

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

October 8, 2019

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
Jim Cox, Chair
Shelia Bunch, Vice Chair
Mary Perkins-Williams
Darone Dancy

Agency Staff

Members Present
Jan Y. Elliott, Director
Gwen Burns, Dep. Director
Bryan Averette, ESS Prog. Admin
Michele McCorkle, FSS Prog. Admin
Angela Hart, Business Officer
Cynthia Ross, Adult Services Prog. Manager

County Manager Rep.

Members Present
Brian Burnette, Dep. Co. Manager

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. Ms. Elliott asked if a budget amendment could be added to the Agenda in the Items for Decision section.

Motion Made: To revise the agenda as presented.

Motion Made by: Mary Perkins-Williams

Motion seconded by: Shelia Bunch

Motion passed: The motion was passed unanimously.

Action on minutes of previous meeting

Item presented by: Chair Cox

Item Description: Minutes of September meeting

Discussion: Chair Cox asked if there were any revisions to be made to the minutes of the September 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 Retiree

Ms. Elliott introduced Violet Collins. She is retiring at the end of October after 27 years. She's worked 12 years with Pitt County as an Adult Services Guardianship Social Worker.

Introduction of New Hires

Ms. Elliott introduced the seven new hires that have started since the last Board Meeting. She called them up and let them briefly introduce themselves. The new hires were: Kyle Chase – SW I/A&T – CW, Allie Vara – SW III – Adult, Jalisa Staton – IMC – Redeterm, Annecia Lewis – IMC – Redeterm, Sana Moore – IMC – Redeterm, Dasia Gilliam – IMC – Redeterm and Brooke Coley – IMC – Intake.

Items for Report

Item Presented: Developmental Associates

Item Presented by: Stephen Straus

Ms. Elliott introduced Steven Strauss of Developmental Associates, who was there to review a proposal for handling the recruitment for the upcoming Deputy Director position. He noted they were not a traditional search firm as they concentrate on the recruitment and interviews, and allow the County to make the decision on who to hire. Gave brief overview of the company. Briefly reviewed the recruiting process/strategy for the first 30 days. He then went over the interview process and the emotional intelligence testing (which has been validated for hiring purposes). After all of that has been completed, 5-6 candidates will be selected for the assessment centers and he explained what they test for during the assessment centers. The assessors will provide feedback in regards to the candidates at the end of the two days. All of the gathered information on the final candidates is then provided to the hiring person/panel to make the final selection. Could take up to 4 months to get a candidate on board. Can provide intensive professional development feedback for any internal candidates. Discussion was held regarding the other Counties who have used them and what positions they recruited for as well as how the assessment centers worked. Mr. Dancy asked if they kept a recruiting database. Mr. Straus stated they used NeoGov as their recruiting database. Mr. Dancy asked if it was a standalone NeoGov or did they have a State contract. Mr. Straus replied it was a standalone. Dr. Bunch asked if it would be a national recruitment. Mr. Straus answered it would primarily be NC and VA as he has lots of contacts throughout the State. It was decided to wait a few days to make the final decision on whether to approve the proposal or not.

Item for Decision

Item Presented: Director's Work Plan

Item Presented by: Jim Cox, Chair

Chair Cox asked if anyone had any questions about the work plan. No one did. Asked if all were in agreement for this year's evaluation. All agreed after noting there would be a section for comments.

Item Presented: DSS Board Retreat

Item Presented by: Jan Elliott, Director

Ms. Elliott noted the past Board Retreats were done in January and asked if the January 14, 2020 meeting date would be okay. All Board members agreed the date would work.

Item Presented: Budget Amendment – Roll Forward – Special Child Adoption Fund

Item Presented by: Jan Elliott, Director

Ms. Elliott reviewed the budget amendment of \$20,417 and noted there was no additional County Funds.

Motion Made: To accept the budget amendment as presented.

