

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on March 17, 2015 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. Kenneth Travis; Mr. David Owen; Ms. Marylene McCain; Mrs. Ethel Gwynn; Mrs. Tammy Paschal, Administrative Assistant and Ms. Dianne Moorefield, Secretary. Also present was Mr. Ross Gwynn and Mr. John Satterfield, Clerk of Court.

Mr. Jefferies called the meeting to Order. The Agenda for the meeting was approved upon a motion by Mr. Travis and second by Mrs. McCain. Minutes of the meeting held February 27, 2015 were reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain.

Mrs. Ethel Gwynn was recognized as being in attendance as the new Board Member appointed by the Social Services Commission to fill the vacancy resulting from Mr. Hamlett's resignation from the Board. Mrs. Gwynn was welcomed to the Board and her husband, Mr. Ross Gwynn was introduced and also welcomed to the meeting. Clerk of Court, Mr. John Satterfield was introduced and he administered the Oath of Office to Mrs. Gwynn. Although invited to stay, Mr. Satterfield and Mr. Gwynn left the meeting at the conclusion of Mrs. Gwynn's swearing in.

The Social Services Board approved Budget Amendment #9, an additional LIEAP Allocation in the amount of \$10,000.00 and an additional CP&L Energy Assistance Allocation in the amount of \$448.12, upon a motion by Ms. McCain and second by Mr. Owen.

Board Members were informed that 10.75 hours of overtime were paid on the most recent payroll in the amount of \$172.75. Board Members were also informed that Ms. Ashley Johnston, a Social Worker in the Adult Services unit was transferred into the vacant Social Worker position also within the Adult Services Unit. Ms. Johnston's Medicaid Transportation Social Worker position will now be posted and filled. Interviews are complete for the Child Protective Services vacancy but the hiring process is slightly delayed due to the supervisor's need to be on leave.

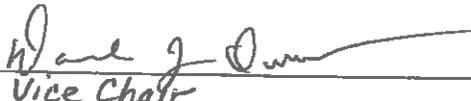
Board Members discussed the timeline for reviewing the agency's budget. Mr. Owen will not be available for the next regularly scheduled meeting so it was decided that a special budget meeting would be scheduled to allow for his presence. That date is to be determined at the next regularly scheduled meeting.

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

The next regularly scheduled meeting of the Social Services was scheduled for April 21, 2015 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. Travis the Social Services Board Meeting was adjourned at 9:30 a.m.

Respectfully Submitted:



Vice Chair
Jeremiah Jefferies, Chairman



Dianne C. Moorefield, Secretary

4/21/15

Date 4/21/15 dom

4/21/15

Date

BUDGET AMENDMENT #

DSS

4/13/2015

TRANSFER OF MONIES

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>
Supportive Services	100.5373.372.000	\$6,000.00	(\$1,000.00)	\$5,000.00
Work First Transportation	100.5580.313.100	\$12,000.00	\$1,000.00	\$13,000.00
Total Expenditures			\$0.00	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Increase/(Decrease)</i>	<i>Balance</i>
NO CHANGE IN REVENUE			\$0.00
Total Revenues		\$0.00	

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.

Kristine C. Meekerfeld
Approved by Department of Social Services Director

4/13/15
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
DSS Board Report - Child Protective Services

April 21, 2015

CPS Family & Investigative Assessments

	March 2015	March 2014
1.Total Number of Reports Accepted for Investigation	29	20
2.Total Number of Reports Screened Out	8	7
3.Total Number of Reports Referred to other Jurisdictions	4	1
4.Total Number of Treatment Cases Transferred In	0	0
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	3	0
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	19	23
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	8	5
9.Total Number of Malicious Reports Received	0	0

Additional Information

Ms. Jennifer Mann has been hired to fill the CPS social worker position. Her first day will be April 20, 2015.

Ms. Lindsay Barton participated in Medical Aspects Training in Forsyth County on March 9-10, 2015.

