

The Accomack County Board of Social Services met at its facility on Tuesday, October 16, 2012, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Laura Belle Gordy; Ms. Kay W. Lewis; Mr. John Sparkman; and Mrs. Mary E. Parker, Secretary.

Mr. Obenshain called the meeting to order. Ms. Gordy gave the Invocation.

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of September 18, 2012.**

Ms. Lewis stated under **Item 6 – Director’s Update – Community Relations** – Mrs. Parker spoke about the meeting held at ACDSS on August 29, 2012 which was attended by Eastern Region Director Steve Blythe, Regional Administrative Manager Pat Panels, and County Administrator Steve Miner. In that paragraph there was a sentence stating “Some counties do and it makes it hard.” Ms. Lewis stated she believed the sentence should have read “**Some counties do not and it makes it hard.**” On motion by Ms. Gordy, seconded by Ms. Wood, the Minutes were approved with the above correction.

Mr. Obenshain stated Mrs. Parker had received a request for a Letter of Support from Kelly Bulin of Eastern Shore Community Services Board about a grant proposal which would implement a strategic planning process. The outcome of this process will be the development of a Community Rapid Response Team that meets regularly to staff and develop individualized plans for adults in our community that are experiencing homelessness, unemployment, mental health/substance abuse issues or have been discharged from institutional settings.

Mr. Obenshain continued to **Item 4 – Fraud Update.** Ms. Lewis stated the Total Savings Year To Date of \$166,298.00 was wonderful. Mrs. Parker stated Energy Assistance Supervisor Linda C. Rew had made Fraud Investigator Jack Thomas’ life a little easier with the CRISIS program. Clients who previously wanted to purchase their own kerosene and receive a check for such purchases around Christmastime are now required to obtain receipts for each kerosene purchase if they want CRISIS assistance. Mrs. Parker then requested Mrs. Rew to give an update to the Board. Mrs. Rew stated numerous calls had been forwarded to her from clients requesting information about the kerosene change. Mrs. Rew stated this will make it much easier for Mr. Thomas as they had previously discussed his investigating every person who requested kerosene as well as those who wanted wood.

Mrs. Rew stated the State had mailed out 2900 pre-approved fuel applications to Accomack County residents. These are people who received Energy Assistance last year. Prior to October 9, 2012, when the fuel program started we received 209 of the pre-approved applications which we could pend in the system. Since the program commenced we have received 381; i.e., by mail or by delivery to the Agency.

Mr. Obenshain proceeded to **Item 5 – Director’s Update.** Mrs. Parker stated she had an easier month. The Food Bank meetings are now every other month. On October 4, 2012 Mrs. Parker attended the regular CPMT meeting.

Mr. Obenshain continued to **Item 6 – Modernizing Virginia Health & Human Resources.** Mrs. Parker stated this information was sent out as the first part of a newsletter that the State will be doing. This is based on the Federal Health Care Law that mandates all medical records have to be maintained in a paperless system. The State was able to obtain Federal funding for a paperless Medicaid system in Virginia. This speaks to that and to the CommonHelp part of it as to where the information is within the system and what they will build after that.

We have received 41 applications through CommonHelp since it started. TANF, Medicaid, SNAP, Energy Assistance and Child Care applications can be completed online. These will be coming out on a regular basis and gives a timeline. We will see where it leads us. Ms. Wood inquired how the general public would become aware of this. Mrs. Parker stated it has been in the media; however, she makes people aware of it. The State DSS website has a link to CommonHelp and instructions on how to go online and complete an application. This is something we have to promote within the Agency and the Board can also promote it if they have someone to inquire about applying for benefits. Mrs. Parker stated they would be viewing a video showing how to file an application and once a person is in the system, how they can go into the system and check on their application.

Mr. Obenshain proceeded to **Item 7 – CommonHelp Rollout - VIDEO PRESENTATION**. Mrs. Parker stated the video equipment had been set up in the Agency Training Room and after the meeting was over the Board could see the video.

Mr. Obenshain continued to **Item 8 – A New Challenge**. Mrs. Parker stated she would miss Chief Finance Director J. R. Simpson who has been with VDSS for 7-8 years or longer. He has always been someone you could trust and if you were telling him about an issue, he would go out of his way to assist you in dealing with the issue. He has been a good friend to local Departments of Social Services.

