

The Accomack County Board of Social Services met at its facility on Wednesday, May 22, 2013, 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. John Sparkman; and Mrs. Mary E. Parker, Secretary.

Mr. Obenshain called the meeting to order. Ms. Kay Lewis gave the Invocation.

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of March 19, 2013.** On motion by Ms. Major, seconded by Ms. Wood, the Minutes were approved as written. No meeting was held in April due to the lack of a quorum.

Mr. Obenshain continued to **Item 4 – Fraud Update.** Mrs. Parker stated there were two Fraud Updates in the Board packet; i.e., one for March and one for April. Mrs. Parker further stated Fraud Investigator Jack Thomas had a fraud case in Court and full restitution was ordered. There was an article in the newspaper about the case. Mrs. Parker stated the client neglected to report some information, including the fact her husband was employed.

Mr. Obenshain proceeded to **Item 5 – Director's Update. Community Relations:** On March 27, 2013 Mrs. Parker and Mrs. Linda C. Rew attended the United Way Breakfast at the Eastern Shore Yacht & Country Club in Melfa. She further stated Mrs. Rew had done an excellent job on this year's campaign and it was the largest one we have had at ACDSS. She said numerous employees gave their regular annual donations and we had some new contributors as well. She further stated we need to try and get everyone to understand they could just give \$1.00 or their normal contribution so we could obtain 100% participation.

On April 24, 2013 Mrs. Parker attended the ESCC Workshop for 2013 graduates. It was good to network with them and network with other employers. This was something they had never done before and students appreciated the opportunity to do this workshop and talk with various employers.

On April 25, 2013 Mrs. Parker attended the Diversity Workshop sponsored by Portsmouth and Eastern Shore Health Districts at the Palace Theatre in Cape Charles. The Health District on the Eastern Shore does not currently have a doctor. Dr. Chang with Portsmouth's Office has the responsibility of the Eastern Shore. He got a grant to do diversity training workshops for both Portsmouth and the Eastern Shore staff. They invited various people from this area, including Mr. Joe Zagar of Riverside Shore Memorial, Mrs. Parker of ACDSS, Dr. Margolius, the previous Eastern Shore Health Department Director and some representatives from Eastern Shore Rural Health. They had different people to come and talk about working in different communities and diversity and populations and diversities within your agencies and how you work with people from other cultures and mindsets. They came in buses from Portsmouth. After lunch they had a brief scavenger hunt and everyone walked down a couple of streets to look for various items so they would become more familiar with Cape Charles. Mrs. Parker stated they really liked Dr. Chang as he is young and approachable. She further stated the new State Health Commissioner was also present.

**Regular Meetings.** On March 21, 2013 Mrs. Parker attended a WIA Partners lunch at the ESCC Workforce Partnership, Department of Rehabilitative Counselors which is now under the Depart. of Aging & Rehabilitation Services. Several different groups get together and discuss what is happening in the various agencies and whether there is any need to assist someone looking for a job, does someone have skills, etc.

After the above luncheon on March 21, 2013 Mrs. Parker met with Northampton County DSS Director Richard Sterrett to update the CSA Manual so it could be presented to the next month's CPMT meeting.

On April 16, 2013 Mrs. Parker attended the Food Bank Advisory Council meeting and also attended one the previous night on May 21, 2013.

On April 4, 2013 Mrs. Parker attended a Truancy meeting.

On April 4, 2013 Mrs. Parker attended the regular CPMT meeting.

On April 11, 2013 Mrs. Parker attended a Community Partners of the Eastern Shore (CPES) meeting and a CPES Rapid Response Team Strategic Planning meeting. This was an outgrowth of the February meeting about how to keep people with mental health issues out of jail or if someone is coming back into the community, what assistance could be given to them.

On May 2, 2013 Mrs. Parker attended the regular CPMT meeting.

On May 7, 2013 Mr. Parker attended the ESECC Leadership Council meeting. This is a group that started in Northampton County and they are looking at improving child care on the Eastern Shore. They received a \$50,000 grant from PNC Bank. Ms. Major was present at the meeting. They approved a memorandum that would link us with Smart Beginnings which started in Hampton Roads.

On May 7, 2013 Mrs. Parker attended a Prisoner Re-Entry meeting.

**Regional Meetings:** On April 23, 2013 Ms. Dorothy Thompson, the Eastern Region TANF/VIEW consultant came to the Agency and read TANF and VIEW cases. We have received the report back and we have to respond to same.

