

HENDERSON COUNTY BOARD OF SOCIAL SERVICES  
MINUTES OF OCTOBER 16, 2018 MEETING

The Henderson County Board of Social Services conducted their regular monthly meeting on Tuesday, October 16<sup>th</sup>, 2018 at 12:00 PM in the North Conference Room (C2140) of the Human Services Building. Present from the Board were Chair Dr. Jennifer Hensley, Vice-Chair Penny Summey, Tyra Kirby and Judy Smith. Present from the DSS staff were Jerrie McFalls (Director), Kevin Marino (Social Work Program Administrator), Sandy Morgan (Economic Services Program Administrator), Joe Maxey (Administrative Officer) and Karen Vale (Clerk for the Board). Guest presenter Shawnic Cassels was also present. Board Member Frank Wilson was absent, with regrets.

**Call to Order:** The meeting was called to order at 12:02 PM by Chair Hensley.

**Public Input:** None

**Adjustments to the Agenda:** None

**Approval of Minutes:** Vice Chair Summey requested two changes to the submitted minutes for September; under "New Business – Henderson County 4 Year Plan" please change the references for "in-home aid" to "case management". Mrs. Kirby made a motion to accept the corrected minutes, Mrs. Smith seconded the motion. All present were in favor, the minutes were approved with the above stated corrections.

**Board Education:** Shawnic Cassels, IMC 3, presented on the Crisis Intervention Program (CIP) and Low-Income Energy Assistance Program (LIEAP) (**Attachment I**). She reviewed the programs, our internal process for taking applications, funding and how payments are disbursed. Mrs. Kirby asked about denied applications, Mrs. Cassels responded that denial is usually due to the applicant not meeting the requirements for participation in the program. Director McFalls shared that payments are made directly to local contracted businesses on behalf of eligible clients.

Chair Hensley asked about the status of the Social Services Institute, as it was cancelled due to Hurricane Florence. Director McFalls responded that this is the 2<sup>nd</sup> time in three years that the institute was cancelled due to a hurricane. NCACDSS is looking at changing the time of year the institute is held; a survey was sent to DSS directors for input. She will report any feedback to the Board as it is released.

**Directors Report (Attachment II):** Chair Hensley asked if there were any questions/comments regarding the submitted reports. Vice-Chair Summey asked about concerns from management as the date approaches for child welfare to move into NC FAST. Director McFalls responded that Henderson County will move forward with implementation on 1/21/19; there will be a readiness visit by the State NC FAST team on 10/29/18 or 11/4/18 to meet with child welfare supervisors. Distribution of I-Pads will begin on 11/1/18 to enable staff to become familiar with the tool, the application and have sufficient time to practice in the training sandbox. There is a substantial concern about how changes (specifically, addresses) that child welfare staff make in NC FAST to a case that is also open in economic services will impact the workers in economic services. Program Administrators Morgan and Marino are working on an internal process that would alert the ES caseworker to any changes input by child welfare. Mr. Marino also pointed out that several staff from the implementation team have been working in the training sandbox and have noticed significant improvements to child welfare areas. Vice-Chair Summey asked about the status of the State/County MOU. Director McFalls reported that we have been given the baseline statistics from the State, but no sources for those numbers have been provided. DSS staff have tried to duplicate the numbers provided; but have been unsuccessful. She continues to request further information from the State.

Different 12-month periods are used for the statistics. Some are generated using a calendar year, some based on the federal fiscal year (October – September) and some are based on the county fiscal year (July – June).

Director McFalls reviewed the FY 17-18 Year End Budget Report supplied by County Finance (**Attachment VIII**).

