

Henderson County Board of Social Services

December 17<sup>th</sup>, 2019 Regular Meeting Minutes

**A. Call to Order**

The Henderson County Board of Social Services meeting was called to order by Board Chair Dr. Jennifer Hensley at 12:04 pm.

Board Members Present	Dr. Jennifer Hensley, Chair Melinda Lowrance, Vice-Chair Margaret Stone, Member Tyra Kirby, Member
Staff Leadership Present	Jerrie McFalls, Secretary to the Board/Director Kevin Marino, Social Work Program Administrator Jillian Humphries, Income Maintenance Program Administrator Karen Vale, Clerk to the Board
Guests	None

**B. Public Input**

None

**C. Adjustments to the Agenda**

Dr. Hensley asked for a closed session to be added to the end of the meeting today pursuant to NCGS § 143.318.11(a)(6). All board members present agreed to the adjustment.

**D. Approval of Minutes**

Dr. Hensley asked if there were any changes to the minutes from the November 19<sup>th</sup>, 2019 regular meeting; there were none. Mrs. Stone made a motion to approve the minutes, Vice-Chair Lowrance seconded the motion. All present were in favor and the motion passed. Clerk Karen Vale distributed copies of the closed session minutes from the November 19<sup>th</sup>, 2019 meeting to the board members present. Dr. Hensley asked if there were any changes to the closed session minutes; there were none. Vice Chair Lowrance made a motion to approve the closed session minutes as written, Mrs. Stone seconded. All present were in favor and the motion passed. Clerk Karen Vale collected the copies of the closed session minutes.

**E. Board Education**

Dr. Hensley invited Mr. Marino to share the Christmas activity update from Social Work. Mr. Marino shared that his portion of the program administrator's report also contained the information he would be sharing with the Board. There was an outpouring of love from the community this holiday season regarding for the foster children in Henderson County. It's always a struggle for parents during this season, no matter where they fall in the continuum of permanence. Many outside agencies stepped up to help our adult clients as well as the children not in foster care. Mr. Marino reviewed the list of community sponsor's. Mr. Marino also shared with the Board that the proceeds from the food donations collected by the DSS staff during the week of December 9<sup>th</sup>-13<sup>th</sup> were distributed to many client families in both Social Work and Economic Benefits. The remaining food donations and the donated coats will be given to IAM on Friday, December 19<sup>th</sup>. The staff collected over 2,200 pounds of food! Dr. Hensley asked if thank you notes are sent to the area sponsors? Mr. Marino responded that the staff from the Family Resource Unit was overseeing thank you notes to the sponsors. Dr. Hensley asked about submitting a "thank you to the community" article for publication in the Hendersonville

Times-News? Mr. Marino responded that he could write an article, and then submit it to the paper as a thank you from the DSS Board. He will draft the article and send to Dr. Hensley for approval prior to submission.

F. Reports

**Director's Monthly Report (Attachment I)**

Director McFalls highlighted several areas on the FY 19-20 5-month YTD Budget report (**Attachment VI**). DSS has spent 3.4 million dollars in salaries for this point in the fiscal year, which is a little under our budget for this point. Staff departures, timing of new hires and the rate at which a new hire starts is often less than the staff person that vacated the position has left some lapsed salary money. Director McFalls will be meeting with Assistant County Manager Amy Brantley about several job reclassifications that would have to be approved through the Office of State Human Resources. These reclassifications would be job upgrades which would also include salary upgrades. We have to be able to show that we can afford these upgrades with our current salary budget number. The HC Commissioners would also have to approve these upgrades. Our training budget is at 40% spent as we move into one of the busier training times of the year. We continually monitor that line and make decisions about staff training based on the funds available. Director McFalls reminded the Board that DSS had requested another \$30,000 for training in our proposed budget for FY 19-20, but that was removed by the Commissioners. The Contracted Services line is down due to several changes in vendors and lower usage of contracted services. The Rent (Equipment & Property) line is down significantly as we do not need to pay for rental of the copiers (we pay by the number of copies) and we are not incurring any rental expenses to utilize space outside the DSS building. Dr. Hensley asked if not spending the funds budgeted would impact our ability to ask for increases in those lines with the next budget cycle? Director McFalls does not believe that one impacts the other.

