

**DAVIDSON COUNTY
DEPARTMENT OF SOCIAL SERVICES**

Dale Moorefield, Director



Lexington DSS Office
P.O. Box 788
913 Greensboro Street
Lexington, North Carolina 27293
336-242-2500
FAX: 336-249-7588

Thomasville DSS Office
PO Box 2656
211 W. Colonial Drive
Thomasville, North Carolina 27361
336-474-2760
FAX: 336-472-6635

Lexington Child Support Office
PO Box 788
913 Greensboro Street
Lexington, North Carolina 27293
336-242-2242
FAX: 336-242-1236

Thomasville Child Support Office
PO Box 2656
211 W. Colonial Drive
Thomasville, North Carolina 27361
336-474-2609
FAX: 336-474-2620

**Davidson County Department of Social Services
Board Meeting Minutes
September 27, 2011**

Board Members Present

**Rev. Tommy Wilson; Mr. Sam Watford;
Mr. Larry Potts; Mrs. Barbara Presnell**

Others in Attendance

**Mr. Dale Moorefield; Mr. Scott Craver; Mrs. Paula Harrison;
Mrs. Joyce Roach; Mrs. Kathy Hitchcock; Mrs. Lynn Meeks;
Mr. Chris Watford; Mrs. Lexa Eagle; Mr. Mike Newby; Mrs. Elizabeth Huff**

Call to Order

The meeting was called to order at 5:32 p.m. by Rev. Tommy Wilson, Chairman. Mr. Sam Watford offered an invocation.

Adoption of Agenda

Mr. Larry Potts made a motion to adopt the agenda as written. Motion was seconded by Mr. Sam Watford. Agenda adopted as presented.

Approval of Minutes

Mr. Sam Watford moved that the minutes of the August 23, 2011 meeting be approved as presented. Mr. Larry Potts seconded this motion. The minutes were approved.

Public Address

There was no public address.

Management Report

Mrs. Lynn Meeks reported that Social Services is currently under spending in almost every area of the budget. Overtime spending is up but this should go back to normal once vacancies are filled. We will need to be mindful of the spending in Foster Care due to the increase in children in care.

Mr. Dale Moorefield reported there are four vacancies in Income Maintenance, however, 2 are filled and a recommendation has been made for a third. The CSSA position is vacant due to a resignation with no notice. This position is posted. A Social Worker III position is vacant and we are waiting for this to be posted.

Mrs. Joyce Roach reported increases in applications and caseloads for both Family and Children's and Adult Medicaid areas. Food and Nutrition Services applications also were up slightly, however, caseloads were down slightly. Mrs. Roach reported that Fraud collections were down in August, but will increase at tax time. She also reported that Child Support collected over one million dollars in the month of August, which is extremely good given the economic situation.

Mrs. Paula Harrison reported that the funding amounts for Child Day Care have been finalized. She reported that staff is working on the waiting list, trying to get more children on the program. The emergency assistance programs are up and running. We did not receive any Emergency Food and Shelter money this year, due to budget cuts. The Low Income Energy Assistance Program will be administered differently this year, in that payments from this program will be made directly to vendors on behalf of eligible individuals rather than to the individuals. Mrs. Harrison reported that August was a busy month in the Adult Services area. They received 22 reports of adult abuse and/or neglect in seven days. There were three requests for assistance with unclaimed bodies; however, this was resolved by finding other resources to assist with the bodies. The Foster Care and Adoptions area is relatively stable and the total number of placements is up. A new Foster Parent training started Tuesday, September 20, 2011.

Mrs. Kathy Hitchcock reported that 152 new reports of abuse and/or neglect of children were received in August. This was the highest number of reports received in the month of August in seven years. She also indicated that the number of reports goes up when there is a full moon.

Old Business

PBH matter will be recapped during closed session.

New Business

Record Destruction

In accordance with Record Retention and Destruction Policy, Social Services has requested approval to destroy 1,420 Child Support client records in the Thomasville Office. All of these records meet the requirements for destruction. The records date back to 2004. A motion was made by Mr. Larry Potts to have the records destroyed. Mrs. Barbara Presnell seconded the motion. The motion carried unanimously. Records will be destroyed at the earliest possible date.

