

The Accomack County Board of Social Services met at its facility on Tuesday, April 17, 2012, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Laura B. Gordy; Ms. Kay W. Lewis; Mr. C. Ray Davis; 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 March 20, 2012.** On motion by Ms. Lewis, seconded by Ms. Major, the Minutes of February 21, 2012 were approved as written.

Mr. Obenshain continued **Item 4 – Fraud Update.** Mrs. Parker stated the cases Fraud Investigator Jack Thomas took to the Grand Jury were certified. Mr. Obenshain stated it looked like another good report.

Mr. Obenshain proceeded to **Item 5 – Director’s Update.** Community Relations: On April 13, 2012 Mrs. Parker attended a meeting with Janie Brazier of Norfolk State University and several interested people from the Eastern Shore to discuss bringing NSU’s Bachelor and Masters of Social Work degree programs to the Eastern Shore. Mrs. Parker stated they are trying to get it going again. Approximately twelve interested people were in attendance. They will have another meeting on May 11, 2012. They are hoping to have the MSW program up and going in January 2013. The SW degree program will be a longer process. Anyone interested in that program would be going to the Eastern Shore Community College to get the first two years and going through NSU to get their Bachelor’s degree on the Shore. Mrs. Parker stated ESCC may be the site for the video conference part; however, there is a requirement for a few trips to NSU. These were the closest schools we could use and everyone would be eligible for in-state tuition. She further stated everything done on the Shore would have to mirror what occurs on campus.

Regular Meetings: On April 5, 2012 Mrs. Parker attended a CPMT meeting. On April 12, 2012 Mrs. Parker attended the Partners in Prevention meeting. She further stated the Food Bank Advisory Council meeting would be held that evening.

Mr. Obenshain continued to **Item 6 – Customer Portal Phase I Statewide Soft Roll Out.** Mrs. Parker stated the State is doing a “soft roll out.” We will be sending staff to training. They will not advertise the roll out of the customer portal. They did a soft roll out with some designated agencies and those agencies said it worked extremely well. We have to at least know how to go in and pull out an application if someone files it online even though it has not been advertised that the capacity is in the system. Someone could find that in the system and file an application so we have to know how to pull it off and process it.

Mr. Obenshain continued to **Item 7 – Return of NG Switches from Shared Support.** Information Systems Support Specialist II Steve Niblett received an email and sent it to Mrs. Parker. Since we are a shared support agency we are responsible for switches. Northrup-Grumman owns the switches at our agency so we have to replace them. Our cost for three was \$23,827 and this was the Government rate. At present we have two and at this time we have no way to add anything to what we have. This allows us the capacity for expansion. When they are received Mr. Niblett will install them on a weekend and be sure everything is running so there is no down time for staff. The old switches will be removed and held here for Northrup-Grumman to pick up.

Mr. Obenshain proceeded to **Item 8 – Virginia Youth Group Helping Veterans on Eastern Shore of Virginia in July – Gayton Baptist Church.** Mrs. Parker stated they would be staying at Nandua High School. They will have a Vacation Bible School and other activities in the community. They will be rehabbing houses – 4 homes owned by Veterans and then homes for othes that have been identified through our Agency or through links with other groups in our community. They are looking at approximately 20 homes. Adult Service Supervisor Wayman Trent is our agency contact. He has been going out and getting pictures of everything and emailing them to his contact. They plan to come back to the Shore around the end of April 2012 to review the homes again. In this manner they will see which ones need interior repairs and which can be done when the weather conditions are bad. They have done this in other areas of the

State and the country. You can go on their website and see what they have done. They are very excited about coming to the Shore. We will assist with some of the costs; however, they will have funding as well. The youth members are responsible for paying their own way.

Mr. Obenshain stated ANEC has a program where they teach guidelines about wiring, etc. He thought it would be good for the kids to see the guidelines on what they should do. Mrs. Parker stated she would mention this to Mr. Trent and he and his contacts can make arrangements for this to be done.

Mr. Obenshain continued to **Item 9 – Destruction of Purged Cases – 2002 to 2006**. Mrs. Parker stated the Board's approval was needed in order to destroy the purged cases. On motion by Ms. Wood, seconded by Ms. Gordy, Mrs. Parker was instructed to destroy the purged cases for the period from 2002 to 2006.

Mr. Obenshain proceeded to **Item 10 – Members Helping Members Program**. Ms. Parker stated April 17, 2012 was the third Tuesday for this program. On the previous Tuesday, April 10, 2012, it was a madhouse. Somehow the people got their hands on the AICC sign-up clipboard and some people were marking off people's names and inserting theirs. Mrs. Parker stated she could not find the sign-up clipboard so she had to go in the reception area to locate it. Mrs. Parker stated Accomack County received more funds than Northampton County. We started with approximately \$21,000. We are now down to a little over \$14,000. We are averaging more than \$3,000 per week. We put people who do not get the required documents to us in a pending state.

Mr. Obenshain continued to **Item 11 – Financial Statement – Administrative Office Manager Shirley Harmon**. For the month of March our Total Expenditures were \$287,992.32. Our Total Local Adjustment was \$422,813.17 and our Total Balance to Date is \$236,779.83. We have two months left in the State's Fiscal Year and three months left in the County Fiscal Year. Mr. Davis inquired about the negative numbers in TANF. Ms. Harmon stated we did not have any expenditures we had receipts.

Mr. Obenshain proceeded to **Item 12 – Local Department of Social Services Compensation Plan 2012-2013**. Mrs. Parker stated this has to be submitted by April 30, 2012. We will have to redo it if the County does a 1% raise unless the General Assembly does something else. Until the General Assembly passes a budget we will not know what we are doing. We can do an update. Mrs. Parker stated if the Board looked at each block, the ones which had been revised would have an "x" in it. She further stated we only revised three of them. One was not a revision – Mrs. Parker stated she had never completed it. It is something we do on a regular basis. The beginning of the plan says we are not doing merit or cost of living increases. The internal alignment section pertains to a new employee's starting salary and how it will be set on several pay factors. We have a compensation decision worksheet and an experience ratio worksheet; i.e., listing every type of employment the individual had and whether it related to the job they are being hired to perform. It scales and bases it on years of employment. It tells you within what perimeters the salary should be. If it is someone who has not worked in DSS and has similar skill sets; however, we have someone who has been on the first step at the same salary for numerous years, the new employee starts on the first pay step. Mrs. Parker stated she cannot pull in a new worker and give them more. A lengthy discussion followed relative to the 2012-2013 Compensation Plan. On motion of Ms. Lewis, seconded by Ms. Major, the 2012-2013 Compensation Plan was approved as written.

Mr. Obenshain stated for the first time he had ever recalled there were no items for Closed Session.

Mr. Obenshain stated the next regular meeting would be held on Tuesday, May 15, 2012, at 9:30 A.M. On motion by Ms. Gordy, seconded by Ms. Lewis, the meeting adjourned at 10:05 A.M.

APPROVED: R. Dodd Obenshain

ATTEST: Mary E. Parker

