

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

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

Mr. Obenshain continued to **Item 3 – Election of Chairman and Vice-Chairman.** On motion by Ms. Gordy, seconded by Ms. Wood, Mr. Obenshain and Ms. Major were nominated to serve another term as Chairman and Vice-Chairman.

Mr. Obenshain proceeded to **Item 4 – Approve Minutes of June 21, 2011.** On motion by Ms. Gordy, seconded by Ms. Wood, the Minutes of June 21, 2011 were approved as written.

Mr. Obenshain continued to **Item 5 – Fraud Update.** Mrs. Parker stated Fraud Investigator Jack Thomas had completed 25 investigations for the month of June.

Mr. Obenshain proceeded to **Item 6 – Director's Update.** **Regular Meetings and Trainings:** On June 29, 2011 the Eastern Shore Community Services Board had a meeting regarding the Virginia Independent Clinical Assessment Project (VICAP). Significant increases in utilization and expenditures for child Mental Health Rehabilitative Services in recent years, with the largest growth in the children's services of intensive in-home and therapeutic day treatment, necessitated an additional level of review. VICAP is an assessment for level of need for any Medicaid-reimbursed mental health service, regardless of the service being requested. They met with Accomack and Northampton DSS, schools and various groups or agencies which have children requiring mental health services of some type. The family must make the appointment for the assessment. Independent Assessments will be required for children less than 18 years old for Intensive In-home and Therapeutic Day Treatment, and under 21 years who are still enrolled in secondary education for Mental Health Support Services. An Independent Assessment will be required for Residential Services later in the year. If the assessment determines the child is in need of services, a list of approved Medicaid providers is given to the parent or legal guardian as

well as information about prohibited marketing and outreach activities for providers. Providers must submit their marketing plan for DMAS approval prior to engaging in any marketing. Providers will be subject to a fine or termination of the Provider's participation agreement if it conducts any marketing activity that is not approved in writing by DMAS.

On July 7, 2011 Mrs. Parker attended a meeting with the Red Cross representatives from Salisbury, MD, Sara Seaman, Deputy Emergency Services representative, Holly Carpenter, the Emergency Services representative from Northampton County, and Northampton County DSS Director Richard Sterrett regarding shelter operations in emergencies. Salisbury has taken over Red Cross operations for the Eastern Shore of Virginia. They have a more hands-on approach than Baltimore did when they were in charge of our Red Cross Chapter.

Red Cross Shelter Management training will be provided to new staff and those desiring refresher training in August. Health Department and school personnel will also be participating. The Department of Emergency Management is looking at a program for computerized shelter registration. Mr. Obenshain asked how people make out if the shelter has to be open for 2-4 days. Mrs. Parker stated evacuees are told to take a blanket or some type of bedding, medications, and food with them to the shelter. School cafeteria personnel may provide meals. Mrs. Parker stated sufficient staff is assigned to provide two shifts, with each shift being 12 hours. We provide inflatable mattresses for our employees to use at the shelter. Staff will not leave the shelter until the emergency has ended and the shelter has closed. She does not want workers traveling during an emergency.

On July 7, 2011 Mrs. Parker attended the regular CPMT meeting.

On July 18, 2011 Mrs. Parker met with Bill Hall, Chair of Foodbank Advisory Committee and fellow committee member Wendy Szakelyhidi at the Food Bank in Tasley. Mr. Hall had constructed two raised gardens with garden ties and the three of them prepared a garden. She stated they used a pallet of 40 lb. bags of soil to fill the raised garden and planted eggplant, pumpkins, tomatoes and peppers.

Mrs. Parker stated she also had a building update. When we came back to work on July 5, 2011, after the long holiday weekend, all of the lines were flashing in the Server Room. In order for the motion detectors to work inside the building, all of the doors requiring keyless entry must be closed. Information Systems Support Specialist II Steve Niblett informed her we lost a backup drive, which has now been replaced. Mrs. Parker stated she had spoken previously with Public Works Director Stewart Hall regarding this problem. We need separate HVAC equipment for the Server Room. She further stated she was meeting with Mr. Hall and Jeb Wilson at 1:30 P.M. this afternoon. The issue was discussed when the building was being constructed, and we have continued to bring it to the county's attention. For the time being we are leaving the server room door propped open; therefore, the motion detectors are not engaged. We have to maintain air flow to let the heat out of the room.

Mr. Obenshain proceeded to **Item 7 – Co-Operative Procurement/Purchase of Laserfiche Software**. We purchased the software program, including maintenance, training and configuration, for \$29,100. They gave us a \$4200 discount on the software. We can use this as a redundant backup to EZ Filer. Therefore, if anything happens to EZ Filer we will have a backup. While California, North Carolina and West Virginia have in their Northwoods contract that another county in each state could use their contract that use did not extend to another state.

Mr. Obenshain continued to **Item 8 – Internal Control Assessment Tool for LDSS**. Mrs. Parker stated she planned to meet with ACDSS Supervisory staff to go over

the above tool. She stated she had already completed a portion of it. Because we are under the State's Local Policy Manual, a lot of things such as a Code of Conduct and Code of Ethics are already provided to us in our Local Manual. Staff needs to be aware of this, read it and look at it periodically. Mrs. Parker stated she and ACDSS Supervisors would go through what needed to be upgraded as far as assignment of authority and responsibility. Our performance measures are determined by State and Federal requirements. Our Human Resources Standards have been developed by VDSS HR policies as we are a non-deviating agency and must comply with those standards. Mrs. Parker inquired whether the Board wanted her to report back to them after the Supervisors met with her. Mr. Obenshain and Mr. Davis inquired whether a summary sheet would be prepared. Mrs. Parker stated there would be a summary sheet. Mr. Davis felt there were questions that possibly should be reviewed by staff. Mrs. Parker stated when she met with Supervisors she would inquire whether they would like to review these with their respective units. It was agreed Mrs. Parker would present a summary sheet to the Board at the next meeting.

Mr. Obenshain continued to **Item 9 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated we were in the first month of the new Fiscal Year for the State budget. For the month of June our Total Expenditures were \$347,389.14. Our Total Local Adjustment was \$40,295.68 and our Total Local Balance to Date is \$619,297.32.

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

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

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

- I. Personnel:
  1. Employment:
    - a. Patricia Roberts – Emergency Benefit Programs Specialist II - Effective 06/13/2011
  2. Leave Without Pay (FMLA):
    - a. Bonnie Munn – Office Associate III – From 07/01/11 – 07/15/11

Mr. Obenshain stated the next regular meeting would be held on Tuesday, August 16, 2011, at 9:30 A.M.

On motion by Ms. Major, seconded by Mr. Davis, the meeting adjourned at 10:00 A.M.

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_