

**DAVIDSON COUNTY
DEPARTMENT OF SOCIAL SERVICES**

Dale Moorefield, Director



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**Davidson County Department of Social Services
Board Meeting Minutes
July 31, 2017**

Board Members Present

**Mr. John Byrum; Mr. Andy Morris
Mr. Lance Barrett; Mr. Steve Jarvis**

Others in Attendance

**Mr. Dale Moorefield; Mr. Scott Craver; Ms. Katrina McMasters; Mrs. Elizabeth Huff;
Mrs. Susan Craig; Mrs. Lexa Eagle; Mrs. Brooke Hedrick**

Call to Order

The meeting was called to order at 4:13 p.m. by Mr. John Byrum. An invocation was offered by Mr. Byrum.

Oath of Office – Lance Barrett

Mr. Lance Barrett was sworn in for his three-year term on the Board of Social Services. Mrs. Brooke Hedrick presided over the giving of the Oath of Office.

Election of Officers

Mr. John Byrum officiated over the election process of new officers. A motion to open the floor for nominations for Chairman was requested. Mr. John Byrum was nominated by Mr. Steve Jarvis. Mr. Lance Barrett seconded the nomination. No further nominations were received and nominations were closed. Mr. Byrum was elected Chairman by acclamation. Nominations for Vice Chair were opened and Mr. Andy Morris was nominated by Mr. Lance Barrett for Vice Chair. No further nominations were received and the nominations were closed. Mr. Andy Morris was elected as Vice Chair by acclamation.

Adoption of Agenda

Mr. Dale Moorefield asked to amend the Agenda, adding I.4. Item to Prevent the Disclosure of Information that is Privileged or Confidential. Mr. Steve Jarvis made a motion to approve the amended Agenda. Mr. Andy Morris seconded the motion. The Agenda was approved unanimously.

Approval of Minutes

Mr. Lance Barrett made a motion to approve the minutes of the June 27, 2017 meeting. Mr. Andy Morris seconded this motion. The minutes were approved unanimously.

Public Address

There was no public address.

Management Report

Director, Dale Moorefield reported on the Expenditure Report in the absence of Mrs. Caroline Hedrick. The information provided was for the period through June 30, 2017. Not all bills are in for the Fiscal Year 2016-2017. Overall, the total budget was underspent by about \$158,000.00. The vehicle mileage and individual mileage was discussed noting that we came in under the budgeted amount on individual travel; while vehicle mileage was overspent and that is most cost effective in use of our travel resources. There is overspending in Foster Care. This is due to the increase in the number of children in care as well as the policy changes involving children between the ages of 18 and 21 who may come into care. Medicaid Transportation is being overspent; however, these costs are 100% reimbursable. We are showing that Work First transportation is being underspent, but we are still getting invoices. Mr. Moorefield expressed his concerns for the Fiscal Year 2017-2018, as Assistant County Manager made additional cuts from our original request passed by the DSS Board in March. Mr. Moorefield shared the decreases for each category and the total cuts were just a little over \$38,000.

Mr. Moorefield shared that there are twelve vacancies showing on the Vacancy Report; however, we are actively trying to fill ten of these at this time. Six of ten vacancies have had offers made and accepted. These perspective employees will come on board in August if not already working. Four positions are pending; having been posted, and the Agency will begin the interview process once the application process has closed.

Mrs. Elizabeth Huff reported that Income Maintenance has finished out the year with better than 96% Accuracy and Timely Processing is better than 98% for FNS and better than 95% in Medicaid. Both these Processing times are higher than State Requirements of 95% in FNS and 90% for Medicaid. Recertifications are being completed timely as well. Caseloads go up and down based on the rise and fall of applications. Medicaid cases were up for the year; however, applications were down for the year overall, which indicates less churn for those eligible for assistance.

Mrs. Huff reported that in the Work First area, the number of people going to work in Davidson County is significant; 27 total for the year, which is eight more than the previous year. This is

an awesome job and Career Connections through Goodwill plays a very significant role in assisting our clients in becoming job ready and locating employment. Mrs. Huff reported that in Child Care Assistance, we finished the year underspending our allocation by approximately \$66,000. For the new fiscal year, Child Care will be on a "use it or lose it" allocation system. We will need to always maintain 95% spending to keep getting the same or more allocation of funds for service. In the Emergency Assistance area, our Agency served approximately 6700 individuals, which is about 560 less than we served last year. It is felt that this was due to a mild winter and a better economy. We also spent less funding in EA.

