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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**

**January 28, 2025**

1. **Call to Order**

The regular meeting of the Cherokee County Department of Social Services was duly held on January 28, 2025, at 5:03 P.M. at 4800 West Highway 64, Murphy, N.C. 28906.

**Board Members Present:**

Dr. Cathrine Yost, Member

Bo Phillips, Member

James Jallah, Member

Dixie Carter, Member

Pat Ivie, Member

**Staff present:**

Amanda T. McGee, Director

Tracy Jones, Program Manager

Andria Duncan, Attorney

Anita Bradshaw, Allies 4 Outcomes

Brandy Clonts, Administrative Officer

**Public Forum:**

GAL- Linda Jarvis

1. **Discussion and Adoption of Agenda**

**•Agenda Change:** Add under "New Business" the resignation of Board Member Dixie Carter due to relocation.

**•Motion to Adopt Agenda:** Mr. James Jallah made a motion to adopt the agenda with the changes. Ms. Pat Ivie seconded. All voted in favor.

1. **Meeting Minute**

**•Public Forum Correction:** Linda Jarvis requested a correction to the spelling of her name in the December 17, 2024, meeting minutes, which was listed as "Charvis."

**•Motion to Approve Minutes with Correction:** Mr. James Jallah made a motion to approve the December 17, 2024 meeting minutes with the name correction. Ms. Pat Ivie seconded. All voted in favor.

1. **Public Comments**

None

1. **Old Business**
	1. **Threat Assessment Progress – Active Shooter Training**
		* Administrative Officer, Brandy Clonts explained that the scheduled Active Shooter Training was postponed due to inclement weather. Plans to reschedule with the Cherokee County Sheriff’s Office are ongoing.
	2. **Honeywell System Implementation –**
		* Administrative Officer, Brandy Clonts presented a demo for the Honeywell System. She provided an overview of the system dashboard, including the employee check-in process, Check-In forms, and Geo Fencing features. All board members were checked in and provided with a printed pass.
	3. **Healthy Blue CFSP Implementation**
		* DSS Directors have a meeting scheduled to discuss care setup for Healthy Blue. The go-live date is December 1, 2025.
	4. **NC Medicaid Health Disparities Report 2022**
		* The report helps with long-term planning and mitigating health disparities in the state.
	5. **Record Destruction Policy\***
		* Director Amanda McGee presented a policy to comply with state record destruction requirements. The DSS Finance office will oversee the process
		* **Motion to Approve Record Destruction Policy:** Ms. Dixie Carter made the motion. Ms. Pat Ivie seconded. All voted in favor.
2. **New Business**
	1. **DHHS MOU and CCDSS Performance Measures**
		* Director Amanda McGee presented the MOU spreadsheet, explaining that the state is tracking timelines for Energy programs and Face-to-Face visits for Child Welfare.
		* Cherokee County DSS is performing well above benchmarks and is not in danger of a corrective action plan.
		* **Action:** Director McGee will provide monthly or quarterly performance reports as requested by Dr. Yost.
	2. **Plan for Health Department Facility on DSS Grounds**
		* Architectural designs for a new Cherokee County Health Department were shared. $3 million is allocated for this project, though no immediate construction plans are in place. There are concerns about the accessibility of the new site for clients.
	3. **Point In Time (PIT) Count for Unhoused Persons**
		* Staff will participate in the PIT count to survey unhoused individuals in the community. The data will be entered into the National Database and could help secure funding.
	4. **IVE Federal Audit – CCDSS Passed No Errors**
		* The IVE Federal Audit reviewed 88 cases statewide, of which 5 failed. All cases from Cherokee County DSS passed.
		* Dr. Yost requested that the 100% passing rate be shared with the County Commissioners.
	5. **Commissioner Appointed Board Member Resigned**
		* Dixie Carter announced her resignation due to relocating to Georgia. Director Amanda McGee will notify County Manager Randy Wiggins of the vacancy, and the process for filling the position will be initiated.
3. **DSS Service Report**

Report accepted. No discussion.

1. **Adjourn**

Mr. James Jallah made a motion to adjourn. Ms. Pat Ivie seconded. All voted in favor.

The meeting was adjourned at 6:06 PM.