

The Accomack County Board of Social Services met at its facility on Tuesday, October 18, 2011, 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 Lewis; Mr. C. Ray Davis; and Mrs. Mary E. Parker, Secretary.

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

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of August 16, 2011**. On motion by Ms. Major, seconded by Ms. Lewis, the Minutes of August 16, 2011 were approved as written.

Mr. Obenshain proceeded to **Item 4 – Approve Minutes of September 20, 2011**. On motion by Ms. Wood, seconded by Ms. Lewis, the Minutes of September 20, 2011 were approved as written.

Mr. Obenshain continued to **Item 5 – Fraud Update**. Mrs. Parker stated Fraud Investigator Jack Thomas has been doing front-end investigations for Energy Assistance. Ms. Lewis stated Mr. Thomas had completed 31 investigations for the month. The Board stated Mr. Thomas is doing an excellent job with the fraud investigations.

Mr. Obenshain proceeded to **Item 6 – Director’s Update. Community Relations**: On October 11, 2011 Mrs. Parker met with the Salvation Army unit for Accomack County. They were in a quandary as how to proceed with toy distribution. They had not sent forms to schools as in previous years and they wanted to know how we operate our Toy Closet. They are unable to combine with us. It ended up they got a special dispensation from the Salvation Army across the Bay to find a way to put the applications out to the public. They are contacting a lot of churches and the AICC in order to have people complete the applications. They have to be mailed to a post office box in Onley, which is the Salvation Army’s address. They are sent to Norfolk and at that point those who are eligible will be notified. The local Salvation Army will get a list of names and they will hold their own Toy Closet, which will probably be held at Market Street United Methodist Church in Onancock.

Regular Meetings and Trainings: On October 3, 2011 Mrs. Parker attended a CPMT meeting at Northampton County DSS because they had an emergency case. Due to the fact there was a conflict for the regular CPMT meeting, they held the regular meeting on that date.

On October 12, 2011 Mrs. Parker attended the Town Hall meeting for Child Care Vendors to explain the Virginia Case Management System, Point of service devices for vendors. Mrs. Parker stated Ms. Major was in attendance as well as members of our staff. The speaker was a gentleman from ACS which is a subsidiary of the Xerox Corporation. They are doing the debit card program for the State along with Deloitte which is over the entire program. A lot of vendors were present and they had good questions. We explained how the system works, what they needed to do in order for the information to come back to them so they can get a device in their homes or in their center. They can also have a call-in type system. They also learned about the customer portal because they will be able to go in and determine whether a vendor has been approved by us or another agency. Mrs. Parker stated it was a very well run meeting.

Mrs. Parker stated her daycare staff was attending training that week. Daycare Supervisor Wayman Trent attended training the previous week. Administrative Office Manager Shirley Harmon went to training the previous day. Ms. Harmon stated it was a very good training; however, it was intense as they were providing a lot of information in a short period of time.

On October 17, 2011 Mrs. Parker attended the Food Bank Advisory Board meeting. The art auction will be held Saturday, October 22, 2011, at the Elks Club in Accomac. Mrs. Parker stated the tickets are \$35.00 each and they have more than eighty items to be auctioned.

Regional/State Meetings: On October 6, 2011 Mrs. Parker attended the Virginia League of Social Services Executives Fall Board meeting at the Hampton Inn in Exmore. At the

meeting one of the things they discussed was the strengthening families initiative the DSS Commissioner has which pertains to two parent families, etc. Several went to a meeting in Richmond earlier in the month. The presenters were from states which had a lot of money to put into the program.

That evening Northampton County DSS Director Rich Sterrett and his wife and Mrs. Parker hosted a dinner for the League members. Mr. Sterrett even took some out on his boat, pulled a crab pot and later steamed the crabs. There was a lot of food and everyone had a good evening.

Mr. Obenshain continued to **Item 7 – November 2011 Board Meeting – Date Conflict.** Mrs. Parker stated she had a conflict for the November 15, 2011 Board meeting date. After a discussion Mr. Obenshain stated the November meeting would be cancelled.

Mrs. Parker stated she wanted to mention the ACDSS Charity Auction and Dinner will be held at the Moose in Exmore on November 19, 2011. The preview and dinner begin at 5 PM and the auction starts at 6 PM.

Ms. Gordy stated she and Ms. Lewis attended the ACDSS Staff Recognition Luncheon on Friday, October 7, 2011. They both stated the food was excellent and everyone had a good time. Mrs. Parker stated Benefit Program Supervisor Patricia Morris and Self Sufficiency Specialist II Gail Godwin received their 40 year service pins. Other service pins were given including 35 year pins.

Mr. Obenshain proceeded to **Item 8 – VaCMS Budget Process.** Mrs. Parker stated Ms. Harmon would be pulling all of the money we were to pay for childcare from January 2011 and returning same to the State as they will issue all payments effective that date.

Mr. Obenshain continued to **Item 9 – Financial Statement – Administrative Office Manager – Shirley Harmon.** Ms. Harmon stated for the month of September our Expenditures totaled \$282,763.09. Our Total Local Adjustment was \$159,572.54 and our Total Balance to Date is \$500,020.46.

Mr. Davis stated there were two small items. The one on TANF where it says we are 26% over budget. Ms. Harmon stated we have taken in a refund for that particular budget line. Mr. Davis stated the other question is "Staff and Operations" and a line under it which says "Local" \$2,650 – what is \$2,650 and why do we not see any expense carried across that column? Ms. Harmon stated the \$2,650 in Local was for insurance for retirees, but Ms. Harmon has moved it into one budget line.

Ms. Harmon stated we have used 62% of the VIEW worker and transitional daycare budget line. Ms. Harmon has submitted a BRS request to the State for more money. It is mandated so they have to give us the money. Mr. Obenshain inquired what happens in the interim for money. Ms. Harmon stated we have enough to operate the line. Ms. Parker stated the local government has to put forth the money and they get reimbursed for the State and Federal portions the next month.

Ms. Lewis inquired about Members Helping Members. She stated at their last Board meeting some members wanted a list of the approvals and denials. Mrs. Parker stated she could do a list for their review.

On motion by Ms. Wood, seconded by Ms. Major, the Board went into Closed Session for the purpose of discussing Personnel (Leave Without Pay, Position Redefinition, Employment, Position Change and Extension of Probationary Period), 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. Major, 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; Mr. Davis – yes).

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

- I. Personnel:
 - 1. Leave Without Pay:
 - a. Bonnie Munn – Office Associate III – 09/14/11 – 10/05/11 – 63.5 Hrs.
 - 2. Position Redefinition:
 - a. Tammy Bennett – Emergency Office Associate III to Emergency Human Services Assistant II, Eff. 09/15/11
 - 3. Employment:
 - a. Claudia Rodriguez – Emergency Office Associate II - Eff. 09/12/11
 - b. Peggy McCann – Emergency Office Associate III - Eff. 09/30/11
 - c. Patricia Underwood – Emergency Office Associate III - Eff. 09/30/11
 - d. Joy Trotter – Emergency Office Associate II – Eff. 10/03/11
 - 4. Position Change:
 - a. Patricia Roberts – From Emergency Benefit Program Specialist I to Emergency Office Associate III – Eff. 09/30/11
 - 5. Extension of Probationary Period:
 - a. Walleshia Bailey – Benefit Programs Specialist II from 10/02/11 – 04/02/12

Mr. Obenshain stated the next regular meeting would be held on Tuesday, December 20, 2011, at 9:30 A.M. The meeting adjourned at 10:45 A.M.

APPROVED: _____

ATTEST: _____