

The Accomack County Board of Social Services met at its facility on Tuesday, April 19, 2011, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Kay Lewis; Ms. Laura B. Gordy; Mr. C. Ray Davis; and Mrs. Mary E. Parker, Secretary.

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

On motion by Ms. Major, seconded by Ms. Gordy, the Minutes of March 15, 2011 were approved as written.

Mr. Obenshain proceeded to **Item 4 – Fraud Update**. Ms. Gordy stated our Fraud Investigator Jack Thomas has been quite busy. Mrs. Parker stated the issue concerning individuals who had their income taxes intercepted because of our embezzlement situation has been corrected.

Mr. Obenshain continued to **Item 5 – Director’s Update**. **Community Relations:** On March 29, 2011 Mrs. Parker attended the Prisoner Re-Entry meeting held at the Board of Supervisors Chamber in Accomac. Mrs. Parker stated the group would be meeting in our Training Room on Thursday, April 21, 2011. Completion of a mission statement and beginning the process to become a 501.C.3 organization are agenda topics for this meeting. On June 10, 2011 Jane Brown of State DSS will be on the Shore for a meeting with Faith Based groups and DSS to talk about prisoner re-entry to see if we want to form a local coalition on the Shore. Board Members are welcome to attend.

Regular Meetings and Trainings: On March 21, 2011 Mrs. Parker attended the Food Bank Advisory Council meeting. On April 7, 2011 Mrs. Parker attended the regular CPMT meeting.

Mr. Obenshain proceeded to **Item 6 – Arraignment Waived**. Mrs. Parker stated Mashonda Davis waived her arraignment. We will have to wait for a trial date to be set in Circuit Court. It will probably be late summer.

Mr. Obenshain continued to **Item 7 – Office Services Support Employee Appreciation Month – April 2011**. Mrs. Parker stated the Office Support staff had their pizza party on Wednesday, April 13, 2011, and it was enjoyed by everyone.

Mr. Obenshain proceeded to **Item 8 – Memorandum of Agreement Between Eastern Shore Coalition Against Domestic Violence and the Accomack County Department of Social Services.** ESCADV receives funding from the Virginia Department of Social Services and must maintain a current memorandum of agreement with our agency outlining our relationship and how we work together. On motion by Ms. Gordy, seconded by Ms. Wood, the Memorandum of Agreement Between Eastern Shore Coalition Against Domestic Violence and the Accomack County Department of Social Services was approved.

Mr. Obenshain continued to **Item 9 – Agreed Upon Procedures Report.** Mrs. Parker stated this report was from Robinson, Farmer, Cox Associates, which is the auditor firm that made the report on our missing funds. They informed us of certain practices we should put into place. We are following their instructions. Ms. Gordy stated the above firm had prepared a good report. Mr. Obenshain stated it appeared we were not doing anything incorrectly. We had internal controls in place. Mrs. Parker stated we did not have a system for workers transferring money from one person to another. This is now in place.

Mr. Obenshain proceeded to **Item 10 – Bracketology and the VDSS Sweet 15.** Mrs. Parker stated it was a surprise when she received the email from DSS Commissioner Martin D. Brown stating ACDSS was in the Sweet 15 for Child Welfare. Our Child Welfare staff work hard each month to meet performance outcomes and was unaware that there would be special “best in class” recognition. Mrs. Parker further stated the State Board of Social Services wants to honor every agency listed in Sweet 15 for benefits or services. They are meeting tomorrow in Richmond. Mrs. Parker and Child Welfare Supervisor Libby Beasley will be attending and will receive the Proclamation of Recognition for our Child Welfare staff.

Mr. Obenshain stated he felt this was an opportunity for our agency to receive some type of publicity. Mrs. Parker stated she did not see any reason why we should not do so. Ms. Major stated she concurred with Mr. Obenshain as this is notable and speaks volumes for our Child Welfare staff. Mrs. Parker stated it was broken into three levels; i.e., Level 1 – Small Agencies; Level 2 – Medium Agencies (like ACDSS); and Level 3 – Large Agencies. Mr. Obenshain stated ACDSS definitely needs to be commended. Ms. Lewis stated we get negativity and it would be nice to let the community know about our achievement. Mrs. Parker stated she would speak with Bill Sterling of The Eastern Shore News.