Mr. Scott Craver reported that Child Support Enforcement was able to meet all five of the State goals. The total collections for the year were more than \$13.2 million or 1.62% more than collected last year. The total number of open cases dropped about 120 and this was due to closing cases that needed to be closed as CSE Supervisor Kim Danch met with our CSE State Representative to strategize on these case closures. The State Rep. also shared with the Director that few Counties met all five of their State Goals and only one other in her area accomplished it.

Ms. Katrina McMasters reported that there was a slight reprieve in reports received in the Child Protective Services area and that the number of abuse reports was down as well. CPS is continuing to concentrate on closing cases; as they are trying to close as many as they are getting. 11 abuse cases were closed in June. We want to continue to close cases and keep caseloads at a more manageable level. The assists for other counties continue to be an issue because the numbers have been so high. The State Representative for CPS has been involved because cases coming to us are already out of compliance or out of date. July has been a heavy month of filing petitions. In June, educational personnel reports came down and will be down in July due to school being out of session. The reports coming from school personnel will gear back up in August, when school resumes in all three systems in the County.

Mrs. Susan Craig reported that in the Foster Care area, business and workloads are heavy. The total number of children in our custody is 167 and averaged around 160 for the year. The two new Foster Care SW positions approved in the budget will help with these larger numbers as we are working on being fully staffed in this area. In the Adult Services area, we now have 86 wards in care. The numbers of reports and open cases remains steady. We continue contracting with Hope for the Future and this is a great help managing the wards that have been assigned to them. The most-needy individuals with Mental Health concerns and needs have been assigned to the contractor, who is better equipped to provide for them. We will have 20 of the most needy individuals assigned to Hope for the Future and this allows us to better serve the 86 remaining wards in our care.

Old Business

There was no Old Business.

New Business

Social Services Commission Board Appointment Update

Angela Green from the Social Services Commission has communicated with Mr. Moorefield. She informed him that they still have not appointed a person for our County Board of Social Services. The reason given for the delay is that the representative for our area has been sick

and has not attended the last two meetings of the Commission and that we should see an appointment made in August.

Energy Program Outreach Plan

The proposed Energy Outreach Program Plan for the Crisis Intervention Program (CIP) and the Low Income Energy Assistance Program (LIEAP) has been shared with the Board. There are no changes proposed from the previous plan. The Agency will notify the media when and where applications will be taken. This plan is due to the State today. It was suggested that we may want to consider updating the application to gather information to show how the applicant heard about the program. It was felt that word of mouth is usually how applicants learn about the programs and the availability.

The Board requested a report to know how applicants learned about the application process. This would need to be a manual tracking process as this is a State application and the actual application cannot be changed. There was concern that having to ask additional questions may put an extra burden on staff. Questions were asked as to how this process might work and where the information could be captured.

Mr. Steve Jarvis made a motion to approve the plan as presented with the understanding that if there is a field available to capture the data regarding where the applicant learned about the program, then follow through with that. The motion was seconded by Mr. Andy Morris. The motion was approved unanimously.

2016 Job Study Follow Up Action with Social Work Positions

Mr. Moorefield shared the job study results from 2016 regarding the social workers' salaries. All DSS Management staff and HR Director concurred that our Social Workers in CPS Investigations, Foster Care and Adoptions, and Adult Services had similar responsibilities and decision making involved in their jobs. Despite this agreement during the Job Study, the Social Worker III positions were not upgraded as expected from the Job Study and Mr. Moorefield voiced his concerns about that at the time of the County Commissioners Board Retreat. Mr. Jim Price, former Human Resources Director, also wanted to get these positions more equitable. During the job study, Office of State Personnel would not allow the upgrade based on the job descriptions for these positions being so detailed. Mr. Price came up with a solution to the problem, suggesting a work against type scenario similar to Income Maintenance. Revisions were made to these Job Descriptions to be less specific and more general with the revisions for the affected positions. These changes were approved at the end of June by the County Manager Zeb Hanner, and now retired HR Director, Jim Price. The approximate cost to the Agency is about \$22,000 annually after reimbursement. There was also a proposal that job studies be completed every year rather than occasionally as in the past. Mr. Moorefield reiterated to the Board that no action is needed and that he was just updating the Board on the latest developments with the 2016 Job Study in regards to the Social Work positions.

Mr. Steve Jarvis made a motion to move into closed session at 5:12 pm. The motion was seconded by Mr. Lance Barrett. The motion was approved unanimously.

Closed Session

No action was taken during Closed Session.

Mr. Andy Morris made a motion to return to open session at 5:27 pm. The motion was seconded by Mr. Steve Jarvis. The meeting returned to open session at 5:27 pm.

Date of Next Meeting

Tuesday, August 22, 2017, at 4:15 p.m., first floor of Social Services in Lexington, Conference Room D.

Adjournment

The meeting adjourned at 5:28 pm.

Minutes submitted by Dale Moorefield