

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on January 15, 2013 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Ms. Marylene McCain, Mr. David Owen, Mr. Larry Hamlett and Ms. Dianne Moorefield, Secretary to the Board. Also present was Mrs. Tammy Paschal, Accounting Technician filling in for Mrs. Debbie Rascoe, Administrative Assistant. Mr. Kenneth Travis was absent from the meeting.

The Meeting was called to Order by Mr. Jefferies. The agenda for the meeting was approved upon a motion by Mr. Owen and second by Mr. Hamlett. Minutes of the meeting held December 18, 2012 were reviewed and approved upon a motion by Mr. Hamlett and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #6 - An additional CIP Allocation of \$73,126.00 and \$32,302.00 in LIEAP funds was approved upon a motion by Mr. Owen and second by Mr. Hamlett.

Board Members were advised of two findings as a result of our annual county audit. The first resulted from approval of a LIEAP application that did not meet the recently revised target population eligibility requirement. The second finding was the result of the approval of a Medicaid application using an incorrect Medicaid category. Board Members were informed that in both instances, the recipients would have been eligible for benefits under a different aid category and/or at a later date when applications were opened up to the general public.

In other business, the final report was presented on the Northwoods Document Management system installation and continued operations. Board Members were advised that the schedule for reviewing Quarterly Trust Fund Accounts will need to be delayed by one month given that the bank has contracted out this service and information needed to complete the report will not be available until later in the month. Therefore, the report that was due to be reviewed at this meeting will be reviewed at next month's meeting.

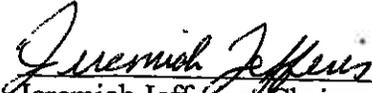
Board Members were informed that we had no in-house applicants for our vacant Adult Services Social Worker position and this has now been posted for receipt of outside applications. An update was also provided on one of our guardians for whom the county may have to pay for his cost of care. Board Members were also informed about challenges faced when trying to work in conjunction with another local agency in the provision of assistance to those in need.

All Supervisors attended the meeting and reported on work within their respective units.

The next regularly scheduled meeting of the Social Services Board is February 19, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

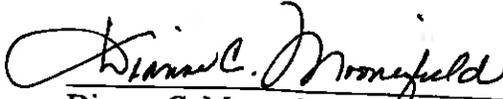
Upon a motion by Ms. McCain and second by Mr. Owen, the Social Services Board meeting was adjourned at 9:50 a.m.

Respectfully Submitted,



Jeremiah Jefferies, Chairman

2-19-13



Dianne C. Moorefield, Secretary

2-19-13

DSS

1/28/2013

Be it ordained, the FY 2012-2013 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
Day Care 100%	100.5320.499.120	547110	\$3,465	\$550,575
Total Expenditures			\$3,465	
<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
St/FSA/Day Care/Smart Start	100.3541.360.002	645,728	\$3,465	\$649,193
Total Revenues			\$3,465	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

Stewart C. Moorhead
 Approved by Department of Social Services Director

1/28/13
 Date

Jeremiah Jeffers
 Approved by Department of Social Services Board

2-19-13
 Date

Paula Seamster, Clerk to the Board
 Approved by Caswell County Board of Commissioners

 Date

BUDGET AMENDMENT #

DSS

1/29/2013

TRANSFER OF MONIES

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<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/Decrease</i>	<i>Amended Balance</i>
Salaries	100.5310.121.000	1,568,283	(\$7,500)	\$1,560,783
Professional Services	100.5310.190.000	88,837.00	\$7,500	\$96,337
Total Expenditures			\$0	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Increase/(Decrease)</i>	<i>Balance</i>
No change in Revenues			\$0
Total Revenues		\$0	

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Kimberly A. Monfield
Approved by Department of Social Services Director

1-28-13
Date

Jeanine Jeffers
Approved by Department of Social Services Board

2-19-13
Date

Paula Seamster, Clerk to the Board
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VII. REPORT CARD – January 2012

