

BOARD MEETING - January 25, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darrell Godsey, Director.....Secretary
 Darlene Ashby.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member
 Ruby Hale.....Board Member

ABSENT: Raymond Cole.....Board Member

OTHERS PRESENT: Margaret Stanley.....Office Manager
 Carol Brunty.....Regional Director
 Kurt Pomrenke.....Legal Counsel
 Cathy St. Clair.....Virginia Mountaineer

The regular monthly meeting was called to order at 6:09 p. m.

On motion by Buddy Fuller, seconded by Jean Justus, the Board approved the minutes of December 29, 1992 as submitted. Motion Carried.

Public Comment Period: None.

On motion of Buddy Fuller, seconded by Edith Elswick, the Board awarded bids to the following by unanimous vote.

Multi-Peril Insurance	- \$ 998.00	- Mutter Insurance Agency
Blanket Bond	- \$ 327.00	- Mutter Insurance Agency
Directors Bond	- \$ 50.00	- Mutter Insurance Agency
Workers Compensation	- \$7479.00	- Mutter Insurance Agency
Automobile Insurance	- \$5369.00	- Clinch Valley Insurance
Health Insurance	- \$ 246.88	- Single Policy - Blue Cross
	- \$ 531.75	- Family Policy - Blue Cross

Buddy Fuller made a motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Schedule of Board/Director Actions, Personnel Matters and Personal Matters under paragraph 1, 3 and 4. Jean Justus seconded the motion. Motion Carried.

The meeting reconvened into regular session on a motion by Buddy Fuller. Edith Elswick seconded. Motion Carried.

Buddy Fuller made a motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Edith Elswick seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on January 25, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Edith Elswick, Jean Justus and Bobby Horn.

NAYS: None.

ABSENT DURING VOTE: Raymond Cole.

ABSENT DURING MEETING: Raymond Cole.

On motion by Buddy Fuller, seconded by Jean Justus, the Board approved the Administrative Expenses as submitted. Vote Unanimous.

Restrictions Regarding Funding for Services to Prevent Foster Care Placement: Mr. Godsey explained to the Board that the plan needed to be updated. Changes were made in mileage, rent, electrical deposits. (Copy Attached). After discussion by the Board, by motion of Buddy Fuller, seconded by Cornelius Stacy, the Board approved the plan as submitted. Vote Unanimous.

Authority to authorize overnight travel for workers traveling out of county: After discussion by the Board, upon motion by Buddy Fuller, seconded by Jean Justus, the Board gave authority to Mr. Godsey to authorize overnight travel when necessary in order to save compensatory time and for the safety of workers. Motion Carried.

Travel: On motion of Buddy Fuller, seconded by Cornelius Stacy, the Board approved the following travel. Motion Carried.

Travel for Darrell Godsey, Director, to Roanoke, Virginia - March 25 and 26, 1993 for strategic Planning Seminar.

Travel for Shelia Sisk, Eligibility Worker, - New Eligibility Worker Training, Phase II, Roanoke, Virginia - January 24 -28, 1993.

Travel for Harriet McClanahan, Eligibility Worker, - Medicaid New Eligibility Worker Training, Roanoke, Virginia - February 2 -7, 1993.

Travel for Margaret Stanley and Darlene Ashby, Lancer Training - Richmond, Virginia, February 25 & 26, 1993. (only cost to agency is meals and transportation).

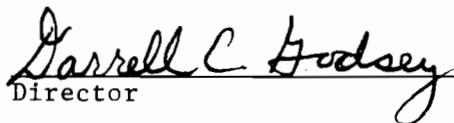
On motion by Jean Justus, seconded by Buddy Fuller, the Board approved the Director/Case Action (Financial & Service) as submitted. Vote Unanimous.

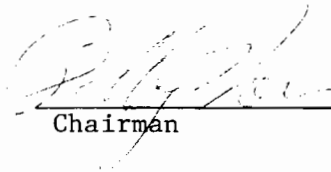
On motion by Buddy Fuller, seconded by Edith Elswick, the Board voted to re-advertise the position of Social Work Supervisor due to the error in some of the qualification being left out of the advertisement. Motion Carried. (NOTE: The current list of applicants will be kept open).

On motion by Jean Justus, seconded by Buddy Fuller, the Board gave approval for Mr. Godsey, Director, to hire an emergency Child Protective Services Worker. Motion Carried.

At this time, Ms. St. Clair of the Virginia Mountaineer questioned the entry on the agenda in reference to settlement in the Tivis O'Quinn law suit. Mr. Horn stated that it was an error and that an offer had been made but, no response at this time.

With no further matters to be discussed, by motion of Buddy Fuller, seconded by Edith Elswick, the Board voted to adjourn. Motion Carried.


Director


Chairman

BUCHANAN COUNTY

RESTRICTIONS REGARDING FUNDING FOR SERVICES
TO PREVENT FOSTER CARE PLACEMENT

Services can be purchased for families who meet the requirements set out in information bulletin (87-88). Purchased Services will be limited to the following:

A. Food:

- 1. Food not to exceed \$150.00 in any one month for a given family. During the fiscal year a family can only receive this service three times.

B. Shelter:

- 1. Rent up to \$250.00 for four (4) months.
- 2. Hotel or motel expense for two nights for a family. Food allowance of \$5.00 per person for maximum of eight meals. Diapers and formula/milk not to exceed \$15.00 can be purchased for a family put in a Hotel/Motel.

C. Medical Treatment:

- 1. One office call per person per month not to exceed \$50.00. Each person may only receive this service three times during the fiscal year.
- 2. X-ray's (one time per year only) per person not to exceed \$200.00.
- 3. Lab work (one time per year only) not to exceed \$100.00.
- 4. Prescriptions per person per month not to exceed \$100.00. Each person may only receive this service three times during the fiscal year.

D. Utilities:

- 1. Electric bill or hook up/deposit not to exceed \$150.00, can be paid one time per year only.

Restrictions Regarding Funding for Services
to Prevent Foster Care Placement

Page 2

E. Transportation:

1. .24 per mile for out of the county transportation to medical appointments on a reimbursement basis or one tank of gas from a local vendor.
2. .24 per mile for out of the county transportation to a relative's home one time only. Payment will be on a reimbursement basis or one tank of gas from a local vendor.
3. Round trip bus ticket for medical appointments or a one way ticket to a relative's home.

F. Mental Health Counseling:

1. Counseling will be purchased for clients until Mental Health determines that counseling is no longer needed.

G. Day Care may be purchased to prevent foster care placement for two months not to exceed 10 hours a day during one fiscal year.

H. Oil, wood, coal, or kerosene not to exceed \$200.00 may be purchased two time per year.

I. Diapers not to exceed \$40.00 per month for a family. Each family may only receive this service three times during the fiscal year.

BOARD MEETING - February 22, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darrell Godsey, Director.....Secretary
 Darlene Ashby.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Raymond Cole.....Board Member
 Edith Elswick.....Board Member

OTHERS PRESENT: Kurt Pomrenke.....Legal Counsel
 Roger Ramey.....CPS Worker
 Margaret Stanley.....Office Manager
 Kim Burks.....Social Worker
 Dan Bieger.....Attorney

The regular monthly meeting was called to order at 6:00 p. m.

On motion by Buddy Fuller, seconded by Jean Justus, the Board approved the minutes of January 25, 1993 as submitted. Edith Elswick made the motion to correct minutes to read - Automobile Insurance - \$5,521.00 - Mutter Insurance Company. Raymond Cole seconded. Motion Carried.

Public Comment Period: None.

Buddy Fuller made a motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Schedule of Board/Director Actions, Personnel Matters and Consultation with Legal Counsel under paragraph 1. 4 and 7. Jean Justus seconded.

The meeting reconvened into regular session on a motion by Jean Justus, Buddy Fuller seconded. Motion Carried.

Jean Justus made a motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Buddy Fuller seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on February 22, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus and Bobby Horn.

NAYS: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the Administrative Expenses as submitted. Vote Unanimous.

Buddy Fuller made a motion to terminate position 101. Cornelius Stacy seconded. Motion Carried.

Buddy Fuller made a motion to pay Tivis O'Quinn \$800.00 in settlement and gave Mr. Godsey permission to sign release forms. Jean Justus seconded. Motion Carried.

Buddy Fuller made the motion to accept into custody the following cases, seconded by Jean Justus. Motion Carried.

027-014283-001, 027-014284-007, granted 01/21/93; 027-004337-005, granted 02/12/93; 027-014327-008, granted 02/04/93; 027-014325-005, 027-014347-009, 027-014346-002, granted 02/10/93.

By recommendation of the interviewing committee, and by motion of Buddy Fuller, seconded by Jean Justus, the Board approved the hiring of Lisa Crouse to fill the Clerk II position #305. Motion Carried.

Mr. Godsey informed the Board that since the minutes aren't very long now, that he would recommend that the microfilming of the minutes be once a year instead of every three months. After discussion by Board, upon motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the microfilming of minutes to once a year. Motion Carried.

On motion by Jean Justus, seconded by Buddy Fuller, the Board approved the Directors/Case Actions (Financial & Service) as submitted. Vote Unanimous.

With no further matters to be discussed, by motion of Buddy Fuller, seconded by Cornelius Stacy, the Board voted to adjourn. Motion Carried.

<i>Darrell C. Godsey</i> _____ DIRECTOR	<i>Buddy Fuller</i> _____ CHAIRMAN
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SPECIAL CALLED MEETING - March 9, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darrell Godsey, Director.....Secretary
 Margaret Stanley.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Raymond Cole.....Board Member

ABSENT: Edith Elswick.....Board Member

OTHERS PRESENT: Mike Tuck.....Virginia Corrections Enterprises

The purpose of this special called meeting was for the discussion of purchasing office furniture for the new office.

At this time the meeting was called to order at 6:00 p. m.

Mr. Tuck from Virginia Corrections Enterprises explained to the Board the type of furniture, warranties, and cost. After discussion by the Board, upon motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the purchase of office furniture from Virginia Corrections Enterprises in the amount of \$98,355 or less. Motion Carried.

With no further matters to be discussed, by motion of Buddy Fuller, seconded by Jean Justus, the Board voted to adjourn. Motion Carried.

<i>Darrell C. Godsey</i> _____ DIRECTOR	<i>Buddy Fuller</i> _____ CHAIRMAN
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BOARD MEETING - March 30, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darrell Godsey, Director.....Secretary
 Darlene Ashby.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Raymond Cole.....Board Member
 Edith Elswick.....Board Member

OTHERS PRESENT: Kurt Pomrenke.....Legal Counsel
 Margaret Stanley.....Office Manager
 Kim Stacy.....Virginia Mountaineer

The regular monthly meeting was called to order at 6:03 p. m.

Public Comment Period: None.

Buddy Fuller made a motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Schedule of Board/Director Actions, Personnel Matters and Consultation with Legal Counsel under paragraphs 1, 4 and 7. Raymond Cole seconded.

The meeting reconvened into regular session on a motion by Jean Justus, Buddy Fuller seconded. Motion Carried.

Jean Justus made a motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Buddy Fuller seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on March 30, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus and Bobby Horn.

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Travel: Travel for four workers to attend the State BPRO Conference in Roanoke, VA on May 10, 11, and 12, 1993. The agency has requested scholarships and if approved the agency would only be responsible for meals and transportation. After discussion by the Board, upon motion by Buddy Fuller, seconded by Jean Justus, the Board approved the requested travel. Motion Carried.

On motion by Buddy Fuller, seconded by Raymond Cole, the Board approved the minutes of February 22, 1993 and March 9, 1993 as submitted. Motion Carried.

On motion by Jean Justus, seconded by Buddy Fuller, the Board approved the Administrative Expenses as submitted. Vote Unanimous

CUSTODY MATTERS: Children whose custody was terminated:

027-014283-001, 027-014284-007, 027-014376-009, 027-010086-006 and 027-014327-008.

On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the above stated custody matters as submitted. Motion Carried.

On a motion by Edith Elswick, seconded by Raymond Cole, the Board approved the Board/Director's Actions as submitted. Motion Carried.

