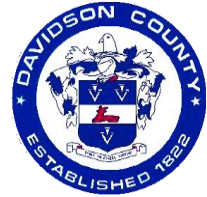


DAVIDSON COUNTY DEPARTMENT OF SOCIAL SERVICES

Patricia Baker, Director



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Davidson County Department of Social Services Board Meeting Minutes May 26, 2020

Board Members Present

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

Others in Attendance

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

Call to Order

The meeting was called to order at 4:00 p.m. by Mrs. Karen Watford. She thanked all for being there.

Adoption of Agenda

Mrs. Karen Watford asked that the Agenda be amended to add L and move Adjournment to L and make K. Expiring Board Term for Mr. Richard Wagner. Ms. Jane Murphy made a motion to approve the amended Agenda for the meeting. Mr. Richard Wagner seconded the motion. The Agenda was approved unanimously.

Adoption of Minutes

Mr. Wagner made a motion to approve the minutes of the April 28, 2020 meeting. Mrs. Minnie Dukes seconded the motion. The minutes were approved unanimously.

Public Address

There was no public address.

Board Member Comments

Mrs. Watford is very appreciative of the written synopsis provided for the Management Reports.

Management Report

Written highlights for each area of the Agency were provide to the Board. Ms. Baker noted the information concerning Program Integrity. A store in the County was found fraudulent. There was lots of work done on the part of the Program Integrity staff. This generated over \$141,000.00

in claims. We continue to see an increase in Food and Nutrition Service applications. Walk-in traffic has started to increase as well.

Mr. Scott Craver noted that Child Support collections remain higher than anticipated. Davidson County had the 5th highest collections in the State.

Ms. Baker pointed out that Ms. Katrina McMasters noted that CPS reports have dropped. The school system usually calls in the majority of the reports. CPS staff are out in the field every day and doing a great job. They are doing a tremendous job of getting cases closed.

In the Permanency Planning area, Mrs. Susan Craig reported that nine children found permanence in April; seven through adoption. There were two sibling groups. This group is doing a great job as well. There was some discussion regarding MAPP classes and fingerprinting. An explanation of how this is being handled was provided.

Ms. Sheri Woodyard reported that they are doing limited cases in court. A more normal schedule for court is to begin June 1, 2020. There will be more scheduling and a limited number of people in court room. An explanation of meeting the COVID-19 requirements was provided by Ms. Woodyard for court rooms. Mr. Wagner requested that Ms. Woodyard provide an update at the next meeting as to how many cases are being heard and how far behind legal remains.

Ms. Craig also reported on Adult Services and the fact that they had an increase reports in April. The number of reports accepted did decrease slightly.

Ms. Baker shared that Legal has conducted a lot of training for different areas via ZOOM during the pandemic and workers have been able to get a lot of valuable information.

Financially, the Agency is in good shape. Ms. Baker shared that the Fiscal team has done a great job pulling together and getting the reimbursement report submitted before the deadline, despite the vacancy on the team.

Mr. Wagner requested that submitter names be added to the management reports.

Ms. Baker also shared information regarding vacancies. We currently have 11 vacancies. They remain low and we continue to recruit and interview for these jobs.

Old Business

Mr. Wagner asked about how the P-EBT program is going and Ms. Patricia Baker gave him the current situation. The families should have begun receiving letters and some benefits by now.

New Business

Record Destruction

Ms. Baker shared that the Agency has identified a total of 1024 records from three different areas that meet the record retention criteria for destruction. She asked for the Board's approval for destruction. Mr. Todd Yates made a motion to destroy the records as described. Ms. Jane Murphy seconded the motion. The motion was approved unanimously.

Directors Updates

The reopening plan for DSS is business as usual. We are making sure that we have PPE available for all staff. We have a huge number of supplies that have been requested to come out of CARES grant provided to the County. Ms. Baker provided a breakdown of the items requested. We have also requested portable protective shields for staff as well as additional laptops for Income Maintenance staff. Also requested were portable scanners and printers. The BOCC will be voting on the application tonight and then the requests will go to the State.

