

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES**

**BOARD MEETING MINUTES**

The Caswell County Department of Social Services Board held its monthly meeting on October 21, 2014 at 8:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Larry Hamlett; Mr. David Owen; Ms. Marylene McCain; Mr. Kenneth Travis; Mrs. Debbie Rascoe, Administrative Assistant and Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 8:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mrs. Owen and second by Ms. McCain. Minutes of the meeting held September 16, 2014 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 #4, an additional CP&L Energy Assistance allocation in the amount of \$456.00, was approved upon a motion by Mr. Owen and second by Ms. McCain.

Board Members were informed that Ms. Lekisha Anderson joined the clerical staff as the new receptionist.

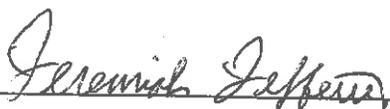
Supervisors attended the meeting and reported on work within their respective units. All Supervisors attended. Mrs. Harrelson reported that due to the new NCFast system, reports are not available on the combined EIS and NCFast caseloads. Mrs. Breedlove also advised that system reports are not available for her program. Ms. Breedlove was asked about the Christmas Cheer program and she advised that Caswell Parish will assist those families that DSS is not able to assist. Mr. Jefferies asked to be reminded at the next meeting of his need to make a contribution to the Christmas Cheer program.

At 8:15 a.m., upon a motion by Mr. Hamlett and second by Mr. Travis the Board entered into Closed Session to Conduct an Appeal Hearing Pursuant to 25 NCAC 011.2310. The Board returned to open session at 9:18 upon a motion by Mr. Hamlett and second by Mr. Owen

The next regularly scheduled meeting of the Social Services Board was scheduled for November 18, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

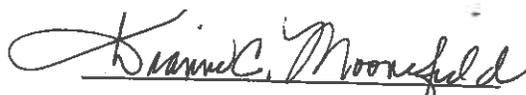
Upon a motion by Mr. Owen and second by Ms. McCain the meeting of the Social Services Board was adjourned at 9:20 a.m.

Respectfully Submitted,



Jeremiah Jefferies, Chairman

Date 11/18/14



Dianne C. Moorefield, Secretary

Date 11/18/14

BUDGET AMENDMENT #

5  
11/10/2014

DSS

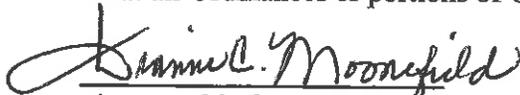
Be it ordained, the FY 2014-2015 Annual Budget ordinance is hereby amended as follows:

<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>
LIEAP/Low Income Asst Energy	100.5480.499.910		\$150,813.00	\$150,813.00
Smart Start/Child Day Care	100.5310.499.122	\$49,309.00	\$54,366.00	\$103,675.00
<b>Total Expenditures</b>			<b>\$205,179.00</b>	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	\$1,703,730.36	\$150,813.00	\$1,854,543.36
St/FSA/DayCare/Smart Start	100.3541.360.002	\$588,329.00	\$54,366.00	\$642,695.00
<b>Total Revenues</b>			<b>\$205,179.00</b>	

*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*

11/12/14  
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 BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**NOVEMBER 18, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>November 2014</b>	<b>November 2013</b>
Total # WFFA Cases	No Report Available	46
Caseload Increase/Decrease From Previous Month		(+6) 40
Child Only Cases		37 (80.43%)
Single-Parent Cases		10 (21.47%)
Cases Receiving Extension of Benefits		0
Average WFFA Payment		\$206.96

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	<b>November 2014</b>	<b>November 2013</b>
Total # 2-Parent Households	No Report Available	0
Caseload Increase/Decrease From Previous Month		(-0-) 0
Benefit Diversion Cases		0
Non-Able Bodied Cases		0
Cases Meeting Work Requirement		0
Cases Not Meeting Work Requirement		0
New Application for Assistance		0
Average WFFA Payment		\$0.00

*Please see reverse for Page 2*

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**NOVEMBER 18, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>November 2014</b>	<b>November 2013</b>
Total # WFFA Cases	No Report Available	46
Caseload Increase/Decrease From Previous Month		(+6) 40
Child Only Cases		37 (80.43%)
Single-Parent Cases		10 (21.47%)
Cases Receiving Extension of Benefits		0
Average WFFA Payment		\$206.96