We are at 98% total for all programs: MAD – 100%, AAF – 100% MAA – 95%,
MQB– 100% MAF – 98% MIC – 93%, MPW – 100%, NCHC 100 %

REPORT CARD – January 2013

We were at 95% total in all programs: MAD - 100%, AAF – 100%, MAA – 73% MQB –
100%, MAF – 97%, MIC – 100%, MPW – 100% AND NCHC –100%

- VIII. Cost Calculation Report for the Month of January 2013 County Share -
\$ 21.70
Cost Calculation Report for the Month of January 2012 County Share -
\$ 43.39**

Mary Harrelson, Supervisor IMSII

February 11, 2013

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Mary Harrelson, Supervisor IMSII

February 11, 2013

Caswell County Department of Social Services

Adult Services Board Report

February 19, 2013

Programs:

	January 2012	January 2013
Adult Protective Services		
Number of Reports Received	7	8
Number of Reports Accepted	5	8
Number of Reports for Outreach	1	0
Number Referrals to AHS/DFS/Other Services	1	0
Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	8	3
Number of Complaints Received	3	2
Guardianship Services		
Number of Active Cases	16	19
Number of New Cases	0	1
Number of Terminated Cases	0	2
Multidisciplinary Evaluations		
Number of Requests Received	0	3
Number of Evaluation completed	1	3
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	23	20
Number of New Cases	0	0
Number of Cases Terminated	0	1
State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

January 2012

January 2013

In-Home Aide Services

Number of Active Cases	6	8
Number of New Cases	0	0
Number of Terminated Cases	0	0

Transportation Services

Number of Clients Served	212	188
Number of Trips Provided	1,037	831

Transportation Costs compared to January 2012 and January 2013

	2012	2013
EDTAP	\$1,159.00	\$820.80
TTAP (5310)	n/a	\$510.15
Medicaid	\$11,526.92	\$11,363.40
Totals	\$12,686.12	\$12,694.35

This reflects an increase of \$8.23 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	January 2012	January 2013
Number of Requests Received	3	1
Local Appeal Hearing	2	1
Administrative Disqualification Hearing	1	0
Number of Hearings Conducted	1	0
Local Appeal Hearing	1	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
February 11, 2013

CHILD SUPPORT ENFORCEMENT:

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	January 2013	January 2012
Net Current Month Collections	\$140,103.62	\$141,544.35
Monthly Collection Goal	\$157,603.81	\$231,706.02
Net Previous Month Collections	\$ 151,185.51	\$142,908.90
Net YTD Collections	\$1,035,077.57	\$1,060,494.80
Collections Goal for the Year	\$1,891,245.70	\$1,898,472.00
Percentage of Goal Met YTD	54.73%	55.86%
Target Percentage of Goal Met YTD	(7 mo.) 58.33%	[7 mo.) 58.33%

- **Child Support Enforcement Court Activity Report:**

	January 2013	January 2012
Number of Cases Scheduled/Heard		74/66
New Orders for Support Entered		0
New Current Support Payments	NO IV-D COURT	\$0.00/mo.
New Frequencies Toward Arrears	FOR THE MONTH OF	0
New Frequency Payments	JANUARY	\$0.00/mo.
Orders for Arrest		3
Jail Sentences		0
Purge Amounts		\$1,800.00
Total Payments Collected in Court		\$598.33
New Paternity Cases Established		0
Number of Modifications Heard		10

CHILD CARE SUBSIDY:

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

December Service Month Paid in January	2012/2013	2011/2012
Total Monthly Payment Amount	\$45,091.60	\$58,858.40
Monthly Unduplicated Child Count	126	169
Total Year-to-Date Expenditures	\$369,517.05	\$411,236.75
YTD Unduplicated Child Count	206	244
Total Allocation Available to Date	\$649,193.00	\$745,375.00
Traditional Spending Coefficient (7 mo.)	97.58%	94.58%

