

**AMENDED ACDSS BOARD MINUTES FOR TUESDAY,
APRIL 17, 2018, AT 9:30 A.M. PURSUANT TO MOTION
MADE AT MAY 15, 2018 MEETING**

The Accomack County Board of Social Services met at its facility on Tuesday, April 17, 2018, at 9:30 A.M. Present were Ms. Reneta Major, Chairman; Ms. Laura B. Gordy, Vice-Chairman; Mr. Robert D. Crockett; Mrs. Elsie B. Mackie; Mr. John Sparkman; and Mrs. Vicki J. Weakley, Secretary. Mrs. Nicolette Hickman was absent.

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

Ms. Major proceeded to **Item 3 – Approve Minutes of March 20, 2018.** On motion by Mr. Crockett, seconded by Ms. Gordy, the Minutes of March 20, 2018 were approved as written. Mrs. Mackie stated the sentence **“Mrs. Nicolette was absent”** did not include her last name – Hickman. Ms. Major stated the March 20, 2018 motion for the Minutes will be amended to show **“Mrs. Nicolette Hickman was absent.”**

Ms. Major continued to **Item 4 – Welcome New Employee: Brianna Young and Reclassification: Gail Godwin.** Ms. Major stated we had new employees to be introduced to the Board. **“At this point Mrs. Mackie stated she wanted to ask a question about Mrs. Godwin’s Reclassification prior to the workers coming into the meeting.”** Mrs. Mackie asked Mrs. Weakley what the reclassification for Mrs. Godwin meant. Mrs. Weakley stated the way the State Social Services is set up, a job title can be handled in two ways; i.e., a promotion which means a competitive interview process or a reclassification. In a reclassification someone has been doing the job but they do not have the title. There is a procedure to submit documentation to the State including the employees previous EPPE – evaluation – and the current one showing the change in the job duties and job functions they are doing. A new organizational chart is prepared to show where the new position lies and a State Local Position Request form is completed. The State reviews the documentation and determines whether or not the person is doing a higher level function or not.

Mr. Crockett asked if this would give her a higher salary. Mrs. Weakley stated yes it would be a pay increase, equivalent to a promotional increase. Mrs. Weakley stated the State approves or disapproves of the change and informs the agency. Mrs. Mackie then asked Mrs. Weakley if this was something she asked the State to do. Mrs. Weakley stated Mrs. Godwin’s Supervisor made the initial recommendation when she did Mrs. Godwin’s evaluation. Mrs. Weakley agreed with her assessment, completed the paperwork and submitted it to the State. Mrs. Mackie stated Mrs. Godwin was a VIEW worker and Mrs. Weakley stated yes, she was a Self Sufficiency II and now she is classified as a Self Sufficiency III. **“Mrs. Mackie then inquired whether Mrs. Godwin was doing more than what Self Sufficiency II worker Jodi Urban was doing as they were doing the same work. Mrs. Weakley stated yes Mrs. Godwin was doing a lot more stuff in the community with the community partners and healthy communities and she does daycare. Mrs. Mackie stated Ms. Urban did that too. Mrs. Mackie stated she had asked as they were both doing the same duties and she wondered what the differences were when you reclassify just one. Mrs. Weakley stated Mrs. Godwin is also doing supervisory backup stuff which she has been doing for a significant amount of time without any compensation for it. She has covered for the Supervisor particularly with the VIEW stuff especially if the Supervisor is out and Family Services Specialist III Selina Coulbourne is out on an emergency APS then Mrs. Godwin is the one who has been covering the unit.”**

Mr. Crockett stated it was good that the Supervisor picked up on this as we could get into a jam administratively if someone was doing high responsibilities with no compensation for it.

Mrs. Mackie inquired whether Mrs. Godwin had received APS training. Mrs. Weakley stated she had the version of APS training for people who are going to do APS on-call.

At this time Ms. Young and Mrs. Godwin came into the room. Mrs. Weakley stated it was actually Ms. Young's second day with the agency. She is in the Child Welfare Unit as a Family Services Specialist II. Mrs. Godwin has previously been a Self Sufficiency II, but recently had a reclassification to a Self Sufficiency III due to her increased responsibilities and duties. On behalf of the Board Ms. Major welcomed Ms. Young to ACDSS and commended Mrs. Godwin on her reclassification.

Mrs. Major continued to **Item 5 – Presentation on Families and Children Benefit Unit: Supervisor Michelle Hart.** Mrs. Hart stated she was the Supervisor for the ongoing Families and Children Benefits Unit. She handed out packets to the Board Members to show basic information about her unit. She currently supervises six workers– 5 are fulltime and she has one part-time clerical worker. Only one worker in the unit has more than two years' experience. Four of the workers have been with the agency for eight months or less. Mrs. Hart stated she has been the Supervisor for four months. In spite of their inexperience there isn't any work that isn't current.

The Families and Children Unit is responsible for all SNAP and Medicaid cases that contain a child under the age of 19. The only exception is children who are disabled, or are receiving long term care services. They are also responsible for the ongoing TANF – Temporary Assistance to Needy Families cases.

Mrs. Hart stated she wanted to share some information about Accomack County and the benefits received by our clients. The most recent numbers we have available are from February 2018. We had 4,917 SNAP recipients and the total SNAP benefits distributed that month were \$575,482. This averages out to \$117 per recipient per month or \$3.90 per day. The bulk of these funds were returned to our local economy as the benefits were used in local stores that in turn employ local workers and help pay the drivers delivering the supplies. There were 3629 Families and Children Medicaid recipients in Accomack County in February 2018.

So far the amount paid to providers for that month was \$637,194.75 out of a total of \$3,647,007.37 paid for all Accomack County residents. Families and Children recipients account for over 50% of all Medicaid recipients but the amounts spent for these clients is less than 20% of the total Medicaid cost.

