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**MINUTES FOR MEETING OF**

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

**August 30, 2021**

A meeting of the Hoke County Department of Social Services (the "**Board**") was held at 4:00 p.m. on August 30, 2021 in the Commissioners Room located in the County Administration Building (Pratt Building) at 227 N. Main St, Raeford, NC, pursuant to notice duly given. The following Board Members ("**BM**"), constituting a quorum, were present:

Allen Thomas, Jr., Chair  
Virginia Chason  
Brenda Branch  
Linda Revels  
Harry Southerland

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

Chair Thomas called the meeting to order at 4:00 p.m. and welcomed the Board to this month's meeting. Chair Thomas asked for a motion to move the Charleston Group Invoice from Item 6 on the agenda to Item 8 Closed Session and documented as Attorney/Client Privilege. Chair Thomas asked if anyone had any other changes to the agenda. There were none. BM Revels made the motion to adopt the agenda with the changes, which was seconded by Vice-Chair Branch. The vote was unanimous. Thereafter, Chair Thomas asked Vice-Chair Branch to give the invocation.

Chair Thomas asked for public comments. There were none. Chair Thomas asked for a motion to approve the consent agenda. BM Revels made a motion to approve the consent agenda consisting of (a) the July 26, 2021 minutes (b) the next meeting date of September 27, 2021, which was seconded by Vice-Chair Branch. The vote was unanimous.

Chair Thomas asked for the Child Care update from Ms. Tammy Brewer. Ms. Brewer reported the total spent for July service month was \$144,931.00. The amount spent in Smart Start was \$8,153.00 and Non-Smart Start was \$136,778.00.

The Unexpended Non-Smart Start Balance was \$1,789,549.00 and the Unexpended Smart Start Balance was \$150,144.00. Ms. Brewer stated the spending Coefficient was 78% (seventy-eight percent). She stated that Child Care still does not have a waiting list. Chair Thomas asked if there was anything that we can do to increase the spending Coefficient. Ms. Brewer responded and it was discussed. Chair Thomas asked if the Board had any other questions. There were none

Chair Thomas asked for the next item on the agenda which was Storage Space. Director Stanton stated that the storage space was spoken about before. He stated he wanted to bring it back up and ask the Board for suggestions. Director Stanton spoke about the limited storage space the agency has and what the agency is doing for storage. It was discussed.

Chair Thomas noticed a visitor who came into the meeting. He asked if there were any public comments. There were none. Chair Thomas thanked them for coming in.

Chair Thomas asked for a motion to move Item 8 Closed Session down to replace Item 12 Other Comments due to a visitor in the meeting. BM Southerland made the motion which was seconded by BM Revels. The vote was unanimous.

Chair Thomas asked for the Coronavirus (COVID19) Update from Director Stanton. Director Stanton informed the Board of the percentage of employees who have been vaccinated at the agency. He stated that there are still some COVID19 cases at the agency. Director Stanton stated the agency continues to operate as usual, which seems to be going well. He stated that everyone continues to wear face coverings, temperatures continue to be checked and the building continues to be cleaned and sanitized regularly. Director Stanton asked if there were any questions. BM Revels asked about staff teleworking. Director Stanton responded. Vice-Chair Branch asked about ideas to help motivate staff to get vaccinated. Director Stanton responded and it was discussed. Chair asked if there were any other comments. There were none.

Chair Thomas asked for the Building (Re-open) update. Director Stanton stated the Building (Re-open) was tabled from last month's meeting until this month's meeting. Director Stanton asked the Board if they had any thoughts or ideas about the Building (Re-open). It was discussed. Chair Thomas asked if the Board had any other comments. There were none.

Chair Thomas asked for a motion to go into closed session. BM Southerland made the motion to go into closed session to discuss personnel matter pursuant to the N.C.G.S. 143-318.11(a)(3) and Attorney/Client Privilege, which was seconded by Vice-Chair Branch. The vote was unanimous. Those in attendance during the closed session included Chair Thomas, Vice-Chair Branch, BM Revels, BM Chason, BM Southerland, Director Stanton, Attorney Coker and Attorney Charleston via teleconference. BM Revels made motion to end the closed session which was seconded by Vice-Chair Branch. The vote was unanimous.

Chair Thomas asked for a motion to approve the Charleston Group attorney's invoice in the amount of \$13,160.12 and forward it to the Commissioners for approval. BM Southerland made the motion which was seconded by BM Revels. The vote was unanimous.

Chair Thomas asked for Director Presentation. Director Stanton directed everyone to the County – Mandated Performance Requirements Memorandum of Agreement (MOA) in the handout. The Board reviewed the July 2021 data and measurements of the MOA report. Director Stanton elaborated on the MOA. Chair Thomas asked if the Board had any questions or comments. There were none.

Chair Thomas asked for a motion to adjourn. BM Revels made a motion to adjourn which was seconded by Vice-Chair Branch. The vote was unanimous.

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Allen Thomas, Jr, Chair

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Micka T. Stanton, Secretary

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Date