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CHEROKEE COUNTY

DEPARTMENT OF SOCIAL SERVICES

4800 West U.S. Highway 64, Murphy, NC 28906

828-837-7455

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**Cherokee County Department of Social Services**

**Board Meeting**

**MEETING MINUTES**

**December 17, 2024**

1. **Call to Order**

The regular meeting of the Cherokee County Department of Social Services was duly held on December 17, 2024, at 5:00 P.M. at 4800 West Highway 64, Murphy, N.C. 28906.

**Present were:**

Dr. Cathrine Yost

Bo Phillips, Member

James Jallah, Member

Dixie Carter, Member

Pat Ivie, Member

**Staff present were:**

Amanda T. McGee, Director

Tracy Jones, Program Manager

Andria Duncan, Attorney

Miriam Aguero, Business Officer

Brandy Clonts, Administrative Officer

**Public Forum:**

GAL- Linda Jarvis

1. **Discussion and Adoption of Agenda**

Adoption of agenda was approved.

Motion was made by Mr. James Jallah. Seconded by Ms. Pat Ivie. All voted in favor.

1. **Meeting Minute**

Meeting minutes from November 19, 2024 were approved.

Motion was made by Mr. James Jallah. Seconded by Ms. Pat Ivie. All voted in favor.

1. **Public Comments**

None

1. **Old Business**
   1. **New DSS Signage, Flooring and Paint**

* **Business Officer, Miriam Aguero**, provided an update on the DSS sign and second-floor remodel project.
  + The DSS sign was completed last week.
  + Board members complimented the new look. However, there is a need for lighting to illuminate the signs, which will be included in next year’s budget.
  + Flooring in second-floor offices is expected to be completed by Thursday, December 19, 2024.
  + Flooring in the second-floor hallways will be finished by December 27, 2024.
  + Painting on the second floor is expected to be completed by Friday, December 20, 2024, with stairwells painted the following week (week of December 23, 2024).
  1. **Up-Date Threat Assessment Progress**
  + Knox Box: A budget request will be made for next year’s budget.
  + Fire Drills: Scheduled with the Fire Marshall.
  + Active Shooter Drill: Trainings with Deputy Jacobs are scheduled, with the drill set to take place in January 2025.
  1. **Honeywell System Implementation and Demonstration**
* Director McGee explained the benefits of the Honeywell system.
* The Go Live date for the system was January 6, 2025.
  1. **Final NCACDSS Legislative Goals**
* Director McGee provided a handout explaining the needs for various programs:
  + **Adult Service Priorities:**
    - Request for continued funding for Adult Services and Guardianship.
    - Advocate for expanded mental health services.
    - State to assume full monitoring for Adult Care Homes and Assisted Living Facilities.
  + **Children’s Service Priorities:**
    - Legislation needed for criteria and retroactive payback time limitations.
    - Study on behavioral health service arrays for high acuity children/youth.
    - Modify preservice timelines and frequency for child welfare services.
    - Fully fund child welfare workload recommendations.
  + **Economic Service Priorities:**
    - Study of caseload standards for FNS and Medicaid programs.
    - DHHS to update policies and manuals and establish ongoing training for Medicaid and FNS programs.
    - Make eligibility determination at the Federally Facilitated Marketplace level permanent.

1. **New Business**
   1. **Budget Request – Transfer Lapsed Salaries to Training**

* The Social Worker Supervisor for Child Protective Services position has been vacant since July 2024. The position is currently being covered by a contracted employee from Allies for Outcomes.

Director McGee requested a transfer of $100,000 from lapsed salaries to cover the cost of the contract employee.

Motion was made by Dr. Kathrine Yost. Seconded by Mr. James Jallah. All voted in favor.

* 1. **DHHS Record Destruction Policy and Record Destruction**
* Director McGee is scheduling a meeting with a Buncombe County record retention specialist to develop a county policy that will align with state policy and compliance guidelines.
  1. **Healthy Blue / LME Transition**
* The transition was supposed to be operational by December 1, 2024. However, Healthy Blue is working on a more realistic timeframe for implementation.

1. **DSS Service Report**
   1. **Eligibility Programs**

* Cherokee County DSS Economic Services units provided significant assistance to Haywood County in meeting Federal guidelines. All economic service units continued their county duties and stayed in compliance while assisting.
* A press release was provided to all board members.

1. **Adjourn**

Meeting was adjourned at 6:00 PM with Ms. Dixie Carter making a motion to adjourn, Ms. Pat Ivie seconding the motion, with all in favor.