

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

**February 8, 2022**

The Pitt County Board of Social Services met in Regular Session at 4:00 p.m. via Zoom. 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– Remote  
Catherine Nelson - Remote  
Darone Dancy – Remote  
Shelia Bunch – Remote  
Mary Perkins-Williams - Remote

**Agency Staff**

Members Present  
Dr. A. Frazer, Interim Director – Remote  
Angela Hart, Business Officer - Remote  
Tammy Lewis, CW Prog. Admin. – Remote  
Cynthia Ross, Adult Prog. Manager – Remote  
Bryan Averette, ESS Admin. – Remote  
Sonya Scott, FSS Admin. – Remote

**County Manager Rep.**

Members Present  
Brian Barnett– Remote

**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.

**Roll Call:**

Chair Cox Present	Shelia Bunch Present
Darone Dancy Present	Catherine Nelson Present
Mary Perkins-Williams Present	

**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.

**Vote Record:**

Chair Cox Yes	Shelia Bunch Yes
Darone Dancy Yes	Catherine Nelson Yes
Mary Perkins-Williams Yes	

**Action on minutes of previous meeting**

Item presented by: Chair Cox

Item Description: Minutes of the January 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: Shelia Bunch  
Motion passed: Unanimous

**Vote Record:**

Chair Cox Yes Shelia Bunch Yes  
Darone Dancy Yes Catherine Nelson Yes  
Mary Perkins-Williams Yes

**Employee Recognition**

Dr. Frazer recognized the new hires by stating their name and position.

**Items for Consent**

Ms. Hart reviewed the amendment. Ms. Perkins William asked about eligibility requirements. Ms. Hart stated they had to come in to apply. It was clarified that this was additional money that could be used outside of the LIEAP program. Ms. Scott reviewed the process

Motion Made: To accept the budget amendment as presented.  
Motion Made by: Catherine Nelson  
Motion seconded by: Shelia Bunch  
Motion passed: Unanimous

**Vote Record:**

Chair Cox Yes Shelia Bunch Yes  
Darone Dancy Yes Catherine Nelson Yes  
Mary Perkins-Williams Yes

**Items for Report**

**Item Presented: CDBG & CIP Update**  
**Item Presented by: Sonya Scott, FSS Administrator**

Ms. Scott noted as of February 3<sup>rd</sup> \$809,670 had been issued with \$80,707 spent in administrative fees and a remaining balance of \$9,106. She noted the program ended February 4<sup>th</sup>. Have received 3 additional applications that are being processed. Ms. Hart explained that this is a reimbursement grant with the money only being spent when it was drawn down. Ms. Scott then reviewed the CIP the numbers on the Power Point presentation. Ms. Perkins-Williams asked how clients can access the funds. Ms. Scott noted the 3 ways to apply for CIP.

**Item Presented: LIHWAP & LIEAP**  
**Item Presented by: Bryan Averette, ESS Administrator**

Mr. Averette stated they had served 2,688 households in Pitt County. Mr. Averette reviewed the handouts and noted people didn't have to apply for the automated payments as it was based on last year's priority group who was paid. He said there was still available money for anyone who would like to apply. Noted that interest in LIHWAP had picked up since it was mentioned last month. He stated the payment goes directly to the utility company and is applied to the client's account. Discussion was held about how to apply.

**Item Presented: Internal Budget Process**  
**Item Presented by: Angela Hart, Business Officer**

Ms. Hart reviewed Power Point present. The budget is due 3/1/22. The budget will be presented to the Board on March 8th for approval before being submitted to the County. Per regulations, DSS Board has to approve it before it can be officially submitted. Discussion held about budget workshops and scheduling. The County will review the other departments' budgets that have been submitted while waiting for the DSS budget to be approved per Brian Barnett.

**Item Presented: Agency Employment Strategies**  
**Item Presented by: Dr. Frazer, Interim Director**

Dr. Frazer went over the PowerPoint. He commended the staff on their hard work and what they have been able to get done. Ms. Perkins-Williams asked if he was doing it now or was it for the future to help with retention and getting new hires. Dr. Frazer stated he wanted to share what DSS is thinking of doing to help recruit and retain staff before going to the County Manager and Finance with it. Noted this will help and improve morale. Dr. Frazer stated it will be up to the County Manager to do a salary study. Dr. Frazer stated he wants to do all four implementations. Chair Cox applauded Dr. Frazer and team on their creativity. Mr. Dancy asked if he had questioned employees to see what they thought. Dr. Frazer stated he will do that after this discussion with board. Mr. Dancy asked if we do staff surveys. Angela stated we have done it periodically with SurveyMonkey. Vice Chair Nelson agreed with Mr. Dancy about doing surveys as it will help with morale and allow them to feel they have a way to be involved/heard.

### **Items for Discussion**

**Item Presented: Exploring Consolidated Human Services/Health Dept. Agency**  
**Item Presented by: Brian Barnett, Dep. County Manager/CFO**

Mr. Barnett wanted to introduce the idea that has been discussed with the new County Manager. Other counties have consolidated Public Health with Social Services into a Human Services agency. The County Manager will be looking into it as a possibility for Pitt County. No plan at this time to do it. Will come back at later time to let the Board know as to whether they are going to do so or not.

**Item Presented: Board Retreat**  
**Item Presented by: Dr. Frazer, Interim Director**

Chair Cox noted it had been switched from February to March. Chair Cox asked how March Board Retreat would affect director search. Mr. Dancy noted 3 viable candidates from the State have been provided. Now doing assessments on those candidates. Will meet on February 24<sup>th</sup> to review assessment results. After that, will go into third phase with interviews, etc. Mr. Dancy wants to move forward with Retreat. Thinks it would be April before they will have a Director. Chair Cox asked if they want to do it as a virtual or in-person meeting. It was decided they will move forward with the Retreat in-person from 1:00-4:00 PM with the location to be decided.

### **Interim Director's Report**

Dr. Frazer reviewed the Medicaid report noting that DSS is experiencing a larger volume of applications and are having to do reviews again. Stated they had filled six positions since the last meeting. Making progress though the numbers keep rising. Chair Cox asked if it would be appropriate to save the Strategic Report to the Board Retreat. Dr. Frazer stated he was just going to ask if that would be OK. All agreed.

### **Director Recruitment**

Given during Board Retreat discussion.

### **Board Member Comments**

None

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

**Vote Record:**

Chair Cox Yes	Shelia Bunch Yes
Mr. Dancy Yes	Catherine Nelson Yes
Mary Perkins-Williams Yes	

Respectfully Submitted,

Dr. Augustine Frazer  
Interim Director

James Cox  
Chair

Susan May  
Clerk to the Board