On April 29, 2013 Mrs. Parker attended an Adoption Subsidy Review by Laura Polk, Adoption Review Specialist, Adoption Assistance Review Team, at the VDSS Office in Richmond, VA. She found few problems with the ACDSS cases she read.

On April 21, 2013 we had a security review. The security was from the prospective of not having any identifying information out on a worker's desk which could be easily obtained by a client or someone having access to the building. We had a pretty good review but we have a lot to do. If we did not have custodians at night after we leave the office, we would not have as much to do. Because they are here unattended we have to look at how to keep everything away so they cannot access information. The files need to be locked up at night. We are putting strike pads for our badges on the file rooms in the hallway. We do not have a sign-in sheet in the reception area for guests to sign when they arrive or depart from the agency. We have three years to correct the problems. We have cameras and other things going for us which other agencies do not have.

Mrs. Parker stated on Thursday, May 23, 2013, she was going to have 14 geography students from Broadwater Academy come to the agency and learn about poverty.

Mr. Obenshain proceeded to **Item 6 – Child Abuse Prevention Month, Foster Care Month and Child Welfare Statistics – Social Work Supervisor Elizabeth Beasley**. Mrs. Beasley stated April was Child Abuse Prevention Month. During that time we will give extra materials from the State to use as we see fit. We put

up posters and handouts for clients and staff. We also did a Child Protective Services Newsletter. The current month is Foster Care Month. We get information from the State to make people aware of foster care. We have done foster care recruitment. We put up posters with workers names and phone numbers which can be torn off so workers could be contacted. We also receive materials and with that we do a foster care newsletter. She brought each Board Member a blue CPS folder which gave the Board an idea of what materials we get and what is presented to the public during these special months. Recruitment is done off and on all year. We have foster care training at least twice a year. In recent years we have had maybe one person complete the foster care training. We have a real problem getting the public involved in becoming foster parents. This heightens awareness of what we do, problems children face and solutions and services for children here.

Ms. Wood stated we do an excellent job with foster care. She stated she had witnessed children who were in foster care and were later adopted and she had admiration for this service. Ms. Wood stated anytime we can get a story in the newspaper about Social Services we should do it as a lot of people are clueless about what we do. Ms. Wood thought it would be good to do a feature story about foster care. Mrs. Beasley said that was a good idea. We had a former foster child who is back on the Shore. She has two Master's degrees, is working on her PhD and is teaching at Salisbury University. Mrs. Beasley stated the girl still has contact her foster parents and was not an older child when she came into care. Mrs. Beasley stated she would probably do a story for us. She further stated she would try and contact her. She further stated we have several excellent foster parents who might be willing to speak to a reporter as well.

Mrs. Beasley stated we have approximately 10 foster children at the present time. We have a new foster family who has two young children they are planning to adopt. Another foster mom previously had three children but now only has two as one was placed in residential care. We are getting more teenagers than young children. The young children we receive have come to us through bad situations. Mrs. Beasley stated it would be nice for the public to know what the social work staff does because they do not know the divisions and different units we have.

On behalf of the Board Mr. Obenshain thanked Mrs. Beasley for her presentation to the Board.

Mr. Obenshain continued to **Item 7 – Office Services Support Employee Appreciation Month Resolution.** Mrs. Parker stated the group went the previous month for their luncheon and everyone had a great time and enjoyed their lunches. She further stated we appreciate the Office Services Support folks as they are the wheel that turns and keeps everyone else going.

Mr. Obenshain proceeded to **Item 8 – Final Budget Allocations, Fiscal Year 2014.** Mrs. Parker stated since we did not have a meeting in April she combined everything into one and gave it to the Board. The new one has a copy of the budget in back as well as one sheet showing all of the administrative funds and how they were put together. This year we will have a single administrative line. Mr. Sparkman asked about what happens to the remainder of our County budget at the end of the Fiscal Year. Mrs. Parker stated we return it to the County. She felt we should not just purchase things to use the money. One year we put new carpet in the reception area as the floor was uneven and the tile was breaking off.

Mrs. Parker requested the Board to look at the amounts combined for the benefit programs staff and operations since we will have a single line. In that amount the State got a bonus from the Federal Government for being the most improved Food Stamp cases in the United States. They took that money and allocated it between all local agencies based on their size. We received approximately \$16,000 from that. Our fraud free administrative line has gone up which was probably based on the amounts Mr. Thomas brought into the agency. PassThru will be 26% Federal and the rest will be Local. We have not really been using the pass-thru. Shirley will be keeping her eye on the allocations.

