rodriguez provided a brief overview of the Financial Literacy training as part of the Quarterly Employee Development Training. Director Mena-Peña shared the agency recognized World Elder Abuse Awareness Day, on June 15<sup>th</sup>, as the staff was encouraged to wear purple clothing and the management team provided "purple" treats/snacks for the staff. At the end of June, Director Mena-Peña stated she will be attending a legal conference for Directors covering topics: FMLA (Family and Medical Leave Act), ADA (Americans with Disabilities Act), regionalization and ESSA (Every Student Succeeds Act). Director Mena-Peña shared for the FY2017-2018 we asked Smart Start for \$175,000 in direct services and we were approved for \$166,000. Also, Director Mena-Peña shared that she and Chair Pevia successfully went before the Hoke County Board of Commissioners to keep the \$48,000 in administrative services to support the subsidy program for FY2017-2018.

Vice-Chair Kelly had no comments. Vice-Chair Kelly asked if the Board had any comments. Vice-Chair asked for a motion to go into closed session. BM Thomas made a motion to go into a closed session to discuss a personnel matter per N.C.G.S. 143-318.11, which was seconded by BM Wright. The vote was unanimous. Those in attendance during the closed session included Vice-Chair Kelly, BM Wright, BM Evans, BM Thomas, Director Mena-Peña and Mr. Charleston. BM Thomas made a motion to exit the closed session which was seconded by BM Wright. The vote to exit closed session was unanimous.

BM Thomas made a motion that the Board accepts Mrs. Mena-Peña's rescission of the position as the Director of Hoke County Social Services which was seconded by BM Evans. The vote was unanimous.

BM Wright made a motion that the Board appoints Mrs. Mena-Peña as Interim Director of Hoke County Social Services which was seconded by BM Thomas. The vote was unanimous.

Vice-Chair Kelly asked for a motion to adjourn, BM Thomas made a motion to adjourn which was seconded by BM Wright. The vote was unanimous.

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Charlotte Kelly, Vice-Chair

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Barbara Mena-Peña, Secretary

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Date