

# Minutes

- The Chowan County Board of Social Services held their regular meeting on Tuesday, December 10, 2013 at 8:00am at the Chowan County Department of Social Services. In attendance were board members Jack Perry, Janet Hines, Darnell White, Philip Thomason, Dr. Alex Kehayes, and DSS Director Clifton Hardison.
- Board Chair, Jack Perry called the meeting to order.
- Minutes of the November meeting were approved upon a motion made by Darnell White, seconded by Janet Hines with a unanimous vote.
- There were no public comments.
- Board Training was conducted by Ms. Cheri Blount. Ms. Blount supervises Eligibility and Energy Programs for the agency. Ms. Blount provided training in the Energy Program of Low Income Energy Assistance Program (LIEAP).

Ms. Blount explained that everyone who wishes to apply for the LIEAP must be given the opportunity to apply without delay during the appropriate application taking time frame and as long as funds are available. Scheduling appointments for LIEAP applications is not appropriate. The applicant or his representative must apply for LIEAP in the county in which the household resides. The payee must be the individual readily assuming the obligation for household maintenance. Ms. Blount further explained that applications for elderly persons age 60 and above or disabled persons receiving services through the Division of Aging and Adult Services (DAAS) will be taken from December 1<sup>st</sup> through January 31<sup>st</sup> or until funds are exhausted. Disabled persons are defined as receiving SSI, SSA, or VA disability. Any member of the household must be age 60 and above or at least one household member must be disabled and receiving services through DAAS. Applications for all other households will be taken from February 1<sup>st</sup> through March 31<sup>st</sup> or until funds are exhausted.

Ms. Blount provided the additional information to the board for discussion:

## **Overall Mission of LIEAP**

### **Who must be included in the LIEAP application**

#### **Eligibility Requirement**

#### **Method of Payments**

#### **Benefit Determination**

#### **Applicant Rights**

#### **Applicant Responsibilities**

#### **County Department's Responsibilities**

#### **Citizenship Requirement**

Ms. Blount concluded the training and answered questions from the board.

- Ms. Carla West of YoungWilliams Child Support Services delivered to the board an overview of Child Support Services in Chowan County. YoungWilliams is the private contractor that manages child support services for Chowan County.
- Board agreed to reschedule the January DSS Board Meeting from January 14<sup>th</sup> to January 22<sup>nd</sup> to allow the DSS Director to attend a Legal Conference at the School of Government in Chapel Hill.
- Mr. Hardison reported the following in his Director's report for the services month of November 2013:

**CHOWAN COUNTY DSS SNAPSHOT 11-13**

<b>Food and Nutrition 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>Jun</b>
Active Cases		1,795	1,811	1,836	1,847	2,184							
Total Participants		3,621	3,614	3,307	2,415	4,227							
Total Benefits	1,954,021	413,714	471,367	375,956	302,894	390,090							
Applications Taken		not avail	124	124	189	129							
Applications Approved		not avail	81	81	100	108							
Applications Denied		not avail	8	8	10	17							
Applications Withdrawn		not avail	9	9	23	26							
Reviews Processed		not avail	203	not avail	not avail	156							
Average Caseload per Worker		not avail	not avail										

**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>Jun</b>
Total Active Work First Cases	46	45	44	43	48							
Child Only Cases	39	39	38	37	39							
Parent	7	6	6	6	9							
Incapacitated Persons	1	1	2	2	3							
Participation Rate	25%	25%	0%	25%								
Applications Taken	4	5	6	8	7							
Applications Approved	3	2	2	1	5							
Applications Denied	1	2	1	4	3							
Applications Withdrawn	1	1	1	2	0							
Reviews Completed	3	0	3	2	3							
Cases Terminated	2	2	0	1	0							
Cases Transferred to Other Aid Prog	4	3	4	1	0							
Emergency Assistance Applications	13	37	11	0	0							
200% Applications	11	13	9	0	0							

**CHOWAN COUNTY DSS SNAPSHOT 11-13**

<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>Jun</b>
CIP Applications Approved	11	5	37	41	99							
CIP Applications Denied	21	9	39	19	21							
CIP Balance	0	61,763	55,606	41,110	25,316							
LIEAP Applications Approved	0	0	0	0	0							
LIEAP Applications Denied	0	0	0	0	0							
LIEAP Balance	0	0	0		96,176							

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>Jun</b>
Children in DSS Custody	7	4	4	4	3							
Reports Received	10	20	22	21	17							
Reports Accepted	6	12	11	13	12							
Abuse	2	3	3	1	0							
Neglect	8	17	19	20	17							
Dependency	0	0	0	0	0							

<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>Jun</b>
Wards	4	4	4	3	4							
Reports Received	1	0	2	2	0							

**Note:** Ms. Newton provided an update on Wards of the Agency, to include the passing of Mr. Melvin Boyce.

<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>Jun</b>
Cases	2,569	2,549	2,560	2,599	2,582							
Individuals Served	3,139	3,128	3,145	3,202	3,187							
Applications Taken	132	163	144	101	89							
Applications Approved	82	75	77	92	58							
Applications Denied	53	64	64	51	49							
Applications Withdrawn	3	5	5	4	4							
Reviews Completed	158	151	158	176	166							
Changes	1,348	393	1,600	608	211							

**CHOWAN COUNTY DSS SNAPSHOT 11-13**

<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>Jun</b>
Children Served	184	185	153	168	Not avail							
Waiting List	54	63	33	20	Not avail							
Benefit Amount	57,300	56,260	44,921	44,859	Not avail							

<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>Jun</b>
Visitors	1,304	1,335	1,314	1,374	1,228							

Operating 15% under budget.....Maximus Financial software will end contract with counties on 7-1-2014-solution is being discussed by State and Directors Association.....Three staff with performance concerns.

**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
\$666,124	\$2,109,788	31.57%	976	954	97.75%	100.00%	1,305	1,235	94.64%	90.00%
\$490,955	\$2,109,788	23.27%	976	943	96.62%	100.00%	1,304	1,238	94.94%	90.00%
\$342,065	\$2,109,788	16.21%	976	930	95.29%	100.00%	1,310	1,251	95.50%	90.00%
\$160,860	\$2,109,788	7.62%	976	916	93.85%	100.00%	1,323	1,254	94.78%	90.00%

11-13 Not Avail  
10-13  
9-13  
8-13  
7-13

CURRENT SUPPORT				ARREARS				MEDICAL		
CSup due	CSup Coll	%CurCol	Goal	Cas Arr due	Cas Arr Col	%Arr	Goal	MedCase	MedSup	%Med
\$755,529	\$482,090	63.81%	65.02%	1,098	599	54.55%	68.23%	854	723	84.66%
\$565,910	\$360,115	63.63%	65.02%	1,080	529	48.98%	68.23%	851	717	84.25%
\$378,070	\$243,376	64.37%	65.02%	1,067	487	45.64%	68.23%	858	719	83.80%
\$188,273	\$121,389	64.47%	65.02%	1,046	367	35.09%	68.23%	860	720	83.72%

11-13 Not Avail  
10-13  
9-13  
8-13  
7-13

## MISCELLANEOUS

Director Travels:

NCACDSS Committee Meetings / Exe Bd....Raleigh.....Dec 10-12

Mr. Hardison concluded his report.

- In Timely and Important Matters, board member Philip Thomason volunteered for appointment as the board's representative on the Community Child Protection Team.
- The meeting was adjourned upon a motion made by Darnell White, seconded by Philip Thomason with a unanimous vote.

Submitted by,

Clifton Hardison, Director