

The Accomack County Board of Social Services met at its facility on Tuesday, March 20, 2012, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Kay W. Lewis; Mr. C. Ray Davis; and Mrs. Mary E. Parker, Secretary.

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

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of February 21, 2012.** On motion by Ms. Lewis, seconded by Ms. Major, the Minutes of February 21, 2012 were approved as written.

Mr. Obenshain proceeded to **Item 4 – Director’s Update.** **Regular Meetings:** On March 1, 2012 Mrs. Parker attended the regular CPMT meeting. On March 7, 2012 Mrs. Parker attended a Truancy meeting. Mrs. Parker stated she had also attended a Food Bank Advisory Council meeting on Monday, March 19, 2012. She stated the Food Bank has various fundraising events scheduled through July 2012. They are in the process of getting a group together to decide whether they need a new building or just repair the one they currently have in Tasley. This project will probably be done within the next five years.

Regional/State Meetings: On March 12, 2012 Mrs. Parker attended the Eastern Region Director’s meeting in Virginia Beach. DSS Commissioner Martin D. Brown was scheduled to be present at the beginning of the meeting; however, he was unable to get there until the end. He wanted to discuss one of the items shown further down on our Agenda.

On March 14, 2012 Administrative Office Manager Shirley Harmon and Mrs. Parker attended an HR Recruitment and Selection Training in Virginia Beach. The training started at 9:30 A.M. and was not over until 4:00 P.M. Mrs. Parker stated there was a lot to review within a short period of time. Mrs. Parker stated she would discuss it more thoroughly under Item 6.

Mr. Obenshain continued to **Item 5 – Fraud Update.** Ms. Lewis stated Fraud Investigator Jack Thomas’ report looked very good. Mrs. Parker stated Mr. Thomas does a lot of fraud investigations. The Board was impressed with the amount of Tax Intercept collected for the month. When asked how the amount is broken down, Ms. Harmon stated it normally runs \$3,000-\$4,000 per month with approximately \$3,000 being in SNAP (Food Stamps) and several \$100 TANF payments normally made at our office.

Mr. Obenshain proceeded to **Item 6 – Full Implementation of HR-RMS and Recruitment and Selection.** This is the training Ms. Harmon and Mrs. Parker attended. Mrs. Parker stated we have a Manual which delineates how we will be doing this job. The Employee Work Profiles we have were originated in 2009. They are not specific to what our workers do. We have to correct them to get them specific to each position. When we advertise positions the applications will be filed online. There will be no handwritten applications, resumes or cover letters. The State has been looking at what is on the application. If the application does not show the person meets the level for knowledge, skills and abilities, they will not get an interview. We went through the process of writing advertisements and posting it to the State. When the applications are filed online, we can go on site and view the applications and screen to get the best applicants for interview purposes. We recently advertised for a Benefit Program Specialist position and had 7 applicants certified for interviews. We also

advertised for two Office Associate (clerical) positions. We were told at the HR training they had been through all of the applications submitted and had narrowed one down to 15 applications and the other to 33; however, they planned to reduce that one to approximately 15. We should be receiving the applications for those positions soon and can then schedule interviews. In the future any openings will be handled strictly by us. The HR consultant offered to assist local agencies with their first online request to fill a vacancy and online application process either by coming to the local agency or by video conference.

Ms. Lewis asked Mrs. Parker if the applications were cut to only seven for open positions and she was not pleased with a selection, could she go back and ask for additional applicants. Mrs. Parker stated if you have additional vacancies that fall within 60 days of that pool of applications, you can go back and interview from that pool. Mrs. Parker stated the State screened all of the above applications; however, going forward it will be her doing the screening process.

Mrs. Parker stated Governor McDonnell has a timeline that gives State staff filling a position 50 days to do it from the time you work up the requisition until the job is offered.

