

The Accomack County Board of Social Services met at its facility on Tuesday, June 21, 2011, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Reneta Major, Vice-Chairman; Ms. Betty Wood; Ms. Laura B. Gordy; Ms. Kay Lewis; Mr. C. Ray Davis; and Mrs. Mary E. Parker, Secretary.

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

On motion by Ms. Wood, seconded by Ms. Lewis, the Minutes of May 17, 2011 were approved as written.

Mr. Obenshain proceeded to **Item 4 – Fraud Update**. Ms. Lewis noticed the completed investigation number was down. Ms. Lewis had also noticed in the local newspaper Fraud Investigator Jack Thomas had prosecuted a client. Mrs. Parker stated Mr. Thomas was out of the office part of the previous month due to illness in his family. She further stated Mr. Thomas has at least one fraud case each time the Grand Jury meets.

Mr. Obenshain continued to **Item 5 – Director’s Update. Community Relations:** On June 15, 2011 the Child Welfare Unit had its Reception. Judge Croxton Gordon attended the Reception. He and his staff also sent a beautiful arrangement of flowers to the Child Welfare Unit. Mrs. Parker further stated Bill Sterling of The Eastern Shore News was present and took a picture of the Unit. She had sent him a press release and he will have the article and picture in an upcoming issue of The Eastern Shore News.

On June 17, 2011 Richard Sterrett, Director of Northampton DSS, and Mrs. Parker attended the GED graduation and Mr. Sterrett and Mrs. Parker were recognized as “champions of adult education.” They had around 40 people to graduate. Mrs. Parker stated our agency has worked with the Eastern Shore Community College GED Program for years – through Welfare Reform and prior to it. ESCC does GED testing in our Training Room. They also have set up an information table in our Lobby and talked with clients about the GED program.

**Regular Meetings and Trainings:** On May 18, 2011 Mrs. Parker attended a meeting with Patti Kiger to further discuss social services issues for inclusion in the Health District Mobilization for Planning and Partnership. Mrs. Parker stated Ms. Kiger wanted to hear about our programs.

On May 24, 2011 Mrs. Parker attended the Interstate Compact on the Placement of children training sponsored by the Virginia Supreme Court at Northampton County DSS in Eastville.

On June 2, 2011 Mrs. Parker attended the regular CPMT meeting.

On June 13, 2011 Mrs. Parker met at the Northampton County Health Department with Red Cross, Emergency Preparedness and Health Department staff to develop a plan for receiving unsolicited donations during emergencies. Generally those donations are clothing and things which are not needed in an emergency. They will try to get the word out that monetary donations to organizations assisting the community would be more appropriate.

On June 20, 2011 Mrs. Parker attended the Food Bank Advisory Council meeting. Mrs. Parker forgot to put on the Agenda there was an Emergency CPMT meeting after the Child Welfare Reception.

**Regional/State Meetings:** On June 10, 2011 Ms. Jane Brown, who was appointed by Governor McDonnell to head the Prisoner Re-entry Community Initiative, and Steve Blythe, DSS Regional Director, were present at the meeting held at the Eastern Shore Community College in Melfa. Mrs. Parker stated approximately 30 people were in attendance. Ms. Brown discussed division and what they are trying to do. Mrs. Parker stated there will be another meeting in August. Richard Sterrett, Director of Northampton DSS, and Ann Wessells of Adult Probation and Parole volunteered to serve as co-conveners for the next meeting. Those in attendance wanted more information about similar localities and how they handle their re-entry issues.

On June 20, 2011 Mr. Sterrett and Mrs. Parker attended the CSA-DMAS billing meeting in Newport News convened by Charlotte McNulty, Executive Director of the Office of Comprehensive Services. Until now the State Board of Education has been responsible for reimbursing all of the counties for CSA expenditures. This year the General Assembly is requiring

the Office of Comprehensive Services and DMAS to explore the possibility of transferring the CSA billing system to DMAS. Mrs. Parker stated that would be chaotic. Mrs. Parker noted instances where we often have up-front costs for children coming into foster care such as clothing. Information will be provided to the General Assembly in October and taken up again in January 2012.

Mr. Obenshain proceeded to **Item 6 – Members Helping Members**. Mrs. Parker stated we are out of money. We have \$388.24 left in the account. We did not feel it was feasible to do anything in June as we had such a small amount of money. We were able to serve 83 members. Mrs. Gordy stated it was wonderful we were able to assist so many people. Mrs. Parker stated some received the full allotment of \$250.00 while others had smaller bills. She further stated Office Associate III Tammy Bennett who works with the Energy Assistance Programs assisted the Members Helping Members clients.

