

The Accomack County Board of Social Services met at its facility on Tuesday, June 20, 2017, at 9:30 A.M. Present were Ms. Reneta Major, Chairman; Ms. Laura B. Gordy, Vice-Chairman; Robert D. Crockett; Mrs. Elsie Mackie; Mr. John Sparkman; Mrs. Nicolette Hickman; and Mrs. Vicki J. Weakley, Secretary.

Ms. Major called the meeting to order. Ms. Gordy gave the Invocation.

Ms. Major proceeded to **Item 3 – Introduction of New Supervisors: A. Nadine Greenley – Family Services Supervisor, B. Gar Kellam – Benefit Program Supervisor, and C. April Major – Benefit Program Supervisor.** Ms. Major stated while Office Supervisor Linda C. Rew was contacting the above Supervisors, she would continue to the next item.

Ms. Major continued to **Item 4 – Approve Minutes of May 16, 2017.** On motion by Mr. Crockett, seconded by Ms. Gordy, the Minutes of May 16, 2017 were approved as written.

Ms. Major proceeded to **Item 5 – Fraud Update.** Mrs. Weakley stated Fraud Investigator Jack Thomas had turned in his retirement papers effective August 1, 2017. He had requested Mrs. Weakley to express to the Board Members his appreciation for their support. The Board stated he had done a fine job.

At this time Family Services Supervisor Nadine Greenley appeared in the Board Room. Mrs. Weakley introduced her to the Board and Ms. Major stated she would do a good job. She further stated as she was with Northampton County DSS, she had worked with Mrs. Greenley in child care. The Board congratulated her on her promotion.

Mrs. Weakley stated Benefit Program Supervisors Gar Kellam and April Major were attending training that day and would be introduced to the Board at its July meeting.

Mrs. Mackie inquired whether we were going to replace Mr. Thomas. Mrs. Weakley stated we are definitely going to replace him. She further stated not long ago we hired Alfonso Montalvo as a benefit worker. He had previously attended all the fraud trainings Mr. Thomas had attended, plus Mr. Thomas had trained him in Northampton County. When we hired him it was with the understanding he would be Mr. Thomas' backup. The plan is for him to cover the position until we advertised and obtained a new fraud investigator.

Ms. Major proceeded to **Item 6 – Director's Update.** Mrs. Weakley stated he attended CPMT, the Community Relations meeting with Perdue, Members Helping Members (ANEC), the Eastern Regional Directors' meeting, and a Healthy Communities meeting.

Mrs. Weakley further stated we had a CPS Appeal. This was the first one we have had in a long time.

Mrs. Weakley stated we had a QAA (quality review of child welfare and IV-E (the financial piece that goes along with child welfare) review. That went fairly well. They found no errors in the financial piece; however, they found some minor things in child welfare. They are being very picky; i.e., they want us to use certain specific words when we talk about things and if we do not use them, we do not get credit for completing the actions. The agency will begin using the required wording.

Mrs. Weakley then gave an update on the new phone system. The folks putting in the phone system would be at the agency the following day – June 21, 2017.

It will take two to three days to set it up. It has been a definite challenge with the death of our Information System Support Specialist II, Steve Niblett. She has had to wear an IT hat for a while and try and get the phone project moving forward, which has been very interesting. The previous day we were informed Verizon had not done the piece they were supposed to do so that may slow us up a little. We are hoping by the end of the week it will be up and running smoothly.

We now have a drop box, which is located at the entrance to our agency. Clients may drop off items when we are closed, or on weekends. It is bolted in the cement. We have a key to the back door of the box and a safe inside with a combination. Anything dropped off by a client goes into the safe. We check it each morning around 8:30 AM and again around 4:30 PM. each afternoon. All documents are date stamped. Ms. Major inquired whether clients are aware when their verifications are being postmarked. Mrs. Mackie then asked whether they are aware when they drop it off on the weekends it will not be stamped until that following Monday.

Mrs. Weakley stated at the full staff meeting she would be addressing the drop off box so staff can make their clients aware and possibly encourage them to use it after hours. Mrs. Mackie inquired whether there was any way we could put something on the box to let clients know about how the date stamping would be done.

Ms. Major stated we could post it on the outside door or in the lobby stating the hours. Mrs. Mackie then stated we could use bright color paper. Mrs. Weakley stated we post the information on the front of the building.

