

The Accomack County Board of Social Services met at its facility on Wednesday, December 12, 2012, at 9:30 A.M. Present were Mr. R. Dodd Obenshain; Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Kay W. Lewis; Ms. Laura B. Gordy; Mr. John Sparkman; and Mrs. Mary E. Parker, Secretary.

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

On motion by Ms. Wood, seconded by Ms. Lewis, the Minutes of October 16, 2012 were approved as written. Mr. Obenshain stated no November meeting was held.

Mr. Obenshain proceeded to **Item 4 – Fraud Update**. Mrs. Parker stated Fraud Investigator Jack Thomas just finished reviewing Bank of Cheer applications and is now busy putting everything into the system for tax intercept; i.e., enabling us to receive a client's income tax refund.

Mr. Obenshain continued to **Item 5 – Director's Update**. Community Relations: On October 23, 2012 Mrs. Parker met with Ina Birch, Adult Career Coach at ESCC, to discuss Benefit Program requirements and other community resources. Mrs. Birch assists students while they are in school and help them navigate available resources to keep them in school.

On November 15, 2012 Mrs. Parker attended the Eastern Shore Community College Annual Advisory Committee meeting. She participated in the focus group for the Workforce Development Committee. The group decided to have quarterly meetings, possibly over lunch, to discuss new programs or changes to existing programs that would be of interest to the group.

Regular Meetings: On October 18, 2012 Mrs. Parker attended an Eastern Shore Disaster Preparedness Coalition meeting.

On November 1, 2012 Mrs. Parker attended the regular CPMT meeting.

On November 19, 2012 Mrs. Parker attended the bi-monthly Food Bank Advisory Council meeting. She further stated on December 3, 2012 she attended the Food Bank Building Taskforce meeting. This meeting was held to further discuss the renovation of the present Food Bank building or building a new facility. She noted a feasibility study will be done to assist with the decision.

On November 26, 2012 Mrs. Parker attended the Cross Systems Mapping planning meeting. This is something that will bring together all of the groups on the Eastern Shore to deal with homelessness and people with mental health issues who end up in jail; however, they do not need to be in jail. This would try and intercept them prior to their being arrested and going to jail. Mrs. Parker stated the training for community resources will be held on February 14-15, 2013. The Virginia Department of Behavioral Health in Richmond will provide trainers to conduct the meeting and provide funding for lunch or whatever is needed. If we can assist with this problem, it will help everyone.

Ms. Gordy stated she could not believe the number of people standing in our parking lot waiting to get inside our building that morning. Mrs. Parker stated it was the first day of the annual Toy Closet. That day was for individuals who had cases at our Agency. Two hundred fifty tickets had been given to the people who had come that morning to receive toys for their children. She further stated the next day the Toy Closet would be open to the public. Mrs. Parker stated the money to purchase the toys is raised by our agency through fundraising raffles, cookbook sales, community grants, donations from

community organizations and clubs, and mail solicitation. We spent all of the money for the toys at Roses and WalMart. Mrs. Parker further stated we have Angel Trees and Adopt-A-Family.

On December 6, 2012 Mrs. Parker and Benefit Program Supervisor Linda Spence attended the Medicaid meeting at the Eastern Regional Office in Virginia Beach to discuss overdue Medicaid reviews. Some agencies had already started addressing the issue and reported on what they are doing to reduce the number of overdue reviews. One error frequently made is that workers often fail to look in the MMIS (Medicaid) system and only update the ADAPT screens. Larger agencies have tasked their Quality Assurance staff with the responsibility of assuring Benefit Program staff are working on the over dues as well as those currently due for review.

Mrs. Parker stated we currently have an emergency employee in the Energy Assistance Program who retired from a local social services agency with 40 years experience in benefit programs. She has agreed to come back after the first of the year to assist with the overdue Medicaid reviews. Mrs. Parker said it is great to have someone who is already trained in this area and available to assist.

