

**DAVIDSON COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

*Dale Moorefield, Director*



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**Davidson County Department of Social Services  
Board Meeting Minutes  
December 13, 2019**

**Board Members Present**

**Mrs. Karen Watford, Mrs. Jane Murphy, Mrs. Minnie Dukes, Mr. Todd Yates**

**Others in Attendance**

**Mr. Dale Moorefield, Mr. Scott Craver, Ms. Katrina McMasters, Ms. Elizabeth Huff, Mrs. Susan Craig, Mrs. Caroline Hedrick, Mrs. Sherry Woodyard, Mrs. Kim Latham, Ms. Shirley Lopp, Ms. Nina Stout**

**Call to Order**

The meeting was called to order at 11:30 am. by Mrs. Karen Watford. An invocation was offered by Mr. Dale Moorefield. A motion was made by Mrs. Minnie Dukes to excuse Mr. Rick Wagner from the meeting. Mr. Todd Yates seconded the motion. The motion was approved unanimously.

**Adoption of Agenda**

Mrs. Watford requested that the agenda be amended to add G.2 Closed Session to New Business. Mr. Yates made a motion to approve the amended agenda and Mrs. Jane Murphy seconded the motion. The amended Agenda was approved unanimously.

**Approval of Minutes**

Mrs. Murphy made a motion to approve the minutes of the November 26, 2019 regular meeting and November 26, 2019 closed session meeting. Mrs. Dukes seconded this motion. The minutes were approved unanimously.

**Public Address**

There was no public address.

**Management Report**

Mr. Dale Moorefield shared a brief Management Report to include the following:

- Final expenditure report for October 2019 was distributed.
- There are currently 10 vacancies, one of which has now been filled and the person will start on Monday.

- Medicaid Food Nutrition Service applications have declined; however, caseloads have increased which is normal for this time of the year.
- Child Care continues to have 284 applicants on a waiting list. The current spending coefficient is 96% and this is where the Department should be with spending per State recommendations.
- LIEAP applications are being taken for elderly and priority groups and will open to all populations on January 2, 2020. This program will run through 3/31/2020 or until funding runs out.
- Child Support incurred its first month with less than \$1 million in collections.
- Ms. Katrina McMasters shared copies of the November CPS report which reflects 194 reports received. The Department is working with 160 children and took 5 children to juvenile court with 8 coming into DSS custody.
- Permanency Planning currently has 189 children in custody of DSS.
- Adult Protective Services received 32 reports in November and currently has 88 wards. Mr. Moorefield expressed his appreciation to those who purchased gifts for the Angel Tree Wards and shared that their Christmas wishes are for simple things such as sodas, Little Debbie snack cakes, candy, socks, underwear, pajamas, shirts, and puzzle books.

### **Old Business**

Mrs. Watford stated that the after-hours social work supervisor stipend discussion from the last meeting will continue in the upcoming year as it gets closer to budget preparation.

Mr. Moorefield shared that the Commissioners approved to reclassify the SW III work against positions to SW I/A/T positions during the December 10, 2019 BOCC meeting.

### **New Business**

#### **Employee Recognition/Retirements**

Ms. Shirley Lopp and Mrs. Kim Latham were recognized for their upcoming retirements. Together, they have served more than 65 years with Davidson County DSS.

Ms. Lopp has served 40 years. Mr. Moorefield shared some statistics from 1979 when Ms. Lopp began her career with our Department. Ms. Lopp has been an invaluable asset to the Department and is well respected by her clients and has always ensured that her client's needs were taken care of. She was recognized as the DSS Employee of the Year in 2008.

Mrs. Latham has served the Department for 25 years in different roles, with the majority of her time in Adult Protective Services. Mr. Moorefield defined Mrs. Latham as an ideal employee and described her as loyal, an ethical team member, and a friend to DSS wards.

Both ladies have always exceeded expectations. Supervisor Ms. Nina Stout shared that both employees are the epitome of excellent workers and are responsible, loving, and generous of their time and energy. Mrs. Watford shared appreciation on behalf of the DSS Board.

### **Closed Session - Personnel**

Mrs. Dukes made a motion to go into closed session at 11:49 am. Ms. Murphy seconded the motion. The motion passed unanimously.

Mrs. Dukes made a motion to end the closed session and return to open session at 11:50 am. Mrs. Murphy seconded the motion. The motion passed unanimously.

The Board voted on the next steps in selecting a new DSS Director.

**Date of Next Meeting**

Tuesday, January 28, 2020, at 4:15 pm, first floor of Social Services in Lexington, Conference Room D.

**Adjournment**

Mr. Yates made a motion to adjourn the meeting at 11:52 am. Ms. Watford seconded the motion. The motion passed unanimously.

Minutes submitted by Dale Moorefield