Respectfully submitted by Lisa H. Anderson
Child Protective Services Supervisor
April 10, 2015

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
APRIL 21, 2015

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 WFFA Case Profile Summary Comparison:**

	April 2015	April 2014
Total # WFFA Cases	43	43
Caseload Increase/Decrease From Previous Month	(-4) 47	(-5) 47
Child Only Cases	32 (74.42%)	39 (90.70%)
Single-Parent Cases	11 (25.58%)	4 (9.30%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$232.44	\$201.22
Benefit Diversion Cases	0	0
Average Benefit Diversion Payment	\$0.00	\$0.00

CHILD SUPPORT ENFORCEMENT:

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

	March 2015	March 2014
Net Current Month Collections	\$145,843.57	\$153,204.78
Monthly Collection Goal	\$153,721.00	\$157,603.81
Net Previous Month Collections	\$144,016.54	\$152,160.18
Net YTD Collections	\$1,236,975.65	\$1,134,085.26
Collections Goal for the Year	\$1,738,864.00	\$1,899,737.00
Percentage of Goal Met YTD	%71.14	59.70%
Target Percentage of Goal Met YTD	(9 mo.) 75.00%	(9 mo.) 75.00%

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

	March 2015	March 2014
Number of Cases Scheduled/Heard	29/27	55/51
New Orders for Support Entered	3	2
New Current Support Payments	\$593.00	\$237.00
New Frequencies Toward Arrears	3	2
New Frequency Payments	\$491.00	\$55.00
Orders for Arrest	0	1
Jail Sentences	0	0
Purge Amounts	\$0.00	\$0.00
Total Payments Collected in Court	\$50.00	\$2,126.00
New Paternity Cases Established	0	0
Number of Modifications Heard	11	8

CHILD CARE SUBSIDY:

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

February Service Month Paid in March	2014/2015	2013/2014
Total Monthly Payment Amount	\$40,667.00	\$46,631.85
Monthly Unduplicated Child Count	112	144
Total Year-to-Date Expenditures	\$396,395.30	\$384,826.80
YTD Unduplicated Child Count	196	195
Total Allocation Available to Date	\$542,695.00	\$556,631.00
Traditional Spending Coefficient (9 mo.)	97.39%	92.18%

Child Care Subsidy Waiting List

The waiting list was reinstated on December 15, 2014, due to a reversion of child care subsidy funds. We currently have 43- children on the Child Care Subsidy waiting list. We will continue closely monitor the funding available and the spending trends, in hopes of lifting the waiting list when it becomes feasible for us to do so.

Submitted by: Tonya Breedlove April 13, 2015

**Social Services Board Meeting
April 21st, 2015**

EBT Issuance:

March 2015

Issuance \$604,556
Cases 2612
Individuals 5068

March 2014

Issuance \$587,405
Cases 2621
Individuals 5092

Workload Report:

March 2015

Applications taken 107
Applications approved 96
Applications denied 11
Overdue applications 0
Redeterminations 350

March 2014

Applications taken 121
Applications approved 117
Applications denied 13
Overdue applications 0
Redeterminations 355

Fraud Report:

March 2015 FNS recoupments \$3,414
1st Quarter 2015 FNS recoupments \$7,007

March 2014 FNS recoupments \$5,745
1st Quarter 2014 FNS recoupments \$10,498

Crisis Intervention Program (CIP) Report:

July 1, 2014 thru June 30, 2015

New allocations \$0
Total allocations to date \$100,383
Total CIP money used – March \$7,242.42
Available balance to date \$919.07
Applications approved 693 – 44 March
Applications denied 8 – 0 March

LIEAP

New Allocations \$0
Total Allocations \$160,812
Available Balance \$113
Applications Pending 0
Applications Approved 588
Applications Denied 58

Training:

WSS Leadership Summit 2015, Greensboro NC
April 29 – May 1, 2015

Attending: Jennifer Holt, Mary Harrelson, Tammy Hodges, Heather Starr

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

Caswell County Department of Social Services

Adult Services Board Report

April 13, 2015

Programs:

