

The Accomack County Department of Social Services met at its facility on Tuesday, May 17, 2016, at 9:30 A.M. Present were Mr. R. Dodd Obenshain, Chairman; Ms. Kay W. Lewis, Vice-Chairman; Ms. Laura B. Gordy; Ms. Reneta Major; Mrs. Nicolette A. Hickman; and Mrs. Mary E. Parker, Secretary.

Mr. Obenshain called the meeting to order. Mrs. Hickman gave the Invocation.

Mr. Obenshain proceeded to **Item 3 – Approve Minutes of May 17, 2016.** On motion by Ms. Lewis, seconded by Ms. Major, the Minutes were approved with the exception of Mrs. Hickman being shown as Ms. Baker in the latter part of the Minutes. The correction would be made in the Minute Book.

Mr. Obenshain proceeded to **Item 4 – Introduction of New Employee: Margaret DeMay, Family Services Specialist II.** Mr. Obenshain stated while Office Supervisor Linda Rew was locating Mrs. DeMay he would proceed to **Item 5 – Fraud Update.** Fraud Investigator Jack Thomas' Fraud Report was reviewed by the Board Members. Mr. Obenshain stated Mr. Thomas needed to keep up with the good work.

Mr. Obenshain continued to **Item 6 – Director's Update.** Community Relations: None

Regular Meetings: On April 21, 2016 Mrs. Parker attended the Eastern Shore Disaster Preparedness Coalition meeting.

On April 28, 2016 Mrs. Parker attended a follow-up meeting for Smart Beginnings. They are having an evening meeting at our Agency to attract childcare providers to work with them in order to bring more educational things to childcare. Mrs. Parker stated our meeting is to be held on Monday, May 23, 2016, and they are supposed to have a meeting at NCDSS on Tuesday, May 24, 2016.

On May 12, 2016 Mrs. Parker attended a bi-monthly meeting of the Community Partners of the Eastern Shore. She also attended a CPMT meeting on May 12, 2016. It is normally held on the first Tuesday of the month; however, they were unable to do it on that day.

At this point Family Services Specialist II Margaret DeMay came to the Boardroom. Mr. Obenshain then stated they were returning to **Item 4 – Introduction of New Employee.** Mrs. Parker stated Mrs. DeMay is a Family Services Specialist II in our Child Welfare Unit workings specifically with Child Protective Services and has lots of experience to bring to our Agency from her tenure in CPS in North Carolina. On behalf of the Board Mr. Obenshain welcomed her to our Agency.

Mr. Obenshain continued to **Item 7 – Destruction of Purged Benefit Program Cases – Deceased Files – Calendar Years 2002, 2003 and 2004.** Mrs. Parker stated these were purged deceased benefit cases. Mrs. Parker further stated after the Agenda was prepared we were given a list of purged CPS files. Mrs. Parker stated she needed the Board's approval to do this.

On motion by Ms. Lewis, seconded by Ms. Major, Mrs. Parker was instructed to destroy the 2002, 2003 and 2004 deceased benefit files and the CPS files.

Mr. Obenshain proceeded to **Item 8 – Fire Inspection Report.** Mrs. Parker stated Accomack County Fire Inspector Peter Surran did an inspection of our building on April 25th. We were cited for have less than a 2 ft. storage clearance between stored files and ceiling in our archive file room. The files were in boxes

that contained deceased files which we are required to keep for five years. We were fortunate at this time as our two Energy Assistance workers had completed their CRISIS season and paperwork and were able to immediately begin purging files.

Another issue presented by the Fire Inspector was Combustible Materials stored in the mechanical room. Accomack County Public Works is responsible for the janitorial products used at our Agency. They are currently trying to find a resolution to the problem.

Mr. Obenshain inquired whether Public Works was giving us a MDMS sheet – Material Data Management Sheet - for the combustible things being brought to our Agency. For example, if a worker were to get something in his/her eye, the book would show all chemicals and you could just pull out the appropriate sheet and the worker could take it along with him/her to the doctor or hospital in order to know how to exactly treat the worker for that specific chemical. He further stated Mrs. Parker might want to make sure if they are bringing chemicals to the agency they are updating the book or maybe they should keep the chemicals with them instead of storing them at the Agency. In this manner we would not have any responsibility.

Ms. Major stated perhaps the Accomack County Board of Supervisors needed to be made aware of the above. She then inquired who was in charge of the janitorial staff and Mrs. Parker stated it was Andy Nunnally, the Building and Grounds Supervisor. She further stated Public Works Director Stewart Hall needed to be aware of this issue as well for all of the County buildings.

Mr. Obenshain stated this issue could be simplified if the County normally purchased the same combustible materials and did not go out periodically and purchase other various types of chemicals.

