

The Accomack County Board of Social Services met at its facility on Tuesday, September 18, 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, Director.

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

Mr. Obenshain proceeded to **Item 3 – Welcome and Introductions**. Mr. Sparkman was introduced and welcomed to the Board. Mr. Sparkman is from Chincoteague and is replacing Mr. C. Ray Davis, whose tenure on our Board expired. Mr. Sparkman stated he and Mr. Davis had some similarities; i.e., they both were Kiwanis Presidents. On behalf of the Board Mr. Obenshain welcomed Mr. Sparkman to the Board.

Mr. Obenshain continued to **Item 4 – Approve Minutes of July 17, 2012**. On motion by Ms. Gordy, seconded by Ms. Major, the Minutes of July 17, 2012 were approved as written. Mr. Obenshain stated no meeting was held in August 2012.

Mr. Obenshain proceeded to **Item 5 – Fraud Update and August 31, 2012 – Eastern Shore Post story**. Ms. Gordy stated the fraud article in the Eastern Shore Post was excellent and a lot of people had approached her about it. Mr. Obenshain stated it was a positive article. Mrs. Parker stated with the cooling program individuals who come to the Agency and apply for an air conditioner or any other service provided by the program have to meet the three criteria; i.e., be over the age of 60, disabled or have a child in the home under the age of six. If someone wanted an air conditioner, he/she could not have any working air conditioner already in their home. People were misrepresenting whether they had an air conditioner. Mrs. Linda Rew, Supervisor of the Energy Assistance Programs, and Fraud Investigator Jack Thomas had decided Mr. Thomas would investigate everyone who had requested air conditioners. It was a time consuming process; however, it definitely paid off. Hopefully, it will be a deterrent for the fuel season which commences October 9, 2012. Mr. Thomas stated he found during the cooling season a lot of the individuals who were caught in fraud last year did not apply for an air conditioner this year.

Mr. Obenshain continued to **Item 6 – Director’s Update**. **Community Relations:** On July 19, 2012 Mrs. Parker, Adult Service Supervisor Wayman Trent, Veterans Administration staff, and families who were helped by the church mission were invited to a dinner with Gayton Baptist Church Youth Mission. The group stayed at Nandua High School and they were a great group of kids and adults. Mrs. Parker stated this item would be discussed in **Item 7** below.

On August 29, 2012 Mrs. Parker attended a meeting with Eastern Region Director Steve Blythe, Regional Administrative Manager Pat Panels, and County Administrator Steve Miner. Mrs. Parker stated it was a good meeting and lasted over an hour. They went through our Agency’s profile and talked about what we do and what the County does and the fact that if the County does not come up with its part of the funding, it makes it difficult for us. Mrs. Parker stated we have a good working relationship with County staff. Some counties do and it makes it hard. We have been supported by County staff.

Regular Meetings: On September 6, 2012 Mrs. Parker attended the regular CPMT (Community Policy and Management Team) meeting. This is a school division for both Counties, DSS for both Counties, the health director; however, they do not have one at the present time and Court Services. Mrs. Parker stated they discuss foster care, court services, schools and funding for foster care.

On September 16, 2012 Mrs. Parker attended a Food Bank Advisory Committee meeting.

Regional/State Meetings: On September 10, 2012 Mrs. Parker attended the Eastern Region Director's meeting at the Eastern Regional Office in Virginia Beach. DSS staff was present to discuss foster care prevention.

Mr. Obenshain continued to **Item 7 – Gayton Baptist Church Youth Mission – Accomack County – July 15-20, 2012 – Adult Services Supervisor Wayman Trent.** Mr. Trent stated he had been asked to speak to the Board about the project we had in July 2012 with Gayton Baptist Church in Richmond. Attorney Scott Johnson called Mrs. Parker earlier in the year and stated he wanted to come and rehab houses for elderly and disabled people during the week July 15-20, 2012 in connection with the Veterans Office in Accomac, which is manned by Ms. Wendy Ainsworth and her secretary Jamie. Mr. Trent stated prior to Mr. Johnson's arrival he went out and did some assessments and targeted people with personal care services and those who were disabled. Mr. Johnson came the latter part of June 2012. We have to certify the homes; i.e., the persons selected have to be homeowners and have their real estate taxes up to date. We put them on a list and Mr. Johnson assessed around 30. The homes were selected and the services to be provided included building ramps, repairing windows and doors and repairing roofs. Our agency sponsored five of the homes. The group started the roof of a Veteran; however, they were unable to complete same prior to their departure on July 20, 2012 due to the hot weather. They came back about three weeks later and completed the roof. Mr. Trent had pictures – before and after – to show the Board.

