**Cherokee County Department of Social Services**

**Board Meeting**

**MEETING MINUTES**

**February 21, 2024**

1. **Call to Order**

The regular meeting of the Cherokee County Department of Social Services was duly held on February 21, 2024, at 4:02 P.M. at 4800 West Highway 64, Murphy, N.C. 28906.

**Present were:**

Bo Phillips, Member

Dixie Carter, Member

James Jallah, Member

**Staff present were:**

Amanda McGee, Director

Andria Duncan, Attorney

Tracy Jones, Program Manager

Brandy Clonts, Administrative Officer

1. **Modification of the Agenda and Adoption of the Agenda**

The following modifications were made to Agenda:

* Board Meeting Date/Time - New meeting times suggested to be on the third Tuesdays of the month at 5 P.M.
1. **Public Forum**

None

1. **Approval of DSS Board Minutes**

Andria Duncan to be removed from the board minutes from January 17, 2024. Board minutes from October 18, 2024, November 15, 2023, December 20, 2023 and January 17, 2024 approved.

Motion was made by Mr. Jallah. Seconded by Mrs. Carter.

1. **DSS Work Place Problem Solving Model**

Director McGee discussed the DSS Communication and Everyday Problem-Solving Model. Mr. Jallah stated that the process and documents would be able to serve as guidelines. Training for all supervisors is included in the model, and the model will be provided to the entire agency and discussed.

Motioned by Mrs. Carter and seconded by Mr. Jones. Motioned approved.

1. **County Pay Plan Concerns**

Director McGee provided information regarding pay plan noting that it compares Cherokee county with neighboring and or similar counties. Chairman Phillips discussed that pay needs to be comparable to the value of the job, not what rural counties can pay. Mr. made the motion that the DSS Board supports a more proactive pay plan that would bring new employees in at the market rate. Ms. Carter seconded the motion, motion passed.

The motion was made by Mr. Jallah and seconded by Mrs. Carter.

1. **2024-2025 Budget Requests**

-Income Maintenance Program Manager

- Fourth CPS After-Hours position

-Request for Social Worker II position moved to III position in Permanency Planning.

-Program Assistant IV has requested to be an Accounting Tech under Business Officer. – Two paid internships per year

- Motion by Mr. Jallah to use CCU to provide IM staff equal one-time bonuses. seconded by Mrs. Carter, motion passed. Director to speak with County Manager.

1. **Program Integrity / Fraud Plan**

Mr. Phillips signed and discussed the Fraud plan.

Motioned by Mr. Jallah and seconded by Mrs. Carter.

1. **Adjourn**

Meeting was adjourned with Mrs. Carter making a motion to adjourn, Mr. Jallah seconding the motion, with all in favor.