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**MINUTES FOR MEETING OF**

**THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**

**March 30, 2020**

A meeting of the Hoke County Department of Social Services (the “**Board**”) was held at 4:00 p.m. on March 30, 2020 via teleconference pursuant to notice duly given. The following Board Members (“**BM**”), constituting a quorum, were present:

Charlotte Kelly, Chair  
Bill Evans, Vice- Chair  
Brenda Branch  
Linda Revels  
Allen Thomas, Jr.

Also present representing the Department were Terry Stanton, Department of Social Services Director; Barbara Mena-Peña, Administrative Officer; Tera Campbell, Personnel Technician; Tammy Brewer, Family Support Services Supervisor; and Jonathan Charleston, Department of Social Services Attorney.

Chair Kelly called the meeting to order at 4:00 p.m. and welcomed the Board to this month’s meeting. Thereafter, Chair Kelly asked BM Thomas to give the invocation. Chair Kelly asked for a motion to approve the consent agenda. BM Revels made a motion to approve the consent agenda consisting of (a) the February 24, 2020 minutes; and (b) the next meeting date of Monday, April 27, 2020, which was seconded by Vice-Chair Evans. The vote was unanimous.

Chair Kelly asked for the Child Care update from Ms. Tammy Brewer. Ms. Brewer reported that the total Child Care amount spent for February 2020 was \$184,046.00. The amount spent in Smart Start was \$24,283.00 and the amount spent in Non-Smart Start was \$159,763.00. The unexpended Non-Smart Start balance was \$583,766.00 and unexpended Smart Start balance was \$38,471.00. The current coefficient is 97% (ninety-seven percent). Ms. Brewer also, stated there are not any children on the waiting list. Chair Kelly asked if the Board had any questions regarding Child Care. BM Thomas asked about the current Child Care process due to the county changing to an appointment setting. Ms. Brewer responded and the Board discussed the process. Chair Kelly asked if the Board had any more questions. The Board had none.

Chair Kelly asked for Coronavirus (COVID19) Update. Director Stanton informed the Board of the process and preventive measures the agency is taking in regards to COVID19. He also stated the procedures were sent to State for approval and information such as contact numbers for the agency was put on ReadyHoke website. The Board discussed COVID19 and complimented Director Stanton for the job he is doing for the employees and the community. Chair Kelly asked if there were any more questions. The Board had none.

Chair Kelly asked for the FY2020-2021 budget presentation. Before the presentation, Chair Kelly and the Board complimented Mrs. Mena-Peña for the job she did on the budget packet. Director Stanton and Mrs. Mena-Peña guided the Board through the budget highlights (including the budget summary, staff and funding updates, professional services and capital outlay). The Board discussed the budget presentation. Chair Kelly asked if there were any more questions. BM Thomas asked about the current year budget. Mrs. Mena-Peña responded and the Board discussed the budget. Chair Kelly asked if there were any more questions on the budget. The Board had none. Chair Kelly asked for a motion to approve the budget. Vice Chair Evans made a motion to approve and move the budget forth to the County Manager which was seconded by BM Revels. The vote was unanimous.

Chair Kelly asked for Director's comments. Director Stanton directed everyone to the County – Mandated Performance Requirements Memorandum of Agreement (MOA) in the handout. The Board reviewed and discussed the February 2020 data and measurements of the MOA report. Chair Kelly asked if there were any comments or questions from the board. The Board had none.

Chair Kelly made comments on the Nation's current situation regarding COVID19. Director Stanton added, he will update the Board on any changes he receives from the State. Chair Kelly asked Attorney Charleston for any comments. He had none. Chair Kelly asked for any other comments from the Board. The Board had none.

Chair Kelly asked for a motion to adjourn the meeting. BM Branch made a motion to adjourn which was seconded by Vice Chair Evans. The vote was unanimous.

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Charlotte Kelly, Chair

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Micka T. Stanton, Secretary

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Date