



## BOARD OF SOCIAL SERVICES

### *CUMBERLAND COUNTY BOARD OF SOCIAL SERVICES* **APPOINTMENT GUIDELINES**

*This is one of the most important volunteer appointments to a board the county has to offer, and your service will be subject to the following conditions and requirements:*

YOU MUST BE a resident of Cumberland County;

YOU MUST BE WILLING to serve as an advocate for the interest of Cumberland County Social Services, its employees, and customers;

YOU MUST BE WILLING to work to increase public understanding, acceptance, and support of social services programs by being a liaison between the Department of Social Services, public officials, and the public at large;

YOU MUST BE WILLING to promote close working relationships between the Social Services Board and the County Commissioners;

YOU SHALL BE EXPECTED to be prepared for all Board of Social Services meeting by reading advance materials prior to the board meeting;

YOU SHALL BE EXPECTED to attend educational training related to board member duties and responsibilities and to attain a working knowledge of the many services offered;

YOU SHALL BE EXPECTED to devote the time, attention and effort needed to fulfill board member duties and participate actively and constructively in the business of the Social Services Board;

YOU SHALL BE EXPECTED to attend board meetings and other public meetings as necessary in support of the Social Services Board and the Department of Social Services;

YOU SHALL BE EXPECTED to be informed concerning facts related to social and economic needs of the community;

YOU SHALL BE EXPECTED to obtain and read a copy of the booklet "Serving on the County Board of Social Services" before you are appointed to the board. The booklet can be downloaded at the following website:  
<http://www.ncdhhs.gov/dss/sscommission/nomination.htm>.

I UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO ADHERE TO THE CONDITIONS AND REQUIREMENTS IF APPOINTED TO SERVE:

SIGNATURE OF NOMINEE: \_\_\_\_\_ DATE \_\_\_\_\_

TERM: 2024-2027

**ANSWER ALL QUESTIONS TO BE CONSIDERED FOR APPOINTMENT  
DO NOT SEND RESUME, EXCEPT AS ATTACHMENT ONLY**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COUNTY OF RESIDENCE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ CELL: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW OTHER THAN A MINOR TRAFFIC ACCIDENT? THE OFFENSE AND HOW RECENTLY YOU WERE CONVICTED WILL BE EVALUATED. ☐ YES ☐ NO (IF YES, EXPLAIN FULLY ON AN ADDITIONAL SHEET)

ETHNIC BACKGROUND: BLACK \_\_\_\_\_ NATIVE \_\_\_\_\_ AMERICAN \_\_\_\_\_ HISPANIC \_\_\_\_\_ WHITE \_\_\_\_\_ OTHER \_\_\_\_\_ (SPECIFY) \_\_\_\_\_

SEX: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ AGE \_\_\_\_\_

OCCUPATION OR FORMER OCCUPATION IF RETIRED: \_\_\_\_\_

EDUCATIONAL ☐ HIGH SCHOOL ☐ COLLEGE ☐ GRADUATE SCHOOL  
BACKGROUND: DEGREE \_\_\_\_\_ DEGREE \_\_\_\_\_

RELATED EXPERIENCE: (BOARDS & VOLUNTEER SERVICE IN PAST 5 YEARS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD & VOLUNTEER SERVICES CURRENTLY SERVING ON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT COMMUNITY INTERESTS & ACTIVITIES: (AND AWARDS OR RECOGNITIONS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS NOMINEE A CURRENT COUNTY SOCIAL SERVICES BOARD MEMBER? ☐ YES ☐ NO  
IF YES, GIVE DATES AND COUNTY: \_\_\_\_\_

IF NO, HAS NOMINEE SERVED PREVIOUSLY ON A COUNTY SOCIAL SERVICES BOARD?  
☐ YES ☐ NO \_\_\_\_\_

IF YES, GIVE DATES AND COUNTY: \_\_\_\_\_

IS NOMINEE CURRENTLY A COUNTY COMMISSIONER? ☐ YES ☐ NO

IF NO, DO YOU PLAN ON RUNNING FOR OFFICE IN THE NEAR FUTURE? ☐ YES ☐ NO

IS NOMINEE A FORMER EMPLOYEE OF THE DSS? ☐ YES ☐ NO IF YES, WHEN \_\_\_\_\_

DOES THE NOMINEE HAVE AN IMMEDIATE FAMILY MEMBER WORKING FOR THE COUNTY DEPARTMENT OF SOCIAL SERVICES IN THE SAME COUTNY? "IMMEDIATE FAMILY MEMBER" FOR THE PURPOSE OF THE APPOINTMENT IS DEFINED AS A SPOUSE, PARENT, SIBLING, CHILD, GRANDPARENT, GRANDPARENT, GRANDCHILD, STEPPARENT, STEPCHILD, MOTHER-IN-LAW, FATHER-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, AUNT, UNCLE, NIECE, OR NEPHEW. ☐ YES ☐ NO

BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD AND HOW YOU WILL ASSIST THE WORK ON THE BOARD: \_\_\_\_\_  
\_\_\_\_\_

**RESTRICTIONS  
COUNTY SOCIAL SERVICES BOARD MEMBERSHIP**

**G.S. 108A-3: Residential Qualifications**

*Each member of the county social services board "...shall be bona fide residents of the county from which they are appointed to serve..."*

**G.S. 108A-4: Term of Appointment**

*"Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms and is a member of the board of county commissioners at the time of reappointment."*

**G.S. 108A-6: Member Filling an Unexpired Term**

*All appointments made to fill vacancies "... shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G.S. 108A-4."*

**G.S. 108A-47: State/County Special Assistance for Adults - Limitations on Payments**

*"No payment for assistance . . . shall be made for the care of any person in an adult care home that is owned or operated in whole or in part by . . . a member . . . of any county board of social services."*

**G.S. 108A-55: Medical Assistance Program - Payments**

*"No payments shall be made for the care of any person in a nursing home or intermediate care home which is owned or operated in whole or in part by a member of . . . any county board of social services..."*

**G.S. 128-1.1: Dual-Office Holding Allowed**

*Any person who holds an elective or appointive office in State or local government is authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.*

**10A NCAC 68 .0301: Employment of Relatives of County Board Members**

*"No person shall be considered for employment in a county department of social services during the time a member of his immediate family is serving on the county board of social services or the board of county commissioners in the same county. **This regulation in no way effects the status of a person who is already an employee of a county department of social services and of whose immediate family member becomes a candidate for or is appointed or elected to the county board of social services or the board of commissioners of the same county.** (Emphasis added) 'Immediate family member,' is for purposes of this Regulation defined as a spouse, parent, sibling, child, grandparent, grandchild, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew."*

**DO YOU OR YOUR BUSINESS RECEIVE FUNDS OF ANY TYPE FROM THE DSS? YES NO**

**IF YES, EXPLAIN:**

**DO YOU HAVE A CURRENT CONTRACT FOR SERVICES WITH DSS? YES NO**

**I HAVE READ THE ABOVE RESTRICTIONS ON SERVING ON A COUNTY BOARD OF SOCIAL SERVICES AND UNDERSTAND THE RESTRICTIONS AND DO NOT BELIEVE MY APPOINTMENT WILL VIOLATE ANY OF THE STATUTES OR RULES LISTED ABOVE.**

**I AGREE TO SERVE IF APPOINTED.**

**Signature of Nominee:**

**Date:**

**RECOMMENDED BY (NAME, TELEPHONE NUMBER, ORGANIZATION/POSITION, ADDRESS):**

**IF SUBMITTED BY SOMEONE OTHER THAN NOMINEE, SUBMITTED BY:**

**PLEASE MAIL APPLICATION TO:  
CUMBERLAND COUNTY DEPARTMENT OF SOCIAL  
SERVICES  
ATTENTION: BRENDA REID JACKSON, DIRECTOR  
1225 RAMSEY STREET  
FAYETTEVILLE, NC 28301**

**CCDSS Use Only  
Form Received on:**

**Note: Please be sure to sign pages 1 and 3 of this form. Your application will be considered incomplete if all pages are not included.**

CUMBERLAND COUNTY  
SOCIAL SERVICES BOARD  
**2024** REGULAR MEETING SCHEDULE

DEPARTMENT OF SOCIAL SERVICES  
1225 RAMSEY STREET  
4<sup>th</sup> FLOOR BOARDROOM  
Last Wednesday of Each Month  
1:00 p.m.  
(EXCEPT DECEMBER)

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January 31, 2024

(Board's approval of FY 22-23 proposed budget transmittal)

February 28, 2024

March 27, 2024

April 24, 2024

May 29, 2024

June 26, 2024

July 31, 2024

August 28, 2024

September 25, 2024

October 30, 2024

**November 20, 2024**

(Meeting moved up a week due to Thanksgiving)

**December 13, 2024**

(Annual Board Retreat – This meeting occurs on a Friday at 10:30 a.m.)

*\*Cumberland County Board of Social Services meetings are regularly held on the last Wednesday of each month; with the exception of special circumstances that may necessitate a change in the schedule. The dates noted in red denote such an exception.*

*We stand united to strengthen individuals and families and to protect children and vulnerable adults...*

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[www.ccdssnc.com](http://www.ccdssnc.com)