

The Accomack County Board of Social Services met at its facility on Tuesday, November 17, 2020, at 9:30 A.M. Present in person were Ms. Reneta Major, Chairman; Mrs. Elsie B. Mackie, Vice-Chairman; Mr. Donald L. Hart, Jr.; Mr. William D. Henning, Jr.; Mr. Robert B. Martin; and Mrs. Vicki J. Weakley, Secretary. Ms. Major stated Mr. Robert Crockett would not be attending the meeting.

Ms. Major called the meeting to order. Mrs. Mackie gave the Invocation.

Ms. Major proceeded to **Item 3 – Approve Minutes of October 20, 2020**. On motion by Mr. Hart, seconded by Mr. Martin, the Minutes of October 20, 2020 were approved as written. The motion carried.

Ms. Major continued to **Item 4 – Fraud Report**. Ms. Major stated Fraud Investigator Frances Bailey continues to do a good job.

Ms. Major proceeded to **Item 5 – Director's Report**. Mrs. Weakley stated she attended the following meetings: 1) A full staff meeting with the DSS Commissioner and an individual meeting with the Commissioner afterwards – he wanted to know how things were going and stated he had planned to visit all agencies but COVID 19 interrupted his agenda; 2) CPMT (Community Policy and Management Team) meeting; 3) An Emergency CPMT meeting for a foster child; 4) A State VLSSE (Virginia League of Social Service Executives) training on Diversity and Inclusion; 5) Webinar: Seeing Beneath the Surface (diversity & inclusion); 6) A Professional Development Committee (VLSSE) meeting relative to moving forward some of the things they had tried to get in place this previous year; i.e., moving to a training academy model instead of hit and miss trainings previously held, starting with child welfare and then moving to other programs. However, due to funding this was put on hold; 7) Two Supervisor meetings and one full staff meeting to go over how things were going to change going into the new year with upcoming retirements. There will be an additional position in the agency solely as my secretary. Mrs. Weakley further stated when she tried to put Administrative Office Manager Shirley Harmon's position in the paper and on the State system. The State informed her she could not do it because Mrs. Harmon was grandfathered in her position, and the position would need to be altered to supervise another supervisor. Mrs. Weakley submitted three different proposals to the State and they rejected all of them. Human Resources informed her she needed to keep the same job title and change some of Mrs. Harmon's duties. The new person in Mrs. Harmon's position will supervise another supervisor which will be the position currently handled by Office Supervisor Linda Rew. She further stated Mrs. Rew's position will be split into two positions – supervisor of the clerical unit and Mrs. Weakley's personal secretary. Mrs. Weakley stated she wanted the Board to understand what was transpiring.

At that time Mrs. Mackie said that was a little confusing. She further stated it appeared whoever was in Mrs. Harmon's position would supervise whoever is in charge of Mrs. Rew's clerical unit and the people in Mrs. Harmon's unit will be supervised by the new clerical supervisor – is that correct? Mrs. Weakley stated she was confused as well but she had spoken with State Human Resources and the Eastern Regional Office and both stated that is the way most agencies do it and they preferred it to be that way. Mrs. Weakley then stated if it did not work the Regional Office will work with us on an alternative. Mrs. Mackie stated it is definitely different. Mrs. Weakley stated it is and that was the reason to hold a full staff meeting.

Ms. Major continued to **Item 6 – Emergency November SNAP Allotment**. Mrs. Weakley said they stated in August they were going to stop the emergency allotments; however, they have been approving it one month at the time so

October and November were covered. We do not know anything about December yet.

Ms. Major proceeded to **Item 7 – SNAP Certification Interview Tracking**. Mrs. Weakley stated this was separated into two units – ongoing and intake. She stated the Board could see the number of applications coming into the agency and the number of interviews we can waive as we have all of the information on the application. If all the needed information is not on the application, staff calls the client on the phone to obtain the information.

Ms. Major continued to **Item 8 – Certificate of Records Destruction**. Mrs. Weakley stated we had another Certificate of Records Destruction to be approved by the Board. This is for Benefit Case Records, Child Protective Case Records and Administrative Records. Ms. Major stated she needed a motion to approve the purging of those cases. On motion by Mr. Martin, seconded by Mr. Henning, the Board authorized the records destruction. The motion carried.

Ms. Major proceeded to **Item 9 – Financial Statement – Administrative Office Manager – Shirley Harmon**. Ms. Harmon stated for the month of October our Total Expenditures were \$316,345.80; our Year-To-Date Total Local Adjustment was \$211,789.54 and our Total Local Balance to Date is \$604,509.46. Ms. Major inquired whether there were any issues and Mrs. Harmon stated not at this time.

On motion by Mr. Hart, seconded by Mrs. Mackie, the Board went into Closed Session for the purpose of discussing Finalized Adoptions – Case #20776770; two Staff EPPE's (Staff Evaluations – A. Michelle Hart and Frances Bailey; and Director's Consult, as permitted by the Code of Virginia Section 2.2.3712.

On motion by Mr. Hart, seconded by Mrs. Mackie, the Board returned from Closed Session and confirmed the only items discussed were the ones listed on the Board Members' Agenda. Ms. Major called a vote (Mr. Hart – yes; Mr. Henning – yes; Mr. Martin – yes; Mrs. Mackie – yes; Ms. Major – yes).

On motion by Mr. Hart, seconded by Mrs. Mackie, the Finalized Adoptions – Case #2076770 was approved. The Board Members accepted same by saying Aye. The motion carried.

On motion by Mr. Martin, seconded by Mrs. Mackie, the two Staff EPPE's were approved. The Board Members accepted same by saying Aye. The motion carried.

Ms. Major stated the next Board Meeting is scheduled for Tuesday, December 15, 2020 at 9:30 A.M.

On motion by Mr. Hart, seconded by Mr. Henning, the meeting adjourned at 11:02 A.M.

APPROVED: **Cassandra Reneta Major** \_\_\_\_\_

ATTEST: **Vicki Weakley** \_\_\_\_\_