

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on February 19, 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; Mr. Kenneth Travis; Mrs. Tammy Paschal, Accounting Technician filling in for Mrs. Debbie Rascoe and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jeffries called the meeting to Order at 9:00 a.m. The agenda for the meeting was approved upon a motion by Ms. McCain and second by Mr. Travis. Minutes of the meeting held January 15, 2013 were reviewed and approved upon a motion by Mr. Owen and second by Mr. Hamlett. There was no public address to the Board.

Budget Amendment #7, a \$3,465 Day Care 100% Allocation, was approved upon a motion by Mr. Hamlett and second by Ms. McCain. There was an additional Transfer of funds in the amount of \$7,500 from Salaries to Professional Services. It was explained that these funds would be used to cover placement costs of one of our wards and to cover dialysis expenses for a second ward. This transfer of funds was approved upon a motion by Mr. Hamlett and second by Mr. Travis.

Quarterly Trust Fund Accounts were reviewed and approved upon a motion by Mr. Mr. Travis and second by Mr. Owen.

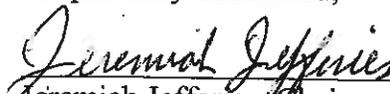
Board Members were informed of the SSBG Monitoring that was conducted February 13, 2013. Verbal feedback indicated no negative findings and the written report will be shared with Board Members upon receipt. The Board requested that the Director's Performance Evaluation be placed on the agenda for the next meeting.

Supervisors attended the meeting and reported on work within their respective units. All Supervisors except for Mary Harrelson were present for the meeting.

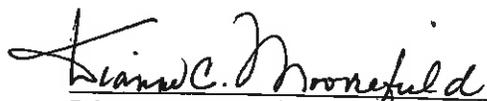
The next regularly scheduled meeting of the Social Services Board is March 19, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Mr. Owen the meeting of the Social Services Board was adjourned at 9:35 a.m.

Respectfully Submitted,


Jeremiah Jefferies, Chairman

3-19-13
Date


Dianne C. Moorefield, Secretary

3-19-13
Date

BUDGET AMENDMENT #

8

DSS

3/5/2013

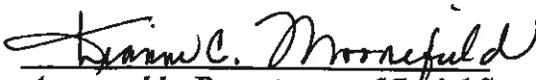
Be it ordained, the FY 2012-2013 Annual Budget ordinance is hereby amended as follows:

<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>
<i>CP&L Energy Assistance</i>	100.5480.499.100	2,674.00	\$ 486.96	\$3,160.96
<i>Day Care 100%</i>	100.5320.499.120	550,575.00	(\$18,737)	\$531,838
<i>Total Expenditures</i>			(\$18,250)	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
<i>DSS/Admin WCA</i>	100.3538.360.000	1,681,620	\$487	\$1,682,107
<i>St/FSA/Day Care/Smart Start</i>	100.3541.360.002	649,193	(\$18,737)	\$630,456
<i>Total Revenues</i>			(\$18,250)	

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.


 Approved by Department of Social Services Director

3/6/13
 Date

 Approved by Department of Social Services Board

 Date

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

 Date

BUDGET AMENDMENT #

Transfer of Monies

DSS

3/6/2013

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>
<i>Supportive Services</i>	100.5373.372.000	10,000.00	\$ (5,000.00)	\$5,000.00
<i>Work First Transportation</i>	100.5580.313.100	10,000.00	\$5,000	\$15,000
Total Expenditures			\$0	

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

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.

Kenneth Moonfield
Approved by Department of Social Services Director

3/6/13
Date

Approved by Department of Social Services Board

Date

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

Date

Caswell County Department of Social Services

Adult Services Board Report

March 19, 2013

Programs:

	February 2012	February 2013
Adult Protective Services		
Number of Reports Received	11	3
Number of Reports Accepted	7	2
Number of Reports for Outreach	4	0
Number Referrals to AHS/DFS/Other Services	0	1
Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	5	2
Number of Complaints Received	4	2
Guardianship Services		
Number of Active Cases	16	19
Number of New Cases	0	0
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	0	0
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	0
State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	10	9
Number of New Cases	0	0
Number of Terminated Cases	0	1
Number of Pending Cases	0	0

February 2012

February 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	164	173
Number of Trips Provided	968	794

Transportation Costs compared to February 2012 and February 2013

	2012	2013
EDTAP	\$1,296.85	\$726.37
TTAP (5310)	n/a	\$575.70
Medicaid	\$11,534.68	\$10,970.96
Totals	\$12,831.53	\$12,273.03

This reflects a decrease of \$558.50 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

February 2012

February 2013

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

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

SOCIAL SERVICES BOARD MEETING

March 19, 2013

I. Overdue Application Report for February 2013 – None

II. Medicaid Eligibility

March - 2012	March - 2013
Open Cases – 3,999	Open Cases – 3,973
Open People – 4,801	Open People – 4,732
Authorized People – 4,681	Authorized People – 4,708