Budget: Mr. Godsey informed the Board that instructions on completing the budget has not yet been received and that last years figures were used. He further stated that in this preliminary budget a 5% salary increase for the employees had been figured in the budget. Also, the budget is about \$400,000 less than last year due to the Comprehensive Services Act taking over Foster Care expenditures. After discussion by the Board, Buddy Fuller made the motion to accept the preliminary budget, Cornelius Stacy seconded. Motion Carried. (NOTE) This budget was approved with the understanding that the pay raise would not be approved at this time.

With no further matters to be discussed, Buddy Fuller made the motion to adjourn. Cornelius Stacy seconded. Vote Unanimous.

Darrell C. Godsey
DIRECTOR

Buddy Fuller
CHAIRMAN

691

FORM BF-1 DEPARTMENT OF SOCIAL SERVICES

Revised 3/91

BUDGET ESTIMATES FOR YEAR ENDING MAY 31, 1994

COUNTY/CITY	A	B	C	D	E
FIPS	FED/STATE	REQUIRED	TOTAL	LOCAL	TOTAL
LINE # ASSISTANCES	REQUEST	LOC MATCH	(A+B)	ONLY	BUDGET
	Auxiliary Grants (S/L)	74,822	18,706	93,528	93,528
8	ADC-Manual Checks (F/S)	7,200	XXXXXXXXXX	7,200	7,200
10	ADC-Emer Asst (F/S)	7,092	XXXXXXXXXX	7,092	7,092
11	ADC-FC (F/S)	163,404	XXXXXXXXXX	163,404	163,404
12	Adoption Subsidy (F/S)	78,068	XXXXXXXXXX	78,068	78,068
13	General Relief (S/L)	8,304	4,983	13,287	13,287
15	Foster Care (S/L)				
17	Spec Needs Adopt (S)	40,008	XXXXXXXXXX	40,008	40,008
19	Refugee Resettlement (F)		XXXXXXXXXX		
20	Fuel Assistance Cooling (F)		XXXXXXXXXX		
59	Fuel Assistance Heating (F)		XXXXXXXXXX		
48	ADC - UP (F/S)		XXXXXXXXXX		
Total Assurances		378,898	23,689	402,587	402,587

PURCHASE OF SERVICES

23	FC Services				
24	Other Purchased Services	18,786	4,697	23,483	23,483
25	ADC/JOBS/Trans. Day Care	13,879	1,542	15,421	15,421
25A	Jobs Trng./Educ. Daycare	45,152	5,017	50,169	50,169
28	Local Only - Other	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
29	Prevention - Foster Care	10,418	2,605	13,023	13,023
29A	Adult Services	61,776	15,444	77,220	77,220
29B	Child Day Care-Fee System	28,450	3,161	31,611	31,611
29D	FSET		XXXXXXXXXX		
30	ESP-General Relief		XXXXXXXXXX		
30A	JOBS	51,205	XXXXXXXXXX	51,205	51,205
61	Fee System Block Grant	13,508	XXXXXXXXXX	13,508	13,508
TOTAL PURCHASED SERVICES		243,174	32,466	275,640	275,640

ADMINISTRATION

31	Eligibility Administration	633,295	158,324	791,619	791,619
32	Services Administration	512,443	128,111	640,554	640,554
34B	ESP - GR		XXXXXXXXXX		
34C	FSET		XXXXXXXXXX		
34D	JOBS	51,640	XXXXXXXXXX	51,640	51,640
35	Fuel Admin -Cooling	23,185	XXXXXXXXXX	23,185	23,185
60	Fuel Admin -Heating	36,008	XXXXXXXXXX	36,008	36,008
Total Administration		1,256,571	286,435	1,543,006	1,543,006

NON-REIMBURSEABLE EXPENSES

40	Other -Local Only	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	8,500
45	Compensation Board Members	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	21,000
Total Non-Reimbursable					29,500

51	GRAND TOTAL	1,878,643	342,590	2,221,233	29,500	2,250,733
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3% Adm increase
in 12-93

BOARD MEETING - April 27, 1993

- PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darrell Godsey, Director.....Secretary
 Darlene Ashby.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Raymond Cole.....Board Member
 Edith Elswick.....Board Member
- OTHERS PRESENT: Kurt P.arenke.....Legal Counsel
 Margaret Stanley.....Office Manager
 Cathy St.Clair.....Virginia Mountaineer Reporter

The regular monthly meeting was called to order at 6:00 p. m.

Public Comment Period: None.

Buddy Fuller made the motion to approved the minutes of March 30, 1993 as submitted. Seconded by Raymond Cole. Motion Carried.

Buddy Fuller made the motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Schedule of Board/Director Actions, Personnel, Consultation with Legal Counsel and discussion of real estate under paragraphs 1, 3, 4 and 7. Jean Justus seconded. Motion Carried.

The meeting reconvened into regular session on a motion by Jean Justus, seconded by Buddy Fuller. Motion Carried.

Jean Justus made the motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Buddy Fuller seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on April 27, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements

by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus and Bobby Horn.

NAYS: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

Administrative Expenses: Buddy Fuller made the motion that the Board approved the administrative expenses as submitted. Raymond Cole seconded. Motion Carried.

On motion by Buddy Fuller, seconded by Jean Justus, the Board voted to approve payment to Tom Watson for windows in the new building in the amount of \$2,700.00. Motion Carried.

On a motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the General Relief Plan as submitted. Motion Carried (see attached)

On a motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the Employment Services Plan as submitted. Motion Carried (see attached)

Travel: On motion by Buddy Fuller, seconded by Raymond Cole, the Board approved travel for Debbie Dotson and Darlene Ashby to Tidewater Clerical League of Social Services 20th Annual Spring Conference, April 28 and 29, 1993. Chesapeake, VA.

On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved travel for Margaret Stanley for Financial Training (budget), Richmond, VA on May 2 and 3, 1993. Motion Carried.

On motion by Jean Justus, seconded by Buddy Fuller, the Board approved travel for Darrell Godsey, Brenda Jackson and Cecil Stiltner to Violence Prevention Conference, Richmond, VA, on May 2 and 3, 1993. Motion Carried.

On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved travel for Darlene Ashby and Elizabeth Yates, Richmond, VA, May 11 and 12, 1993 for Operations of the Lancer Program. Motion Carried.

Custody Matters: On motion by Buddy Fuller, seconded by Edith Elswick, the following custody matters were approved. Motion Carried.

Children whose custody with agency was terminated: 027-012640-001
Final Order of Adoption entered 03/29/93.

Children whose custody was received by this Agency: 027-014495-008
Custody of sixteen year old Caucasian Male awarded to agency due to truancy.

Adoption Subsidy and Consent: 027-010521-004 - By motion of Buddy Fuller, seconded by Jean Justus, the Board approved the adoption subsidy and consent for the above mentioned case. Motion Carried.

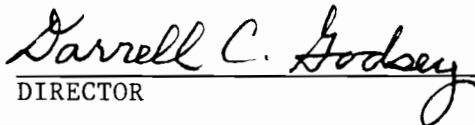
Budget: By recommendation of Mr. Horn, Chairman, and by motion made by Buddy Fuller, seconded by Raymond Cole, the Board approved to set aside approximately \$30,000 dollars to be used for computers and vehicles. (\$12,000 for computer and \$18,000 for new vehicles) Motion Carried.

Jean Justus made the motion to let Mr. Godsey advertise for bids for new vehicles. Buddy Fuller seconded the motion. Motion Carried.

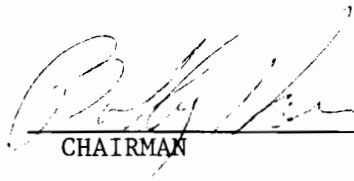
Buddy Fuller made the motion to hire Connie Farmer as an Emergency Worker, part time, starting the last of June. Jean Justus seconded. Motion Carried.

By motion of Buddy Fuller, seconded by Edith Elswick, the Board approved the Board/Directors case actions as submitted. Motion Carried.

At this time, with no furthers matters to be discussed, Jean Justus made the motion to adjourn. Edith Elswick seconded. Motion Carried.



DIRECTOR



CHAIRMAN

EMPLOYMENT SERVICES PROGRAM ANNUAL PLAN

JULY 1, 1993 THROUGH JUNE 30, 1994

The State Board of Social Services requires each local Social Services Agency to submit an approved Employment Services Plan.

Submitted by The Local Board of

Buchanan County Department of Social Services

As Approved on: 04/27/93
(Date)


Local Board Chairperson

The locality agrees to administer the Employment Services Program in accordance with the provisions of this Plan, Department policy, and other official issuances of the Virginia Department of Social Services.


Local Director


Employment Services Supervisor


Child Day Care Coordinator

4-27-93 *Date Submitted to the JTPA Service Delivery Area (SDA)*

4-27-93 *Date Submitted to the Virginia Department of Social Services*

_____ *Date Approved by the Virginia Department of Social Services*

Any modifications to this Plan must be approved by the Virginia Department of Social Services

EMPLOYMENT SERVICES PROGRAM BUDGET INFORMATION SUMMARY

FIPS# 027

LOCAL AGENCY NAME: Buchanan County Dept. of Social Services CONTACT PERSON: Bill Jones PHONE #: 703-925-8106	Date submitted: 4/20/93 Revision #: 0 TERM OF PLAN From: 7-1-93 To: 6-30-94					
CUMULATIVE PLANNED QUARTERLY EXPENDITURES						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">A First Quarter</th> <th style="width: 15%;">B Second Quarter</th> <th style="width: 15%;">C Third Quarter</th> <th style="width: 15%;">D Fourth Quarter</th> <th style="width: 15%;">E Contract Expenditures</th> </tr> </thead> </table>	A First Quarter	B Second Quarter	C Third Quarter	D Fourth Quarter	E Contract Expenditures
A First Quarter	B Second Quarter	C Third Quarter	D Fourth Quarter	E Contract Expenditures		
I. ADMINISTRATION						
A. DIRECT COSTS	10514 21028 31542 42054					
B. JOINT COSTS	1220 2440 3660 4880					
C. TOTAL ADMINISTRATIVE COSTS	11734 23468 35202 46934					
TOTAL ADMINISTRATIVE ALLOCATION	46934					
II. PURCHASE OF SERVICE						
A. PROGRAM ACTIVITIES						
1. EDUCATION						
a. ADULT BASIC/REMEDIAL (ABE)						
b. GED	200 400 600 800					
c. H.S.	50 100 150 200					
d. ESL						
e. POST SECONDARY	2170 4340 6510 8680					
2. EDUCATION SUBTOTAL	2420 4840 7260 9680					
3. JOB SKILLS TRAINING						
4. JOB READINESS						
5. JOB SEARCH	300 600 900 1200					
6. WORK EXPERIENCE	200 400 600 800					
7. WORK SUPPLEMENTATION (TRADE)						
8. JOB DEVELOPMENT/JOB PLACEMENT						
9. OTHER LOCAL ACTIVITIES	375 750 1125 1500					
10. ACTIVITY TOTAL	3295 6590 9885 13180					
B. SUPPORTIVE SERVICES						
1. TRANSPORTATION	5200 10400 15500 20800					
2. OTHER ESP SERVICES	3056.25 6112.50 9168.75 33025					
3. SUPPORTIVE SERVICES TOTAL	8256.25 16512.50 24768.75 33025					
C. TOTAL PURCHASE COSTS	11551.25 23102.50 34653.75 46205					
*** TOTAL PURCHASE ALLOCATION ***	46205					
III. TOTAL BUDGET (I.C. + II.C.)	23285.25 46570.50 69855.75 93139					
* A MINIMUM of 55 % of Total Expenditures (Line III.) should be spent on Target Group members.						

