

Henderson County Department of Social Services



Henderson County Board of Social Services
1200 Spartanburg Highway Hendersonville, NC 28792
June 15th, 2021 @ 12:00 PM

Agenda

- Call to Order.....Dr. Jennifer Hensley, Board Chair
- Public Input..... Dr. Jennifer Hensley, Board Chair
- Adjustments to the Agenda..... Dr. Jennifer Hensley, Board Chair
- Approval of the May 18th, 2021 Minutes*.....Dr. Jennifer Hensley, Board Chair
- Board Education – FY 21-22 Budget Update.....Joe Maxey, Administrative Officer
- Reports (Questions Only)
 - Director’s Rpt./Statistical Rpt./EOM.....Jerrie McFalls, Director
 - Program Administrators Report..... Jillian Humphries, Joe Maxey, Lorie Horne
- Old Business
 - Approve Board of Social Services Procedures*Dr. Jennifer Hensley, Board Chair
 - UNC School of Government Training Opportunity.....Jerrie McFalls, Director
 - Approve 5th Board Member*Dr. Jennifer Hensley, Board Chair
- New Business
 - Energy Outreach Plan for FY 21-22*Jillian Humphries, Program Administrator
 - Nomination of FY 21-22 Officers.....Jerrie McFalls, Director
- Adjournment (Next meeting: July 20th, 2021 at 12:00 PM)Dr. Jennifer Hensley, Board Chair

* Designates Board Action Necessary

Henderson County Board of Social Services Mission Statement

To provide services that will improve the safety, health, well-being, independence, and quality of life for the residents of Henderson County.

Henderson County Board of Social Services

June 15th, 2021 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 12:03 pm.

Board Members Present	Dr. Jennifer Hensley, Chair Melinda Lowrance, Vice-Chair Margaret Stone, Member Judy Smith, Member Josh Simpson, Member
Staff Leadership Present	Jerrie McFalls, Secretary to the Board/Director Lorie Horne, Social Work Program Administrator Joseph Maxey Jr., Administrative Officer Jillian Humphries, Economic Services Program Administrator Karen Vale, Clerk to the Board
Guest	None

B. Public Input

None

C. Adjustments to the Agenda

Director McFalls requested that the Energy Outreach Plan for FY 21-22 be moved to the Board meeting in July, the document is not ready for Board approval. Karen will make sure it is added to the agenda as an action item for the July 20th meeting.

D. Approval of Minutes

Dr. Hensley asked if there were any changes to the minutes from the May 15th, 2021 meeting, there were none. Mrs. Smith made a motion to approve the minutes, Vice-Chair Lowrance seconded the motion. All Board members agreed, and the motion passed.

E. Board Education

FY 21-22 Budget Update

Administrative Officer Joe Maxey shared with the board members changes made to the DSS FY 21-22 budget as approved by the Henderson County Commissioners during their meeting on 6/22/21. The DSS Board approved \$13,125,395 for staffing, benefits and two (2) additional positions. The HC Commissioners approved \$13,477,174 for staffing, benefits and two (2) additional positions **(Attachment I)**. Mr. Maxey reiterated that the County benefit package continues to be a great recruiting tool for departments, with the County paying over \$11,000 per employee for medical and dental insurance. Staff utilizing the Wellness Clinic have helped keep insurance claims down which has helped to keep the cost of the insurance per employee low. Mr. Maxey added that the commissioners also approved the request for a new vehicle for DSS. The order will be placed by County Finance and the vehicle should arrive by December 2021.

Director McFalls explained Maintenance of Effort (MOE) requirements and the two (2) pools of money involved. Henderson County has an MOE requirement regarding mental health programs in the county. VAYA Health administers the programs with the money budgeted by Henderson County. The second

pool of money is dispersed through programs at DSS; and is accounted for in the day sheets submitted by front line workers for time spent in the applicable programs.

F. Reports

Director's Monthly Report (Attachment II)

No Discussion

June Employees of the Month (Attachment III)

No Discussion

May 2020-May 2021 Statistical Report (Attachment IV & V)

No Discussion

June Program Administrator's Report (Attachment VI)

No Discussion

G. Old Business

Board of Social Services Procedures*

Updated copies of the procedures were reviewed by board members. Director McFalls shared that County Attorney Russ Burrell advised that since the DSS Board is appointed not elected; there does not need to be specific directions included in the procedures for meetings attended remotely. Vice-Chair Lowrance made a motion to approve the procedures as written, Mrs. Smith seconded the motion. All present board members were in favor and the motion passed.

UNC School of Government Training Opportunity

Director McFalls reminded everyone about the upcoming training for social service board members being conducted through Zoom in August. Chair Hensley and Mrs. Stone have been registered; Mrs. Smith requested to be registered. Clerk Karen Vale will complete the registration and confirm with Mrs. Smith.

5th Board Member Approval*

During the May meeting, Mrs. Judy Smith was nominated as the 5th member of the board. Mrs. Stone made a motion to approved Mrs. Smith as the 5th board member, Vice-Chair Lowrance seconded the motion. All board members present voted "yes", and the motion carried. Mrs. Smith will serve a second term 7/1/2021 – 6/30/2023.

