

Yadkin County Department of Social Services
Board Meeting Minutes
August 2, 2012

Members Present

Jerry Ireland, Chair
Joan Swaim, Vice Chair
Kevin Austin
Larry Moxley
Frank Zachary

Others Present

Kim Harrell, Secretary
Lisa Hawk, PTRC

The Yadkin County Board of Social Services held its regular meeting on August 2, 2012 at 8:30am in the County Commissioner's conference room. Chairperson, Jerry Ireland welcomed everyone and called the meeting to order. Mr. Frank Zachary led the board in prayer. The minutes of the July meeting were approved on motion from Mr. Kevin Austin, seconded by Mr. Larry Moxley. Chairperson Ireland mentioned that the case actions list were on the table for review by Board members. The chair asked for the Director's reports:

DIRECTOR'S REPORTS:

Staffing Report: The department has a vacant SW Supervisor III position. We have interviewed and selected a person to fill the vacant processing assistant IV position. We selected Melissa Anderson Choplin. She has been working in the vacant position for over a year on a contract through Workforce. She has completed her drug screen and criminal background checks. Those results are pending and when received she will become a full time employee. Jamie Jones in the Adult Services unit has resigned effective 8/10/12. Aaron Church, County Manager has already unfrozen that position and the position announcement should be posted on the County website in the near future. There may be interest internally which could produce a domino effect with staffing issues.

Program Statistics Report: The Director presented the monthly program statistics report for Board review. Most program numbers have remained steady. Director Harrell reported some slight changes in what she reported this month. One being the number of foster homes licensed and pending license. Also included is the number of CAP/DA cases. Mr. Frank Zachary mentioned the number of in-home service cases being up some. Director Harrell reminded the Board that Patti Ragan reported back in May the possibility of some new adult guardianship coming to DSS via the Mental Health system. We have

received notice that this process has been put in place by the State entering into some kind of contract agreement with the current providers that are providing case management services to these clients. DSS is not clear at this time about exactly how many cases we will receive but we are anticipating anywhere from five to eight. Director Harrell will keep the Board updated on this situation. There was also discussion about changing the Fraud collections to the total amount collected instead of just the cash amount. That change will be reflected in next month's report.

OLD BUSINESS:

Presentation by Lisa Hawk – PTRC: Director Harrell introduced Lisa Hawk to the Board. Ms. Hawk works for Piedmont Triad Regional Council as a Workforce Business Service Coordinator. She and Director Harrell have been working closely together on staff survey results. Ms. Hawk reported to the Board that the surveys consisted of 18 questions about various topics. Examples are, agency strengths, agency weaknesses, threats to the agency. The last question on the survey was "If you had 5 minutes to present an overview of Yadkin DSS to your Board of Directors, what would you say"? Overall, Ms. Hawk reported that results were positive. Out of the 57 employees, results were entered by 44 employees. That is a very large percentage number and that says that employees were committed to the process, which means they are committed to change. Ms. Hawk reported that results reflected a lot of support for new DSS Director. There were things in the areas of training and safety that will be easier to handle in the short term. Issues about accountability, mindset, and agency vision and philosophy will be much longer term and means that this process will take working together for several months. Ms. Hawk reports her next step in this process will be to meet with small groups and begin to process results. This will begin to take place with staff in September. Director Harrell reported to the Board that she is getting a clearer picture of what she wants the agency to look like and is hoping to be able to provide an updated organizational chart by the October Board meeting.

NEW BUSINESS:

Director's Performance Appraisal Review: Director Harrell reported to the Board that it was time for the County performance appraisal reviews. There was discussion that since the Director was new to her position that it would be easier to evaluate her performance closer to her selection anniversary date. The Board reached a consensus that they would complete the Director's performance appraisal review in April 2013. The Board will be in contact with the County human resources department about this matter.

Other Business: Director Harrell had discussion with the Board regarding budget amendments. In the next few weeks the Department will be doing amendments at the County Commissioner's meetings to make sure final state budget amounts are consistent

with the County budget. There will be an amendment on the Smart Start/Daycare line item as we ended up with approximately \$8700 more money from the state than was approved in our County budget. There may be other line items such as TANF and SSBG that we will have to do amendments on once final state budget numbers are received. Director Harrell reported that she plans to attend the central DSS Director's summer regional meeting on August 30th and 31st, 2012.

With no further business, motion was made by Mr. Frank Zachary and seconded by Mrs. Joan Swaim to adjourn.

Chair: *Jerry Ireland* Date: *9-6-12*

Secretary: *[Signature]* Date: *9-6-12*