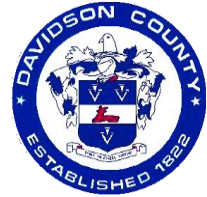


**DAVIDSON COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

*Patricia Baker, 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  
211 W. Colonial Drive  
Thomasville, North Carolina 27360  
P.O. Box 788  
Lexington, North Carolina 27293  
336-474-2760  
FAX: 336-472-6635

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

Thomasville Child Support Office  
211 W. Colonial Drive  
Thomasville, North Carolina 27360  
P.O. Box 788  
Lexington, North Carolina 27293  
336-474-2609  
FAX: 336-474-2620

**Davidson County Department of Social Services  
Board Meeting Minutes  
February 25, 2020**

**Board Members Present**

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

**Others in Attendance**

**Ms. Trish Baker; Mr. Scott Craver; Mrs. Elizabeth Huff; Mrs. Susan Craig;  
Ms. Katrina McMasters; Mrs. Caroline Hedrick; Ms. Sheri Woodyard;  
Mrs. Lexa Eagle; Ms. Daniele DeAngelis**

**Call to Order**

The meeting was called to order at 4:20 p.m. by Mrs. Karen Watford. Mrs. Watford asked for a motion to excuse Mr. Richard Wagner from this meeting. Mrs. Minnie Dukes made a motion to excuse Mr. Wagner and Mr. Todd Yates seconded the motion. The motion was approved unanimously.

**Adoption of Agenda**

Mr. Todd Yates made a motion to approve the Agenda for the meeting. Mrs. Minnie Dukes seconded the motion. The Agenda was approved unanimously.

**Approval of Past Meeting Minutes**

Ms. Jane Murphy made a motion to approve the minutes of the January 28, 2020 meeting as presented as well as the Closed Session minutes from the same meeting. Mr. Yates seconded the motion. All minutes were approved unanimously.

**Public Address**

Public address was held. There were four speakers – Mr. Nicole Hennes, Ms. Katrina Milbourne, Ms. Amanda Evans, and Ms. Sarah Carter. The issues that were addressed are concerns regarding Child Protective Services procedures. Mrs. Watford thanked all of the speakers and invited them to stay for the remainder of the meeting.

**Board Member Comments**

Mrs. Watford met with Ms. Trish Baker regarding items from the last Agenda. Ms. Baker was able to give good explanations regarding the Old and New Business and these issues have

been included in today's Agenda accordingly. The Board has talked briefly about changing the time of the Board meeting. Mrs. Watford is formally bringing this issue before the Board for suggestions and possible vote. Mrs. Watford has proposed that the meeting be changed to start at 3:30 pm and remain on the same date as scheduled each month. Mrs. Watford made a motion to change the time of the meeting to begin at 3:30 pm to be concluded by 5:30 pm in order to give the Commissioners on the Board time to get to their next meeting and have time to prepare for that meeting. Mrs. Minnie Dukes seconded the motion. The motion was approved unanimously.

## **New Business**

### **Management Report**

Mrs. Caroline Hedrick reviewed the budget amendment, sharing the expenditures expected. Ms. Hedrick shared that 58% of the year has lapsed. Overspending continues in the same areas as reported previously. Moneys have been moved from the telephone allowance line item to the telephone line item in order to purchase Agency cell phones and pay for the service for those phones. Overtime continues. Contracted services are up due to the timing of when some annual maintenance agreements have come due. Departmental supplies are up due to ongoing purchases for new equipment and replacement of old equipment. We are spending less in our overall travel. Total Social Services budget is at 53 percent. Please note that we are working without an approved State Budget; however, we continue to be reimbursed.

Ms. Elizabeth Huff reported that Income Maintenance has only one vacancy at this time. Ms. Huff shared that last month's Family and Children's Medicaid processing time for recertifications of 49% has come back up to 85% for the month of January 2020. Processing times remained high for all programs. In Child Care Subsidy, we are at 94% spending and we no longer have a waiting list. We are still in the Low Income Energy Assistance Program (LIEAP) season. Last month we spent almost \$288,000.00 and processed a little over 800 applications. This program will continue through March 31, 2020 or until the money is exhausted. We will probably have some moneys left.