On December 9, 2012 Mrs. Parker attended the Eastern Region Directors' meeting at the Eastern Region Office in Virginia Beach. One of the things they discussed was the performance evaluation system. They have redone it and we are to start using the new system in July 2013. They have also changed the way directors are evaluated. It previously was once you completed your probationary period, you had an evaluation every three years. That has now changed to an annual evaluation. The evaluation will have the Board chair complete the evaluation on the director, the Regional Director reviews the evaluation on the director, and the County Administrator has to sign it.

Mr. Obenshain proceeded to **Item 6 – Annual Financial Statement.** Mrs. Parker stated this is the one the State provides to us each year. Administrative Office Manager Shirley Harmon transfers a lot of this information to the last page of our Agency Financial Statement. It shows the amount of Local Funds used as reimbursement, non-reimbursable and the State and Federal funds used. Mrs. Parker stated the back page shows the total for different programs used for this Agency; i.e., SNAP and Medicaid. We no longer have State and Local Hospitalization (SLH) and we do not have any refugees. Mr. Sparkman stated it would appear ACDSS has received for the previous Fiscal Year, which began June 1, 2011 and ended May 31, 2012, \$55,549,551 in benefits.

Mr. Obenshain continued to **Item 7 – Shelter Management for Hurricane Sandy.** Mrs. Parker stated two shelters were opened. One was at Nandua Middle and the other was at Arcadia Middle. Workers were there for two days – they arrived at the shelters on Sunday. One shelter closed around 10:30 A.M. on the second day and the other shelter had to remain open until Noon as they people who had to be placed somewhere due to flooding of their homes. One family was from Sanford and they ended up at Lighthouse Ministries and their story was in the paper. One gentleman was on a nebulizer and he was relocated to Arcadia Nursing Home but once the storm was over, he left. We did not have as many people as normal because most people did not think it would be that bad.

Mrs. Parker started at the EOC building around Noon that Sunday and she left around 4 PM on Tuesday. The EOC group stayed later as they decided another shelter was needed that evening for people in Saxis and Sanford due to the power outage and flooding. Reverend Miller agreed to open St. John's Methodist Church in Atlantic. The Red Cross sent five Americorp volunteers and

a Red Cross volunteer from Baltimore with packaged food, cookies, etc. Cots were sent from the Salisbury Red Cross. They had everything set up by 6 PM that evening; however, no evacuees showed up. The EOC had thought it advisable to open a shelter in that vicinity as most of the people had cold and wet homes with no place to go. Reverend Miller stated they knew now they could do it if needed in the future.

Mrs. Parker stated the two groups of ACDSS staff worked well together. At Arcadia Middle the ACDSS staff, their personal belongings, Agency cots, etc. were placed in an area where it was 60 degrees with the air conditioning blowing the entire time. A wrap-up meeting was held later and Mr. Tolbert of Accomack County Schools was in attendance. When we addressed this issue, Mr. Tolbert stated he had asked each principal to designate the different areas where people would be located. Then, he proceeded to set the temperatures for those areas. The Principal at Arcadia Middle put ACDSS staff in another area which had not had the temperature programmed. Mrs. Parker stated the next time staff has to go to that school she was going to specifically ask the Principal where his staff and family were staying as that was where our Agency staff would be staying too. Our workers were miserable because they were so cold. Mrs. Parker stated at the meeting she was informed the shelters should have been at Nandua High and Arcadia High as they have better generators. Mrs. Parker stated the EOC group worked well together too.

Mr. Obenshain proceeded to **Item 8 – SNAP – Most Improved Payment Accuracy in the Nation**. Mrs. Parker stated Virginia was in the basement for many years; however, our State is now at the top. It will be over approximately \$2,300,000 for the State of Virginia. Mrs. Parker stated some of the money will be used for additional training and some will trickle down to localities which is good. On behalf of the Board Mr. Obenshain requested Mrs. Parker to inform staff they did a commendable job.