Mr. Obenshain continued to **Item 7 – Northwood Proposal – ACDSS Information Systems Support Specialist II Steve Niblett**. Mrs. Parker stated she had given each Board Member a copy of the proposal which was sent to her by email on Sunday, June 19, 2011. At this point Mrs. Parker introduced Mr. Niblett to the Board. She further stated she had called State Finance Director J. R. Simpson to see whether we could piggyback on Mr. Sterrett's contract at Northampton County DSS. If we could, it would be much easier. If not, there would be more hoops to jump through. The cost will probably be \$150,000. Mrs. Parker stated Chuck Wilson, the representative for Northwoods, has not been to our Agency; however, he has spoken on the phone with Mr. Niblett. Mr. Niblett stated in their conversation they had discussed the feasibility of using our equipment and our sequel server and whether they were compatible with their system. One of the biggest things for E-Z Filer was it was a good program when we purchased it; however it has no support. We are holding on and backing up everything as we go along. Any type of change affects the system. A lengthy discussion followed about the Laserfiche system which is a component of the Northwoods system and the benefits it could provide to ACDSS.

Mr. Davis inquired whether Northwoods had any other customers in Virginia. Mrs. Parker stated Northampton County DSS is the only Virginia agency that has purchased the product. Other agencies are considering Northwoods. Mr. Niblett then stated there are some in North Carolina and Ohio. Northwoods has been in operation since 1997 – over 13 years of service. It has 35-90 employees with millions of dollars of income per year. Mrs. Parker further stated Hampton, Newport News and Portsmouth are looking into the system as well. Mr. Obenshain then inquired whether there were any restrictions for moving the software into the new system. Mr. Niblett stated we can only move data into the new system.

At this point Mrs. Parker stated in order to use Local funds, the system would have to be in place prior to June 30, 2011. She inquired whether the Board wanted to meet as a group to discuss the project after she had heard from DSS Finance Director J. R. Simpson. Ms. Lewis and Ms. Gordy stated if Mrs. Parker found a workable solution, they did not have a problem with Mrs. Parker and Mr. Niblett making the decision. Mr. Davis stated he would want to be sure the acquisition was appropriate; i.e., it was legal and we did not have to have multiple bids and it was permissible before he would feel it was appropriate to proceed. Mr. Obenshain stated there were a couple of things that could be done. We

could do as Ms. Lewis and Ms. Gordy said and put it in Mrs. Parker's hands so she could get it together. If it looked like a good move we could move forward with some type of limit to money. We could have a special meeting prior to the end of June and meet about nothing except this one item or have a conference call – whichever would meet with everyone's schedule and be comfortable. Ms. Gordy stated the following week was the end of June. Mrs. Parker stated she could scan the information in an email to everyone. However, she would need something in writing from DSS Finance. Mr. Obenshain inquired how much Local Money would be available for this project. Mrs. Parker stated she had spoken with Ben's Carpets relative to the purchase and installation of carpet in the reception area. Also, Thomas Gardens had been to the Agency and is going to do some plantings, including moving daylilies to the front of the building. The amount needed would be between \$75,000 and \$85,000. Mrs. Parker stated if we are unable to use pass-thru, we will be unable to do this project. Ms. Lewis stated she felt the Board should give Mrs. Parker the authority to do this as long as the two questions presented by Mr. Davis were answered. Mr. Davis stated if we could put a limit on it and as long as it does not exceed \$80,000 and we could get pass-thru, we could put it in a motion.

On motion by Ms. Lewis, seconded by Ms. Major, Mrs. Parker was instructed to speak with DSS Finance Director J. R. Simpson, obtain the information and proceed as long as it is not more than \$85,000 and Mr. Davis' two questions were answered.

Mr. Obenshain continued to **Item 8 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated May was the last month of the Fiscal Year for the State budget. We have one more month left for the County budget. For the month of May our Total Expenditures were \$295,446.45. Our Total Local Adjustment was \$505,349.68 and our Total Local Adjustment was \$143,254.32. Mr. Davis inquired what portion of the budget had been spent. Mrs. Harmon stated 86.85%.

On motion by Ms. Major, seconded by Ms. Gordy, the Board went into Closed Session for the purpose of discussing Personnel (Resignation and Leave Without Pay – FMLA); Consent to Adopt (Foster Care Case #001-042338008) and Acceptance of Custody (Foster Care Case #001-049061001 and Foster Care Case #001-049161006).

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

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

- I. Personnel:
  1. Resignation:
    - a. Nicole Victory, Benefit Programs Specialist II – Effective 5/31/11
  2. Leave Without Pay – FMLA:
    - a. Bonnie Munn – Office Associate III – 6/9-6/16/11 – 42 Hrs.

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

- II. Consent to Adopt:
  - 1. Foster Care Case #001-042338008

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

- III. Acceptance of Custody:
  - 1. Foster Care Case #001-049061001
  - 2. Foster Care Case #001-049161006

Mr. Obenshain stated the next regular meeting will be held on Tuesday, July 19, 2011, at 9:30 A.M.

On motion by Ms. Lewis, seconded by Ms. Gordy, the meeting adjourned at 10:30 A.M.

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_