

LEE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD MEETING

January 17, 2012

The Board of Social Services for the Lee County Department of Social Services convened at 12:00 noon in the Board of Commissioner's Room of the Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina. Board members present were, David Riddle, Linda Shook, and Ophelia Livingston. Also present was Brenda Potts, Ex-Officio.

Chairperson, Mr. Riddle called the meeting to order and opened the meeting with the serenity prayer. Mr. Riddle then welcomed the newest board member, Mrs. Gail Dickens to the board. Mrs. Potts asked Mrs. Dickens to tell a little about herself to the board. Mrs. Dickens gave the board a brief history of how she came to be interested in becoming a member of the board. The board welcomed her. Mr. Riddle asked if there were any changes to the January Agenda, there were none. Mr. Riddle asked all in favor.

Aye: Mr. Riddle, Mrs. Shook, Mrs. Livingston, Mr. Utley and new member Gail Dickens.

Nay: none, motion carries.

Mr. Riddle asked if there were any adjustments or changes to the January Board minutes, Mrs. Shook made a motion the December Board minutes be accepted as written. Mrs. Livingston seconded the motion, motion carries. The meeting was turned over to Mrs. Potts.

NEW BUSINESS

Scanning Project-Melissa Lett, Angelina Noel, (WFFA, Daycare and Program Integrity Supervisor) and Greg Oldham (IT) recently toured Advanced Image Systems which is an established scan vendor within the North Carolina Department of Social Services Agencies. Our file rooms are above capacity and workers offices are also full of caseloads, and the caseloads are still climbing. Our record retention in some cases is 10 years plus. Meredith Jenkins, with AIS has come into our offices and file rooms and has given us a quote on the conversion process. Currently the files are located in an old storage room which we call the "Dungeon." We will be placing this bid in the budget for next year, we will also be requesting a quote for our deceased records from Lee County Industries, all other files they will not be able to do due to our confidentiality. Mr. Riddle questioned the case management file and the capacity. Mrs. Potts told him that the case management would be a monthly fee and would be off an internet service. Mrs. Potts also explained that Robeson County had hired 2 people to do their scanning and that it basically took them 5 years to scan what AIS could do in 5 days. (Attached statement from Becky Morrow, Director, Robeson County DSS).

OLD BUSINESS

Update on Smart Start Subsidy-Mrs. Potts started with reminding the board that when she discussed this last year about the administration of Smart Start Subsidy we had advised the local Smart Start Executive Director that our application for handling the Smart Start Subsidy Funds was dependent on receiving administrative funds to pay staff. Up until 3 years ago we always received administrative funds

to help support a position, in the Day Care Unit, to disperse the Smart Start Funds. We applied for administrative funds but the LCPC executive board did not approve our request, so it was a county cost to operate the program. In fact year before last it was already into the fiscal year before we were notified we would not receive any administrative funds, so we administered the Smart Start Subsidy program that year again at a total cost to the county. What made it so bad, when we did not receive administrative funds; we had to RIF a position in Day Care as the county's rule was if you lose the funding source to support a position, you lose the position. Last year at this time we stipulated in our bid to operate the Smart Start Subsidy Program that we would not operate the program without administrative funds. When it became apparent that we did not intend to change our minds, late in the fiscal year we met with the Executive Director. She advised us that we could only be awarded 4% to operate the SS Subsidy Program. She stated that 4% was the maximum allowed for administration for the subsidy program and that all the counties have to follow the 4% cap. We questioned her at that time as it did seem questionable that DSS could only be awarded 4% while if local Smart Start were to operate the program they could receive 8% administrative funds. Mrs. Shook asks if this was with Lee County Partnership. Mrs. Potts responded yes. Mrs. Potts went on to say that after the meeting with the Executive Director, she notified her letting her know that we would proceed with the SS subsidy program with the 4% administrative funds, but put in the email to her that "in the event the 4% cap is increased when the State budget is finalized, there would be an expectation that Lee County Social Services would be awarded administrative service support dollars equal to the maximum allowed for Smart Start Subsidy administration in the 2011-2012 legislation."

Mrs. Potts stated she had recently received a report showing that other counties were not held to the 4%, but Lee County was. Mrs. Shook asked if the report came from the state at which Mrs. Potts responded that it came from DCD. Mrs. Potts gave examples of the percentages in other counties: Alamance 7.9%, Harnett 11.1%, Hoke 22.36%, Moore 12.2%, Johnston 26.8% and Randolph 12.2%. Mrs. Potts explained that last year she had told the board that since it was so late in the year that we would go ahead and operate the program with the 4% administration funds, if that was indeed the cap, but if other counties received more than 4%, as they had in years back, that we would notify the local partnership early in the year that we would not be applying for the program. And, based on the findings, we did not receive administrative funds equal to or similar to our surrounding counties, so we have notified the local partnership that DSD will not be applying to administer the Smart Start Subsidy Program. The worker time spent on Smart Start Subsidy can be better spent on other programs where we can pull down more administrative funds. DSS taking this action was just as well; (1) recently we were notified by our Local Business Liaison Officer that there have been restrictions put on what expenses we can code to our MOE. You will remember our MOE is over \$644,000 and we cannot pull down TANF funds with a 100% match until we first spend our MOE amount. If we can code worker time to TANF that will help our budget and allow us to pull in the TANF revenues. If the position handling Smart Start could work on TANF cases instead, the service time can be coded all year to TANF. Now when the Smart Start admin. Funding is gone the worker's time is coded to all county funds. (2) Hispanic clients are coming in for Work First Family Assistance. Their statements are that their husband has been deported. In WFFA policy a child has to be deprived whether it is by the father not being in the home or the father is in the home and is disabled or unemployed. WFFA are difficult cases to work. I have spoken with Angelina about the best way to handle these cases and we plan to do what we call upfront investigations. This means some home visits, employer visits, any allowable contacts with immigrations, etc. will be made prior to the application being approved. The burden of proof is on our office to verify questionable information and if we cannot verify that the client's statement is incorrect then we have to accept the client's statement as factual. Mr. Riddle wanted to know who qualifies for WFFA. Mrs. Potts explained that WFFA is a child only case, and the parents must be seeking a job. Mrs. Potts also went on to state that Mr. Crumpton was putting this in her court. Mr. Riddle wanted to know what happens if Social Services doesn't do the contract and Mrs. Potts stated that the Local Partnership can draw down the money. Mrs. Livingston wanted to know what DCD was. Mrs. Potts explained that it is federally funded, where Smart Start is

