

**PITT COUNTY BOARD OF SOCIAL SERVICES  
BOARD RETREAT**

**January 14, 2020**

The Pitt County Board of Social Services met for a Board Retreat at 2:00 p.m. on this date in the Emergency Operations Center located in the basement of the Pitt County Office Building, 1717 W. 5th Street, Greenville, N.C. The purpose of this meeting was to conduct the official business of and hold a retreat for the Pitt County Board of Social Services. Board members and Management Team staff present:

**Board Members**

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

**Agency Staff**

Members Present  
Jan Y. Elliott, Director  
Michele McCorkle, FSS Prog. Admin  
Bryan Averette, ESS Prog. Admin  
Cynthia Ross, Adult Services Prog. Manager

**County Manager Rep.**

Members Present

**Call to Order**

Chair Cox called the meeting to order at 2:00 p.m.

**Moment of Silent Prayer**

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

**Public Comments**

Chair Cox opened the floor for public comments. No one had submitted a form or signed in to speak.

**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 accept the agenda as presented with the added budget amendment.

Motion Made by: Mary Perkins-Williams

Motion seconded by: Darone Dancy

Motion passed: The motion was passed unanimously.

**Action on minutes of previous meeting**

Item presented by: Chair Cox

Item Description: Minutes of the December meeting

Discussion: Chair Cox asked if there were any revisions to be made to the minutes of the December 10<sup>th</sup> meeting.

Motion Made: To accept the minutes as presented.

Motion Made by: Mary Perkins-Williams

Motion seconded by: Darone Dancy

Motion passed: Unanimous

**Introduction of Retirees**

Ms. Elliott introduced and gave the employment history for Susan Bullock, who would be retiring at the end of January. The Board congratulated her.

## Introduction of New Hires

Ms. Elliott introduced the all new hires who were present to the Board, who welcomed them. Commissioner Mary Perkins Williams spoke about an upcoming event, "Keeping It Real", and invited the new staff and other Board Members to it.

## Items for Discussion

**Item Presented:** Board Rules of Governance

**Item Presented by:** James Cox, Chair

Chair Cox opened it up noting that members have had questions. Hoped Board Members had reviewed the documents and book. Noted that neither had addressed remote attendance. He had researched that topic and brought some information on it. Ms. Elliott brought up the question of when to swear in new members. Typically, it's done in July during the operational meeting. Chair stated that he was good with that and all others agreed. Ms. Elliott asked when did they want to select and swear in officers. Did they still want to do it in July? Ms. Perkins-Williams wants to rotate the chair position to expose members to the position and duties. Dr. Bunch asked how long officers held positions. Ms. Elliott stated it has been a one year term. Ms. Perkins-Williams stated she's been told she can't serve as an officer being that she's a commissioner. Ms. Elliott said she would check into that. Discussion held about length of term for officers and how many terms can an officer serve. Agreed no term limit and would vote for officers every year. Ms. Elliott inquired who presides until the election. Decided outgoing officer will do it. Ms. Elliott inquired when to acknowledge the service of an outgoing board member, In June or July. All agreed to do it in June. Ms. Elliott asked how they would like to submit items for meetings. Chair Cox said he and the Vice Chair meet with the director to discuss the agenda. Ms. Perkins-Williams asked to how to get an item on the agenda. Chair suggested formal submission 10 days prior to meeting. A Board Member can also suggest an agenda item during a meeting for an upcoming meeting. Staff or Board can submit item to be put on the board agenda. Chair and Vice Chair decide what gets approved to go on the agenda. Ms. Elliott questioned if it was still okay to send out the packets the Thursday before the meeting. All agreed okay. Ms. McCorkle asked where the agenda is posted and who gets copies. Ms. Elliott stated it is noted on the website and Public Information Office gets it out to the newspaper and media outlets. Ms. Elliott raised the question of leaving the public comment section on the agenda or leaving it off unless somebody submits a request. After some discussion, it was decided to leave as-is with no change. A discussion was held on whether the presiding officer gets a right to vote, which currently the chair can. All agreed to leave as is. Ms. Elliott raised the question about should the chair participate or be removed from the debates. He currently does participate. All agreed to continue that. Ms. Elliott asked if the Chair can make motions. All agreed to continue to allow that as well. Question was raised regarding Board Member conflict of interest by Ms. Elliott. Discussion held about the Board Code of Conduct and if it reflects conflict of interest. Ms. Elliott stated that she would check the document. She raised the question about absenteeism and not being excused. It was stated that Board Members are to call either the Chair, the Director or the Clerk to let them know if they cannot attend and why. The board votes to excuse if someone has to leave suddenly. Discussion held about deferred consideration motion. All agreed to find out the Commissioners policy on that before deciding. Ms. Elliott stated seconds are not necessary and asked if they still wanted to do that. All agreed to keep doing seconds to a motion. Question was raised about the need to have a supermajority. Quorum was confirmed as 3 out of 5 but it is not in writing and will be so noted in the procedures. Vacant seats question was raised but it has not historically been an issue. Law states that any vacancy has to be filled. Chair brought up remote participation. Some boards allow but have listed criteria to be met in order to remote in, for example, an illness. Can limit the number of times a Board Member can be allowed to remote in. Will check with County Attorney to see if the County Commissioners have a remote policy. Mr. Dancy stated his preference to limit number of times to remote in.