	March 2014	March 2015
Adult Protective Services		
Number of Reports Received	7	9
Number of Reports Accepted	5	9
Number of Reports for Outreach	1	6
Number Referrals to AHS/DFS/Other Services	1	1
 Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	27	29
Number of Adult Care Homes Monitored	9	10
Number of Complaints Received	1	4
 Guardianship Services		
Number of Active Cases	23	23
Number of New Cases	0	0
Number of Terminated Cases	0	1
 Multidisciplinary Evaluations		
Number of Requests Received	1	2
Number of Evaluation completed	2	1
 Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	24	22
Number of New Cases	1	0
Number of Cases Terminated	1	2
 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

In-Home Aide Services	March 2014	March 2015
Number of Active Cases	6	9
Number of New Cases	0	0
Number of Terminated Cases	0	1

Transportation Services	March 2014	March 2015
Number of Clients Served	162	157
Number of Trips Provided	835	1003

Transportation Costs compared to March 2014 and March 2015

	2014	2015
EDTAP	\$1,873.40	\$1,850.30
Medicaid	\$11,310.20	\$18,506.27
TTAP	-0-	\$395.30
Totals	\$13,183.36	\$20,751.87

This reflects an increase of \$7,568.51 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	March 2014	March 2015
Number of Requests Received	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	0	1
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	1

msw

Respectfully Submitted by Michelle Waddell
Adult Services Supervisor
April 13, 2015

SOCIAL SERVICES BOARD MEETING

April 21, 2015

I. Overdue Application Report for March - 2015- Applications Processed Beyond Time Standard in NCFAS - Six Cases.

II. Medicaid Eligibility

April - 2014 - EIS	NC FAST - March 2015	
Open Cases - 3,931	Open Cases - 4,531	
Open People - 4,727	Open People - 4,751	
Authorized People - 4,500	Authorized People - 6,598	

II. North Carolina Health Choice

April - 2014	April - 2015 - NC FAST MAGI
Open Cases - 117	Open Cases - 131
Authorized People - 146	Authorized People - 145

IV. SA (REST HOME)

April - 2014 - EIS

April - 2015 in NC FAST

Authorized People - 95

Authorized People - 97

V. Application, Reviews and Changes

	March - 2014 - EIS	March - 2015 in NC FAST
Applications Taken	90	226
Applications Approved	46	191
Applications Denied	27	31
Applications Withdrawn	1	18
Reviews	234	543
Total Changes	726	1,070
Terminated	238	61

VI. AFDC-EA: CASWELL COUNTY DSS SERVED **0 FAMILIES FROM THE EMERGENCY DURING THE MONTH OF March 2015**

II. REPORT CARD - March - 2014

**We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 91%, MPW – 100% AND NCHC –100%**

REPORT CARD – March – 2015 in NC FAST

**We were at 89% total in all programs: MAD - 88%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 100%, MPW – 100% AND NCHC –100%**

**VIII. Cost Calculation Report for the Month of March 2014 County Share -
\$ 00.00**

**Cost Calculation Report for the Month of March 2015 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. Open enrollment of the ACA ended February 15.**

**Mary Harrelson, Supervisor IMSII
April 14, 2015**

**Board Report
April 21, 2015**

During the month of March 2015 we had no new children to enter or exit care.

Work Load Report	March 2015	March 2014
Children in DSS Custody	16	14
Foster Care Services for children in custody of another state/county	2	1
Licensure of foster and adoptive homes	0	0
Adoption Assessments	0	1
Home studies for other Courts	5	3
Supervision of foster homes	4	3

Training:

In the month of March Social Worker, Lisa Barnett and Child Placement Supervisor, Racquel Hughes attended Deciding Together Training that will allow families to be licensed one-on-one. This training will be useful to have in the event a family has a desire to become a foster and /or adoptive family, and there are not any other families interested in the regular MAPP classroom setting.

