

The Accomack County Board of Social Services met at its facility on Tuesday, July 19, 2022, at 9:30 A.M. Present in person were Ms. Reneta Major, Chairman; Mrs. Elsie Mackie, Vice-Chairman; Mr. David Whalen; Mr. Jackie H. Phillips; Mr. Robert Martin; and Mrs. Vicki J. Weakley, Secretary.

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

Ms. Major proceeded to **Item 3 – Annual Election of Chairman and Vice-Chairman.** Ms. Major opened the floor for nominations for Chairman. Mrs. Mackie inquired if Ms. Major would serve another year. Ms. Major stated that she would. Mrs. Mackie made a motion, seconded by Mr. Phillips, that Ms. Major remain the Chairman of the Accomack County Department of Social Services Board. Hearing no further discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major opened the floor for nominations for Vice-Chairman. Mrs. Mackie nominated Mr. Martin. Mr. Martin respectfully declined due to unforeseen personal matters that may interject his ability to serve, but thanked Mrs. Mackie for the nomination. Mr. Phillips and Ms. Major inquired if Mrs. Mackie would like to remain as Vice-Chairman. Mrs. Mackie said she would continue to serve. Mr. Phillips made a motion, seconded by Mr. Martin, that Mrs. Mackie remain the Vice-Chairman of the Accomack County Department of Social Services Board. Hearing no further discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 4 - Approve Minutes of June 21, 2022.** Mrs. Mackie made a motion, seconded by Mr. Whalen, to approve the Minutes as written. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 5 – Fraud Report.** Ms. Major inquired if the cooling program was currently available to clients. Mrs. Weakley responded, yes. Ms. Major asked if the clerical staff were still performing an assessment of clients who come in to apply for the cooling program. Mrs. Weakley confirmed that the assessment still occurs through clerical staff.

Ms. Major continued to **Item 6 – Director’s Notes.** Mrs. Weakley stated that, since the last Board meeting, she attended the Regional Director’s meeting, a full staff meeting, Network Table meeting, Unwinding of the PHE (Public Health Emergency) meeting (this was the last meeting for a while because an end date has not been set), Virtual Director’s Coffee Break, meeting with County Administrator regarding the audit, Truancy meeting, CPMT (Community Planning and Management Team) meeting, Healthy Communities Planning Retreat, Poverty Workgroup (Healthy Communities), Supervisor’s meeting, VLSSE (Virginia League of Social Services Executives) board meeting (Richmond), ESDPC (Eastern Shore Disaster Preparedness Coalition).

Ms. Major proceeded to **Item 7 – Amendments to Comp Plan.** Mrs. Weakley stated that previously the Board approved the Comp Plan; however, the State had not finalized the budget, so a few amendments need to be discussed. The first is regarding the State raise that is to take place August 1, 2022. The Comp Plan states that the agency would follow whatever the Governor’s final budget approved. The State specifically wants it to say that the 5% increase would take place August 1, 2022. The second amendment is in reference to on-call. In the past, there has been someone from Child Welfare on-call and that person received \$20.00 an 8 hour shift for compensation. The workers were expected to handle any Child Welfare or APS issue that arose over the weekend or evenings. When COVID funds were received, an APS worker was placed on-call in addition to a CPS worker to handle their own emergencies until those funds depleted. All on-call workers were being paid the \$20.00 an 8 hour shift as approved in the previous Comp Plan. Mrs. Weakley stated that she spoke with staff and understands that CPS workers are not comfortable handling APS calls because they have become more complex and outside of their expertise. In the past, the CPS on-call worker would call the APS Supervisor for APS calls even if they were not an emergency. The budget will not hold two workers being on-call indefinitely without the COVID funds. During the staff meeting, the workers were given two options to form a resolution. The first option stated that all workers would be on-call and rotate handling CPS and APS calls. The second option, which everyone agreed with, was to split the funds of \$10.00 each for an 8 hour shift. The budget will allow \$12.50 for each worker. Therefore, the amendment to the