At this time Mr. Davis stated he would like to go back to **Item 9 – Agreed Upon Procedures Report.** He stated the only item not addressed for corrective action was fundraising. He saw where it was listed; however, there was no solution to the problem. Mrs. Parker stated we did put a motion in place the moment we realized we had a problem. We commenced a different way of submitting funds that are received from fundraising events so we can keep better track of money. Office Associate III Dawn Parks had been keeping track of funds. She found Ms. Mashonda Davis had given her a check for a cookbook but when Mrs. Parks submitted the check to be deposited in the Special Welfare account, Ms. Davis had taken her check out and did not deposit it. Mr. Davis stated he thought there was a missing piece to it. Mr. Obenshain wanted to know the concern. Mrs. Parker stated when there is a fundraiser like the cookbook sale, there is no receipt given. Administrative Office Manager Shirley Harmon stated there is just a receipt for the total amount received from fundraising sales. Mrs. Parker stated Mrs. Parks

found the discrepancy. It was in November 2010 and Mrs. Parks wanted to be sure about the amount of funds available to purchase toys for our Annual Toy Closet. We always spend from last year's money and her records listed all cash and checks received from fundraising. She kept a copy of the deposit slip given Ms. Davis and always had Ms. Davis count the funds when they were turned over to her but Ms. Davis did not give her a receipt. Prior to the funds being turned over to Fiscal Assistant II Jill Fitzgerald to prepare the Report of Collections, Ms. Davis embezzled some of the funds. Ms. Parks had documentation of what she had received and given to Ms. Davis; however, the Report of Collections did not reflect that amount. All of the checks with the exception of one from Ms. Davis for a cookbook were deposited.

Mr. Obenshain continued to **Item 11 – Members Helping Members Balance Sheet**. Mrs. Parker stated we denied as many individuals as we approved last week either because the bill was not in their name, they received assistance last year, or they were under the amount of what they owed in order to keep their electricity from being disconnected. She further stated there were numerous people sitting in the Agency reception area that morning who wanted Members Helping Members assistance. Mrs. Parker stated she and Office Associate III Tammy Bennett, who works with the Energy Assistance Program, had been working the window and handling the individuals requesting Members Helping Members.

Mr. Obenshain proceeded to **Item 12 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated we have just completed the tenth month of our Fiscal Year. For the month of March our Total Expenditures were \$320,230.57. Our Total Local Adjustment was \$414,709.43 and our Total Local Balance to Date is \$233,894.57. Mr. Obenshain inquired how much funding will be returned to the County. Mrs. Harmon stated she was not sure at this point. He asked how many other agencies in the County can say they return money at the end of the Fiscal Year. He further stated it would appear it should help us when we give funds back every year. Mrs. Parker stated we apply local funds according to funding we receive from the State budget and matching amounts. Sometimes you do not use all of it because the State anticipates a certain need for money. We do not spend it on things we do not need. One thing we do need is in our reception area we need some type of carpeting. The entire floor area is breaking up. She has emailed Public Works Director Stewart Hall about this and he said to go ahead with it. The type of carpeting she would like is in blocks which can be removed, cleaned and put back. She plans to speak with Shelton Askew of Ben's Carpets.

Mr. Obenshain then inquired whether we could use some additional security cameras. Mrs. Parker stated we had plenty at this time. Ms. Gordy inquired about some additional shrubbery for the front of the building. Mrs. Parker stated the soil is so bad it would need to be improved in order to grow anything other than what we have. Mr. Obenshain then stated we had purchased trees to be planted. Mrs. Parker stated we held up on the project because we were planting grass seed. Mr. Obenshain asked Mrs. Parker to look into getting the trees planted. Mrs. Parker stated she would do so and also look into purchasing some plants.

Mr. Obenshain continued to **Item 13 – Local Department of Social Services Compensation Plan 2011-2012**. Mrs. Parker stated there is no change in the Plan from last year. We are not doing any salary increases unless the

County does something like a bonus and that does not have to be in the Compensation Plan. On motion by Ms. Lewis, seconded by Ms. Major, the Compensation Plan was approved.

On motion by Ms. Wood, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Termination) and Non-Custodial Foster Care Agreement (Foster Care Case #001-048921007), as permitted by Code of Virginia Section 2.2-3712.

On motion by Ms. Gordy, 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; and Mr. Davis – yes).

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

- I. Personnel:
 - 1. Termination:
 - a. Susan Wilson, Emergency Energy Assistance Office Associate III, Effective March 18, 2011

On motion by Ms. Lewis, seconded by Ms. Wood, the Board was polled and approved the following Non-Custodial Foster Care Agreement (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; and Mr. Davis – yes):

- II. 1. Non-Custodial Foster Care Agreement:
 - a. Foster Care Case #001-048921007

On motion by Ms. Lewis, seconded by Ms. Gordy, the meeting adjourned at 10:25 A.M.

APPROVED: _____

ATTEST: _____