

**Lee County Department of Social Services  
Board Meeting  
March 19th, 2019**

The Board of Social Services for Lee County Department of Social Services convened at 12:00 P.M., in the Board of Commissioner's Room at the Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina. Board members present were Margaret Johnson, Paul Utley, William Pickard, and Ophelia Livingston. Not in attendance was Amy Dalrymple

Chairperson Johnson called the meeting to order and opened with the serenity prayer.

Chairperson Johnson asked if there were any adjustments or changes to the March Agenda. No changes were made.

Chairperson Johnson asked if there were any changes or corrections to the February minutes.

Hearing none, a motion was made to accept February minutes by Member Pickard to accept and seconded by Member Utley.

AYE: Pickard, Utley, and Johnson (Livingston was not present for this vote)  
NAY: None

**Public Comment**-No one signed up to speak during the Public Comments section of the meeting.

**Fiscal Compliance Monitoring Results**-Angelina Noel, DSS Director, presented to the board the Fiscal Monitoring results. Ms. Noel explained that the monitoring is done yearly and the monitor choose two months out of every year. From a fiscal stand point the auditor is looking at everything done for those two months out of twelve months. The auditors determine if there are any deficiencies, anything

missed or anything coded incorrectly. This audit looks at everything the agency bills the state for reimbursement. The process used to claim reimbursement is the 1571, which is uploaded to the state for reimbursement of expenditures incurred for the month. When they audit two full months out of the year, basically, the state is looking at 33% of everything the agency does for the entire year. Ms. Noel asked the board to refer to the two documents in their packets, one being the DSS County Fiscal Monitoring Worksheet completed by Charles Robertson, the Fiscal Compliance Monitor. Ms. Noel told the board that Mr. Robertson is extremely thorough and the report shows no deficiencies and everything was reconciled and balanced. She went on to tell the board that this was an excellent audit to have no findings and no comments. The second document is the On-Site Fiscal Monitoring Report and this document reiterates the monitoring completed and goes to the state office. Ms. Noel told the board that Sabrina Coleman is the Supervisor of the unit and the fiscal staff does an excellent job. She told them that a lot of times the state recommends that other counties contact Lee County to look at the process as the fiscal unit.

**FY 2019-2020 Budget Proposal**-Ms. Noel introduced Sabrina Franklin, Fiscal Officer. Ms. Franklin presented to the board the budget as it would be presented to the county manager. She said that currently the budget includes a 2% COLA, no new positions and 1 reclassification. Ms. Noel also told the board that a restructure has been requested but that the position currently is an Income Maintenance Investigator II and she has requested to change the job title to Income Maintenance Investigator Supervisor I which would be the same salary. She also told the board the reason for the request is that due to confidentiality she would like this position reporting directly to her. Ms. Franklin gave a detailed review of the budget and answered questions from the board members. Ms. Noel asked the board for a motion to accept the 2019-2020 budget as it has been presented to them. A motion was made by Member Pickard to accept the budget proposal as submitted and was seconded by Member Livingston.

AYE: Pickard, Utley, Livingston and Johnson

NAY: None

**PERFORMANCE SCORE CARD-** Ms. Noel told the board that she had one thing she needed to point out to them and that was the timely initiations of screened in reports through February 2019. There has been a significant decrease for the month of February. Ms. Noel told the board that she wants to provide them this information since we went into NC FAST effective January 22, 2019. Since going into NC FAST, the measuring of timely initiations has completely changed. Prior to NC FAST, a form was given to the Processing Assistance then keyed into an old data entry system. The date was entered as to when the social worker initiated the case. NC FAST is a more detailed system and it now takes the process down to the minute. She told the board that the agency has never done this before. Only the date was keyed into the old system. Time frames for initiation are immediate, 24 and 72 hours. If a report with a 24-hour timeframe was taken today, it was initiated the next day and entered into the system with the date initiated only. Now if a report is taken today at 2:00 PM, it must be initiated by 2:00 PM the following day. NC FAST takes it down to the minute. Management must get the social workers accustomed to the changes and looking at initiations differently. We had a significant decrease in timely initiative rates, but you will notice that they were all 24-hour response times. They were initiated within an hour or so of the 24-hour time frame. This is a big adjustment and the state recognizes there will be a decline in initiation rates initially. When we have a 24-hour you must work around that parent's schedule to a certain extent. She told the board that the social worker must meet with both the parent and the children in the home. Ms. Noel asked the board if they had any questions regarding the Performance Scorecard.

Hearing none and with no further business to come before the board, Chairperson Johnson moved to adjourn the meeting. Upon a vote, the results were as follows:

Aye: Utley, Johnson, Livingston, Pickard

Nay: None

Chairperson Johnson ruled the motion had been adopted unanimously and the meeting adjourned.

A handwritten signature in cursive script, appearing to read "Margaret Johnson", written over a horizontal line.

Margaret Johnson

Chairperson

A handwritten signature in cursive script, appearing to read "Melissa Lett", written over a horizontal line.

Melissa Lett

Secretary to the Board