

**LEE COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING**

**November 19th, 2013**

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 at the Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina. Board members present were Ophelia Livingston, Gail Dickens, Paul Utley, David Riddle, and Commissioner Charles Parks. 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 November agenda. With no changes made, the agenda was approved as presented.

The Board considered changes to the October Minutes. With no changes made, the Minutes were approved as presented.

The meeting was turned over to DSS Director Brenda Potts.

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

**OLD BUISNESS-**

**Non- Emergency Medicaid Transportation-**The contracts have been extended until December 31, 2013. At this time we need to finalize the contracts. The requirement for Non-Emergency Medicaid authorization is "By the least expensive mode available and appropriate for the beneficiary. We have had 3 vendors to submit proposals; (1) COLTS, (2) Fleming Transportation and (3) Woolford House. Depending on where the client has to go will depend on the Vendor we would use to meet the requirement of the "the least expensive and appropriate". Documentation must be in the client record on the transportation source used and the why they were used. Presently the worker uses map quest to establish the total miles to determine the cost if the cost with the specific trip has to be calculated at a per mile rate. On the out of town trips it is based on the flat rate for the destination. The extensive documentation is due to the new audit process since last July. A comparison chart was used showing the origin (scenarios), destination (scenarios) the estimated mileage between the two and the quotes the vendors proposed. There will be certain situations where one of the three will be the cheaper method of transportation but no vendor will be the cheapest for every situation. Therefore contracting with all three would be necessary. All vendors must meet certain criteria such as: Carry sufficient insurance on vehicles, ensure all drivers are properly licensed, ensure all vehicles used to transport clients have valid State registration, participate in random drug and alcohol testing program on drivers, perform criminal background checks on drivers and perform driving record checks. All of these items must be provided to/inspected by Lee County Social Services prior to contract signing. Mrs. Potts asked the board for a motion to accept the bids and the approval of a separate contract with each of the vendors to ensure that we would be able to use the cheaper and most appropriate method of non-emergency Medicaid transportation for all situations.

Mr. Parks made the motion, Mrs. Dickens seconded and upon a vote, the results were as follows:

Aye: All

Nay: None

The vote was unanimous.

**CLOSED SESSION** - Chairperson Livingston moved for the Board to go into closed session to consider a personnel matter per N.C. General Statute 143-318.11(a)(6); to prevent the disclosure of information that is privileged or confidential under NC General Statute, Chapter 126-per NC General Statute 143-318.11(a)(1); and to consult with Board's attorney in order to preserve the attorney-client privilege between the Board and the attorney per NC General Statute 143-318.11(a)(3). Mr. Utley seconded the motion. Upon a vote, the results were as follows:

Aye: All  
Nay: None

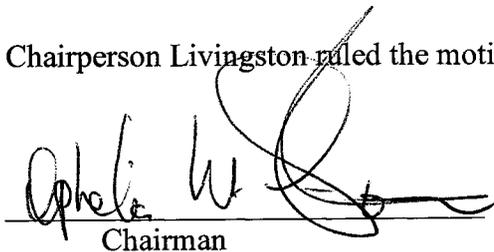
Chairperson Livingston ruled the motion had been adopted unanimously and the Board was in closed session.

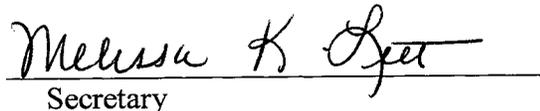
Upon returning from closed session, the regular meeting resumed with members Livingston, Dickens and Utley, Riddle and Parks present.

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

Aye: All  
Nay: None

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

  
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Chairman

  
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Secretary