Mrs. Parker stated we have recently had problems with ants and we keep ant spray at the agency. We attack the issue when we first see it; however, we also notify Public Works about the problem. We normally keep this product locked up in our file room. Mrs. Parker stated she would talk with Mr. Nunnally about the MDMS the next time he does a walkthrough of the Agency.

Mrs. Parker stated she forgot to mention when discussing the Director's Update that she and Vicki Weakley talked with Barry Davis, VDSS Chief Information Security Officer, regarding the cost of the changes necessary to address the deficiencies cited on the Information Security report. Also, the issue with allowing AICC to use offices for interviewing applicants was discussed. He asked that we email him regarding these issues

At that time Assistant Director Vicki J. Weakley stated the IT person stated when ADAPT goes away, probably at the end of 2015, this will no longer be an issue.

Mr. Obenshain inquired about the clearance in front of the electrical panels. Mrs. Parker stated that is an issue the County has to address as we do not have anything to do with that – this is the janitors. We had one janitor's closet which is small so the other janitor took the mechanical room as his janitor's closet.

Mr. Obenshain continued to **Item 9 – Final Budget Allocations FY 2017**. Mrs. Parker stated the long sheet shows under Administration the funding. We have funds in there for the two months of raises in FY 2016 and for 2017. The raise does not start for the State until December; however, it starts in Accomack County in November 2016. She further stated if you go down to Fraud Free Administration,

our Fraud Investigator Jack Thomas has pulled down \$84,748 which is very good. Mr. Obenshain stated Mr. Thomas is paying his own way.

Ms. Lewis inquired about the Random Moment Sampling going live in February 2017. Mrs. Parker stated it is already live. Ms. Lewis gave an example of John Brown having a random moment sampling at 3 PM and he is not at the office, does anyone do anything with that? Mrs. Parker stated the worker does it when he/she returns to the Agency. Mrs. Parker stated Administrative Office Manager Shirley Harmon gets a report showing the worker's response to include if it was their flex day, in training, on break, or the type of case with were working on. It is the same information Ms. Harmon's staff would get if they were doing it face to face. However, staff now puts the information into the system. They are doing very well with it.

Mr. Obenshain proceeded to **Item 10 – Financial Statement. Administrative Office Manager Shirley Harmon.** Ms. Harmon stated we are good and we have one more month in the State's FY and two months in the County's FY. For the month of April our Total Expenditures were \$361,377.21. Our Year-To-Date Total Local Adjustment is \$537,777.41 and our Total Local Balance to Date is \$227,580.59. Ms. Lewis stated for one more month we have \$227,580.59 – Ms. Harmon stated that is the County budget and we have two months left on that until the end of June.

Mr. Obenshain stated with the end of the FY we have another end approaching us. Mrs. Parker stated this was not on the Agenda; however, she had given each Board Member a copy of a letter she had written to County Administrator Steve Miner. He stated Ms. Gordy, Ms. Lewis and himself would be vacating their seats on the ACDSS Board after the June meeting. He stated it did not seem they had been here that long.

Ms. Lewis inquired whether the Accomack County Board of Supervisors picks the replacement members. Mrs. Parker stated they make the selections and are done by Magisterial Districts.

On motion by Mrs. Hickman, seconded by Ms. Lewis, the Board went into Closed Session for the purpose of discussing Personnel (Termination and Employment); Acceptance of Custody – Foster Care Case #001-054236006; and Consent to Adopt #001-052335015, as permitted by the Code of Virginia Section 2.2-3712.

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

On motion by Ms. Major, seconded by Ms. Gordy, the Board approved the following Personnel matters (Mrs. Hickman – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes):

- I. Personnel:
 - A. Termination:
 1. Shannon Scarborough (Aleman), Emergency Office Associate II – Effective 04/20/2016
 - B. Employment:
 1. Margaret M. DeMay, Family Services Specialist II, Effective 05/01/2016
 2. Anna M. Olandez, Office Associate II, Effective 04/26/2016

3. Isamar L. Sanchez, Human Services Assistant II, Effective 04/27/2016
4. Terence A. Smith, Jr., Human Services Assistant II, Effective 04/04/2016
5. Elena J. Zavala, Human Services Assistant II, Effective 04/18/2016
6. Saria Holmes, Office Associate III – INTERN/VOLUNTEER, Effective 04/12/2016

On motion by Ms. Major, seconded by Ms. Lewis, the Board approved the following (Acceptance of Custody – Foster Care Case #001-054236006 and Consent to Adopt #001-0523355015 (Mrs. Hickman – yes; Ms. Major – yes; Ms. Gordy – yes; Ms. Lewis – yes):

- II. Acceptance of Custody:
 1. Foster Care Case #001-0544236006
- III. Consent to Adopt:
 1. Foster Care Case#0010523355015

Mr. Obenshain stated the next regular Board meeting is scheduled for Tuesday, June 21, 2016, at 9:30 A.M.

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

APPROVED: **R. Dodd Obenshain**

ATTEST: **Mary E. Parker**