

Minutes

The Chowan County Board of Social Services met November 20, 2012 to conduct its regular monthly meeting. In attendance were board members Jack Perry, Janet Hines, Darnell White, Philip Thomason and DSS Director Clifton Hardison.

Board Chair, Jack Perry called the meeting to order.

There were no public comments.

Minutes of the October meeting were approved upon a motion made by Darnell White, seconded by Janet Hines with a unanimous vote.

Board Training was conducted by the Energy Program Supervisor Cheri Blount. Ms. Blount provided information on the Crisis Intervention Program (CIP) and the Low Income Energy Assistance Program (LIEAP). Ms Jones discussed the following areas of LIEAP & CIP:

- Client Eligibility Requirements
- Client Responsibilities
- Agency Responsibilities
- Benefit Determination
- Payment Method
- Funding Allocation
- Caseloads

Ms Blount concluded the training with answering questions from the board. Handouts were also given to the board members.

Mr. Hardison informed the board of the current and projected funding authorizations for CIP and LIEAP based on recent information received from Raleigh.

Mr. Hardison discussed the upcoming FY 2013/2014 budget process that will begin soon.

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

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								
Total Participants		3,384	3,399	3,381	3,294								
Total Benefits	\$ 1,653,945	\$418,115	\$414,517	\$414,294	\$407,019								
Applications Taken		96	92	60	72								
Applications Approved		70	78	30	58								
Applications Denied		17	24	10	9								
Applications Withdrawn					8								
Reviews Processed		179	197	249									
Average Caseload per Worker		450	466	456	494								

Note: NCFASST has been placed in operation within the FNS Unit. Due to the conversion process, more time is being required to process applications. Every case will require manual processes completed to complete the conversion. Overtime is being authorized and additional DSS staff trained to assist in the conversion process. Some areas of statistical data are not reliable at this time due to the transitional period.

Work First Family Assistance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Total Active Work First Cases	69	68	61	61								
Child Only Cases	48	49	47	47								
Parent	21	19	14	14								
Incapacitated Persons	2	2	2	3								
Participation Rate	43%	31%	50%									
Applications Taken	17	13	14	21								
Applications Approved	13	5	5	13								
Applications Denied	4	3	7	7								
Applications Withdrawn	1	2	0	2								
Reviews Completed	4	5	2	8								
Cases Terminated	1	1	2	1								
Cases Transferred to Other Aid Programs	4	1	4	3								
Emergency Assistance Applications	2	7	13	7								
200% Applications	7	8	10	12								

Note: Due to budgetary constraints the contract with VanGuard has been terminated. Those additional duties that were assigned to the VanGuard staff member have been reassigned to the Work First Unit. This contract was not designed to be permanent, but to transition the unit to acquire these duties. At one time the contract also benefited the agency in meeting the MOE requirement. That benefit cannot longer be realized.

CHILD CARE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Children Served	180	209	175	170								
Waiting List	0	15	36	46								
Benefit Amount	\$ 56,062	\$ 60,616	\$ 49,721	\$ 50,794								

ADMINISTRATION

Operating 9% under budget
Fully Staffed

MISCELLANEOUS

Director Travels:

December 4th thru 7th - School of Government - Municipal & County Administration Course - Chapel Hill
December 12th thru 13th - Committee and Executive Board Meeting - Raleigh, NC
December 27, 28 & 31 Vacation.

Mr. Hardison concluded his report.

There were no Timely and Important Matters

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

Submitted by,

Clifton Hardison, Director