H. New Business

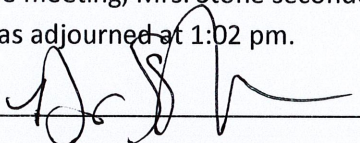
Nomination of FY 21-22 Officers

Director McFalls reviewed the nomination/election process for officers. Nominations will take place today, and elections will be held at the July 20th meeting. She opened the floor for nominations for

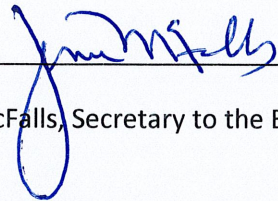
Board Chair and Mrs. Smith nominated Dr. Jennifer Hensley. No other nominations were submitted. Director McFalls then opened the floor for nominations for Board Vice-Chair and Mrs. Smith nominated Mrs. Melinda Lowrance. No other nominations were submitted.

I. Adjournment

Chair Hensley reminded all board members that they are advocates for DSS and if they learn of a need or a big topic coming up at DSS they need to reach out to County Commissioners. Staff are available to pull together background information and statistics if needed. Mr. Simpson made a motion to adjourn the meeting, Mrs. Stone seconded the motion. All were in favor and the motion passed. The meeting was adjourned at 1:02 pm.

 7/20/21

Dr. Jennifer Hensley, Chair Date

 7/20/21

Jerrie McFalls, Secretary to the Board Date

Attachments:

- I. FY 21-22 DSS Budget Chart (post HC Commissioners approval)
- II. Director's Report – June 2021
- III. Employees of the Month – June 2021
- IV. May 2020 – May 2021 Statistical Report (as mailed in packet)
- V. May 2020 – May 2021 Statistical Report (as distributed at meeting)
- VI. Program Administrator's Report – June 2021
- VII. FY 20-21 11-Month YTD Budget Spreadsheet
- VIII. Approved Henderson County Board of Social Services Rules of Procedure

FY 2021-2022 PROJECTIONS

Account	Current Staffing	Current Staffing & Benefits + Requested Positions	ADDITIONAL INFO
512100 - Salaries and Wages: Regular	\$8,658,222	\$8,759,581	# of New Positions Requested 2
512200 - Salaries and Wages: Overtime	\$100,000	\$100,000	
512600 - Salaries and Wages: Temp/PT	\$0	\$0	
512700 - Cellphone Allowance	\$14,305	\$14,305	
513500 - 401(K) Def. Comp.	\$177,618	\$179,645	
517000 - Board Member	\$7,028	\$7,028	
518000 - FICA	\$673,783	\$681,537	
518100 - Retirement - LGERS	\$985,345	\$996,748	
518300 - *Medical Insurance	\$2,480,080	\$2,502,395	
518400 - *Dental Insurance	\$132,801	\$133,996	
518500 - Unemployment Claims	\$0	\$0	
518600 - Worker's Compensation	\$101,288	\$101,940	
TOTALS	\$13,330,469	\$13,477,174	

 **DSS BOARD APPROVED**

 **COUNTY COMMISSIONER APPROVED**

FY 2021-2022 PROJECTIONS

Account	Current Staffing	Current Staffing & Benefits + Requested Positions	ADDITIONAL INFO
512100 - Salaries and Wages: Regular	\$8,410,270	\$8,511,629	# of New Positions Requested 2
512200 - Salaries and Wages: Overtime	\$100,000	\$99,999	
512600 - Salaries and Wages: Temp/PT	\$0	\$0	
512700 - Cellphone Allowance	\$14,305	\$14,305	
513500 - 401(K) Def. Comp.	\$172,603	\$174,630	
517000 - Board Member	\$7,028	\$7,028	
518000 - FICA	\$654,738	\$662,492	
518100 - Retirement - LGERS	\$957,450	\$968,853	
518300 - *Medical Insurance	\$2,431,220	\$2,453,097	
518400 - *Dental Insurance	\$130,250	\$131,422	
518500 - Unemployment Claims	\$0	\$0	
518600 - Worker's Compensation	\$101,288	\$101,940	
TOTALS	\$12,979,152	\$13,125,395	

Monthly Director's Report to Board of Social Services



June 2021

Submitted by:
Jerrie McFalls, Director

The following information was received in the most recent weekly newsletter from NCACDSS.

GENERAL ASSEMBLY WEEK IN REVIEW

HOUSE INITIATES BUDGET CONSIDERATION

Each biennium, the House and Senate trade off on which chamber initiates budget introduction. This biennium, 21-22, the Senate was to take the lead. But stymied talks on the budget's bottom line spending have delayed budget introduction and consideration, despite it now being June. While lack of budget action prior to July 1st will not close down state government, state spending would necessarily continue at current levels without increases for new initiatives, salary increases, or additional education funding, to name a few. Failure to adopt a budget since 2018 has led to a series of mini-budgets to tackle year-to-year adjustments. The House has begun meeting in its appropriations committees this week to initiate the chamber's budget discussions and deliberations, with Speaker Tim Moore joking last week that "the Senate's budget plan must have been "lost in the mail." According to WRAL, Senate Pro Tem Phil Berger is quoted as saying the House and Senate remain "pretty far apart" and that "[i]t's not the end of the world if we don't end up passing a traditional budget." Later comments suggest mini budgets would be put forth by the Senate, while the House will consider its budget proposal in its entirety. The budget impasse has also reportedly curtailed action on non-budgetary legislation.

