

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on July 21, 2015 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Kenneth Travis; Mr. David Owen; Mrs. Ethel Gwynn; Ms. Marylene McCain; Mrs. Tammy Paschal, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Mr. Jeremiah Jefferies was absent from the meeting.

Mr. Owen, Vice Chairman, called the meeting to Order at 9:00 a.m. The agenda for the meeting was approved upon a motion by Mr. Travis and second by Ms. McCain. Minutes of the meeting held June 16, 2015 were reviewed and approved upon a motion by Ms. McCain and second by Ms. Gwynn. There was no public address to the Board.

Budget Amendment #11 – an additional CP&L Energy Assistance allocation in the amount of \$450.00 was approved upon a motion by Mr. Travis and second by Mrs. Gwynn.

Budget Amendment #1 – Fuel Emergencies/CIP initial allocation for FY 2015/2016 was approved in the amount of \$14,805.00 upon a motion by Mrs. Gwynn and second by Ms. McCain.

The Agency's Energy Program Outreach Plan was reviewed and approved upon a motion by Mr. Travis and second by Mrs. Gwynn.

It was reported that 9.75 hours of overtime was paid in the amount of \$204.86. It was also reported that implementation of the Work First Drug Testing mandate was delayed by the State until August 3, 2015. The new policy is supposed to be available tomorrow. Training on this policy is being conducted this week for the agency's Security Officers and training for other employees will follow this. The State contracted with Fortes Laboratories to do the drug tests.

It was reported that Crystal Wiley, a Universal Worker resigned and will be leaving the end of the month. This vacancy has already been posted as a replacement is needed as soon as possible given that a second Universal Worker will be taking maternity leave within the next few weeks.

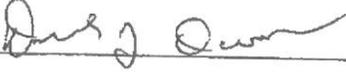
A CPS worker has submitted his notice to terminate his employment to accept another position. Ashley Collins was hired for the Receptionist position following Latosha Anderson's reassignment within the Clerical Unit.

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 Board was set for August 18, 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 9:20 a.m.

Respectfully Submitted,



David Owen, Vice-Chairman

8/18/2015

Date



Dianne C. Moorefield, Secretary

8/18/15

Date