• **WFES / Pay After Performance / Two-Parent Case Comparison:**

	<b>November 2014</b>	<b>November 2013</b>
Total # 2-Parent Households	No Report Available	0
Caseload Increase/Decrease From Previous Month		(-0-) 0
Benefit Diversion Cases		0
Non-Able Bodied Cases		0
Cases Meeting Work Requirement		0
Cases Not Meeting Work Requirement		0
New Application for Assistance		0
Average WFFA Payment		\$0.00

***Please see reverse for Page 2***

### **Child Care Subsidy Waiting List**

The waiting list that was implemented on February 24, 2010 was cleared in April 2014 due to the availability of child care subsidy funds. However, that waiting list continues to remain in effect. 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. As of November 10, 2014 we currently have 106-children on the waiting list.

### **Christmas Cheer 2014**

The Christmas Cheer committee received a total of 112 applications which included 229 children. Endeavors are being made to secure sponsors, toy donations and financial contributions. We are working along with other organizations to ensure that there is no duplication of services, in an effort to help as many families as we possibly can during this Christmas season.

**Submitted by: Tonya Breedlove    November 10, 2014**

# SOCIAL SERVICES BOARD MEETING

November 18, 2014

- I. **Overdue Application Report for November - 2014- Nine overdue in NCFAST**  
**Overdue Application Report for November – 2014 No overdue in EIS**

II. **Medicaid Eligibility**

November – 2013 - EIS	November – 2014 - EIS	NCFAST – November - 2014
Open Cases – 4,138	Open Cases – 857	Open Cases – 4,417
Open People – 5,036	Open People – 865	Open People – 4,762
Authorized People – 4,768	Authorized People – 863	Authorized People – 4,862

III. **North Carolina Health Choice**

November - 2013	November– 2014 – NC FAST MAGI
Open Cases – 210	Open Cases - 109
Authorized People – 303	Authorized People - 158

IV. **SA (REST HOME)**

November – 2013

November – 2014

Authorized People – 91

Authorized People - 93

V. **Application, Reviews and Changes**

	November - 2013	November – 2014 in NC FAST	November 2014 in EIS
Applications Taken	127	375	14
Applications Approved	112	375	19
Applications Denied	34	13	13
Applications Withdrawn	1	2	0
Reviews	204	447	66
Total Changes	1,140	987	273
Terminated	121	75	105

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

EMERGENCY DURING THE MONTH OF October 2014 totaling **\$0.00**

**VII. REPORT CARD – October - 2013**

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

**REPORT CARD – October - 2014**

We were at 98% 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 October 2014 County Share -**

**\$ 00.00**

**Cost Calculation Report for the Month of October 2013 County Share -**

**\$ 00.00**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,  
Work Support Strategies, MAGI application and the Affordable Care Act, and the  
Federally Funded Market Place.**

*Effective September 8, 2014 Caswell County have begun Stage 1 of the NC FAST Hard  
Launch. We are keying all cases, with a few exceptions into NC FAST.*

*Mary Harrelson, Supervisor IMSII*

*November 10, 2014*

# Caswell County Department of Social Services

## Adult Services Board Report

November 10, 2014

### *Programs:*

	October 2013	October 2014
<b>Adult Protective Services</b>		
Number of Reports Received	9	7
Number of Reports Accepted	8	6
Number of Reports for Outreach	1	1
Number Referrals to AHS/DFS/Other Services	0	0
<b>Adult Care Homes/Adult Home Specialist</b>		
Number of Adult Care Homes	27	29
Number of Adult Care Homes Monitored	12	2
Number of Complaints Received	0	3
<b>Guardianship Services</b>		
Number of Active Cases	21	21
Number of New Cases	0	1
Number of Terminated Cases	0	1
<b>Multidisciplinary Evaluations</b>		
Number of Requests Received	3	2
Number of Evaluation completed	2	0
<b>Individual and Family Adjustment Services-Representative Payee</b>		
Number of Active Cases	22	22
Number of New Cases	0	1
Number of Cases Terminated	0	1
<b>State/County Special Assistance In-Home (10 Slots)</b>		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

	October 2013	October 2014
<b>In-Home Aide Services</b>		
Number of Active Cases	6	7
Number of New Cases	0	0
Number of Terminated Cases	0	1

**Transportation Services**

Number of Clients Served	188	196
Number of Trips Provided	1036	1120

Transportation Costs compared to October 2013 and October 2014

	2013	2014
EDTAP	\$2,202.10	\$2,799.09
Medicaid	\$13,389.50	\$20,969.28
TTAP	-0-	\$0
Totals	\$15,591.60	\$23,768.37

This reflects an increase of \$8,176.77 from the previous year.

***Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):***

	October 2013	October 2014
Number of Requests Received	1	2
Local Appeal Hearing	1	1
Administrative Disqualification Hearing	0	1
Number of Hearings Conducted	1	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	1	0

Respectfully Submitted by Michelle Waddell  
Adult Services Supervisor  
November 10, 2014

**Caswell County Department of Social Services**

**DSS Board Report - Child Protective Services**

**November 18, 2014**

CPS Family & Investigative Assessments

	<b>October 2014</b>	<b>October 2013</b>
1.Total Number of Reports Accepted for Investigation	25	20
2.Total Number of Reports Screened Out	5	4
3.Total Number of Reports Referred to other Jurisdictions	2	1
4.Total Number of Treatment Cases Transferred In	1	4
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	6	1
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	17	23
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	6	5
9.Total Number of Malicious Reports Received	0	0

Additional Information

- Lisa Anderson attended the second of three sessions on Introduction to Supervision for Child Welfare Supervisors from October 22-24, 2014. The training was conducted in Asheville, NC.

Respectfully submitted by Lisa H. Anderson  
Child Protective Services Supervisor  
November 5, 2014

**Board Report**  
**November 18, 2014**

During the month of October we had one new child to enter foster care. No children exited care.

<b>Work Load Report</b>	<b>October 2014</b>	<b>October 2013</b>
<b>Children in DSS Custody</b>	17	10
<b>Foster Care Services for children in custody of another state/county</b>	1	0
<b>Licensure of foster and adoptive homes</b>	1	2
<b>Adoption Assessments</b>	1	2
<b>Home studies for other Courts</b>	3	2
<b>Supervision of foster homes</b>	3	4

**Training:**

Child Placement Staff did not attend any training during the month of October. However, a 2 hour conference call was held with our state representative, Evan Friedel, to discuss Caswell County Child Welfare Workbook and any upcoming 2015 audits. The work book is a collaboration of Child Protective Services reports and Foster Care data that is now sent to the state quarterly. Mr. Friedel discussed any concerns the agency may have needed some clarification on.

**Child and Family Services:**

On October 20, 2014, Neglect & Dependent petition and non secure custody was filed on a 15 year old male. The child previously resided with his maternal uncle, in another county arranged by his mother a couple of years ago. The uncle is no longer willing to care for the child. The child mother is involved with Caswell DSS and is residing in a drug rehabilitation center along with her one year old daughter on a trial home placement. The facility would not allow the 15 year old to reside there with his mother. The child was placed in a licensed foster care home outside the county, which will allow him to remain at his same school and to attend the same Church he has been affiliated with over the last two years.

**Foster Care Christmas Donations:**

Foster Care donations have been very slow.....slower than ordinary. We are hoping things will pick up soon. As of this writing a total of \$ 100.00 dollars for donations has been received. We were fortunate to have money left from the previous years and have been able to save those monies. We do hope it will pick up just a little but due to the economy it is somewhat hard to tell. We are reaching out to the Churches and families that have sponsored the children in the past.