HOUSE AND SENATE PROPOSE UNEMPLOYMENT CHANGES

Other legislative activities included efforts to induce unemployed workers to rejoin the job market. The Senate's rewrite, consideration and passage of H128 would use federal pandemic unemployment dollars to pay back-to-work bonuses of up to \$1500 to unemployed claimants who accept reemployment. According to reports from WRAL, Congress would need to enact authorizing legislation to permit such use of these federal funds. The House has recommended concurrence in the PCS, which is now being calendared for floor consideration. The House meanwhile has rewritten S116 in a PCS and passed it along to the Senate for its reconsideration. It would withdraw North Carolina from the federal pandemic unemployment compensation program which provides an enhanced weekly benefit of \$300.

NC WEEK IN REVIEW

CARDINAL INNOVATIONS TO MERGE WITH VAYA HEALTH

After losing several county members, including Mecklenburg whose board of county commissioners voted to disengage on Tuesday, Cardinal Innovations announced its plans to consolidate its operations with Vaya Health, with Vaya assuming responsibility for coordinating services and supports for Cardinal Innovations member.

The Boards for each organization will establish a joint steering committee to guide the development of a transition plan that puts member, provider and county needs at the forefront of planning efforts. Vaya leadership will be visiting with each county to hear their concerns and learn about the unique needs of each community. Consolidation of the two entities under Vaya Health leadership is expected to be completed by June 30, 2022. (source: Vaya Health).

NC-DHHS released the following statement to the press when asked about the merger:

"DHHS has been actively engaged to ensure the thousands of consumers currently served by Cardinal Innovations continue to receive needed supports and services. The decision of Mecklenburg County to vote to request disengagement from Cardinal Innovations and the recent vote by Forsyth County to disengage from Cardinal introduced uncertainty and instability for the Cardinal organization and those they serve. We appreciate the boards of Vaya and Cardinal working rapidly to reach an agreement to consolidate to provide stability for beneficiaries and families. We will work closely with the boards and staff of each organization to better understand and work through the details of this transition.

There is still much work to be done. DHHS will continue to work with the counties who have requested disengagement and work with the NCACC to determine if additional counties are considering disengagement and the best process for moving forward. Throughout the process we will actively engage consumers, families, and providers for input. “

COOPER ENCOURAGES APPLICATIONS FOR EMERGENCY RENTAL HOUSING ASSISTANCE

Governor Cooper and the NC HOPE program’s director, Laura Hogshead, encourages landlords and utilities to reach out and support applications for the state’s N.C. Housing Opportunities and Prevention of Evictions (HOPE) Program. The HOPE Program provides rent and utility bill assistance to prevent evictions and utility disconnections to eligible individuals. Complete details about the HOPE Program, including eligibility requirements, program benefits and an online application, are available at www.hope.nc.gov. (source: Gov. Roy Cooper).

NC-DHHS WEEK IN REVIEW

DHHS ANNOUNCES \$25 SUMMER CASH CARDS TO ENCOURAGE COVID VACCINATIONS

As part of its ongoing effort to get more North Carolinians vaccinated and safely bring summer back, NC-DHHS is offering \$25 Summer Cash Cards at select vaccine sites in Mecklenburg, Guilford, Rowan and Rockingham counties from May 26 through June 8. To date, over 8.3 million doses have been administered, with 54.3% of adults partially vaccinated and 49.2% of adults fully vaccinated. 79.9% of the 65 and older population have been partially vaccinated. (source: NC-DHHS).

P-EBT FOOD ASSISTANCE EXTENDED THROUGH SUMMER TO MORE THAN 1.2 MILLION CHILDREN

NC-DHHS announced Tuesday that North Carolina has been approved by the U.S. Department of Agriculture to continue the Pandemic Electronic Benefits Transfer (P-EBT) food assistance program through Summer 2021. The P-EBT program helps families with eligible children whose access to free or reduced-price meals at school or other food assistance has been impacted by COVID-19. Summer P-EBT is an extension of benefits for the 2020-2021 school year. (source: NC-DHHS).

IN FEDERAL AND NATIONAL NEWS

SENATE PARLIAMENTARIAN LIMITS USE OF BUDGET RECONCILIATION AS VEHICLE FOR SENATE

According to reports from The Hill, Elizabeth MacDonough, the Senate’s parliamentarian, has ruled that current budget reconciliation procedures—those procedures allowing simple majority consideration of spending bills and the vehicle used to enact the American Rescue Plan, only allow for one more reconciliation this year. President Biden has proposed two new major spending initiatives—the American Families Plan, his families and education support proposal, and the American Jobs Plan, his infrastructure proposal. (source: The Hill – June 1, 2019).

