

# LEE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD MEETING

**August 21, 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, Gail Dickens 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 asked if there were any changes to the August agenda, there were none. Mr. Riddle asked all in favor.

**Aye:** Linda Shook, Mr. Riddle, Gail Dickens and Ophelia Livingston.

**Nay:** none, motion carries.

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

## **NEW BUSINESS**

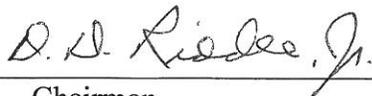
**Adult Services Audit Updates**-Lesa Price presented the outcome of the July 25<sup>th</sup> Medicaid Transportation Audit and August 7, 8, and 9<sup>th</sup> Adult Protective Services Audit. The Medicaid Transportation Audit was contracted out by the state to KFH Group. They randomly selected 30 records of the 200 files. The month being audited was February 2012 however with new policy some procedures were to be implemented in April. They also randomly selected trips to see if the proper policy and procedures had been followed in the billing of these trips. A lot of the paperwork had been requested prior to the audit and a compliance review workbook was submitted to KFH Group before their arrival. The audit went well with KFH Group bragging on how well the records and logs were. They noted that COLT's had 1 driver with expired license which COLTS handled; for 1 trip each, forms DMA-5125, DMA-5048 and DMA-5118 were not in the files, however Lesa explained that the State had changed that implementation date and that they are now in the files as of the implementation date of April 1, also they noted that COLTS had no record of a trip that was on our log. Lesa explained that if a trip is not on a vendors invoice, we do not bill Medicaid. KFH Group finished the audit early and because they did complete the audit prior to their usually time they helped with the transportation log that the state wanted to be used. KFH Group made it more user friendly when sending the trip logs to multiple vendors from the master log. Lesa also said that with the new PAIV position that came with the 2012-2013 budget had helped tremendously with this audit going so well. The APS audit found that no money was owed back to the state. This audit Lesa explained consisted of 5-APS files, 5-At Risk, 10-SSBG records. The finds were as follows; APS, in 2/5 cases the economic section not completely documented. Need to be more thorough, At Risk no deficiencies noted, SSBG-current to all the way back to when the case is first opened. Most of the noted deficiencies are from the 5027, when the case was first opened, and things were not completed such things as the client not signing the form, complete Section C when adding additional services, providing the client the signed copy within 15 days. Also, need to document in the case file that the service began within 30 days and that the client meets the targeted population. Lesa will

provide in-service training on the 5027 and the Adult Program Representative will provide training on proper documentation. 5027's that need to be corrected will be corrected with a replacement 5027. Other than these noted findings the auditors were pleased and the issues were easily correctible. The board thanked Lesa and her staff for all the hard work.

Mrs. Potts introduced Sabrina Coleman, Food and Nutrition Supervisor. Mrs. Potts explained that she wanted Sabrina to update the board on the new NC Fast system that FNS was just beginning to implement. Sabrina told the board that NC Fast was implemented in order to integrate the programs beginning with the Food and Nutrition System first, then Medicaid, Work First etc. This system is totally new to the workers as well as the trainees that are teaching the system to the counties. The original implementation date for Lee County was June and it was cancelled. We are now in August and are still in the soft launch phase and the hard launch phase has been pushed back further due to ongoing issues with the system. The staff has been to training, however numerous training issues have also arisen. Food and Nutrition will have more in depth application processing than Medicaid and Work First, due to FNS being a building base for the other two programs. The FNS staff at this time is putting applications in the NC Fast system in the soft launch phase. This will help with the hard launch phase as they will at least be familiar with the system. Mrs. Potts told the board that at this time 1 person had resigned in the unit and another had asked for a transfer to a clerical position which would be a demotion for that individual. This leaves 2 vacancies at this time. Mrs. Potts also explained that once Lee Co. goes to the hard launch there will be 5000+ cases to convert over requiring some even later night and Saturday- Sunday work.

**Director's Report-** The two vacancies in FNS have been posted outside, however the applications for qualified applicants has not been successful. Eligibility is hard and you must be organized. The moral in the FNS unit will be tested with these long days and Saturday work schedules in order to keep up.

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. Livingston made a motion to adjourn, Mrs. Dickens seconded the motion, the vote was unanimous and the meeting was adjourned.



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Chairman



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Secretary