

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

February 11, 2020

The Pitt County Board of Social Services met in Regular Session at 4:00 p.m. on this date in the Eugene James Auditorium located on the second floor 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. 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
Bryan Averette, ESS Prog. Admin
Michele McCorkle, 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.

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.
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 January meeting
Discussion: Chair Cox asked if there were any revisions to be made to the minutes of the January meeting.
Motion Made: To accept the minutes as presented.
Motion Made by: Mary Perkins-Williams
Motion seconded by: Shelia Bunch
Motion passed: Unanimous

Introduction of New Hires

Ms. Elliott introduced the new hires, Lydia Cirino Davis, Felisha Canady, Shakiyda Jones and Shirley Whitehurst-Gorham to the Board. The Board welcomed them.

Items for Decision

Item Presented: United Way Grant Application
Item Presented by: Jan Elliott, Director

Ms. Elliott stated we have an opportunity to apply for a United Way grant to get more money to assist with employment and training opportunities. The \$42,154 from United Way would be matched with another 50%. Would be able to do some part-time daycare for parents in employment training and assist with CDL training cost at the Community College.

Motion Made: To approve the United Way Grant Application.
Motion Made by: Mary Perkins-Williams
Motion seconded by: Shelia Bunch
Motion passed: Unanimous

Items for Report

Item Presented: LIEAP/CIP Update
Item Presented by: Bryan Averette, ESS Prog. Administrator & Michele McCorkle, FSS Prog. Administrator

Mr. Averette stated the funds have been exhausted for the 2019-2020 program. Total households assisted was 2767. Due to the increase in allotments, money didn't last as long as it has previously. As a result, we were not able to help as many households as the previous year. Almost a thousand households were approved in December for the priority group. Ms. McCorkle stated as of February 10, 2020, received a total allotment of \$947,687 for CIP, with a total obligated amount of \$600,630.32. Had 3724 households approved, 918 denied. Social workers in CIP also did LIEAP at the same time for some clients. As of February 10, 2020, have \$347,056.78 left.

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

Ms. Elliott went over the power point and noted the handout was sent with the indicators. All but one area met the standards required. We matched the State numbers in a majority of the areas. Noted one issue in Adult services has been inadequate staffing. Energy Program issues have related to clients having to pay the non-energy portion of the bill before DSS will, keying within a tight timeframe and having such a small staff has been affecting meeting the requirements. Ms. Elliott noted this is the first report from the state in over 6 months. State is still validating the information but thinks it's accurate. We are not in a corrective action status.

Items for Discussion

Item Presented: Rules of Procedure
Item Presented by: James Cox, Chair

Chair Cox noted spent time on Rules of Procedure at Board retreat. Ms. Elliott has now brought back what was put together and/or revised based on the Board Member suggestions.

- Public Presentation Policy - There is an existing one. Ms. Elliott inquired about what could not be discussed at a Board meeting such as client cases. Noted would not turn anyone away if they came the day of the Board meeting.
- Code of conduct - Ms. Elliott needs to do some word clean up if going to keep it. Noted this is signed every year as a group document. The Board did decide to do it as individual documents with signatures instead of group document.
- Appointment - Social Service Commission appointees sign an appointment agreement but the Pitt County appointees do not. It does cover conflict-of-interest issue. Dr. Bunch asked if that was done every year or just at appointment. Ms. Elliott said could do either. Dr. Bunch approved the document and thinks it should be done yearly as a reminder. Chair agreed with her. Ms. Elliott questioned if they wanted it as part of the July packet. The Chair and Vice Chair agreed that it should be.
- Remote attendance - Ms. Perkins-Williams agreed it should be included as there can be extenuating circumstances. Ms. Nelson asked if we have the technology to do this. Ms. Elliott said only by phone at this time. Chair Cox asked Ms. Perkins-Williams how it works for the County Commissioners. Ms. Perkins-Williams said it works. All agreed to have the highlighted sections added to the Rules of Procedures.

• Rules of Procedures – Ms. Elliott said there were some areas she still had questions about. Ms. Perkins-Williams asked if Ms. Elliott had checked on the County Commissioners not being a Chair or Vice Chair on a Board. Ms. Elliott said she had asked the County Attorney, who stated it is not a rule but it is strongly suggested as to avoid influence over a Board. Ms. Perkins-Williams stated she would like to see an automatic rotation of the Chair position in the Procedures. Stated the Vice Chair should roll to the Chair position and someone else should become the Vice Chair. Discussion was held regarding Ms. Perkins-Williams suggestion. Chair suggested the position can be held up to two years and then Vice Chair can rotate up as long as currently eligible for appointment. Acknowledged remote attendance under number two Quorum page 9. Asked if needed a Pro-tem, just in case Chair and Vice Chair are absent. The decision was no. Ms. Elliott said every new member would get this document. Chair asked if this will be voted on. Ms. Elliott said after it's all agreed upon and the County attorney has approved, they will need to vote on it.

Director's Report

Ms. Elliott stated DSS is still doing well on the Medicaid Application processing report. Staff doing great, knocking it out of the park. She reviewed the Vacancy report, noting that we have filled a lot of vacancies. Still have some vacancies left and just got approved to advertise the last frozen position. Deputy Director Search – Chair noted that he sat in on the conference call regarding the applicants and assisted in narrowing down the candidates. The assessment center dates have been set. The group is doing the telephone interviews to narrow down further from the remaining 17 qualified applicants. Will get another list next week of the final candidates.

Board Member Comments

Ms. Perkins-Williams said February was Teen Substance Abuse month. Said there had been a good program about teen violence and dating at a local high school. At the end of it, the DA, judge and counselor did role playing and showed the process. Trillium was there handing out information. Thanked the schools for doing it, those who participated and those who came. Dr. Bunch stated the Board retreat was very well done and appreciated Ms. Elliott for following up on their suggestions. It was very productive. Mr. Dancy seconded that.

Motion: Motion made to adjourn
Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Shelia Bunch
Motion passed: Motion passed unanimously

Respectfully Submitted,

Jan Y. Elliott
Director

James Cox
Chair

Susan May
Clerk to the Board