EMPLOYMENT SERVICES PROGRAM PROGRAM PARTICIPATION SUMMARY

FIPS# 027

LOCAL AGENCY NAME: Buchanan Co. Dept. of S. S.		Date Submitted: 4/20/93		Revision #: 0		
CONTACT PERSON: Bill Jones		TERM OF PLAN				
PHONE #: 703-935-8106		From: 7-1-93		To: 6-30-94		
POTENTIAL ELIGIBLE PARTICIPANTS		CUMULATIVE PLANNED QUARTERLY ENROLLMENTS				
Current Caseload =	124	A	B	C	D	
Current Queue =	151					
Estimated # New Referrals =	120	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
TOTAL (AFDC, AFDC-UP & GR)	390					
						E
						Contracte Out
I. ACTIVE PARTICIPANTS						
A. PARTICIPANTS CARRIED IN		124	124	124	124	
B. NEW PARTICIPANTS		10	20	30	40	
C. TOTAL ACTIVE PARTICIPANTS		134	144	154	164	
II. TARGET GROUP PARTICIPANTS						
A. APPLICANTS/RECIPIENTS RECEIVING 36 OF LAST 60 MONTHS		70	80	85	93	
B. CUSTODIAL PARENTS LESS THAN 24 WITHOUT HIGH SCHOOL DIPLOMA OR WITH LESS THAN 3 MONTHS WORK EXPERIENCE		27	30	35	37	
C. YOUNGEST CHILD WITHIN 2 YRS. OF BEING INELIGIBLE		6	8	8	8	
D. TOTAL TARGET GROUP ENROLLMENTS		103	144	154	164	
III. NON-TARGET GROUP PARTICIPANTS		31	31	31	31	
ENROLLMENT BY COMPONENT						
A. EDUCATION						
1. ADULT BASIC/REMEDIATION (ABE)		1	2	2	2	
2. GED		47	50	55	55	
3. H.S.		1	2	2	2	
4. ESL		1	1	1	1	
5. POST SECONDARY		45	50	55	60	
B. EDUCATION SUBTOTAL		95	105	115	120	
C. JOB SKILLS TRAINING		0	0	0	0	
D. JOB READINESS		0	0	0	0	
E. JOB SEARCH		15	20	20	20	
F. OJT		0	0	0	0	
G. WORK EXPERIENCE		4	4	4	4	
H. WORK SUPPLEMENTATION (TRADE)		0	0	0	0	
I. JOB DEVELOPMENT/PLACEMENT		0	0	0	0	
J. OTHER LOCAL ACTIVITIES		0	0	0	0	
K. TOTAL COMPONENT ENROLLMENTS (B-J)		114	129	139	144	
L. PENDING		6	8	10	15	
M. INACTIVE		14	25	30	35	

**EMPLOYMENT SERVICES PROGRAM
PROGRAM PARTICIPATION SUMMARY**

	CUMULATIVE PLANNED QUARTERLY OUTCOMES				E Contracted Out
	A First Quarter	B Second Quarter	C Third Quarter	D Fourth Quarter	
V. ENTERED EMPLOYMENT					
A. FULL TIME	4	8	12	15	
B. PART TIME	5	10	15	20	
C. TOTAL ENTERED EMPLOYMENT	9	18	27	35	
D. ENTERED EMPLOYMENT RATE	6.7%	8%	17.5%	21%	
E. EMPLOYED AT 90 DAY FOLLOW-UP	5	10	18	24	
F. JOB RETENTION RATE	.50	.50	.60	.68	
VI. AVERAGE WAGE AT PLACEMENT				4.55	
VII. EXPECTED EDUCATIONAL ATTAINMENTS					
A. ADULT BASIC/REMEDIATION (ABE)	1	1	1	1	
B. GENERAL EDUCATIONAL DEVELOPMENT (GED)	20	22	25	25	
C. HIGH SCHOOL	1	1	1	1	

1993 ANNUAL ESP PLAN

I. EMPLOYMENT SERVICES PROGRAM GOALS:

A. It is the goal of Buchanan County Employment Services Program to provide the clients of this County with the highest level of education/training that is available.

1). The Employment Service Worker will insure that all target group registered client who have not obtained a high school diploma will be enrolled in G. E. D. classes, and that he will screen the queue on a quarterly basis in search of those clients not in target group without a high school diploma and when funding is available place them in G. E. D. classes. The G. E. D. classes will be taught by the Buchanan County School System.

2). In coordination with the local J. T. P. A. Nursing Program, those clients who's employment goals are for nursing will be placed in the J. T. P. A. nursing program.

3). In coordination with the Buchanan County Public Library System, those clients in need of a literacy program will be directed to the County Library.

4). We will continue to place clients in Southwest Virginia Community College for Post Secondary training (a 2 yr. College.) and also, in Clinch Valley College (a 4 yr. College).

II. DEMOGRAPHICS/SPECIAL INITIATIVES

The clients in Buchanan County who make up the eligible population are between the ages of 20 and 30 years old with an average educational level of 9th grade.

III.

1). All clients will be assessed by the employment services worker, and assigned to educational and training activities according to educational level.

2). Client will be assigned to components according to educational level, background and work experience.

3). The queue will be reviewed monthly, all target group clients will be pulled at that time. All other clients will be selected from the queue by date of registration in the employment services program.

IV. PROGRAM COMPONENTS:

A. EDUCATIONAL ACTIVITIES:

1). The existing educational services in Buchanan County are adequate for the needs of job participants. All levels of education are available to participants.

A. Adult Basis Education (ABE) for literacy levels 0-8 classes will be provided through the Buchanan County Public Library. The agency will monitor clients through attendance records and will receive progress reports from teachers. It will take the client approximately one year to satisfactorily complete their A.B.E classes. Students will average 10-12 hours per week in class. The difficulty factor in Buchanan County for participants to attend and complete their A.B.E. classes is transportation since there is no form of public transportation available. The agency is constantly trying to obtain different means of transportation for clients.

B. General Education Development (GED) for literacy levels 9-12 classes will be provided through the Buchanan County Public School System, and the Buchanan County J.T.P.A. The agency will monitor clients through attendance records and will receive progress reports from teachers. It will take the client approximately one year to satisfactorily complete their G.E.D. classes. Students will average 15-20 hours per week in class. The difficulty factor in Buchanan County for participants to attend and complete their G.E.D. classes is transportation. The agency is constantly trying to obtain different means of transportation for clients.

C. High School or alternative education activities classes will be provided through the Buchanan County Public School system, and J.T.P.A. The agency will monitor clients through attendance records and will receive progress reports from teachers.

D. ENGLISH AS A SECOND LANGUAGE (ESL)

Classes will be provided through the Buchanan County Public School System. The agency will monitor clients through attendance records and will receive progress reports from teachers.

E. Post secondary education classes will be provided through Southwest Virginia Community College which is a two year institution and Clinch Valley College which is a four year institution. The agency will monitor clients through attendance records and semester grades. Clients will be trained in nursing, education, mechanical training and social science, etc.

B. Job Skills Training - "No Change"

C. Job Readiness Training - "No Change"

D. JOB SEARCH:

Clients on initial assessment (unless they are already enrolled in a full time educational program) will be placed in job search. They will be counseled by the Employment Service Worker on methods of finding a job. They will be required to do job search ever six months with a total of twenty-four contacts per job search period.

E. JOB DEVELOPMENT

1). After assessment by the Employment Services Worker, any client that meets the criteria to be fully job ready is placed in job development.

2). The Employment Services Worker is in contact daily with local employers. The employment service worker, during the last program year, went out into the community and told employers about the jobs program, also placed articles in the local paper. The employment service worker will continue to meet with local employers and the Chamber of Commerce.

3). Department of Social Services, J. T. P. A., Southwest Virginia Community College and V. E. C., are all involved in job development in Buchanan County.

F. WORK EXPERIENCE:

1). Work experience will be conducted through non-profit agencies within the county. Work experience will be in janitorial, food handling, teacher's aides and librarian aides. Time spent on work experience will be used by clients on job application to show previous work experience.

2). See attached list of approved work sites.

G. OPTIONAL COMPONENTS.

1). O.J.T., None

2). Work Supplementation, None

3). Other locally developed employment and training activities.

A. SUPPLEMENTAL JOB SEARCH:

1). Target Group - those individuals who express a desire for employment and are not engaged in an educational or training activity.

2). Time Frame - Each individual in this component will actively seek employment with a minimum of three (3) employer contacts per (90) day period.

V. PROGRAM PARTICIPATION SUMMARY (PPS)

See attachment A.

VI. BUDGET INFORMATION SUMMARY (BIS)

See attachment B.

VII. CONTRACTS AND INTERAGENCY PLACEMENTS SUMMARY

None

VIII. STAFFINGS

A. See attachment D and organizational chart.

B. In order to improve their skills and keep updated on any changes that

may occur in the jobs program, workers need annual training on assessment, case management, and policy changes. The Employment Service worker will attend all employment training and seminars conducted by the state and regional office. Worker will also attend P.I.C. and VISSTA meetings.

IX. SUPPORTIVE SERVICES.

The employment service worker will help arrange transportation for participants to assist them in getting enrolled in educational programs and making appointments with J.T.P.A., job search and medical appointments.

- 1). The ESP Worker will notify the day care worker by telephone that a client needs day care.
- 2). The ESP Worker and CDC worker will inform each other personally or by telephone if day care is no longer needed.

LIST OF APPROVED SITES WITH SIGNED AGREEMENTS:

BIG ROCK ELEMENTARY SCHOOL

COUNCIL ELEMENTARY SCHOOL

D.A. JUSTUS ELEMENTARY SCHOOL

GARDEN ELEMENTARY SCHOOL

GARDEN MIDDLE SCHOOL

HARMEN ELEMENTARY SCHOOL

J.M. BEVINS ELEMENTARY SCHOOL

P.V. DENNIS ELEMENTARY SCHOOL

RUSSELL PRATER ELEMENTARY SCHOOL

VANSANT ELEMENTARY SCHOOL

WHITEWOOD ELEMENTARY SCHOOL

COUNCIL HIGH SCHOOL

GARDEN HIGH SCHOOL

GRUNDY JR. HIGH SCHOOL

GRUNDY SR. HIGH SCHOOL

HURLEY HIGH SCHOOL

WHITEWOOD HIGH SCHOOL

PUBLIC SERVICE AUTHORITY

BUCHANAN GENERAL HOSPITAL

BUCHANAN COUNTY PUBLIC LIBRARY

TOWN OF GRUNDY

MSHA

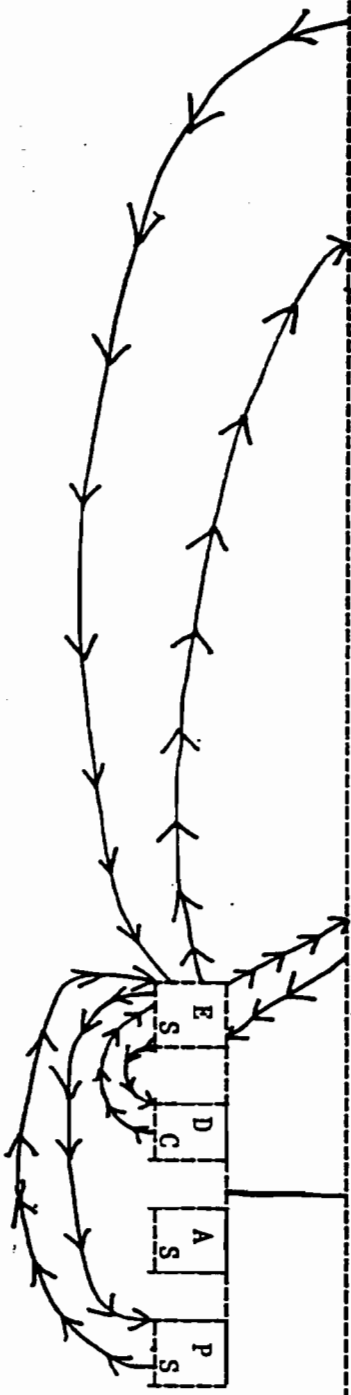
BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES

BUCHANAN CO. DEPT.
OF SOCIAL SERV.
SEVEN MEMBERS

DIRECTOR

FRAUD INVESTIGATOR

ELIGIBILITY ADC, MED, GR, SLH AG, ADC-FC, ADC-UP	SERVICES CHILD WELFARE FC, ADOPTIONS	OFFICE MANAGER	SERVICES AS, CPS, ES, DAY CARE	ELIGIBILITY FOOD STAMPS, FUEL, SURPLUS COMMODITIES
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ORGANIZATIONAL CHART FOR BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES

GENERAL RELIEF PLAN

FOR

Buchanan COUNTY/CITY

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

COUNTY/CITY BUCHANAN

SECTION B
DESIGNATION AND AUTHORITY OF LOCAL AGENCY

1. The Buchanan County Department of Social Services
(name of local agency)
is the single local agency designated to administer the General Relief Program.