In the Families and Children Unit they are responsible for over 1,000 SNAP cases and approximately 2,200 Medicaid cases. All of these cases contain multiple household members with 31% of all children in Accomack County living below the poverty level.

Mrs. Hart thanked the Board for their time and asked if anyone had any questions. Mrs. Mackie stated when Benefit Supervisor Gar Kellam made his presentation to the Board he mentioned there was a problem with training. She then stated Mrs. Hart had all of the new workers and asked if she was doing any in-house training. The agency does do some in-house and then staff must travel across the Bay, for the rest. Mrs. Weakley investigated earlier this month about in-house training. At the present time the State will not give credit to the

workers, as there is no way to update their records to give them credit, so they would still have to repeat the training. Mrs. Mackie inquired how many still need training. In TANF two of the workers have been to training. In the other programs the last worker is at Medicaid training this week. After that everyone will have all of the training they need. Mrs. Mackie asked Mrs. Weakley if the training had improved since they previously talked. Mrs. Weakley stated she had not heard about as many cancelled cases recently. Mrs. Hart stated all of her workers would be doing TANF instead of having one worker responsible for all. There are 121 TANF cases in Accomack County at the present time.

Ms. Major stated with the onset of Medicaid expansion she wondered how this would work with the cases we already have. Mrs. Hart stated they expect an increase of Medicaid recipients in Accomack County. She stated at this time they do not know whether they will be adult or how it will exactly work.

Mrs. Weakley said the State is almost positive Medicaid expansion will go through. They have allocated 350 positions across the State. The local reimbursement for these positions will be 15.5% but they have not decided how they are going to distribute these 350 workers among the 120 social service agencies in Virginia.

On behalf of the Board Ms. Major thanked Mrs. Hart for her presentation.

Ms. Major proceeded to **Item 6 – Fraud Report**. Mrs. Mackie stated a VaCMS report was attached to the fraud report, last month. She inquired whether this was something the Fraud Investigator could do for the Board Members in the future. Mrs. Weakley stated she would look into it. Mrs. Mackie stated it breaks the figures down for them.

Ms. Major continued to **Item 7 – Director's Update**. Mrs. Weakley stated she had attended a meeting with the Accomack County Sheriff's Department as they are getting ready to implement Project Lifesaver. Mr. Crockett stated this is for bracelets in case people wander off and get lost. One of our Supervisors participated in the training. As staff go out and do assessments on the elderly, if there is a possibility they could wander off and get lost, we will look at getting a bracelet for them. The cost is roughly \$350.00 per bracelet.

Those who have Medicaid waivers are able to get them through Medicaid; however, those who have straight Medicaid, it will not cover the cost. We are trying to build up a fund through donations so we can assist those who cannot pay for them. The Sheriff's Office will go out once a month and replace batteries and make sure the unit is still in working order. Mrs. Mackie inquired whether the bracelet works all the time. Mrs. Weakley informed the Board they work around the clock, even under water.

Mrs. Weakley stated we had a State CPS Appeal and we have not heard the results yet. She also attended the VLSSE (Virginia League of Social Services Executives) Board Meeting. This time it was located on the Shore. There was lots of discussion about Medicaid expansion.

Mrs. Weakley also attended the CPMT (Community and Policy Management Team) meeting; an Emergency CPMT meeting; a Healthy Communities Executive Board meeting; and a quarterly staff meeting for our agency. She also completed a webinar on Orin Hatch's committee for Families First which will change foster care policies. It is a shift to encourage families to take on children related to them, instead of placing them in foster care. It will use IV-E money which was previously only accessible for children who met certain

qualifications for the old ADC, including had to come from single parent households and they had be below a certain income.

Ms. Major mentioned the quarterly staff meeting. Mrs. Weakley stated we had a couple of speakers come to the meeting and talk about AICC and also the nurse family practitioner came and spoke. Mrs. Weakley also informed staff we would not be paying for hotel stays across the Bay unless it was unique circumstances and they took it well.

Ms. Major continued to **Item 8 – Child Abuse Prevention Month**. Mrs. Weakley stated that is why we have blue pinwheels around the agency. She also included a couple of things that came from the State showing facts about children who are abused and neglected.

Ms. Major continued to **Item 9 – County Health Rankings**. This shows where we rank with other counties in Virginia.

Ms. Major continued to **Item 10 – Compensation Plan**. Mrs. Weakley stated it is time for our Compensation Plan. She stated there are two changes; i.e., 1) acknowledging the County plans to increase worker salaries by 2% on December 1, 2018– the State will not do an increase until July 2019, and 2) in the past we have listed specific occupation titles for 5% increases for those who speak Spanish, or Creole in addition to English. This year we changed it to cover everyone in the agency who might speak Spanish or Creole.

Ms. Major proceeded to **Item 11 – Financial Statement – Administrative Office Manager Shirley Harmon**. Mrs. Harmon stated for the month of March our Total Expenditures were \$296,001.09. Our Year-To-Date Total Local Adjustment was \$448,775.85 and our Total Local Balance to Date is \$330,721.15. Mr. Crockett stated we have spent 69-1/2% of the budget and on budget would be 83%. They were good number.

On motion by Ms. Gordy, seconded by Mr. Crockett, the Board went into Closed Session for the purpose of discussing Employee Evaluation – Troy Greenley – and Director Consult.

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

The next regular meeting will be held on Tuesday, May 15, 2019, at 9:30 A.M.

On motion by On motion by Mr. Crockett, seconded by Ms. Mackie, the meeting adjourned at 10:40 A.M.

AMENDED MINUTES APPROVED: **C. Reneta Major** _____

AMENDED MINUTES ATTEST: **Vicki J. Weakley** _____