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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**

**March 18, 2025**

1. **Call to Order**

The regular meeting of the Cherokee County Department of Social Services was duly held on March 18, 2025, at 5:04 P.M. at 4800 West Highway 64, Murphy, N.C. 28906.

**Board Members Present:**

Dr. Catherine Yost, Member

Bo Phillips, Member

James Jallah, Member

Pat Ivie, Member

**Staff present:**

Amanda T. McGee, Director

Andria Duncan, Attorney

Daunita Maennle, APS Supervisor

Brandy Clonts, Administrative Officer

**Guests:**

Chief Deputy Justin Jacobs

Rebecca Costello

Linda Jarvis

Dawn McCurdy

1. **Discussion and Adoption of Agenda**

**•Motion to Adopt Agenda:** Mrs. Pat Ivie made a motion to adopt the agenda. Dr. Catherine Yost seconded. All voted in favor.

1. **Meeting Minutes**

**•** Dr. Catherine Yost requested the spelling of her name be corrected on meeting minutes.

**•Motion to update spelling of Dr. Catherine Yost and Approve Minutes:** Mr. James Jallah made a motion to approve the February 18, 2025 meeting minutes. Dr. Catherine Yost seconded. All voted in favor.

1. **Public Comments**

None

1. **Old Business**
	1. **Threat Assessment Progress**
		* **Active Shooter Training**

Cherokee County Chief Deputy Justin Jacobs provided a summary of the Active Shooter Training conducted on March 11, 2025. The training included both morning and afternoon sessions. SRT Commander Sean Myers and his team led the drill and were commended for doing an excellent job, with collaboration from Murphy Police Department. All teams ensured staff safety remained the top priority. Deputy Jacobs noted that the DSS building layout presents challenges in the event of an active shooter incident; however, the drill provided valuable learning experiences for all participants.Deputy Jacobs and the Administrative Officer, Brandy Clonts will work together to schedule additional Active Shooter Training sessions for all DSS staff.

* + - **Miles that Matter**

The 1st Annual Miles That Matter 5K will begin at Murphy Health and Fitness on April 26, 2025.

Anyone who wishes to receive a Miles That Matter T-shirt must register by April 9, 2025.

* 1. **Legislation Priorities**
		+ Dr. Kathrine Yost attended the Senior Tarheels Event and provided an update highlighting the ongoing need for Adult Protective Services (APS).
		+ APS Supervisor Daunita Maennle shared a current client situation involving a hospitalized individual who must pay $264 to hold a bed at a nursing facility until discharge. The client requires dialysis, a service not available at the nursing home, nor do they offer transportation. Director McGee will address this issue through NCACDSS to address this issue.
		+ Adult Services Supervisor Daunita Maennle discussed the upcoming “Scam Jam” event—an informative and engaging opportunity for older adults to learn about current scams targeting the community and strategies to stay safe. Maennle emphasized the importance of continued advocacy with legislators on behalf of Adult Protective Services.
1. **New Business**
	1. **2025-2026 Budget Requests**

**a. Gates for Staff Parking**

All estimates for staff parking gates were reviewed. It was recommended by Pat Ivie to delay installation until after the new Health Department building is constructed on current property.

**b. Scanning Closed Files**

To address safety concerns and improve document management, the 1st floor file room may be converted into a conference room. The board was presented with scanning service estimates and asked to adopt the best proposal due to the high risk of disorganization and potential state audit penalties.

**c. Stairs Remodel**

Estimates for remodeling interior stairs were presented.

**d. Pigeon Solution**

A $1,000 estimate from Cherokee County Maintenance was provided for netting at building entrances to deter pigeons and bees, enhancing safety and sanitation.

**Motion for 2025-2026 Budget Items:**

Pat Ivie made the motion for the following:

1. Remove the 2025-2026 budget request for gates for employee parking,
2. Staff to select the best bid for scanning closed files,
3. Proceed with stair remodeling with funds allocated for lobby remodel;
4. Implement current netting solution for pigeon control rather than new budget request next FY.

Dr. Catherine Yost seconded. All voted in favor.

1. **Record Destruction Request**

Records previously reviewed and scanned were requested for destruction in accordance with NC Natural and Cultural Resources, Division of Archives and Records effective January 2016.

**Motion for Record Destruction:**

Approve Director to request approval from the designated State Department (above) to destroy certain scanned records per NC Record Retention / Destruction Policy. Mrs. Pat Ivie made a motion to approve the request and subsequent destruction of requested records. Mr. James Jallah seconded. All voted in favor.

1. **DSS Service Report**

The **DSS Service Report** was accepted with no questions.

1. **Adjourn**

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

The meeting was adjourned at 6:29 PM.