- The \$669,831 in lapsed salary money is lower than we have been in prior years.
- The \$621,452 that was budgeted in FY 17-18 for the child welfare into NC FAST rollout was moved to a reserve account for FY 18-19 approved by the HC Commissioners at their 6/4/18 meeting.
- Regarding several of the underspent lines, staff training needs to start earlier in the fiscal year which we have done this year by sending multiple staff to two different OSHR trainings. The additional staff that were discussed at last month's meeting under the 4 Year Plan would require a closer look at several of these lines.
- Vice-Chair Summey asked about the \$5,642 that was not used in the Foster Care Training line. Director McFalls explained that HC DSS only held two MAPP classes for potential foster parents instead of three, which we had done in the prior year. That led to a lower number of people needing CPR training. Mr. Marino added that several of the trainings are now provided at no cost.
- Vice-Chair Summey went on to ask about the \$92,437 left unspent in the Contracted Services line. Mr. Maxey explained that the usage of temporary staff for specific tasks was very low this past fiscal year, as were invoices/payments to American Security for the personnel at the front desk. Director McFalls also shared that if necessary we will pay a service to sit with children in DSS custody if they are admitted to the hospital. Those incidents were down this past year. Finally, use of interpreting services for the agency is also down.
- Mrs. Smith asked about the overspending of \$18,752 in the Outside Services line. Mr. Maxey explained that the majority of overage is due to the billings from the County Courthouse for child support processes that started in July of 2017. These services were not budgeted. Director McFalls added that HC DSS has processed a high number of Termination of Parental Rights actions through the court system this fiscal year, efforts to locate parents during this process have also increased spending on this line. Notifications in the newspaper that are required as part of the process have increased as well as the fees to print these notifications.
- Vice-Chair Summey requested information on HC DSS revenue status for FY 17-18. Mr. Maxey will secure that information and send it out when received.

#### **Old Business:**

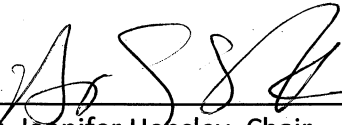
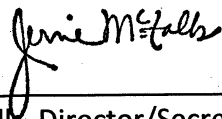
- **DSS Board Member Stipend:** Director McFalls shared with the board members that the management team met with staff from County Finance regarding the board members request to have their stipend reallocated to the general assistance line, specifically adult services. County Finance would like the board stipend checks processed as they have been, with a county check being sent to each board member twice a year based on board meeting attendance. If the board member would like their stipend to be used by the agency, the board member would need to bring in cash or a check for a specific amount and it would be submitted as a donation to the requested area. The donation line is carried forward from fiscal year to fiscal year so there would be no funds left undistributed.

#### **New Business**

- **Upcoming Meeting Calendar:** Director McFalls reviewed the dates for the November and December meetings and the dates of Thanksgiving and Christmas. The board member present did not feel that these dates will be impacted by the upcoming holidays and the meetings will be held as previously scheduled.

Program Administrator Marino highlighted the 2018 Toy Run Flyer (**Attachment VII**). Mrs. Kirby asked for more information about the toy run. Mr. Marino explained that the toy run is in its 21<sup>st</sup> year, led by community sponsors, usually 500+ riders. Each rider is asked to bring a new, unwrapped toy for a child or a donation. This is the largest event we take part in; all the gifts and monetary donations are then delivered to the children in foster care and in kinship placements. The run begins at Fletcher Park and ends at the County Courthouse on Grove Street.

**Next Meeting and Adjournment:** Chair Hensley reminded the board that the next meeting is scheduled for Tuesday, November 20<sup>th</sup>, 2018 at 12:00 PM. Mrs. Smith made a motion to adjourn the meeting, Vice-Chair Summey seconded the motion. All present were in favor, the motion passed, and the meeting was adjourned at 12:58 PM.

  
\_\_\_\_\_  
Dr. Jennifer Hensley, Chair  
\_\_\_\_\_  
Jerrie McFalls, Director/Secretary to the Board

: JGM

**Attachments:**

- I. Energy Program Information – A Quick Insight on CIP & LIEAP Programs
- II. Director's Report (October 2018)
- III. Employees of the Month (October 2018)
- IV. Statistical Report (September 2017 – September 2018)
- V. 1<sup>st</sup> Quarter Personnel Report (July – September 2018)
- VI. Program Administrators Report (October 2018)
- VII. 21<sup>st</sup> Annual Henderson County Toy Run Flyer
- VIII. FY 17-18 Year End Budget Report