

The Accomack County Board of Social Services met at its facility on Tuesday, September 21, 2021, at 9:30 A.M. Present in person were Ms. Reneta Major, Chairman; Mr. Robert D. Crockett; Mr. Robert Martin; Mr. David Whalen; and Mrs. Vicki J. Weakley, Secretary.

Ms. Major called the meeting to order and welcomed the Board Members. Mr. Martin gave the Invocation.

Ms. Major proceeded to **Item 3 – Welcome New Board Member**. Ms. Major introduced and welcomed Mr. David Whalen to the Board. Mr. Whalen will be representing the Chincoteague area.

Ms. Major continued to **Item 4 – Welcome New Employee – Elizabeth Doughty, Benefit Programs Specialist I**. Mrs. Weakley introduced Ms. Doughty to the Board. Ms. Doughty is our newest Benefit Programs Specialist I and she will be in the Families and Children’s Unit. On behalf of the Board, Ms. Major welcomed Ms. Doughty to the agency. The Board in unison expressed the same.

Ms. Major proceeded to **Item 5 - Approve Minutes of August 17, 2021**. On motion by Mr. Crockett, seconded by Mr. Martin, the Minutes are approved as written. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 6 – Financial Statement – Administrative Office Manager – Wendy Linton**. Mrs. Linton stated the Local Budget was \$816,299.00. The Year-To-Date Local Expenditures is \$135,882.39 and the Total Local Balance-To-Date is \$680,416.61. Ms. Linton noted that some of the percentages are higher in different areas because we were told to use a certain amount of money or we would not get the second allotment. Mr. Crockett added that the bottom line shows the agency is in good shape. Mr. Crockett made a motion, seconded by Mr. Martin, to approve the financial statement. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 7 – Fraud Report**. No questions or concerns were raised. Mrs. Weakley stated that we have had to change the way we do Paris Matches three times to meet State requirements. Mrs. Weakley explained the Paris Matches to Mr. Whalen.

Ms. Major continued to **Item 8 – Director’s Notes**. Mrs. Weakley stated that, since the last Board meeting, she attended the CPMT (Community Policy and Management Team) (We have not been receiving as many referrals. Referrals during the pandemic significantly dropped and have not picked up yet. That may change with schools opening. CPMT has asked us about the low referrals because we have not been spending nearly the amount of funding we ordinarily spend. Ms. Major inquired if that will endanger receiving the same level of funding. Mrs. Weakley stated, no, we did receive level funding. Mrs. Weakley suspects what is happening is that since children have not being at school or in front of their teachers the issues have not come to the attention of professionals, at this time. Many things were not coming to anyone’s attention. We expect that to change with schools being open.); Healthy Communities Poverty Workgroup; four meetings with Open Table (This group tries to help with the poverty issues on the Shore. It is a research-based program that was started in the Richmond area. A group of people literally come around a table to make a commitment to work with a particular person for a year to help them achieve whatever goal they might be trying to achieve. It has been very successful in other localities. It takes the whole community to do this and we have a nice variety of people working on this Workgroup. We were hoping that we could be included in a grant that Anthem has to in order to fund it. The Anthem focus has changed a bit so we are not going to be able to do it the way we had hoped. Mrs. Weakley spoke to the Richmond group and they believe there is another way that we can be added onto that grant. The first families that we work with will have to be parents who have some kind of substance abuse issue. Our intent is to have a community meeting to recruit volunteers to help and commit to participating in the Open Tables.); Families First informational meeting (Families First, the new prevention program, began July 1, 2021. Although advertised, we have not been able to hire anyone for the position. Our ongoing staff are doing their best to meet the requirements, but there are a lot of court hearings involved and various meetings with families, so it’s been very stressful.);

Rural Health Community Survey; CPS Appeal; Members Helping Members Board Meeting (They have been very responsive to suggestions and have gone the extra mile in trying to help.)

Ms. Major proceeded to **Item 9 – COVID Update**. Mrs. Weakley stated that we have been receiving calls from staff that have tested positive or their children have. We are quarantining them as soon as they tell us that they have been exposed. We tell them to stay home for 5 days and have a negative test before they come back into the building.