Mr. Obenshain stated the next item was **Item 9 – Permission to increase Companion Provider Rate from \$7.25 to \$8.00 per hour – Wayman Trent, Social Work Supervisor**. He stated while we were waiting for Mr. Trent to arrive they would move to **Item 10 – Financial Statement – Administrative Office Manager Shirley Harmon**. Ms. Harmon stated we did not have a meeting in November so the Expenditures for October 2012 were \$278,231.68. For the month of November our Expenditures were \$309,312.28, our Year to Date Total Local Adjustment was \$279,524.45 and our Total Local Balance to Date is \$410,635.55. Mr. Obenshain stated we are six months through the year and it appears the only amount over 50% is Local Only. Ms. Harmon stated we paid workers overtime for the time they spent at the shelters and we have gotten FEMA money from last year back. Ms. Harmon has to call the County to put the funds in our budget.

Mr. Obenshain stated Mr. Trent was available to speak about **Item 9**. Mr. Trent stated he had come to request the Board's approval of an hourly rate increase for companion providers from \$7.25 per hour to \$8.00 per hour. He further stated for the last six months we have been under spending. We have a budget of \$37,568. Mr. Trent stated he normally divides that by 12, which gives us a monthly amount of \$3,130. Mr. Trent stated for the last six months we had under spent because we have to pay taxes. Mrs. Parker asked Mr. Trent to explain the companion program and how it works. Mr. Trent stated we certify the companion which can be a relative or someone the client knows. They must have TB tests and now we have to do criminal background checks as well. We arrange the types of services to be provided to the clients; i.e., housekeeping, meal preparation, laundry, etc. We used to take them to the stores; however, with the car insurance issues we do not do that any longer. It is hard to get

people to work for \$7.25 per hour. We would like for the Board to approve \$8.00 per hour as we feel we could get more people as companions. Mrs. Parker stated Mr. Trent mentioned we have to pay taxes. If someone is hired to do housework, laundry, etc., you are responsible to pay taxes on those individuals. The IRS looks to us as we pay the people so we are responsible for paying the taxes on wages they receive through us. They are not our employees; however they are employees of our clients. Ms. Harmon stated if the 1099 for the companion does not rise over \$1,800 per year, we refund the FICA taxes. Mrs. Parker stated it gets more complicated each year. She further stated Mr. Trent works in unison with Ms. Harmon in determining what needs to be done relative to the companion pay and taxes. On motion by Ms. Gordy, seconded by Ms. Major, the Board approved the companion provider rate increase from \$7.25 per hour to \$8.00 per hour.

On motion by Ms. Major, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Resignation; Termination; Acceptance of Custody; and EEOC Complaint & Dismissal of the Complaint), as permitted by the Code of Virginia Section 2.2-3712.

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

On motion by Ms. Lewis, seconded by Ms. Gordy, 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:
 - I. Elizabeth Algarin – Benefit Programs Specialist III – Eff. 11/02/12
 - B. Termination (Energy Assistance Program – No Longer Needed)
 1. Terry Taylor – Emergency Human Services Assistant I – Eff. 10/31/12
- III. EEOC Complaint & Dismissal of the Complaint

On motion by Ms. Gordy, 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:

- II. Acceptance of Custody:
 - A. Foster Care Case #001-05094600

Mr. Obenshain stated he failed to review an item. Mrs. Parker stated after the Agenda was sent to the Board Members Social Worker III Gail Walker had given Mrs. Parker some information on the Thanksgiving projects which were done through Adopt-A-Family. The sheet showed what they did and how many families they served. They had a very good year. Mr. Obenshain stated 166 people were helped.

Mrs. Parker informed the Board Members they were invited to the Agency Christmas Luncheon which would be held at Noon on Wednesday, December

19, 2012. Mrs. Parker stated Bojangles would be frying turkeys and we will purchase macaroni and cheese and stringbeans. Staff will be bringing covered dishes.

Mr. Obenshain stated the date for the next regular meeting will be Tuesday, January 15, 2013.

On motion by Ms. Gordy, seconded by Ms. Wood, the meeting was adjourned at 10:45 A.M.

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**