

**DELLA SWEAT**  
DIRECTOR



**TELEPHONE**  
(910) 875-8725

**FAX**  
(910) 875-1068

**MINUTES FOR MEETING OF**  
**THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**  
**FEBRUARY 23, 2017**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Eastern Standard 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  
Shirley Wright

Also present representing the Department were Della Sweat, Director of the Hoke County Department of Social Services; Jonathan Charleston, Department of Social Services Attorney; 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 Vice-Chair Kelly to give the invocation. Chair Pevia noted there were no public comments. Chair Pevia asked for a motion to approve the consent agenda. *BM* Wright made a motion to approve the consent agenda consisting of (a) the January 30, 2017 minutes; and (b) the next meeting date of March 27, 2017. Vice-Chair Kelly seconded the motion. The vote was unanimous.

Chair Pevia introduced Director Sweat for the FMLA (Family and Medical Leave Act) policy presentation. Director Sweat advised the Hoke County DSS Policy and Procedure presentation is a first draft; Director Sweat would like the Board to review as well as consider a brand new limit of leave time above and beyond the twelve (12) weeks of leave decreed by the Federal law. The Board discussed the presentation. Mr. Charleston offered to review and make recommendations to be consistent with the county’s FMLA policy. Director Sweat said she will confer with Mr. Charleston and conduct more research with an estimated target date of April 1<sup>st</sup> for the final version of the Hoke County DSS FMLA Policy and Procedure.

Chair Pevia asked Director Sweat for the budget report. Director Sweat introduced Mrs. Mena-Peña for the budget report. Mrs. Mena-Peña presented the latest budget report. The Board discussed the report.

Chair Pevia asked for the Director's comments. Director Sweat advised due to the promotion of Ms. Erica Sampson to the Child Protective Services Supervisor position, a Child Protective Services Social Worker position is vacant. Director Sweat added the budget amendment will be presented by the County Finance Manager to the Hoke County Board of Commissioners on March 5<sup>th</sup>. Director Sweat shared there was no current accrual report provided by the county. The Board discussed Director Sweat's comments.

Chair Pevia advised the Board that BM Thomas had a conflict in his schedule and could not attend today's meeting.

Chair Pevia acknowledged March 27, 2017 as the next meeting date. Chair Pevia asked for a motion to adjourn. BM Evans made a motion to adjourn which was seconded by Vice-Chair Kelly. The vote was unanimous.

---

Carl Pevia, Chairman

---

Della Sweat, Secretary

---

Date