

The Accomack County Board of Social Services met at its facility on Tuesday, February 21, 2017, at 9:30 A.M. Present were Ms. C. Reneta Major, Chairman; Mr. Robert D. Crockett; Mr. John Sparkman; Mrs. Nicolette Hickman; Mrs. Elsie Mackie; and Vicki J. Weakley, Director.

Ms. Major called the meeting to order. She stated she would do **Items 1, 2 and 3** in the public session and then they would move into a Closed Session for an item not listed as well as those items listed for Closed Session. She further stated they would then return to Open Session

Mr. Crockett gave the Invocation. At this time Vice-Chairman Laura B. Gordy arrived at the meeting.

Ms. Major proceeded to **Item 3 – Approve Minutes of January 17, 2017**. On motion by Mr. Crockett, seconded by Mrs. Hickman, the Minutes of January 17, 2017 were approved as written. The motion carried.

At that time Ms. Major stated she needed a motion relative to going into Closed Session for a personnel matter. On motion by Mr. Crockett, seconded by Ms. Gordy, the Board went into Closed Session. The motion carried.

On motion by Mr. Crockett, seconded by Ms. Gordy, the Board confirmed the personnel matter was the only matter discussed in the Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes and Mr. Sparkman – yes; and Ms. Major – yes.)

Ms. Major stated they were back in Open Session. At this time Mr. Crockett made a motion to offer the ACDSS Director's position to Vicki Weakley. He further stated included in that motion would be that Ms. Major and Mrs. Weakley would meet in order to discuss salary and benefits and then bring it back to the Board for finalization. The motion was seconded by Ms. Gordy and the motion carried.

Mrs. Weakley stated she was not expecting that and they had caught her off guard. She thanked all Board Members for their decision and accepted the Director's position. She further stated she would definitely meet with Ms. Major relative to the salary and benefits.

On motion by Mr. Crockett, seconded by Mrs. Mackie, the Board went into Closed Session for the purpose of discussing Personnel (New Employees, Leave Without Pay and Termination); Consent to Adopt (Foster Care Case #001-053733006); Acceptance of Custody (Foster Care Case #001-053953006 and Foster Care Case #001-053033004); Employee Evaluation (E. Steve Niblett – Information System Support Specialist II); and Discussion of Evaluation/Completion of Probation for Acting Director Vicki Weakley.

On motion by Mr. Crockett, seconded by Mrs. Hickman, the Board confirmed that the Personnel (New Employees, Leave Without Pay and Termination); Consent to Adopt (Foster Care Case #001-053733006); Acceptance of Custody (Foster Care Case #001-0539533006 and #001-053033004); Employee Evaluation (E. Steve Niblett – Information System Support Specialist II) and Discussion of Evaluation/Completion of Probation for Acting Director were the only items discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes).

On motion by Ms. Gordy, seconded by Mrs. Mackie, the Board approved the following (Personnel: New Employees, Leave Without Pay and Termination)

discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- I. Personnel:
  - A. New Employees:
    1. Kerrie Jensen – From Emergency Human Services Assistant to Benefit Program Specialist II – Eff. 2/1/17
    2. Alfonso Montalvo – Benefit Program Specialist II – Eff. 2/1/17
  - B. Leave Without Pay:
    1. Anna Olandez – 1/10/17 -6 Hrs.; 1/17/17 - .75; 1/20/17 - .75; 1/23/17 - .25; 1/24/17 - .50; 1/27/17 - .75 = 9 Hrs.
  - C. Termination:
    1. Anna Olandez – Office Associate II – Eff. 2/10/17

On motion by Mrs. Hickman, seconded by Ms. Gordy, the Board approved the following (Consent to Adopt) discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- II. Consent to Adopt:
  1. Foster Care Case #001-053733006

On motion by Mr. Crockett, seconded by Mrs. Hickman, the Board approved the following ( Two Acceptances of Custody) discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- III. Acceptance of Custody:
  1. Foster Care Case #001-053953006
  2. Foster Care Case #001-053033004

On motion by Ms. Gordy, seconded by Mrs. Hickman, the Board approved the following (Employee Evaluation) discussed in Closed Session (Mrs. Hickman – yes; Mrs. Mackie – yes; Ms. Gordy – yes; Mr. Crockett – yes; and Mr. Sparkman – yes):

- IV. Employee Evaluation:
  1. E. Steve Niblett – Information System Support Specialist II

Ms. Major stated she would have to table **Item V – Discussion of Evaluation/Completion of Probation for Acting Director** until she was able to speak with Eastern Regional Director JoAnn Wilson-Harfst.