FNS recipients will continue to receive extra benefits through June based on the waivers set forth by the State. PEBT and other extra benefits issued will be reported on next month when the numbers become available.

Ms. Baker praised all DSS staff, all who are essential, for their hard work and the great job they are doing to provide benefits to the Davidson County citizens. We continue to see clients at the front desk. Ms. Baker shared that the bulk of staff are already working in the buildings and the remainder will begin to be phased back into the work place. Anyone who is immune compromised will remain at home and continue teleworking.

We continue to encourage clients to complete applications online or in some form electronically. Staff are using the telephone to get and give information as well.

The CSST's are cleaning visitation rooms before and after visits. The parents are being asked if they are ill or have and COVID-19 related symptoms. If the parent has symptoms, the visits may be cancelled. The visits have started to increase. The CSST's are doing a wonderful job.

Ms. Baker shared the COVID-19 Emergency Application procedures with the Board and a copy of the application that the recipient will complete. We had attempted to apply for Emergency COVID funds from Cardinal but our request was not approved due to them being out of emergency funds. Mr. Casey Smith, County Manager, and the BOCC have accepted an application for county funds which will be reviewed tonight at the BOCC meeting. The anticipated amount of \$250,000 will provide up to \$500 to landlords, mortgage holders, power providers, and up to \$300 for medication and some food assistance. Ms. Baker gave a brief explanation of the requirements to receive this benefit. Each applicant must have a valid social security number and applications will be completed on-line. This grant dollars will have to be spent by December 31, 2020. This service will be advertised by word of mouth, press release, and on the Health Department marquee. There was discussion regarding the demographic of the families that would be eligible. Ms. Elizabeth Huff shared examples of how some could be affected and what demographic would be helped.

Ms. Baker shared information about our job classifications and descriptions that she has discovered and the conversation with the Office of State Human Resources. We have not been sending job descriptions to State to be classified since 2015. We are working quickly to get current job descriptions to the State for all 209 positions. Some staff are not classified correctly. All positions in DSS should be on the State books when completed.

Career Status was explained in detail by Ms. Baker. The State requires a minimum of six months probationary period that can be extended to 9 months. The extension to 9 months was also explained. Ms. Baker has been in contact with Kathy Cashion, Human Resource Director for Davidson County, to get this added to the County Human Resource manual.

There was discussion regarding the appointment of a board member due to the expiring term of Richard Wagner. Mr. Wagner is eligible for reappointment because he has only served one term.

He is willing to serve on this Board for another term. Mrs. Dukes made a motion that Mr. Wagner be reappointed to the DSS Board for the term of July 2020 through June 2023. Mr. Todd Yates seconded the motion. The motion was approved unanimously.

Mr. Yates made a motion to move the meeting into to Closed session. The motion was seconded by Mr. Wagner. The motion was approved unanimously.

Closed Session

No action was taken. Meeting returned to Open Session at 5:24 pm.

Return to Open Session

One of the Board members asked a question about the job classification/description issue and Ms. Baker informed the Board that she had requested job descriptions for some employees and discovered that positions had not been sent to the State since 2015 to be approved and/or reclassified. Some staff classified in Dec/Jan could be classified incorrectly. There could be 12 to 30 employees affected. They are being submitted to the State. She also discussed Career Status and changes to the probationary period and let the Board know that approximately 11 people will be impacted.

Date of Next Meeting

The next DSS Board Meeting is scheduled for Tuesday, June 23, 2020 at 4:00 pm at the Governmental Center, fourth floor, Commissioners Meeting Room, Lexington, North Carolina.

Adjournment

Mr. Richard Wagner made a motion to adjourn the meeting. The motion was seconded by Mrs. Jane Murphy. The motion was approved unanimously and the meeting was adjourned at 5:30 pm.

Minutes submitted by Patricia Baker