

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM
3908 OLD BUCKINGHAM ROAD, SUITE 2
POWHATAN, VA 23139

February 2, 2016
9:00 AM

Attendance:

Mary Ellen Freer, Chair
Angie Cabell
Buz Bireline
Brad Burdette
Bobby Fulcher
Gale Lipscomb
Ernestine Taylor
Carson Tucker

Management Team and Staff:

Catherine Pemberton, Director
Sharon Bartley, Operations/Finance Manager
Audra Morris, CSA Coordinator
Lynn Murphy, Services Programs Manager
Phoebe Wright, Benefit Programs Manager
Sarah Cash, Office Associate

Call to Order:

The meeting was called to order at 9:00 am by Ms. Mary Ellen Freer, Chair. Ms. Freer welcomed Ms. Angie Cabell to the Powhatan Social Services Board. Ms. Cabell is the Executive Director of the Powhatan Chamber of Commerce and is the Powhatan County Supervisor of District 3. Ms. Cabell will represent the Board of Supervisors.

Ms. Freer expressed appreciation to Mr. Carson Tucker who represented the Board of Supervisors previously. She commended Mr. Tucker's dedication and his hard work as a Board member of Powhatan Social Services. Mr. Tucker will continue as a member of the Powhatan Social Service Board though Ms. Cabell is now the Powhatan Board of Supervisors member.

Invocation:

Mr. Carson Tucker provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements/Additions to Agenda:

There were no announcements or additions to the agenda.

Approval of Minutes:

Mr. Carson Tucker motioned for the approval of the November meeting minutes. Ms. Gale Lipscomb seconded and the Board approved the November minutes. Note: the Board did not meet in December.

Administrative Expenses:

Ms. Sharon Bartley, Finance Manager presented the Administrative Bills, Receipts and Budget Balance.

Monthly Bills
December 2015

Murray Automotive, agency vehicle maintenance and repair		\$246.56
PAIV (Public Assistance Investigators of VA), dues/Phoebe Wright		\$20.00
Quill, office supplies		\$2273.95
Sprint, long distance fax charges		\$4.71
Tara Hatcher, legal fees 8/15 – 11/15		\$7880.00
Verizon, agency cell phone		\$101.24
VITA, Director cell phone		\$93.53
VML, Workers Comp insurance, audited billing report		\$117.00
Xerox, monthly copier maintenance and supplies		\$381.82
Bank of America, Director travel expenses	\$247.34	\$2253.43
DV pmts for clients/gas cards/gift cards	\$470.00	
CAA pmts, court fees for client	\$1536.09	
(to be reimbursed by CAA)		

January 2016

CMRS - POC, postage		\$2000.00
Copy Fax, yearly maintenance copier for 2 nd copier		\$1261.70
James River Petroleum, gas for agency vehicles (Nov/Dec 2015)		\$223.46
Locke & Quinn, legal fees (adoption case)		\$1985.70
Quill, office supplies		\$325.50
Shred it, shredding for confidential documents (Nov/Dec 2015)		\$101.76
Sprint, long distance fax charges		\$4.77
Verizon, agency cell phone		\$102.14
VITA, Director cell phone		\$93.53
Xerox, monthly copier maintenance and supplies		\$329.03
Bank of America, Director travel expenses	\$629.10	\$1133.01
CAA meeting refreshments/water bill for	120.69	
client (to be reimbursed by CAA)		
DV, Walmart/Sheetz gift cards for clients/	\$300.00	
client elec bill		
Admin, office supplies	\$83.22	

Receipts

583796	Case # [REDACTED], Workers Comp Insurance	\$304.85
583797	Domestic Violence, Donation from Rotary Club	\$1500.00
583798	CSA, Parental Copay	\$80.00
583799	CSA, Parental Copay	\$75.00
583800	CSA, Parental Copay	\$63.00
583801	CSA, Parental Copay	\$27.00
583802	Case # [REDACTED], SNAP restitution	\$75.00
583803	Administration, Grant reimbursement for training	\$660.87
583804	CSA Parental Copay	\$63.00
583805	Case # [REDACTED], SNAP restitution	\$75.00
583806	Case # [REDACTED], SNAP restitution	\$100.00
583807	CSA Parental Copay	\$160.00

Approval of December/January Expenses:

Mr. Brad Burdette motioned to accept the December and January bills, receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Carson Tucker seconded and the Board voted in favor of the approval.

