

The Accomack County Board of Social Services met at its facility on Tuesday, August 20, 2013, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Laura B. Gordy; Mr. John Sparkman; and Mrs. Mary E. Parker, Secretary.

Mr. Obenshain called the meeting to order. Ms. Wood gave the Invocation.

Mr. Obenshain proceeded to **Item 3 – Election of Chairperson and Item 4 – Election of Vice-Chairman.** On motion by Ms. Gordy, seconded by Ms. Wood, Mr. Obenshain was re-elected to serve as Chairperson of the ACDSS Board. Mr. Obenshain thanked the Board for wanting him to return as Chairperson. Ms. Gordy then stated Ms. Major had served as Vice-Chairman for two consecutive terms and she thought it would be good to have Ms. Lewis to now serve in that capacity. On motion by Ms. Gordy, seconded by Ms. Major, Ms. Lewis was elected to serve as Vice-Chairperson of the Board.

Mr. Obenshain continued to **Item 5 – Introduction of New Employees.** At this point Mrs. Parker stated she would contact the new employees and have them come to the Board Room.

Mr. Obenshain stated while everyone was waiting they would proceed to **Item 6 – Approve Minutes of July 16, 2013.** Ms. Lewis stated even though she was not present at the July 16, 2013 meeting she felt she had not missed anything at the meeting as everything was set forth in the Minutes. Ms. Gordy stated they are always well written. On motion by Ms. Gordy, seconded by Ms. Major, the Minutes of July 16, 2013 were approved as written. Ms. Lewis abstained as she was not present at the meeting.

Mr. Obenshain proceeded to **Item 7 – Fraud Update.** Ms. Lewis stated she had noticed Fraud Investigator Jack Thomas had received 66 air conditioner referrals from Energy Assistance staff relative to fraudulent applications. She stated it was amazing that out of the 66 referrals 44 were fraudulent. Mr. Obenshain requested Mrs. Parker to please inform Mr. Thomas the Board appreciated his good work.

At that time all of the new employees entered the room. Mrs. Parker introduced the following:

- A. Shaquanna Bibbins – Office Associate II – Front Desk Unit
- B. Laura Bundick – Office Associate II – Front Desk Unit
- C. Alba Castillo – Office Associate II – Front Desk Unit
- D. Cristina Delaney – Benefit Programs Specialist II
- E. Andrea Hunter – Office Associate III – Front Desk Unit –  
Mrs. Parker stated Ms. Hunter is in charge of the Unit when her Supervisor, Linda Rew, is out of the office

On behalf of the Board Mr. Obenshain welcomed all of the above new workers to our Agency. Mrs. Parker stated we still have a vacancy in the clerical unit. She further stated she planned to advertise it as a bi-lingual English/Spanish position. When we previously advertised Ms. Castillo was the only bi-lingual/English applicant. Mrs. Parker stated Ms. Castillo had done an excellent job.

Mr. Obenshain proceeded to **Item 8 – Director's Update. Regular Meetings:** On 07/18/2013 Mrs. Parker attended the Eastern Shore Disaster Preparedness Coalition meeting which was held at the Eastern Shore Community College. Mrs. Parker stated the room was full. She further stated it is an important group and they always seem to work well together. Representatives from NASA were

present to speak about the upcoming rocket shots. Representatives were present from National Seashore, State hazmat staff, and other agency representatives like her were present.

On 08/01/2013 – Mrs. Parker attended the regular CPMT meeting. On 08/19/2013 Mrs. Parker attended an Emergency CPMT meeting.

**Regional/State:** On 08/01/2013 Mrs. Parker participated in a conference call regarding Managed Care for Foster and Adoptive Children. They will be switched to Managed Care as of October 1, 2013. This applies to both foster and adoptive children; the adoptive children may have been adopted through our agency or in another state and are currently living in Virginia. Therefore, we have to be sure their mailing addresses are correct so they receive timely Information.

Mr. Sparkman inquired whether we have a Navigator. Mrs. Parker stated Navigators are for the Affordable Care Act. Eastern Shore Rural Health (ESRH) has hired 3 Navigators. Mrs. Parker stated she had spoken with ESRH to set up a meeting with their Navigators and other community resources to discuss how we could best coordinate efforts beginning October 1<sup>st</sup>, however, she has not heard back from them. We need to know what they are doing and they need to know what we are doing in order for this to work.

On 08/12/2013 Mrs. Parker attended a High Fidelity Wrap Around Training in Portsmouth sponsored by the Office of Comprehensive Services. This deals with children in residential settings and getting them back home and getting the families the treatment they need while the children are in a residential setting and also having an individual who manages that process. The training was split into morning and afternoon sessions. The Family Assessment and Planning Team training was in the morning, and the Community Policy and Management Team training was in the afternoon. Mrs. Parker attended both trainings and felt it would be beneficial for all CPMT members to have attended the morning session.

Mr. Obenshain continued to **Item 9 – Medicaid MAGI Policy Conference.** Mrs. Parker stated we, as well as 16 other agencies, do not have anyone attending. They announced it on August 5, 2013 and on August 7, 2013 they announced it was full. Lots of times when they have trainings they will say each agency has two slots and if you have not registered within the required time frame, the registration is opened on a first come first serve. This affects Families and Children Benefit Programs staff and does not affect the Adult workers at the present time. They will be training ambassadors from agencies who in turn will return and train staff. Some of the agencies who registered staff for the Conference were unable to get slots for workers at the training.