Dr. Hensley asked if there was feedback from the HC Commissioner's regarding the presentation Director McFalls did on Non-Emergent Medicaid Transportation at the December 2, 2019 Commissioners meeting? Director McFalls responded that the presentation went well, the Commissioners were very positive in their responses. She reiterated that DSS had worked with the vendor to help get their business going. Director McFalls and IM Administrator 2 Jillian Humphries sent separate letters to the vendor explaining DSS's actions. No reply has been received from the vendor.

Vice-Chair Lowrance asked about the Food and Nutrition Services waiver for ABAWAD's that all 100 counties have implemented. Director McFalls stated that this is a Federal waiver and that North Carolina has actually implemented this in 2015. Any affected clients would have been notified in 2015.

**December Employees of the Month (Attachment III)**

No Discussion

**November 2018-November 2019 Statistical Report (Attachment IV)**

No Discussion

**December Program Administrator's Report (Attachment V)**

No Discussion

G. Old Business

**Future Space Renovation**

Director McFalls and Administrative Officer Maxey met with County Construction Project Manager David Berry about the upcoming renovation. Several slight changes have been made to the blueprints based on window placement and HVAC. The plans have been forwarded to Cooper Construction, and we should see a final design by the end of January or first part of February. Staff are continuing to work on streamlining the files for their move to the new storage area in the Health Department. The internal goal is to have everything out of the future space area by 1/31/2020. Staff/vendor will have to drop wires for IT access, all new offices will be the minimum square footage allowed by ADA standards.

Dr. Hensley asked about the availability of clients utilizing EBT cards being able to purchase foods items at local farmer's markets? Director McFalls responded that EBT cards are accepted at some of the local farmer's markets and Milton Butterworth, from the Healthy People Healthy Carolinas initiative, is pursuing more acceptance for the EBT cards at all farmer's markets. They are working on promoting healthy food through video's that are played during the farmer's markets.

H. New Business

**Information Technology Update**

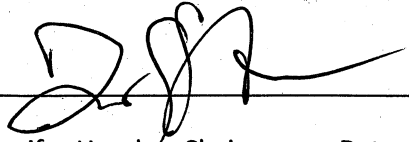
Director McFalls met with County IT Director Mark Seelenbacher in November regarding DSS needs and a running list of current issues staff are encountering. Staff have experienced significant issues since that meeting, including the entire office being down for five hours on the day before Thanksgiving. IT Help Desk tickets continue to be submitted by staff and they are being worked through by IT staff. Mark plans to pull all the IT staff together and map out all county departments and their IT equipment. He will then start a cross training program so more staff are knowledgeable about overlapping areas to ensure back-up staff are available as needed. Mark is open to input from all levels, and is also dealing with vacant positions. Director McFalls has also addressed our concerns with Assistant County Manager Amy Brantley. Dr. Hensley asked if some of the IT work could be subcontracted out during this period? Director McFalls will have to ask Ms. Brantley about the feasibility of that option. Mrs. Lowrance commented that DSS might need an on-site IT person as a resource for the staff of 187.

The Board went into closed session at 12:53 PM on a motion from Mrs. Stone and seconded by Vice-Chair Lowrance. The closed session is pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee.

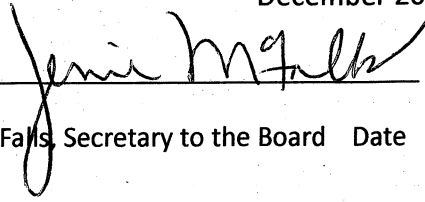
The Board reconvened the open session of the meeting at 1:15 PM on a motion from Mrs. Stone, and seconded by Vice-Chair Lowrance.

I. Adjournment

There being no further discussion, Mrs. Stone made a motion to adjourn the meeting, Mrs. Kirby seconded the motion, all present were in favor and the motion passed. The meeting was adjourned at 1:18 pm.



Dr. Jennifer Hensley, Chair                      Date



Jerrie McFalls, Secretary to the Board      Date

**Attachments:**

- I. Director's Report – December 2019
- II. DSS Director Narrative – NEMT Presentation of HC Commissioners 12/2/19
- III. December Employees of the Month
- IV. November 2018 – November 2019 Statistical Report
- V. Program Administrator's Report – December 2019
- VI. FY 19-20 5-Month YTD Budget Summary