state funded. Mr. Riddle wanted to know if we are obligated until June 30, 2012 and if the money would still come to Lee County, Mrs. Potts responded yes. Mrs. Potts also acknowledged that the community would not be hurt by Social Services not operating the program as Lee County is guaranteed the SS Subsidy. The local partnership can contract with some of the local nonprofits to operate the program or they can keep in house and be operated by their staff. They will be able to pull in 8% administration support funds to operate the subsidy program so they are really better off than us. Mr. Riddle also questioning the auditing procedures if someone else is administering the funds. Mrs. Potts explained that Social Services has a single audit, but others would be audited more. Mrs. Shook wanted to know how other counties operate. Mrs. Potts said that Chatham County has a private contractor to operate the program.

Medicaid Transportation-Mrs. Potts began by reminding the board that the last time they had met with Lesa Price, Adult Services Supervisor requesting changes to Medicaid Transportation, the state has made drastic changes to the Medicaid Transportation Policy, and Lesa will be updating the board on those changes and how they have affected the changes they wanted to implement. Lesa updated the board on the changes which consisted of verifying that clients that used Medicaid transportation actually went to the doctor which means everyone riding the cab or the COLTS system a call must be placed to that doctor to verify they went. Example: 60 people scheduled to ride that day, 60 calls to verify they showed. Mr. Utley and Mrs. Livingston both responded all 60 must be verified. Mr. Utley also wanted to know if the doctor's office will not tell you what you do. Lesa explained that if Dr.'s accept Medicaid reimbursements that with the Medicaid Transportation, it would be a way for matching up. The state is looking for more detailed information. Mrs. Livingston questioned the HIPPA privacy act and the consequences. Lesa assured her that this would not violate any HIPPA laws. Mr. Riddle also wanted to know about the gas cards which had been discussed in a prior meeting, in which Lesa responded that they had looked into a gas card instead of a gift card which could be used to purchase items other than gas, and that the Kangaroo home office could and would supply these to us. Mrs. Douglas asked when would we have answers to the questions from the meeting with the state and Lesa said that they would be getting back as soon as they had the answers to all the questions. Mrs. Livingston questioned how the Dr.'s had accepted this; Lesa explained that they were unaware at this time. Mrs. Shook made comment that all this would be time consuming, and that she would talk with our state representative and have him come talk with Lesa about. Lesa explained that some of the extra work would be matching logs to invoices, calling the doctor's offices, more detailed spreadsheets, as well as scheduling the clients for their appointments. Also, all this is manual, no software program to do all this as of yet. Lesa also told the board that they would no longer have to make copies of the client's driver's license, which Mrs. Livingston had spoken about in an earlier meeting. Mrs. Livingston asked about a sequel server for the excel spreadsheets to be linked, but this doesn't exist at this time either. Mrs. Potts added that maybe by Mrs. Shook contacting Mr. Stone that it would be on somebodys radar screen.

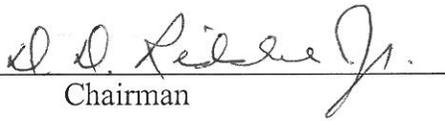
Child Support Attorney Contract-The board had asked Mrs. Potts a few months back to contact Tron Faulk to see if she would be interested in becoming the Child Support Attorney, since she was already under contract for Child Protective Services and to negotiate a new contract for Child Support Attorney if interested. Ms. Faulk did accept to be the Child Support Attorney at a rate of \$105.00/hour for court room time and \$45.00/administrative time. This is a \$20.00/hr. cheaper rate than we were paying. Mrs. Potts asked for a motion to accept this contract. Mr. Riddle asked for a motion to accept, Mr. Utley made the motion to accept and Mrs. Livingston seconded. Mr. Riddle all in favor.

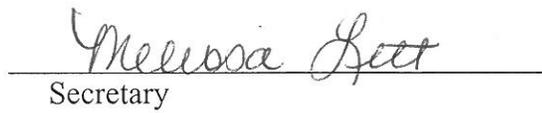
Aye: Mr. Riddle, Mrs. Shook, Mrs. Livingston, Mr. Utley and Gail Dickens.

Nay: none, motion carries.

Director's Report-On a personal note; Mrs. Potts told the board she will be a grandmother in the late summer.

Mr. Riddle asked if any further discussion. There being no further business brought before the Board, Mr. Riddle asked for a motion to adjourn the meeting. Mrs. Shook made a motion to adjourn, Mrs. Livingston seconded the motion, the vote was unanimous and the meeting was adjourned.


Chairman


Secretary