

**Wake County Human Services Board
Meeting Minutes
December 15, 2016**

Board Members Present:

Angie Welsh
David Cottengim
David Ellis
Edward Buchan
Dr. Sharon Foster
John Myhre
Margaret Raynor
Dr. James Smith, III
Commissioner James West
Dr. Rosine Sanders
Ronda Bean

Staff Members Present:

Alicia Arnold
Cassandra Watford
Debra Baker
Ginny Satterfield
Dr. Joseph Threadcraft
Kenneth Murphy
Linda Keely
Antonia Pedroza

Guests Present:

NONE

Call to Order

Chairman Dr. James Smith called the meeting to order at 7:33am.

Approval of Minutes

Dr. Smith asked for approval of the meeting minutes from the November 17, 2016 meeting. Mr. John Myhre asked for one change to be made. The minutes were unanimously approved with the change.

Next Board Meeting- January 26, 2017

Annual Review of Board procedure 200 2.2 – Wake County Human Services Procedure on Board participation in the Performance Evaluation of the Wake County Human Services Director (PH Accreditation Benchmark #37.5)

(Presented by Chair - Dr. James Smith, III)

Chairman Smith reminded the Board members that they had received an advance copy of this procedure for their review. The Wake County Human Services Board procedure 200 2.2 states the procedure for the Boards participation in the performance evaluation of the Wake County Human Services Director which took place at the March 2016 Board meeting. This procedure requires an annual review by the Board and should be reviewed prior to the Board participation in the Director's review. Dr. Smith then asked if there were any changes that the Board members would like to have completed. No changes were requested at this time.

After review of Wake County Human Services Procedure on Board Participation in the Performance Evaluation of the Wake County Human Services Director, Board procedure 200 2.2, Dr. Smith asked if there were any questions, comments, deletions, corrections or amendments to the procedure and there were none. Mr. David Cottengim motioned for review and approval of this procedure and Ms. Margaret Raynor seconded. The motion

was approved unanimously by the Board.

Annual Review of Wake County Human Services Board Policy 300 2.1 on Consumer and Community Input, (PH Accreditation Benchmark #38.3a)

(Presented by Chair - Dr. James Smith, III)

Chairman Smith reminded the Board members that they had received an advance copy of Wake County Human Services Board Policy 300 2.1 which is the policy for the Board to actively and purposefully seek input from consumers and the community-at-large in pursuit of continuous quality improvement of services and operations. This procedure requires an annual review by the Board. Dr. Smith then asked if there were any changes that the Board members would like to have completed. No changes were requested at this time.

After review of Wake County Human Services Board Policy on Consumer and Community Input, Board procedure 300 2.1, Dr. Smith asked if there were any questions, comments, deletions, corrections or amendments to the procedure and there were none. Mr. David Cottengim motioned for review and approval of this procedure and Dr. Sharon Foster seconded. The motion was approved unanimously by the Board.

Public Comments – None

Action Items:

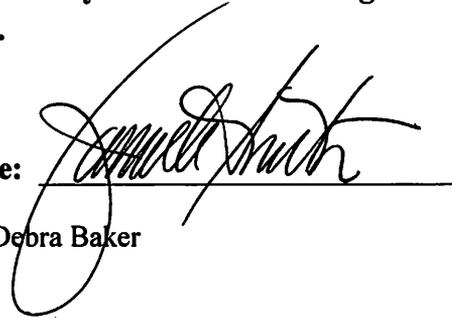
- None

Adjournment

Chair Smith asked for a motion to adjourn, a motion was made by Ms. Margaret Raynor and seconded by Mr. David Cottengim. The meeting was adjourned at 7:45am.

At this time the meeting adjourned and the Board members completed an annual Windshield Tour in which they visited the Wilmington Street Shelter, the Wake House, and the Cornerstone facility.

Board Chair's Signature:



Date:

2/23/17

Respectfully submitted by Debra Baker