Mr. Obenshain continued to **Item 7 – A Local or State Administered Social Services System? Roles. Responsibilities. Funding.** Mrs. Parker stated she had mentioned earlier Commissioner Martin D. Brown had spoken about this item. The way this is worded sounds like the State is looking to switch local DSS from being local employees supervised by the State into State employees. The Commissioner was very quick to say they do not have \$200 million to do that. The Commissioner's main concern is localities when it comes to Social Services do not consider us local employees, whether it is from the government side with a county administrator or members of the board of supervisors; i.e., when it comes to treating everyone fairly across the board when they are doing raises, etc., some agencies are left out. The Commissioner's main issue is trying to get everyone to the table to talk about that and also discuss other programs and the possibility of doing what they did with child care; i.e., the State picking up payment for child care so localities will not have to do it. Mrs. Parker stated possibly the State could do the same with adoption subsidies to relieve local agencies. Mrs. Parker stated she would be attending the meeting on April 25, 2012 and County Administrator Steve Miner stated he would also attend. Mrs. Parker stated if the Board had any issues they would like her to take to the meeting she would be glad to do so.

Mr. Obenshain proceeded to **Item 8 – Two Percent Bonus/Health Insurance Options.** Mrs. Parker stated the Board had a copy of an email from Accomack County Finance Director Mike Mason. Mrs. Parker stated she did not know how many employees needing family coverage would choose the family insurance. It is a lot of money. We have some employees who have families and qualify for Medicaid or FAMIS. The Board of Supervisors has decided not to tie the bonus to performance and just give a straight 2% bonus to everyone. Mr. Parker stated the County would increase the amount paid for the single subscriber plus add additional funds for subscriber and spouse or subscriber and child or family. Mrs. Parker stated it is good of them to do this for employees. The General Assembly has approved having all employees, local and state, pay 5% of their retirement. Governor McDonnell may do an amendment when he signs the Bill to phase it in over a period of five years; i.e., 1% per

year. She stated she did not know what would happen. Mr. Mason stated we will just have to wait and see.

Mr. Obenshain continued to **Item 9 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated we have just completed the ninth month of our Fiscal Year. For the month of February our Total Expenditures were \$274,875.48. Our Total Local Adjustment was \$376,355.28 and our Total Balance to Date is \$283,237.72.

Mr. Obenshain inquired whether there were any problems in the budget or would we need all funding for the year. Mrs. Harmon stated we would need everything for the year. Mrs. Parker stated she would be presenting the Compensation Plan to the Board during the April 2012 meeting. This has to be completed and forwarded to the State by April 30, 2012.

Mrs. Parker stated Members Helping Members would be back on Tuesday, April 2, 2012. One of the new things they have added is if people do not present everything they need before we can approve it, we will place the application in a pending status and it will stay there until they get whatever documentation is required or until the program ends. Mr. Obenshain inquired about the earmarked fund disbursement if funds were tied up for one person and that person did not do whatever was required. Mrs. Parker stated if it was not in a pending status, it had not been approved. Ms. Lewis stated "first come first serve," and if not in a pending status, it is not first come it would be last served until all information is presented.

Mr. Davis then inquired about the insurance premium. He stated he is having a problem understanding the page with the actual premiums listed. He inquired about the premium of \$1,150 under FY13. Mrs. Parker stated the employee share of the premium increased. If we started paying 80% as opposed to 76.44% it would reduce the premium to that amount for a FY13 family policy per month. Mr. Davis then stated if you have a family and you work for ACDSS and you want them on your insurance plan, your cost could be \$1,150 per month. Ms. Major stated if the County paid an additional 10% of the premium, it would be reduced to \$1,047. Mrs. Parker stated it went up 18% per year. He then inquired who the insurance carrier was. Mrs. Parker stated it was Anthem.

On motion by Ms. Lewis, seconded by Ms. Major, the Board went into Closed Session for the purpose of discussing Personnel (Leave Without Pay and Termination), as permitted by Code of Virginia Section 2.2-3712.

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

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

- I. Personnel:
 1. Leave Without Pay:
 - a. Bonnie Munn – Office Associate III – 01-23-12 - 02-06-12 – 81 Hrs.
 - b. Beverly Payne – Office Associate II –

02-15-12 – 03-07-12 – 80 Hrs. FMLA/9.5 Hrs. LWOP

- II. 2. Termination:
 - a. Walleisha Bailey – Benefit Programs Specialist II -
Effective 02-29-12

Mr. Obenshain stated the next regular meeting would be held on Tuesday, April 17, 2012, at 9:30 A.M. On motion by Ms. Major, seconded by Ms. Lewis, the meeting adjourned at 10:35 A.M.

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**