Child Placement Supervisor, Racquel Hughes attended a webinar on Child and Family Services Review (CFSR) Round 3. The webinar covered how round 3 would be different from previous rounds and to discuss what county DSS agencies could expect and how it they would be affected. In this webinar, representatives from the NC Department of Health and Human Services' Division of Social Services would try to answer those questions along with any other burning questions about the upcoming federal review.

Prepared By: Racquel Hughes
Child Placement Supervisor
April 13, 2015

PERSON-CASWELL LAKE AUTHORITY
MINUTES OF THE FEBRUARY 9, 2015 MEETING

Members Present: Josh Atwater, William Bullock, Gil Stovall, Lindsay Wagstaff Jr.,
Sam Newton
Attorney Present: Walter Cates
Others Present: Dan Craig, Bill Rand, Tammy Chambers, Bill McBride

Chairman Atwater called the meeting to order at 7pm. Minutes of the January 12, 2015 were reviewed. Vice-Chairman Bullock made a motion to approve the minutes, motion was seconded by Member Wagstaff, Board voted, all in favor, motion passed unanimously. Dan Craig presented the financial report. Vice-Chairman Bullock made a motion to approve the financial report as presented, motion was seconded by Member Wagstaff, Board voted, all in favor, motion passed unanimously.

Chief Bill Rand was next on the agenda. Chief Rand informed Board members that the disc golf course was almost completed and that there had been two confirmed events set up. Chief Rand also stated there were 15 monthly campers in the park as of the Board meeting. Chief Rand discussed the purchase of firearms for the officers. DPC Pawn had given him the best price and trade in value. Robert Young has offered to do the firearms training for Lake Authority officers. Member Newton made a motion to purchase four firearms for officers for \$279.69 each weapon from DPC Pawn, motion was seconded by Member Stovall, Board voted, all in favor, motion passed unanimously. Discussion was held on the availability of deputies to work at Hyco. Chairman Atwater will be contacting Sheriff Welch in Caswell County to see about the availability of contracting with some of the officers to work Hyco Lake this season. Chief Rand also discussed the electrical upgrades with Board members. Harry Lockhart, Dock 769, had previously been in violation of the Hyco Lake Guidelines and Board members discussed penalty options. Member Stovall made a motion to impose the \$300 fine and to also have Mr. Lockhart pay the invoice to Coulter, Jewell, and Thames for the survey that was done to establish the property lines, motion was seconded by Member Newton, Board voted, all in favor, motion passed unanimously. Board members discussed the operation of golf carts in the park. Members felt that if golf carts are allowed, there should be a type of permitting affixed to the cart. Member Wagstaff made a motion to allow golf carts with the yearly fee of \$50, motion was seconded by Member Stovall, Board voted, motion passed with Member Newton casting the lone dissenting no vote. Electrical quotes to upgrade 30 amp sites to 50 amp sites, boat launch lighting, and cabins were discussed. Members asked Chief Rand to contact more contractors to quote the above mentioned project. Chief Rand read a letter that was submitted to try and convince Board members to allow 50 amp campers on 30 amp sites. Board decision is still in force, all 50 amp campers must occupy 50 amp sites. There are currently two campers in the park that will need to change sites effective their next renewal date. Chief Rand asked that in the event of overflow camping, if campers could use their personal generators. Board members stated "no".

Chairman Atwater addressed Board members. He informed members that he had spoken with Mr. Bailey from NC Wildlife regarding the installation of the boat ramps. Mr. Bailey stated that the work crew would be completing the paving of the access area around mid-March. The tennis court fence will be removed but the asphalt will remain to possibly be used for the Arts Council to do ground paintings. Chairman Atwater stated that he would like Chief Rand to put wood siding on the guardhouse to give it a facelift.

