

Minutes

The Chowan County Board of Social Services met April 17, 2012 to conduct its regular monthly meeting. In attendance were board members Darlene Carter, Darnell White, Janet Hines and DSS Director Clifton Hardison.

Board Chair, Darlene Carter called the meeting to order.

Minutes of the March meeting were approved upon a motion made by Darlene Carter, seconded by Darnell White with a unanimous vote.

Ms. Tina Dunlow, Administrative Officer for the agency, introduced new staff members Patricia Phelps and Brenda Williams to the board.

Mr. Hardison conducted training for the board with regards to the board's self appointment of a board member. The following points were emphasized:

- An appointment must have three of the four votes
- Board members must be present and cannot vote by proxy or as absentees
- The incumbent board member cannot vote on the reappointment
- The incumbent board member can participate in the deliberations, unless prohibited by local policy
- If the board cannot reach a decision on the appointment, the senior resident superior court judge can make the decision and that decision is final
- The incumbent board member continues to hold office until a successor is appointed and assumes office

Mr. Hardison informed the board the construction project for the future DSS building is on schedule with a possible finish date before July 1st.

The Board agreed to the following timely and important matters:

- Publish a public announcement in the Chowan Herald for individuals interested in serving on the Chowan County Social Services Board.
- Draft a Resolution of Appreciation for past DSS Employee, Kim Goodwin, for services rendered to the board.
- Organize an appreciation luncheon for past board members Ralph Cole, Mary Rhea Jones, and outgoing board member Darlene Carter. Plaques are to be given to those recognized. The luncheon is to be held at DSS at the June Board Meeting.

Mr. Hardison reported the following in his Director's report for the services month of March:

Food and Nutrition Services

Active Cases	1,792
Total Participants	3,414
Total Benefits	\$423,860
YTD Benefits	\$4,082,434
Participation rate	info not available

Applications taken	72
Applications approved	53
Applications denied	19
Reviews processed	242
Average caseload per worker	421 – 466

Work First Family Assistance

Total Active Work First Cases	86
Child only cases	58
Parent	28
Incapacitated persons	1
Participation rate (Not Available)	
Applications taken	9
Applications approved	4
Applications denied	2
Applications withdrawn	1
Reviews completed	4
Cases terminated	2
Cases transferred to other aid programs	0
Emergency Assistance Applications	1
200% Applications	0

CRISIS

Regular CIP Funding

Applications approved	42	\$ 12,276.27
Applications denied	14	\$ 5,199.03
Balance as of 04/02/12		\$ 84,596.83

Share the Warmth Funding

Balance as of 04/02/12	\$ 120.73
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LIEAP Funding

Applications approved	0	\$ 0.00
Applications denied	0	
Balance as of 03/09/2012		\$ 168.00

Children Protective Services

Ten children in DSS Custody

Reports received	9
Reports accepted	4
Abuse	1

Neglect	8
Dependency	0

Adult Protective Services

Wards	3
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Reports received	0
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Medicaid

Cases	2,648
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Individuals served	3,223
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Applications taken	133
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Applications denied	48
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Applications withdrawn	3
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Applications approved	102
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Reviews completed	230
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Changes	406
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Child Care

Children served	185
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Waiting List	0
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Benefit amount	\$51,461.60
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Administration

As of the end of March the agency is operating 15% under budget

Logged Visits to the agency	1,379
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Miscellaneous

Fully staffed

End of Report

There were no public comments.

The meeting was adjourned upon a motion made by Darlene Carter, seconded by Janet Hines with a unanimous vote.

Submitted by,

Clifton Hardison, Director