

The Accomack County Board of Social Services met at its facility on Tuesday, July 18, 2023, at 9:30 A.M. Present in person were Ms. Reneta Major, Chairman; Mrs. Elsie Mackie, Vice-Chairman; Mr. Robert Martin; Mr. David Whalen; Mr. Jackie H. Phillips; and Vicki Weakley, Secretary.

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

Ms. Major continued to **Item 3 – Approve Minutes of June 20, 2023**. Mrs. Mackie made a motion, seconded by Mr. Phillips, 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 4 – Introduction of Amy Wilcox – Promotion**. Mrs. Weakley stated that Ms. Wilcox was not informed and is not going to be in the office until 10:00 a.m. Mrs. Weakley will move her introduction to the August agenda.

Ms. Major continued to **Item 5 – Fraud Report**. Mr. Whalen asked for clarification on the Cooling Assistance program. Mrs. Weakley stated that as part of the energy program, for those persons who fall within the appropriate financial guidelines, the State will provide one air conditioner to a family. People will tell mistruths so the fraud investigator will go out to see if there is already an air conditioner in the home. No further questions or concerns were raised.

Ms. Major proceeded to **Item 6 – Director’s Notes**. Mrs. Weakley stated that since the last meeting, she attended a CPMT (Community Planning and Management Team) meeting, Members Helping Members board meeting, full staff meeting, a Supervisor’s meeting, and several audits. Mrs. Weakley noted that she was interviewed yesterday by WTKR 13 News in reference to the State starting to replace EBT funds that were electronically stolen.

Ms. Major continued to **Item 7 – Chair and Vice-Chair Elections**. Ms. Major stated that, as members know, Mrs. Mackie serves as Vice-Chair and she serves as Chair. If members would like to make nominations, the floor is open. Mr. Phillips made a motion, seconded by Mr. Whalen, that the officers stay as they are with Ms. Major as Chair and Mrs. Mackie as Vice-Chair for the next service year. Ms. Major asked for further discussion or nominees. Hearing none, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 8 – Comp Plan Update**. Mrs. Weakley stated that the previous Comp Plan that was approved by the Board was initially not accepted by the State because it stated that the raise would be between 5% and 7% until the time that we officially knew the exact percentage that was approved by the State. The State rejected it. Mrs. Weakley has changed the Comp Plan to reflect 5% from the State and 1.5% from the County. The Comp Plan has been updated to show the 6.5% raise and the State has now approved it.

Ms. Major continued to **Item 9 – SNAP work requirement**. Mrs. Weakley stated that, in the past, our agency had been exempt from the SNAP work requirement based on the level of poverty in Accomack County. The State removed the exemption, re-evaluated it, and decided not to exempt the agency from the work requirement. Ms. Major asked for clarification as to what that actually means. Mrs. Weakley stated that it means certain people who apply for SNAP, typically, able-bodied adults without dependents (ABAWDs), are only allowed to receive SNAP for three months. During those three months and before benefits end, services must be offered to help the individuals find employment. Ms. Major inquired how the agency is doing that. Mrs. Weakley stated that VIEW workers are assisting them along with receiving new VIEW clients. Ms. Major asked if a client does want help, will the agency do referrals. Mrs. Weakley stated that staff can help them write resumes, practice interviews, and help with job leads. Ms. Major inquired if the State has asked that there be a tracking mechanism with this. Mrs. Weakley stated the State is tracking who is being offered services and if any of them become employed.

Ms. Major proceeded to **Item 10 – Delegation of Authority**. Mrs. Weakley stated that the attachment that was given to Board members are the authorities that the local board gives to the Director. The regional office has informed Mrs. Weakley that this Board has not set a delegation of authority and put it into record. Mrs. Weakley stated that she needs the board to officially give her permission to do the job duties that she has already been doing. Mr. Phillips inquired if it is all in the code and that the Board is not creating the wheel. Mrs. Weakley confirmed that there has been nothing added and nothing that is out of the ordinary. Mr. Whalen asked if members needed to sign. Mrs. Weakley stated that after a vote has been taken, Ms. Major will sign off on the Delegation of Authority. Mr. Whalen made a motion, seconded by Mr. Phillips that the Board delegate the authority to the Director. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 11 – Per Diem amounts**. Mrs. Weakley stated that when a worker needs to travel to attend trainings, do foster care visits or placements, etc. the agency will cover, depending on the timeframe in which they are gone, breakfast, lunch, and/or dinner. In the past, the agency has followed the county's per diem amounts. The county has not updated their per diem amounts in a significant period of time because they follow the federal guideline that assigns a per diem amount to each locality within the state. The amount will go up or down depending on what city you are traveling to, which is complicated. Mrs. Weakley spoke with Kathy Carmody, Chief Human Resources Officer for Accomack County, just prior to the pandemic about the per diem amounts. The current amounts are, breakfast \$8.00, lunch \$10.50 (this amount was changed to \$14.00 because it is almost impossible to get lunch for \$10.50), and dinner is \$22.50. The county does not see a need to change the per diems because they are following the federal guideline. Mrs. Weakley stated that she would like to change breakfast to \$10.00, lunch to \$15.00, and dinner to \$30.00. There are no longer as many workers traveling as there was before because most trainings are now held virtually. Mr. Phillips inquired if workers have to produce their receipts and could they take the \$55.00 total and use it for a dinner. Mrs. Weakley stated, yes, workers do have to produce receipts. Ms. Linton stated that the amount could not be combined because if a worker stays overnight, it's reimbursable. Therefore, if the funds were to fall under admin, the agency would be reimbursed 84.5% from the State and 15.5% from local funds. The only time that the local percentage would pick up is if the travel was for a foster care visit. The agency also pays for the child's meals and local funds are used for that. Anything that is for travel, is broken down to breakfast, lunch, and dinner. Mrs. Weakley stated that what is happening now is in order for a worker to have enough for lunch and dinner, the worker will either pay for breakfast on their own or they will skip breakfast and then use that \$8.00 in combination with their lunch or dinner. If a worker returns to the agency by 5:00 p.m., the agency is not paying for their dinner. If a worker does not leave until 8:30 a.m., then the agency is not paying for their breakfast. As long as the worker doesn't go over the per diem amount for the day, combining is allowed. Members unanimously stated that the amounts were not unreasonable. Mrs. Mackie made a motion, seconded by Mr. Phillips that the Board approve the amounts of \$10.00 for breakfast, \$15.00 for lunch, and \$30.00 for dinner. Hearing no further discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 9 – Financial Statement – Administrative Office Manager – Wendy Linton**. Ms. Linton pointed out that the budget has increased from last month because of the 1.5% raise that the county gave to the agency. The beginning budget was \$944,084.00. Ms. Linton directed the Board's attention to the local only admin section. For the month of June, there are two lines. The \$54,650.44 on the bottom line is funds that are being used from last year's budget. Going forward, this year's local only admin is \$18,916.00 for this year's funds. The Year-To-Date Local Expenditures were \$62,489.14, and the Total Local Balance-To- Date is \$881,594.86.

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 (Director's Consult) as permitted by the Code of Virginia, Section 2.2.3712. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

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

The next Board Meeting is scheduled for Tuesday, August 15, 2023, at 9:30 A.M.

On motion by Mr. Phillips, seconded by Mr. Whalen, the meeting adjourned at 10:36 A.M.

APPROVED: **Cassandra Reneta Major** _____

ATTEST: **Vicki Weakley** _____