

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

January 8, 2019

The Pitt County Board of Social Services met in Regular Session 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 the Pitt County Board of Social Services and hold a Board Retreat. Board members and Management Team staff present:

Board Members

Members Present
Melonie Bryan, Chair
James Cox, Vice Chair
Shelia Bunch
Catherine Nelson

Agency Staff

Members Present
Jan Y. Elliott, Director
Gwen Burns, Deputy Director
Angela Hart, Business Officer
Michele McCorkle, FSS Program Admin
Bryan Averette, ESS Program Admin
Tammy Lewis, SW Program Admin.
Cynthia Ross, SW Program Manager
Julia Petrasso, Attorney II

County Manager Rep.

Members Present

Call to Order

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

Moment of Silent Prayer

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

Public Comments

Chair Bryan 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 Bryan

Discussion: The agenda for today's meeting was reviewed by the Board. Ms. Elliott requested that items VI and VII be switched on the order of the Agenda to accommodate the guest presenter.

Motion Made: To adopt the agenda with the revisions as requested.

Motion Made by: Jim Cox

Motion seconded by: Catherine Nelson

Motion passed: The motion was passed unanimously.

Action on minutes of previous meeting

Item presented by: Chair Bryan

Item Description: Minutes of December meeting

Discussion: Chair Bryan asked if there were any revisions to be made to the minutes of the December meeting.

Motion Made: To accept the minutes as presented.

Motion Made by: Shelia Bunch

Motion seconded by: Jim Cox

Motion passed: Unanimous

DSS Department Overview

The Division Managers introduced themselves to the Board and gave an overview of their unit. They also discussed their critical issues and needs that they are currently facing in their specific areas and the potential impact on the upcoming budget. Handouts were provided by each Division Manager.

Role of DSS Board Members

Item Presented by: Janis Gallagher, County Attorney

Ms. Gallagher briefly went over the NC statute regarding the Board Member roles, gave leadership tips and explained the Board's interaction with the County Commissioners on behalf of Social Services. She noted that the Social Services Board is one of the most important Boards in Pitt County.

Director's Report

Due to running out of time, it was decided to hold the discussion of the Strategic Plan to the February Board Meeting. Chair Bryan asked if there was anything critical under the Director's report. Ms. Elliott stated there was not, just noted the Medicaid Transformation handout, DSS continues to pass on the Medicaid Application Processing report and the vacancy report numbers continue to go down. The Budget discussion will be moved to March. She reminded the Board members about the Social Services Board Association's Regional Meeting on the 22nd.

Board Member Comments

Mr. Cox and Dr. Bunch both thanked the staff for their presentations.

Motion: Motion made to adjourn
Motion Presented by: Shelia Bunch
Motion Seconded by: Jim Cox
Motion passed: Motion passed unanimously

Respectfully Submitted,

Jan Y. Elliott
Director

Melonie Bryan
Chair

Susan May
Clerk to the Board