

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on June 16, 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; Mrs. Ethel Gwynn; Mr. David Owen; Ms. Marylene McCain; Mrs. Tammy Paschal, Administrative Assistant and Ms. Dianne Moorefield, Secretary.

Mr. Jefferies 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 May 19, 2015 were approved upon a motion by Ms. McCain and second by Mr. Owen. There was no public address to the Board.

There was discussion related to Mr. Jefferies' term on the Board expiring this month. He is the fifth member and is appointed by the other Members of the Board. As a County Commissioner he is allowed to serve an unlimited number of terms. Upon a motion by Mrs. Gwynn and second by Mr. Owen, Mr. Jefferies was unanimously elected to another term on the Social Services Board.

Mr. David Owen's appointment to the Board also expires at the end of the month. He was appointed by the Social Services Commission. Board Members were advised that notifications regarding the expiration of his term were not sent out to necessary parties and the vacancy was not publically posted. A telephone call to the Commission indicated that the vacancy was immediately being posted but because the Commission was not scheduled to meet again until September, no appointment would be made until that time. Mr. Owen informed the Board that he has decided not to seek reappointment. He did agree to continue to serve until the Commission selects another Member in September.

A Transfer of Monies amendment was presented to move unexpended funds from Travel, Telephones, Electricity, Psychological Services and Adoption Assistance Vendor Payments to Capital Outlay to cover the cost of a telephone system. Unexpended funds from the Salary line item were also transferred to cover shortages in Longevity, Dues and Subscriptions and Computers and Software. Following discussion, the Transfer of Monies was approved upon a motion by Mr. Travis and second by Mrs. Gwynn.

Agency contracts were discussed. The agency contracts with CATS, the Health Department, Mr. Stuart Watlington, Caswell County Building Inspector and the Caswell County Sheriff's Department. Mr. Travis inquired as to whether or not there were any changes to Mr. Watlington's contract and the response was that it is the same contract as last year with no increase in hours or funding. Upon a motion by Mr. Travis and second by Mr. Owen the Agency's contracts were unanimously approved.

A copy of the letter received from Wayne Black, DSS Division Director was shared with the Board concerning the need for the Agency to utilize the allowable 75% reimbursement to increase resources to handle the ongoing increase in workloads and to address new timeliness mandates by the State to avoid the loss of federal funds. After reviewing and discussing the letter which strongly encourages additional

staff, the Social Services Board, upon a motion by Mrs. Gwynn and second by Ms. McCain, voted to request that the part-time position in our 2015-2016 Budget be increased to full time.

It was reported that \$382.58 was paid to four employees for 19.25 hours of Overtime during the month. It was also reported that Kayre Watson is moving into Mrs. Paschal's clerical position and that our current Receptionist, Lakeisha Anderson is transitioning into Mrs. Watson's position. The resulting vacancy in our Receptionist position is being advertised.

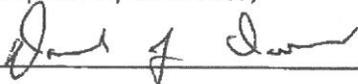
Information was shared with the Board related to the need to assist one of our Guardianship clients in raising funds for her to attend a special summer camp. An employee donated a gift card to Olive Garden and staff purchased tickets for a drawing which raised enough money to pay for the summer camp.

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

The next regularly scheduled meeting of the Social Services Board was scheduled for July 21, 2015 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Ms. McCain the meeting of the Social Services Board was adjourned at 10:05 a.m.

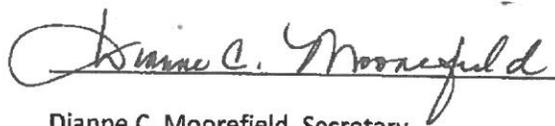
Respectfully Submitted,



Jeremiah Jefferies, Chairman

7-20-15

Date



Dianne C. Moorefield, Secretary

7/21/15

Date