APHSA RELEASES SURVEY REPORT OF STATE SNAP WAIVERS DURING COVID

The American Public Human Services Association HAS RELEASED ITS report ENTITLED Supplemental Nutrition Assistance Program (SNAP) Waivers and Adaptations During the COVID-19 Pandemic: A Survey of State Agency Perspective in 2020, co-written with researchers from the Johns Hopkins Institute for Health and Social Policy, based at Johns Hopkins Bloomberg School of Public Health. This report synthesizes the results from APHSA nationwide online survey with state SNAP administrators that sought to understand the opportunities and challenges to implementing federal waivers during the pandemic. (source: APHSA).

FOSTER AND MIGRANT KIDS SHUT OUT FROM COVID VACCINATIONS

Politico reports that federal and state consent laws could stymie vaccinations for foster care and migrant children, absent parental consent. While the Pfizer vaccine has been approved for children at least 12 years old, its “emergency use” designation from the Food and Drug Administration may require parental approval before administering the vaccine, approval likely difficult to obtain. (source: Politico-May 30,2021).

DIRECTOR’S COVID UPDATE:

100% of staff have returned to the office to work. We have had minimal staff impacted by COVID in the past month. We currently do not have anyone on quarantine or isolation!

Employees of the Month: The June Employees of the Month list is attached.

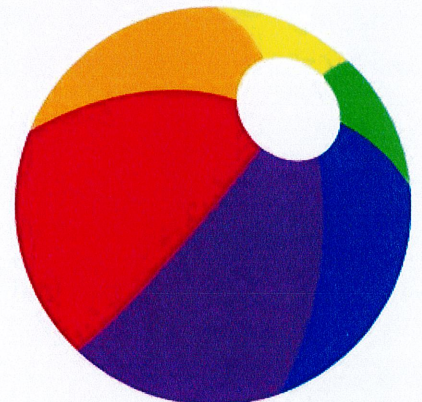


June Employees of the Month



Angela Baldwin (IMC 2—PLA/SA): “Angela always has a smile on her face and is willing to help when it is needed. She is hardworking, dedication, and trustworthy. She is reliable and is someone we can always count on. Her work ethic and involvement are admirable, and we are fortunate to have someone as dedicated as her on our team. She is willing to do whatever it takes to get the job done timely. She doesn’t give up until she understands in order to give it her best. She is a team player and volunteers to assist when co-workers are out.”

Catherine Beaver, Dena McCormick & Janeen Whiteside (Social Worker 3’s—Adult Services Units 1 & 2): “For the past several months, and throughout the pandemic, this team has been working incredibly hard at keeping Henderson Counties elderly and disable population safe. We have experienced record high numbers of reports month after month and all three of these workers continue to show up with positive attitudes to do the hard work of evaluations. Despite the additional, non-stop workloads their quality of work continues to be top-notch and they don’t skip a beat. They exemplify what it means to be a team, and always show up for one another and this agency whenever possible. They are all incredible assets to Adult Services, to DSS, and to our community.”



HENDERSON COUNTY DEPARTMENT OF SOCIAL SERVICES
MONTHLY COMPARATIVE STATISTICS

PROGRAM AREA - MONTHLY CASE COUNT	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	% Change From Prior 12 Mths
Food Stamp (FNS) Cases		4897	5017	5275	5351	5111	5090	5258	5391	5583	5701	5739	5777	
FNS Apps Taken	257	228	254	304	273	375	391	304	269	246				
Individuals Served		9956	10180	10635	10827	10275	10172	10543	10790	11189	11441	11525	11610	
Work First Employment Cases	6	4	4	5	6	7	7	9	7	6	4	5	2	-65.7%
Child Only Work First Cases	94	95	93	94	95	95	92	90	90	88	89	85	80	-12.7%
Crisis Heat/Cooling (CIP)	17	23	31	36	69	144	124	159	151	112	64	23	18	
Low Income Energy (LIEAP)	0	0	0	0	0	0	0	463	361	148	77	3	0	
Medical Assistance Cases ^{2&4}		15770	15933	16334	16486	16655	16794	17019	17171					
Participants		21500	21771	22257	22454	22708	22962	23268	23470					
Applications Received	362	394	433	370	393	421	457	487	511					
Medicaid Transports	579	1130	1152	1161	966	1168	778	1409	1121	1030	1559	1274	1634	
Individuals Transported	88	135	116	143	125	145	131	84	107	159	148	173	183	
Child Support Cases	2449	2413	2392	2397	2380	2365	2364	2368	2353	2363	2363	2350	2338	-1.8%
Child Support Collections	\$387,578.46	\$397,311.73	\$372,688.49	\$391,349.72	\$333,695.71	\$335,662.71	\$337,233.05	\$338,251.17	\$303,713.44	\$312,838.13	\$395,757.75	\$361,135.02	\$334,773.76	-5.9%
Child Day Care	618	463	461	470	608	418	418	464	509	509	462			
Child Day Care Expenditures ¹	\$470,338	\$295,885	\$289,095	\$268,179	\$268,179	\$199,026	\$231,033	\$216,700	\$211,818	\$212,332	\$272,439			
CPS Investigations Initiated	70	63	66	76	88	91	79	77	70	73	105	103		-100.0%
CPS Investigations Continuing	80	64	78	89	107	107	95	103	113	105	124	138		-100.0%
CPS -In-Home Case Mgt	39	41	40	41	37	33	34	31	33	31	30	29		-100.0%
CPS-Children In Custody (0-18)	162	168	177	171	167	170	172	173	170	172	166	162		-100.0%
CPS-Foster Care (age 18-21) ³	10	10	10	14	15	15	16	15	14	14	15	15		-100.0%
APS Open Cases	25	19	26	23	23	46	49	37	57	46	44	36		-100.0%
Spec. Asst. In-Home	124	127	126	123	122	123	126	126	127	126	124	126		-100.0%
Guardianship Cases	26	26	25	25	25	25	24	25	25	26	25	25		-100.0%
In-Home Aid Services(Contract)	91	91	88	88	85	83	81	82	82	81	81	82		-100.0%

