

# Minutes

- The Chowan County Board of Social Services held their regular meeting on Tuesday, June 11, 2013 at 8:00am at the Chowan County Department of Social Services. In attendance were board members Jack Perry, Janet Hines, Darnell White, Dr. Alex Kehayes, and DSS Director Clifton Hardison.
- Board Chair, Jack Perry called the meeting to order.
- Minutes of the May meeting were approved upon a motion made by Janet Hines, seconded by Dr. Kehayes with a unanimous vote.
- New staff member, Ebony Littlejohn was introduced to the board by supervisor, Letecia Loadholt. Ms. Littlejohn's position is Social Worker Investigative/Assessment/Treatment.
- Board Training was conducted by Ms. Tina Dunlow. Ms. Dunlow is the Administrative Officer for the Agency. The training concentrated on the 411 Financial Report for the agency. Ms. Dunlow explained the various funding allocations and how those funds are pulled down by the agency to reimburse county cost. Ms. Dunlow concluded the training after answering questions from the board.
- Mr. Hardison reported the following in his Director's report for the services month of May 2013:

## CHOWAN COUNTY DSS SNAPSHOT 5-13

Food and Nutrition Services		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Active Cases		1,770	1,784	1,775	1,719	1,963					1,729	1,726	
Total Participants		3,384	3,399	3,381	3,294						3,461	3,459	
Total Benefits	2,452,353	418,115	414,517	414,294	407,019						400,261	398,147	
Applications Taken		96	92	60	72	84	85	85			90	81	
Applications Approved		70	78	30	58	60	56	56				78	
Applications Denied		17	24	10	9	10	9	9				8	
Applications Withdrawn					8	6	4	4				4	
Reviews Processed		179	197	249				175	169		221	176	
Average Caseload per Worker		450	466	456	494	496	516	516	500		432	432	

**Note:**

<b>Work First Family Assistance</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Total Active Work First Cases	69	68	61	61	65	60	60	67	52	54	49	
Child Only Cases	48	49	47	47	49	45	47	41	42	43	42	
Parent	21	19	14	14	16	15	13	16	10	11	7	
Incapacitated Persons	2	2	2	3	3	2	3	2	2	2	1	
Participation Rate	43%	31%	50%	53%	71%	50%	33%	42%	16%	100%		
Applications Taken	17	13	14	21	3	5	19	6	7	6	7	
Applications Approved	13	5	5	13	2	4	11	6	6	5	2	
Applications Denied	4	3	7	7	3	1	3	2	1	3	3	
Applications Withdrawn	1	2	0	2	0	0	2	0	1	0	0	
Reviews Completed	4	5	2	8	7		10	4	4	5	3	
Cases Terminated	1	1	2	1	1	2	0	2	0	1	2	
Cases Transferred to Other Aid Programs	4	1	4	3	3	2	4	2	3	2	2	
Emergency Assistance Applications	2	7	13	7	0	0	0	0	0	0	12	
200% Applications	7	8	10	12	0	0	0	0	0	0	1	

<b>CRISIS</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
CIP Applications Approved	27	52	81	101	43	0	26	21	23	25	8	
CIP Applications Denied	9	13	25	76	15	0	42	71	32	50	36	
CIP Balance	62,266	32,171	21,020	2,215	923	48,401	40,347	38,866	31,803	25,961	24,148	
LIEAP Applications Approved	0	0	0	0	0	144	1	56	0	0	0	
LIEAP Applications Denied	0	0	0	0	0	0	0	6	0	0	0	
LIEAP Balance	-	-	-	-	4	20,572	15,972	172	172	172	172	

Note:

<b>CHILDREN PROTECTIVE SERVICES</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Children in DSS Custody	13	11	11	11	9	8	8	8	8	9	9	
Reports Received	11	16	18	21	19	12	14	15	11	13	28	
Reports Accepted	8	9	12	11	9	2	8	8	5	7	11	
Abuse	3	2	5	6	2	1	0	1	0	5	5	
Neglect	6	14	13	15	17	10	14	14	11	8	23	
Dependency	0	0	0	0	0	0	0	0	0	0	1	

<b>ADULT PROTECTIVE SERVICES</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Wards	4	4	4	4	4	3	3	3	5	3	4	
Reports Received	3	4	5	4	3	5	4	1	3	6	9	

<b>MEDICAID</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Cases	2,662	2,678	2,667	2,661	2,630	2,636	2,615	2,601	2,591	2,582	2,570	
Individuals Served	3,189	3,236	3,231	3,207	3,166	3,159	3,140	3,142	3,146	3,149	3,140	
Applications Taken	161	161	135	150	134	119	190	145	154	124	157	
Applications Approved	83	95	67	35	59	75	91	81	98	86	84	
Applications Denied	65	66	68	82	64	62	87	66	59	67	59	
Applications Withdrawn	4	9	9	2	5	4	6	5	4	1	2	
Reviews Completed	183	199	154	166	157	203	234	173	205	153	142	
Changes	263	306	277	357	369	271	347	474	319	281	261	

<b>CHILD CARE</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Children Served	180	209	175	170	163	155	170	182	178	192		
Waiting List	0	15	36	46	44	42	41	17	33	28		
Benefit Amount	56,062	60,616	49,721	50,794	45,469	41,854	44,546	45,109	50,476	53,973		

<b>ADMINISTRATION</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
Visitors	1,051	1,225	1,295	1,225	1,176	1,293	1,359	1,264	1,216	1,400	1,373	

Operating 14% under budget

**CHILD SUPPORT**

TOTAL COLLECTIONS			PATERNITY ESTABLISHMENT				CASES UNDER ORDER				
SFY Actual	Goal	% of Goal	Prev BOW	Pat Est	%PatEst	Goal	Open Cases	CUO	%CUO	Goal	
\$1,934,230	\$2,033,207	95.13%	1023	1027	100.39%	101.71%	1326	1260	95.02%	93.00%	5-13
\$1,745,108	\$2,033,207	85.83%	1023	1017	99.41%	101.71%	1326	1256	94.72%	93.00%	4-13

CURRENT SUPPORT				ARREARS				MEDICAL			
CSup due	CSup Coll	%CurCol	Goal	Cases Arr due	Cases Arr Col	%Arr	Goal	MedCase	MedSup	%Med	
\$2,124,679	\$1,375,426	64.74%	64.35%	1181	790	66.89%	66.25%	898	755	84.08%	5-13
\$1,927,284	\$1,243,552	64.52%	64.35%	1166	765	65.61%	66.25%	897	754	84.06%	4-13

**MISCELLANEOUS**

Director Travels:

June 12 thru 13th - Committee Meetings / Executive Board - Raleigh

Mr. Hardison concluded his report.

- Timely and Important Matters included the following:

- Board member reappointment in July (Jack Perry) – Social Services Commission will confirm on 6-12-2013 meeting.
- Budget Update – Waiting upon approval from County Commissioners
- Barlow Guardianship update – Complexities and dynamics unchanged – monitoring care
- Agency letter to disruptive client, setting visits to the agency by appointment through the DSS Director
- Clarification of agency professional appearance, phone and computer usage.

- The meeting was adjourned upon a motion made by Janet Hines, seconded by Dr. Kehayes with a unanimous vote.

Submitted by,

Clifton Hardison, Director