



CHOWAN COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
100 WEST FREEMASON CIRCLE  
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**DSS BOARD MEETING MINUTES**  
**October 19, 2015**

*Attendees were: Mr. Jack Perry (DSS Board Chair); Dr. Alex Kehayes; Ms. Darnell White; Ms. Janet Hines (Vice-Chair); Mr. Craig Miller; and Letecia Loadholt (Interim DSS Director).*

- 8:00 – 8:05: **Call to Order:** Mr. Jack Perry
- 8:06 – 8:10: **Approval of September 2015 DSS Board Minutes-** Approved as presented.
- 8:11 – 8:15: **Public Comments:** N/A
- 8:16 – 8:20: **Introduction of new staff:** Tanya Blount began employment as the Foster Care Social Worker III effective October 16, 2015. Ms. Blount was currently employed with DSS as an Income Maintenance Caseworker II. Ms. Blount has six years of DSS experience and is a Chowan County native.
- 8:21 – 8:30: **Board Training:** Tina Dunlow, Administrative Officer presented information on the 1571 Federal and State reimbursement process. Ms. Dunlow also explained the fund source codes and how that affects reimbursements for programs.
- 8:31 – 8:55: **Director's Report:** The board reviewed the Director's report. Additional information reported included: the possibility of a federal shutdown in December; upcoming FLSA webinar regarding exempt employees, will partner with the County to view the webinar; the agency had a customer service training; information provided regarding ABAWD (Able bodied adults without dependents) and how it will affect FNS recipients identified; CIP allocation of \$83k received and advertised through the Chowan Herald newspaper and Mediacom; Child Care Subsidy allocation received at an amount much less than the projected budgeted amount- at this time no changes will be implemented however will continue to monitor closely and a waiting list may have to go into effect; to increase spending to meet MOE funding the agency will have some case management duties in child care captured through MOE as well as interviews to determine Energy Assistance eligibility will be captured using this fund source code as well if recipients meet the eligibility criteria; the board was also advised of WF Federal Block Grant funding allocation that was also less than projected budgeted amount, Medicaid

Administrative Claiming (MAC) codes/funds will be used when eligible to draw down a 50% reimbursement.

- 8:55 – 9:20: **Closed Session / Executive Session**: Ms. Darnell White made a motion to go into executive session and Dr. Alex Kehayes seconded the motion. Ms. Janet Hines made a motion to close the executive session and Mr. Craig Miller seconded the motion.
- 9:21 – 9:35: Ms. Janet Hines made the motion to offer the DSS Director position to Letecia Loadholt effective November 1, 2015. Mr. Craig Miller seconded the motion and the vote was unanimous. Dr. Kehayes will follow up with County Commissioner's at meeting on Monday, October 19, 2015 for salary approval.
- 9:36 – 9:40: **Adjourn**: Ms. Janet Hines made a motion to adjourn the meeting seconded by Dr. Alex Kehayes.