We are open to the public and have a few people coming in; however, applications and other forms are still available for those who do not wish to enter the building.

Ms. Major continued to **Item 10 – Approval of Financial Records to be Purged**. Mrs. Weakley stated Accounts Receivable receipt books dating January 1998 through December 2017, overtime records from July 2013 through November 2015, Accounts Payable reports from July 2008 through December 2017, and Report of Collections from July 2015 through December 2017 need to be purged according to State guidelines. Mr. Crockett made a motion, seconded by Mr. Martin, that the receipt books be purged. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 11 – Hiring Update**. Mrs. Weakley stated we have a number of vacancies. We have one employee leaving next week. That position has been posted for two weeks with no response of applications and we have another worker who will be leaving next month. Mr. Crockett inquired, in regards to last month's numbers, are we in the plus or minus. Mrs. Weakley replied that we are in the negative of two. Mr. Crockett asked if we have added any new employees. Mrs. Weakley stated, no. Right now, the positions are in Family Services. The employee leaving next week is going back to school. She has decided to get her doctorate. The employee leaving at the end of October has been here for 11 years. She has stated the same as others, that the position is too stressful, and they no longer want to be on-call, so they want to try something different. Unfortunately, we started advertising for one vacancy in Family Services and we are now up to four vacancies. We have received four applications, two of which did not meet the qualifications. The supervisor will make arrangements to interview the remaining two, but one of them is coming from Fairfax. Mr. Crockett inquired about the total number of vacancies as of today. Mrs. Weakley responded that we have five vacancies in Family Services and two vacancies in the Clerical Unit. The benefit units are fully staffed, at this time.

Mr. Crockett requested that Mrs. Weakley explain the differences in the agency areas to Mr. Whalen. Mrs. Weakley explained in full detail to Mr. Whalen each unit and its function.

Mr. Crockett suggested that each new Board member meet with the Director prior to the first attended Board meeting so that they will have a full understanding of the agency. Ms. Major thanked Mr. Crockett for his suggestion and stated there is a Local Board Member Resource Training held with the Regional Director that each new member must attend and the training entails local terminology and functions. Some local Social Services Boards are administrative some are advisory. We are an administrative board which, in my opinion, carries more weight. We have to make sure that what is happening here is happening according to the policies and regulations that the State has mandated because the State will hold us liable. It's important that we look over the material and keep abreast of what is going on within the agency. Ultimately, if something happens they would look to us. This occurred in Rockbridge, VA with cases not being entered or looked into, but rather trashed. Mrs. Weakley stated that, typically when we have had a new Board member come on, after the meeting she would take them on a tour of the building if they wanted to. Mr. Phillips declined. As they are in each unit she will explain the functions of the unit. Mr. Crockett suggested that a new member not be asked and just make it a policy to tour the building with explanations. Ms. Major concurred that was a good idea.

She continued that this Board is important and each member should get involved in what is occurring. Mrs. Weakley stated that at the conclusion of this meeting she will be obtaining information from Mr. Whalen to send to the Regional Area Manager. The

Regional Area Manager will set up an account for Mr. Whalen to attend the Local Board Member Training. The expectation is that the training will be completed within the first 90 days of an appointment. Mr. Phillips had not been signed up, so Mrs. Weakley will be checking into that as well.

Closed Session - On motion by Mr. Crockett, seconded by Mr. Martin, the Board went into Closed Session for the purpose of discussing Director's Consult as permitted by the Code of Virginia, Section 2.2.3712.

On motion by Mr. Crockett, seconded by Mr. Martin, 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. Crockett – yes; Mr. Martin – yes; Mr. Whalen – yes; and Ms. Major – yes).

The next Board Meeting is scheduled for Tuesday, October 19, 2021, at 9:30 A.M.

On motion by Mr. Crockett seconded by Mr. Whalen, the meeting adjourned at 10:50 A.M.

APPROVED: **Cassandra Reneta Major**

ATTEST: **Vicki Weakley**