

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
January 25, 2022 9:00 AM
PDSS Conference Room with Phone Conference Option

Attendance:

Mike Smith, Vice Chair
Neil Stout
Lindia Cox
Karin Carmack

Management Team and Staff:

Meghan Carroll, Interim Director
Sharon Bartley, Finance and Operations Manager
Phoebe Wright, Benefit Programs Manager
Cathy James, Benefit Programs Supervisor
Audra Morris, Children's Services Manager
Jayne Lloyd, Program Coordinator

Call to order:

Audra Morris called the meeting to order at 9:11 a.m.

Invocation:

Cathy James provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

The exit of former director, Sharon Rochelle, and the job posting procedure was discussed. Mr. Neil Stout suggested it is a good time to improve the direction, function, and involvement of PDSS Board.

Approval of Minutes:

Mr. Mike Smith motioned to approve the minutes of the October 26, 2021 meeting. Mr. Neil Stout seconded the motion and the Board approved the minutes of October 26, 2021 meeting.

Administrative Bills, Receipts and Budget Balance Report:

Sharon Bartley presented the November, December and January administrative bills, receipts and budget balance report.

November 2021

Bank of America, Foster care meal; bereavement gift; therapy dog supplies and training, vehicle maintenance; office supplies; postage	\$3117.36
Deal and Lacheney, legal services	\$4000.00
Powhatan Public Schools, agency vehicle gas, maintenance and repair	\$219.22

Quill, office supplies	\$663.43
Shred it, shredding of confidential agency documents	\$95.96
Thomas Brothers, Annual fee for software maintenance and support (CSA to reimburse \$187.50)	\$750
Toshiba, monthly copier usage and maintenance	\$169.00
Verizon, DSS cell phone	\$806.97

December 2021

Bank of America, CAA gift cards and supplies; lab work for client; office supplies, therapy dog vet visit	\$1917.02
Deal and Lacheney, legal services	\$4000.00
Copy Fax – monthly/yearly maintenance contract, usage and supplies	\$1116.92
County of Powhatan, agency phone bill	\$185.64
Linda Davis, reimbursement for supplies	\$18.21
Verizon, DSS cell phone	\$816.97
Toshiba, monthly copier usage and maintenance	\$169.00
Quill, office supplies	\$1789.83
Sheehy Ford, agency car repair	\$214.40
Shred it, shredding of confidential agency documents	\$922.90

January 2022

Bank of America, office supplies, day care for client, postage, meeting supplies office furniture for new positions	\$5319.94
Deal and Lacheney, legal fees, prorated	\$1000
Shred it, shredding of confidential agency documents	\$95.96
VITA, Director cell phone bill	\$126.24

Receipts

584333	Hope House, Donation	\$276.00
584334	Hope House, Donation	\$25.00
584335	Hope House, Donation	\$50.00
584336	Hope House, Donation	\$50.00
584337	Hope House, Donation	\$50.00
584338	Hope House, Donation	\$150.00
584339	Hope House, Donation	\$20.00
584340	RAS, Donation	\$150.00
584341	RAS, Donation	\$195.00
584342	Hope House, Donation	\$50.00
584343	RAS, Donation	\$20.00
584344	Hope House, Donation	\$20.00
584345	Hope House, Donation	\$5.00
584346	Powhatan County, Therapy dog grant	\$7755.00
584347	Case # [REDACTED], SNAP restitution	\$30.00

584348	Donor acct., Energy Share	\$1000.00
584349	RAS, Expense reimbursement	\$617.00
584350	CAA, reimbursement to Bank of America	\$285.28
584351	RAS, Donation	\$10.00
584352	RAS, Donation	\$300.00
584353	POS, Guardianship fee	\$5.00
584354	POS, Guardianship fee	\$5.00
584355	POS, Guardianship fee	\$5.00
584356	POS, Guardianship fee	\$5.00
584357	Hope House, Donation	\$20.00
584358	Case # [REDACTED], SNAP restitution	\$25.00
584359	POS, Guardianship fee	\$5.00
584360	RAS, Donation	\$10.00
584361	RAS, Donation	\$25.00

Approval of November, December, January Expenses:

The November, December, January bills, receipts and budget balance report were reviewed.

Mr. Neil Stout motioned to accept the November, December, and January receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Mike Smith seconded the motion and the Board voted to approve the motion.

New Business and Education:

Meghan Carroll updated the Board that PDSS is currently in the process of hiring several new employees. Some interviews for the approved additional positions have been held, but the process has been slow.

Mr. Neil Stout expressed his interest in reviewing the new contract PDSS has with attorney Gretchen Brown as well as having an outside attorney hold an audit of PDSS petitions to ensure they are being handled correctly.

Mr. Neil Stout motioned to have Vice Chair, Mr. Mike Smith fill PDSS Board Chair position. Ms. Lindia Cox seconded the motion and the Board voted to approve the motion.

Next Meeting:

Mr. Neil Stout motioned to have a Board meeting in February instead of waiting for the scheduled meeting in March. Ms. Lindia Cox seconded the motion and the Board voted to approve the motion.

The next meeting is scheduled for Tuesday, February 22, 2022 at 9:00am to be held as a hybrid meeting. The meeting will take place in the Social Service conference room, and those more comfortable meeting via phone conference will be accommodated with phone-in information.

Adjournment:

Audra Morris adjourned the meeting at 9:59 am.

M Smith
Chairperson

Date

2/28/22

meghan Carroll 2/28/22
Secretary Date