Comp Plan is that two workers will be on-call and each will be compensated \$12.50 for an 8 hour shift. Mr. Phillips made a motion, seconded by Mr. Whalen, to approve the Comp Plan amendments. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 8 COVID Update**. Mrs. Weakley stated that she does not know when the ending of the PHE will occur. The State is committing to notify agency's sixty days prior to the end. The state emergency SNAP allotments continue on a month-to-month basis. The readiness calls have ceased because there is nothing else to do until a date is set. Medicaid cases will be the biggest concern because the State has not allowed us to recertify or close any cases. The cases must remain open unless the client passes away, requests their case be closed, or moves to another state. For a short time in the beginning, the State allowed us to look at cases when they came due. If there were no changes, the case was approved and moved forward. If there was a change that would have closed the case, workers would stop working on the case because closing it was not allowed. There are currently over 3,000 cases that have to be processed once the PHE ends. Ms. Major inquired if the State has offered any overtime funds for staff. Mrs. Weakley stated, not yet. The Department of Medical Assistance Services (DMAS) has hired fifty additional people to process the cases. The State indicates that they are requesting overtime funds, but they are not guaranteeing anything. The State has asked if any employees would like to volunteer to do cases for another agency and that's all we have heard. Out of the 120 agencies in the State, there is not a single one who is not in the same predicament. There may be smaller agencies that have a smaller number of cases to process, but most of those workers cover multiple benefit programs and would not have the capacity to step in with any assistance. There has been a limit placed on how many cases can be processed within a month. That is not per agency; it's per State. The agency can only process one-twelfth of the cases each of the twelve months. This way will work out for the best. If the PHE ended November 1<sup>st</sup> and workers began and possibly completed processing all 3,000 cases within that same month, this would cause all of those same cases to become due at the same time the following November and on a continual basis. That would not be good for anyone. It is anticipated that workers will be inundated with phone calls and appeals when the SNAP allotments go back to the previous amounts.

Ms. Major proceeded to **Item 8 – Purge of Family Services Cases**. Mrs. Weakley stated there are Family Services records (APS, Child Care, Assisted Living Assessments, Nursing Home Care, Companion Care, and Guardianships) dating June 11, 1993 – April 29, 2019, that are ready to be purged according to State guidelines for destruction. Mr. Martin made a motion, seconded by Mrs. Mackie, that the records, collectively, be purged. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 10 – Audit Review Update**. Mrs. Weakley explained that the agency is audited with the County in terms of financial matters. There were three findings for this agency, on the recent audit. One, the auditors require an additional pair of eyes on payroll when it's processed. This was an issue previously because of the number of people we had available within the fiscal office. This has now been resolved and we have an extra pair of eyes on payroll. Secondly, there are Special Welfare Accounts primarily for Adult Services where clients, who the agency had guardianship of, passed away and the accounts were not closed. The Special Welfare Accounts were used in every possible way paying for funeral and other expenses. The client had no remaining family members to pass on whatever funds remained in the account. Some of these accounts were thirty years old and the case file had been destroyed. The file would have included social security numbers and without the file, it was difficult to turn over those funds to unclaimed property and the funds just remained in the Special Welfare Account. Ms. Linton and the County are now in the process of turning those accounts over to unclaimed property. This process only occurs in the month of October. Thirdly, there was an indication in the audit report that the agency was supposed to be reimbursing the County out of the Special Welfare Account once a month instead of quarterly. Special Welfare Accounts are not reimbursed to the County for anything. After a lengthy conversation with the auditors, they acknowledged that they had made an error and the information has been forwarded to the State, and shared with the County.

Ms. Major proceeded to **Item 11 – Financial Statement – Administrative Office Manager – Wendy Linton**. Ms. Linton stated that she cleaned up the budget spreadsheet

eliminating lines that are no longer used and put in the new budget lines. She expressed to the Board that the County rolls over the budget from last year; therefore, the stated amount on this budget sheet of \$864,543.00 will change. The Year-To-Date Local Expenditures processed in June were \$40,708.42, and the Total Local Balance-To-Date is \$823,834.58. The first of August, the County will have the new figures for the actual budget needed and the total will be amended. Ms. Linton pointed out to the Board that, that as she has explained before, the line for Local Only Admin FY23 EXP of \$59,860.88, are funds still being used to pay bills from the last quarter. This figure and the year-to-date both will change in next month's budget sheet.

**Closed Session** - On motion by Mr. Phillips, seconded by Mr. Whalen, the Board went into Closed Session for the purpose of discussing items stated on the Agenda (Board acceptance – Foster Care Case #21198000, Employee Separation: Alfonso Montalvo (06/30/22), FMLA – 1 Employee, and Director's Consult) as permitted by the Code of Virginia, Section 2.2.3712.

On motion by Mr. Phillips, seconded by Mr. Whalen, 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 (Mrs. Mackie – yes; Mr. Whalen – yes; Mr. Martin – yes; Mr. Phillips – yes; Ms. Major – yes). The motion has carried.

Mr. Whalen made a motion, seconded by Mr. Phillips, that the Board accept the proposed foster cares. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

The next Board Meeting is scheduled for Tuesday, August 16, 2022, at 9:30 A.M.

On motion by Mr. Phillips seconded by Mr. Martin, the meeting adjourned at 11:29 A.M.

APPROVED: **Cassandra Reneta Major**

ATTEST: **Vicki Weakley**