2. All references in this plan to "the locality", "local board of social-services", or "the local agency" means the agency named above.

FOR CENTRAL OFFICE USE ONLY

Approval Date _____

Effective Date _____

COUNTY/CITY BUCHANAN

SECTION C
PROGRAM OPTION

The Code of Virginia provides that the implementation of a General Relief Program is optional for each local board of social services. However, in accordance with the policy of the State Board of Social Services, each local board of social services must specify the status of the Program. Therefore, item 1, item 2, item 3, or item 4 must be selected. If item 1 or item 2 is selected, the rest of the Plan must be completed. If item 3 or item 4 is selected, the rest of the Plan is not completed or submitted.

- () 1. The local board of social services has decided to continue provision of the General Relief Program.
- 2. The local board of social services has decided to reinstate provision of the General Relief Program.
- () 3. The local board of social services has decided to continue its nonprovision of the General Relief Program.
- () 4. The local board of social services has decided to discontinue provision of the General Relief Program.

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COUNTY/CITY BUCHANAN

SECTION D
MAINTENANCE PROVIDED

Please select item 1 or 2.

- (X) 1. The locality will not provide maintenance. Please proceed to page 15. Please do not complete or submit pages 7 - 14.

- () 2. The locality will provide maintenance assistance. The percent of need paid for the components except for Institutional Care and Ongoing Medical Assistance will be _____%. Please complete pages 7 - 14.

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COUNTY/CITY BUCHANAN

SECTION F
EMERGENCY PROVIDED

Please select item 1 or 2.

- () 1. The locality will not provide emergency assistance. Please proceed to page 28. Please do not complete or submit pages 16 - 27.
- (X) 2.- The locality will provide emergency assistance. Please complete pages 16 - 27.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

2. Shelter Assistance

Yes No a. Assistance will be provided. If yes, please complete items b through e.

b. The types of services (subcomponents) that will be provided are:

Yes No 1) rent or house payments. If yes, please complete a) through b).

a) The monthly maximum is \$ 125.00.

b) Please select item (1) or (2) and enter the appropriate number of months.

(1) Assistance will be provided for a maximum of _____ months
(1-6)
out of six consecutive months.

(2) Assistance will be provided for a maximum of one months
(1-12)
out of twelve consecutive months.

Yes No 2) utility payments. If yes, please complete a) through b).

a) The monthly maximum is \$ 50.00.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

2. Shelter Assistance Continued

b) Please select item (1) or (2) and enter the appropriate number of months.

() (1) Assistance will be provided for a maximum of _____ months
(1-6)
out of six consecutive months.

(X) (2) Assistance will be provided for a maximum of _____ months
(1-12)
out of twelve consecutive months.

c. The total monthly maximum for shelter assistance is \$175.00. (This figure must be equal to or greater than the maximum established for any subcomponent.)

d. Please select item 1) or 2) and enter the appropriate number of months.

() 1) Shelter assistance will be provided for a maximum of _____ months out of six consecutive months.
(1-6)

(X) 2) Shelter assistance will be provided for a maximum of _____ months out of twelve consecutive months.
(1-12)

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

2. Shelter Assistance Continued

e. Individuals assisted will include those in:

- (X) Yes () No 1) assistance units with parents and minor children.
- (X) Yes () No 2) assistance units with one parent and his/her minor children.
- (X) Yes () No 3) assistance units with a married couple with no children.
- (X) Yes () No 4) assistance units with one individual.

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Effective Date _____

COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

3. Assistance to SSI Recipients

- () Yes (X) No a. Assistance will be provided. If yes, please complete item b.
- b. The maximum amount of assistance that will be provided is \$_____.

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Effective Date _____

COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

4. Emergency Medical Assistance

- (X) Yes () No a. Assistance will be provided. If yes, please complete items b through f.
- b. The types of services (subcomponents) that will be provided are:
- (X) Yes () No 1) physician, except for inpatient services. If yes, the maximum monthly payment will be \$ 30.00.
- (X) Yes () No 2) other licensed medical practitioners. If yes, the maximum monthly payment will be \$ 30.00.
- (X) Yes () No 3) laboratory. If yes, the maximum monthly payment will be \$ 30.00.
- (X) Yes () No 4) x-ray. If yes, the maximum monthly payment will be \$ 50.00.
- () Yes (X) No 5) supplementary medical services. If yes, the maximum monthly payment will be \$ _____.
- (X) Yes () No 6) prescription drugs. If yes, the maximum monthly payment will be \$ 50.00.
- () Yes (X) No 7) medical supplies. If yes, the maximum monthly payment will be \$ _____.
- () Yes (X) No 8) medical appliances. If yes, the maximum monthly payment will be \$ _____.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

4. Emergency Medical Assistance Continued

- () Yes (X) No 9) dental. If yes, the maximum monthly payment will be \$_____.
- (X) Yes () No 10) medical transportation. If yes, the maximum monthly payment will be \$ 25.00.
- () Yes (X) No 11) nursing home care. If yes, the maximum monthly payment will be \$_____.

c. The total monthly maximum is \$ 215.00.
(This amount must be equal to or greater than the maximum established for any subcomponent of this component.)

d. Please select item 1) or 2) and enter the appropriate number of months.

(X) 1) Assistance will be provided for a maximum of 3
(1-6)
months out of six consecutive months.

() 2) Assistance will be provided for a maximum of _____
(1-12)
months out of twelve consecutive months.

() Yes (X) No e. Assistance units are required to purchase prescription drugs from a contracted provider.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

5. Transient Assistance

- (X) Yes () No a. Assistance will be provided. If yes, please complete items b and c.
- b. The maximum amount of assistance that will be provided is \$50.00.
- c. Individuals assisted will include those in:
- (X) Yes () No 1) assistance units with parents and minor children.
- (X) Yes () No 2) assistance units with one parent and his/her minor children.
- (X) Yes () No 3) assistance units with a married couple with no children.
- (X) Yes () No 4) assistance units with one individual.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

6. Assistance With Burial Costs

- (X) Yes () No a. Assistance will be provided. If yes, please complete items b and c.
- b. The maximum amount of assistance that will be provided is \$ 500.00.
- c. Explain under what circumstances assistance is provided. (Be as specific as possible.)

Burial Expenses are paid when there are no other resources with the exception of social security lump sum death benefits. If the funeral exceeds \$500.00, we do not subsidize.

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Effective Date _____

COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

7. Clothing Assistance

- (X) Yes () No a. Assistance will be provided. If yes, please complete items b through d.
- b. The monthly maximum is \$ 75.00 .
- c. Please select item 1) or 2) and enter the appropriate number of months.
- () 1) Assistance will be provided for a maximum of (1-6) months out of six consecutive months.
- (X) 2) Assistance will be provided for a maximum of one months out of twelve consecutive months.
- d. Individuals assisted will include those in:
- () Yes (X) No 1) assistance units with parents and minor children.
- () Yes (X) No 2) assistance units with one parent and his/her minor children.
- (X) Yes () No 3) assistance units with a married couple with no children.
- (X) Yes () No 4) assistance units with one individual.

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COUNTY/CITY BUCHANAN

SECTION G
EMERGENCY COMPONENTS CONTINUED

8. Relocation Assistance

- () Yes (X) No a. Assistance will be provided. If yes, please complete items b through d.
- b. The types of services (subcomponents) that will be provided are:
- () Yes () No 1) moving expenses for members of the unit and the belongings of the unit.
- () Yes () No 2) the first month's rent.
- () Yes () No 3) required utility deposits.
- () Yes () No 4) required rental housing deposit.
- () Yes () No 5) other needs related to moving the unit identified by the agency.
- c. The maximum amount of assistance that will be provided is \$_____.
- d. Individuals assisted will include those in:
- () Yes () No 1) assistance units with parents and minor children.
- () Yes () No 2) assistance units with one parent and his/her minor children.
- () Yes () No 3) assistance units with a married couple with no children.
- () Yes () No 4) assistance units with one individual.

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Approval Date _____

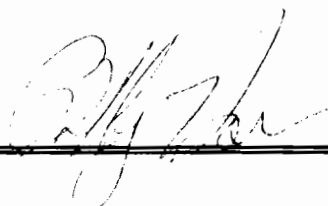
Effective Date _____

COUNTY/CITY BUCHANAN

SECTION H
LOCAL-ONLY FUNDS

Please select item 1 or 2.

- 1. The locality does not provide any assistance from local-only funds.
- 2. The locality does provide assistance from local-only funds. Please specify the types of assistance provided and the eligibility criteria.



FOR CENTRAL OFFICE USE ONLY

Approval Date _____

Effective Date _____

BOARD MEETING - May 17, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice chairman
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Raymond Cole.....Board Member
 Edith Elswick.....Board member
 Darrell C. Godsey, Director.....Secretary

OTHERS PRESENT: Kim Stacy.....Virginia Mountaineer
 Margaret Stanley.....Office Manager
 Darlene Ashby.....Recorder

The regular monthly meeting was called to order at 6:00 p. m.

Public Comment Period: None.

Bids for Automobiles: On the recommendation of Bob Horn, Chairman, Buddy Fuller made the motion to extend the deadline for advertisements for vehicles until June 15, 1993 since none was presented at this Board Meeting. Cornelius Stacy seconded the motion. Motion Carried. (NOTE: Mr. Horn further stated that the Agency had received information on vehicles available from State Contract but, at this time, it was not definite if funds will be available to purchase vehicles).

Buddy Fuller made the motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Real Estate, Personnel and Personal Matters under paragraphs 1, 3 and 4. Cornelius Stacy seconded. Motion Carried.

The meeting reconvened into regular session on a motion by Buddy Fuller, seconded by Cornelius Stacy. Motion Carried.

Buddy Fuller made the motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Cornelius Stacy seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on May 17, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus and Bobby Horn.

NAYS: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

Jean Justus made the motion to authorize the positions of Director and the two social work supervisor positions to give authorization for treatment of foster care children and guardianships for medical or surgical needs. Buddy Fuller seconded. Motion Carried.

Buddy Fuller made the motion to give Mr. Godsey authorization to close out the fiscal year, approve all moving expenses, etc. Raymond Cole seconded. Motion Carried.

Buddy Fuller made the motion to advertise for bids to disburse old office furniture. Jean Justus seconded. Motion Carried.

Buddy Fuller made the motion to advertise to rent a fork lift to be used in the distribution of commodities. Raymond Cole seconded. Motion Carried. (NOTE: This fork lift will only be used once every quarter).

Travel: Buddy Fuller made the motion to approve travel for Ruth Horn and new social worker for Adult Protective Services Training, Roanoke, VA - May 31, June 1 and 2, 1993. Jean Justus seconded. Motion Carried. (NOTE: Agency has scholarships for room and one meal a day).

Buddy Fuller made the motion to accept the resignation of Joan Endicott, Senior Social Worker effective May 31, 1993. Raymond Cole seconded. Motion Carried.

Buddy Fuller made the motion to advertise senior social worker position #203. Cornelius Stacy seconded. Motion Carried.

On the recommendation of the interview committee and by motion of Buddy Fuller, the Board approved to hire Tammy Estep for the position of Social Work Supervisor, position number 506, permanent position. Seconded by Jean Justus. Motion Carried.

On the recommendation of the interview committee and by motion of Jean Justus, the Board approved to hire Bradford Johnson for the position of social worker position number 101. Buddy Fuller seconded. Motion Carried. (NOTE: Permanent Position)

Buddy Fuller made the motion to advertise the position of Eligibility Worker #507. Cornelius Stacy seconded. Motion Carried.

Custody Matters: On the recommendation of the Board, Buddy Fuller made the motion not to approve the maintenance subsidy requested for case number 027-014566-002. Edith Elswick seconded. Motion Carried.

