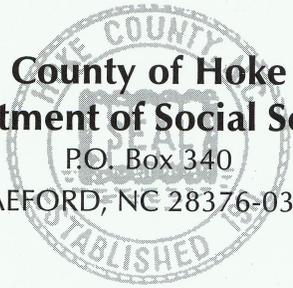


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MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD

JULY 31, 2017

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time on July 31, 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:

Carl Pevia, Chair
Charlotte Kelly, Vice-Chair
Bill Evans
Allen Thomas, Jr.

Also present representing the Department were Barbara Mena-Peña, Interim 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; and Ellen Leichliter, Administrative Assistant.

Chair Pevia called the meeting to order at 4:00 p.m. Thereafter, Chair Pevia asked BM Evans 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 June 26, 2017 minutes; (b) the next meeting date of August 28, 2017; and (c) the Smart Start Memorandum of Understanding. BM Thomas seconded the motion. The vote was unanimous.

Chair Pevia asked Interim Director Mena-Peña to brief the Board concerning the FY2017-2018 final budget updates and budget amendment. Interim Director Mena-Peña expressed as requested by Chair Pevia in the April 2017 Board meeting, she advised the Board of any changes made by the Hoke County Board of Commissioners to the submitted FY2017-2018 budget. Interim Director Mena-Peña said the request for new vehicles was decreased from a quantity of four (4) to two (2). Interim Director Mena-Peña explained the process of ordering vehicles through the state guidelines. Interim Director Mena-Peña made know that the approved attorney’s annual contract (non-appeals) amount was decreased from \$224,100 to \$200,000 by the Hoke County Board of Commissioners. Interim Director Mena-Peña

apprised the Board of the FY2017-2018 budget amendment was due to the amount of the Smart Start Memorandum of Understanding decreased from \$175,000 to \$166,000. The Board discussed the FY2017-2018 final budget and budget amendment updates. Chair Pevia asked for a motion. BM Thomas made a motion to accept the budget amendment and forward to the Hoke County Board of Commissioners. Vice-Chair Kelly seconded the motion. The vote was unanimous.

Chair Pevia asked for the election of the Board officers for FY2017-2018. Chair Pevia asked the Board did they want to proceed or not proceed with the election in the absence of BM Branch. Vice-Chair Kelly made a motion to delay the election until next month's meeting when the new Board member is present. BM Evans seconded the motion. Chair Pevia asked for any discussion. BM Thomas expressed he did not have an issue voting at this meeting. Mr. Charleston asked if our governing documents require the election occur in this month. BM Thomas suggested we continue the vote unless we lock in the vote with a tie. The Board voted to continue with the election of Board officers. Chair Pevia turned over the process to Vice-Chair Kelly. Vice-Chair Kelly opened the floor for a nominee for Chairman. BM Thomas nominated Chair Pevia for Chairman. BM Evans seconded the motion. The vote was unanimous. Chair Pevia accepted the nomination. Chair Pevia asked for a nomination of Vice-Chair. BM Evans nominated Vice-Chair Kelly to remain as Vice-Chair. BM Thomas seconded the motion. The vote was unanimous. Vice-Chair Kelly accepted the nomination.

Chair Pevia asked Ms. Brewer to present the Day Care discussion. Ms. Brewer presented the June 2017 statistics for DCDEE (Division of Child Development and Early Education) including the estimated amount of \$2,056,047 for non-Smart Start and the actual allocation for Smart Start \$166,000 for FY2017-2018. Ms. Brewer said she and Interim Director Mena-Peña met to put in place new initiatives to follow up with telephone calls to the families after the waiting list letters were mailed. Mrs. Brewer advised out of thirty-seven (37) families on the list only eleven (11) families did not come in at all. The Board discussed the presentation. Chair Pevia asked for a ten to twenty (10-20) minute presentation to help the Board understand the child care process specifically the waiting list determinations. Ms. Brewer offered to provide the Board with the "Child Care Local Policy" at the next meeting. Chair Pevia asked for a follow-up to BM Thomas comments at the May 2017 Board meeting that our county government approved a memorandum saying it expects the Department of Social Services to do everything in their power to spend as close to one-hundred percent (100%) of the allocation to prevent a reversion from the state. The Board discussed the memorandum has not yet been received by the agency. The Board asked Interim Director Mena-Peña and Ms. Brewer to contact the County Manager and/or Clerk to the County Commissioners for the information.

Chair Pevia asked Interim Director Mena-Peña for the Director's comments. Interim Director Mena-Peña updated the Board on the status of the six (6) vacancies including the two (2) new positions approved for FY2017-2018: one (1) Foster Care and Adoption Social Worker III; one (1) Child Protective Services Social Worker; one (1) Food and Nutrition Services Income Maintenance Caseworker II; one (1) Time-limited Adult Medicaid Income Maintenance Caseworker I; one (1) new Medicaid Lead Worker; and one (1) new Adult Protective Services Social Worker

III. Interim Director Mena-Peña shared the agency will be represented at the local National Night Out event on Saturday, August 5th. Interim Director Mena-Peña said she met with Ms. Kristy Nash, Local Support Manager, from the State's Division of Social Services to assist new and interim County Directors. Interim Director Mena-Peña shared with the Board she asked Ms. Nash for advice regarding the challenges incurred by the Hoke Area Transit to become certified as a Medicaid Transportation provider as mandated through the Non-Emergency Medical Transportation (NEMT) process. The Board discussed the Medicaid Transportation provider and NEMT information. Interim Director Mena-Peña apprised the Board that the Social Services Institute (SSI) will be held in October 2017. The Board discussed the available budget as well as finding funds through a budget transfer and agreed to send two (2) Board Members. The Board discussed the Director's comments.

Chair Pevia asked for a motion for a closed session to discuss a personnel matter. Vice-Chair Kelly made a motion to go into a closed session to discuss a personnel matter and confidential information per N.C.G.S. 143-318.11, which was seconded by BM Thomas. The vote was unanimous. Those in attendance during the closed session included Chair Pevia, Vice-Chair Kelly, BM Evans, BM Thomas, Interim Director Mena-Peña, and Mr. Charleston. BM Thomas made a motion to exit the closed session which was seconded by Vice-Chair Kelly. The vote to exit closed session was unanimous.

Chair Pevia reiterated to Interim Director Mena-Peña she has the support of the Board. The Board asked Interim Director Mena-Peña to continue to confer with resources such as: the agency's Program Managers, County Manager, and State contacts to fulfill her duties.

Chair Pevia asked for a motion to adjourn, BM Thomas made a motion to adjourn which was seconded by BM Evans. The vote was unanimous.

Carl Pevia, Chair

Barbara Mena-Peña, Secretary

Date