Mr. Obenshain proceeded to **ITEM 9 – ATTENDANCE POLICY**. Mrs. Parker stated this letter came in the mail the prior week from County Administrator Steve Miner. This was adopted by the Board of Supervisors. Ms. Lewis, who is a member of the Board of Supervisors, stated she had made a motion at a Board of Supervisors meeting. She further stated this is not what the last part of her motion stated. She stated it does not affect the ACDSS Board as it meets monthly. Ms. Lewis stated if a board meets monthly and a member misses three or more meetings within a year, they are in jeopardy of being replaced for non-attendance. Ms. Lewis stated she needed to listen to the minutes as it could possibly have been copied incorrectly.

Mr. Obenshain stated Mr. Sparkman had mentioned to him the regular November meeting would normally be held on Tuesday, November 20, 2012. Mr. Sparkman further stated he would be out of town. The Board discussed the November and December meeting dates as everyone has busy schedules during these two months. Mrs. Parker stated she could email a list of dates to the Board Members and a date could be selected. The first two weeks of December were mentioned to hold a joint November/December meeting.

Mr. Obenshain continued to **Item 10 – Vote to Repeal the Social Services Block Grant (SSBG)**. Mrs. Parker stated this letter was for the most part a copy of one which was drafted and sent to local DSS's to use to send to their members of the House of Representatives, Scott Rigell being our Representative. The Budget Control Act specifically exempted numerous human service programs from cuts but SSBG was not one of them. Sequestration will require discretionary and mandatory spending reductions of 7.5% beginning in January 2013 and continuing until 2021 resulting in SSBG being reduced by nearly half. These are funds we use for Adult Protective Services, Child Protective Services, Foster Care Prevention Services, and adult services for companions in the home. Among Congress there is little understanding why we need those funds. They help to provide money to run programs that otherwise we would not have. Mrs. Parker stated she sent the letter to Mr. Rigell's Head of Legislative Packages and she heard back from her. She also sent a copy to Mr. Rigell's local contact, Sylvia

Parks, for her information. Mrs. Parker also sent Mr. Rigell a copy of our recent Agency profile so he could see the funding coming into the Agency and the number of clients we serve for the different programs. Hopefully he will get a better understanding of our situation. Ms. Lewis stated it was a well written letter.

Mr. Obenshain proceeded to **ITEM 11 – FINANCIAL STATEMENT – ADMINISTRATIVE OFFICE MANAGER, SHIRLEY HARMON**. Mrs. Harmon stated for the month of September 2012, the fourth month of our Fiscal Year, our Total Expenditures were \$249,104.95, our Year to Date Total Local Adjustment was \$164,384.33 and our Total Balance to Date is \$525,775.67. Mr. Obenshain inquired whether there were any concerns. Ms. Harmon stated there is one budget line – State Adoption Program. She stated we are going to contact BRS to request more funds as this is 100% State.

On motion by Ms. Gordy, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Resignation and Employment; Leave Without Pay; and Acceptance of Custody - Case #001-050853001), as permitted by the Code of Virginia Section 2.2-3712.

On motion by Ms. Wood, seconded by Ms. Major, the Board returned to Open Session. On motion by Ms. Major, seconded by Ms. Gordy, the Board confirmed the matters discussed in Closed Session (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes).

On motion by Ms. Gordy, seconded by Ms. Lewis, the Board was polled (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes) and approved the following:

- I. Personnel:
 - A. Resignation:
 1. Patricia Roberts – Benefit Programs Specialist II – Eff. 09/30/12
 - B. Employment:
 1. Patricia Roberts – Emergency Human Services Assistant II - Eff. 10/01/12
 2. Carolyn Robinett – Emergency Human Services Assistant I - Eff. 09/24/12
 3. Terry Taylor – Emergency Human Services Assistant I – Eff. 09/24/12
- II. Leave Without Pay:
 - A. Ashley Esquivel – Office Associate II – 09/06/12 - 09/18/12 – 7.25 Hrs.

On motion by Ms. Major, seconded by Ms. Wood, the Board was polled (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes) and approved the following:

- III. Acceptance of Custody:
 - A. Case #001-050853001

Mr. Obenshain stated the date for the next regular meeting will be announced. He further stated Mrs. Parker would be sending out emails and the Board could select a suitable date.

Mr. Obenshain stated the Board would be leaving the Board Room and going to the Training Room for the video presentation of **Item 7 – CommonHelp Rollout**.

On motion by Ms. Gordy, seconded by Ms. Major, the meeting was adjourned at 10:40 A.M.

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**