Mailed w/ packet

1 - New category as of 7/1/2014
 2- New category as of 3/1/2015
 3- New category as of 1/1/17
 4- Medicaid #'s revised beginning 7/2017

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CPS Investigations Continuing	80	64	78	89	107	107	95	103	113	105	124	138	151	50.6%
CPS -In-Home Case Mgt	39	41	40	41	37	33	34	31	33	31	30	29	21	-39.9%
CPS-Children In Custody (0-18)	162	168	177	171	167	170	172	173	170	172	166	162	170	0.5%
CPS-Foster Care (age 18-21) ³	10	10	10	14	15	15	16	15	14	14	15	15	22	62.0%
APS Open Cases	25	19	26	23	23	46	49	37	57	46	44	36	45	25.3%
Spec. Asst. In-Home	124	127	126	123	122	123	126	126	127	126	124	126	126	0.8%
Guardianship Cases	26	26	25	25	25	25	24	25	25	26	25	25	26	3.3%
In-Home Aid Services(Contract)	91	91	88	88	85	83	81	82	82	81	81	82	80	-5.4%

1 - New category as of 7/1/2014

2- New category as of 3/1/2015

3- New category as of 1/1/17

4- Medicaid # s revised beginning 7/2017

Distributed at meeting

Program Administrators Report for June 2021

Social Work

We had an awesome turn out at the May Celebration honoring our Foster and Adoptive families. We had 215 people attend. The event was set up as a drive thru, however many more people choose to stay. There was great weather with lots of fun and frivolity.

We have two more classes to complete this round of foster parent training. Our next class will begin in September.

We have had several meetings with Alex Williams, Fostering Hopes, and Children's Hope Alliance. During these meetings we have been able to discuss our need for Therapeutic Foster Parents. We are encouraged, that from these meetings we will be able to develop a partnership that will help us bring those foster children with therapeutic placement needs back home to Henderson County.

Fostering Hopes is sponsoring a luncheon of June 24th with many of our local Faith Community Leaders. We will use this opportunity to provide information about foster care and how everyone can help.

At this time Foster Care Units are fully staffed and CPS has one opening.

The Adult Services Units have not really seen a drop in services since the increase over the last few months. We have also seen a slight increase in guardianship referrals. We recently promoted one of our Adult Services Supervisors, Traci Corn, to Adult Services and Child Support Program Manager. So, we will be moving forward in filling this position along with two social worker vacancies in these units.

Child Support has one vacancy and is currently in the selection process.

Economic Services

Food & Nutrition

- Due to ongoing COVID waivers, Food & Nutrition cases with 6 months certifications will be auto certified by the State through December 2021 OR when the governor ends the state of emergency
- The FNS maintenance team will continue to work certifications of 12 and 36 months.
 - In addition, the FNS maintenance team (given the decrease in work through June) will be the main contacts for LIEAP Pandemic payments, as well as ongoing LIEAP and CIP applications.
- Clients are continuing to get allotments up to the maximum amount for their household size. In addition, the maximum amount was temporarily increased by 15%.
- Seven retailers have now signed up to receive EBT payment for online purchases, making grocery shopping while social distancing more possible than ever.
- P-EBT has been extended through the summer, with a one-time payment of \$375 to cover June, July, & August

Medicaid

- On April 20th, we received guidance that the Public Health Emergency had been extended to July 19, 2021. This means workers will continue to process Medicaid cases based on COVID-19 waivers and State guidance until the Public Health Emergency ends; July 19th (or later if it is extended again).

- Medicaid Transformation is well underway.
 - Open enrollment ended May 21st, with auto-enrollment taking place over that weekend.
 - The Managed Care go-live date is set for July 1, 2021
 - NEMT staff have already begun referring clients enrolled in Managed Care to their brokers for transportation visits scheduled after July 1. Medicaid Direct clients will continue to be scheduled through our county staff.