With CPS being fully staffed and all workers having completed training, Child Placement Workers are coming out of rotation to handle courtesy requests within the Child Protective Services Unit.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
November 12, 2014

**Social Services Board Meeting  
November 18<sup>th</sup>, 2014**

**EBT Issuance:**

October 2014

Issuance        \$625,713  
Cases            2661  
Individuals     5208

October 2013

*Issuance        \$547,198  
Cases            2692  
Individuals     5143*

---

**Workload Report:**

October 2014

Applications taken        144  
Applications approved    170  
Applications denied        13  
Overdue applications        1  
Redeterminations        319

October 2013

*Applications taken        117  
Applications approved    102  
Applications denied        15  
Overdue applications        0  
Redeterminations        352*

---

**Fraud Report:**

October 2014 FNS recoupments \$1,256

*October 2013 FNS recoupments \$1,392*

---

**Crisis Intervention Program (CIP) Report:**

**LIEAP**

July 1, 2014 thru June 30, 2015

New allocations                \$0  
Total allocations to date        \$100,383  
Total CIP money used – October   \$5,616.97  
Available balance to date        \$72,733.02  
Applications approved        253– 53 October  
Applications denied            6 – 2 October

New Allocations                \$0  
Total Allocations                \$0  
Available Balance                \$0  
Applications Pending  
Applications Approved  
Applications Denied

---

**LIEAP**

LIEAP applications will be accepted December 1, 2014 through March 31, 2015, or until funding is exhausted. Only households containing an elderly person age 60 and above or a disabled person receiving services through the Division of Aging and Adult Services (DAAS) are eligible to potentially receive benefits from December 1<sup>st</sup> through December 31<sup>st</sup>, or until funds are exhausted. Disabled persons are defined as receiving SSI, SSA, or VA disability. Any household can potentially receive benefits from January 1<sup>st</sup> through March 31<sup>st</sup> or until funds are exhausted, if all eligibility requirements are met. Benefits are based on the household's size and income at the time of application. There are three benefit level amounts (\$200, \$300, or \$400) designated according to household size and income.

Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

## CASWELL COUNTY BOARD OF HEALTH AGENDA

**Tuesday, November 25, 2014 at 7:00 P.M. in the Health Department Downstairs Meeting Room**

Position	Name	Term	Expires
County Commissioner	Nate Hall	N/A	12/31/2014
Optometrist (General Public)	Carl Carroll, REHS	1 <sup>st</sup>	12/01/2014
Pharmacist	Andrew J. Foster, Pharm.D, R.Ph. – Chair	1 <sup>st</sup>	06/30/2015
General Public	Elin Arneau-Claggett, PA-C, PhD	1 <sup>st</sup>	06/30/2015
Dentist	Rose Satterfield, DMD	1 <sup>st</sup>	06/30/2015
Physician (General Public)	Cecil Page– Vice Chair	2 <sup>nd</sup>	06/30/2016
General Public	Sharon Kupit	1 <sup>st</sup>	06/30/2016
General Public	Carol Komondy	1 <sup>st</sup>	06/30/2017
Veterinarian	Christine Frenzel, DVM	1 <sup>st</sup>	06/30/2017
Engineer (General Public)	Carla Lipscomb, RN	1 <sup>st</sup>	06/30/2017
Registered Nurse	Jennifer White, RN	1 <sup>st</sup>	06/30/2017

### Meeting of the Caswell County Board of Health

- Call To Order..... Chairperson
- Public Comment..... Chairperson
- Action Items..... Secretary
  - October 28, 2014 Board of Health Minutes
  - Budget Amendment #5
  - Environmental Health Water Testing Fees
  - Home Health Status
  - Ebola Procedure
- Informational Items..... Secretary
- Other Business..... Chairperson
- Adjournment..... Chairperson

### Board of Health Meeting Schedule (4<sup>th</sup> Tuesday of Each Month)

November 25, 2014    January 27, 2015    February 24, 2015    March 24, 2015    April 28, 2015

*“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.    Thomas A. Edison (1847-1931)”*

#### **Caswell County Health Department Mission Statement**

*The mission of the Caswell County Health Department is to protect the health and welfare of Caswell County citizens and to meet the county's health needs through direct services, assessment and evaluation, and community partnerships.*

**We hold the following core values to fulfill this mission:**

- Health Promotion.....We emphasize the importance of healthy lifestyles and behaviors that lead to an enhanced quality of life and lower health risk.*
- Prevention.....We act promptly to prevent the spread of communicable diseases and to lower risk factors that lead to chronic disease.*
- Environment.....We work to ensure food safety, clean drinking water, clean air, and a safe environment.*
- Partnerships.....We cooperate with community, state, and national partners to meet the needs of the citizens.*
- Quality.....We strive to meet the highest standards of quality as we provide services to our citizens.*