Buddy Fuller made the motion to approve the Child Day Care Plan as submitted. Cornelius Stacy seconded. Motion Carried. (See Attachment)

Budget: Mr. Horn, Chairman, stated that a motion was needed to either accept the 5% increase in pay or vote not at this time. Mr. Horn further recommended to the Board that at this time the 5% increase in pay not be given, maybe at a later date. Buddy Fuller made the motion not to give the 5% pay increase at this time but, maybe at a later date. Cornelius Stacy seconded. Motion Carried.

Travel: On recommendation to the Board to vote no on this matter, Edith Elswick made the motion to deny the request for travel for Reta Yates, BPRO Meeting on June 2, 1993, Lynchburg, VA. Cornelius Stacy seconded. Motion Carried.

Custodial Hours: On recommendation to the Board to vote no on this issue, Buddy Fuller made the motion not to increase the hours of the custodial worker. Jean Justus seconded. Motion Carried.

On recommendation to the board by Bob Horn, Chairman, that the Agency advertise for a part time custodial worker. Edith Elswick made the motion, Buddy Fuller seconded. Motion Carried.

Mr. Horn, Chairman, recommended that Mr. Godsey travel to Richmond, VA on may 25, 1993 for Director's training. Buddy Fuller made the motion to approve. Jean Justus seconded. Motion Carried.

With no further matters to be discussed, Buddy Fuller made the motion to adjourn. Edith Elswick seconded. Motion Carried. Meeting ended at 7:36 p.m.


DIRECTOR


CHAIRMAN

SPECIAL CALLED MEETING - May 20, 1993

- PRESENT: Bobby Horn.....Chairman
Jean Justus.....Vice Chairman
Cornelius Stacy.....Board Member
Edith Elswick.....Board Member
Darrell C. Godsey, Director.....Secretary
Darlene Ashby.....Recorder
- ABSENT: Buddy Fuller.....Board Member
Raymond Cole.....Board Member
Ruby Hale.....Board Member
- OTHERS PRESENT: Margaret Stanley.....Office Manager
Kim Stacy.....Virginia Mountaineer

The meeting was called to order at 6:30 p. m. The purpose of this meeting was for the discussion of Personnel, Senior worker Position, Custodian Position along with the compliance of the employees of this Agency.

- Mr. Horn: I noticed in the paper that Joan Endicott had resigned this position of Senior Worker and was being advertised. That is incorrect, I was under the impression that we were advertising for a social worker for that unit. But, I'm inclined that we do need a lead worker put in that position immediately, that unit is without a supervisor or without a senior or a lead worker, social worker in that unit. I noticed in our last meeting that we discussed that briefly and Mr. Godsey said we could not do a lateral transfer on the count of minority reasons. Could you explain what you meant by that?
- Mr. Godsey: You, unless you meet a minority quota in this particular kind of position or any positions that we've got, that you want to fill senior position with, you can't do it unless you fill it with minority. Black person or any minority type person.
- Mrs. Justus: Would that apply to us since we don't have that type of personnel in our agency?
- Mr. Horn: I verified that with Richmond and that is correct and that is one of the reasons why we can't do that. But, that was just an idea at the time. I would like to suggest to the Board what we should do to make a position. Like to reallocate Lucille Owens position and I've been notified that we can do that and move her into the classification of a senior worker. It is not a lateral transfer in change the job title due to the job duties and responsibilities having changed over an extended period of time. Volume 1-A, Chapter C paragraphPage 61, this title would be changed to a senior social

worker and the old senior social worker position would need to be eliminated after the establishment of the new position.

Since Ms. Owens has supervised the adult service, day care program, the family service for 12 months in Rebecca Robinson absence she has performed all the supervisory duties such as training, assigning work loads, evaluation of employees, checking all work and etc. According to the way I understand that for her to be reallocated and move her up into this position this has to be done with the permission of Richmond. First the Board has to authorize this for Mr. Godsey to do this. I would like for the motion to be made from this Board to have Lucille Owens job reallocated so we can move her up into this position. Mr. Godsey do you have any comments on this.

Mr. Godsey: No, I don't have any comments at all on it. I'm like you, she has been doing the work for a long time, I have no problems with that.

Mrs. Justus: I make that motion.

Mr. Horn: Second?

Mr. Stacy: Second.

Mr. Horn: All those in favor by saying aye. Those opposed nay. (Ayes heard)

Mr. Horn: So, Mr. Godsey, you immediately get started on that and contact Richmond as soon as possible and get this started.

Mr. Godsey: O. K.

Mr. Horn: In the paper we had advertised for a custodian position. I have been notified by Ms. Stanley that this position is full time position but is serving in a part time capacity. That is the way I understand it. Ms. Stanley, would you happen to have the minutes of the meeting where we made that position full time and also the minutes when we advertised that position to be filled.

Ms. Stanley: Darlene has those.

Mr. Horn: Could you get those for us, I need the minutes of when we advertised that position.

Ms. Ashby: You don't have to advertise that position.

Ms. Stanley: This is the only that does not have to be certified for a custodian.

Ms. Justus: We didn't advertise for it.

Ms. Elswick: Part time.

- Ms. Justus: She was hired as a part time custodian and part time fuel worker.
- Mr. Horn: O. K. Would you happen to know what all of her benefits are?
- Ms. Stanley: She has no benefits.
- Mr. Horn: None what-so-ever, sick leave or approve time.
- Ms. Stanley: Nothing, she only gets paid \$5.00 an hour for every hour she works.
- Mr. Horn: She is on hourly basis then. That is what we need to verify, whether she is on an hourly basis or whether she is on full time.
- Ms. Stanley: It's just like the fuel workers, they are hired in on an emergency basis, full time and they only get \$5.22 an hour.
- Mr. Horn: That is something. That is why I would like to stop this meeting at this point and give Ms. Ashby time to find those minutes of when we hired her in and see what her classification...how we hired her in her position. Because there could be a legal issue that we need to clear up at this meeting.
- Mr. Horn: Are you recording now.
- Ms. Ashby: Yes.
- Mr. Horn: On the recommendation of the Board, on motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved to hire Patricia Harman as custodian for 25 hours a week. Motion Carried. How do you come about that this is a full time position?
- Ms. Stanley: It is permanent part time position, that is the way it is set up through Richmond. Darlene put it into LAPS the way Mr. Thomas told her to.
- Mr. Horn: But, it is not in our minutes that way, is that correct?
- Ms. Stanley: It is set up that way, that is the way every worker....
- Mr. Horn: But, it is not in our minutes that it was hired in as a full time position, part time work.
- Ms. Stanley: I don't know why, it is not set up as an emergency worker and it just.... I can only tell you what Mr. Thomas did, I don't know, that is what he told Darlene to put in.

- Mr. Horn: You mentioned there a minute ago that it was set up on an hourly basis?
- Ms. Stanley: Yes.
- Mr. Horn: According to Richmond if Ms. Harman, if she is set up as a full time worker part time, even though it is part time full time, we have to give her all the benefits except for the health insurance. Unless it is on an hourly basis. They asked me that question, if it is on an hourly basis we are not entitled to give those benefits. I need to know if it is on an hourly basis or full time.
- Ms. Stanley: She is strictly paid on hourly basis, in the computer, we called Richmond and it is considered... the position is established through Richmond, it is just like Shirley was, when she was here, but, she was given 38.8 hours a week and was given all the benefits.
- Mr. Horn: They was it is in the minutes of the book, it it is hourly basis, the Board at anytime can dismiss someone if they choose to go that route. I'm not saying that is what we are doing to anyone that is on an hourly basis. That is the question that you and I had on the phone and it wasn't made clear.
- Ms. Stanley: That is when I called Richmond and asked Richmond as long as she was set up as a permanent we couldn't. The position is a permanent part time position.
- Mr. Horn: That is what I was wanting to know when the Board made it a permanent part time position.
- Ms. Stanley: I assumed Mr. Thomas was here when you did that, that is the way he wanted it.
- Mr. Horn: Mr. Thomas may have done that, but, the Board hasn't done that. I just want to make that clear.
- Mr. Horn: Mr. Godsey, after our board meeting on Monday night, you had a staff meeting called the next day.
- Mr. Godsey: Correct.
- Mr. Horn: You had a staff meeting that was also held in private. Could you tell us what that meeting consisted of?
- Mr. Godsey: In private.
- Mr. Horn: Yes.
- Mr. Godsey: Absolutely we met, they asked to meet with me. The CPS workers.

Mr. Horn: That is the one I'm talking about the CPS workers.

Mr. Godsey: The CPS workers asked to meet with me, we met back there in the visitation room, they were very concerned about some of them not getting promoted to supervisor and they pointed...

Mr. Horn: You are talking about the one that applied for the position, or are you talking about all the CPS workers.

Mr. Godsey: No, the ones that applied.

Mr. Horn: O. K.

Mr. Godsey: They asked me straight forward how to file a grievance on not being promoted.

Mr. Horn: You don't know anything about someone coming into that meeting and said I have two phone numbers if you desire to file a grievance against the board members.

Mr. Godsey: No, I don't.

Mr. Horn: You have no knowledge of who would have said that.

Mr. Godsey: All I know is that I said I know that I am obligated by State Law that I have to furnish that information.

Mr. Horn: Yes, that is correct.

Mr. Godsey: Whether it is a CPS worker or whoever it is, I did furnish one person with the number, she wanted the number.

Mr. Horn: She called you and asked you to get the number for her. Is that correct?

Mr. Godsey: She asked at the meeting to give her the number.

Mr. Horn: O. K. I just wanted to clear that up.

Ms. Justus: How many people in all did we interview from that unit? I know Murphy and Owens and who was the others?

Mr. Godsey: Cecil Stiltner, Brenda Jackson....

Mr. Horn: No, they didn't apply for the supervisor position.

Ms. Justus: No.

Mr. Horn: You ask who all was in the meeting, I'm sorry...

Ms. Justus: Yes, who actually did we interview for that position that was already employed here.

Mr. Godsey: Cecil, Brenda, Janice....

Ms. Justus: No, we didn't.

Mr. Godsey: For the supervisor.

Ms. Justus: Yea, we didn't interview them. Cecil....

Mr. Horn: No, all we interviewed was Lucille Owens....

Ms. Justus: And Murphy to my knowledge

Mr. Horn: Murphy, Joan Endicott...

Ms. Justus: And Joan withdrew her....

Mr. Godsey: Cecil, Brenda, Janice Murphy....

Ms. Justus: I don't remember either, it's been a long time, I just don't remember it. I was just wondering who in all...

Mr. Horn: Maybe we did.

Mr. Godsey: We absolutely interviewed them, Ms. Whited changed her mind and decided not to go with an interview.

Ms. Justus: Yes.

Mr. Godsey: But, there was three of them out of that unit and Lucille Owens.

Ms. Justus: It's been so long that I couldn't remember.

Mr. Horn: Three was all I could think of.

Mr. Godsey: There was four people that interviewed out of that unit.

Mr. Horn: If any of them feel like that we have done them wrong, if they want to file a grievance that is fine, but, if someone up there is agitating something like that to cause the tax payers more grief, we will deal with that person.

Mr. Godsey: I don't know anybody that is agitating it, but, I do know if whoever comes up to me and asked me how to file a grievance, I'm obligated. I don't have any choice but to tell them how to do it.

Mr. Horn: This is correct. At our next Board meeting, I would like for all the work records be brought, I'm talking about the daily work records that we put into effect three months ago that each one is to fill out daily, give to their supervisor then give to you and also the evaluation sheets for the past twelve months.

Mr. Godsey: On the CPS workers, is that what you are referring to?

Mr. Horn: Everybody.

Mr. Godsey: Everybody.

Mr. Horn: All evaluations. That is all this meeting has, that is all I have at this time, if any of the Board Members has any questions, if not, I recommend that we adjourn.

Ms. Justus: I make the motion.

Mr. Stacy: Second.


DIRECTOR


CHAIRMAN

The State Board of Social Services requires that each local department of welfare services submit a Child Day Care Plan. The locality agrees to administer Child Day Care Services in accordance with the provisions of this plan, State policy, and other official issuance of the State Department of Social Services. Any modifications to this local plan must be approved by the State Department of Social Services.