COVID-19 Considerations

- All programs continue to have various waivers allowing easier processing of benefits. These mainly relate to telephonic interviews/signatures and client statement for verifications.
- We have moved into the next phase of re-opening to the public. While we still have offices located off the lobby where staff can see clients, we are allowing staff to bring clients to their own offices, if preferred. We have also offered desktop “sneeze guards” to any staff that have requested.

**Henderson County Department of Social Services
FY20-21 11 MONTHS YTD MAY21 - (061521)**

DESCRIPTION	TARGET =											% SPENT	\$ UNSPENT
	ACTUAL FY 12-13	ACTUAL FY 13-14	ACTUAL FY14-15	ACTUAL FY15-16	ACTUAL FY16-17	ACTUAL FY17-18	ACTUAL 2018-19	ACTUAL 2019-20	BUDGET 2020-2021	YTD SPEND 2020-2021	91.7%		
SALARIES - WAGES, OT, TEMP	6,675,430	6,822,428	7,179,068	7,179,338	7,477,098	7,553,754	7,849,280	8,076,196	8,601,836	7,519,101	87.4%	1,082,735	
DEFERRED COMP - SUPP, ITERS & 401K	519,736	551,487	591,834	563,817	636,219	654,785	708,049	833,486	1,039,219	875,633	84.3%	163,586	
INSURANCE - MEDICAL & DENTAL	1,845,802	2,079,280	2,089,895	2,050,190	2,160,256	2,243,185	2,287,467	2,099,836	2,504,138	2,151,699	85.9%	352,439	
UNEMPLOYMENT & WORKERS COMP	191,262	126,452	95,351	53,849	60,374	82,422	123,599	81,594	93,288	44,158	47.3%	49,130	
SOCIAL SECURITY (FICA)	485,558	495,573	527,147	519,084	540,337	545,069	566,159	582,366	661,300	541,581	81.9%	119,719	
STAFF TRAINING	22,972	23,460	21,363	29,320	43,424	49,668	52,019	34,265	70,000	27,498	39.3%	42,502	
STAFF	9,740,760	10,098,679	10,504,658	10,395,598	10,917,709	11,128,883	11,586,573	11,707,743	12,969,781	11,159,670	86.0%	1,810,111	
TECHNOLOGY (IT) - CAPITALIZED & NON-CAP	182,013	237,928	215,713	162,227	166,555	288,605	106,714	152,837	418,803	250,847	59.9%	167,956	
***SUPPLIES - OFFICE, CLING, FOOD, DP, FURNITURE & DUES	156,036	159,567	223,383	284,504	178,221	267,041	125,735	104,835	298,361	355,660	119.2%	-57,299	
TELEPHONE - AGENCY SYSTEM & STIPEND	110,054	118,303	123,525	80,537	103,696	97,738	111,656	147,477	149,663	113,736	76.0%	35,927	
POSTAGE	59,643	61,131	35,256	53,606	39,650	41,001	44,025	45,341	50,000	32,361	64.7%	17,639	
MAINT & REPAIR - BUILDING, GROUNDS & EQUIPMENT	8,488	2,791	17,437	4,337	0	0	0	0	0	0	0	0	
CONTRACTED SERVICES	448,887	551,002	772,476	573,428	599,967	644,263	538,747	489,949	695,427	405,823	58.4%	289,604	
OUTSIDE SERVICES - PRINTING, MED/LEGAL/PROF/RESEARCH/JUDICIAL/ADV	39,316	38,701	54,609	58,012	74,726	82,702	71,884	121,597	151,000	111,948	74.1%	39,052	
CLIENT TRAVEL ^a - MILEAGE, FUEL & VEHICLE EXPENSE	117,636	118,153	118,911	140,182	132,864	103,720	106,488	77,621	93,750	53,893	57.5%	39,857	
RENT (EQUIPMENT & PROPERTY)	83,680	80,989	85,660	74,450	43,343	43,368	39,061	32,617	82,000	21,464	26.2%	60,536	
INSURANCE/BONDING	122,750	104,118	119,193	106,257	103,321	106,953	100,722	95,452	100,279	98,735	98.5%	1,544	
GUARDIANSHIP ASSISTANCE	28,800	28,800	28,800	32,800	40,800	35,699	26,400	26,400	42,000	24,200	57.6%	17,800	
FOSTER CARE TRAINING	5,657	4,499	5,122	8,070	5,479	4,358	6,882	6,929	12,000	2,185	18.2%	9,815	
ADMINISTRATIVE	1,180,947	1,268,053	1,584,370	1,416,243	1,322,067	1,426,843	1,171,599	1,148,218	1,674,480	1,220,004	72.9%	454,476	
TOTAL STAFF & ADMINISTRATIVE	11,103,719	11,604,661	12,304,742	11,974,069	12,406,331	12,844,331	12,864,886	13,008,797	15,063,064	12,630,521	83.9%	2,432,543	

