

The Accomack County Board of Social Services met at its facility on Tuesday, February 15, 2011, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Kay W. Lewis; Mr. C. Ray Davis; and Mrs. Mary E. Parker, Secretary.

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

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of January 18, 2011**. On motion by Mr. Davis, seconded by Ms. Lewis, the Minutes of January 18, 2011 were approved as written.

Mr. Obenshain continued to **Item 4 – Fraud Update**. Mrs. Parker stated one of the unfortunate consequences from the embezzlement which occurred at our Agency was our clients who religiously paid their debt to us had their Federal income taxes intercepted. Mrs. Parker stated we are working with the State to correct this. Mr. Davis inquired whether there was an audit trail to determine whose monies were taken. Mrs. Parker stated it had been done.

Mr. Obenshain proceeded to **Item 5 – Director's Update**. Mrs. Parker stated she had not attended many meetings during the previous month as she had been addressing other Agency issues. Child Protective Service Supervisor Libby Beasley attended a meeting at the Eastern Regional Office in Virginia Beach with Solomon Abah, VDSS Director of Appeals

and Fair Hearings. In Mrs. Parker's absence Mrs. Beasley attended the regular CPMT meeting.

On January 27, 2011 Mrs. Parker attended the Disaster Preparedness Coalition quarterly meeting.

Mr. Obenshain continued to **Item 6 – Benefit Program Specialists Appreciation Month – February 2011**. Mrs. Parker stated she had printed a banner to be placed in the lobby as well as one for the kitchen. She stated she would be selecting a date, asking Benefit Program staff what types of pizzas they like, and have the pizza delivered to the Training Room for their enjoyment. Mrs. Parker stated she would also be doing this for Social Worker month as well as Clerical month.

Mr. Obenshain proceeded to **Item 7 – Thanksgiving and Christmas Projects – Dawn Parks and Gail Walker (Child Welfare) and Nadine Greenley and Selina Coulbourne (Family Services)**. Mrs. Parker introduced Social Worker III Gail Walker, Office Associate III Dawn Parks, who is in charge of the Toy Closet and fundraising, and Social Worker II Selina Coulbourne. Ms. Walker stated she submitted the Thanksgiving data. It has gone up from last year. People call and state they want to help. This year we were able to help a lot of elderly people. Sign Post United Methodist Church prepares the meals and they go to visit the elderly and spend time with them. This year a member of Greenbackville Union UMC called and stated her church wanted to help this year. Ms. Major inquired who should be contacted if a church wanted to participate in our Thanksgiving project. Ms. Walker said they should contact her. Ms. Walker further stated Ocean View UMC in Wachapreague has been a tremendous help to us over the years. They have a small congregation; however, they are generous with our community.

Mr. Obenshain inquired how to handle an organization that wants to assist. Ms. Walker lets the group decide what they would like to do; i.e., meals, baskets, and gift cards. Ms. Walker then discussed her Christmas projects – Adopt-A-Family, Christmas Boxes, Gift Cards and Special Requests. Ms. Walker stated with the help of numerous groups/organizations, Downing UMC, Drummondtown UMC, Bethel African Methodist Episcopal Church, The Book Club and others we are able to assist needy families and their children plus our foster care children for Christmas. Ms. Walker stated it is hard work; however, it is quite gratifying to see the community support for the individuals and families we serve.

At this time Mrs. Dawn Parks spoke relative to the Toy Closet. She stated the Board had three sheets she had prepared relative to the breakdown of money spent. The first list showed the individuals or businesses which gave monetary donations for 2010 and have done so for previous years. Mr. and Mrs. Denver Mears have been giving \$5,000 each year for the previous four years. The second sheet showed the various groups; i.e., Atlantic Community Health Center, Accomack County Health Department and numerous churches and individuals who donate toys to be distributed among the less unfortunate children in our community. The third sheet showed the amounts received – Monetary Donations - \$6,515 and Cookbook Fundraiser (continued from 2009) \$1,021, for a total of \$7,536. These amounts were of tremendous help in purchasing toys for Christmas. This year we served 781 kids and 319 families. Ms. Wood

stated she had done a good job. Mr. Obenshain stated the Board would concur on that statement.

At this time Social Worker II Selina Coulbourne spoke about the Angel Tree which is located at Peebles Department Store. She stated the Board had received her sheets pertaining to the project. It has been approximately 19 years since Ms. Coulbourne commenced her employment with ACDSS and at that time she was assigned the Angel Tree. It has now turned into a big community project. Mr. Pierce, who is Manager at Peebles, and Ms. Coulbourne have a good relationship and he is always readily available to assist with the project. At the end of the project, he always tells her not to forget to come back next year. Ms. Coulbourne stated over the years more agencies/organizations from the community have called and want to help. Grace UMC and Broadwater Academy help children, families and adults. Over the years they have incorporated adults. The list from Child Protective Services and Family Services, which is derived from our caseloads, were not as large this year so we were able to help more adults and have an Adult Angel Tree. Grace UMC and New Ravenna were also of tremendous help this year. Families served by the Coalition Against Domestic Violence were also included in the Angel Tree.