Mrs. Weakley stated after the agenda was prepared two items came up which needed to be shared with the Board. The first one was an email from J. R. Simpson who is immediately under DSS Commissioner Schulz. Since overdue renewals have been an issue, she wanted to share it with the Board: **“Good Morning Local Directors, this month’s overdue Medicaid renewal count is down to 7,905 statewide. This is the lowest this number has been since at least 2010 as far back as we have easily accessible records and it is lower by over 1000 renewals than any month during that period. As you can see below this is not a statewide issue based on the following stats: The Northern Region has the greatest number of overdue renewals with 33.7%; next followed by the Central Region which has 31.7% - one locality in the Central Region has 1 in 5 of all of the overdue case renewals statewide. The top 10 localities – 2 in the Central Region; 3 in the Eastern Region (our Region) and five in the Northern Region combined have 58% of the total overdue renewals. I anticipate that in the next few months this number will be so low that we can stop talking about it. Thank you all for your dedicated efforts in making this happen. Efforts are sincerely appreciated.”**

Mrs. Weakley stated this had been a big issue for us and we have put a tremendous amount of effort into trying to catch up with our renewals. This is part of the reason we restructured the way we do benefits, to try and get those overdue renewals completed. She wanted to share with the Board that statewide we are improving.

The second item she wanted to mention was the training for Board Members has been scheduled for October 17, 2017 in Virginia Beach. It will be training for administrative boards. She stated Mrs. Mackie went the previous year; however, she did not know if anyone was interested in attending. Mrs. Mackie inquired whether the meeting would be just for administrative boards. Mrs. Weakley stated the administrative boards will be trained on the 17<sup>th</sup> and the advisory

boards on the 19<sup>th</sup>. Ms. Major stated most of these meetings were probably due to the issues in Rockbridge. Ms. Major stated there needs to be representation at the administrative meeting. Mrs. Weakley stated this is the first time they have separated the two and it is a good idea.

Mrs. Mackie stated she would like to attend since it will be divided between administrative and advisory boards. October 17, 2017 is also our Board meeting date. Mrs. Weakley stated Eastern Regional Director JoAnn Wilson-Harfst had mentioned coming to the Shore and doing a joint meeting for Accomack and Northampton DSS. Mrs. Hickman, Mrs. Mackie and Ms. Gordy stated they would attend if the meeting were held on the Shore. Mrs. Weakley inquired which week would be better for everyone and Ms. Major stated the first, second or last week would be fine; however, she preferred to stay away from the third week of the month.

Ms. Major continued to **Item 7 – Financial Statement – Administrative Office Manager Shirley Harmon**. For the month of May, which was the last month of the State’s Fiscal Year, our Total Expenditures were \$360,913.01. Our Year-to-Date Total Local Adjustment was \$619,292.69 and our Total Local Balance to Date is \$142,780.31. Ms. Major inquired whether we sent any funds back to the State. Ms. Harmon stated anything left at the end of the Fiscal Year goes back to the State.

On motion by Mr. Crockett, seconded by Mrs. Hickman, the Board went into Closed Session for the purpose of discussing Personnel (Leave Without Pay):

One employee – 5/16/17 – 6/13/17 – Total 168 Hours and One employee – 5/19/17 – 5/26/17); G. F. Horne Update; and Foster Care/Adoption (Foster Care Adoption – Case #001-053003004 and Consent to Adopt – Case #001-054248004).

On motion by Mr. Crockett, seconded by Mr. Gordy, the Board returned to Open Session. On motion by Mr. Crockett, seconded by Mrs. Hickman, the Board confirmed the matters discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; Mr. Sparkman – yes). The motion carried.

On motion by Mr. Crockett, seconded by Mrs. Hickman, the Board approved the following Personnel issues – Leave Without Pay (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; Mr. Sparkman – yes):

- I. Personnel:
  - A. Leave Without Pay:
    - 1. Employee 1 – 5/16/17 – Total 168 Hours
    - 2. Employee 2 – 5/19/17 – 5/26/17 – Date of Death
- II. G. F. Horne Update –Information update

On motion by Mr. Crockett, seconded by Mr. Sparkman, the Board approved the following Foster Care/Adoption and Consent to Adopt information (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- A. Foster Care/Adoption:
  - 1. Foster Care Adoption – Case #001-053003004
  - 2. Consent to Adopt – Case #001-054248004

The next regular Board meeting will be held Tuesday, July 18, 2017, at 9:30 A.M.

On motion by Mr. Crockett, seconded by Mrs. Mackie, the meeting adjourned at 10:25 A.M.

APPROVED: C. Reneta Major

ATTEST: Vicki J. Weakley