There was one boathouse drawing for review. Frank Daddario- Dock 672, was approved. One of the Lake Authority boats needs a new motor. Member Newton will contact vendors to get prices on the replacement motor. Vice Chairman Bullock asked when the cabins would be delivered to the Lake Authority. Chairman Atwater replied that they should be here in a couple of weeks.

Member Wagstaff made a motion to adjourn the meeting, motion was seconded by Vice Chairman Bullock, Board voted, all in favor, meeting adjourned at 9:15pm.

Prepared by:



Tammy Chambers

Approved by:

Josh Atwater, Chairman

PERSON-CASWELL LAKE AUTHORITY
MINUTES OF THE MARCH 9, 2015 MEETING

Members Present: Josh Atwater, William Bullock, Gil Stovall, Lindsay Wagstaff Jr.,
Attorney Present: Walter Cates
Others Present: Bill Rand, Dan Craig, Tammy Chambers, Brad Moser, Lin Walker,
Buddy Deese, Shannon Burgess, Joel Powell, Wesley Huggins
Members Absent: Sam Newton

Chairman Atwater called the meeting to order at 7pm. Members of the public included Brad Moser, Lin Walker, Buddy Deese, Shannon Burgess, Joel Powell, and Wesley Huggins. Mr. Moser addressed Board Members regarding gas tanks and sales at the Hyco Marina. Mr. Moser also stated that he had partnered with Hyco Marina and that they were actively pursuing getting new gas tanks installed including new pumps at the store and the docks. Mr. Moser requested Board Members to consider the proposal and permit the project for the marina. Additional information will be provided at a later date.

Minutes of the February 9, 2015 meeting were reviewed and Vice-Chairman Bullock made a motion to approve them as written, motion was seconded by Member Wagstaff. Board voted, all in favor, motion carried.

Dan Craig presented the financial report and briefly discussed the boat ramp completion date for issuing payment. Member Stovall made a motion to approve the financial report, motion was seconded by Vice-Chairman Bullock, Board voted, all in favor, motion carried.

Chief Rand was next on the agenda. Chief Rand informed Board Members there were currently 17 monthly campers in the park. Chief Rand also stated that Mastec will be installing the main line from the panel box then an electrician will run the lines to each individual sites. Chief Rand also stated that PCLA officers had received the firearm instruction by Robert Young and that the new handguns had been issued to the officers with the exception of Officer Atkins. She will receive hers at her next scheduled work date.

There were two boathouse drawings to be reviewed by Board Members.

Dock 664- Shannon Burgess was approved.

Dock 844- John DeBinder was approved.

There was brief discussion on the construction of boathouses on land. Members stated that it was allowed if it is attached to a boathouse.

Wesley Huggins is currently on a 30 amp site. His motorhome has two ac's and has hookups to run 30 or 50 amp service. He currently is using the 30 amp plug. Mr. Huggins stated that he is retiring April 30, 2015 and will be departing the facility by May 5, 2015. He asked Board Members to allow him to remain on the 30 amp site he is currently occupying until his retirement. Based on the information provided about the dual plug hookups, Member Stovall made a motion to allow Mr. Huggins to stay on the site he currently occupies, motion was seconded by Member Wagstaff, Board voted, all in favor, motion carried. There was also another 50 amp RV occupying a 30 amp site. This RV will need to change to a 50 amp site within 2 weeks.

The two new cabins are scheduled to be delivered within the next couple of weeks. Members stated the sites needed to be graded prior to the delivery. Board Members discussed more options in regards to the replacement of Boat 1. Chairman Atwater will get more information on vessels and Members will address the matter at a later date. Chairman Atwater will also check with Duke Energy regarding the progress of the lease between Person-Caswell Lake Authority and Duke Energy.

Member Wagstaff made a motion to adjourn the meeting, motion was seconded by Vice-Chairman Bullock, Board voted, all in favor, motion carried. Meeting adjourned at 9:20 pm.

Prepared by:



Tammy Chambers

Approved by:

Josh Atwater, Chairman