

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM
3908 OLD BUCKINGHAM ROAD, SUITE 2
JUNE 28, 2016
9:00 AM**

Attendance:

Brad Burdette, Co-Chair
Buz Bireline
Gale Lipscomb
Ernestine Taylor
Carson Tucker
Karen Ylimaki

Management Team and Staff:

Catherine Pemberton, Director
Sharon Bartley, Operations/Finance Manager
Lucky Hill, Community Juvenile Officer
Audra Morris, CSA Coordinator
Lynn Murphy, Services Programs Manager
Renee Van Natter, Community Action Coordinator
Phoebe Wright, Benefit Programs Manager
Sarah Cash, Office Associate

Call to order:

Mr. Brad Burdette, Co-Chair called the meeting to order at 9:00 am.

Invocation:

Mr. Carson Tucker provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

Mr. Carson Tucker announced that former Powhatan Social Services Director, Ann Shelton's death on June 8, 2016 will be a part of the public record because he included comments regarding her passing in the minutes of the Powhatan Board of Supervisor's last meeting.

Mr. Tucker also announced a public meeting will be held August 18, 2016 at 6:00 pm in the Village Building regarding the proposed closing of Beaumont Juvenile Correctional Center.

Additional Agenda Item:

Ms. Pemberton added that she will speak on Cross-Program Client counts for Medicaid, SNAP and TANF.

Approval of Minutes:

Ms. Karen Ylimaki motioned to approve the minutes of the May 17, 2016 meeting. Mr. Carson Tucker seconded and the Board approved the May 17, 2016 minutes.

Administrative Bills, Receipts and Budget Balance Report:

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

Monthly Bills

June 2016

BPRO, membership dues for Benefit Programs staff	150.00
Neopost, postage meter yearly rental fee	306.00
VITA, Director cell phone bill (2 months)	187.06
CMRS, postage for meter	2000.00
Verizon, cell phones	173.82
Quill, quarterly supply order	2240.59
Murray Automotive, agency car repair and maintenance (a/c compressor in Jeep and oil change in Escape)	742.29
PAIV, membership dues for Phoebe Wright	20.00
Bank of America-	4136.08
Gas cards for VIEW clients (paid from VIEW - \$2000)	
Supplies for foster children (paid from Donor Acct - \$188.54)	
CAA payments for clients (paid from CAA Acct - \$1061.23)	
Director Travel (886.31)	
James River Petroleum, gas for agency vehicles	114.71

Receipts

583843	VOID	0.00
583844	Case # [REDACTED] CSA parental copay	63.00
583845	Case # [REDACTED], SNAP restitution	50.00
583846	Donor Acct, donation from Wawa for pinwheel picnic	500.00
583847	Donor Acct, donations from pinwheel picnic	686.95
583848	Case # [REDACTED], CSA parental copay	27.00
583849	Case # [REDACTED], IV-E overpayment reimbursement	254.00
583850	CAA, reimbursement for Bank of America payment	169.28
583851	Verizon, overpayment refund	56.00
583852	Case # [REDACTED], SNAP restitution	50.00
583853	Case # [REDACTED], IV-E refund	17.75
583854	Case # [REDACTED], SNAP restitution	75.00

Approval of June Expenses:

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

Ongoing Business:

Agency Procedures Manual:

Ms. Catherine Pemberton reported that the Agency Procedures Manual final draft is complete. She said clarification of the no-smoking policy and examples of flex time schedules have been added. Ms. Pemberton asked for Board approval of the manual.

Motion: Mr. Carson Tucker made the motion for the Board to authorize acceptance of the Agency Procedures Manual as presented. Ms. Gale Lipscomb seconded the motion and the Board voted in favor of accepting the Agency Procedure Manual.

Transportation Meeting:

Ms. Catherine Pemberton said that there are three and possibly four local churches interested in the proposed transportation program to serve elderly and disabled citizens. The transportation program would operate Monday through Friday with drivers taking participants to the doctor, pharmacy, grocery store, food pantry, court house and to get haircuts.

New Business:

Cross-Program Client Counts:

Ms. Pemberton provided the Board with a Cross-Program Client Report showing the following counts:

SNAP Clients	<u>1,081</u>
TANF Clients	<u>67</u>
Medicaid Clients	<u>1,981</u>
SNAP or Medicaid or TANF	<u>2,294</u>
SNAP Only	<u>307</u>
TANF Only	<u>1</u>
Medicaid Only	<u>1,194</u>
SNAP& TANF & Medicaid Clients	<u>43</u>
SNAP & TANF not Medicaid Clients	<u>5</u>
SNAP & Medicaid & not TANF Clients	<u>726</u>
TANF & Medicaid not Not SNAP Clients	<u>18</u>

Education:

Ms. Audra Morris, CSA Coordinator, Mr. Lucky Hill, Community Juvenile Officer and Ms. Renee Van Natter, Community Action Coordinator provided the following information about their programs:

Children's Services Act, Ms. Morris

The Children's Services Act (CSA) Program has served 73 youth and families to date this fiscal year (7/1/15-6/30/16). We are currently serving 45 families, who were referred by the below primary participating agencies:

CSA – continued:

DSS: 13
Schools: 23
CSB: 8
CSU: 1
45

Expenditures to date are \$1,560,318; with projected expenditures of \$1,961,058 by 2016 fiscal year end.

In comparison, the program served 63 families in Fiscal 2015 with expenditures of \$1,805,232.

As of today, we have 43 youth, served 73 all year, and projected total net after all fiscal 16 expenditures are complete is \$1,893,000.

First Time Offender Program, Mr. Hill

Total number of youth assigned to the program since July 1, 2015: 4
Released from the program since July 1, 2015: 2
Total currently in the program in: 2
Total number of classroom instruction: 102 hours

Community Service Program, Mr. Hill

Assigned since July 1, 2015: 33
Released since July 1, 2015: 26
Total number of youth currently assigned to the Community Service Program: 7
Total number of community service hours completed since July 1, 2015: 1,535

Community Action Agency, Ms. Van Natter

These stats are for the 3rd quarter which is Jan 1 March 31:
Community Action served 45 people and spent \$8,121.97
23 Food pantry Referrals
1 Paid Driver's license fees (\$660.00)
2 Rent Payments (\$1,300.00)
19 Utility Assistance (\$5,862.82)

Next meeting:

The next Board meeting is scheduled for Tuesday, July 26, 2016.

Adjournment:

The meeting was adjourned at 9:45 am.

 8-23-16
Chairperson Date

 8/30/16
Secretary Date