THE LOCAL BOARD OF THE

BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES
(full name of local social services agency)

WESTERN
(region)

027
(fips)

submits the following

CHILD DAY CARE SERVICES PLAN

for the period

June 1, 1993 - May 31, 1994

Date of local board approval for the FY 94 Plan May 17, 1993

Bobby Horn
Local Board Chairperson
(Print/Type Name)

Bobby Horn
Local Board Chairperson
(Signature)

Darrell C. Godsey
Local Director
(Print/Type Name)

Darrell C. Godsey
Local Director
(Signature)

Lucille Owens, Social Worker
Child Day Care Coordinator
(Print/Type Name)

Lucille Owens
Child Day Care Coordinator
(Signature)

Robert Kelly, Supervisor
ESP/FSET Supervisor
(Print/Type Name)

Robert Kelly
ESP/FSET Supervisor
(Signature)

FY 93-94 CHILD DAY CARE SERVICE PLAN

SECTION I. ADMINISTRATIVE STRUCTURE

Please provide the following information as of January 1, 1993:

A. Identify each staff member in your agency that currently has responsibility for a child day care caseload (direct worker)

	<u>Position By Title</u>	<u>% Time In CDC</u>	<u>#CDC Assigned Cases</u>
1)	<u>Day Care & Family Services</u>	<u>75%</u>	<u>33</u>
2)	<u>Day Care & Family Services</u>	<u>75%</u>	<u>37</u>
3)	<u>_____</u>	<u>_____</u>	<u>_____</u>
4)	<u>_____</u>	<u>_____</u>	<u>_____</u>
5)	<u>_____</u>	<u>_____</u>	<u>_____</u>
6)	<u>_____</u>	<u>_____</u>	<u>_____</u>
7)	<u>_____</u>	<u>_____</u>	<u>_____</u>
8)	<u>_____</u>	<u>_____</u>	<u>_____</u>
9)	<u>_____</u>	<u>_____</u>	<u>_____</u>
10)	<u>_____</u>	<u>_____</u>	<u>_____</u>

B. Please list other workers that assist in the delivery of Child Day Care Services in the agency, but do not carry a caseload (i.e. aide, clerk, supervisor etc.).

	<u>Position By Title</u>	<u>%Time Assigned To CDC</u>
1)	Supervisor	15%
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

C. Does the agency plan on adding staff in FY 94 of the types identified in Section I A or I B above?

No

If yes, please identify the number, the types of positions and percentage of time spent on child day care.

SECTION II. CHILD CARE AVAILABILITY

For the month of January, 1993, please identify the number of child day care providers available in your community and the number used by your agency for the following categories:

	# Available	# Used
A. Agency Approved Child Care Providers	11	11
1) Family Day Care Providers	7	7
2) In-Home Providers	5	5
B. Licensed Family Day Homes	None	-----
C. Voluntary Registered Small Family Day Homes	None	-----
D. Child Day Centers		
1) Licensed	1	1
2) Religiously Exempt	0	0
E. Unregulated Child Day Providers	XXXXXXXXXXXXXXXXXX	59
1. Family Day Homes	XXXXXXXXXXXXXXXXXX	30
2. In-Home	XXXXXXXXXXXXXXXXXX	29
	XXXXXXXXXXXXXXXXXX	
	XXXXXXXXXXXXXXXXXX	

F. Please indicate if there are insufficient numbers of the following types of child care in your community. Check (✓) all that apply:

- infant care
- school-age child care programs (SACC)
- regulated care
- special needs care
- sick care
- week-end
- evening
- night care
- holiday care
- other, please specify _____

G. Please describe your efforts or the efforts of others in your community to address insufficient child care in your community, as identified in Section II F, above.

This agency will be working with the Head Start Program. Efforts are being coordinated with a local person to open a Day Care Center.

SECTION III. RESOURCE AND REFERRAL

A. Do you have a Resource and Referral (R&R) agency that serves your locality?

_____ yes X no

If "yes", please name the R&R _____

R&R Address _____

B. If the answer to 1, above is "yes", does the R&R provider meet your child care need(s)?

_____ yes _____ no

Please explain:

C. Identify the resource and referral child day care services provided by your agency...

1) **For DSS customers:** Intake Worker explains the clients options and makes proper referrals. The ESP worker explains day care services to the client for continuing education and training and refers them to an agency day care worker.

2) **For the general public:** Intake Worker makes them aware of regulated and unregulated care and tells them of any available providers or Day Care Centers.

SECTION IV. ELIGIBILITY DETERMINATION

A. Please list your number of active cases by category, as of January 1, 1993, and indicate the number of cases on the waiting list, if applicable.

<u>PROGRAM</u>	<u>BUDGET LINE</u>	<u>ACTIVE NO. CASES</u>	<u>NUMBER ON WAITING LIST</u>
AFDC WORKING	BUDGET LINE 25	<u>33</u>	<u>0</u>
TRANSITIONAL	BUDGET LINE 25	<u>5</u>	<u>0</u>
AFDC/ED&TRNG	BUDGET LINE 25A	<u>8</u>	<u>0</u>
FSET	BUDGET LINE 25C	<u>0</u>	<u>0</u>
FEE/AT-RISK	BUDGET LINE 29B	<u>16</u>	<u>0</u>
FEE/BLOCK GRANT	BUDGET LINE 61	<u>7</u>	<u>2</u>

B. What is the maximum percentage of the State Median Income being used by your agency to determine eligibility for Child Day Care Fee System services?

 x 50% (minimum required by policy)
 60%
 70%
 Other (Please specify)

C. Does your agency use an alternative fee scale in determining a family's contribution towards the cost of Child Day Care Fee System Services? Yes x No

If yes, has this been approved by:

Local Board no yes approval date
 State Dept. no yes approval date

D. If your waiting list policy is other than first come first serve in the non-entitlement programs, please submit a copy of that policy approved by your local board with this Plan.

We use first come first serve policy.

SECTION V.

CONTRACTING

- A. Are you planning to contract any administrative and/or purchase of service components of your Child Care Program?

Yes

No

If yes, please attach a copy of your administrative support agreement for FY 94 to the end of this Plan or forward a copy to your Regional Child Care Specialist as soon as it has been completed.

If no agreement is attached, briefly explain your plans for entering into an agreement:

- B. Did your agency apply through the RFP process for Quality Enhancement Funding from the Council on Child Day Care and Early Childhood Programs? Yes No

If yes, please give a brief explanation of your proposal and the Council's decision with regard to your request.

SECTION VI. DEVELOPMENT OF CHILD CARE PROGRAM

.. How will your agency assist parents in making appropriate child care choices and monitoring the child care provided?

Workers will explain the difference between regulated and unregulated day care. They will explain the advantages of each program and help the customer determine which type of care will best meet their needs. Regulated care will be monitored with home visits every six months. Unregulated care will have a contact with the client every three months.

B. How will your agency assist providers in delivering improved quality services to children?

By providing training for providers and informing them of USDA food programs if they become regulated. Explain that providers need to be experienced or have training in areas of child care and child development. They should continue to learn more about caring for children, including nutrition, safety, development and education. Each type of provider is encouraged to have structured activities and time for individual creative play. The services by day care providers are assisted by parenting literature to both regulated and unregulated providers. Home visits to monitor for safety checks are scheduled for the regulated providers.

SECTION VII. CHILD CARE/EARLY CHILDHOOD RESOURCES

Please identify and describe other child care related groups or organizations with whom you interact and/or coordinate, and describe the nature of your collaboration with them.

Buchanan County Head Start: meet regularly to make referrals to their program and exchange information. Our agency provided Block Grant enhancement monies to purchase toys and instructional materials.

Raven Day Care Center: We make referrals for day care.

Parent Education Project: Make expectant parents aware of day care services.

Job Training Programs of America: Take and make referrals for day care services.

SECTION VIII. ESP/CDC COORDINATION

Child day care funds may not be available to meet all the needs of your community for JOBS participants and other individuals involved in education and training activities. Please describe your agency's plans and procedures to coordinate the delivery of employment services and child care services in these situations.

When funds are exhausted, clients are put on a waiting list.

SECTION IX. FISCAL SUMMARY

A. Fee System

Please indicate below the expenditures planned by the local department of social services for its Fee System/At-Risk Child Care program.

Fee System/At-Risk
Total Allocation \$ 32,541.00

Administration (Maximum 15% of
total allocation) \$ 4881.15

Purchase of Child Care Services \$ 27659.85
(This amount equals B4(A) below)

Purchase of Service and Administration should equal the Total Allocation.

B. Purchase of Services

	(A) <u>ALLOCATION FOR PURCHASES</u>	(B) <u>AVERAGE ANNUAL COST PER CHILD</u>	(C)** <u>NUMBER TO BE SERVED WITH ALLOCATION</u>
<u>Program</u>			
*1) AFDC Working (Budget Line 25)	<u>26058.00</u>	<u>868.60</u>	<u>3</u>
*2) Transitional (Budget Line 25)	<u>3000.00</u>	<u>1000.00</u>	<u>3</u>
3) AFDC Education/Training (Budget Line 25A)	<u>50169.00</u>	<u>1023.85</u>	<u>49</u>
4) Fee System/At-Risk (Budget Line 29B)	<u>32541.00</u>	<u>1049.71</u>	<u>31</u>
5) FSET (Budget Line 25C)	<u>0.00</u>	<u>0.00</u>	<u>0</u>
6) Fee System/At-Risk Pass-Thru (Line 29X)	<u>0.00</u>	<u>0.00</u>	<u>0</u>
GRAND TOTALS	<u>111768.00</u>	<u>3942.16</u>	<u>86</u>

*Allocations for AFDC Working and Transitional should equal the single local agency allocation for Budget Line 25.

**Formula: (Column A) + (Column B) = C

BOARD MEETING - June 15, 1993

PRESENT: Bob Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darlene Ashby.....Recorder
 Ruby Hale.....Board Member
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member

OTHERS PRESENT: Kurt Pomrenke.....Legal Counsel
 Carol Brunty.....Regional Director
 Cathy St. Clair.....Virginia Mountaineer
 Several Agency Employees (24)

The regular monthly meeting was called to order at 6:06 p. m.

Mr. Horn, Chairman, commented that the minutes of the meetings only became official at the meeting when the Board approved the minutes and until now the minutes of May 17, 1993 and May 20, 1993 were not and recommended to the Board that the minutes of May 17, 1993 and May 20, 1993 be approved as submitted. Upon motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the minutes of May 17, 1993 and May 20, 1993 as submitted. Motion Carried.

Mr. Horn, Chairman, stated at this time acceptance of bids will be closed for the disposal of office furniture, new automobiles, leasing of fork lift and sign for agency.

Office Furniture - Inez Ramey - \$2,500.00

Automobiles - Rife Chevrolet - \$10,572.34 - Chevrolet Cavalier.
 Prestige Ford - \$ 9,918.60 - Ford Tempo

Mr. Horn, Chairman, recommended to the Board that the bids be accepted at this time. The Board will have to further consider the amount received and notify the people of the Board's decision. Upon motion by Buddy Fuller, seconded by Jean Justus, the Board voted to consider the bids and notify bidder at a later date. Motion Carried.

Mr. Kurt Pomrenke, Attorney, was advised to read two letters received by Mr. Horn, Chairman, one from our Director, Darrell Godsey and one from Margaret Stanley.

Mr. Pomrenke: This letter is dated June 15, 1993; This is to advise you that I am resigning as Director of the Buchanan County Department of Social Services effective immediately. Signed: Darrell Godsey.

Mr. Pomrenke: The second letter dated June 15, 1993 to the Board of Directors of the Buchanan County Social Services. I am requesting that I be relieved immediately of the responsibility of the person in charge of the agency in the Absence of the Director. This request is being made because of the demands of being a single parent. I can not assure you that my schedule will allow me to be available when the Director is away from the Agency and would require my being In Charge. I appreciate the trust you have given me in the past by appointing me to this position. Signed: Margaret Stanley.

Upon recommendation of Mr. Horn, Chairman, by motion of Raymond Cole, seconded by Cornelius Stacy, the Board accepted the resignation of Mr. Darrell Godsey effective June 15, 1993. Motion Carried.

Buddy Fuller made the motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Personnel and Consultation with Legal Counsel under paragraphs 1 and 7. Jean Justus seconded. Motion Carried.

The meeting reconvened into regular session on a motion by Buddy Fuller, seconded by Cornelius Stacy. Motion Carried.

