

HENDERSON COUNTY BOARD OF SOCIAL SERVICES
MINUTES OF OCTOBER 17, 2017 MEETING

The Henderson County Board of Social Services conducted their regular monthly meeting on Tuesday, October 17, 2017 at 12:00 PM in the East Conference Room (C2104) of the Human Services Building. Present from the Board were Chair Penny Summey, Vice-Chair Dr. Jennifer Hensley, John Boyd and Frank Wilson. 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 to the Board). Board Member Tyra Kirby was absent, with regrets.

Call to Order: The meeting was called to order at 12:03 PM by Chair Summey.

Public Input: None

Adjustments to the Agenda: None

Approval of Minutes: The minutes from the September 19, 2017 open meeting were approved on a motion from Dr. Hensley, seconded by Mr. Wilson; all present were in favor. The minutes from the September 19, 2017 closed session were approved with no discussion on a motion from Mr. Boyd, seconded by Dr. Hensley; all present were in favor. Chair Summey asked that an update be presented at the November meeting regarding the Adult Services case.

Director's Report (Attachment I): Director McFalls reviewed her report adding that the topic of regionalization of DSS offices is also part of the RFP released by the Office of Budget and Management. She also encouraged board members to attend the 2018 Henderson County Toy Run on November 18th. A flyer (**Attachment II**) for the event was included in their board packet. Director McFalls also encouraged the board members to let her know about any information they would like to see in the board packet or presented at the board meeting.

Director McFalls highlighted the October Employees of the Month (**Attachment III**) and asked Mrs. Morgan and Mr. Maxey to share about their staff.

Dr. Hensley asked if the leadership staff had any information regarding the structure of the pay scale for Buncombe County DSS. Chair Summey shared that because they are part of a consolidated agency, they have more flexibility and autonomy regarding their pay scale. They are not required to follow the guidelines/policies set out by the Office of State Human Resources that Henderson County DSS must adhere. HC DSS staff does not receive a pay increase when they complete their probationary period, staff can receive a one-time bonus based on their annual evaluation. DSS also receive a retention bonus based on years of service, beginning with their five year anniversary date. Chair Summey also shared that the current pay structure has been in place for the last 12 years.

Director McFalls then reviewed the 1st Quarter Personnel Report (**Attachment IV**) and the Exit Interview process. Chair Summey asked Mr. Maxey to research the current cost to the agency to replace a staff person; looking at their years of experience, trainings attended, the position, additional staff for interview process, etc. Mr. Marino shared that staff at UNC Chapel Hill and the Jordan Institute may already have formulas in place to help Mr. Maxey determine these costs. Mr. Marino will contact UNC for more information. Chair Summey would like any information gathered to be shared at the next board meeting.

Finally, Director McFalls reviewed the September 2016 – September 2017 Statistical Report (**Attachment V**). Work First employment cases are up 25.6%, as more people come in to apply for services; Child Day Care is dropping in attendance (-21.15) and expenditures (-25.7%). As the Child Day Care program moved in to NC FAST, several issues regarding vendor payment have come up, and help desk tickets have been submitted. Director McFalls and Program Administrator Morgan are monitoring the numbers to ensure that we are distributing 100% of the funds for this program; we are currently at 85%. CPS In-Home Cases are up 16.2% as we work to reach permanence with the family instead of taking custody. CPS Children in Custody is down 11.3% as we have success with our in-home program, several adoptions have been finalized over the last 30 days and several cases were closed when the

children were returned to the custody of their parent(s). APS Open Cases are up 15.9% as more reports are being screened in and opened for investigation.

Mr. Boyd asked about the current status of Only Hope WNC off of Upward Road. Director McFalls shared that they are not currently a licensed facility, and HC DSS does not place children there. It is possible that parents have placed their child there and they may be our clients, but children in the custody of HC DSS are not placed there. A state license would have to be obtained before we would look at placing any clients at that facility.

