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**MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
OCTOBER 30, 2017**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time on October 30, 2017 in the Conference Room located in the County Department of Social Services (T.B. Lester, Jr. Building) at 314 South Magnolia Street, Raeford NC, pursuant to notice duly given. The following Board Members (“**BM**”), constituting a quorum, were present:

Charlotte Kelly, Vice-Chair
Brenda Branch
Bill Evans
Allen Thomas, Jr.

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

Vice-Chair Kelly called the meeting to order at 4:00 p.m. Thereafter, Vice-Chair Kelly asked BM Thomas to give the invocation. Vice-Chair Kelly noted there were no public comments. Vice-Chair Kelly asked for a motion to approve the consent agenda. BM Thomas made a motion to approve the consent agenda consisting of (a) the September 25, 2017 minutes; and (b) the next meeting date of November 27, 2017. BM Evans seconded the motion. The vote was unanimous.

Vice-Chair Kelly welcomed the guests attending the meeting: UNC–Pembroke students Jacob Newton, Regan Scott and Lucas Martinez; and Cape Fear Valley Hospital Registered Nurse II, Robin Wright. Vice-Chair Kelly asked the guests to introduce themselves and state their purpose of the visit. Vice-Chair Kelly asked the Board and others in attendance to introduce themselves and their occupation.

Vice-Chair Kelly asked Ms. Brewer to present the Child Care update. Ms. Brewer presented the September 2017 statistics for DCDEE (Division of Child Development and Early Education) including the amount of \$139,504.30 for non-

Smart Start and the \$18,324.90 for Smart Start; a total of \$157,829.20 with a spending coefficient of 86%. Ms. Brewer said four-hundred, forty-four (444) children were served; the waiting list included two-hundred, forty-seven (247) children. Ms. Brewer said we removed families from the waiting list by sending letters to two-hundred (200) children on September 26th. Ms. Brewer said on October 9th, sixty-eight children were left on the waitlist and letters were sent to their families. Effective October 10th, we started taking applications for everyone walking through the agency's door. Ms. Brewer stated since October 10th, we have given vouchers to sixty-seven (67) children. Interim Director Morrow said that Ms. Brewer had a meeting with the day care providers. Ms. Brewer said letters were sent to the day care providers inviting them to our October 19th meeting at the agency to update them of the NC Fast go-live date of November 7th and reminding them to do their attendance sheets by the 2nd day of the month as well as they can only go back two (2) months to submit attendance sheets in the NC Fast system. Ms. Brewer added that the agency had eighteen (18) providers attend the October 19th meeting and they expressed positive feedback on the information given.

Vice-Chair Kelly asked Interim Director Morrow for the Medicaid report card discussion. Interim Director Morrow provided an update on the Medicaid report card and what is expected from the Medicaid department. Legislature was passed holding the state accountable to make sure the counties are passing the state and federal guidelines via report cards beginning January 2017. The state waived the months of January 2017 through June 2017; report card monitoring began July 2017. The statute stated if a county fails the report card three (3) consecutive months or fails five (5) months out of the twelve (12) months in the year; the state will start coming in and could take over the Medicaid with a potential pay back to be due. Interim Director Morrow advised the state comes in and works diligently to assist the county to pass the report card with a corrective action plan; the passing grade is eighty-five percent (85%) and above. Interim Director Morrow made known the county failed the Medicaid report card in July 2017 and August 2017; the county passed in September 2017 and should pass in October 2017. Interim Director Morrow met with the state and asked the state to come in to re-train the staff and meet with the supervisors about pulling reports to make sure the cases are completed within guidelines. Currently, intake (new applications) is on the Medicaid report card and reviews (re-determination cases) will be added in the future. Interim Director Morrow implemented having three (3) intake workers in each area and having supervisors review the reports as well as see what is scheduled in the future week to complete cases and meet deadlines in a timely manner. Interim Director Morrow said there is a process in place, including the trouble shooting in NC Fast by the lead workers, and so far we are meeting the report card at eighty-eight percent (88%).

