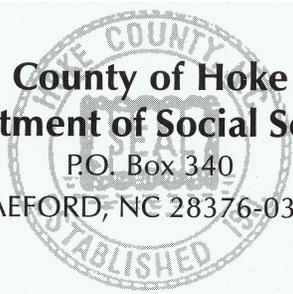


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MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
JULY 23, 2018

A meeting of the Hoke County Department of Social Services (the “**Board**”) was held at 4:00 p.m. on July 23, 2018 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.
Brenda Branch

Also present representing the Department were Terry Stanton, Director of the Hoke County Department of Social Services; Jose Coker, Department of Social Services Attorney; 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 Evans to give the invocation. BM Thomas made a motion to add the election of the Board officers for FY2018-2019 to the agenda above the public comment item. BM Branch seconded the motion. Vice-Chair Kelly opened the floor for a nominee for Chairman. BM Branch nominated Chair Pevia for Chairman. Vice-Chair Kelly asked for further nominations. Vice-Chair Kelly asked for a motion to close the nomination. BM Evans made a motion to close the nomination which was seconded by BM Thomas. The vote was unanimous. Chair Pevia asked for a nominee for Vice-Chair. BM Branch nominated Charlotte Kelly for Vice-Chair. Chair Pevia asked for further nominations. Chair Pevia asked for a motion to close the nomination. BM Evans made a motion to close the nomination which was seconded by BM Thomas. The vote was unanimous.

Chair Pevia noted there were no public comments. Chair Pevia asked for a motion to approve the consent agenda with one update to note Chair Pevia was absent from last month’s meeting. BM Thomas made a motion to approve the consent agenda with the notation of Chair Pevia’s absence consisting of (a) the June

25, 2018 minutes; (b) the next meeting date of August 27, 2018; (c) three (3) FY 2018-2019 contracts; and (d) the Smart Start Memorandum of Understanding. Vice-Chair seconded the motion. The vote was unanimous.

Chair Pevia asked for the Day Care discussion. Director Stanton reported Ms. Tammy Brewer, Supervisor for Family Support Services, had not yet received the final FY2018-2019 allocation from the state. Director Stanton presented the June 2018 statistics for DCDEE (Division of Child Development and Early Education) including the amount of \$184,254.00 for non-Smart Start and the \$19,166.00 for Smart Start; a total of \$203,194.00. Director Stanton shared as of July 19, 2018, the number of children on the waiting list was one-hundred, eighty-seven (187). Chair Pevia asked for the total spending coefficient for FY2017-2018. The Board discussed the Day Care discussion.

Chair Pevia asked if the Board needed to go into a closed session. The Board discussed and decided a closed session was not needed at this meeting.

Chair Pevia asked for the Energy Programs Outreach Plan for Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP). Director Stanton said Mrs. Dora McCallum, Income Maintenance Program Manager, advised him that the Board approves the plan each year. The Board discussed the Energy Programs Outreach Plan. BM Thomas made a motion to table the approval of the Energy Programs Outreach Plan until the next meeting due to the Board's questions. Vice-Chair Kelly seconded the motion. The vote was unanimous. Ms. Mena-Peña brought forward the e-mail attached to the plan indicates the state requires the plan be approved by the Board by July 31, 2018. The Board reviewed and agreed to approve the plan with the stipulation that Mrs. McCollum come to the next meeting, present the plan and answer the Board's questions. BM Thomas made a motion to withdraw his motion to table and made a secondary motion to approve the plan with the stipulation that Mrs. McCollum come before us at next month's meeting and explain this plan. Vice-Chair Kelly seconded the motion. The vote was unanimous.

Chair Pevia asked for the Director's comments. Director Stanton shared the agency was a part of an audit last week that went pretty well. Director Stanton said that we will not give us our total results until September 2018 because this audit is a continuous audit. The auditors were here last week and they will be back the first week in August; they will finalize everything in September 2018. Vice-Chair Kelly asked what the audit covered. Director Stanton said last week's review was Medicaid SSI (Supplemental Security Income). The auditors will look at controls next month. Chair Pevia asked if this was a follow-up to the one conducted a couple of months ago. Ms. Mena-Peña said this is a new, yearly state single audit conducted by the Martin Starnes and Associates, CPAs, P.A. BM Evans said we had some issues with Medicaid and asked was that straightened out. Director Stanton stated we have plans in place to correct those errors and we have been fulfilling those. Director Stanton said we started a beautification committee. Director Stanton wants to improve the look of the agency. The committee is trying to help get flowers, etc. for the outside of the agency. Director Stanton said the idea is if we can improve the way the agency looks and the way the staff feels about coming to work

that this will improve the morale. Director Stanton said we are conducting interviews for vacant positions: two (2) Child Welfare Supervisors.

Chair Pevia asked to verify the rate of the FY2018-2019 consultant contract. BM Thomas verified the contract states it is the same rate for thirteen hours per week. The Board discussed the attorney's contract for FY2018-2019. The Board discussed the June 2018 invoice for the attorney for FY2017-2018. BM Thomas said any work above and beyond the scope of the FY2017-2018 contract was paid out of the appeals line item. Chair Pevia stated with the new FY2018-2019 contract, any work outside of the scope will be paid out of the professional services line item. The Board decided the balance of the June 2018 invoice should be paid via a conversation with county finance. Chair Pevia stated he had a meeting with Director Stanton. The discussion included the Chair Pevia's concerns regarding the rising vacation and compensatory time. Director Stanton said he spoke with the supervisors about addressing the accruals and to cut down on compensatory time.

Chair Pevia asked for other comments. BM Branch said she will be having surgery and will attend the next meeting via conference call. Director Stanton said he will be on vacation the week of July 30th through August 3rd. Ms. Morrow will be returning the following week. Mrs. Dora McCallum and Ms. Erica Sampson will be the backup contact. Ms. Mena-Peña shared that the Board may be receiving, for the next two or three months, communication about the meetings from Ms. Maritza Rodriguez or herself during Ms. Leichter's absence. Chair Pevia asked if anything was posted about the Social Services Institute conference. Ms. Mena-Peña said she will notify Chair Pevia once information is posted.

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.

Chair Pevia, Chair

Micka T. Stanton, Secretary

Date