

**PITT COUNTY BOARD OF SOCIAL SERVICES
REGULAR SESSION**

December 14, 2021

The Pitt County Board of Social Services met in Regular Session at 4:00 p.m. The purpose of this meeting was to conduct the official business of the Pitt County Board of Social Services. Board members and Management Team staff present:

Board Members

Members Participating
James Cox, Chair
Shelia Bunch
Catherine Nelson, Vice Chair
Darone Dancy
Mary Perkins- Williams

Agency Staff

Members Present
Jan Elliott, Director
Dr. Frazer, Dep. Director
Angela Hart, Business Officer
Cynthia Ross, Adult Svc. Prog. Admin.
Bryan Averette, ESS Prog. Admin.
Sonya Scott, FSS Prog. Admin

County Manager Rep.

Members Present

Call to Order

Chair Cox called the meeting to order at 4:00 p.m.

Moment of Silent Prayer

Chair Cox offered a moment of silent prayer or meditation before the meeting began.

Adopt or Revise the Agenda

Item presented by: Chair Cox
Discussion: The agenda for today's meeting was reviewed by the Board.

Motion Made: To approve the agenda as presented.
Motion Made by: Mary Perkins-Williams
Motion seconded by: Catherine Nelson
Motion passed: The motion was passed unanimously.

Action on minutes of previous meeting

Item presented by: Chair Cox
Item Description: Minutes of the November meeting
Discussion: Chair Cox asked if there were any revisions to be made to the minutes of the meeting.

Motion Made: To accept the minutes as presented.
Motion Made by: Mary Perkins-Williams
Motion seconded by: Catherine Nelson
Motion passed: Unanimous

New Hires and Retirees

Ms. Elliott noted there were five new hires and had them come up and introduce themselves. Ms. Elliott noted the two retirees, have their employment history and presented them with their retirement clock. Ms. Elliott noted she was retiring as well at the end of the month.

Items for Consent

Item Presented: 3 Budget Amendments

Item Presented by: Jan Elliott, Director

Ms. Elliott reviewed the three budget amendments. Noted a donation from Weyerhaeuser had been received thanks to Angela Hart's work.

Motion Made: To accept the amendments as presented.

Motion Made by: Catherine Nelson

Motion seconded by: Darone Dancy

Motion passed: Unanimous

Items for Report

Item Presented: LIHWAP

Item Presented by: Bryan Averette, ESS Prog. Admin.

Mr. Averette went over the handout on LIHWAP. It's a one-time program for reconnection of drinking water and wastewater services or to prevent disconnection of same services. Discussed eligibility and priority groups. Will be available until funds are spent. Noted the different ways to apply.

Item Presented: School of Government Report

Item Presented by: James Cox, Chair

Chair Cox recognized all the board members and Dr. Frazer for attending the training. Noted this training will be required each year from now on. Vice Chair Nelson stated she enjoyed it and thought it being offered online allowed for more to participate.

Items for Decision

Item Presented: Board Retreat

Item Presented by: James Cox, Chair

Chair Cox stated the Board Retreat is normally held in January but as Social Services is currently in a state of transition, he was debating on delaying it at this time and was interested in the other Board Members thoughts. There was agreement to put board retreat on hold until Social Services has a new director.

Motion: Motion made to delay the Board Retreat

Motion Presented by: Shelia Bunch

Motion Seconded by: Catherine Nelson

Motion passed: Motion passed unanimously

Item Presented: Director Recruitment

Item Presented by: Darone Dancy, Board Member

Mr. Dancy noted the position was posted to run again until end of the month, after which applicants will be reviewed and qualified by Human Resources and the State. Hope to see applications by mid-January. Ms. Elliott noted it will close January 3, 2022.