*** Includes \$8,358.64 for COVID-related supplies & services paid by Federal grant to the County.

Encumbered =	\$39,358
"Adjusted" YTD Spend =	\$12,669,879
Encumbered amounts are \$3,960 for Food (Picnic), \$9,158 for Dept. Supplies & \$26,240 for Non-Capital Technology	84.1%

APPS/CPS COVID Expenditures	ACCT#	Desc	Amount
36 Laptops & Docking Stations	526020	Non-Exp Supp	\$64,463.00
36 Scanners	526020	Non-Exp Supp	\$27,810.00
72 Monitors	526201	Non-Cap Tech	\$8,415.00
36 Printers & 36 Toner Cartridges	526201	Non-Cap Tech	\$13,072.16
			\$113,760.16

Source Document -MAY2021 Income Statement 904mmovr061521

HENDERSON COUNTY BOARD OF SOCIAL SERVICES

RULES OF PROCEDURE

Section 1: Officers

The officers of the Board of Social Services shall consist of a Chair and a Vice-Chair.

- (A) The Chair shall preside at all meetings and hearings of the Board of Social Services and shall have the duties normally conferred by parliamentary usage of such officers, which include the appointment of committees and preparation of agenda for regular and special meetings. The Chair may delegate preparation of the agenda to the Department of Social Services. The Chair's powers shall include, but not be limited to, the following:
1. To rule motions in or out of order, including the right to rule out of order, any motion patently offered for obstructive or dilatory purposes;
 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 3. To entertain and answer questions of parliamentary law or procedure;
 4. To call a brief recess at any time;
 5. To adjourn in an emergency.
- (B) The Chair shall be a member of the Board. The Chair shall have the privilege of discussing all matters before the Board and of voting thereon.
- (C) The Vice-Chair shall act for the Chair in the Chair's absence. The Vice-Chair shall be a member of the Board.
- (D) According to North Carolina General Statute GS 108A-14, the Director of the Department of Social Services shall serve as Secretary to the Board. This duty may be delegated to a staff member of the Department. The Secretary, subject to the direction of the Chair and the Board, shall keep all records, shall conduct all correspondence of the Board, and shall generally supervise the clerical work of the Board. The Secretary shall keep the minutes of every meeting of the Board, which minutes shall be a public record (unless the criterion for Closed Session/sealed minutes is applicable). The minutes shall show the record of all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of Board members upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote.

Section 2: Election of Officers

- (A) Nomination of officers shall be made by Board members at the June meeting; election shall occur at the July meeting.
- (B) A candidate receiving a majority vote of the quorum present of the Board of Social Services shall be declared elected and shall serve for one (1) year or until his successor shall take office, whichever is sooner.

- (C) Vacancies in offices of the Board shall be filled as soon as possible, according to the DSS Board's appointment criteria.

Section 3: Meetings

- (A) Regular meetings will be held on the third Tuesday of each month at the Department of Social Services' meeting room, or such other place as designated by the Chair.
- (B) A majority of the voting membership of the Board shall constitute a quorum. A majority vote shall carry all actions, except where otherwise provided herein. A record of the votes by each member shall be inserted in the minutes upon the request of any member of the Board. A member shall be excused from voting upon matters involving the consideration of his own financial interest or official conduct.
- (C) Special meetings may be called by the Chair. The Chair shall also call a special meeting when requested to do so in writing by a majority of the members of the Board, such instrument containing the subjects to be considered. Written notice of a special meeting shall be given each member of the Board and the media at least 48 hours prior to the time of the meeting. A copy of the notice shall be posted on the front door of the Henderson County Administration building. The notice shall specify the time, date, location and purpose of the meeting and no other business may be transacted at such meeting without the unanimous consent of the Board. Any Board member may waive the requirement of written notice required by this section.
- (D) All official meetings shall be open to the general public and shall comply with the North Carolina Open Meetings Law.
- (E) Faithful attendance at meetings is considered desirable for maintenance of membership on the Board. Failure to attend three (3) consecutive regular meetings without satisfactory reasons will result in a recommendation by the Chair of the DSS Board to the Henderson County Board of Commissioners, or other appointing authority, for replacement of such member.

Section 4: Order of Business

- (A) The order of business at regular meetings shall be, where pertinent:
 - (1) Call to Order
 - (2) Public Input
 - (3) Discussion/Adjustment of Agenda
 - (4) Approval of Minutes of previous meeting
 - (5) Review: Director's Report and Discussion of Mailed Reports
 - (6) Adjournment
- (B) The order of business at special meetings shall be:
 - (1) Business as announced in notice of meeting
 - (2) Adjournment

Section 5: Public Input

- (A) Policy on Public Input (Not Regarding Individual Cases) – refer to Attachment A.
- (B) Policy on Public Input (Regarding Individual Cases) – refer to Attachment B.