Mr. Scott Craver reported that Child Support Enforcement is solidly on track to meet four of the five State goals set for that area. Total collections are down a bit, but typically increases will be seen with tax intercept. Two offers for the vacancies listed on the Vacancy Report have been made and accepted and they will be filled effective March 9, 2020.

Ms. Katrina McMasters shared that CPS filled one of the vacancies from within the Agency and have lost two more workers, giving her area a total of 3 vacancies. Incoming reports are up this month. They closed out the month of January with fewer cases open than in past months. The In-Home area is still within State caseload standards, despite the increase in the number of vacancies. Ten children came into care in January, as compared to four in December. They are seeing the numbers increase for February as well. The Agency is currently in a Program Development Plan with the State and working to ensure that we are meeting the State requirements regarding CPS work.

Mrs. Susan Craig reported that in the Adult Services area, they gained four new wards, bringing the total to 91 adults for which the Agency is responsible. They are fully staffed in the Adult Services area. All of Adult Services staff is now housed in the old Willie M/Davidson House building.

Mrs. Craig also reported that they are fully staffed in the Permanency Planning area. We have ten families that are in the Resource Parent Curriculum, which is training for foster parents to give them more resources and tools to help them deal with children who have experienced trauma. We have six families in the MAPP classes that began on February 13, 2020.

## **Old Business**

### **Record Destruction**

We have identified 338 CPS files and 7 out of county assist records that can be purged and ask that the Board consider a motion to have these files destroyed. Mr. Yates made a motion to have the files destroyed as described and Ms. Jane Murphy seconded the motion. The motion was approved unanimously.

### **Security at DSS Thomasville**

The Davidson County Board of Commissioners voted at their last meeting to have security for the Colonial Drive location secured through a contract with an outside vendor. This will be put out for bid and it will be a longer process by having to do this. The hope is to have someone in place in three months. There have been some things done to clean up around the building and make a better line of sight with less places for someone to hide. Mr. Craver reported that he received a call from the Lexington office to inform him that security is now observing the cameras there. Signage has been put in place to let the public know that specific doors will be locked in the Colonial Drive location, but no doors have been locked at this time.

### **Stipend for After Hours Social Work Staff**

The hope is to add an additional supervisor for On-Call staff and this stipend would be less than proposed originally. The proposal now is that supervisors that are on-call at night and weekends would be given a stipend of \$75.00 per week. This is not a large amount, but would be something in addition to their regular salary. If the On-Call Supervisor is approved and hired, then the stipend would only be paid when that supervisor is on vacation or sick. The on-call rotation was explained to the Board. The supervisors on rotation now are not being compensated at all. An in-depth description of how calls are handled now was provided to the Board. Ms. Baker shared with the Board that this is not an unusual practice and we are proposing to begin this stipend with the new budget.

## **New Business**

### **NEMT Policy – Mileage Rate Change**

In January 2012, DSS Board adopted and approved the IRS Medical Purpose Rate for that year for our direct reimbursement of Non-Emergency Medication Transportation (NEMT) mileage. They also made the decision to keep the reimbursement rate concurrent with the IRS Medical Travel Reimbursement Rate. Effective January 1, 2020, the IRS Medical Purpose Rate dropped to \$.17 per mile. We are requesting that the Board approve a revision of our NEMT mileage – Direct Reimbursement rate to the current IRS rate. Mr. Yates made a motion to revise the rate for NEMT mileage – Direct Reimbursement to \$.17 per mile. Mrs. Minnie Dukes seconded the motion. The motion was approved unanimously.

## **FY 20-21 Proposed Budget**

Mrs. Caroline Hedrick shared that when we develop our budget, we receive budget estimates from the State for some of our allocations as well as our past annualized budgets. Overall view of the budget was shared with the Board with charts prepared by Mrs. Hedrick.

