



**LINCOLN COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES
February 27, 2024**

The regular meeting of the Lincoln County Social Services Board was held on Tuesday, February 27, 2024 at 1:30 p.m. in the Board Room of the Social Services Building. Members present were Chrystal Hoyle, Chairperson; Dr. Sherry Hoyle, Vice Chairperson; Jill Eaddy, and Daphne Ingram. Others in attendance were Matthew Hillman, Director; Kelley Miles, Deputy Director; Ruth Lockman, Business Manager; Mendie Kelly, Children Services Program Manager; Jason Hughes, Placement Services Program Manager; Tiffany Barnette, Medicaid Program Manager; Roni Duckworth, Economic Services Program Manager; Jennifer Sigmon, Adult Services Program Manager; and, Denise Dula, Economic Services Support Supervisor/Designated Clerk to the Social Services Board. Also, Michelle Miller, Social Work Supervisor II, was present to give a synopsis of changes within the Program Integrity (Fraud) Plan.

Call to Order-Chrystal Hoyle called the meeting to order at 1:30 p.m.

Invocation-Matthew Hillman gave invocation.

Adoption of the Agenda-Adoption of the Agenda was approved by motion from Jill Eaddy, second by Daphne Ingram, with all members in favor.

Public Comment-No public comments were made.

Minutes-Minutes from the January 30, 2024 meeting were approved by motion from Daphne Ingram, second by Jill Eaddy, with all members in favor.

Old Business-Matthew Hillman stated he would like to announce two things before the start of Old Business.

First, Mr. Hillman introduced Jennifer Sigmon, Adult Services Program Manager, to Board members. Ms. Sigmon has been with the Department for many years and brings great knowledge to the position. All Board members welcomed Ms. Sigmon.

Second, Mr. Hillman announced Sherry Reinhardt, Chairperson of the Community Child Protection/Fatality Team (CCPT/CCFT), presented the CCPT/CCFT Annual Report 2023 to the Board of Commissioners on February 19, 2024. The Lincoln Times News ran an article on February 23, 2024 regarding the presentation. During the Board meeting in March 2024, Mendie Kelly will present the CCPT/CCFT Annual Report 2023 to Board members.

Matthew Hillman gave an update on Medicaid Expansion. Mr. Hillman noted during a recent meeting it was announced counties were making progress on their Medicaid Expansion backlogs. All DSS across the state are feeling the effects of Medicaid Expansion and continue to voice concerns. From the beginning, accuracy over timeliness has been stressed as one of the most important factors in Medicaid Expansion being successful. We are months into Medicaid Expansion, and now timeliness is being emphasized. Lincoln County DSS is in better shape compared to some other counties. However, the effects of timeliness will be reflected on our Memorandum of Understanding (MOU) data next month. Mr. Hillman stated a Medicaid Expansion comparison of Lincoln County versus other surrounding counties will be presented during the Board meeting next month.

Next, Matthew Hillman expressed the budget meeting with the County Manager for Fiscal Year 2024-2025 had gone well. All of our proposed positions and building updates were approved. The office supply line was cut and we will be watching that line item more closely. The travel line item was increased some, but not back to pre-COVID amounts. Mr. Hillman stated he left the meeting feeling good about Fiscal Year 2024-2025 budget for DSS.

Matthew Hillman stated despite questions and concerns, the State Pre-Service Training Redesign is moving forward. An update will be given to Board members when the redesign is in place.

New Business-Michelle Miller presented the Program Integrity Plan for Lincoln County DSS to Board members. Changes to the plan were noted in red. Ms. Miller went through each revision and explained why that change occurred. The Program Integrity Unit of Lincoln County DSS receives referrals of possible over issuances of public benefits from Lincoln County DSS employees, concerned citizens, as well as, Local, State, and Federal agencies. The Program Integrity Plan outlines the referral types, criminal and court actions, payment posting and internal controls, and the completion and monitoring of internal procedures. The Program Integrity Plan for Lincoln County DSS with noted changes was approved by motion from Jill Eaddy, second by Daphne Ingram, with all members in favor.

Matthew Hillman expressed effective March 1, 2024 in compliance with Chapter 30 of the Lincoln County Code of Ordinances, Lincoln County DSS would become a tobacco free campus. The county attorney is working on signage for our building.

Matthew Hillman stated a new overtime policy had been implemented for exempt county employees. Mr. Hillman noted a department director may authorize informal leave for any exempt employee under his/her supervision if a valid business reason constitutes an unusually high number of hours worked by that employee. The informal leave will be granted on an hour-for-hour basis. Informal leave accrued by an exempt employee must be used within the same calendar year upon which it is accrued. The department director is responsible for documenting all informal leave hours accrued and used by their exempt employees. Mr. Hillman concurred Lincoln County DSS was working on an internal policy with a tracking sheet for all informal leave earned by exempt DSS employees.

Budget Reports-Ruth Lockman stated since 2nd Quarter Fiscal Year 2023-2024 budget projections were done last month, she did not have a lot to add regarding budget reports.

Ms. Lockman expressed she felt the budget meeting with the County Manager for Fiscal Year 2024-2025 had gone well. Ms. Lockman noted if there were any questions regarding the budget reports to please contact her anytime.

Statistical Reports-Matthew Hillman stated on Memorandum of Understanding (MOU) Child Welfare Assessment Goal 2, the outreach (voluntary services) numbers would no longer be listed. Now, County DSS are not allowed to involuntary reach out to the family. DSS can encourage the reporter to do the referral. This has been implemented across North Carolina by the Attorney General.

Matthew Hillman noted we fell short on MOU Food and Nutrition Goal 3. In December 2023, there were only 18 working days due to the office being closed for the holidays. With the holiday being at the end of the month, this allowed only seven working days for the team to complete 324 reviews. Also, the Food and Nutrition unit experienced at least one staff member being out of the office for various reasons including sick days. Mr. Hillman expressed a work ahead plan had been implemented by FNS supervisors.

Mendie Kelly expressed on MOU Child Welfare Services Assessment Goal 2, Lincoln County DSS was at 7.91 percent which is under the threshold of victims of maltreatment during a twelve month period with no more than 9.1 percent receiving a subsequent finding of maltreatment.

Other-No information was presented.

Closed Session-No closed session needed.

Date of Next Meeting-March 26, 2024.

Motion to adjourn by Dr. Sherry Hoyle, second Jill Eaddy, with all members in favor.

This meeting adjourned at 2:15 p.m.

Date Minutes Approved

Chrystal Hoyle, Chairperson

Matthew Hillman, Director

Respectfully Submitted:

Denise S. Dula
Economic Services Support Supervisor;
Designated Clerk to the Social Services Board of Lincoln County DSS
Cc: file copy