Director Retirement

Chair Cox stated they had wanted to recognize Ms. Elliott's retirement and her hard work for Pitt County Social Services and getting Director of The Year by the Directors Association. Presented her with a retirement clock and a gift from the board members, who took turns expressing their appreciation for her hard work. Ms. Elliott gave a speech thanking the Management Team staff and the Board Members who have served during her time period

Deputy Director's Report

Dr. Frazer went over his handout after thanking Ms. Elliott for her wisdom and guidance and stated her legacy would stand. Noting the Medicaid Managed Care Tailored plans have been extended to Dec. 12, 2022. Trillium will be handling the tailored plans for our area as our LME/MCO. The November expenditure for the CDBG Utility Assistance was \$4,435.72. The Rental Assistance part of CDBG has spent \$9,411 for November expenditures. Ms. Elliott noted HOPE will be closing their doors at the end of the month.

Director's Report

Ms. Elliott went over the Medicaid Processing report noting we were at 89% instead of our regular 90%. Have made a waiver request due to the way NC Fast handled two of the cases causing the drop in our numbers. Can't have 5 out of 12 months that haven't processed timely and we are, currently, sitting at 3 months. Waiting to hear back on waiver. Can take a while to hear back. Meeting the other requirements. Reviewed vacancy report noting five new time limited positions. She stated 10% of the positions are vacant that's not only ones vacant as there are also vacancies due to FML leave, etc., so roughly any given day has 25% out. Ms. Elliott noted we'll start doing work against option for the Social Worker Investigative/A assessment and Treatment positions. It's an issue across the state, not just in Pitt County. Mentioned the grant project with the Directors Association and AmeriCorp for paid internships that is still a year out.

There being no further business in the regular session, the Board of Social Services was prepared for closed session by Susan Boyd, DSS Clerk to the Board, by reading the North Carolina General Statute regarding closed session.

Motion: Motion made to go to closed session.
Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Shelia Bunch
Motion passed: Motion passed unanimously

Adjournment to closed session.

After returning from Closed Session, Mary Perkins Williams made a motion to offer the Interim Director position to Dr. Frazer

Motion: Motion made to offer the Interim Director position to Dr. Frazer.
Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Darone Dancy
Motion passed: Motion passed unanimously

Mary Perkins-Williams made a motion to consider a contract for a consultant to assist the Interim Director.

Motion: Motion to consider a contract for a consultant to assist the Interim Director.
Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Catherine Nelson
Motion passed: Motion passed unanimously

Board Comments

Ms. Perkins-Williams wished the citizens of Pitt County a Merry Christmas and asked all citizens to keep the trash off the highway. She asked that they dispose of it in a proper receptacle. She also wished everyone had a wonderful New Year.

The remaining Board Members wished all Happy Holidays.

Motion: Motion to made to adjourn.

Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Darone Dancy
Motion passed: Motion passed unanimously

Respectfully Submitted,

Dr. Augustine Frazer
Interim Director

Susan Boyd
Clerk to the Board

James Cox
Chair

**PITT COUNTY BOARD OF SOCIAL SERVICES
CLOSED SESSION**

December 14, 2021

The Board of Social Services, before leaving Regular Session, was prepared for entering Closed Session, by the reading of the General Statutes which covers Closed Sessions meetings (N.C. General Statute 143-318.11, Section A (1), subsection 6.

The following Board members and Management Team Members attended the Closed Session meeting:

Board Members Present

James Cox, Chair
Shelia Bunch
Catherine Nelson, Vice Chair
Darone Dancy
Mary Perkins-Williams

Management Team Members Present

Jan Y. Elliott, Director

Chair Cox opened the session by explaining the purpose was to discuss the appointment of an Interim Director. There was discussion about options and then how to best support the Interim in their role while waiting to have a decision on the new Director since they were not sure how long that would take.

Motion made by Shelia Bunch to return to open session and seconded by Mary Perkins-Williams.

Respectfully submitted,

Dr. Augustine Frazer
Interim Director

James Cox
Chair

Susan Boyd
Clerk to the Board