

BECKY MORROW
INTERIM DIRECTOR



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MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
SEPTEMBER 25, 2017

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time on September 25, 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.
Brenda Branch

Also present representing the Department were Becky Morrow, Interim Director of the Hoke County Department of Social Services; Barbara Mena-Peña, Administrative Officer 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 Branch 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 August 17, 2017 minutes; (b) the August 28, 2017 minutes; and (c) the next meeting date of October 30, 2017 in the T.B. Lester, Jr. conference room at the agency. BM Evans seconded the motion. The vote passed 4 to 0 as BM Thomas arrived to the meeting after the vote.

Chair Pevia asked Ms. Brewer to present the Day Care discussion. Ms. Brewer presented the August 2017 statistics for DCDEE (Division of Child Development and Early Education) including the amount of \$145,220.15 for non-Smart Start and the \$18,472.65 for Smart Start; a total of \$163,692.80 with a spending coefficient of 92%. Ms. Brewer said four-hundred, thirty-one (431) children were served; the waiting list included three-hundred, ninety-six (396)

children. Ms. Brewer shared letters for 180 children on the waiting list were mailed with a deadline date of September 25th to apply. Ms. Brewer said they will have to mail letters again because very few from the waiting list responded. Ms. Brewer advised that eight (8) providers did not turn in their attendance sheets. Chair Pevia asked if these providers had turned in their attendance sheets, it would affect our spending. Ms. Brewer said the providers were called about the missing attendance sheets and it is their responsibility. Interim Director Morrow said she met with Ms. Brewer and understood that they had gone back as far as eight (8) months for some providers who had not turned in their attendance sheet. Interim Director Morrow said the contract says the providers have to turn in their attendance sheets monthly by the 5th day of the month. Interim Director Morrow asked Ms. Brewer to contact each day care director and tell them how important it was to turn in on a monthly basis. Interim Director Morrow advised Ms. Brewer to send out a letter to all of the day care providers because when they go live into the state system, the state is only going to go back two months. After this one month's grace period, the state will not pay the providers. They need to know so there will not be a problem. Interim Director Morrow said we have to come up with a system; it may be that we need to have a meeting set up with all the day care providers we are contracted with and they come in and talk with them about what's going to happen with the state system. Ms. Brewer said NC Fast's go live date for day care has been pushed back to November 2017. Interim Director Morrow expressed in the past the agency would pay for late attendance sheets and that we have to have something stated in their contract that we will not pay as per the state system's requirements. We have to do something locally and have them turn in attendance sheets timely. Ms. Brewer said all local policy will be void once day care program goes live into NC Fast (except the waiting list policy). Chair Pevia said we should be at the state's coefficient spending goal of ninety-five percent (95%). Interim Director Morrow said it is better to be at ninety-eight or ninety-nine percent (98%-99%). Interim Director Morrow told Ms. Brewer if we are at one-hundred, five percent (105%) coefficient not to worry as children will drop off at the end of the fiscal year and just will not add children. Ms. Brewer said with the forty-one (41) children approved then the total is one-hundred, eighty (180). Interim Director Morrow said to send letters for two-hundred (200) more children from the waiting list as approx. fifty percent (50%) will come in to help deplete the waiting list. Vice-Chair Kelly asked about adding the cut-off date to the local policy for the day care providers. The Board discussed adding the cut-off date to the local policy for the day care providers and agreed that, effective September 25, 2017, Interim Director Morrow may add the 5th day of the month as the cut-off date for day care providers to turn in their attendance sheets to the existing local policy. Chair Pevia asked about the follow up to the discussion from the May 22, 2017 meeting about the 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. BM Thomas responded there was no memorandum and the Board of Commissioners decision passed in the meeting; minutes of that meeting are available. Interim Director Morrow said when the state looks at the spending and does their reversions, the county can call the state with a plan of action to spend the money and the state will usually return the reversion back to the county.

Chair Pevia asked Interim Director Morrow for the Director's comments. Interim Director Morrow thanked the Board for the opportunity to work with the staff and learn new things every day. Interim Director Morrow and Mr. Charleston stated she is building a working relationship between the agency and county government. BM Thomas asked about the storage space. Interim Director Morrow stated all the Child Protective Services records are now on-site. Interim Director Morrow said they found space in the agency to house the Child Welfare records; Interim Director Morrow said she wants all files to be in order and to determine what to (a) put in the rented pod unit; (b) put in existing file cabinets; and (c) shred due to record retention guidelines. Interim Director Morrow said Child Welfare records will be in one secured room and will be better organized by the purchase and installment of open face file racks which hold a lot more records than regular file cabinets. Mr. Charleston shared he had spoken with Interim Director Morrow about the importance of members of the Board to attend board training as there are changes and new laws coming. Interim Director Morrow said she will let the Board know when there will be training through the UNC School of Government. Mr. Charleston offered to provide ten (10) minute board training sessions; Chair Pevia asked the Board if they agree to have Mr. Charleston provide ten (10) minute board training at the end of next month's meeting and bimonthly through the remainder of fiscal year 2018. The Board agreed. BM Thomas said the Board will approve changes to the budget such as a line item transfer amendment (i.e. the purchase of the open face file racks) prior to being submitted to the Board of Commissioners for approval. The Board discussed having a blanket motion. BM Thomas made a motion to authorize the Interim Director to exercise discretion with respect to moving funds between line items within the approved budget. BM Branch seconded the motion. The vote was unanimous. Chair Pevia asked Interim Director Morrow about vacancies. Interim Director Morrow stated there were four (4) vacancies. She is continuously working on how to do things differently. Interim Director Morrow shared she enhanced the hiring process with a new scoring system.

Chair Pevia said his comments had been discussed. Chair Pevia asked for any other comments. BM Branch asked the status of interviewing for the director's position. Mr. Charleston advised the resumes collected from the county manager were sent to the state for review for pre-qualification. There are resumes that are still under review. Vice-Chair Kelly had a question about the board report for Program Integrity for July 2017; Interim Director Morrow said she will research and follow up with information. BM Thomas expressed communication concerning the agency is of the utmost importance to him as he sits on dual boards; a recent audit for previous fiscal year(s) included a finding of mishaps by the department that he was not made aware. BM Thomas wants to be notified immediately by the department. Interim Director Morrow stated she has not been made aware of the incident and she will ask the county manager for the details. BM Thomas said he will get copies to all. Interim Director Morrow said she is aware of Adult Medicaid unit is not passing the Medicaid report card and she spoke with the program manager on a corrective action plan to fix and pass the report. Interim Director Morrow said she was aware of an unsigned letter written to the county manager with a complaint from an agency employee; Interim Director Morrow said the letter was sent prior to her first meeting with the staff at which time she voiced she has plans to meet with every unit as well as letting agency's employees know she has an open door policy. BM Thomas shared he represented the Board by attending the funeral of Mr. Charleston's mother.

Mr. Charleston expressed his appreciation. Chair Pevia stated that Vice-Chair Kelly, Mrs. Mena-Peña, Mr. Stanton and he attended an emergency planning meeting in preparation for Hurricane Irma.

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, Chair

Becky Morrow, Secretary

Date