Mr. Obenshain proceeded to **Item 10 – Local Department 10/1 Readiness Risk Assessment.** Mrs. Parker stated our Agency would probably fail this. She further stated it had to be returned by the end of the week and then she would have to do a Corrective Action Plan explaining how we would not fail it in the future. Mrs. Parker believes staff has had their E-Learning Module training and she believes everyone has completed the classroom training which the Eastern Region held in Norfolk. It was broken into two classes – morning and afternoon.

The ambassadors have been selected. She does not know whether everyone has completed the E-Learning prerequisites. She received a printout of what everyone had completed online through the end of June 2013 and what they had done in classroom through the end of June. Mrs. Parker stated they had previously never sent a printout of trainings completed by workers. She has

completed the Local Plan and our Regional Director Steve Blythe has that. She plans to go before the Accomack County Board of Supervisors in September to explain this to them. The Eligibility Modernization person might end up being Mrs. Parker. We have not changed our telephone information as we need to wait until it is closer to the time it commences. Some of the ambassadors will probably be our CommonHelp people as they do not get flustered, and if there is a problem they are better to work with the issues. Our Security Officer Steve Niblett and Administrative Office Manager Shirley Harmon are also aware of the authorizing and who will have the ability to do things in the system. We did this with VACMS for childcare. There will be more people but the same process. Every online application which comes through on CommonHelp has to be cleared the same day; i.e., childcare, TANF, Medicaid or SNAP applications. They cannot stay pending and they have to be cleared and under workers' number. Our Regional Director is aware a lot of agencies will not pass the assessment.

Mr. Obenshain continued to **Item 11 – Houses Rehabbed by Beaver Dam Baptist Church**. Mrs. Parker stated this group is from Franklin, VA and they come every summer. Adult Services Supervisor Wayman Trent selects various houses that need repairs and we determine what types of materials will be needed for the various projects and get building permits so the work can be performed. They come over for a week and stay at a campground. A lot of ramps are installed for the elderly. They also paint, replace windows, etc. Most of the homes were in upper Accomack County since the group was staying in that area.

On motion by Ms. Major, seconded by Ms. Lewis, a Resolution was to be prepared recognizing Beaver Dam Baptist Church for the services they rendered to the elderly in our community.

Mr. Obenshain proceeded to **Item 12 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated for the second month of our Fiscal Year our Total Expenditures were \$293,545.31. Our Year-To-Date Total Local Adjustment is \$81,217.39 and our Total Local Balance to Date is \$642,893.61. Mr. Obenshain inquired whether Mrs. Harmon had seen any red flags yet. Mrs. Harmon stated no; however, she had contacted BRS and requested more State funding for our foster care program and they approved same.

On motion by Ms. Lewis, seconded by Ms. Wood, the Board went into Closed Session for the purpose of discussing Personnel (Leave Without Pay, Acceptance of Custody and Case Updates – No Action Needed), as permitted by the Code of Virginia Section 2.2-3712.

On motion by Ms. Major, seconded by Ms. Lewis, the Board returned to Open Session. On motion by Ms. Wood, seconded by Ms. Lewis, the Board confirmed the matters discussed in Closed Session (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; and Mr. Sparkman – yes).

On motion by Ms. Wood, seconded by Ms. Gordy, the Board was polled (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes) and approved the following:

- I. Personnel:
  1. Leave Without Pay:
    - A. Theresa Franklin – Benefit Program Specialist II – 33 Hrs. – 7-2-18-13
    - B. Mary Beasley – Benefit Program Specialist III – 21 Hrs. – 7-9-30-13

On motion by Ms. Major, seconded by Ms. Lewis, the Board was polled (Ms. Wood – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes) and approved the following:

- II. Acceptance of Custody:
  - A. Foster Care Case #001-051959007
  - B. Foster Care Case #001-051958001

At this time Mr. Sparkman inquired whether there had been another Accomack County Insurance Committee meeting. Mrs. Parker stated Accomack County Finance Director Mike Mason is waiting to hear from the actuary. Mrs. Parker stated she thought the County had already dealt with the long term and short term disability situation and the Board of Supervisors had already voted to use another group, not VRS, to manage the Short and Long-Term Disability part. Mrs. Parker also stated she assumed all Board Members had seen the local newspaper story listing the salaries of all Accomack and Northampton County department heads; however, Accomack County DSS information was omitted. She stated when you look at the salaries of Northampton County DSS employees compared to Accomack County DSS employees there appears to be a great deal of disparity. Mrs. Parker stated our Local Compensation Plan has an option for local salary realignment. Pursuing this requires local Social Services Board approval. A lengthy discussion followed regarding the salary realignment. On motion by Ms. Major, seconded by Ms. Lewis, Mrs. Parker was requested to contact the State HR department.

The next regular meeting is scheduled for Tuesday, September 17, 2013.

The meeting adjourned at 10:50 A.M.

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**