Mr. Wilson asked about the process for obtaining adoption assistance for a family that adopts a child that was in HC DSS custody. Director McFalls shared that staff in the Family Resource Unit are responsible for ensuring payments for adoption assistance are applied for and received timely by the families once the adoption has been finalized. Director McFalls will provide contact information to Mr. Wilson before the end of the meeting.

Program Administrators Reports (Attachment VI): Economic Services Program Administrator Morgan reviewed her report and was then excused from the remainder of the meeting.

Social Work Program Administrator Marino reviewed his report adding that Henderson County's move into NC FAST for Child Welfare is now slated for June 2018; it was originally scheduled for April 2018. The pilot counties are experiencing multiple problems and 26 issues have been discovered with the programming area.

Administrative Officer Maxey shared that the financial report (**Attachment VII**) for the first three months of the fiscal year reflects appropriate spending against our budgeted numbers. He also reviewed the process for the disbursement of the sit-to-stand desks that have been purchased for staff. Staff utilizing the desks must be standing over 50% of the time, or they are asked to return the sit-to-stand desk for the next person on the waiting list. Staff has been extremely cooperative and several desks have been voluntarily returned as staff decides that they will not be able to meet the 50% threshold. Chair Summey encourage the management team to use Dr. Hensley as a resource for other ergonomic changes for staff.

Focus Area Updates: Chair Summey asked if there were any new updates to the topic areas

- Dr. Hensley – Child Welfare/CCPT: Waiting for a date to meet with Henderson County District Attorney Greg Newman to develop a better understanding of how a sexual perpetrator has access to a child.
- Mr. Wilson – Diversity/Minority: No active cases currently.
- Mr. Boyd – Housing/Sustainability: Thank the staff for ghost writing the great article that appeared in the Hendersonville Times-News.
- Mrs. Kirby – Aging/COA (input from Program Manager Hill): No report provided.
- Mrs. Summey – Mental Health/Substance Abuse: Shared that staff at the Council on Aging were very happy with the Times-News article regarding the Partnership for Independent Living. Regarding mental health, she shared that the State of North Carolina is reducing available funds for uninsured clients seeking mental health services. VAYA Health Services is prioritizing clients that have had three or more crisis events over the prior 12 months.

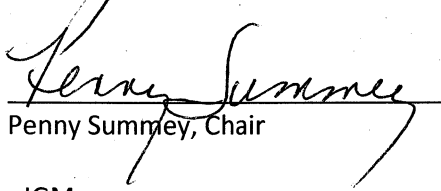
Old Business:

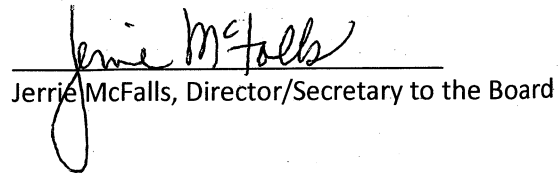
- Social Services Institute: October 18-20, Hickory, NC: Agendas were distributed to those planning to attend. Mrs. Kirby and Mr. Wilson will not be able to attend. Information gathered from staff and board members will be shared at the November board meeting.
- Child Welfare – NC FAST Update: Mr. Marino updated the board during his program administrators report.

New Business:

- DSS Christmas Lunch: Save the Date announcements (**Attachment VIII**) were distributed to the board members for the December 11th event.

Next Meeting and Adjournment: Chair Summey reminded the board that the next meeting is scheduled for Tuesday, November 21st at 12:00 PM. Vice-Chair Hensley made motion to adjourn the meeting, Mr. Boyd seconded the motion, and all present were in favor. The motion passed and the meeting was adjourned at 1:15 PM.


Penny Summey, Chair


Jerrie McFalls, Director/Secretary to the Board

:JGM

Attachments:

- I. Director's Report (October 2017)
- II. 2018 HC Toy Run Flyer
- III. Employees of the Month (October 2017)
- IV. 1st Quarter Personnel Report (July – September 2017)
- V. Statistical Report (September 2016 – September 2017)
- VI. Program Administrators Report (October 2017)
- VII. FY17-18 Three Month Report (July 2017)
- VIII. Save the Date – DSS Employees Christmas Lunch