

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES**  
**June 22, 2021 9:00 AM**  
**PDSS Conference Room with Phone Conference Option**

**Attendance:**

Gay Bartlett, Board Chair  
Brad Burdette  
Lindia Cox  
Neil Stout

**Management Team and Staff:**

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

**Call to order:**

Ms. Gay Bartlett called the meeting to order at 9:07 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:**

Ms. Gay Bartlett motioned to approve the minutes of the April 27, 2021 meeting. Mr. Neil Stout seconded the motion and the Board approved the minutes of April 27, 2021 meeting.

**Administrative Bills, Receipts and Budget Balance Report:**

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

## May and June 2021 Bills and Receipts

### May 2021

Bank of America, office supplies 131.74, CAP conference 218.58; Hope House stove 576.75 and lawn equipment 640.16	\$1567.23
County of Powhatan, telephone	\$364.57
Deal and Lachenev, legal services	\$4000
DMV, ID badge for new employee	\$10
Quadient, copier supplies	\$30.26
Quill, office supplies	\$1262.27
Shred it, confidential agency document destruction	\$179.36
Kendall Tanaka, Family Partnership meeting	\$200
Thomas Brothers. Software edit for overlapping check numbers	\$250
Toshiba, monthly copier usage and maintenance	\$169
Verizon, agency staff cell phones	\$776.15
VITA, Director cell phone	\$62.26

### June 2021

Bank of America, office supplies 146.27, Hope House walk 341.85; CAP Meeting 101.51; employee retirement 124.58	\$714.21
Deal and Lachenev, legal services	\$4221.80
Powhatan County Public School, agency vehicle maintenance and repair	\$147.71
Quill, office supplies	\$1982.08

### Receipts

584254	Case # [REDACTED], SNAP restitution	\$60
584255	CAA, Bank of America reimbursement	\$576.75
584256	Hope House, donation	\$502.00
584257	RAS, expenditure refund	\$10
584258	RAS, expenditure reimbursement	\$332.00
584259	Purchase of Service, guardianship fee	\$5.00
584260	Donor Account, Powhatan Christmas Mother donation	\$2000.00
584261	Hope House, donation	\$1025.00
584262	RAS, donation	\$60
584263	RAS, donation	\$10.00
584264	CAA, Bank of America reimbursement	\$218.58
584265	RAS, donation	\$50.00
584266	CAA, Bank of America reimbursement	\$100.47
584267	Purchase of Service, guardianship fee	\$5.00

584268	Purchase of Service, guardianship fee	\$5.00
584269	Hope House, donation	\$100
584270	Hope House, donation	\$50.00
584271	Hope House, donation	\$25.00
584272	Hope House, donation	\$25.00
584273	Hope House, donation	\$50.00
584274	Hope House, donation	\$500.00
584275	Hope House, donation	\$50.00
584276	Hope House, donation	\$25.00
584277	Hope House, donation	\$100
584278	Hope House, donation	\$50.00
584279	Hope House, donation	\$50.00
584280	Hope House, donation	\$50.00
584281	Hope House, donation	\$50.00
584282	Hope House, donation	\$30.00
584283	Hope House, donation	\$200.00
584284	CAA, Bank of America reimbursement	\$101.51
584285	RAS, expenditure reimbursement	\$481.00
584286	Hope House, donation	\$500.00
584287	Hope House, donation	\$1690.00

**Approval of May and June Expenses:**

The May and June bills, receipts and budget balance report were reviewed.

Ms. Lindia Cox motioned to accept the May and June 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:**

Audra Morris updated the Board regarding Family First; she said there had been extensive trainings and all would be implemented July 1<sup>st</sup>. Services would be evidence-based and there is a lack of providers. Audra Morris added that the Family Services Unit should have a full-time position to maintain Family First procedures and determine eligibility.

Sharon Rochelle updated the Board on the work that had been done on PDSS Compensation Plan. She shared an overview of past years under previous Director of Social Services; PDSS had signed off on following the County's Compensation Plan as opposed to the State's Compensation Plan. In working under the State's guidance, it was determined the deviation from the State's Compensation Plan was in error.

Sharon Rochelle provided the information, including a State Broadcast from August 2016 stating that deviation from the State Compensation Plan is not permitted without State Board approval and the need to bring the matter into compliance, to the County Administrator.

Mr. Brad Burdette motioned to accept the new Compensation Plan. Ms. Gay Bartlett seconded the motion and the Board voted to approve the motion.

**Next Meeting:**

The next meeting is scheduled for Tuesday, August 24, 2021 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:**

The meeting was adjourned at 10:08 am.

<u>Gay Bartlett</u>	<u>Sharon Rochelle</u>	<u>9-8-2021</u>
Chairperson	Secretary	Date
	<u>9/1/2021</u>	