

**DAVIDSON COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

*Patricia Baker, Director*



Lexington DSS Office  
P.O. Box 788  
913 Greensboro Street  
Lexington, North Carolina 27293  
336-242-2500  
FAX: 336-249-7588

Thomasville DSS Office  
211 W. Colonial Drive  
Thomasville, North Carolina 27360  
P.O. Box 788  
Lexington, North Carolina 27293  
336-474-2760  
FAX: 336-472-6635

Lexington Child Support Office  
P.O. Box 788  
913 Greensboro Street  
Lexington, North Carolina 27293  
336-242-2242  
FAX: 336-242-1236

Thomasville Child Support Office  
211 W. Colonial Drive  
Thomasville, North Carolina 27360  
P.O. Box 788  
Lexington, North Carolina 27293  
336-474-2609  
FAX: 336-474-2620

**Davidson County Department of Social Services  
Board Meeting Minutes  
April 28, 2020**

**Board Members Present**

**Mrs. Karen Watford; Mrs. Jane Murphy;  
Mrs. Minnie Dukes; Mr. Richard Wagner**

**Others in Attendance**

**Ms. Trish Baker; Ms. Sheri Woodyard; Mrs. Lexa Eagle**

**Call to Order**

The meeting was called to order at 4:27 p.m. by Mrs. Karen Watford. Mrs. Watford thanked DSS for their perseverance. Roll call was completed by Ms. Sherri Woodyard.

A motion to excuse Mr. Todd Yates by made by Mrs. Minnie Dukes. The motion was seconded by Mr. Richard Wagner. The motion was approved unanimously.

**Adoption of Agenda**

Mrs. Jane Murphy made a motion to approve the Agenda for the meeting. Mrs. Dukes seconded the motion. The Agenda was approved unanimously.

**Approval of Meeting Minutes**

Mr. Wagner made a motion to approve the minutes of the March 24, 2020 meeting. Mrs. Dukes seconded the motion. The minutes were approved unanimously.

**Public Address**

There was no public address.

**Board Member Comments**

National funding for P-EBT will be discussed during Director's updates. A breakdown of all employees working from home was provided for the Board. Those not working from home are in the office to take care of the people that come into the Agency.

**Management Report**

Written highlights for each area of the Agency were provide to the Board. Ms. Baker pointed out on vacancy report that we actually have 10 vacancies. We hope to have more filled by next month.

The Agency is where we expected to be at this time of year in spending. The Special Links allocation was explained.

In the Income Maintenance area, Ms. Baker explained that we are very much on track for State targets. The volume of traffic/work has increased with mail in applications. We had over 400 applications in the first week of April in FNS alone. The bulk of workers are here and working. Processing times are excellent. We expended all LIEAP funds. There is a potential increase in Medicaid applications anticipated.

In the Child Support area, March was the second highest month for collections for this year, which means that children continue to get the support needed.

Ms. Baker shared that Katrina reported that we are in the best place we have been this entire fiscal year. It is anticipated that reports will increase once the stay at home requirement is lifted.

We had six children that found permanence in March and five children entered care. Even with the shutdown of the Courts, the staff worked very closely with Ms. Woodyard to establish the permanence for these children. The Courts may reopen the first of June. Most of the families who have children in our care are visiting by video conference. We have 10 families are still visiting here in the Agency.

Adult services had fewer reports in March as compared to last year at this time. The number accepted did increase.

The handling of Court cases was discussed by Ms. Sherri Woodyard and explained in detail. Ms. Woodyard has expressed that she feels she will be fine with Court is back in full session and she will ask for help if needed. The Social Workers are doing what needs to be done.

### **Old Business**

No Old Business.

### **New Business**

#### **Record Destruction**

Ms. Baker shared that the Agency has identified a total of 2240 records from six different areas that meet the record retention criteria for destruction. She asked for the Board's approval for destruction. Mrs. Murphy made a motion to destroy the records as described. Mr. Wagner seconded the motion. The motion was approved unanimously.

#### **COVID-19 Updates – State and Agency**

The Press Release that went out in March was shared again with the Board. We are getting a lot more business by mail and electronically.

The State received a waiver to issue FNS supplements to recipients, Davidson Co residents received almost 2.3 million in supplemental benefits to date and additional supplements will be given for May benefits and possibly June.

We are working closely with EMS. We have gotten gloves, masks, and hand sanitizer. We are in a good spot with our PPE. Crisis tends to bring us together. Ms. Baker is working with EMS and we have a good relationship with them.

P-EBT –This special assistance to help with food for children who receive free or reduced lunch. Estimated benefits were shared with the Board. The benefit will be added to existing FNS EBT cards if active. If no FNS benefits are active, a new card will be issued. DSS will get all of the undeliverable mail. DHHS may issue benefits as early as 4-27/28-2020 for active FNS cases.

There will be lots of questions and issues to work through to get the benefits to the children and their families. We now know this will go through the end of the current school year. Confidentiality agreements were signed by staff for them to have access to the family data regarding these extra benefits. There may be benefits that are refused or returned by the recipients. We will let the Board know about issues and update them next week.

### **Director's Updates**

As stated previously, we have expended all LIEAP money. Supplemental LIEAP checks were approved last year and that supplement will be issued to the vendor in the near future. This may create a credit situation for the client's billing.

We had an unclaimed body in early April. He was a veteran and was buried as a veteran. This led to the discovery that there are some unclaimed cremains at Davidson Funeral Home. Research was done and there were only about 11. Those will be taken care of by Mark Robbins at EMS, in an appropriate manner when things settle a little. A plan will be in place before the next body is claimed.

On the Board of County Commissioners' agenda tonight, there is an item to discuss hazard pay for certain classes of employees. Ms. Baker wanted our Board to be aware of this and that all staff for DSS are listed as essential. Our Department are all first responders and all staff working should be included. She also asked the Board for their support in this, if possible. BOCC will have to make the decision about the pay, how it will be paid and where the money will come from. We could use our PBB funds to pay hazard pay for DSS.

Ms. Baker requested a review/discussion of her performance. There was discussion about possible review/discussion at next month's meeting in Closed Session. There was also discussion of how to handle the annual review. Ms. Baker has now been in her job for three months.

If we are still dealing with COVID at the next meeting, we will continue to meet in the Commissioners Meeting room but begin at 3:30 pm. The meeting can also be handled through ZOOM.

### **Date of Next Meeting**

The next DSS Board Meeting is scheduled for Tuesday, May 26, 2020 at 3:30 pm at the Governmental Center, fourth floor, Commissioners Meeting Room, Lexington, North Carolina.

### **Adjournment**

Mrs. Dukes made a motion to adjourn the meeting. The motion was seconded by Mr. Wagner. The motion was approved unanimously. The meeting was adjourned at 5:18 pm.

Minutes submitted by Patricia Baker