

The Accomack County Board of Social Services met at its facility on Tuesday, December 15, 2009, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Mr. Ray Davis, Vice-Chairman; Ms. Kay W. Lewis; Ms. Betty Wood; Ms. Reneta Major; and Mrs. Mary E. Parker, Secretary.

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

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of December 15, 2009.** On motion by Ms. Wood, seconded by Ms. Major, the Minutes of November 17, 2009 were approved as written.

Mr. Obenshain continued to **Item 4 – Introduction of New Employee – Loretta Bascom, Benefit Program Specialist I, Adult Benefit Programs Unit.** Mrs. Parker asked Mrs. Linda Rew to contact Ms. Bascom. Mr. Obenshain stated he would continue to **Item 5 – Fraud Update** – while they were waiting. The Board reviewed the Report as written.

Mr. Obenshain continued to **Item 6 – Director’s Update.** Mrs. Parker stated she was unable to attend the December CPMT meeting. On December 7, 2009 Mrs. Parker attended the Eastern Region Director’s meeting in Virginia Beach. When they arrived, they were informed the speakers from Richmond were sick with the flu. The consultants from different programs gave updates about their various

programs. At the close of the meeting the local directors decided they would meet quarterly due to the many issues on the table which need to be addressed. This meeting will rotate among agencies, the first being held in Portsmouth. These meetings are separate and apart from the regional meetings lead by the regional director.

Mr. Obenshain returned to **Item 4** upon Ms. Bascom's arrival. Mrs. Parker stated on December 2, 2009 Ms. Bascom commenced her new position as Benefit Program Specialist I in the Adult Benefit Programs Unit. She has had previous experience with Social Services in Texas. On behalf of the Board Mr. Obenshain welcomed her to the agency.

Mr. Obenshain proceeded to **Item 7 – Letter of Congratulations to Foster Care Staff for Exceeding Federal Requirements for Monthly Visits With Foster Children.** Mrs. Parker stated she gave a copy to Social Work Supervisor Libby Beasley for her Unit and put a copy in each worker's personnel file. Mrs. Parker stated the staff has done exceptionally well with the visits. You have to meet with the child in their home or the facility where they are located on a monthly basis. This is the second year they have met their exceeded the requirement. They have tried hard with dwindling staff to perform the tasks at hand. If you miss one month, that child will not count any more for the rest of the year.

Mr. Davis inquired how it counts as a negative for the rest of the year. Mrs. Parker stated it does. She further stated it is harsh, but you do not get the credit even though you are still seeing that child. Also, if a child is on runaway, that counts against us as well. Mr. Davis inquired about our ratio; i.e., case worker vs. number of cases. Mrs. Parker stated we currently have two case workers; however, we have 35 kids in foster care. Mrs. Parker stated we try to place children that cannot be served here on the Shore within the Hampton Roads area so that staff can schedule visits in the most efficient and cost effective manner possible.

Mr. Obenshain requested Mrs. Parker to let the workers know the Board sends its congratulations on a job well done.

Mr. Obenshain continued to **Item 8 – Financial Statement – Administrative Office Manager Shirley Harmon.** Mrs. Harmon stated we have completed the month of November. Our Expenditures were \$313,657.96. Our Total Local Adjustment is \$255,201.96 and our Total Local Balance to Date is \$427,539.04.

Mrs. Harmon stated every year in December the State requires us to prepare a mid-year review of our budget to determine whether we have sufficient funds for the remainder of our Fiscal Year. This provides us the opportunity to enter a request through the budget system and also to ask for additional money or return any surplus which we have. After reviewing the budget with Mrs. Parker, Mrs. Harmon entered a request for Supplemental Allocation into the budget system for Budget Line 804 – Auxiliary Grants – an additional \$30,000.00; Budget Line 878 – Head Start Wrap-Around – an additional \$23,000.00; Budget Line 874 – TANF-VIEW Working Daycare – an additional \$12,000.00; Budget Line 812 – Title IV-E – Adoption Subsidy – an additional \$25,000.00. In Budget Line 883 the State is requesting we return \$10,000.00 from Daycare money. A brief discussion was held relative to the budget review.

Mr. Obenshain proceeded to **Item 9 – Fiscal Year 2011 Budget Call.** Mrs. Parker stated Accomack County is using a new format for budget submission this year. The County decided they would fashion their budget request in the same format as Vancouver, Washington. The County provided links on the web where we can go and view Vancouver's. Mrs. Parker stated when she looked at Vancouver's, there was no social services budget listed as social service employees are state employees. The format requires a Mission Statement and an explanation of the services you provide. All agency budget submissions will

be on Accomack's website. Mrs. Parker reviewed the budget request form with the Board.

Mr. Obenshain continued to **Item 10 – Updated Organizational Chart**. Mrs. Parker stated Mrs. Harmon's Unit prepared the new Organizational Chart to show all title updates.

On motion by Ms. Wood, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Employment, Termination, Retirement and Family and Medical Leave), as permitted by Code of Virginia, Section 2.2-3712.

On motion by Ms. Lewis, seconded by Ms. Major, the Board returned to Open Session. On motion by Mr. Davis, seconded by Ms. Wood, the Board confirmed the matters discussed in Closed Session. Mr. Obenshain polled the Board to confirm the matters discussed in Closed Session (Ms. Wood – yes; Ms. Major – yes; Ms. Lewis – yes; Mr. Davis – yes). On motion by Ms. Lewis, seconded by Ms. Major, the Board was polled and approved the following:

- I. Personnel:
 1. Employment:
 - a. Loretta Bascom, Benefit Program Specialist I, Eff. 12/01/09
 2. Termination:
 - a. Serene Washington, Emergency Office Associate II – Eff. 11/25/09
 3. Retirement:
 - a. Sandra Hickman, Benefit Programs Specialist III, Eff. 12/01/09
 4. Family and Medical Leave:
 - a. Kathy Hasty, Office Associate II – 11/16/09 – 11/30/09 & 12/2/09 – 96 Hrs.

Mr. Obenshain stated the next Regular Meeting will be held January 19, 2010.

Ms. Lewis stated she would like to inquire whether staff would be having a Christmas Party. Mrs. Parker stated there would be a Christmas Party on Tuesday, December 22, 2009, at 12 Noon. The Agency will probably provide chicken and staff will bring covered dishes. Mrs. Parker stated the Board Members were invited to attend.

Mrs. Parker stated she wanted to inform the Board Millie Thornes, who works in the Front Clerical Unit, will be retiring effective December 31, 2009. We had a Retirement Party the first part of December, and everyone in attendance seemed to have a good time. Approximately 50 people attended, including her daughter and husband, her sisters and several nieces. Benefit Programs Specialist III Jo Laxton wrote a song and sang it at the retirement dinner. It was very nice. Hopefully, Ms. Laxton will sing it at our Christmas Party as some staff were unable to attend Millie's retirement dinner.

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

APPROVED: _____

ATTEST: _____