

CASWELL COUNTY

SOCIAL SERVICES BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on December 15, 2020 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jeffries, Chairman; Mr. David Owen; Mr. David Shatterly; Mrs. Patricia Thompson; Mrs. Ethel Gwynn; Mrs. Tammy Paschal, Administrative Officer and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jeffries called the meeting to Order at 9:00 a.m. The agenda was reviewed and approved upon a motion by Mr. Owen and second by Mrs. Gwynn. Minutes of the meeting held November 17, 2020 were reviewed and approved upon a motion by Mr. Shatterly and second by Mrs. Thompson. There was no public address to the Board.

Budget Amendment #6, a CP&L allocation in the amount of \$450.00 and the CPS/APS COVID allocation in the amount of \$20,218.00 was approved upon a motion by Mr. Owen and second by Mrs. Gwynn.

The Proposed Schedule of 2021 DSS Board Meetings was presented. Mr. Owen shared that the Board of Commissioners scheduled a meeting on January 19, 2021, our regular meeting date. The Board rescheduled the January meeting for January 12, 2021 at 9:00 a.m. Upon a motion by Mrs. Gwynn and second by Mrs. Thompson, the 2021 schedule of Board Meetings was approved as amended.

Board Members were informed that the agency's APS/CPS allocation has been designated for the purchase of equipment, encryption software and an order will be placed for additional supplies for those workers. County CARES ACT funds are being requested for desk shields.

An update on staffing was shared. Ms. Linda Moss of the secretarial Unit resigned and we have hired three (3) people for the vacancies in that unit. Mrs. Lakeisha Anderson of our FNS unit submitted her resignation and Mrs. Mary Harrelson, IMC Supervisor will retire the end of December 2020. Efforts are underway to solicit applications and fill all of the vacant positions. All staff who were quarantined due to COVID requirements are now back at work.

Board Members were informed that the agency received a letter from the Department of Labor regarding a complaint filed alleging deficiencies in our procedures to address COVID 19. The Agency's response to the allegations was also shared and we are awaiting the result on one issue as additional information was requested. All other claims were closed.

Supervisory reports were reviewed by Board Members.

The next regularly scheduled meeting of the Social Services Board was scheduled for January 12, 2021 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mrs. Gwynn and second by Mr. Shatterly the Social Services Board meeting was

adjourned at 9:42 a.m.

Respectfully Submitted:

X Jeremiah Jeffries

Mr. Jeremiah Jeffries, Chairman

Dianne C. Moorefield

Ms. Dianne C. Moorefield, Secretary

X 1/12/2021

Date

1/12/2021

Date