

**LEE COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING  
July 19<sup>th</sup>, 2016**

The Board of Social Services for the Lee County Department of Social Services convened at 12:00 PM, in the Board of Commissioner's Room at the Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina. Board members present were; David Riddle, Gail Dickens, Ophelia Livingston, Paul Utley and not in attendance Commissioner Amy Dalrymple. Also, present was Ex-Officio member Brenda Potts.

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

The Board considered changes to the July agenda. No changes being made a motion was made by member Riddle to accept.

Aye: Gail Dickens, David Riddle, Ophelia Livingston, Paul Utley and absent from the meeting was Commissioner Amy Dalrymple.

Nay: None

The Board considered changes to the June minutes. No changes being made a motion was made by Member Dickens to accept.

Aye: Gail Dickens, David Riddle, Ophelia Livingston, Paul Utley absent from the meeting was Commissioner Amy Dalrymple.

Nay: None

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

The meeting was turned over to DSS Director Brenda Potts.

**NEW BUSINESS**- Ms. Potts introduce Tammy Yarborough, CPS Supervisor, In- Home Services and Parent Education. Tammy updated the board on the recent Child Welfare Monitoring completed by the State. In response to the out-come of the monitoring the unit has developed a Program Development Plan which the state accepted in April 2016. One of the changes after the monitoring was how cases were staffed. The staffing is now more structured. A flow chart has been adopted for quality assurance. Mr. Riddle asked if Tammy had a copy with her, she did not but would email the secretary a copy for her to send to the board members. The board thanked her for her presentation.

Board Appointments-Ms. Potts updated the board on the state appointment that was vacant. The state appointment was filled by Gail Dickens, previous DSS Board Appointment. With Ms. Dickens DSS Board seat vacant, she asked the board for recommendation to fill the DSS Board seat, Mr. Riddle was recommended to fill the vacant term of Ms. Dickens.

Mrs. Livingston asked for a motion to accept Mr. Riddle's nomination to fill the vacant DSS Board appointed seat. Mr. Utley made the motion.

Aye: Gail Dickens, David Riddle, Ophelia Livingston, Paul Utley absent from the meeting was Commissioner Amy Dalrymple.

Nay: None

**DIRECTOR'S REPORT**- Ms. Potts began with the recent annual visit from the State Local Support Manager. For counties that are doing well, he comes once a year but for those having problems regular visits are made. This position is the director's link with Wayne Black, the State DSS Director for DHHS. This is the pass through for some counties to get information to Raleigh. We are blessed that I have known Wayne for ages and he is very receptive to hearing from us directly.

Angelina is settling into her new position. Jane has remained but in a training role. Wanda Borge is the new person doing the 1571, as you will recall the person retired that was previously doing the 1571. The first few days were stressful but she prevailed at the end with the 1571 being uploaded successfully and on time. The re-classes came back from the state for the IM Supervisor position and Melissa has posted it.

A few staff have been on FMLA, one caring for her father, another fell and broke her leg, and another had a fall at home and injured her foot.

**CLOSED SESSION** - Vice Chairperson Dickens moved for the Board to go into closed session to consider a personnel matter per N.C. General Statute 143-318.11(a)(6);

Mr. Riddle seconded the motion. Upon a vote, the results were as follows:

Aye: Gail Dickens, Ophelia Livingston, David Riddle, Paul Utley, and (Commissioner Dalrymple was absent from meeting)

Nay: None

Chairperson Livingston ruled the motion had been adopted unanimously and the Board was in closed session.

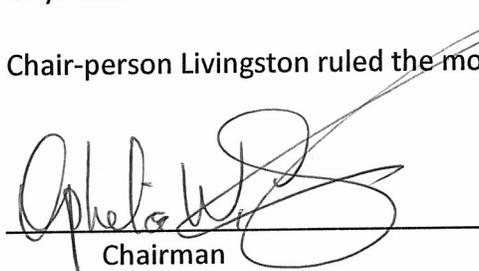
Upon returning from closed session, the regular meeting resumed with members Livingston, Dickens, Utley, and Riddle present.

With no further business to come before the Board Member Riddle moved to adjourn the meeting, seconded by Member Utley. Upon a vote, the results were as follows:

Aye: Gail Dickens, David Riddle, Ophelia Livingston, Paul Utley absent from the meeting was Commissioner Amy Dalrymple.

Nay: None

Chair-person Livingston ruled the motion had been adopted unanimously and the meeting adjourned.

  
Chairman

  
Secretary