An elderly lady who lived in Oak Hall was selected. She had a major leak in her roof and the water was going down the chimney into her home. The roof was so soft the workers could not get on the roof for fear of falling through. Therefore, the group decided to do a ramp for her so her outside access would be easier in case of an emergency. She was so excited about her new ramp. Mr. Trent stated he was going to open her case for Adult Protective Services to see if someone could help with the leak. The water is going through her walls into her bathroom around her light fixture and we want to prevent a fire. Also, we want to get her a companion to assist with her cleaning and laundry.

The next project was an elderly lady who lived in Savageville and was receiving personal care service. Mr. Trent stated the youth group built a ramp for her and she was so excited to have the easier means for access.

Another person assisted was a young adult gentleman from Savageville. He is disabled due to an automobile accident and confined to a wheelchair. We rehabbed the old ramp at his home as shown by the before and after pictures.

Another project was another lady in Savageville. She had seven layers of shingles on her roof. The youth were unable to do roofs on two story homes so they reroofed the porch. They did a wonderful job on it.

Another project was a disabled lady in Painter who lives in a mobile home. She stepped on cinder blocks to enter her trailer. She also had holes in her floors. Some of the adults from Gayton got together prior to the arrival of the youth group and installed plywood to stabilize the flooring in her kitchen, hallway and bathroom. The youth group put a new roof on her pump house and added a deck and steps to the back of her trailer. Mr. Trent stated he had a contractor look at her trailer last week as she needs a new door.

Mr. Trent stated he has 29 on a waiting list for next year. Mrs. Parker stated most of the cost for all of these projects was borne by Gayton Baptist Church. Ms. Parker further stated Mr. Trent and Office Associate III Bonnie Munn went to the homes and took pictures of the areas needing repairs. Pictures were sent to Mr. Johnson so he would have an idea of the prospective projects prior to their arrival. They were a great group of people. Ms. Wood stated each youth put up \$200 each for the project. Mr. Obenshain inquired about how many came to the Shore. Mr. Trent stated approximately 75 youth and 25 adults. Ms. Gordy stated Ms. Munn did an excellent job of putting the Board's packets together.

Mr. Obenshain felt the Board should give Gayton Baptist Church a Certificate of Appreciation for the services provided to our seniors and Veterans. Mrs. Parker stated the Veterans Administration and ACDSS had given a plaque to them at the dinner. Ms. Major stated she felt a Letter of Resolution should be drafted by the Accomack County Board of Supervisors to Gayton Baptist Church to show its appreciation for their helping the citizens of Accomack County. Everyone agreed that would be a good idea. On behalf of the Board Mr. Obenshain thanked Mr. Trent for the presentation.

Mr. Obenshain proceeded to **Item 8 – RMS Single Pool**. Mrs. Parker stated RMS means Random Moment Sampling. In order to bring down Federal funds we have to randomly sample our staff. Each month Administrative Office Manager Shirley Harmon is emailed a list of staff to sample and the time for them to be sampled and the worker is approached at that time to determine what work is being done. If it is a case they are working on, they have to record the case. This is how they determine the percentage of Federal funds to be received for the two budget lines. Our funding is broken into Benefits and Service. The State had asked the Federal Government if they could have a waiver to combine both administrative lines in order to have a less costly way to fund positions. Now we will not have to use Pass-Thru funds as quickly as previously. We will now have a single administrative line. Our administrative line covers numerous areas; i.e., salaries, electricity, office supplies, etc.

Mr. Obenshain continued to **Item 9 – ESCADV Request for a Letter of Support**. Mrs. Parker stated the ESCADV lost funding from the Department of Housing. They had asked groups to send in letters supporting them. Mrs. Parker felt it would be more meaningful for the letter to come from our Board instead of her solely as it would be going to the General Assembly. Mrs. Parker further stated we work hand and hand with this group. They receive some funding from State DSS but those funds are not something that can be used for shelter. On motion by Ms. Lewis, seconded by Ms. Major, Mrs. Parker was requested to draft a Letter of Support for ESCADV.

Mr. Obenshain proceeded to **Item 10 – Adult Services Home-Based Policy**. Mrs. Parker stated this is a policy we have always had. We have a new Regional Coordinator and she could not find the file. She then asked every agency she served to do this and have the Board approve it so she could have a copy. On motion by Ms. Wood, seconded by Ms. Gordy, the Board approved the Adult Services Home-Based Policy.

