

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
MARCH 26, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM**

Attendance:

Angie Cabell, Chair
Gay Bartlett
Brad Burdette
Lindia Cox

Management Team and Staff:

Sharon Rochelle, Director
Sharon Bartley, Operations/Finance Manager
Lynn Murphy, Services Programs Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, Children's Services Manager
Jayne Lloyd, Office Associate

Call to order:

Ms. Angie Cabell called the meeting to order at 9:01am.

Invocation:

Mr. Brad Burdette provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

There were no announcements at this meeting.

Approval of Minutes:

Ms. Gay Bartlett motioned to approve the minutes of the February 26, 2019 meeting. Mr. Brad Burdette seconded and the Board approved the minutes of February 26, 2019.

Administrative Bills, Receipts and Budget Balance Report:

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

Ms. Sharon Bartley referred to agency-wide purging of old files leading to the need for increased service by Shred It.

March 2019

Bills

Bank of America DV, Uhaul for client \$228.78, Donor, Medical bill not covered by Medicaid \$181.95, Safe and Stable Family, gas card and car purchase \$3690, Training and travel, \$880.35	\$4981.08
BPRO, Conference registration P. Wright	\$30.00
TIAA, Monthly copier maintenance and usage	109.86
VLSSE, S. Rochelle – League dues	760.00
Verizon, Agency cell phones	\$189.42
Toshiba Financial Services, Copier monthly maintenance	\$169.00
Shred it, Confidential agency shredding/record purge	\$757.63
Quill, Office supplies	\$226.08
Powhatan County Schools, Gas for agency vehicles/maintenance and repair	\$257.77

Receipts

584081	Case # [REDACTED], Social Security Feb 2019	\$771.00
584082	Purchase of Service, Guardianship Fee	\$5.00
584083	Purchase of Service, Guardianship Fee	\$5.00
584084	CAA, Reimbursement to Bank of America	\$1761.41
584085	Case # [REDACTED], Social Security March 2019	\$771.00
584086	Purchase of Service, Tax refund	\$44.70

Approval of March Expenses:

Ms. Gay Bartlett motioned to accept the March receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Brad Burdette seconded the motion and the Board voted to approve the motion.

New Business and Education:

Strategic Planning Update

Ms. Sharon Rochelle updated the Board on her meeting with InnerWill and the estimate received. County Administrator, Mr. Ted Voorhees will be looking into another option for an additional estimate. Ms. Sharon Rochelle suggested she contact a local University with Strategic Planning Professors to possibly engage their students in the Strategic Plan for Powhatan County Department of Social Services.

Transportation Program Update

Ms. Sharon Rochelle gave an overview of an informative meeting with Mr. Charlie Rasnick of Hanover Senior Rides attended by Ms. Sharon Bartley, Ms. Jayne Lloyd and herself. Mr. Rasnick went into great detail the structure of their program and the benefits of the software used. Ms. Sharon Rochelle will also meet with the Shepherd's Center of Chesterfield. The transportation program hinges on the Board of Supervisors' approval of Office Associate current part time position being increased to full time; that position will coordinate the transportation requests and assignments. When that request has been approved, efforts will begin to recruit volunteer drivers, background checks and training for drivers.

Needs Assessment

Ms. Sharon Rochelle said she sees the Strategic Plan as a means to address issues highlighted in the Needs Assessment.

Space Needed

Ms. Sharon Rochelle spoke with the Board regarding the need for space when supervised family visits occur or when a child is in need of a forensic interview. Ms. Angie Cabell suggested the downstairs area where the conference room is located possibly be reconfigured to accommodate the need the agency has.

Ms. Sharon Rochelle told the Board how many sicknesses and losses had been experienced by the staff at the Department of Social Services since the beginning of the year. She said she was appreciative and proud of the way the entire staff came together and stayed committed and on top of the workload regardless.

Next Meeting:

The next meeting is scheduled for April 23, 2019 at 9:00am.

Adjournment:

The meeting was adjourned at 9:36 am.

Angie Cabell 4/29/19
Chairperson Date

Sharon Rochelle 5-3-19
Secretary Date