Chatham County Board of Social Services
Meeting Minutes
July 17, 2019

In Attendance: Thomas Droke, Vice Chair; Valerie Broadway, Member; Emily Lowrance, Member; Cim Brailer, Family Services Administrator; Donna Gigowski, Economic Services Administrator and Nancy Burgess, Executive Assistant.

Thomas Droke called the meeting to order.

Emily Lowrance motioned to approve the June minutes with a second motion from Valerie Broadway; all in favor. Richard Edwards will need to sign at the August meeting.

**Items of Discussion:**

The board reviewed the Monthly Data Snapshot.

The board reviewed the Energy Program Outreach Plan. Donna Gigowski explained the purpose and answered board members questions regarding the plan. There was a motion to approve the plan from Valerie Broadway with a second motion from Emily Lowrance; all in favor.

**Economic Services Updates:**

Mailings regarding Medicaid managed care were sent out the week of July 15th. A representative from the Enrollment Broker will be in the Chatham County DSS office every day through open enrollment. The representative started mid-July. Two additional interview rooms were set up specifically for clients to be able to talk with the enrollment broker by phone if needed. Staff have been going through training which has clearly indicated that no choice counseling should be provided by DSS. It all must go through the enrollment broker. The challenges in preparation have been not knowing how to anticipate the volume of beneficiaries who will come in or call with questions and also trying to anticipate what the problems will be.

There are no additional children that can be added to the child care program until the state passes a budget.

**Family Services:**

Children’s Services had a program monitoring review in late June. It was focused on intake and assessments/investigations only. As a part of the process, CCDSS will be developing an updated Program Development Plan. For intake, the monitors agreed with the screening decision made in
18 of the 21 cases. All substance affected infants were referred to the CC4C program at the Health Department, which is a program requirement. For assessments/investigations the monitors were very complimentary of the social worker’s use of SEEMAPS (Social Activities, Economic Situation, Environmental Issues, Mental Health Needs, Activities of Daily Living, Physical Health Needs, Summary of Strengths) stating that this was the best documentation of SEEMAPS that they had seen across the state. The overall lowest areas of performance were in making initiation contacts with all household members and in documenting “diligent efforts” when a contact or requirement could not be met. The completed Program Development Plan will be shared with the board once it is finalized.

Other Items of Discussion:

Mr. Droke requested a copy of the Chatham County Community Health Assessment.

With no further items to discuss there was a motion to adjourn from Valerie Broadway with a second motion from Emily Lowrance; all in favor.

The next meeting will be held Wednesday, August 21st at 3:00pm in the DSS Board Conference Room.

Chair

Secretary

Date 8/21/2019

Date 8/21/19