

**DAVIDSON COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

*Patricia Baker, Director*



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**Davidson County Department of Social Services  
Board Meeting Minutes  
August 25, 2020**

**Board Members Present**

**Ms. Minnie Dukes; Mr. Todd Yates; Ms. Jane Murphy**

**Others in Attendance**

**Ms. Trish Baker; Mr. Scott Craver; Ms. Susan Craig; Ms. Katrina McMasters;  
Ms. Elizabeth Huff; Ms. Sheri Woodyard; Mrs. Lexa Eagles**

**Call to Order**

The meeting was called to order at 4:07 p.m. by Mr. Todd Yates

**Review of the Agenda – Additions/Modifications**

Ms. Patricia Baker asked that G. Vote on Chairperson be deleted from the Agenda due to all Board members not being present.

**Adoption of Agenda**

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

**Adoption of Minutes**

Ms. Jane Murphy made a motion to approve the regular minutes of the July 28, 2020 meeting. Mrs. Minnie Dukes seconded the motion. The minutes were unanimously approved.

**Public Comments**

There was no public comment.

**Board Member Comments**

There were no comments from the Board. Ms. Jane Murphy made a motion to excuse Mrs. Karen Watford from today's meeting. The motion was seconded by Mrs. Minnie Dukes. The motion was approved unanimously.

## **Management Report – Submitted in Writing - Highlights**

Mrs. Susan Bryan shared that the books for Fiscal Year 2019-2020 are still open with Finance. Overtime when compared to last year it, is lower overall. Travel for individuals is down and use of the Agency vehicles is up, which is good.

July numbers look refreshing and this new Fiscal Year has started off good. Family Reunification funds initially come out of the County Expense line item, but are reimbursed through the 1571 process and that money will be recouped. Questions were asked about LINKS spending. LINKS and how it works was explained to the Board. LINKS is to prepare the kids for going forward in life after being in foster care

Ms. Patricia Baker shared that we have 16 vacancies We have made 4 offers for Income Maintenance positions. The number of applications for some of the posted positions has been light. Some of the people who are applying are not responding to calls for interviews and some who are scheduled for interview do not show up. Most of the interviews for the open positions have been face to face, with social distancing.

Ms. Elizabeth Huff reported that at the beginning of the new year there is not much to go over. Things are returning to normal. Allocations for Emergency programs have been received and the entire division is off to a good start. USDA denied the State's request for waivers. FNS recerts will resume effective 9-1-2020. Parent fee waivers end effective 9-1-2020. Medicaid waivers will run through 10-31-2020. We are taking paper applications through mail, fax, etc. We are not seeing clients face to face for recertification or application. The State is trying to get some of the Emergency Assistance applications on line through E-Pass. The Work First participation is based on the number of people who may find work and/or those in job training. The State has met its overall participation rate and the two-parent participation rate for the State was met for the first time since 2013. It appears the State is headed in the right direction to get those on the Work First roles off and working. Counties could have been penalized if the State had not met these rates.

Mr. Scott Craver reported that Child Support Enforcement had a huge month in collections. He feels that a large part is due to collection through Unemployment Benefit garnishment. The collections will likely drop in August because UIB benefits will drop. Mr. Craver was very complimentary of the one Establishment worker and stated that she has done well to keep up with the caseload of two people, due to the vacancy of the Establishment position in Lexington.

Ms. Katrina McMasters reported that the number of reports up and the number of workers down. CPS is being impacted by the vacancies. There was a huge influx in cases in July. The month of August is anticipated to be the same. Statistics were shared with the Board. Only two children came into care through filing of petitions by CPS. The courts have not granted all judications and we have lost some of the children that were in our care. Ms. McMasters shared that there has already been an increase in the number of physical and sexual abuse cases reported in August, which came from educational personnel. There were questions about whether the cases came from schools where the children were participating in on-line learning or children that were actually seen in school.

