

The Accomack County Board of Social Services met at its facility on Tuesday, April 21, 2015, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Kay W. Lewis, Vice-Chairman; Ms. Reneta Major; Ms. Nicolette A. Hickman; Ms. Laura Belle Gordy; Mr. John Sparkman; and Mrs. Mary E. Parker, Secretary.

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

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of March 17, 2015**. On motion by Ms. Lewis, seconded by Ms. Major, the Minutes of March 17, 2015 were approved as written.

Mr. Obenshain continued to **Item 4 – Introduction of New Employees**. Mr. Obenshain stated while Office Supervisor Linda C. Rew was locating the workers, he would proceed to **Item 5 – Fraud Reports for February and March 2015**. Mr. Sparkman said Fraud Investigator Jack Thomas had been quite busy, and Ms. Lewis stated her single comment was WOW. Mr. Obenshain stated it appeared Mr. Thomas had been working the tax intercept. Mr. Obenshain requested Mrs. Parker relay to Mr. Thomas that everyone thought they were good reports and they recognize all of his hard work.

While waiting for the new employees to arrive, he moved to **Item 6 – Director’s Report. Community Relations**: Mrs. Parker stated on 03/25/15 she attended the Smart Beginnings Leadership council meeting which has to do with improving child care and having children at the proper level when they start school.

Regular Meetings: On 03/17/2015 Mrs. Parker attended a Food Bank Advisory Council meeting.

On 04/02/15 Mrs. Parker attended the regular CPMT meeting.

On 04/15/15 Mrs. Parker attended an Emergency CPMT meeting.

On 04/17/15 Mrs. Parker and Information Systems Support Specialist II Steve Niblett participated in the IT Operations Committee conference call. They discussed service requests, migration of over 40 programs from the Unysis platform to a new Enterprise HP, and DMIS, the new scanning program the State expects to be operational within the next few months.

Mrs. Parker stated there had been a Disaster Preparedness meeting the previous week; however, she had forgotten to attend it.

Ms. Major inquired how many scanning devices our agency would be getting. Mrs. Parker stated we would be getting six; however, we do not know where they will go as everyone has one at the present time. Mrs. Parker stated we still would be scanning into Laserfische.

Mr. Obenshain continued to **Item 7 – Meeting with Eastern Region Director Steve Blythe**. Mrs. Parker stated Northampton DSS Board met and decided they prefer to meet separately with Mr. Blythe. She further stated she would speak with Mr. Blythe about a meeting with our Board.

At this time the new employees entered for introduction. Mrs. Parker introduced Ms. Laura Lewis, our new Benefit Program Specialist II worker. Ms. Lewis has several years of experience working in benefit programs in North Carolina prior to moving back to Virginia. She then introduced Ms. Dawn Weston, our new Office Associate II. Ms. Weston previously worked for a local attorney and has had some experience with our guardianships with APS. Finally, Mrs. Parker introduced Alejandro Cruz, our new Benefit Program Specialist III. Mr. Cruz previously worked at our agency several years ago. Mr. Obenshain welcomed everyone to the agency.

Mr. Obenshain proceeded to **Item 8 – Local Departments of Social Service Profile Report, SFY 2014**. We have fewer people receiving SNAP benefits; i.e., not a whole lot but there is about one-third of the population in Accomack County receiving SNAP, which is phenomenal. Mrs. Parker further stated we have a lot in common with people in the Southwest and urban areas of the Commonwealth. Mr. Obenshain stated the

poverty rate in Accomack County appears to be continually growing. It started out at 15.6 in 2003 and ten years later it is 19.3.

Mrs. Parker stated if the Board would like to see a profile for Northampton or another area she could obtain same and either mail or email same to them.

Mr. Obenshain continued to **Item 9 – Destruction of Cases – Family Services Unit**. Mrs. Parker stated we need the Board to approve the destruction of cases – child care cases which have not had any action within the past five years; VIEW cases; and adult service cases which had been purged.