Vice-Chair Kelly called for the Medicaid transportation discussion. Interim Director Morrow stated the state is in a corrective action plan for Medicaid transportation. Contractors were hired to come in and monitor the program. Interim Director Morrow said we want to put everything in perspective to ensure we are doing everything correctly. Interim Director Morrow said we had been doing gas vouchers and right now we will be using the vans and not be doing gas vouchers unless it is on an emergency basis. Vice-Chair Kelly asked Interim Director Morrow for the description of Medicaid transportation; Interim Director Morrow advised the

program is for anybody receiving Medicaid who needs transportation to and from the doctor or medical facility.

Vice-Chair Kelly called for the Director's comments. Interim Director Morrow said she is focused on the staff and working to get the agency to run more smoothly.

For the Board Chair's comments, Vice-Chair Kelly shared that she and Chair Pevia attended the Social Services Institute held in Hickory on October 18th through October 20th. Vice-Chair Kelly shared with the Board information gathered at the Social Services Institute. Vice-Chair Kelly asked the Board for additional comments. BM Evans asked about the status of the agency's computer system in preparation for the additional programs in NC Fast system. Interim Director Morrow said Income Maintenance programs have been working in NC Fast. Child Care will start November 7th with all of that data (all children and payments to providers) in NC Fast; Interim Director Morrow said for a time we will still track using the paper attendance sheets to make sure everything is correct. Interim Director Morrow stated she cannot say everything is perfectly locked in to NC Fast. Interim Director Morrow said Child Welfare will be the next program added to NC Fast. Interim Director Morrow said a document management system (vendor undetermined at this time) will have to be put in place at a cost to the county that will be linked to NC Fast (especially for Child Welfare). BM Thomas shared with the County Commissioners the good news about the passing grades related to the Medicaid report card. BM Thomas encouraged the Board to come to the County Commissioners December meeting and help pitch the importance of making the three (3) Time Limited Income Maintenance positions permanent. Interim Director Morrow advised any employee working a Medicaid case; we receive seventy-five percent (75%) reimbursement. BM Thomas said that speaks well for the county to make those positions permanent. BM Thomas asked about a plan for an outreach program since there is no longer a waiting list for day care. Interim Director Morrow stated the spending coefficient will be viewed in December for the current action taken and the day care centers have been advised there is no waiting list. BM Thomas said he anticipates the spending coefficient will rise and the County Commissioners will not be pleased if there is a state reversion of funding. BM Thomas asked the status of the on-site records. Interim Director Morrow said space was cleared out for the open face file racks expected to arrive next week. BM Thomas asked how long we will keep the mobile storage unit. Interim Director Morrow we have funds in our budget this year for the mobile storage unit. BM Thomas asked for the reimbursement rate for capital expenses for a new building for the agency. BM Thomas said the county is going into a phase of planning major projects; he said at some point the agency needs to get on the county's priority list for a new building. Interim Director Morrow said the reimbursement amount is between sixty-two percent (62%) and seventy percent (70%). BM Thomas asked if Interim Director Morrow talks to the county manager to mention this.

Vice-Chair Kelly asked for a motion for a closed session to discuss a personnel matter. BM Thomas 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 Branch. The vote was unanimous. Those in attendance during the closed session included Vice-Chair Kelly, BM Branch, BM Evans, BM Thomas,

Interim Director Morrow, and Mr. Charleston. BM Evans made a motion to exit the closed session which was seconded by BM Thomas. The vote to exit closed session was unanimous.

Vice-Chair Kelly asked for any motions to come before us. BM Branch made a motion to modify Interim Director Morrow's contract effective November 7th to go to three (3) days / six (6) hours per day per week vs two (2) days / eight (8) hours per day per week also noting Interim Director Morrow will be on call only for Thanksgiving and Christmas weeks. BM Thomas seconded the motion. The vote was unanimous. Mr. Charleston added that the Board training will be provided at the next meeting.

Vice-Chair Kelly asked for a motion to adjourn, BM Evans made a motion to adjourn which was seconded by BM Branch. The vote was unanimous.

Charlotte Kelly, Vice-Chair

Becky Morrow, Secretary

Date