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**MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
JANUARY 30, 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
Allen Thomas, Jr.
Shirley Wright

Also present representing the Department were Della Sweat, Director of the Hoke County Department of Social Services; Keith Roberson, Department of Social Services Attorney; Tammy Brewer, Social Work Supervisor for Family Support Services; Barbara Mena-Peña, Administrative Officer; and Ellen Leichter, Administrative Assistant.

Chair Pevia called the meeting to order at 4:00 p.m. Thereafter, Chair Pevia asked BM Thomas to give the invocation. Chair Pevia noted there were no public comments. 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 December 19, 2016 minutes; and (b) the next meeting date of February 27, 2017. BM Evans seconded the motion. The vote was unanimous.

Chair Pevia introduced the Board to the new hires present at the meeting. The Board and attendees enjoyed a brief “Meet and Greet” which included refreshments.

Chair Pevia introduced Director Sweat for the Child Care report. Director Sweat asked Ms. Brewer to present the December 2016 spending and waiting list updates. Ms. Brewer delivered the Child Care report. Director Sweat added that due to the possibility of additional money for the FY 2016-2017 Child Care allocation, she will review and update the Board next month concerning a budget amendment to match the actual allocation. The Board discussed the updates.

Chair Pevia asked Director Sweat for the Smart Start request for FY 2017-2018. Director Sweat reviewed the written formal request to the Hoke County Partnership for Children for the Smart Start subsidy program and administrative support for FY 2017-2018. The Board discussed the Smart Start request. Director Sweat advised the Board that the Smart Start Memorandum of Understanding (MOU) for FY 2016-2017 reflects the actual funding allocations for the current fiscal year. The budget amendment includes the actual funding allocations for this MOU and the Energy programs: Low Income Energy Assistance (LIEAP) and Crisis Intervention (CIP). The Board discussed the budget amendments. Chair Booker asked for a motion to approve the amendment to the budget to take forward to the Hoke County Board of Commissioners. BM Wright made a motion to approve the amendment to the budget, which was seconded by BM Thomas. The vote was unanimous.

Chair Pevia asked for the Director's comments. Director Sweat shared that mandatory staff training began with the Stress Management presentation by the Hoke County Employee Assistance Program's representative. Additional training will include: customer service, financial training through the State Employees Credit Union (SECU), and supervisory training. Director Sweat advised due to the promotion of Mr. Terry Stanton to the Child Welfare Program Manager position, the Child Protective Services Supervisor position is vacant. Director Sweat advised due to the promotion of Ms. Demetrius Love to the Child Support Supervisor position, an offer to a candidate was being made for the vacant Child Support Agent position. Director Sweat said an offer to a candidate was being made for the vacant Income Maintenance Caseworker II position. Director Sweat added that the budget process for FY 2017-2018 has begun. Director Sweat has collected requests from the Management team to bring forth recommendations for the budget. The Board discussed Director Sweat's comments.

Chair Pevia and the Board praised the Agency's Holiday Newsletter. Director Sweat thanked Mrs. Mena-Peña for pulling it all together.

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

Carl Pevia, Chairman

Della Sweat, Secretary

Date