Mr. Obenshain continued to **Item 11 – Annual Staff Recognition Luncheon – October 5, 2012**. Mrs. Parker stated each year we have the staff luncheon and everyone comes to enjoy the food and fellowship. Service pins are handed out to eligible workers and we have prize drawings. After the luncheon is over the office is closed for the remainder of the day. This is the Friday before the Columbus Day Holiday. On motion by Ms. Major, seconded by Ms. Gordy, the Board approved the Annual Staff Recognition Luncheon for October 5, 2012 and the closing of the Agency for the remainder of the day.

Mr. Obenshain proceeded to **Item 12 – Financial Statement – Administrative Office Manager Shirley Harmon**. Ms. Harmon stated there was no Board meeting for the month of August 2012. For the month of July our Total Expenditures were \$285,331.09. For the month of August, the third month of our Fiscal Year, our Expenditures totaled \$278,378.98, our Year-to-Date Total Local Adjustment was \$129,580.13 and our Total Balance to Date is \$560,579.87.

Mrs. Parker stated she had gotten something pertaining to local Board Member training. It will be held on October 30, 2012. Mrs. Parker stated she had been asked to contact Steve Blythe, our Eastern Region Director, to see whether he could conduct a regional training on the Shore. She stated she would be glad to mention this to him. When a meeting is held at 9:45 AM in Richmond that means you have to go the day before. Mr. Obenshain stated the training would be helpful; however, he did not think everyone would want to go to Richmond. Ms. Major inquired whether the local training could be held with Northampton DSS. Mrs. Parker stated she would mention it to Richard Sterrett, Director of Northampton DSS.

Mrs. Parker stated Energy Assistance Supervisor Linda C. Rew had given her printouts for the Board showing the Federal allocation to the Commonwealth of Virginia for the Cooling Assistance Program of \$20,000,000. The total amount encumbered by Accomack County for cooling payments paid on behalf of our clients was \$146,966.97. The total encumbered statewide was \$17,515,569.06 with the remaining allocation of \$2,484,430.94 being returned to the Federal Government. Mrs. Rew stated we had a total of 933 cooling applications. Mrs. Parker stated we only had one worker – Benefit Program Specialist II Peggy McCann - in the cooling program; however, Mrs. Rew worked side by side with with her a lot of days and evenings in order to get the applications processed in a timely manner. Mrs. Parker stated in 2011 applicants received \$600 towards payment of their cooling bills; however, in 2012 they only received \$250. Mr. Obenshain inquired approximately how many actually received services. Mrs. Rew stated out of the 933 approximately 100 were turned down because they did not meet the criteria; i.e., over the age of 60, disabled or a child in the home under the age of six, or were above the income level which is based on the number of family members. Mrs. Rew further stated since the program ended clients are receiving disconnection notices and are now calling and saying we did not pay a bill. We then have to look up their account and see how many bills we received and how many were paid. Out of all that have called all bills were paid through the August 15, 2012 deadline. We will continue to receive these calls until our fuel program commences on Tuesday, October 9, 2012.

On motion by Ms. Major, seconded by Ms. Gordy, the Board went into Closed Session for the purpose of discussing Personnel (Resignation, Leave Without Pay and Employment, Release of Custody and Non-Custodial Foster Care Agreement), as permitted by the Code of Virginia Section 2.2-3712. On motion by Ms. Major, seconded by Ms. Gordy, the Board returned to Open Session. On motion by Ms. Wood, seconded by Ms. Major, 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. Wood, seconded by Ms. Major, the Board was polled (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman - yes) and approved the following items:

- I. Personnel:
 - A. Resignation:
 1. Diane Farlow, Office Associate II – Effective 09/06/02

- B. Leave Without Pay:
 - 1. Crystal Betz, Social Worker I – 24 hrs. – 06/8, 11, 12/12
 - 2. Ashley Esquivel, Office Associate II – 250.25 hrs. – 07/20-09/03/12
- C. Employment:
 - 1. Tricia L. Wallace, Emergency Office Associate II – effective 09/10/12

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

- II. Release of Custody:
 - A. Foster Care Case #001-042338008

On motion by Ms. Major, 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 item:

- III. Non-Custodial Foster Care Agreement:
 - A. Foster Care Case #001-050853001

Mr. Obenshain stated the next regular meeting would be held on Tuesday, October 16, 2012, at 9:30 A.M.

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

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**