III. North Carolina Health Choice

March - 2012	March – 2013
Open Cases – 228	Open Cases - 208
Authorized People – 330	Authorized People - 301

IV. SA (REST HOME)

March - 2012

March– 2013

Authorized People – 101

Authorized People - 91

V. Application, Reviews and Changes

	February - 2012	February - 2013
Applications Taken	175	129
Applications Approved	146	96
Applications Denied	70	48
Applications Withdrawn	1	6
Reviews	406	256
Total Changes	1,438	1,014
Terminated	136	120

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE

EMERGENCY DURING THE MONTH OF February 2013 totaling \$0.00

VII. REPORT CARD – February 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 – February 2013

We were at 100% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, 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

March 7, 2013

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

CPS Family & Investigative Assessments

	Feb 2013	Feb 2012
1.Total Number of Reports Accepted for Investigation	22	10
2.Total Number of Reports Screened Out	6	10
3.Total Number of Reports Referred to other Jurisdictions	0	0
4.Total Number of Treatment Cases Transferred In	1	0
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	3	3
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	33	21
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	8	7
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
March 11, 2013

**Board Report
March 19, 2013**

During the month of February 2013 we had one child to enter care, no child exited care.

Work Load Report	February 2013	February 2012
Children in DSS Custody	11	11
Foster Care Services for children in custody of another state/county	0	1
Licensure of foster and adoptive homes	1	1
Adoption Assessments	1	1
Home studies for other Courts	4	4
Supervision of foster homes	4	5

Training:

Child Placement Staff did not attend any training during the month of February.

Child and Family Services:

On February 28, 2013, a Neglect petition and non secure custody was filed on a 2 year old male. The child was placed in a licensed foster home until March 5, 2013. The Court found the home environment was suitable to place the child back in the home and the Neglect petition would be heard on March 26, 2013.

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

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

EBT Issuance:

February 2013

Issuance \$722,258
Cases 3022
Individuals 5417

February 2012

*Issuance \$619,924
Cases 2598
Individuals 5217*

**Issuance for February 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:

February 2013

Applications taken 106
Applications approved 101
Applications denied 5
Overdue applications 0
Redeterminations 343

February 2012

*Applications taken 97
Applications approved 86
Applications denied 11
Overdue applications 0
Redeterminations 254*

Fraud Report:

February 2013 food stamp recoupments \$4,195

February 2012 food stamp recoupments \$13,141

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2012 thru June 30, 2013

New allocations	\$0	New Allocations	\$0
Total allocations to date	\$180,749	Total Allocations	\$79,831
Total CIP money used – February	\$17,894.17	Available Balance	\$241
Available balance to date	\$10,799.82	Applications Pending	0
Applications approved	916 – February 101	Applications Approved	340
Applications denied	16 – February 1	Applications Denied	22

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

CHILD SUPPORT ENFORCEMENT:

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

	February 2013	February 2012
Net Current Month Collections	\$135,822.12	\$161,224.73
Monthly Collection Goal	\$157,603.81	\$231,706.02
Net Previous Month Collections	\$140,103.62	\$141,544.35
Net YTD Collections	\$1,035,077.57	\$1,221,719.53
Collections Goal for the Year	\$1,170,899.69	\$1,898,472.00
Percentage of Goal Met YTD	88.40%	64.35%
Target Percentage of Goal Met YTD	(8 mo.) 66.67%	[8 mo.] 66.67%

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

	February 2013	February 2012
Number of Cases Scheduled/Heard	76/72	78/70
New Orders for Support Entered	2	3
New Current Support Payments	237.00	\$659.00/mo.
New Frequencies Toward Arrears	4	1
New Frequency Payments	120.00	\$103.00/mo.
Orders for Arrest	2	4
Jail Sentences	0	3
Purge Amounts	\$1,075.00	\$2,550.00
Total Payments Collected in Court	\$1,825.00	\$3,762.00
New Paternity Cases Established	0	1
Number of Modifications Heard	21	22

CHILD CARE SUBSIDY:

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

January Service Month Paid in February	2012/2013	2011/2012
Total Monthly Payment Amount	\$46,978.75	\$58,858.40
Monthly Unduplicated Child Count	127	169
Total Year-to-Date Expenditures	\$416,495.80	\$411,236.75
YTD Unduplicated Child Count	211	244
Total Allocation Available to Date	\$649,193.00	\$745,375.00
Traditional Spending Coefficient (8 mo.)	96.23%	94.58%

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- **January, 2013 Smart Start Child Care Subsidy Quality Enhancements Paid in February 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	\$300.00	147	\$2,803.80
5	\$30	10	\$300.00	100	\$2,745.10
	Totals	25	\$600.00	247	\$5,548.90

*****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 March 11, 2013 we have 65-children on the waiting list.

Submitted by: Tonya Breedlove 3/11/13