

The Accomack County Board of Social Services met at its facility on Tuesday, December 19, 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; and Vicki Weakley, Secretary.

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

Ms. Major continued to **Item 3 – Approve Minutes of October 17, 2023**. Mr. Martin made a motion, seconded by Mrs. Mackie, 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 New Employee**. Mrs. Weakley introduced Makia Bibbins. Ms. Bibbins began work on December 1, 2023, in the clerical unit. Ms. Major congratulated Ms. Bibbins on her new position. The Board, in unison, expressed the same.

Ms. Major continued to **Item 5 - Fraud Report**. Mrs. Weakley stated that the Fraud Investigator opening has not yet been filled; therefore, there is no fraud report for this month. Mrs. Weakley explain that December is the only month that tax intercepts can be entered. After an investigation has been completed an amount has been determined what a client owes. This amount is either owed to the agency or the federal government depending on where (program) the fraud occurred. If the client is not making payments, the fraud investigator can go into the federal system or the state system and enter the client's information. When the client has their taxes prepared, either system will intercept any refund for payment. The only person that can enter the tax intercepts is the Fraud Investigator. Our previous Fraud Investigator, Frances Bailey, will be assisting us with the tax intercepts. If we run into any issues, Northampton County Department of Social Services' Fraud Investigator has agreed to assist.

Ms. Major proceeded to **Item 6 – Director's Notes**. Mrs. Weakley stated that since the last meeting, she attended a Members Helping Members appreciation lunch (the Members Helping Members group from ANEC held an appreciation lunch at this agency and provided pizza for all the workers who assist taking applications, processing the applications, and getting the funds out to pay people's electric bills), Budget Formula meeting (As previously mentioned, the most current budget formula that the state is using to decide how much funding to give each individual social services agency is about thirty years old and no one remembers exactly what went into the figuring. A proposal has been made, but not settled. There are four different formula proposals, but every formula cuts our budget. The State has agreed that they are not going to cut anyone's budget. If the formula says it should be reduced, the funding will not change. The Social Services League is trying to get additional funding. They are in the process of doing a market study across the state for all positions. We anticipate that salaries will increase, but the preliminary items have not yet been completed. There will then have to be a budget request to cover the increase. They are actively working on it and hopefully it will go through within a year), CPMT (Community Planning and Management Team), Personnel Committee Meeting, Supervisor's Christmas Breakfast meeting, two Student Intern Consults (the student intern completed her assignment on December 9th and we anticipate that she will apply to the Family Services Specialist position), and a Christmas tree contest (The main hallway is decorated with trees in front of each hallway. We would like the Board members to look at them and pick their top three.)

Ms. Major continued to **Item 7 – Fuel Assistance Update**. Mrs. Weakley stated that the number of households that have been approved across the state has risen significantly. Last year \$50 million was spent on fuel and this year \$60 million was spent on fuel. The average household benefit last year was \$435.00 and this year it went up to \$506.00. Usually, the amount of the benefit is not determined until all applications have come in. A year or two ago, anyone who said they were using kerosene, a check was being sent for about \$1,000.00. As a result, a lot more people were stating that they also used kerosene and wanted checks. Checks were scheduled to be mailed December 11, 2023.

Ms. Major proceeded to **Item 8 – Leave Rollover Request (5 employees)**. Mrs. Weakley stated that there are five employees who are unable to use their use or lose leave time

before the end of the year. They are going to attempt to take some of their leave before the end of the year; however, they may still have some remaining by the 31st of December. These are employees who have been with the agency for a long time. Mrs. Weakley requested that the Board grant permission for these workers to carry over any remaining time into 2024. Mr. Whalen made a motion, seconded by Mrs. Mackie, to approve the leave rollover for the five employees. Mrs. Mackie inquired if the CPS workers were the ones who had leave remaining. Mrs. Weakley stated that two are in CPS, two are in APS, and herself. 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 9 – Overdue Medicaid Numbers**. Mrs. Weakley stated that the monthly indicator report states that, as of October, because they are always a little behind, the agency is down to 2,790 over-due Medicaid cases. Most of the cases are in the adult unit which is the unit that handles single adults, long-term care, handicapped adults, anyone in an assisted living facility. This is also the unit the most vacancies, as well as, an employee who was out on bereavement leave. We currently have five openings in Benefits Programs.

Ms. Major proceeded to **Item 10 – Annual Board Member Disclosure Form Submissions**. Mrs. Weakley stated that this is just a reminder that the Annual Board Member Disclosure Form Submissions are due February 1, 2024. Ms. Major encouraged members to be good stewards and complete the submissions on time because there is a fine that will be imposed if they are not completed. The disclosure form is a requirement of being on the Board. Mr. Martin inquired how the form will be distributed. Mrs. Mackie stated that last year's was emailed, but she prefers a hard copy. Ms. Major asked if Dawn Parks, Administrative Coordinator, could mail a hard copy to the members. Mrs. Parks stated that she will contact Jessica Hargis asking to be included on the email and then mail a hard copy to members.

Ms. Major continued to **Item 11 – Benefits Records Purge Request**. Mrs. Weakley stated there are four benefits case records that need to be purged in accordance with State policy. Mr. Martin made a motion, seconded by Mr. Whalen, that the benefits case records mentioned 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 12 – Financial Statement**. Ms. Linton stated that the local budget was \$944,084.00. The Year-To-Date Local Expenditures were \$329,486.51, and the Total Local Balance-To-Date is \$614,597.49. We are running about 8% below budget. Some of the budget balances are running low. Ms. Linton added that a midyear review is conducted and extra funds are requested for foster care because children that have aged out have greater expenses. No questions or concerns were raised.

Closed Session - On motion by Mr. Whalen, seconded by Mrs. Mackie, the Board went into Closed Session for the purpose of discussing items stated on the Agenda (Acceptance of custody #21224354, Employee Separation – Keva Davis and Tatsianna Salazar, Employee EPPE – Michelle Hart, Personnel issue update, and 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. Martin, 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. Martin – yes; Mr. Whalen – yes; Ms. Major – yes). The motion carried.

On motion by Mrs. Mackie, seconded by Mr. Martin, the Board accepted custody case #21224354. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Mrs. Mackie made a motion, seconded by Mr. Martin that the Board accept the EPPE of Mrs. Hart. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

The next Board Meeting is scheduled for Tuesday, January 16, 2024, at 9:30 A.M.

Ms. Major wished members a very Merry Christmas and Happy New Year.

Mr. Whalen made a motion, seconded by Mr. Martin, to adjourn the meeting at 10:25 A.M.

APPROVED: **Cassandra Reneta Major** _____

ATTEST: **Vicki Weakley** _____