

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

**April 12, 2022**

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

**Agency Staff**

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

**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: Shelia Buch

Motion passed: The motion was passed unanimously.

**Action on minutes of previous meeting**

Item presented by: Chair Cox

Item Description: Minutes of the March Board Retreat

Discussion: Chair Cox asked if there were any revisions to be made to the minutes of the Board Retreat.

Motion Made: To accept the minutes as presented.

Motion Made by: Shelia Bunch

Motion seconded by: Mary Perkins-Williams

Motion passed: Unanimous

**Employee Recognition**

Dr. Frazer recognized the new hires by calling them up to introduce themselves.

## Items for Consent

Dr. Frazer reviewed the information.

Motion Made: To accept the budget amendments as presented.  
Motion Made by: Mary Perkins-Williams  
Motion seconded by: Catherine Nelson  
Motion passed: Unanimous

## Items for Report

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

Ms. Scott reviewed power point presentation. Noted CDBG ended in February 2022. Ms. Perkins-Williams asked if the applications for CIP were up or down. Ms. Scott replied the applications were up, almost tripled.

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

Mr. Averette noted LIEAP ended March 31<sup>st</sup>. He reviewed the handouts. Applications were taken through March 31<sup>st</sup>, so still processing applications. Have already exceeded the number of households assisted the previous year. LIHWAP will continue until funds are exhausted. Can apply through E-Pass website and applications are in the Main Lobby at the Human Services Center.

**Item Presented: Child Abuse Prevention Awareness**  
**Item Presented by: Kecia Adams Council, CW Prog. Manager**

Ms. Adams Council noted they had organized a walk in recognition of April being Child Abuse Prevention month. A walk was held at both DSS main locations, which was aired on the local tv stations. The week of April 1-9<sup>th</sup> the Town Commons Bridge was lit up with blue lights in the evenings. On April 16<sup>th</sup> from 10am-2pm, they will have an Easter Egg Hunt at Taft Ebron Barnes Building in Greenfield Terrace with food truck and community resource booths. On Saturday, April 30<sup>th</sup> from 10am-2pm, they will be at a similar event at CM Eppes Recreation Center. Ms. Nelson asked if they were sponsoring both events or doing a partnership. MPHIC is sponsoring one event and the hospital and other community resources are sponsoring other events. MPHIC will be present at the other event.

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

Ms. Hart noted the work on the upcoming fiscal year budget was still in progress with Finance and the County Manager's office. The DSS budget will be presented on May 3<sup>rd</sup> at 8:30am to the County Commissioners during their budget workshop.

## Interim Director's Report

Dr. Frazer noted he is doing an Agency-wide survey through the 15<sup>th</sup>. Have the County Manager's blessing to pilot the four day work week with the staff at the Human Services Center. Will be split in to two teams with alternating work days and extending the DSS work hours. This will give people more time to come in for services. Going to meet with the Director of ECU's School of Social Work on May 8<sup>th</sup> to target area of people that we'd want to recruit. Hope by good networking and expanding resources, we'll be able to increase recruitment and quality of applicants. Hope it will also help with retention. Will also be reviewing benefits and hiring packages. He noted the paper he wrote, "Understanding Youth Homelessness: Addressing Needs and Supporting Homeless Youths in North Carolina" will be presented at the North Carolina Housing

Coalition: Bringing It Home Virtual Conference 2022. Met the Medicaid Processing time on this report. Was behind last month and within 2% of benchmark this time. Chair Cox congratulated staff. Dr. Frazer noted thirteen positions have been filled within the last month. He then reviewed the employees on the Service Award list celebrating their 5, 10, 15, 20 and 25 year anniversaries. Dr. Frazer noted the annual report is out and being distributed. Pitt County will be hosting a job fair on April 21<sup>st</sup> and we are ready to recruit for all vacancies. Noted there are 2 vacancies coming up on the Board. Mr. Cox is not eligible for re-appointment but Mr. Dancy is. Noted the vacancies are posted on the website.

**Board Member Comments**

None.

There being no further business in the regular session, the Board of Social Services was prepared for closed session by Susan Boyd, DSS Clerk to the Board, by reading the North Carolina General Statute regarding closed session to discuss personnel issues.

Motion: Motion made to go to closed session.  
Motion Presented by: Mary Perkins-Williams  
Motion Seconded by: Catherine Nelson  
Motion passed: Motion passed unanimously

Adjournment to closed session.

After returning from Closed Session, motion was made to adjourn.

Motion: Motion made to adjourn  
Motion Presented by: Catherine Nelson  
Motion Seconded by: Darone Dancy  
Motion passed: Motion passed unanimously

Respectfully Submitted,

Dr. Augustine Frazer  
Interim Director

James Cox  
Chair

Susan Boyd  
Clerk to the Board