



**Department of Social Services
Board Meeting
May 21, 2018**

Board Members present: Fleming A. El-Amin, Claudette Weston

Others present: Victor Isler, Adam Pendlebury, Shontell Robinson, Ronda Tatum, Elizabeth White, Tanya Donnell, Patrick Phaup, Linda Gaskins, Gloria Woods, Sherri Cook, Tanya McDougal, Fran Daniel

The meeting was called to order by Chair El-Amin

Moment of Silence

Consent:

We will have a briefing today due to the fact that we do not have a quorum.

Introduction of New Employees

New employees were welcomed to the Forsyth County Department of Social Services by Agency Director Victor Isler, DSS Board Chair El-Amin, and DSS Board Vice-Chair Weston

Director's Comments – Victor Isler

The first 30 days have been great. Thank you to the DSS Board, Ms. Ronda Tatum, and Ms. Shontell Robinson for the support. In the process of making rounds to spend some face time with staff and will continue to make rounds throughout the agency.

We will begin working on staff engagement sessions in July. We do not want to spend a lot of time in formal structured meetings but wants begin discussions on strategic plans.

We have to take time to figure out how to address the issues with social mobility. We want to share as much information as possible. We have to understand perspective and how we create opportunities for success. We have been in meetings with Neighbors for Better Neighborhoods which have gone extremely well. We will continue to meet with them in the near future.

The Governor is proposing significant investments to better serve our communities for the budget year 2018-2019. It looks like child care subsidies and Smart Start opportunities will increase. He will address how we strengthen family abuse and neglect. The need for Adult Services is increasing so there is a need for increased funds. He will address community mental health, Opioid Epidemic, and the medication population wait list with an additional 50 slots.

Currently, we have 56 positions vacant; our goal is to float around 10% or below, we are slightly above. The largest vacancy is in the Family & Children's Division and Income Support Division.

Public Comment

No public comment.

Old Business

Smart Start/Daycare Co-location – Elizabeth White

Elizabeth White, Tanya McDougal, and Victor met with the Smart Start staff regarding service to citizens of Forsyth County. Our research shows that 80% of our customers receive 3 or more services. We conducted a survey, across counties; it shows that the majority of DSS Daycare Services are located at the DSS offices. We would like to have Smart Start co-locate here at DSS. We are in the process of moving Daycare back to Highland Ave. effective July. They will be housed on the 1st floor right off of the lobby to make it easier for customers to enter and exit the building.

The Daycare staff was also informed of the transition plans. The staff was in agreement. Their request was that we make the area family friendly and have a few basic supplies on hand for indigent parents.

Consolidation Wrokgroup - Ronda Tatum

Both boards were engaged, we sent out a survey, all members of the DSS board would like to remain, 1 Public Health board member declined. If the consolidation is approved, the consolidated board will consist of 17 members, we still need 1 social worker, 1 psychologist, and 1 psychiatrist. We will amend the county code and county handbook. Both DSS and Public Health board members will meet in July. Each board member will self nominate. Board members can serve up to 8 years. Regular meetings will be held at 5:30 p.m. on Wednesdays. There will be a public hearing on June 1, 2018. The first meeting will probably be held in August.

Cardinal Innovations Contract – Victor Isler

Been meeting with Sherri Cook, Business Manager and John Thacker, F & C Program Manager, we are moving forward.

Daysheet Management System – Victor Isler

We are implementing a new system starting in July (Information Inc.) We will issue guidelines for staff to use re: using program codes and time entered.

FY 19 Budget Updates – Adam Pendlebury

We requested a \$1.6 million increase and recommended 60 positions. More importantly are the budget drivers: First, the loss of \$3,339,171 million dollars in child day care will be removed from DSS's budget (The State takes it back without it hitting the bank). The 2nd largest driver that is affecting the budget is day sheet coding; another big driver is the increase of wards in the custody of DSS.

Several expenditures will decrease-

- Temp Agency budgeted for NCFAST and the Salvation Army will not be needed this fiscal year.
- Family & Children working WSFCS to solve the transportation issues of certain wards.
- Catholic Charities will do analysis with Public Health around interpreter services.
- DSS will start small contract audits throughout year.
- The new Daysheet system, Information Inc. will help with coding discrepancies.

Requisition Requests:

Energy Assistance requested 6 positions, net cost is \$28,838. When the workloads change, can shift to help with other programs. (These are the only new positions included in the new Recommended Budget) Income Support requested 2, net cost is 57,980. Child Protective Services requested 7 positions, net cost is \$380,491. Foster care requested 2 positions, net cost is 66,025.

Furniture Updates – Tanya McDougal

Received quotes from 3 different vendors; the final selection was Piedmont Office Furniture was chosen. The boardroom chairs will be replaced first followed by the lobby furniture, will use the same vendor for both. The plan is to be completed by the end of June or July.

New Business

House Bill 630 & DSS Written Agreement – Victor Isler

The State has issued a responsibility to enter into a written agreement around performance measures. The county with local support of DSS will enter into the agreement. Working with Tan McDougal to create a baseline, we are looking for low performing... We will start fiscal year 18-19 with this written agreement. We will work in good partnership with the county. The data will be provided by the next board meeting.

Evaluation of After Hours Work Schedules – Victor Isler

We want to be clear across the board. We are assessing how we are managing the schedules at this time.

Telework Assessment – Victor Isler

We are discussing space limitations. We want to create opportunities to empower our staff. We are going to organize a work group to evaluate the possibility of staff working from home. We will have a proposal within the next 3 months.

Space Considerations for Child Support – Victor Isler

Elizabeth White, Carla Johnson, and Jennifer Tubbs joined Victor for a tour of the Behavioral Health building. We are strongly considering relocating Child Support next door. The other option was to relocate to the downtown area; however, we want to be family friendly by keeping the location here.

Employment Center & Community Partnerships – Elizabeth White

We are working towards enhancing services regarding Work First Development. We provided this type of service in the past and we want to get back to the basics.

Division Reports

Staff Development – Linda Gaskins

In the process of working with the social workers and supervisors from the Family and Children’s Division to develop NCFAST training cards. We have recently been informed that there may be a postponement. Regarding the quarterly audit report, we will collaborate with the division director to plan quarterly meetings. We will review processes and analyses. We are also working with the Director Isler on employee engagement; we want to include our managers. The Book Club has been launched, this is the first week.

Adult Services – Diane Wimmer

Adult Services has 5 In-Home Aide positions vacant. We are currently servicing 177 and we have 142 on the wait list. We submitted an allocation. Adult Medicaid has received 3 positions from Income Services.

Child Welfare – Victor Isler

We entered an agreement with the YMCA to support our foster parents and our adolescent youth. In-Home Services did an excellent job on the State Review. We had 20 children to enter foster care due to neglect and dependency over the past week.

Economic Services – Elizabeth White

We passed all 3 time limits last month. Over the next few months we will start reducing the number of vacant positions. The USDA audit will begin at 1:00 p.m. today; the State will be here to lend support.

Other Business or Announcements

Victor Isler acknowledged the retirement of Diane Wimmer.

He also said “thank you” to the executive leadership team and to the county for helping us go forth.

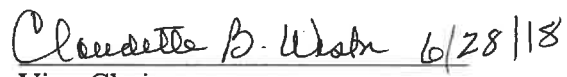
Meeting adjourned by Board Chair El-Amin

Next meeting will be June 18, 2018 – 10:00 a.m.

The minutes provide a record of the regularly scheduled meeting; however, the Board took no action at this meeting.



Chairman



Vice-Chairman

Date

Date