Chatham County Board of Social Services
Meeting Minute Notes
October 17, 2018 (Revised)

In Attendance: Richard Edwards, Chair; Valerie Broadway, Member; Emily Lowrance, Member; Jennie Kristiansen, Director; Nancy Burgess, Executive Assistant and Rose Teniente, Evaluator/Planner.

Richard Edwards called the meeting to order.

Valerie Broadway motioned to approve the minutes for the September meeting with a second motion from Emily Lowrance with all in favor.

Items of Discussion:

Economic Program Updates:
All timeliness standards for September were met. Food and Nutrition Services (FNS) application timeliness was 100% and recertification timeliness was 98.98%. For the Medicaid program, overall timeliness was 91% and standards were met in all three categories. Childcare spending decreased in the month of September despite adding more children on to the program. The Division of Child Development and Early Education (DCDEE) has been consulted regarding spending as 76 more children have received childcare vouchers in the past few months. Currently, the childcare supervisor is contacting the 31 remaining families on the waitlist and adding other children who apply for care. Over 20 employees provided assistance in keying 800 Disaster SNAP (Supplemental Nutritional Assistance Program) applications for Bladen County as their county was heavily impacted by Hurricane Florence. Bladen County was receiving 1100 applications daily during the first days of their administering DSNAP program. Applications must be keyed within 3 days of receipt in order to be timely. The Disaster SNAP program provides benefits to people who suffered losses in a storm and has different program requirements than the SNAP program and is for people who are not currently receiving a FNS/SNAP benefit. FEMA visited Chatham County this week to survey damage caused by Hurricane Florence. While surrounding counties have all received an Individual Assistance designation by FEMA which triggers the administration of Disaster SNAP benefits, Chatham County has not yet been designation.

Family Services:
The child welfare program was monitored by the Division of Social Services for the Adoption Assistance and Foster Care programs. There were no errors identified and the monitors reported that files were easy to read and find the required documents in.
Wilder Horner provided information regarding the upcoming Adoption Day event to be held in November at the historic courthouse in Pittsboro and Christmas Cottage event.

**Review of Sample Data Snapshot:** During the last meeting, Ms. Broadway requested that data be presented in such a way that it can be viewed over time to determine trends and changes. Ms. Kristiansen provided a draft tool and requested input from the Board regarding any suggestions or changes.

**Director Evaluation Tool:** Ms. Kristiansen presented a draft DSS Director Evaluation tool for Fiscal Year 2018-2019 and asked the Board for feedback. The modifications to the tool reflect some changes in the Department Head Evaluation Tool disseminated by the County Manager.

**Other Announcements:** There are two upcoming county budget deadlines which include the annual “Heads Up Document” (due November 5th) and the Work Plan (due December 28th). The purpose of the Heads Up Document is to provide information regarding any potential issues facing departments that would impact budgets or staffing for the next year. Ms. Kristiansen anticipates that the DSS Heads Up Document will address Medicaid Transformation, additional positions for child welfare due to the additional responsibilities associated with child welfare policy changes and NCFAST, and a potential reorganization of emergency assistance.

With no new items of business to discuss the meeting was adjourned.

The next meeting will be held Wednesday, November 26th at 3:00 pm in the DSS Board Conference Room.

Chair

Secretary

Date

Date