There have been some significant changes in administrative spending. Internal telephone charges were explained in depth. Vehicle mileage for County vehicles was explained. An explanation regarding copiers and their costs were given to the Board. Other contracted services were detailed on one of the sheets prepared by Mrs. Hedrick. All expected increases were detailed for the Board. All questions asked and answered regarding the changes.

Contracted services were gone over in depth as to why these increases would be expected. There was much discussion about the contracted service for Hope for the Future and how that contract frees up staff to work with other individuals in the Adult Services area. There was also discussion about the contracted services for scanning and document management services. A detailed explanation of how these services work was provided. Vanguard Staffing contract will not be included in the new budget.

Decreased administrative expenditures were gone over, including interpreting fees, professional services and travel.

Public assistance expenses were compared to prior fiscal years and adopted budgets. Work First expenditures were explained in depth, with Goodwill contract being deleted. The dollars spent in Work First are a help in meeting our Maintenance of Effort spending. There was discussion about the Goodwill contract and how they have received the news that this contract will most likely go away. Emergency Assistance expenditures were explained next. The expenditures for Permanency Planning were discussed. These expenditures are fluctuating all the time. Additional funds may be needed for undocumented children that may be in the custody of our Agency. Adoption Assistance funds are expected to increase due to the adoption of more children.

Mrs. Hedrick shared information regarding salary and benefits. The first slide of information shows the expected increases for salary and benefits, which include a \$500 per year plus 1 ½ percent increase for current employees as well as increases for medical insurance and retirement per employee. The next topic discussed was the proposal from last year's budget regarding 20 plus positions needed over a two-year period. Eight positions were added last year by adding three new positions and making five on-hold positions active. We are requesting 8 more positions this year – 2 additional social workers; one in Foster Care Licensing, one in Child Protective Services; 1 Community Social Services Technician; 1 Office support position; and 4 new supervisory positions spread over all of the Child Welfare area. The salary and benefit break down for these positions was shared as well as the reimbursement expected for each position. The net projected costs were also shared. Total salary amounts were shared. State standards for caseloads and supervisory loads were explained to the Board with discussion regarding how to be sure this is the number of positions needed with the amount of vacancies within the Department.

Mrs. Hedrick spoke about the expected revenues for the Agency. The projected revenues show an overall decrease of 3.9 percent from last year. Questions were asked about the process for getting the reimbursement each month. Reimbursement from the State and Federal level is accomplished through the completion of the 1571, which is the process for claiming the expenditures for the entire Agency staff.

The overall budget request for the year is \$20.2 million, which \$11.7 million is projected to be reimbursed to the County through State and Federal funds, which is an increase of 16.5 percent. There is a scheduled meeting to present the proposed budget to the County Manager on March 4, 2020.

The management team has held many meetings to try to cut the budget to the barest of minimum needs. The transmittal of this budget to the County Manager was explained. The Board should only vote to transmit or not. They are not required to approve the budget as presented. Mrs. Minnie Dukes made a motion to transmit the Fiscal Year 20-21 budget as presented. Ms. Jane Murphy seconded the motion. The motion was approved unanimously.

There was discussion regarding the possibility of a budget retreat for next year's budget for the purpose of educating the Board and for giving the Board an opportunity to ask questions regarding the budget.

### **Director Updates**

Ms. Baker shared that the information provided by Mr. Richard Wagner from the NCACDSS meetings is included in the Board packet. There is also a schedule that shows meetings and events that Board members may be interested in attending to learn more about the Agency and its inner workings. The dates for the Social Services Institute was also provided. All trainings were shared and the transition of the Face Book pages are taking place as well. Ms. Baker was very complimentary of the team she has been working with.

### **Closed Session**

Closed session was tabled until the next meeting

### **Date of Next Meeting**

The next DSS Board Meeting is scheduled for Tuesday, March 24, 2020 at 3:30 at the Governmental Center, first floor, Conference Room D, Lexington, North Carolina.

### **Adjournment**

The meeting was adjourned at 5:52 pm.

Minutes submitted by Patricia Baker