Mr. Obenshain continued to **Item 9 – FY 2014 Compensation Plan.** Mrs. Parker stated the only change in this year's Plan from last year is we are getting a 3% raise approved by the General Assembly and also approved by Accomack County. It will become effective in August 2013. Mr. Obenshain stated any raise would be appreciated by staff. Mrs. Parker stated our last raise was in 2008.

Mrs. Parker stated the Compensation Plan required the Board's approval, She and Mr. Obenshain could sign it and she would scan it to the State later that day. On motion by Ms. Lewis, seconded by Ms. Major, the Compensation Plan was approved.

Mr. Obenshain proceeded to **Item 10 – Financial Statement – Administrative Office Manager Shirley Harmon.** Mrs. Harmon stated for the month of March our Expenditures totaled \$292,466.74. For the month of April our Expenditures totaled \$311,743.72. Our Year-To-Date Total Local Adjustment is \$516,091.96 and our Total Local Balance to Date is \$230,788.04. Mr. Obenshain asked whether we would make the budget for the year. Ms. Harmon stated we would. She further stated the State budget ends in May and the County budget ends in June.

Mr. Obenshain continued to **Item 11 – Members Helping Members – May 14, 2013 Balance Sheet.** Mrs. Parker stated we started out with \$28,000 and our current balance is \$13,000. She further stated our Energy Assistance workers, Peggy McCann and Pat Roberts, are managing the program.

Mr. Obenshain proceeded to **Item 12 – Affordable Care Act Requirements.** Mrs. Parker stated the County has looked at this and an emergency employee cannot work over 29 hours per week without the agency providing health insurance coverage. We currently have one employee in the Adult Benefits Unit and the two Energy Assistance employees. She further stated you can hire as many emergency workers for 29 hours per week but they cannot work 30 hours or over unless you pay their medical insurance premium. You can be fined if you do.

Mr. Obenshain continued to **Item 13 – Adult Abuse Prevention Month – Social Work Supervisor Wayman Trent.** Mr. Trent stated May was Adult Abuse Prevention Month. Last year we had a banner year which was not good. Starting April 1, 2012 through the present time we had 113 referrals for elder abuse. We currently have 50 open cases. As you can see it is growing. There are more cases each year. Statewide in the year 2010 there were 17,141 referrals, in 2011 there were 17,936 referrals and in 2012 there were 19,990 referrals for elder abuse. Mr. Trent also stated there are some cases that are not reported. This year for activities we are doing a news release to The Eastern Shore News relative to elder abuse statewide. He further stated it should be in the edition of Saturday, May 25, 2013. Mr. Trent stated financial exploitation has been on the increase.

Mr. Trent stated ACDSS is guardian for seven individuals. We have 23 individuals in our County who we also monitor. Jewish Family Services, Catholic Charities and family members are the guardians of these people. Mr. Trent stated he sends a guardianship report to them each year with a letter which they return to him with a \$5.00 fee. He reviews the reports and if approved, he sends them to the courts where the individuals were adjudicated guardianship.

Mr. Trent stated he is preparing for Social Worker III Kathleen Kenyon's retirement party. Mrs. Parker stated she believed Ms. Kenyon had been with the Agency twenty-some years.

On behalf of the Board Mr. Obenshain thanked Mr. Trent for his presentation.

At this time Ms. Lewis stated she had to leave the meeting for a prior commitment.

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

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

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

- I. Personnel:
  - A. Leave Without Pay:
    1. Theresa Franklin – Benefit Programs Specialist II – 151.25 Hrs. - 3/20-5/21/13
    2. Mary Beasley – Benefit Programs Specialist III – 63.75 Hrs. – 3/15/13-5/9/13 (43.75 Hrs. sick and family sick and 18 Hrs. annual)
  - B. Employment:
    1. Alba Castillo – Emergency Office Associate II – Eff. 04/25/13
  - C. Resignation:
    1. Leslie Escalante – Emergency Office Associate II – Eff. 05/03/13
    2. Miriam Harrell – Emergency Office Associate II – Eff. 05/10/13

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

- II. Acceptance of Custody:
  - A. Foster Care Case #001-051462005
  - B. Foster Care Case #001-051463001
  - C. Foster Care Case #001-051464008

Our next regular meeting is scheduled for Tuesday, June 18, 2013.

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

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**