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- **December, 2012 Smart Start Child Care Subsidy Quality Enhancements Paid in January 2013:**

Star Rating	Bonus Amount Per Child	# Eligible Children in Current Mo.	Current Month Total Bonus Amount	Total YTD# Bonuses Paid	Total YTD Bonus Amount
4	\$20	15	\$258.20	132	\$2,503.80
5	\$30	10	\$276.40	90	\$2,445.10
	Totals	25	\$534.60	222	\$4,948.90

*****Bonus amounts per child may vary based on prorated months *****

Child Care Subsidy Waiting List

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of February 11, 2013 we have 62-children on the waiting list.

Submitted by: Tonya Breedlove 2/11/13

**Social Services Board Meeting
February 19th, 2013**

EBT Issuance:

January 2013

Issuance \$692,382
Cases 2893
Individuals 5337

January 2012

Issuance \$619,924
Cases 2598
Individuals 5268

**Issuance for January 2013 is estimated due to reporting issues. Previous reports are unavailable without FSIS availability, Data Warehouse and reports within NC FAST do not offer the most accurate information.*

Workload Report:

January 2013

Applications taken 110
Applications approved 103
Applications denied 9
Overdue applications 0
Redeterminations 340

January 2012

Applications taken 124
Applications approved 100
Applications denied 24
Overdue applications 2
Redeterminations 275

Fraud Report:

January 2013 food stamp recoupments \$1,930

January 2012 food stamp recoupments \$2,644

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2012 thru June 30, 2013

New allocations \$0
Total allocations to date \$180,749
Total CIP money used – January \$29,171.91
Available balance to date \$24,449.31
Applications approved 837 – January 157
Applications denied 15 – January 4

New Allocations \$0
Total Allocations \$79,831
Available Balance \$241
Applications Pending 0
Applications Approved 340
Applications Denied 22

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

REPORT TO THE CASWELL COUNTY DSS BOARD
CHILD PROTECTIVE SERVICES REPORT
FOR JANUARY 2013

CPS Family & Investigative Assessments

	Jan 2013	Jan 2012
1.Total Number of Reports Accepted for Investigation	15	17
2.Total Number of Reports Screened Out	3	10
3.Total Number of Reports Referred to other Jurisdictions	1	1
4.Total Number of Treatment Cases Transferred In	0	0
5.Total Number of Intercounty Investigations	0	4
6.Total Number of Courtesy Interviews/Assists	0	7
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	25	27
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	10	6
9.Total Number of Malicious Reports Received	0	0

OTHER DEPARTMENT INFORMATION

- The Child Protective Services Unit is fully staffed.

Prepared by:
Racquel Hughes
Child Placement Supervisor
February 11, 2013

**Board Report
February 19, 2013**

During the month of January 2013 we had two children to enter care, no child exited care.

Work Load Report	January 2013	January 2012
Children in DSS Custody	10	12
Foster Care Services for children in custody of another state/county	0	1
Licensure of foster and adoptive homes	0	2
Adoption Assessments	0	1
Home studies for other Courts	4	2
Supervision of foster homes	4	4

Training:

Child Placement Social Worker, Lucinda Wilson, participated in an on line course Monitoring and Oversight of Psychotropic Medications for Children in Foster Care in North Carolina: a training focusing on the causes, symptoms, prognosis, risks, treatments and interventions. Our LINKS Coordinator, Lisa Barnett, participated in the LINKS telephone Conference call this month.

Child and Family Services:

On January 9, 2013, a Neglect petition was filed on a 3 year old male. The child remains in a licensed foster home in the county. On January 22, 2013, a Dependency and Neglect petitions were filed on an 8 year old female. The child remains in a licensed level I family foster home outside the county; the child was placed outside the county to have a family that is skilled to properly handle her mental health diagnoses.

Prepared By: Racquel Hughes
Child Placement Supervisor
February 11, 2013