Buddy Fuller made the motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Cornelius Stacy seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on June 15, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus, and Bob Horn.

NAYS: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

Mr. Horn: I never opened the bid for the fork lift. Only one bid was received from Western Carolina Forklift, Inc. Bluff City, TN.

Bid Amount: One Day Only - \$114.00; Travel Charge - \$149.00; Rate per hour for operator is \$42.00 an hour.

After discussion by the Board, upon motion by Buddy Fuller, seconded by Jean Justus, the Board approved to accept bid in the amount of \$263.00 with the stipulation to check with Tazewell County about the use of their forklift and subject to the approval of USDA. Motion Carried.

No bids were received on the advertisement for a sign for the Agency.

On the recommendation of Bob Horn, Chairman, upon motion by Buddy Fuller, the Board appointed Bill Jones as Acting Supervisor of Buchanan County Social Services. Cornelius Stacy seconded. Motion Carried. Beginning June 16, 1993.

On the recommendation of Bob Horn, Chairman, Jean Justus made the motion to approve Harold McClanahan as the person In-Charge in the Absence of the Director. Buddy Fuller seconded. Motion Carried.

Public Comment Period: Mrs. Gail Lester questioned the Board on the possibility of a raise. Ms. Lester stated that they understood that there was money included in the budget. Mr. Horn stated that there was a possibility but, the Board voted last time not to give a raise at this time. We are considering what the Board of Supervisors does, if the School Board gets a raise, if the County gets a raise, but, at this time, we are waiting to see what the outcome of that is. Angela Johnson: Are you saying that if the County gets a raise, the School Board gets a raise, we will have a raise. Mr. Horn: I'm saying that we are considering it. Angela Johnson: What will happen to the money that is in the budget if we don't get a raise? Mr. Horn: The money will stay in the budget until next June. Angela Johnson: Can it be used for anything else other than that purpose? Mr. Horn: Yes.

After discussion by the Board, upon motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the Administrative expenses for May and June as submitted. Motion Carried.

At this time, Inez Ramey, (through Anita Anderson and Buford Smith) requested that her bid be removed for the office furniture. Mr. Horn stated that since she was the only one that submitted a bid, Mr. Horn recommended to the Board that the furniture be advertised again for sell on an individual item basis and this would have to be done immediately. After discussion by the Board, Jean Justus made the motion to advertise the office furniture. Buddy Fuller seconded. Motion Carried.

After discussion by the Board, upon motion by Buddy Fuller, seconded by Raymond Cole, the Board approved to let the Agency employees bid on the furniture being advertised. Motion Carried.

Also, there would be a Special Called Meeting on June 25, 1993 at 6:00 p. m. for the acceptance and opening of bids on office furniture.

Buddy Fuller made the motion to approve of the Board/Directors Action as submitted. Cornelius Stacy seconded. Motion Carried.

Travel: Buddy Fuller made the motion to approve travel for Tammy Estep, Social Work Supervisor, to Roanoke, VA on June 14, 15, 16 and 17, 1993 - Basic Child Protective Services Training. (Travel was requested by Mary Adams, Regional Specialist). Jean Justus seconded. Motion Carried.

Buddy Fuller made the motion to approve travel for Harold McClanahan, Food Stamp Supervisor, Richmond, VA on July 13 and 14, 1993, Food Stamp Meeting. Requested by letter from Commissioner Larry Jackson. Cornelius Stacy seconded. Motion Carried.

Custody Matters: On motion by Jean Justus, seconded by Buddy Fuller, the Board approved the Adoptive consent for 027-010386-007 and 027-010705-008 as submitted. Motion Carried.

On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the termination of custody of 027-008741-005 as submitted. Motion Carried.

Maintenance Subsidy: 027-014566-002 - No Action Taken.

State Compensation Schedule: Ms. Brunty informed the Board that the State has adopted a compensation schedule effective December 1, 1993. The compensation schedule does drop three steps from the scale and that is state mandated. So those on the first, second or third step of the scale would have to be moved up December 1, 1993. After discussion by the Board, by action taken at last month's Board meeting, no raise at this time, the compensation schedule would be submitted stating same.

On motion by Jean Justus, seconded by Buddy Fuller, the Board approved to accept the resignation of Margaret Stanley, Office Manager, as being In-Charge in the Absence of the Director. Motion Carried.

Board Concerns: On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved of the appointment of Dean Lynch, Director, to serve as the Agency's panel member in the Grievance Panel Hearing of Patsy Hale. Motion Carried.

Mr. Pomrenke read and comment on a letter received from the Virginia Mountaineer as follows: On May 28, Cathy St. Clair send a letter addressed to me regarding the Buchanan County Department of Social Services Board raising some concerns of the Freedom of Information Act as not being followed to the letter particularly when the Board would excuse itself and go into executive session. She was concerned that there were certain matters discussed in executive session that were not identified prior to going into executive session and wanted to remind the Board of it's obligations to do these under the law to properly convene for the stated purposes of the

executive session. I called her followed the receipt of the letter and discussed this with her and told her that I would bring it to the attention of the Board and we would make a special effort to insure that only matters properly exempted under the executive session provision of the Freedom of Information Act that are actually discussed in executive session. I can state that, that's exactly what happened at tonight's meeting and all of us will make an effort to make sure that happens in the future.

With no further matters to be discussed, Buddy Fuller made the motion to adjourn. Cornelius Stacy seconded. Motion Carried.



ACTING DIRECTOR



CHAIRMAN

SPECIAL CALLED MEETING - June 25, 1993

PRESENT: Bob Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Bill Jones, Acting Director.....Secretary
 Darlene Ashby.....Recorder
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member

ABSENT: Ruby Hale.....Board Member
 Raymond Cole.....Board Member

The purpose of this Special Called Meeting is to accept bids and award bids that were advertised for office furniture on an individual item basis and to award the bid on the automobile.

The meeting was called to order at 6:10 p. m. and at this time Inez Ramey stated to the Board that she would like to bid on the remaining items as a whole that receives no bids. After discussion by the Board, upon motion by Jean Justus, seconded by Cornelius Stacy, the Board accepted Ms. Ramey's offer. Motion Carried.

At this time bids were opened by Mr. Bob Horn, Chairman, and Buddy Fuller, Board Member. Each bid was opened, read and awarded. NOTE: Bid file and bids are in the personnel office for reference and tape recording of this meeting is the safe in office 40.

Ms. Inez Ramey made a bid on the remaining 100 items that no bids were received on. Ms. Ramey made a bid of \$150.00 dollars. Debby Blankenship made a bid of \$200.00. Ms. Ramey - \$250.00; Ms. Blankenship - \$275.00; Ms. Ramey - \$300.00; Ms. Blankenship - \$325.00; Ms. Ramey - \$350.00. With no further bids, by motion of Buddy Fuller, seconded by Jean Justus, the Board accepted the bid from Inez Ramey in the amount of \$350.00 for the remaining 100 items. Motion Carried.

By motion of Buddy Fuller, seconded by Jean Justus, the Board accepted the bid from Prestige For in the amount of \$9,918.60 for a Ford Tempo as submitted at the June 15, 1993 Board Meeting. Motion Carried.

With no further matters to be presented, Buddy Fuller made the motion to adjourn. Edith Elswick seconded. Motion Carried.



 ACTING DIRECTOR



 CHAIRMAN

BOARD MEETING - July 20, 1993

PRESENT: Bob Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Darlene Ashby.....Recorder
 Bill Jones, Acting Director.....Secretary
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member

OTHERS PRESENT: Robert Kelly.....Child Welfare Supervisor
 Harold McClanahan.....Food Stamp Supervisor
 Joanne Little
 Elizabeth McClanahan
 Lucille Owens
 Jesse L. Horn
 Cathy St. Clair.....Virginia Mountaineer

The regular monthly meeting was called to order at 6:07 p. m.

Election of Officers: Ms. Elswick made the motion to keep the two that we have. Buddy Fuller seconded. With no further nominations or motions, Bob Horn was elected Chairman and Jean Justus, Vice Chairperson. Motion Carried.

Minutes: On motion by Jean Justus, seconded by Buddy Fuller, the Board approved the minutes of June 15, 1993 and June 25, 1993 as submitted. Motion Carried.

Public Comment Period: None.

Buddy Fuller made the motion to go into executive session pursuant to the Freedom of Information Act and Section 2.1-344 of the Code of Virginia for discussion of Personnel and Personal Matters under paragraph 1 and 4. Raymond Cole seconded. Motion Carried.

The meeting reconvened into regular session on a motion by Buddy Fuller, seconded by Cornelius Stacy. Motion Carried.

Buddy Fuller made the motion to certify the Executive Session as required under Section 2.1-344.1 of the Virginia Code. Cornelius Stacy seconded. Motion Carried.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on July 20, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

VOTE

AYES: Buddy Fuller, Cornelius Stacy, Ruby Hale, Raymond Cole, Edith Elswick, Jean Justus and Bob Horn.

NAYS: None.

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: None.

Administrative Expenses: Buddy Fuller made the motion to approve the administrative expenses for the month of July as submitted. Jean Justus seconded. Motion Carried.

Board/Directors Actions: Jean Justus made the motion to approve of the Board/Directors Action as submitted. Buddy Fuller seconded. Motion Carried.

Travel: Buddy Fuller made the motion to approve travel for Rebecca Slone and Anita Anderson - Roanoke, VA - September 9 and 10, 1993 - Adolescent Independent Living Program Seminar - no cost to agency except for travel and meals. Cornelius Stacy seconded. Motion Carried.

Advertisement: After discussion by the Board, on motion made by Buddy Fuller, seconded by Cornelius Stacy, the Board approved to sell one (1) 1986 Jeep Cherokee (#4 Vehicle) with the notation that employees are not allowed to bid. Motion Carried.

Gates: Mr. Jones informed the Board that there were a couple of different types of gates to close off the hallways. The Board and Mr. Jones discussed different options and the Board requested Mr. Jones to check into the matter further.

FEMA Program: After discussion by the Board, on motion by Buddy Fuller, seconded by Jean Justus, the Board approved to turn the FEMA program over to the Hope House. Motion Carried.

Custody Matters: On motion by Buddy Fuller, seconded by Cornelius Stacy, the Board approved the adoptive consent, subsidy and attorney fees for the following: 027-013086-007 and 027-010705-008. Motion Carried.

Subsidy: On motion by Buddy Fuller, seconded by Raymond Cole, the Board approved subsidy for 027-014667-003 as submitted. Motion Carried.

Eligibility Worker #507: On the recommendation of the Interview Committee, Darlene Ashby was selected to fill the position of Eligibility Worker #507. Buddy Fuller made the motion to approve. Jean Justus seconded. Motion Carried.

At this time the Board discussed someone filling the duties of Darlene Ashby and Mr. Jones informed the Board that one of the clerks could temporarily fill in. The Board's recommendation by motion of Buddy Fuller seconded by Jean Justus, the Board appointed Regina Horn to fill in. Motion Carried.

Open House: After discussion by the Board, open house is planned for the third week in August. Mr. Jones stated that would be sufficient time to get things planned.

Resignation: Buddy Fuller made the motion to accept the resignation of Linda Campbell, worker 556, effective 07/31/93. Cornelius Stacy seconded. Motion Carried.

Travel: Buddy Fuller made the motion to approve travel for Tammy Estep, Social Work Supervisor, to Manassas, VA - July 26, 27, 28, 29 and 30, 1993, (Session one) and August 16, 17, 18, 19 and 20, 1993 (Session 2) for Out of Family Investigations #205 Training. Jean Justus seconded. Motion Carried. (No fee for training and lunches will be provided).

Buddy Fuller made the motion to approve travel for Margaret Stanley, Office Manager, to Richmond, VA - August 19, 20 and 21, 1993 for FAMIS/ADAPT training. Cornelius Stacy seconded. Motion Carried.

Senior Social Worker Position #203: At this time, Mr. Horn recommended to the Board to advertise the senior social worker position in-house. The recorder, Darlene Ashby, informed the Board that the position was underutilized and would have to advertise open. After discussion by the Board, on motion by Buddy Fuller to table the matter until next month. By roll call vote of 5 to 2, Buddy Fuller voting yes, Cornelius Stacy, voting no, Ruby Hale, voting no, Raymond Cole, yes, Edith Elswick, voting no, Jean Justus, voting no, and Bob Horn, voting no, Mr. Fuller's motion failed. Jean Justus made a motion to advertise open. Ruby Hale seconded. Motion Carried. (Position is to be advertised open).