Motion Made By: Mary Perkins-Williams

Motion seconded by: Darone Dancy

Motion passed: Motion passed unanimously

Director's Report

Ms. Elliott stated the Medicaid Transformation Fair was held with about 25-30 people who came thru and had one person enroll while there. It was mostly citizens from the community along with the Board Chair and some staff. Staff have been all over the County at different events giving out informational handouts. Still have groups that staff will be talking to. There will be an enrollment broker onsite starting October 14, 2019. Enrollment packages have gone out. May do two rotating offsite spots at ECU Physicians and Bernstein Center if we get 2 enrollment brokers. Also have had one person call in to enroll, so Pitt County has 2 enrolled already. Ms. Perkins-Williams thanked Ms. Elliott for her presentation at her event. Ms. Elliott stated the Medicaid Application Processing report shows that we continue to do well. She noted that DSS is down to 16 vacancies. Chair Cox asked if there were any comments or questions about the earlier presentation. Ms. Elliott stated she had been part of an assessment center and noted that Florida Hardy (Human Resources Director), Bryan Barnett (Assistant County Manager/Chief Financial Officer) and Cynthia Ross (Adult Services Program Manager) were present and all three had also participated in assessment centers for other Counties who had used this service. Ms. Perkins-Williams asked them about the proposal amount listed on page 10. Ms. Elliott stated she had been looking at the budget and can move money around to cover it if approved. Ms. Perkins-Williams was favorable towards the proposal and noted that it would be good for the department. Ms. Hart stated there was money in the budget to cover it and would not have to ask the County to give DSS any money to cover it. Once the process has been completed, she can get reimbursement for a portion of the cost. Dr. Bunch asked to hear from those who had participated in previous assessment centers and their opinions on it. Each one stood up and explained how they participated and their thoughts on it. Ms. Ross noted that one candidate who was not hired sued and the hiring process stood up in court. Chair Cox asked the pleasure of the group. Dr. Bunch and Ms. Perkins-Williams stated they needed to study the proposal and would prefer to come back and make the decision. The others agreed. It was decided to hold a special called meeting on October 22 to vote on the proposal.

Board Member Comments

Ms. Perkins-Williams thanked everyone for their prayers and concerns during her illness. She encouraged everyone to double check their mail to make sure they didn't throw away any Medicaid enrollment information by accident. Chair Cox thanked Ms. Elliott for all of her hard work especially the Medicaid Transformation Fair. Mr. Dancy thanked the staff and Ms. Elliott for their work and welcomed the new hires.

Motion: Motion made to adjourn
Motion Presented by: Shelia Bunch
Motion Seconded by: Darone Dancy
Motion passed: Motion passed unanimously

Respectfully Submitted,

Jan Y. Elliott
Director

Jim Cox
Chair

Susan May
Clerk to the Board

**PITT COUNTY BOARD OF SOCIAL SERVICES
SPECIAL CALLED SESSION**

October 22, 2019

The Pitt County Board of Social Services met in a Special Called 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
Jim Cox, Chair
Manager
Shelia Bunch, Vice Chair
Mary Perkins-Williams
Darone Dancy
Catherine Nelson

Agency Staff

Members Present
Jan Y. Elliott, Director

County Manager Rep.

Members Present
Brian Burnette, Dep. Co.

Call to Order

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

Adopt or Revise the Agenda

Discussion: The agenda for today's meeting was reviewed by the Board.
Motion Made: To adopt the agenda with the revisions as requested.
Motion Made by: Mary Perkins-Williams
Motion seconded by: Catherine Nelson
Motion passed: The motion was passed unanimously.

Item for Decision

Item Presented: Vote on Contract with Developmental Associates – Deputy Director Search
Item Presented by: Jim Cox, Chair

Chair Cox noted that the meeting was called to consider a contract with Developmental Associates on their proposal for the Deputy Director search. Noted presentation on proposal by Steven Straus was done on October 8, 2019. Opened it up for discussion or comments. Dr. Bunch stated she was very impressed by the presentation and the comments from staff who have been involved in other assessments. Ms. Nelson thought the Board should consider the contract. Ms. Elliott asked if anyone had any questions. No one brought up any questions. Ms. Mary Perkins-Williams made motion to accept contract.

Motion: Motion made to accept the contract with Developmental Associates for the Deputy Director Search.
Motion Presented by: Mary Perkins-Williams
Motion Seconded by: Shelia Bunch
Motion passed: Motion passed unanimously

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

Jim Cox
Chair

Susan May
Clerk to the Board