

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

February 23, 2016
9:00 AM

Attendance:

Brad Burdette, Vice Chair
Gay Bartlett
Buz Bireline
Bobby Fulcher
Carson Tucker
Karen Ylimaki

Management Team and Staff:

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

Call to Order:

The meeting was called to order at 9:00 am by Mr. Brad Burdette, Vice Chair.

Invocation:

Mr. Carson Tucker provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements/Additions to Agenda:

Mr. Carson Tucker requested an item be added to the agenda. He asked that an update on VaCMS be provided by Ms. Phoebe Wright, Benefit Programs Manager. There were no announcements.

Approval of Minutes:

The minutes of the February 2, 2016 meeting were presented for review. There was one correction.

Motion: Mr. Carson Tucker motioned for approval of the minutes of the February 2, 2016 meeting as corrected. Mr. Buz Bireline seconded and the Board approved the February 2, 2016 meeting minutes.

Administrative Expenses:

Operations/Finance Manager, Ms. Sharon Bartley presented the Administrative Bills, Receipts and Budget Balance Report for February.

Monthly Bills February 2016

PAIV, Training, P.Wright/K.Sprouse/C.James		\$105.00
ADT, Security system maintenance		\$21.56
VLSSE, League dues for Cathy Pemberton		\$300.00
Quill, Office supplies		\$19.99
Shred-It, Shredding of confidential documents		\$51.12
Xerox, Monthly maintenance and usage fee		\$333.60
Murray Automotive, Agency vehicle maintenance and repair		\$89.15
BPRO, Spring conference registration fee, C.James/K. Sprouse		\$250.00
Sprint, Long distance fax charges		\$5.80
Bank of America, Director travel expenses	\$374.38	\$1278.68
CAA pmts, electric bill for client/ conference/medical payment (to be reimbursed by CAA)	\$785.30	
Therapy Session for client (CSA to Reimburse)	\$119.00	

Receipts

583808	CAA reimbursement for use of credit card	\$226.00
583809	CAA reimbursement for use of credit card	\$146.31
583810	VIEW reimbursement for use of credit card	\$100.00
583811	CSA, overpayment refund	\$120.00
583812	Administration, CSA reimbursement for postage	\$183.99
583813	Administration, CSA reimbursement for conference fee	\$589.58
583814	Administration, duplicate billing refund	\$617.15
583815	Domestic Violence, donation from Women's Club	\$1000.00
583816	Case # [REDACTED], CSA parental copay	\$63.00
583817	Donor Account, donation from Women's Club	4500.00

Approval of February Expenses:

Mr. Carson Tucker motioned to accept the February bills, receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Bobby Fulcher seconded and the Board voted in favor of the approval.

Ongoing Business:

CPS Hiring Status

Ms. Catherine Pemberton reported that Ms. Lynn Murphy, Ms. Phoebe Wright and Ms. Sharon Bartley have been conducting interviews to fill the recently vacated CPS position. There should be a selection decision before the next Board meeting.

Bridges Out of Poverty

Ms. Pemberton stated that plans have been finalized for the Bridges Out of Poverty workshop. Invitations have been sent out to members of the community that include Mental Health Workers, Peace and Justice Workers, Community Board Members, Government Officials, Social Services Workers, Health Care Professionals, Teachers, School Administrators and others who work with individuals or groups affected by poverty. Ms. Pemberton encouraged Board members to take registration forms to anyone they think might be interested in the workshop.

VaCMS

Ms. Phoebe Wright, Benefit Programs Manager, provided an update on previously reported latency and other issues which Benefits workers experienced with VaCMS. Ms. Wright told the Board that improvements have been made and the work flow is better though not all problems have been resolved. A lengthy discussion about the merits of communication ensued. The Board asked Ms. Wright to track any future problems so that if negative trends occur the Board can determine if follow up by them should be made.

New Business and Education:

Ms. Tara Hatcher was unable to attend today's meeting due to a scheduling conflict. She will be rescheduled to present at another time.

Director's Report

Ms. Catherine Pemberton provided the following report of her activities since the last meeting:

- Attended the Community Advisory Board meeting at Deep Meadow. The Board agreed to provide \$500 to Chaplain Rhyne for shoes.
- Attended a budget meeting with the County Administrator
- Met with the County Administrator, HR Director and Finance Officer about timesheets and the Class/Comp plan.
- Attended a Central Region Directors' Meeting
- Attended a Planning District 15 Directors' Meeting
- Attended a planning meeting for the Governor's Conference on Aging
- Attended the Virginia Association of Counties Legislative Day, heard the Governor speak, and attended a meeting with Lt. Governor Ralph Northam
- Spoke at the Women's Club of Powhatan meeting regarding programs at PDSS and how we use discretionary money. The Club, which had already donated \$4500 to this fund and \$1000 to the Domestic Violence program, donated another \$25.
- Spoke to the State Board of Social Services on behalf of the League. I mentioned the legislation that we have provided testimony and improvements in VaCMS
- Reviewed the CPMT manual, made comments
- Reviewed PSSS Procedures manual
- Accepted registrations for the Bridges event and ordered food for the event

- Contacted the Mechanicsville Emergency Funds, Caritas, and the Shepherd Center about transportation programs they have.
- Meeting with St. Luke's Wednesday on February 24.

Next meeting:

The next meet is Tuesday, March 22, 2016 at 9:00 am.

Adjournment:

The meeting was adjourned at 9:53 am.

B. Bennett 6-28-16
Chairperson Date

Catherine Lambert 4/28/16
Secretary Date