Ongoing Business:

Organizational Meeting

The 2016 organizational meeting and election of officers for the Powhatan Board of Social Services previously postponed due to inclement weather in January, was conducted at today's meeting.

Election of Officers

Mr. Carson Tucker motioned to re-elect Ms. Mary Ellen Freer as Chair. Mr. Buz Bireline seconded the motion. The Board approved Ms. Mary Ellen Freer as Chair for 2016.

Ms. Gale Lipscomb motioned to elect Mr. Brad Burdette as Vice Chair. Mr. Buz Bireline seconded the motion. The Board approved Mr. Brad Burdette as Vice Chair for 2016.

2016/2017 Budget Request

Ms. Catherine Pemberton presented the proposed Powhatan Social Services 2016-2017 budget for Board approval prior to presenting it to the Board of Supervisors. The budget reflects the expanded position for the Community Action Agency Coordinator which has been reclassified due to a great increase in job responsibilities.

Motion: Mr. Carson Tucker made the motion to approve the 2016/2017 Powhatan Social Services budget request as presented. Mr. Bobby Fulcher seconded the motion and the Board approved the budget for presentation to the Board of Supervisors.

Approval of New Hire

Ms. Pemberton announced that an individual has been selected for the full-time receptionist position. The candidate had been working part-time for Powhatan Social Services and will be changed to regular full-time status effective January 15, 2016.

Motion: Mr. Brad Burdette made the motion to approve the selected candidate as a full-time employee. Mr. Bobby Fulcher seconded and the Board approved the hiring of the full-time employee.

VaCMS

Ms. Phoebe Wright, Benefit Programs Manager, reported on latency issues and other problems remaining with VaCMS. Ms. Wright told the Board the VaCMS system was down for two days in January effecting the processing of Medicaid renewals. Ms. Wright said some of the initial systems glitches have been worked out, but other work around fixes have been eliminated without permanent solutions.

Ms. Freer asked Ms. Wright to put her comments from today's meeting in a format that can be used in a letter from the Board to Commissioner Schultz of Virginia Department of Social Services in follow up to an earlier correspondence.

Classification/Compensation:

Ms. Pemberton reported that appeals have been completed. Ms. Pemberton said that the agency procedural manual will be updated to reflect the county policies except where the state policies must be adhered to as a social services agency.

New Business:

Employee Resignation

Ms. Pemberton said the CPS worker in the Service Programs unit recently accepted employment in another county. The position will be filled as soon as possible.

MOU

Ms. Pemberton asked for Board endorsement to her signing of the County MOU.

Mr. Buz Bireline made the motion to support Ms. Pemberton's signing of the MOU. Mr. Bobby Fulcher seconded and the Board approved this motion. Note: Ms. Angie Cabell and Mr. Carson Tucker recused themselves from this vote.

Invitation

Mr. Carson Tucker asked if Attorney Tara Hatcher, who works closely with the Family Services unit be invited to attend the next Board meeting to provide information about the services she provides the agency. Ms. Lynn Murphy will follow up with the invitation.

Benefits Specialists Month

Ms. Wright announced that February is Benefits Specialists month.

Director's Report:

Ms. Catherine Pemberton reported on the following activities she participated in during December and January:

- Attended the Central Region Director's Meeting
- Attended the Deep Meadow Community Advisory Board Meeting
- Attended the Continuum of Care/Homeward meeting
- Attended two planning meeting for the Governor's Conference on Aging
- Attended Board of Supervisors meeting to respond to any questions about position from part-time to full-time

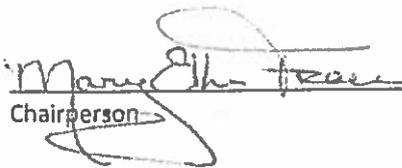
- Attended the Commission on Youth meeting
- Attended and spoke to the State Board of Social Services
- Attended County Administrator's Budget Guidance meeting
- Attended VLSSE PD 14 meeting
- Met with County Administrator regarding HR MOU
- Attended Senior Connections Legislative Day
- Met with Ken Lantz, RRPDC Transportation
- Testified at the General Assembly against the TANF Drug Testing Bills
- Attended VLSSE meetings:
 - a. Child and Family Services
 - b. Legislative
 - c. VLSSE Board Meeting and Legislative Day: Met with Delegate Ware's Legal Aid

Next meeting:

The next meeting will be on February 23, 2016 at 9:00 am.

Adjournment:

The meeting was adjourned at 10:20 am.

	3.22.2016		3/22/16
Chairperson	Date	Secretary	Date