**Item Presented:** Children's Action Plan

**Item Presented by:** Jan Elliott, Director

Ms. Elliott reminded Board Members of their role in responding to social conditions of the community. Reviewed the power point presentation for the Children's Action Plan. Noted that 30 children were adopted by the end of the year. Ms. Perkins-Williams asked how the Agency did that. Ms. Elliott stated Child Welfare is fully staffed and had several sibling groups adopted. Ms. Nelson stated the hospital does community assessments and focus groups. The number one issue is parenting and now grandparents don't even know how to properly parent. Discussion held about parenting classes and needs. Studies

show effect of social needs/class kicks in about third or fourth grade. Ms. Nelson suggested having conversations with schools and Martin Pitt partnership. Chair Cox suggested having a survey of families on the Day Care waitlist. Discussion held about the different centers and how they are notified about vacancies. Chair Cox suggested getting all the players at a table and having dialogues.

**Item Presented: Adult Services planning**

**Item Presented by: Jan Elliott, Director**

Ms. Elliott went over the power point presentation. Noted they are starting to invite Adult Services to Trauma trainings. Shout out to Julia Petrasso as Pitt County won an appeals case. Chair Cox asked what are the factors that contribute to the discrepancies and Counties substantiating cases. Ms. Ross said the laws haven't been updated since 1970 and they are hard to understand. There's no available training for adult supervisors. A plan to invite Ms. Ross to Grand Rounds with physicians was suggested by the Chair and agreed to by Ms. Nelson. Ms. Nelson said strategic plan with the Council On Aging about the generation behind the baby boomers shows they won't live as long because of unhealthy lifestyles and obesity. The "older" population will be younger and healthier. The County is funding the adult programs with little State support. Directors Association is working to identify champions in the legislature to promote Adult Services programs. Mr. Dancy asked if Social Services has a good group of services and programs available. Ms. Ross stated the workforce is unprepared and not properly trained for the issues presented by the population we serve nor given the right tools to address some of the needs identified. Noted the need to create in-service training with community resources for adults. Ms. Elliott suggested having a talk/survey of this target group to see what their needs and issues are and go from there. Mr. Dancy asked how often does DSS get reports on hoarders and if they are unable to take care of themselves. Ms. Ross replied that the majority of reports are regarding self-neglect and a lot of hoarding occurs because they can't physically take care of things.

Motion: Motion made to adjourn

Motion Presented by: Shelia Bunch

Motion Seconded by: Darone Dancy

Motion passed: Motion passed unanimously

Respectfully Submitted,

Jan Y. Elliott  
Director

James Cox  
Chair

Susan May  
Clerk to the Board