

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

March 22, 2016

9:00 AM

Attendance:

Mary Ellen Freer, Chair
Gay Bartlett
Buz Bireline
Angie Cabell
Bobby Fulcher
Gale Lipscomb
Ernestine Taylor
Carson Tucker
Karen Ylimaki

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
Ashley Rimmer, Family Services Specialist
Shanice Foster, Family Services Specialist
Sarah Cash, Office Associate

Call to Order:

The meeting was called to order at 9:00 am by Ms. Mary Ellen Freer, Board Chair. Ms. Freer expressed appreciation that Mr. Brad Burdette, Board Vice Chair led the February 23, 2016 board meeting in her absence.

Invocation:

Mr. Carson Tucker provided the invocation.

Public Comment Period:

There were no public comments.

Additions to Agenda:

The agenda items were rearranged to accommodate the schedules of two meeting presenters.

Announcement:

Ms. Lynn Murphy, Service Programs Manager introduced the newly hired Family Services Specialist Ms. Shanice Foster. Ms. Foster is originally from Nottaway, Virginia and attended VCU. She most recently worked in New York at the Harlem Kid Zone. Ms. Foster was welcomed by the Board.

Approval of Minutes:

There was an addition to the February 23, 2016 meeting minutes by Mr. Buz Bireline. The minutes were amended to reflect the addition.

Mr. Buz Bireline motioned to approve the minutes of the February 23, 2016 meeting. Mr. Carson Tucker seconded and the Board approved the February 23, 2016 meeting minutes.

Administrative Expenses:

Ms. Sharon Bartley, Operations/Finance Manager, presented the Administrative Bills, Receipts and Budget Balance Report. Ms. Catherine Pemberton addressed questions regarding vehicle maintenance expenses. Ms. Pemberton noted that the Buick is the oldest vehicle and is next in line for removal from the agency fleet.

Monthly Bills
March 2016

Sprint, long distance fax charges	3.63
Shred It, shredding of confidential documents	102.48
Murray Automotive, agency vehicle maintenance and repair	557.02
Copy Fax, office supplies	\$10.00
Xerox, monthly maintenance and usage fee	369.30
James River Petroleum, gas for agency vehicles	71.17
VLSSE, Spring conference registration – C. Pemberton	125.00
Verizon, agency cell phone charges	102.46
ADT, yearly security fee	61.59
VITA, Director cell phone charges	93.53
Quill, qtrly order of office supplies	1790.04

Receipts

583818	Case [REDACTED] CSA parental co-pay	\$40.50
583819	Case [REDACTED] SNAP restitution	\$75.00
583820	Adoption Subsidy refund	\$297.27
583821	CAA, Energy Share donation	\$1000.00
583822	Donor Account, Donation from Woman's Club	\$25.00
583823	Case [REDACTED] CSA parental co-pay	\$75.00
583824	Administration, CAA reimbursement to credit card	\$200.99
583825	Richmond Times Dispatch, vendor refund	\$9.64
583826	Case [REDACTED] SNAP restitution	\$75.00
583527	Case [REDACTED] CSA parental co-pay	\$63.00

Approval of March Expenses:

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

Ongoing Business:

Bridges Out of Poverty:

Ms. Catherine Pemberton reported that the day long training event will take place at the Powhatan Community Church, 4480 Anderson Highway, Powhatan, Virginia. Training begins at 8:45 am and will conclude at 3:45 pm. There are two opportunities to attend: Thursday, March 24 and Friday, 25, 2016. Lunch and snacks will be provided. Ms. Pemberton asked the Board if the agency could be closed on Friday to enable the Powhatan Social Services employees who don't attend on Thursday to participate in the Friday session. Due to the holiday weekend and previously requested leave, staffing at the agency would be very sparse.

Mr. Bobby Fulcher motioned to close the agency On Friday, April 1, 2016 to enable all employees to participate in the Bridge's Out of Poverty training. Ms. Karen Ylimaki seconded the motion and the Board approved closing the agency on Friday, April 1, 2016.

VaCMS:

Ms. Phoebe Wright informed the Board of VaCMS bridging problems that took place in March regarding the coverage of 14 clients. However the Virginia Department of Medical Assistance Services has granted all LDSS's to select one supervisor to have access to go through MMIS to fix the issues. Ms. Pemberton said that the back door into MMIS will remain open until VaCMS performance has improved. The Virginia League of Social Services Executives elevated the issue to Secretary of Health and Human Resources, Dr. William Hazel, at their January Board meeting.

Agency Procedures Manual:

This item will be discussed next month to allow Board members the opportunity to review it. Mr. Buz Bireline questioned the location of the evaluation section. Ms. Pemberton will ensure that the table of contents flows with the material in the manual.

New Business:

Education:

Ms. Tara Hatcher, the agency's child welfare attorney, provided comments to the Board regarding her role in working with the Department. Ms. Hatcher said that she is initially contacted by Ms. Lynn Murphy, Services Programs Manager either early on when a child is about to be removed from the home or just after. The CPS worker provides Ms. Hatcher with a summary about the child. Ms. Hatcher presents the emergency order or preliminary order to the court. A guardian ad litem is appointed for the child by the judge. The GAL is there to protect the child's best interests. Ms. Hatcher described her role as the liaison between the court and social services. In addition to her private law practice and work with Powhatan Social services, Ms. Hatcher is a part-time Commonwealth's Attorney. A question and answer period followed her report.

CSA Audit:

Ms. Pemberton announced that the CSA audit conducted by the Office of Children's Services was passed with flying colors. The program has been in existence for 23 years and under DSS for the last three years. Ms. Audra Morris, CSA Coordinator, submitted a self-assessment in fiscal year 2014. There were 67 youth in the program for fiscal year 2016 with net expenses of approximately \$1,929,061.00.

CSA is a mandated program with an average of a 43% local match. Ms. Morris was asked by the auditor if her CSA program best practices could be shared with new CSA Coordinators or those CSA Coordinators having problems; Ms. Morris agreed for her to be able to do so.

Child Abuse Awareness Event:

April is Child Abuse Prevention month. Ms. Ashley Rimmer, Family Services Specialist invited the Board to the upcoming Powhatan's Pinwheel Picnic on April 23, 2016 from 11:00 am – 3:00 pm. This is free event for the community to promote awareness of child abuse and prevention. There will be a bounce house, petting zoo, music, face painting, gift card raffles, and games. The Sheriff's Office and the Fire Department will have vehicles there for the children to see.

Director's Report:

Ms. Catherine Pemberton provided a report on her activities since the last meeting:

- Met with representatives from St. Luke's regarding how they could expand their outreach.
- Attended Senior Connections Advisory Meeting
- Attended Transportation meeting with County Administrator and Mr. Nordvig.
- Met with VDSS Media Representatives to film a welcome video for the Executive Leadership training.
- Met with Charlie Rasnick, Mechanicsville Churches Emergency Fund, to discuss their transportation program.
- Welcomed Local Directors to Executive Leadership Training
- Attended a seminar about sex trafficking.
- Participated in a teleconference about the Governor's Conference on Aging.
- Attended Powhatan Resource Council meeting
- Attended Powhatan Community Action Board meeting.
- Attended three day Bridges Out of Poverty Certification Training, and one day of "Getting Ahead in a Just Getting By World."
- Received 170 registrations for Bridges Training.
- Reviewed Legislative report with Lobbyist.
- Created Senior Navigator Card draft.

Next meeting:

Next meeting: April 26, 2016.

Adjournment:

The meeting was adjourned at 10:20 am.

 4/28/16
Chairperson Date

 4/28/16
Secretary Date