Section 6: Actions by the Board

The Board shall proceed by motion. Any member, including the Chair, may make a motion. A motion shall require a second. A motion may be withdrawn by the introducer at any time before the Chair puts the motion to a vote. A motion may be amended by permission of the introducer. Every member shall have the opportunity to speak concerning a motion. A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending. A motion shall be adopted if approved by a majority of the votes cast, unless otherwise shown to be in conflict with county rules or North Carolina law.

Section 7: Amendments

These Rules of Procedure may only be amended by a majority vote of the entire membership of the Henderson County Board of Social Services.

Section 8: Reference to Robert's Rules of Order

To the extent not provided for in these Rules of Procedure and to the extent that the reference does not conflict with the spirit of these Rules of Procedure, the Board of Social Services shall refer to Robert's Rules of Order Revised for unresolved procedural questions.

Section 9: Supervision & Evaluation of Director of Social Services

▪ Supervision:

"The county social services director is directly accountable to the county social services board. And the board, in turn, is responsible for providing general supervision of the director and general oversight of the county social services department." (*Handbook for County Social Services Boards, UNC-School of Government, 2009, page 68*).

The chairperson of the board will serve as the primary supervisor of the DSS Director, including holding regular supervision sessions with the director, being available to the director for support and problem-solving, seeking feedback from the other board members and the County Manager regarding his/her assessment of the director's performance, and any other ways to support the director.

▪ Evaluation:

"Each county social services board has the legal authority to adopt its own policies and procedures for evaluating the director, including:

- The frequency and timing of evaluations;
- The criteria and standards against which the director will be evaluated; and,
- The process for conducting evaluations.

The board's discussion of the director's performance must take place at an official board meeting but be conducted during a closed session pursuant to N.C.G.S. 143-318.11(a) (6)." (*Handbook for County Social Services Boards, UNC-School of Government, 2009, pages 68-70*).

No less than three (3) months prior to the anniversary date of the director, the board will discuss and reaffirm or revise the annual evaluation process and timetable it will use to evaluate the performance of the director. While the chairperson will take the lead in implementing this process, all board members will fully participate. The discussion of the director's annual performance (and, when relevant, county performance bonus) will

occur no later than the meeting prior to the anniversary date of the director, conducted in closed session. More frequent evaluations may be implemented, as deemed appropriate by the board and as required by Henderson County policy for new department heads.

Chair
Henderson County Board of Social Services

Attest:

Secretary
Henderson County Board of Social Services

Attachments:

- A. Policy on Public Input (Not Regarding Individual Cases)
- B. Policy on Public Input (Regarding Individual Cases)

HENDERSON COUNTY BOARD OF SOCIAL SERVICES
Policy on Public Input (Not Regarding Individual Cases)

Henderson County's Board of Social Services ("the Board") desires public input useful to the Board in developing policy.

To implement this goal, and assure an orderly process of public comments, the Board enacts the following policy:

1. Any person requesting to make public comment at a DSS scheduled meeting must sign up at least 24 hours in advance of a scheduled meeting of the Board, at the DSS Director's Administrative office. (The Board, at its discretion, may waive this requirement).
2. The sign-up request must include an indication of the topic on which is to be commented and an estimate of the time requested for the individual's comment.
3. The Board, at its discretion, may restrict the amount of time allowed for a comment and the total amount of time allowed for all comments in a session, and such times will be stated prior to the commencement of the public input.
4. The Board, at its discretion, may ask questions of any presenter to foster clarity and/or understanding of any topic presented.
5. The Board may request a closed hearing session if the topic concerns any comments about any DSS staff member.
6. Public input regarding individual cases must follow the Board of Social Services' "Policy on the Receipt of Public Input Regarding Individual Cases" (*Attachment B*).

HENDERSON COUNTY BOARD OF SOCIAL SERVICES

Policy on the Receipt of Public Input Regarding Individual Cases

Henderson County's Board of Social Services ("the Board"):

- desires public input useful to the Board in developing policy;
- will keep individual case information confidential;
- will not become involved in matters in which by Statute it has no role or power;
- will, at the Board's discretion, review any and all relevant documents, and/or request additional verbal or written information from Social Services employees, community service providers and court officials.

To implement these goals, the Board enacts the following policy:

1. All public input on individual cases in which the Henderson County Department of Social Services is involved (individual cases) must be in writing.

At the Board's discretion, written individual case input may be supplemented by an oral presentation.

The written presentation and request for oral presentation must be provided to the Board, through the Director of the Department at least seven (7) business days prior to the Board meeting. The Board will notify the presenter, through the Director of the Department, of their decision to hear the oral presentation at least five (5) business days prior to the Board meeting. Notification will be sent by Certified Mail.

2. Issues to be presented to the Board in an oral presentation must be included in the written presentation.
3. Oral input or written presentation involving individual cases will be conducted in Closed Session.
4. Oral input involving individual cases will be limited to fifteen minutes.
5. Public input, involving individual cases, whether oral or written, will be limited to issues over which the Board may, pursuant to the North Carolina General Statutes, exercise its authority. A copy of the enabling legislative authority given to County Board of Social Services in North Carolina is attached.
6. The Board, at its discretion, may ask questions for clarification.