

LEE COUNTY SOCIAL SERVICES

BOARD BY LAWS

ARTICLE I – NAME AND LOCATION

SECTION 1. This organization is the Lee County Social Service Board.

SECTION 2. Its principal office is located in Sanford, Lee County, North Carolina

ARTICLE II– AUTHORITY

G. S. 108A Every county shall have a board of social services or a consolidated human services board created pursuant to G.S. 153A-77(b)

ARTICLE III- PURPOSE

SECTION 1. Under the authority of G. S. 108A –8, the duties and responsibilities of the board are:

1. Select the local director in the county from those meeting the requirements set out by Office of State Human Resource for North Carolina.
2. To conduct the annual job performance evaluation of the local director.
3. Establish county policies for the programs established by G.S. 152A-77(b) in conformity with the rules and regulations of the Social Services Commission and under the supervision of the Department of Health and Human Services.
4. Establish county policies for the program of medical assistance in conformity with the rules and regulations of the Department of Health and Human Services. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; 1977, 2nd Sess., c. 1219, s. 6; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 5; 1997-443, s. 11A.118(a).) (1917, c. 170
5. To advise the local director and the State Director as to the local application of State policies or procedures.
6. Supervise and direct all human services activities conducted by the county.
7. To be well informed on local department activities.
8. Administer, under the direction and supervision of the Department of Health & Human Services, locally administered economic assistance programs.
9. To communicate to the residents of the counties broad and comprehensive information as to the objectives, policies, programs and problems of local social services and public assistance administration.
10. To review periodic monitoring conducted by the state or auditing firm requiring a program improvement plan and make suitable recommendations.

11. Make changes to any policies and procedures as required by federal or state policy.
12. To review and make suitable recommendations in connection with the annual estimate of funds needed for social services and public assistance purposes in Lee County.
13. To take active steps to secure the appropriation of local funds by the local governing authority to meet needs not financed by or available through any other federal, state or local plan, project or program, and which are not in conflict with any state plan.
14. To consult with the local director with respect to any new service that might be instituted by said director or by the local board to meet any unmet need in the county, and to approve or disapprove the local director's evaluation of the readiness of the local department to take on the new service.
15. To meet with the Secretary of the Department of Human Resources or the State DHHS Director, as may be requested.
16. To establish and maintain effective liaison with the respective local governing authority.

ARTICLE IV – MEMBERSHIP

SECTION 1. The board consist of a five member board under the provisions of G.S. 108A-2).

SECTION 2. Five member board is made up of two members appointed by the local Board of Commissioners, two appointed by the Social Services Commission and the fifth member by the majority vote of the membership. If a majority of the four are unable to agree upon the fifth member, the senior regular superior court judge of the county shall make the selection (G.S. 108A -3(b).

SECTION 3. Shall be a bona fide resident of Lee County and compensation for their services rendered to the Lee County Department of Social Services will be provided by Lee County (108A- 3 (c).

SECTION 4. Each member shall serve a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment (G. S.108A-4).

SECTION 5. Vacancies occurring are filled by the same methodology as the vacated position and the appointment shall be for the remainder of the former member's term of office and shall not constitute a term for the purpose (G.S. 108A-6).

SECTION 6- The board will elect a chairman and co-chairman from its members at its July meeting each year, and the chairman and co-chairman serves a one year term or until a new chairman is elected by the board (108A-7).

SECTION 7. The members will receive a per diem for attendance that is established by the Lee County Board of Commissioners (G.S. 108A-8).

SECTION 8. Any member of any of the local boards who shall fail to attend at least fifty percent of its meeting during any period of twelve consecutive months may be considered to have resigned and the chairperson of the board shall declare that a vacancy exist and proceed to have it filled by appointment following by-laws.

ARTICLE V- Meetings

SECTION 1. The Social Service will meet at least once a month, or more if called by the chairman (G.S. 108A-7).

SECTION 2. The meeting is held in the Board of Commissioner's Room in the Lee County Government Center at 106 Hillcrest Street, Sanford, NC.

SECTION 3. The regular meeting is held on the 3rd Tuesday of each month in accordance with the Open Meeting Act. Meeting schedule is posted on the county bulletin board.

SECTION 4- Three members of the board constitutes a quorum.

ARTICLE VI - Amendments

SECTION 1. Subject to the final approval by the Board of County Commissioners, these by laws may be altered, amended, or repealed and new by-laws may be adopted by a vote of a majority of all members of the Social Service Board at any monthly meeting or a special meeting when the purposed amendment has been sent out in the notice of such meeting.