Ms. Major mentioned she believed our Toy Closet was a two day project. Mrs. Parks stated on the first day we take anyone who receives benefits from us. They start forming a line outside the door around 5:30 A.M. We do a printout from a Benefits Supervisor to make sure they are currently receiving benefits. On the second day we have people who could not come on the first day as well as anyone in the community. When asked how the community becomes aware of our Toy Closet, Mrs. Parks stated she advertises it on WESR, WVES and WCTG on Chincoteague. She informs them it is a community announcement.

Mrs. Coulbourne stated she has the radio stations announce the Angel Trees as well. She further stated they have repeat helpers each year. Mrs. Parker stated we are also the contact point for Bank of Cheer applications. Fraud Investigator Jack Thomas reviews the applications based on Bank of Cheer criteria. Mrs. Parker stated Christmas is a busy time of year; however, everyone pitches together and makes it work. It makes everyone feel good about what they have done for the community.

Ms. Major commended Mrs. Mary Parker as Director for allowing staff to participate in extracurricular activities. Ms. Wood wanted to commend staff for the newsletter sent to the Board. She stated it is well prepared and she enjoys it tremendously. Ms. Lewis said it is very rewarding for staff when they have helped families.

On behalf of the Board Mr. Obenshain thanked Ms. Walker, Mrs. Parks and Mrs. Coulbourne for their presentations.

Mr. Obenshain proceeded to **Item 8 - Letter of Commendation from Eastern Shore Rural Health re: Benefit Program Specialist I Christine Santos.** Mrs. Parker stated so often we are told what we have done wrong; however, this time we were told something we had done well. Benefit Program Specialist I Christine Santos is bilingual. ESRH had a medically fragile child who was transferring from out-of country and his family was unable to provide required documentation to establish eligibility. The child had a health issue which required prompt medical attention at CHKD. Mrs. Santos acted quickly by making the necessary calls to obtain

documentation to process the application. ESRH wanted to recognize her service to the family.

Mrs. Parker further stated a thank you card had been received from a lady on Tangier thanking the workers in the Energy Assistance Program for their assistance in her time of need.

Mr. Obenshain continued to **Item 9 – Administrative Program Assistant Mashonda Davis Arrest for Embezzlement of \$3571.00 from Agency Special Welfare and Overpayment Receipts.** Mrs. Parker stated she was present in Court for Ms. Davis' arraignment. Her next hearing has been set for April 11, 2011. Mr. Davis inquired about the offense. Mrs. Parker stated Secretary I Linda Rew checked the receipt books for the Front Desk from 2006-2010. These books show payments made by clients for overpayments. Mrs. Rew compiled a list of all payments given to Ms. Davis or completed by Ms. Davis and gave the typed list to Administrative Office Manager Shirley Harmon for her review. We had one client who came to our office each month and paid \$150, and several of those payments were taken by Ms. Davis. Mrs. Parker had a voicemail message from Ms. Davis stating she wanted to pay the money back. The auditors came and reviewed the receipt books and Mrs. Harmon's records concerning the embezzled payments as well as the Special Welfare Christmas accounts. They recommended that we should have receipt books which required more information. Also, internally everyone who gives or receives funds should be given a receipt. Mrs. Parker stated we are in the process of getting new receipt books which will be numbered and have more requested information. Mrs. Rew has spoken with a company relative to this new design and the books are being prepared.

Mr. Obenshain proceeded to **Item 10 – Request for \$2931 in Local Funds to be used to Reimburse Overpayment Receipts Pending Repayment by Ms. Davis.** Mrs. Parker stated she spoke with Finance Director Mike Mason and J. R. Simpson, Chief Financial Officer of VDSS, regarding reimbursing embezzled SNAP and TANF repayments with Local funds. We cannot use Local funds to reimburse funds embezzled from the Toy Closet as they were community donations. Mrs. Parker asked Mr. Mason what his feeling was about the matter. He said he had no problem with it because it will repay State and Federal dollars. By doing this the clients can get their tax money back. Mrs. Parker stated she had spoken with Assistant Commonwealth's Attorney Matt Brenner about the matter. Mrs. Parker further stated she would keep the Board apprised of any developments.

On motion by Ms. Major, seconded by Ms. Lewis, Mrs. Parker was instructed to request the necessary funds to reimburse overpayment receipts pending repayment by Ms. Davis.

Mr. Obenshain continued to **Item 11 – Financial Statement – Administrative Office Manager Shirley Harmon.** Mrs. Harmon stated we have just completed the eighth month of our Fiscal Year. For the month of January our Total Expenditures were \$330,113.37. Our Total Local Adjustment was \$324,092.27 and our Total Balance to Date is \$324,511.73.

On motion by Ms. Wood, seconded by Mr. Davis, the Board went into Closed Session for the purpose of discussing Personnel (Leave Without Pay and Termination), as permitted by Code of Virginia Section 2.2-3712.

On motion by Ms. Major, seconded by Ms. Wood, 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. Lewis – yes; Mr. Davis – yes).

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

- I. Personnel:
 1. Leave Without Pay:
 - a. Nicole Victory, Benefit Program Specialist II – 01/27-28/11 – 10.25 Hrs.

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

2. Termination:
 - a. Mashonda Davis, Administrative Program Assistant - Effective 02/15/11.

Mr. Obenshain stated the next Regular meeting will be held on Tuesday, March 15, 2011, at 9:30 A.M.

On motion by Ms. Major, seconded by Ms. Lewis, the meeting adjourned at 10:45 A.M.

APPROVED: _____

ATTEST: _____