At this time Mr. Crockett left the meeting due to another commitment.

Ms. Major went back to the Agenda - **Item 4 – Introduction of New Employees: Meghan Gaffney – Human Services Assistant III (Approved at last meeting); Kerrie Jensen (Former Emergency Human Services Assistant III) and Alfonso Montalvo – Benefit Program Specialist II – Eff. 2/1/17.**

Ms. Major stated while Office Supervisor Linda Rew was contacting the new employees, the Board would continue to **Item 5 – Fraud Update.** Mrs. Weakley mentioned it was stated at the January Board meeting the probability of moving the Fraud Investigator under the Director. She wanted the Board to be aware this had been done. She further stated Mr. Thomas is looking at training one of our new workers as his backup.

Ms. Major proceeded to **Item 6 – Acting Director’s Update**. Mrs. Weakley stated she attended the CPMT and Truancy meetings which are pretty standard. We also had Title IV-E ongoing record review on 2/17/2017, which is the Child Services Review. They found no errors on our IV-E cases and just some minor issues on the Child and Family Services cases. Again, there is some disagreement between the Specialist and staff about what is policy. She gave them some pointers on things the reviewers prefer.

Mrs. Weakley stated two employees had been to her about doing an Agency Food Drive. Workers furnished 1168 lbs. of non-perishable food items which were donated to our local Food Bank. We made an attempt at morale boosting.

At this time Ms. Major went back to **Item 4 – Introduction of New Employees**. Ms. Gaffney (Human Services Assistant III); Kerrie Jensen and Alfonso Montalvo (Benefit Program Specialist II’s) were all welcomed by Ms. Major and stated she hoped they would add their experiences, knowledge and skills to their positions at the agency.

Ms. Major continued to **Item 7 – DSS Profile Report**. Mrs. Weakley stated this was in response to Mr. Sparkman’s question at the January meeting about the level of poverty in Accomack County being 20%. He asked what the figure was and upon research she determined the official poverty threshold for a family of four consisting of two children under the age of 18 is \$24,008.

Ms. Major proceeded to **Item 8 – Compensation Plan Amendment**. Mrs. Weakley stated some of the Board might be aware of the fact that every year social services has to do a compensation plan and then the Board has to approve same. The Board approved the plan last year; however, that plan included a 3% increase for staff. It appeared the State was going to do 2% and Accomack County 1%. Later the State decided not to do a pay increase, but Accomack County decided to do 2%, resulting in the need to revise the compensation plan from 3% to 2% and resubmit it to Human Resources. This was the Amendment. On motion by Mrs. Mackie, seconded by Mrs. Hickman, the Compensation Plan Amendment was approved. The motion carried.

Ms. Major continued to **Item 9 – Resolution for Retired Director Mary E. Parker**. Mrs. Weakley stated a copy of the Resolution was included in the Board packet for review. The Board Members were in approval of the wording. Mrs. Weakley further stated a plaque had been ordered for the Resolution; however, the company had sent the wrong one so we were awaiting the correct item.

Ms. Major proceeded to **Item 10 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated for the month of January our Total Local Expenditures were \$321,383.40. Our Total Local Adjustment was \$364,205.32 and our Total Local Balance to Date is \$391,641.68. Ms. Major inquired whether there were any red flags and Ms. Harmon stated we were good.

Ms. Major stated the next regular Board meeting would be held on Tuesday, March 21, 2017 at 9:30 A.M.

On motion by Ms. Gordy, seconded by Mrs. Hickman, the meeting adjourned at 11:44 A.M.

APPROVED: C. Reneta Major

ATTEST: Vicki J. Weakley