Work First County Plan 2012 – 2014

The State requires counties to conduct Work First Biennial Plans. As a Standard County, we are required only to complete a Work First Block Grant Standard County Survey that will be submitted to the Division of Social Services. It was decided at the July Board meeting to only complete the Survey. The survey has now been completed and submitted for review by the Board. A motion was made by Mr. Sam Watford and seconded by Mrs. Barbara Presnell to submit the survey as presented. The motion carried unanimously.

Program Focus – Work First

Mrs. Elizabeth Huff, Supervisor in the Work First area, gave an overview of the Work First Program. Work First is basically divided into three sections, Child Only cases (persons caring for relative children not their own); Benefit Diversion (three months of benefits all at once), and Work First Employment (recipients complete their plans successfully and receive a monthly benefit). Work First is now a Pay After Performance program and if recipients do not follow through on their Mutual Responsibility Agreement and the Pay After Performance guidelines, they do not receive cash benefits. The range of benefits for recipients has been the same for many years. A child-only case could receive \$181.00 per month. A parent and one child could receive up to \$236.00 month. A three person household could receive \$272.00 per month and a four person household could receive \$296.00 per month. There is a small incremental increase for each person included in the benefit. There are time limits placed on recipients. They can receive assistance for 24 months in North Carolina, go off the program for 36 months, receive another 24 months, go off another 36 months and then receive for an additional 12 months. Recipients can receive no more than 60 months of Work First assistance in their lifetime. Work first is not an entitlement program.

Target Incentive Program (TIP)

On September 20, 2011, Department Heads met with the County Manager, Robert Hyatt and Assistant County Manager, Zeb Hanner to discuss the Target Incentive Program (TIP). It was decided by vote that departments participating in the TIP program would award TIP incentives to employees that met their goals as set forth by the respective Agencies. The criteria used in determining eligibility for Social Services are as follows: must be employed with the Agency as of July 1, 2010 and ongoing; must have an overall met or exceeds rating on their Performance Evaluation; and must have met 95% of their individual goals. Meeting 95% of the unit's and division's goals also would increase the amount of incentive per individual. Employees under written warning during the annual review period are not eligible for the incentive. The maximum award per employee is \$500. The moneys to cover this incentive would be taken from the department's Performance Based Budgeting savings. It is anticipated this incentive would be paid on October 21, 2011. Mr. Larry Potts made a motion to approve the awarding of the incentive. Mrs. Barbara Presnell seconded the motion. Motion carried unanimously.

Fiscal Report: Year End 2010 - 2011

Mrs. Lynn Meeks, Accounting Specialist, presented data regarding the end of the fiscal year 2010/2011. Overall, Social Services came in under budget by \$362,558.39. This amount is added to the Performance Based Budget savings from previous years. Social Services not only have done a good job pulling down reimbursement funds from the State and Federal governments for the Agency, but also for the County. Mrs. Meeks presented graphs and charts showing the Economic Impact of spending and revenues for our Agency. There were also examples of program increases, a breakdown of Medicaid services provided and Medicaid costs. The majority of the moneys spent out during the fiscal year appear to have remained in the County. Mrs. Meeks indicated that the staff of Social Services works very hard to be efficient with resources and save money.

Mr. Chris Watford and Mr. Mike Newby shared that Child Support staff are doing a great job. Due to the hard work and diligence of one agent, child support and alimony moneys in the amount of \$162,000.00 have been secured for a family. Mr. Watford shared that Mr. Newby has a great deal of experience as a Child Support attorney and this shows through his abilities to process cases through the Courts.

Closed Session

A motion was made by Mr. Larry Potts and seconded by Mrs. Barbara Presnell that the meeting go into a closed session in order to discuss the Attorney/Client matter.

Return to Open Session

Meeting returned to open session at 6:49pm. No action was taken on the matter.

Date of Next Meeting

Tuesday, October 25, 2011, 5:30 p.m.

Adjournment

The meeting was adjourned at 6:49 p.m.

Minutes submitted by Dale Moorefield, Secretary to the Board