

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
FEBRUARY 23, 2021 9:00 AM
Phone Conference Meeting**

Attendance:

Gay Bartlett, Board Chair
Lindia Cox
Brad Burdette
Neil Stout
Karin Carmack

Management Team and Staff:

Sharon Rochelle, Director
Sharon Bartley, Finance and Operations Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, Children's Services Manager
Meghan Carroll, Family Services Supervisor
Jayne Lloyd, Office Associate

Call to order:

Ms. Gay Bartlett called the meeting to order at 9:01 a.m.

Invocation:

There was no invocation at this meeting.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

There were no announcements at this meeting.

Approval of Minutes:

Mr. Neil Stout motioned to approve the minutes of the December 22, 2020 meeting. Mr. Brad Burdette seconded the motion and the Board approved the minutes of December 22, 2020.

Administrative Bills, Receipts and Budget Balance Report:

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

January and February 2021 Bills

January, 2021

Bank of America, CAA – gift cards \$200; housing furniture \$3182.01; housing supplies \$1440.93; auto repair for client \$68.00	\$4890.94
BMS Direct – new supply of accounts payable checks	\$403.68
Copy Fax – monthly copier usage and maintenance December and Jan billing	\$281.82
County of Powhatan – agency phone bill	\$180.50
Deal and Lacheney, monthly legal services	\$4000.00
DMV, employee ID	\$10.00
Quill, office supplies	\$18.49
Shred It – shredding of confidential agency documents	\$179.36
Toshiba – monthly copier usage and maintenance	\$169.00
Verizon – agency cell phones December and January billing	\$1391.81
VITA – Director cell phone bill	\$62.26
XZact Printing – COVID signage	\$60.00

February, 2021

Bank of America, covid signage	\$32.21
National Security & Door, security system service	\$202.50
Deal and Lacheney – monthly legal services	\$4000.00
VITA, Director cell phone bill	\$62.26
County of Powhatan – agency phone bill	\$180.9
Quill, office supplies	\$100.56
Toshiba – monthly copier usage and maintenance	\$169.00
Shred It – shredding of confidential agency documents	\$89.68
DMV, employee ID	\$10.00

Receipts

584214	Ride Assist Services – Donation	\$15.00
584215	Purchase of Services– Guardianship Fee	\$10/00
584216	Ride Assist Services– Reimbursement for gas pd by DSS	\$96.03
584217	Comm. Action Agency – Bank of America reimb.	\$3182.01
584218	Ride Assist Services – Expenditure reimbursement	\$204.00
584219	Comm. Action Agency – Bank of America reimb.	\$1379.48
584220	Purchase of Services – Guardianship Fee	\$10.00
584221	Administration – Postage reimbursement	\$10.00
584222	Purchase of Services – Guardianship fee	\$5.00
584223	Purchase of Services – Guardianship Fee	\$5.00

584224	Purchase of Services – Guardianship Fee	\$5.00
584225	Purchase of Services – Guardianship Fee	\$5.00
584226	Ride Assist Services – Donation	\$5.00
584227	Ride Assist Services – Expenditure reimbursement	\$283.00
584228	Hope House – Donation	\$50.00
584229	Purchase of Services – Guardianship fee	\$5.00

Approval of January and February Expenses:

The January and February bills, receipts and budget balance report were reviewed. Sharon Bartley referenced Bank of America charges were reimbursed by Renee VanNatter through Hope House fund. Neil Stout inquired about amount expended for legal fees; Sharon Bartley will continue to provide invoices with client information redacted. The average of this expense in upcoming months will be reviewed.

Mr. Neil Stout motioned to accept the January and February receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Gay Bartlett seconded the motion and the Board voted to approve the motion.

New Business and Education:

Sharon Bartley presented the Board with an overview of the proposed Budget. Among budget items were the requests for necessary staff additions. Meghan Carroll said the Family Services Unit has corrected case screening procedures resulting in a 200%-300% increase in number of cases screened in. She added that the Sheriff Department is implementing a new policy to call all well checks in to DSS as well.

