

# DURHAM COUNTY BOARD OF SOCIAL SERVICES

## Minutes

September 1, 2011

The Durham County Board of Social Services held a call meeting on Thursday, September 1, 2011, 3:30 p.m. at Main Street in Conference Room 609 Right. The following DSS Board members were in attendance: Mrs. Carolyn Carver-Tann, Chair Stan Holt and Vice Chair Commissioner Joe W. Bowser.

The DCDSS Department was represented by the following: Interim Director Gail Perry and Ms. Diane Fening.

Assistant County Attorney Kathy Everett-Perry, Acting Interim Human Resources Director Elaine Hyman, and Human Resources Managers Tony Noel and Yvette Leonard attended the Board meeting.

**Members of the public:** Virginia Bridges from the News & Observer, Ray Gronberg from the Herald-Sun and Samiha Khanna from the Independent Weekly were present.

There are three sets of minutes from the July 27, 2011 meeting. The first was from the regular meeting which consist of ten pages long. The minutes were moved to be approved by Vice Chair Joe Bowser. Chair Stan Holt seconded. The minutes were approved.

The second set of minutes commenced "after the first closed session..." Chair Stan Holt said that in last line of those minutes, GS 143.B18.11-6&7 should be changed to GS 143.3.11-6&7. Vice Chair Joe Bowser wanted to insert Board member Carolyn Carver-Tann's name in the fourth paragraph as the member who motioned to give Gerri Robinson thirty days to transition from the position. In the third paragraph misnon-appropriation was changed to mis-appropriation. There was a discussion about Lowell Siler's statement it was every commissioner's duty to vote was captured in the minutes. It was found in the ten-page long minutes on page 8 under Consent Agenda. Vice Chair Joe Bowser moved to approve the second set of minutes with corrections. Chair Stan Holt seconded and it was approved.

The third set of minutes begins with "after the closed session...". Vice Joe Bowser would like an addendum to these minutes that the figure of \$139,000 he quoted as the salary of the director should have been \$129,000. This was an unintentional mistake on Vice Chair Joe Bowser's part. Vice Chair Joe Bowser moved to approve the minutes and Stan Holt seconded. It was unanimously approved.

Chair Holt stated we will be adding a closed session to the agenda to confer with the county attorney.

Elaine Hyman of Human Resources stated that there is a consideration of using an outside source to fill the vacancy for the DSS Director or using the county's internal process. Chair Stan Holt and Vice Chair Joe Bowser were both okay with the internal process. Information was brought in folders for the Board members. A timeline was included. Ms. Hyman stated that this is a lengthy process and to keep in mind that they need to work with a quorum of the commissioners, which would be three, so it will delay the process if there difficulty in getting everyone together. In the folder is a sample of what they used in 2009 to look for the DSS Director at that time. Yvette Leonard explained the different parts of the folder. She brought packets with information from the last search for a director that occurred in 2009. She went over the internal process. The process involved quite a few steps. Missing one of the three board members could delay the proress. Vice Chair Joe Bowser asked Attorney Everett-Perry what a quorum would be at this point. She answered that a quorum would be three, a majority of your membership.

Ms. Leonard talked about the brochure that Human Resources did when they advertised for the DSS Director in 2009. They sent this to other directors and assistant directors throughout the state. This was also posted on the DSS website. There was a link to this from the Human Resources page. This would be updated with pictures of the new building. They would talk a bit about the county and DSS in general and the benefits, etc. There is the recruitment timeline that they initially laid out. They began in February, got the brochure published and sent it out in March. The third document is a three-page more detailed timeline, quoting the general statute and a list of where the job was posted. This cost is born by DSS department. The first goal was to have someone hired by June, but it ended up that hiring was September. Coordination of schedules of board members does add to the time it takes to get things done. When posted in 2009, there was a first review date, by which applicants were

encouraged to submit their applications. At that time, the Board could decide whether they wanted to continue or they had sufficient applications and the posting can be closed.

Chair Stan Holt stated he believed it will take just as long as it did the last time-8 to 9 months, especially with the holidays coming up. Ms. Leonard stated that the next decision to be made is when to start the process. Ms. Leonard said that she and Rashonda, the analyst for DSS, would be the ones to start working on it. Decisions have to be made such as are all applications going to be screened by all the Board members or will you just look at the ones that Human Resources has already screened? Human Resources will do the bare minimum. In the 2009 search, the ideal candidate was specified. Ms. Leonard would like to make sure there is one additional meeting with just the Board about the core competencies. Chair Holt stated that we can't start until October 1, because that's when we'll have additional board members. Ms. Hyman wants to have that conversation about core competencies before the ad is developed. It was decided to have the meeting the first week of October and Human Resources will start drafting something for that meeting.

Chair Stan Holt introduced the next agenda item. After the last board meeting in July, Human Resources said they need clarity around the salary, given that originally it was \$129,000 and we have \$139,000 in the minutes. Gail Perry is a temporary employee and does not have benefits. Chair Holt said that this is going to go to the county commissioners for approval. We need to agree on what we are taking forward for approval. Chair Holt asked Ms. Perry if she were to have leave and benefits, would the \$129,000 work? Attorney Everett-Perry said this would be a closed session item. Chair Holt asked for a motion to move into closed session, GS143.318.11-3 & 6. Vice Chair Joe Bowser so moved. The motion was seconded and passed.

After the closed session ends, the session is open and board reconvened the session.

Vice Chair Joe Bowser states that there is a motion that the DSS Board provides a one year contract to Ms. Gail Perry for her services during the interim period as director. The contract will provide dental benefits and leave pro-rated for the 12 month period and a salary of \$129,000 all pending approval of the Board of County Commissioners. Chair Stan Holt seconded the motion. The motion passed.

The next meeting is scheduled for September 28 at 8:30 am at the Department of Social Services, in room 2221, Duke St.

Respectfully submitted

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Chairperson	Date
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Secretary to the Board	Date
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