

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

**March 10, 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  
Shelia Bunch, Vice Chair  
Catherine Nelson  
Darone Dancy

**Agency Staff**

Members Present  
Jan Y. Elliott, Director  
Bryan Averette, ESS Prog. Admin  
Michele McCorkle, FSS Prog. Admin  
Tammy Lewis, SW Prog. Admin.  
Angela Hart, Business Manager

**County Manager Rep.**

Members Present  
Brian Barnett

**Call to Order**

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

**Moment of Silent Prayer**

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

**Public Comments**

Vice Chair Bunch 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: Vice Chair Bunch  
Discussion: The agenda for today's meeting was reviewed by the Board.  
Motion Made: To accept the agenda as presented.  
Motion Made by: Catherine Nelson  
Motion seconded by: Darone Dancy  
Motion passed: The motion was passed unanimously.

**Action on minutes of previous meeting**

Item presented by: Vice Chair Bunch  
Item Description: Minutes of the February meeting  
Discussion: Vice Chair Bunch asked if there were any revisions to be made to the minutes of the February meeting.  
Motion Made: To accept the minutes as presented.  
Motion Made by: Darone Dancy  
Motion seconded by: Catherine Nelson  
Motion passed: Unanimous

**Introduction of New Hires**

Ms. Elliott introduced the new hires, Lakesha Hayes and Yolanda "Sherell" Harris.

## Items for Consent

**Item Presented:** Traverse Project  
**Item Presented by:** Angela Hart, Business Officer

Ms. Hart stated that the Traverse Project was part of the capital improvement plan for next year. It is additional software that works with the Northwoods software. Actually able to move some money around this fiscal year, which enabled us to move forward with the project. By moving forward with it, was able to get 50% discount on all of the modules, saving about \$200,000. Board of County Commissioners approved it yesterday. Ms. Nelson inquired as to what it was. Ms. Hart stated it's an add-on to Northwoods (software used by Services and Child Support staff) and eliminates the need for individual licenses. Ms. Elliott stated that it enhances options for the workers, such as the search option by using artificial intelligence.

**Motion Made:** To approve the Traverse Project.  
**Motion Made by:** Catherine Nelson  
**Motion seconded by:** Darone Dancy  
**Motion passed:** Unanimous

## Items for Report

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

Ms. Elliott wanted to update everyone about Public Charge. A letter from the State about it was included in the packet. Public Charge is an immigration term for immigrants that may become dependent upon the Government for support, which is considered when allowing people into the Country and approving Visas. There had been an injunction to stop this from occurring pending court review, but it was lifted. The new government rule has increased the number of programs that would be considered public charge. Biggest concern is that clients won't come in due to being fearful of Public Charge. The flyer that will be handed out to clients will address the frequently asked questions and advises to check with an Immigration lawyer.

## Items for Discussion

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

Ms. Elliott stated the proposed budget of \$342 million is an 11% increase over current budget. The County dollars are \$13.6 million (17% increase) and \$1.9 million actual dollar increase. We are requesting 21 positions, which is the bulk of the cost due to salaries, benefits, etc. Many are positions that were talked about during the prior budget year but not approved. They are still needed. Have moved and reclassified some positions to meet Agency needs. Several different funding sources are being impacted and changed, which is affecting us. Ms. Elliott went over the power point listing Agency successes during the current year and the proposed new positions. Asking for an increase in office supplies and furniture, along with computer equipment, as had to move money around to cover the furniture and equipment needs of the new building and positions we were able to get. This would allow us to play catch up. There were also increases in cost in the Foster Care Board Payments and Adult Services Client needs. The Commissioner presentation will be early May.

**Motion Made:** To approve the budget going forward to the County Commissioners.  
**Motion Made by:** Catherine Nelson  
**Motion seconded by:** Darone Dancy  
**Motion passed:** Unanimous

## Director's Report

Ms. Elliott noted this is Social Work month and the County Commissioners did issue a proclamation. Went over CIP update that was included in the packet. The money should last thru the Spring as the temperatures are not in the extremes at this

time. Mr. Averette did update on LIEAP allocation of \$19,943 that was received. This money will be used to assist another 50-60 households. Working off the list of clients that had applied but were unable to be served as the program had run out of money. Reviewed the Medicaid Application Processing report and the Vacancy report. Ms. Elliott gave an update on the Deputy Director search and how the assessment centers went with the five candidates who were invited to participate.

### **Board Member Comments**

Ms. Nelson appreciates all the information and updates that Ms. Elliott provides and the way she advocates for her staff. Mr. Dancy is glad that Ms. Elliott is satisfied with the company used for the search

Motion: Motion made to adjourn  
Motion Presented by: Catherine Nelson  
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