Audra Morris reviewed budget requests reflected in Children Services noting these are positions to assist with mandated programs. She told the Board with the onset of the Family First Act mandates, the caseload would increase drastically. Audra Morris explained the request for part time position, filled by Belinda Farnham, to be changed to full time as well as the requested Compliance Specialist position to offset these regulatory changes.

Sharon Rochelle added that the various mandates on the horizon, the Department of Social Services faces explicit changes.

Brad Burdette commented on the goal to disincentivize foster care and do more intensive case management; during a public health emergency, DSS has been the lifeline to people. He added that what is done through the Department of Social Services is critical to the overall health of a community.

Phoebe Wright reviewed the proposed House Bill 1820 and the changes that would be reflected in the Benefits Unit should the bill pass. Of 2,100 Medicaid cases, 1,200 receive SNAP. She gave the example: if the bill passes, all 2,100 Medicaid cases will be eligible for SNAP.

* See Budget Request attached

Powhatan County Social Services 2021/2022 Budget Request

ASSISTANCE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
804		80	20		40000	10000	50000
808	51	49		510	490		1000
810	51	49		255	245		500
811	50	50		25000	25000		50000
812	50	50		50000	50000		100000
814	50	50		12500	12500		25000
861	80	20		2400	600		3000
862	80	20		1545.6	386.4		1932
TOTAL				92210.6	192214.4	10000	231432

PURCHASE OF SERVICE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
829	84	0.5	15.5	1985.76	11.82	366.42	2364
830	0	84.5	15.5	0	2380.37	436.63	2817
833	80		20	4000		1000	5000
848		100		1000			1000
866	75	9.5	15.5	15000	1900	3100	20000
872	50	34.5	15.5	11000	7590	3410	22000
895	84.5		15.5	4225		775	5000
TOTAL				37210.76	11882.19	9088.05	58181

ADMINISTRATIVE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
849	75	25	0	37500	12500	0	50000
855	50	34.5	15.5	330000	227700	102300	660000
858	35		65	273000		507000	780000
TOTAL				640500	240200	609300	1490000

Additional Requests/Changes

ADMINISTRATIVE PROGRAMS - Position changes/increases/additions

855/858	PT Office Associate	10186	4184	9883	24253
858/858	DSS Position Reclassification	5115	2101	4965	12181
855/858	DSS On Call increase	1507	618	1458	3383
855/858 (FFA)	DSS Family Services Specialist	58788	0	9248	68036
855/858	CSA position increase PT to FT	11034	4532	10706	26272
855/858 (FFA)	CSA Family First Fiscal Specialist	28575	11736	27725	68036
855/858 (FFA)	CSA Family First Compliance Specialist	26526.5	10895	25736.5	63158
TOTAL		141731.5	34066	89721.5	265519

***See attached pages for position requests and change detail.

NOTE: DSS utilizes two Admin Budget lines. 855 has a local match of 15.5% and is typically used fully in about six months.

Once 855 is spent, the rest of the year is funded by 858 with current estimated local match of 66%

NOTE: 12.8 million dollars has been restored to State 2022 budget to assist in funding of Family First position requests. (Bottom 4 positions above. (FF) Powhatan DSS has been awarded \$58788 for FY 21/22

Add'l request	Replacement of Ford Escape - Est Cost			30000	30000
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Note: Request is for replacement of 2010 Ford Escape that has a little over 100,000 miles. Cost for vehicle is an estimate.

TOTAL DSS BUDGET		FEDERAL	STATE	LOCAL	TOTAL
Operating Budget		769921.36	381303.59	628388.05	1779613
Additional Requests		141731.5	34066	119721.5	295519
GRAND TOTAL		911652.86	415369.59	748109.55	2075132

TOTAL DSS Budget - Including additional requests

TOTAL BUDGET	\$2,075,132
FED/STATE REVENUE	\$1,327,022.45
TOTAL COUNTY EXPENSE	\$748,109.55

DOE Funding for CSA Staff

State DOE funding for CSA staff	(\$10,787)
Local DOE/PCPS for CSA (local match)	(\$8,278.00)
NET COUNTY EXP FOR DSS	\$729,044.55