Mrs. Susan Craig shared that 3 children came into care. 13 left custody of DSS through adoption, reunification or the courts decisions not to adjudicate the children neglected, abused or dependent. We now have 171 children in our care. Many visits are taking place as well as home visits have resumed.

Mrs. Craig reported in the Adult Services area, the number of reports has increased; 42 reports were received and 23 accepted. She reported that two wards passed away and two wards were transferred to the care of their families.

Mr. Yates had a question about fraud and how it is handled, in particular how stores committing fraud are investigated. Ms. Huff explained how those investigations would be handled and how DSS would be involved as to how the clients are held responsible.

Ms. Baker did share with the Board that the Program Integrity plan is going to be reviewed in the near future and discussion will be held with the District Attorney to determine their ability to prosecute fraud cases (clients) for DSS.

## **Old Business**

### **School Surveys – Outcomes of School Starting**

The Income Maintenance area had the bulk of people who needed accommodations for teleworking. 10 additional laptops were ordered and have been put into use and a teleworking plan has been put into place. All requests for needs were reviewed and each person was spoken to regarding their needs. We have been able to adjust or modify work hours and/or a combination of teleworking.

### **COVID-19 Emergency Assistance Program - Update**

Our Agency has issued \$23,000 in payments. This program is going very slowly and the stipulations surrounding eligibility require that the need be COVID related.

## **New Business**

### **Record Destruction**

Ms. Baker shared that the Agency has identified 209 FACTS files that are eligible for destruction. Mrs. Minnie Dukes made a motion to approve the destruction of the 209 FACTS files. Ms. Jane Murphy seconded the motion and it was approved unanimously. A confidential list of names was included in the Board information and a request was made to redact the list of names from the Board information. Mr. Todd Yates made a motion to redact the confidential list of names. The motion was seconded by Ms. Jane Murphy and the motion was approved unanimously. 1138 Child Support Enforcement files have been identified for destruction due to the age of the file and according to the record and retention schedule for the State. A motion to destroy the 1138 records was made by Mrs. Minnie Dukes. The motion was seconded by Ms. Jane Murphy. The motion was approved unanimously.

### **Court Updates – Sheri Woodyard**

Ms. Sheri Woodyard shared that the attorneys are still in court two days per week. The caseload has gotten a little better due to all the work completed in July and August. They are seeing more contested hearings which take more time. Ms. Woodyard explained how court was organized prior to COVID and how it is working now. They are trying to get the cases heard so that the schedule for court can return to only having court two days in a week, every other week and on the opposite week there would only be one day of court.

### **Director Updates**

Ms. Baker included a letter from the State that was sent to all DSS agencies expressing their appreciation for the job being done at the local level.

Ms. Baker shared a press release from the Governor that was announced just today that there will be money available for rent and utilities, which is in addition to the CARES money already received. \$175,000,000 is available for the entire state. Ms. Baker explained how the current program is being administered and the guidelines were provided. There was a discussion about the use of the money.

Mr. Todd Yates made a motion to move the meeting into closed session at 4:55 pm. The motion was seconded by Ms. Minnie Dukes. The motion was unanimously approved.

### **Closed Session**

No Action was taken during Closed Session. The meeting returned to Open Session

### **Return to Open Session**

Mr. Todd Yates made a motion to approve the Closed Session Minutes from the July 28, 2000 meeting. Mrs. Minnie Dukes second the motion. The motion was approved unanimously.

### **Date of Next Meeting**

The next DSS Board Meeting is scheduled for Tuesday, September 22, 2020 at 4:00 pm at the Governmental Center, fourth floor, Commissioners Meeting Room, Lexington, North Carolina.

### **Adjournment**

Ms. Jane Murphy made a motion to adjourn the meeting. The motion was seconded by Mrs. Minnie Dukes. The motion was unanimously approved and the meeting was adjourned at 5:18 pm.

Minutes submitted by Patricia Baker