

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM
3908 OLD BUCKINGHAM ROAD, SUITE 2
May 17, 2016
11:00 AM**

Attendance:

Mary Ellen Freer, Chair
Gay Bartlett
Angie Campbell
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
Cathy James, Senior Benefit Programs Specialist
Sarah Cash, Office Associate

Guest:

Paul Oswell

Call to Order and Invocation:

Ms. Mary Ellen Freer, Board Chair called the meeting to order at 11:05 am. Ms. Freer also provided the invocation.

Public Comment Period:

There were no public comments.

Announcements:

Ms. Catherine Pemberton announced that she sent the Board the final draft of the Standard Operating Procedures for Powhatan Department of Social Services. This item will be placed on the agenda for Board consideration at the next scheduled meeting.

Minutes:

Ms. Gay Bartlett motioned to approve the minutes of the March 22, 2016 meeting. Mr. Carson Tucker seconded and the Board approved the March 22, 2016 minutes.

Administrative Expenses:

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

Monthly Bills

April 2016

CDW Government, battery backup surge protector replacement	132.66
Electronic Systems, ink for postage machine	155.00
Murray Automotive, agency care repair and maintenance	\$99.42
Quill, office supplies (file cabinet)	286.97
Shred-It, shredding of confidential agency documents	153.60
Sprint, long distance fax charges	5.14
Verizon, agency cell phones, new equipment and service	272.84
VITA, Director cell phone, new phone and services	293.52
Xerox, copier usage and monthly maintenance fee	410.73
Bank of America-	2513.11
Director travel (\$886.14)	
Pinwheel picnic (Donor Acct – \$367.35)	
Bridges out of Poverty (to be reimb by CAA \$1259.62)	

May 2016

Bank of America	4326.32
Director travel (\$650.65)	
CSA conference (to be reimb by CSA \$285.03)	
CAA (Electric bill for client \$798.02)	
VACAP conference (\$200)	
VIEW (Gas cards \$2000)	
Bridges out of Poverty (to be reimb by CAA \$351.56)	
Donor Acct (supplies for foster child \$41.06)	
VITA, Director cell phone	93.53
Xerox, copier usage and monthly maintenance fee	395.78
Xerox, equipment rental renewal agreement	1762.20
Source 4, office supplies (checks)	473.43
Shred-It, shredding of confidential agency documents	51.12
Sprint, long distance fax charges	3.95
DMV, photo ID for new employee	10.00
Quill, office supplies (envelopes)	111.98
Thomas Brothers, yearly software update	500.00

Receipts

583528	Administration, overpayment refund	95.38
583529	Donor Acct, donation from Christmas Mother	2000.00
583530	Admin, CAA reimbursement for CAA meeting	162.13
583531	Admin, CAA reimbursement for reinstatement of client driver's license	660.00
583532	Admin, CSA reimbursement, conference, lodging reimbursement	319.63
583533	Donor Acct, donation from Powhatan Auto Repair (Pinwheel Picnic)	50.00
583534	Case # [REDACTED], CSA parental copay	63.00
583535	Case # [REDACTED], CSA parental copay	291.25
583536	Case # [REDACTED], SNAP restitution	756.00
583537	Case # [REDACTED], SNAP restitution	75.00
583538	Case # [REDACTED], CSA parental copay	291.25
583539	Case # [REDACTED], CSA parental copay	112.50
583540	Admin, CAA reimb for Bridges out of Poverty	1611.18
583541	Case # [REDACTED], SNAP restitution	75.00
583542	Admin, CAA reimbursement for electric bill	798.02

Approval of April and May Expenses:

Mr. Carson Tucker motioned to accept the April and May bills, receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Ernestine Taylor seconded the motion and the Board voted in favor of the approval.

Ongoing Business:

Bridges Out of Poverty and the Next Steps:

Ms. Catherine Pemberton reported that between 150 and 160 people attended the Bridges Out of Poverty training March 24th and 25th. Ms. Pemberton will provide an overview of Bridges Out of Poverty on Monday to the Regional Resource Network Meeting in Warsaw and will be the instructor for a course about Bridges out of Poverty in October for the Osher series at the University of Richmond.

The follow up to the Bridges training is to provide people living in poverty the opportunity to attend Getting Ahead in a Just-Gettin'-By-World workshops. Future planning has begun with Rev. Juan Hardy. A trained facilitator will work with people in small groups to explore the impact of poverty on them and to assist with future career planning. Participants will be paid \$25.00 per session to attend the eight to ten sessions to complete the program.

Transportation Meeting:

Ms. Catherine Pemberton obtained a list of churches from Ms. Connie Moslow, Executive Director of the Free Clinic. Ms. Pemberton sent out letters about developing a transportation program in Powhatan similar to the one in Mechanicsville which has provided seven hundred rides to residents without other means of transportation.

New Business:

Benefit Programs Unit Report:

Ms. Pemberton and Cathy James, Senior Benefits Program Specialist provided the following statistical information regarding the Supplemental Nutrition Assistance Program (SNAP).

SNAP	Households	Persons	Issuance Total	
January	540	1,175	130,461	Quarterly totals
February	551	1,208	135,561	
March	536	1,155	132,046	

\$398,068

TANF				
January	28	42	4872	
February	32	54	5912	
March	33	60	6,874.00	

\$17,658

Medicaid				
January	1085	1958	981,853.23	
February	1084	1960	1,036,121.95	
March	1094	1967		

\$2,017,975.18

March \$\$\$ amounts are incorrect on the states report so I did not include them.

Auxiliary Grant				
January	10	10	4,430	
February	10	10	4,430	
March	8	8	3,294	

\$12,154

IV-E				
January	9	9	11,759	
February	9	9	11,073	
March	9	9	686	

\$23,518

March IV-E invoices – only one was received.

Energy Assistance				
January	5			Total Crisis paid for season \$3,993.77
February	3			
March	2			

Next Meeting:

Tuesday, June 28, 2016.

Adjournment:

The meeting was adjourned at 12:10 pm.

Margaret Trean 7/26/2016
Chairperson Date

Cattuni Lombardi 7/26/2016
Secretary Date