Chatham County Board of Social Services
Meeting Minute Notes
July 18, 2018

In Attendance: Richard Edwards, Chair; Carl Thompson, Member; Thomas Droke, Member; Valerie Broadway, Member; Sara Welch, Economic Services Program Manager; Cim Brailer, Family Services Program Manager and Nancy Burgess, Executive Assistant.

Richard Edwards called the meeting to order. Carl Thompson motioned to approve the June, 2018 meeting minutes with a second from Thomas Droke. The minutes were unanimously approved.

Items of Discussion:
Valerie Broadway was sworn in as the latest member of the DSS Board. Valerie’s appointment was approved by the Chatham County Board of Commissioners at the July 16th meeting. Valerie will be replacing Loyda Estrada who resigned on May 17, 2018.

Sara Welch reviewed the annual Energy Outreach Plan. Energy allocations for FY 18-19 are $166,047 for both the low income Energy Assistance Program (LIEAP) and for Crisis Intervention Program (CIP); $332,094 in total funding.

Timeliness Data for June:
Food and Nutrition Services applications and recertification timeliness for June was 100% (standard is 95%). Medicaid processed 298 applications with 187 approved. Overall application timeliness was 92% (standard is 85%).

Spending coefficient numbers are not available yet for Childcare Subsidy but 22 children have been added onto the program since May. An additional 11 children, who are currently on the waitlist, will be contacted to determine eligibility.

Review of Program Development Plan for Child Welfare:
A two-day program monitoring has been completed every 18 months. This year foster care and CPS reports (specifically screen outs) were targeted for review in March, however since the entire case is reviewed, this means that assessments/investigation, in-home and foster care cases were all included. Cim Brailer reviewed the Program Development Plan which was developed as a result. This Program Development is reviewed with the county and NC DSS Program Monitor twice a year.
Member Vacancy:
The board currently has one vacancy as Pam Johnson’s second term expired on June 30, 2018. Richard Edwards and Jennie Kristiansen recently conducted phone interviews for a potential new member. Richard shared their findings with the board member. The members concluded that Emily Lowrance was the most suitable candidate to fill the vacancy. Carl Thompson motioned for a vote to appoint Emily as the 5th member of the DSS Board. Thomas Droke motioned to second the vote.

The board addressed a few questions Valerie Broadway had regarding the current issues that the agency employees are having with the NC Fast software system provided by the State. Valerie also requested potentially having some information available that the board members could review to quantify agency production at future meetings.

With no new items of business to discuss Thomas Droke motioned to adjourn with a second from Carl Thompson.

The next meeting will be held Wednesday, August 15th at 3:00 pm in the DSS Board Conference Room.

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Chair                                                                                   Date

_________________________________________
Secretary                                                                             Date