

The Accomack County Board of Social Services met at its facility on Tuesday, August 15, 2017, at 9:30 A.M. Present were Ms. Reneta Major, Chairman; Ms. Laura B. Gordy, Vice-Chairman; Robert D. Crockett; Mrs. Elsie Mackie; Mr. John Sparkman; and Mrs. Vicki J. Weakley, Secretary.

Ms. Major called the meeting to order. Mr. Sparkman gave the Invocation.

Ms. Major stated Mrs. Nicolette Hickman had sent her regrets for today's meeting.

Ms. Major proceeded to **Item 3 – Introduction of New Benefit Program Supervisor; Family Service Specialist III; Benefit Program Specialist II's; and Office Associate II's: A) Gar Kellam – Benefit Program Supervisor; B) Selina Coulbourne – Family Service Specialist III; C) Ebonne Tate – Benefit Program Specialist II; D) Ashley Esquivel – Benefit Program Specialist II; E) Fabiola Perez – Office Associate II; and F) Karen Charnock – Office Associate II:** Mrs. Weakley stated Benefit Program Supervisor Gar Kellam was on vacation that week. She further stated Selina Coulbourne, the new Family Service Specialist III was on an interview panel. Mrs. Weakley then introduced Ebonne Tate and Ashley Esquivel, the new Benefit Program Specialist II's and Fabiola Perez and Karen Charnock, the new Office Associate II's. On behalf of the Board Ms. Major welcomed all of them to the agency and hoped their stay would be pleasurable.

Ms. Major continued to **Item 4 – Approve Minutes of July 18, 2017.** On motion by Mr. Crockett, seconded by Ms. Gordy, the Minutes of July 18, 2017 were approved as written.

Ms. Major proceeded to **Item 5 – Fraud Report.** Mrs. Weakley stated the Emergency Fraud Investigator, Alfonso Montalvo, had been quite busy. The Board had no questions about the interim fraud report. The interviews for the Fraud Investigator are currently being scheduled.

Ms. Major proceeded to **Item 6 – Director's Update.** Mrs. Weakley stated she attended the following meetings for the previous month: 1) Community Partners of the Eastern Shore; 2) Healthy Communities Executive Meeting; 3) Two CPMT meetings; 4) Members Helping Members and she also did a public service announcement on WESR. She also met with the new Virginia Employment Commission (VEC) representative, Mr. Hightower, regarding collaboration. The agency had a Quality Initiative Review the previous day. We did very well. Nine CPS investigation cases were reviewed. Six cases had absolutely no errors. Three of the cases had minor errors. Three ongoing cases were reviewed and most of the errors were documentation issues and a couple of monthly visits that were missed. The internal review had already identified the issues, so the agency had already started taking steps to rectify the errors. They will be back in September for another review.

Mrs. Weakley stated she wanted to share with the Board the CSA End-Of-Year Fiscal Year had been completed. We are the only County or City in the State of Virginia that does not have a CSA Coordinator. Mozella Frances, Director of Northampton County DSS, and Mrs. Weakley have been covering the duties a CSA coordinator would do. The CSA fiscal year closed out this year, with all payments processed, timely.

Mrs. Weakley further stated on September 22, 2017 we are planning an agency training, so the agency will be closed to the public. Everyone will be present for the training. She stated she would be sharing the Fish Philosophy with staff. There are four premises: choose your attitude, be present (listen to people when

they are speaking to you); make other people's day, and have fun at work. It is expected to be a great team building activity.

Ms. Major continued to **Item 7 – Board Training on Shore**. Mrs. Weakley stated NCDSS would call her that day and let her know what dates are available for their agency to participate in the training.

Ms. Major proceeded to **Item 8 – Director's Evaluation**. Mrs. Weakley stated next month was scheduled for her six month evaluation. She further stated the Board had mentioned speaking with workers in the agency. She wanted to know what the board wanted to do to prepare to speak with the agency workers. After some discussion, it was determined the Board would pull four names out of a hat, (one name out of services, one name out of benefits, and one administrative name. Mrs. Weakley requested that one supervisor also be selected, as she directly supervises them). Ms. Major stated she wanted all of the questions to be the same. Ms. Major stated she would prepare the questions and then get everyone's email address from Office Supervisor Linda Rew. Ms. Major stated if the selected person was not there that day, another name could be drawn. Mr. Crockett suggested the meeting be commenced at 9 AM instead of 9:30 AM that day. Ms. Major instructed Mrs. Rew to let Board Member Nicolette Hickman know about the change in time.

Ms. Major proceeded to **Item 9 – Financial Statement – Administrative Office Manager**. Mrs. Harmon stated for the month of July our Total Expenditures were \$275,673.80. Our Year-To-Date Total Local Adjustment was \$76,266.69 and our Total Local Balance to Date is \$703,232.31.

On motion by Mr. Crockett, seconded by Ms. Mackie, the Board went into Closed Session for the purpose of discussing Personnel (Retirement); GF Horne Update; Director's Consult; and Acceptance of Custody – Case #'s: 001-054492002; 001-054494005; 001-054493009; 001-054495001; and 001-054496008), as permitted by the Code of Virginia, Section 2.2-3712.

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

On motion by Mr. Crockett; seconded by Mrs. Mackie, the Board approved the following Personnel issue – Retirement (Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; Mr. Sparkman – yes):

- I. Personnel:
- II. Retirement:
 1. Jack Thomas – Fraud Investigator – Eff. 8/1/17
 2. Gail Walker – Family Service Specialist III – Eff. 8/1/17

On motion by Mr. Crockett, seconded by Mrs. Mackie, the Board approved the following: (Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; Mr. Sparkman – yes):

- III. "GF Horne" Update
- IV. Director's Consult

On motion by Mr. Crockett, seconded by Mrs. Mackie, the Board approved the

Acceptance of Custody (Case #: 001-054492002; 001-054494005; 001-054493009; 001-054495001; and 001-054496008) – (Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- V. Acceptance of Custody:
 - 1. Case #: 001-054492002
 - 2. Case #: 001-054494005
 - 3. Case #: 001-054493009
 - 4. Case #: 001-054495001
 - 5. Case #: 001-054496008

The next regular Board meeting is scheduled for Tuesday, September 19, 2017, at 9:30 A.M.

On motion by Mr. Crockett, seconded by Mrs. Mackie, the meeting adjourned at 10:25 A.M.

APPROVED: **C. Reneta Major** _____

ATTEST: **Vicki J. Weakley** _____