

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM
3908 OLD BUCKINGHAM ROAD, SUITE 2
JULY 26, 2016
9:00 AM

Attendance:

Mary Ellen Freer, Chair
Gay Bartlett
Buz Bireline
Angie Cabell
Gale Lipscomb
Carson Tucker

Management Team and Staff:

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

Call to Order:

Ms. Mary Ellen Freer, Chair called the meeting to order at 9:00 am. Ms. Freer said she was sorry to miss the meeting last month; especially the educational reports. She expressed appreciation for the hard work done by the coordinators of those programs.

Invocation:

Ms. Freer provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcement:

Ms. Catherine Pemberton, Director announced that she is unable to attend the board meeting next month. Ms. Lynn Murphy, Service Programs Manager will represent the agency for her.

Approval of Minutes:

Mr. Carson Tucker motioned to approve the minutes of the June 28, 2016 meeting. Ms. Gail Lipscomb seconded and the Board approved the June 28, 2016 minutes.

Administrative Bills, Receipts and Budget Balance Report:

Ms. Sharon Bartley, Operations/Finance Manager presented the July administrative bills, receipts and budget balance report.

Monthly Bills

July 2016

Murray Automotive, agency car maintenance and repair	\$117.88
Verizon, agency cell phones	\$173.91
PAIV, membership fee – Phoebe Wright	\$20.00
Xerox, monthly maintenance and usage fee	\$326.64
Sprint, long distance fax charges	\$7.44
CDW, battery backup replacement	\$57.96
Meghan Carroll, travel reimbursement for moving foster children	\$8.00
Linda Davis, supply reimbursement	\$9.12
Shred It, shredding for confidential agency documents	\$51.60
Bank of America, CSA conference/bed for foster children	\$1267.05
VIEW pmt on client electric bill, gas cards, gift cards	\$2800.00
Director Travel	\$788.30

Receipts

583855	Case # [REDACTED], SNAP restitution	\$50.00
583856	CAA reimbursement to credit card for qtrly CAA meeting	\$24.10
583857	Case # [REDACTED], SNAP restitution	\$75
583858	POS reimbursement, guardianship fee	\$5.00

Approval of July Expenses:

Ms. Gail Lipscomb motioned to accept the July receipts, budget balance report 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:

Report on Transportation Initiative

Ms. Catherine Pemberton reported that she is still working on firming up partnerships with community faith organizations to develop a transportation program to serve needy community residents.

New Business:

Family Services Unit Report

Ms. Catherine Pemberton and Ms. Linda Revels provided the following statistical report of activity from April – June 2016 for the Family Services Unit.

April-June 2016 Stats- Family Services Unit

Adult Services/ APS

21 Adult Service/APS cases

Prevention

20 prevention cases

Foster Care- 13 (3 are in a Trial Home Placement, 2 have the goal of Adoption, 2 are accessing Independent Living Services, 2 will be entering Fostering Futures, and 4 are working on the goal of Return Home.)

AW-1

MW, CW, JW, RL, JL -5

EL-1

MP-1

TO-1

NW-1

TH-1

TN-1

KL-1

We lost one of our former FC youth recently. We had provided him with IL supports/housing after he turned 18, but he struggled to comply with the guidelines of the program. Eventually his services were terminated. He died from complications related to Meningitis.

VIEW-

12 for July 2016

Child Care-

23 cases (38 children served.) for May 2016. \$14,760 expended for the month.

*Linda R. will present a more in-depth report during her education to the Board.

CPS-

40 complaints, 2 were Beaumont Juvenile Correction Center Investigations.

Community Action-

Emergency Services- 26 households served (Total \$16,208.39)

Rent- 4 (\$2,657.05)

Utility Assistance- 14 (\$4,220.12)

Other Emergency Assistance- 8 (\$9,331.22)

Grant Funds- 638 clients served with this funding

Free Clinic (mental health)-served 21 clients

Free Clinic (dental)- served 40 clients

Habitat for Humanity Unknown

Head Start- 36 children served

Powhatan Food Pantry- 313 clients served

Elk Hill (Therapeutic Day Care) - 22 clients

PDVS- 1 client

TRIAD- 80 clients served

Powhatan Coalition of Churches- 20 clients served

Hope Supper- 85-90

Fatherhood Program- 15

Total = 638

Domestic Violence- 19 clients served

Resource Parent-

1 new Foster Parent approval during this quarter

General intake -109 calls/community referrals and information/general questions

There is no data tracking system for general intakes. We keep track of them through an intake log held within the unit. The numbers presented here are low as there are times we complete general intakes, but don't record them in the log. Example: Someone calling with a question regarding custody and where to go to file a petition. We would refer them to the Court Services Unit, but that call may not get recorded in the log.

Court Ordered Home Studies- 2

New Business:

Education

Ms. Linda Revels, Self Sufficiency Coordinator reported on the VIEW (Virginia's Initiative for Employment, Not Welfare) which is an employment services program for able-bodied TANF (Temporary Assistant for Needy Families) participants. The program offers supportive services, and promotes education and training not to exceed 24 months.

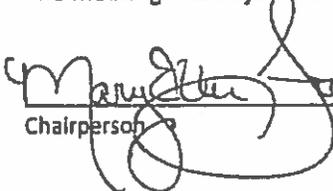
- The current VIEW budget for "purchased services" is \$21, 769.00.
- This allocation is for June 1, 2016 to May 31, 2017
- Of this allocation, 15% is Local funds (\$3,374)
- VIEW funds are used for expenses such as car repairs, gas cards, rent, and work clothes
- As of May 2016, 57% of participants are employed (62% - May 2015)
- Average wages of the current participants is \$8.25 an hour (\$9.33 - May 2015)
- Job retention is 100% as of May 2016 (78% - May 2015)

Next meeting:

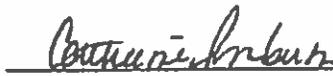
The next Board meeting is scheduled for Tuesday, August 23, 2016.

Adjournment:

The meeting was adjourned at 9:50 am.


Chairperson

9/27/2016
Date


Secretary

Date