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**MINUTES FOR MEETING OF**

**THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**

**JANUARY 27, 2020**

A meeting of the Hoke County Department of Social Services (the "**Board**") was held at 4:00 p.m. on January 27, 2020 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, Chair  
Brenda Branch  
Linda Revels  
Allen Thomas, Jr. (via teleconferencing)  
Bill Evans (via teleconferencing)

Also present representing the Department were Terry Stanton, Department of Social Services Director; Tammy Brewer, Family Support Services Supervisor; Barbara Mena-Peña, Administrative Officer; Tera Campbell, Personnel Technician, Roderick Campbell, Lead Worker for Food and Nutrition Services; and Jonathan Charleston, Department of Social Services Attorney.

Chair Kelly called the meeting to order at 4:00 p.m. and welcomed the Board to this month's meeting. Thereafter, Chair Kelly asked BM Branch to give the invocation. Chair Kelly recognized visitors, Rebecca DeMorse from Fort Bragg Exceptional Family Member Program and Roderick Campbell from the department.

Chair Kelly asked for a motion to approve the consent agenda. BM Branch made a motion to approve the consent agenda consisting of (a) the December 19, 2019 minutes; and (b) the next meeting date of February 24, 2020 at the agency's conference room of the T.B. Lester, Jr. Building, which was seconded by BM Revels. The vote was unanimous.

Chair Kelly asked for the Child Care update from Ms. Tammy Brewer. Ms. Brewer reported total Child Care amount spent for December 2019 was \$153,274.00. The amount spent in Smart Start was \$6,513.00 and the amount spent on Non-Smart Start funds was \$146,761.00. Current coefficient is 82% (eighty-two percent). The unexpended Non-Smart Start balance was \$1,105,521.00 and unexpended Smart

Start balance was \$89,938.00. As of December 2019, there are not any children on the waiting list. The Board discussed the Child Care presentation. Chair Kelly asked if the Board had any questions regarding Child Care. Vice-Chair Evans asked when will there be another Child Care waiting list. Ms. Brewer replied, once Child Care spending increases to at least 95% (ninety-five percent) then they can start a waiting list. Chair Kelly asked if the Board had any more questions. The Board had none.

Chair Kelly asked for the CIP Budget Amendment. Director Stanton stated we requested an increase in the CIP (Crisis Intervention Program) funds and asked it be added into the budget. Chair Kelly asked about the Directors letter that was received in regards to the allocation of funds. Director Stanton discussed the process of allocating additional funds to different counties that need it. The Board discussed the allocation process.

Chair Kelly stated there was an item for closed session on the agenda but she was not aware a closed session is needed but it is always included on the agenda in case it is needed. Mr. Charleston added, he spoke to Director Stanton in regards to closed session. Mr. Charleston suggested that a closed session should only be added to the agenda if a closed session is needed and it should state the purpose so the public is aware. BM Thomas agreed.

Mrs. Mena-Pena asked if a motion is needed for the CIP Budget Amendment to increase the budget. Chair Kelly asked for a motion to approve the CIP Budget Amendment. BM Revels made a motion to approve the CIP Budget Amendment and was seconded by BM Branch. The vote was unanimous.

Chair Kelly asked for the Director's comments. Director Stanton introduced Mr. Roderick Campbell (Food & Nutrition Services Lead worker). Director Stanton made mention that Maria Ramirez (Food & Nutrition Services Supervisor) was unable to attend the meeting due to a family matter. Chair Kelly ask Mr. Campbell how long has he been with the agency. Mr. Campbell replied, that he has been with the agency for 2 ½ years. Director Stanton proceeded to discuss a recent audit performed at DSS. The audit was for the Special Assistance (SA) eligibility. Director Stanton stated the audit went well and there were no corrective action plans made. He also stated that an error was found from an old case, about 4 or 5 years ago, that was not corrected at that time which caused a \$3,000.00 payback. He also stated the payback amount was in the budget. Director Stanton mentioned the State was asked to come perform an improvement evaluation of the agency. He stated that the State came to the agency on January 21, 2020 to perform the evaluation. Director Stanton stated that the results were discussed in a group meeting but he has not received an official copy of the results from the evaluation as of yet. He stated he should have the results by February 4, 2020 and will update the Board with a copy. Director Stanton proceeded to discuss more about the evaluation. Director Stanton then directed everyone to the County – Mandated Performance Requirements Memorandum of Agreement (MOA) in the handout. The Board reviewed and discussed the December 2019 data and measurements of the MOA report. Chair Kelly asked the Board if there were any questions about the Board packets. BM Revels commented and asked about the State Budget. The Board and Mr. Jonathan Charleston discussed the State Budget. Chair Kelly asked about legal representation for Child Support. Mr. Charleston answered and it was discussed by the Board. Chair Kelly asked if there

were any more questions. BM Revels commented about the Foster Care Program and stated she mentioned the program in her Church. Director Stanton stated that the agency is willing to do a Foster Care presentation to the church or group. Chair Kelly asked about the Adoption Program. The Board and Director Stanton discussed the program. BM Thomas arrived in person. Chair Kelly asked BM Thomas for any question or comments. BM Thomas had none. Chair Kelly asked for any questions from the Board. The Board had none.

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

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Charlotte Kelly, Chair

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Micka T. Stanton, Secretary

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Date