

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on April 16, 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; Mr. David Owen, Mr. Larry Hamlett; Ms. Marylene McCain; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Absent from the meeting was Mr. Kenneth Travis. Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was approved upon a motion by Mr. Hamlett and second by Mr. Owen. Minutes of the meeting held March 19, 2013 were reviewed and approved upon a motion by Ms. McCain and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #9, an additional CP&L Energy Assistance allocation of \$943.00 was approved upon a motion by Mr. Hamlett and second by Ms. McCain. The Board also approved a Transfer of \$6,500.00 from salaries to professional services for Clerk of Court fees. The motion for approval was made by Mr. Owen with a second by Ms. McCain.

Board Members were presented with a copy of the agency's proposed budget for SFY 2013-2014 for review and discussion. They were advised of programmatic changes outlined within the budget and their impact on the agency's operational costs. Discussions related to increased demands on Adult Services staff and the fact that workloads currently exceed state recommendations led Board Members to recommend an additional staff person to assist in meeting state mandates.

The Director presented information related to a need for a scanning system. This would be used for either Medicaid or FNS, or a combination of the two. The goal would be to eliminate some of the filing cabinets and records stacked everywhere which create a safety hazard. It would also alleviate concerns about protecting the confidentiality of information within the records. After some discussion about our ability to receive partial reimbursement for such a system, the Board recommended that we budget \$50,000.00 for purchasing scanning services.

With needed revisions to the budget, the Board decided to schedule another meeting to finalize the budget. That meeting was scheduled for April 22, 2013 at 9:00 a.m.

Supervisors attended the meeting and reported on work within their units. All Supervisors were present except for Ms. Russell.

The next regularly scheduled meeting of the Social Services Board was scheduled for May 21, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Owen and second by Ms. McCain the Board Meeting was

adjourned at 10:05 a.m.

Respectfully Submitted,

Jeremiah Jefferies, Chairman

Date



Dianne C. Moorefield, Secretary

Date