

The Accomack County Board of Social Services met at its facility on Friday, September 25, 2015, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Kay W. Lewis, Vice-Chairman; Ms. Nicolette A. Hickman; Ms. Reneta Major; Ms. Laura Belle Gordy; Mr. John Sparkman; and Mrs. Mary E. Parker, Secretary.

Mr. Obenshain called the meeting to order. Mr. Sparkman gave the Invocation.

Mr. Obenshain proceeded to **Item 3 – Approve Minutes – August 18, 2015**. On motion by Ms. Major, seconded by Ms. Lewis, the Minutes were approved as written.

Since Item 4 was the introduction of a new employee and she had to be contacted to appear before the Board, Mr. Obenshain continued to **Item 5 – Fraud Update**. Ms. Gordy stated Fraud Investigator Jack Thomas never slows down. Mr. Obenshain stated he had presented a good report for July 2015.

Mr. Obenshain then proceeded to **Item 4 – Introduction of New Employee – Melanie Floyd – Fiscal Assistant II**. Mrs. Parker introduced Mrs. Floyd to the Board and stated she was working in Administrative Office Manager Shirley Harmon's Unit. The Board welcomed Mrs. Floyd to the agency.

Mr. Obenshain continued to **Item 6 – Director's Update**. On August 14, 2015 Mrs. Parker and IT Information Technician Specialist II Steve Niblett participated in the regular monthly IT Operations Committee VITA conference call; however, she was tied up and unable to participate in the call. Mr. Niblett was able to obtain the information.

On September 10, 2015 Mrs. Parker attended a Community Partners of the Eastern Shore meeting.

Mrs. Parker also stated she attended a Directors' meeting at the Eastern Regional Office on September 14th. Topics included discussion regarding leadership training that may be provided by VCU, overdue Medicaid renewals, a worker safety course for child welfare workers, the Child and Family Services review, and a change in the child care co-pay. Mrs. Parker stated she received an email earlier in the week asking that staff be reminded to call in a ticket for all VaCMS problems. Workers are using the Medicaid "back door" if they have a case that is in an emergency situation and needs their assistance to be granted but VaCMS is giving an error message. The only way the Department will have a true picture of the problem is if all problems are reported.

Mrs. Parker stated Benefit Program staff is able to work overtime in order to catch up the overdue Medicaid renewals. Funding for overtime is supposed to be over the end of October; however, our budget will support continuing to pay overtime through the end of December.

Mr. Obenshain proceeded to **Item 7 – Annual Board Member Training – October 21, 2015 – Eastern Regional Office**. Ms. Gordy stated it is the same day as the Accomack County Board of Supervisors meeting. Mrs. Hickman and Mr. Sparkman have indicated they want to attend. Mrs. Parker stated she would probably attend the Board Training and would get in touch with Mrs. Hickman and Mr. Sparkman as we could all travel in an agency car.

Mr. Obenshain continued to **Item 8 – Destruction of Adult Services & Child Care Cases**. Mrs. Parker stated there were approximately 10 cases to be destroyed. On motion by Ms. Major, seconded by Ms. Lewis, Mrs. Parker was instructed to proceed with the destruction of the Adult Services & Child Care cases.

Mr. Obenshain proceeded to **Item 9 – Destruction of Child Protective Services Cases**. Mrs. Parker stated there were more of these cases to be destroyed. On motion by Ms. Gordy, seconded by Ms. Lewis, Mrs. Parker was instructed to proceed with the destruction of the Child Protective Services cases.

Mr. Obenshain continued to **Item 10 – Annual Staff Recognition Luncheon – October 9, 2015**. Mrs. Parker stated prior to the commencement of the luncheon we will be having a retirement function for Benefit Supervisor Patricia Morris who will be retiring effective October 1, 2015. Mrs. Parker stated the luncheon starts at 12 Noon; however, we will start around 11:15 AM for Mrs. Morris' retirement party. On motion by Ms. Gordy, seconded by Ms. Lewis, the Annual Staff Recognition Luncheon was approved by the Board.

Mr. Obenshain proceeded to **Item 11 – Resolution Recognizing Outstanding Service of Patricia B. Morris**. Mrs. Parker stated it was printed prior to the meeting and not included with the Agenda. On motion by Ms. Major, seconded by Mrs. Hickman, the Resolution Recognizing Outstanding Service of Patricia B. Morris was approved by the Board.

Mr. Obenshain continued to **Item 12 – Financial Statement – Administrative Office Manager Shirley Harmon**. Ms. Harmon stated for the month of August our Total Expenditures were \$299,208.87; our Year-To-Date Total Local Adjustment was \$121,390.50 and the Total Local Balance to Date is \$634,456.50.

On motion by Ms. Hickman, seconded by Mr. Sparkman, the Board went into Closed Session for the purpose of discussing Personnel (Termination, Retirement and Temporary/Acting Duties); Acceptance of Custody; and Adult Protective Services Referrals, 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 Lewis, seconded by Ms. Gordy, the Board confirmed the matters discussed in Closed Session (Mrs. Hickman – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes; Mr. Sparkman – yes).

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

- I. Personnel:
 1. Termination:
 - A. Emmanuel Hernandez – Emergency Office Associate II – Effective 9/01/15
 2. Retirement:
 - A. Patricia B. Morris – Effective 9/30/15
 3. Temporary/Acting Duties:
 - A. Elizabeth (Libby) T. Beasley – In Charge During Director's Absence
 - B. Gary B. (Gar) Kellam – Temporary Acting Benefit Programs Supervisor – Adult BP Unit – Effective 10/1/15

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

- II. Acceptance of Custody:
 1. Foster Care Case #001-053930001

2. Foster Care Case #001-053928001

On motion by Ms. Lewis, seconded by Ms. Major, the Board instructed Mrs. Parker to put in motion the hiring of an Assistant Director.

Mr. Obenshain stated the next regular meeting would be held on October 20, 2015 at 9:30 A.M.

On motion by Ms. Major, seconded by Ms. Gordy, the meeting adjourned at 10:25 A.M.

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**