On motion by Ms. Major, seconded by Ms. Lewis, the destruction of cases was approved.

Mr. Obenshain proceeded to **Item 10 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated for the month of March our Total Expenditures were \$308,979.37. Our Year-to-Date Total Local Adjustment is \$481,397.90 and our Total Local Adjustment is \$254,409.10. We have two more months in the State's Fiscal Year and three more months in the County Fiscal Year. Mr. Obenshain inquired whether we were in good shape. Mrs. Harmon stated there were a couple of categories under Public Assistance running short but the State is giving us enough to make it through the end of the year.

Mr. Obenshain continued to **Item 11 – Local Department of Social Services Compensation Plan 2015-2016**. Mrs. Parker stated we are doing a 2% State cost-of-living and adding another .50% from the County. Mrs. Parker stated we are not doing a merit increase or an internal alignment. We determined starting pay by using a compensation decision and experience ratio work sheet; i.e., you look at previous jobs and see whether or not they relate to the job they are seeking at ACDSS. No end of probation increase or an end of training period increase. For promotions we do 10% and we do not do exceptional promotions. If we redefine a position upward we do 10% or demote for discipline – the State tells us to do this – it can be a minimum of 5% or a maximum of 15% and a demotion for performance would be the same; i.e., 5% or a maximum of 15%. Temporary acting pay if a non-supervisory level is 5% and if it includes supervisory responsibilities, it is 10%. We do adjust for use of a critical skill which is bilingual Spanish/English in speaking, reading, and writing. We pay 5% above whatever the starting salary would be. That is a one-time increase. We do not offer competitive salary increases. For on-call for CPS last year and for many previous years the rate was \$10.00 per each eight hour shift. You can pay up to \$16.00 for each eight hour shift. We have elected to increase the rate by \$2.00, so it will be \$12.00. She spoke with Administrative Office Manager Shirley Harmon prior to putting it into the plan and Mrs. Harmon agreed. We would provide compensatory leave at time and a half in excess of 40 hours in the work week. For non-exempt employees; i.e., line staff who work fewer than 40 hours in a work week we would provide special duty leave for each hour actually worked while on-call. For employees exempt from Fair Labor Standards, which would be supervisors, we would provide special duty leave for them as well. Evaluations should be completed annually on the anniversary date and the Board has the option of indicating a maximum dollar amount for employees who separate and have accrued sick leave. In the past the Board has opted for the \$5,000 amount and she asked the Board to continue that.

Mrs. Parker stated two changes are being made in the 2015-2016 Compensation Plan – (A) change in the on-call pay for CPS workers from \$10.00 to \$12.00 per hours; and (B) cost-of-living which the State and County are doing. Mrs. Parker stated she needed the Board's approval on the Plan and if it was approved, the Board Chairman would sign and she would sign and then send it to the State Human Resources for their signature.

On motion by Mr. Sparkman, seconded by Ms. Major, the Local Department of Social Services Compensation Plan 2015-2016 was approved as written.

On motion by Ms. Gordy, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Employment; Acceptance of Custody and Consent to Adopt), as permitted by the Code of Virginia Section 2.2-3712.

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

On motion by Ms. Major, seconded by Mrs. Hickman, the Board approved the following personnel actions (Mrs. Hickman – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; and Mr. Sparkman – yes):

- I. Personnel:
 - A. Employment:
 - 1. Nancy R. Gonzalez-Lopez – Emergency Office Associate II – Effective 04/16/15

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

- II. Acceptance of Custody:
 - A. Foster Care Case # 001-053516005
- III. Consent to Adopt:
 - A. Foster Care Case #001-050946009

Mr. Obenshain stated our next regular meeting would be held on May 19, 2015 at 9:30 A.M.

On motion by Ms. Major, seconded by Ms. Gordy, the meeting adjourned at 10:15 A.M.

APPROVED: R. Dodd Obenshain

ATTEST: Mary E. Parker