Mr. Horn, Chairman, informed the Board that Ritchie T. Blankenship was chosen for Ms. Hale's panel member and Ms. Kimberly Ritchie, Attorney from Blacksburg, has been chosen as the third member. The panel hearing has not been scheduled at this time.


(CORRECTION - SHOULD READ TOM WALK INSTEAD OF KIMBERLY RITCHIE.)

SEE MINUTES OF 08/31/93 BOARD MEETING

Key Box: Mr. Jones informed the Board that since moving to the new office the Agency needed to purchase a larger key box. The key box would be kept in the Director's office and contain all keys to offices and spare keys for the vehicles. After discussion, on motion by Buddy Fuller, seconded by Ruby Hale, the Board gave approval to purchase a key box from Dominion Office Products in the amount of \$126.06. Motion Carried.

Board Concerns: Mr. Horn questioned if Mr. Watson of WAT-CO had taken care of all the problems within the building. Mr. Jones informed the Board that there were some problems with parking spaces not being fulfilled, that the agency was still short of 160 spaces, bathroom stalls were still on order. The Board informed Mr. Jones to write Mr. Watson in reference to the matters in order to fulfill his contract. (CORRECTION - SHOULD READ 75 OR 80 PARKING SPACES. SEE MINUTES OF 08/31/93 BOARD MEETING.)

With no further matters to be discussed, by motion of Buddy Fuller, seconded by Edith Elswick, the Board voted to adjourn. Motion Carried.



DIRECTOR



CHAIRMAN

SPECIAL CALLED BOARD MEETING - August 3, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Regina Horn.....Recorder
 Bill Jones, Acting Director.....Secretary
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member

OTHERS PRESENT: Harold McClanahan.....Food Stamp Supervisor
 Verner Blankenship.....Knox District Supervisor
 Lucille Owens
 Elizabeth McClanahan
 Angela Johnson
 Elizabeth Yates
 Lisa Crouse
 Marlina Owens
 Don Owens
 Cathy St. Clair.....Virginia Mountaineer

NOT PRESENT: Ruby Hale.....Board Member

The meeting was called to order at 6:04 p.m.

Mr. Horn: This special called meeting is to discuss personal and personnel problems here at the agency. I also had asked for Ms. Stanley to be here. I received a letter from her attorney addressed to Mr. Jones and Buchanan County Department of Social Services: Please be advised I represent Margaret Stanley. She is unable to attend a special called Board meeting tonight of which she was first notified yesterday. Ms. Stanley has an illness in her family. Please advise when she is next required to appear. Before we get started, I notice there are some employees in the crowd. Do you have something you would like to bring in front of the Board at this time?

Marlina Owens: No, we are just here.

Mr. Horn: The other reason of this special called meeting is to discuss the possibility of advertising for the director's position, and I also have an update from the investigator at this time that's investigating the FEMA program here at the agency. There's a possibility, maybe not for sure, of some employees that's receiving money through the FEMA program. This is federal emergency money that they may be having their electricity bills paid, their rent bills paid, they may be entitled to these, we're not for sure at this time. We are waiting on some guidelines coming from the FEMA program itself. We should know within a week or so about this.

- Ms. St. Clair: Can you say how many employees are involved?
- Mr. Horn: No.
- Ms. St. Clair: I mean I know you can't give names or anything at this stage.
- Mr. Horn: I don't know. The investigation is still continuing at this time.
- Mr. Blankenship: When . . . On that FEMA program, is that through the federal emergency money?
- Mr. Horn: Yes, that's Federal Emergency Money Act I think that's what the FEMA stands for. I understand that this money is to be used when an emergency situation when you don't really qualify for some of the other programs here at the agency. I may be wrong on that, but I was under the impression, or the Board's impression is that this is emergency money to be used only in emergencies, and like I say, those that are involved here at the agency that's receiving these funds may be entitled to them. I'm not for sure at this time, but I for one find it hard to believe that people working here at the agency could come under this poverty guideline that's set to receive these benefits. They may be entitled to them. That's the reason the investigation is going on at this time, and we are trying to get to the bottom of that.
- Mr. Blankenship: Well, what would the emergency be. I mean I thought when FEMA moved in here you had something like a disaster or something.
- Mr. Horn: Correct. I don't understand. . .
- Mr. Fuller: See, we're allotted, Verner, so much money per year . . .
- Ms. Justus: Through the United Way.
- Mr. Fuller: . . . through the United Way.
- Mr. Blankenship: Oh, through the United Way.
- Mr. Fuller: Right.
- Ms. Justus: That's the way. . . it's under United.
- Mr. Fuller: . . . and it's set up for emergencies you know for people about to get kicked out over their rent or electricity turned off.
- Ms. Justus: I think it's mostly when the other programs money has run out and it's to be used on an emergency basis for electricity or rent, but they have to have like a disconnect notice and you know something to back it up.

Mr. Horn: Before we go any further with this, there is a motion that has to be made by the Board to have Ms. Regina Horn to serve as the Board's recorder. Is there any discussion on that?

Mr. Fuller: I make the motion that we let her serve as our recorder.

Mr. Horn: Second?

Ms. Elswick: Second it.

Mr. Horn: All in favor say aye.

All Board Members: Aye.

Mr. Horn: Those opposed nay.

None

Mr. Horn: Mr. Blankenship, did you have anything that you wanted to bring in front of the Board?

Mr. Blankenship: Yes. The Board of Supervisors has asked me to come up here and attend this meeting and request that you all not adjourn but leave your meeting open so that we can meet here at 6:30 this coming Monday.

Mr. Horn: Monday night at 6:30.

Mr. Blankenship: And we'll have some business that we'll have to take care of, us meeting with you people and you guys might need to do something too.

Mr. Horn: Okay.

Ms. Elswick: August 9th, right?

Mr. Blankenship: Yes, it'll be August 9th at 6:30.

Mr. Horn: There is some discussion recommended to the Board that we need to discuss in executive session. That's personnel and personal matters. That's 2.1-344, paragraph 1 and 4 of the Virginia Code. I recommend to the Board that we go into executive session at this time.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

All Board Members: Aye.

721

Mr. Horn: Opposed nay.

None.

Mr. Horn: Mr. Blankenship, would you like to set in executive session? You're welcome to do so.

(Mr. Blankenship did so)

Mr. Horn: We have come out of executive session and we need a motion that we never discussed anything except what we went into executive session for.

Ms. Justus: I make that motion.

Mr. Horn: Second?

Mr. Fuller: Second.

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

None.

Mr. Horn: We'll have a roll call vote, Mr. Fuller.

Mr. Fuller: Yes.

Mr. Stacy: Yes.

Mr. Cole: Yes.

Ms. Elswick: Yes.

Ms. Justus: Yes.

Mr. Horn: Yes.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on August 3, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

Mr. Horn: What is the will of the Board on advertising the position of the director?

Mr. Fuller: I make a motion we advertise.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

None.

Mr. Horn: Now this meeting is to be continued Monday at 6:30, August 9th I believe it is, so at this time I recommend that we adjourn.

All Board
Members: Adjourned.

(Further comment)

Don Owens: I got a question to ask.

Mr. Horn: Okay.

Don Owens: This job that's . . . the Secretary I job. When are you all going to post that. This is equal opportunity right?

Mr. Horn: The vote to what now?

Don Owens: I said when are you all going to post the Secretary I job?

Mr. Horn: The Board has instructed Mr. Jones . . . the Clerks are in a clerical pool. Work is . . . it's designed that work would be divided between the Clerks and at this time the Board does not feel like we need to fill the position in there, if that is what your question is. But the work is being divided up. Certain duties are going to be given to certain Clerks. We have instructed Mr. Jones on how to do that.


723

Don Owens: Okay.


Mr. Horn: Anything else?

Mr. Fuller: I make a motion that we . . .

Mr. Horn: It's not an adjournment, it's just continued until Monday
night. Thank you.



DIRECTOR



CHAIRMAN

SPECIAL CALLED BOARD MEETING (continued from August 3, 1993) - August 9, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Regina Horn.....Recorder
 Bill Jones, Acting Director.....Secretary
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Roger Rife.....Board of Supervisors Chairman
 Jeff Coleman.....Vice Chairman
 Burl Presley.....Hurricane District Supervisor
 Verner Blankenship.....Knox District Supervisor
 Gary Looney.....North Grundy District Supervisor
 Ron Ratliff.....Prater District Supervisor
 Arvil Ratliff.....Garden District Supervisor
 Sherina Taylor.....Recorder/Clerk
 Mickey McGlothlin.....County Attorney
 Frank Kilgore.....County Attorney

OTHERS

PRESENT: Cathy St. Clair.....Virginia Mountaineer
 Approximately 20 Department of Social Service employees
 Approximately 15 members of the general public

The meeting was called to order at 6:35 p.m. by Board of Supervisor Chairman Roger Rife.

Prayer and Pledge of Allegiance

The Board of Supervisors had two other items listed on their agenda, and they took care of these items before addressing the third item on their agenda, which was the Buchanan County Department of Social Services. After some discussion, the Board of Supervisors left the room to go into executive session while our Board opened up their meeting.

Mr. Horn: We would like to open our meeting now. We are opening it up to public comments. Does anyone in the agency have anything to say. Do you have anything you would like to bring in front of the Board?

Marlina Owens: Yes sir, we do.

Mr. Horn: Please state your name.

Marlina Owens: Well, it's a whole unit.

Mr. Horn: Are you the spokesman for them or individuals.

Marlina Owens: Everybody's going to speak.

Mr. Horn: Okay. Please make it as brief as possible.

- Debbie Dotson: Okay, first of all I would like to know if the Buchanan County Department of Social Services is actually, do they feel like that they are a equal employment opportunity employer to the best of their ability.
- Mr. Horn: Yes. I can answer that for you.
- Angela Johnson: Mr. Chairman, we would like to ask the Board's method of choosing Ms. Regina Horn for the position, even though it is considered temporary, for the position of Secretary I. We would like to know if other clerical members were discussed, if their qualifications were compared, and what method you chose Ms. Horn above people that have been here as much as 14 years in clerical.
- Mr. Horn: Yes, the Board did go by qualifications and I want to point out that it is a temporary position and the Board has considered advertising that position here tonight. Is the Secretary I position, is that what you're referring to?
- Angela Johnson: Yes, sir.
- Mr. Horn: The Board is considering advertising that position here tonight, but the Board did look over each one of your qualifications and Regina Horn was the only one that has a degree in secretarial.
- Angela Johnson: Yes, sir . . .
- Marlina Owens: But the job doesn't require a degree, sir.
- Mr. Horn: It may not require it, but the Board was going on qualifications.
- Angela Johnson: Was our personnel records pulled and laid out on the table and compared, like years of experience work with purchase orders, purchase of service orders . . .
- Marlina Owens: Different departments . . .
- Angela Johnson: The mail work as far as confidentiality. Like I said there's a lady here in clerical that's been here 14 years and Ms. Horn has been here 8 months, or approximately 8 months.
- Mr. Horn: The Board did not go through each one of those items you mentioned, but like I said we appointed someone to fill in as acting temporarily and the discussion was brought up as far as the qualifications of Ms. Horn could she be able to do the job.
- Elizabeth Yates: Mr. Chairman, I would like to know the reason behind discontinuing the cross training.

Mr. Horn: Discontinuing what?

Elizabeth Yates: Cross training. We were told that the suggestion that the clerical would be put in all positions and all persons cross trained. We had a meeting on it and then the next day it was told that the Board said to stop the cross training.

Mr. Horn: When was this done?

Marlina Owens: This was done on July 22.

Mr. Horn: At the July 22nd Board meeting?

Marlina Owens: No, no, no, back that up. It was July 28 and we were told that we were going to be cross trained. That was through Mr. Jones who took us in his office, told us that everybody would get an equal employment opportunity to be trained in the capacity of the temporary position that Regina Horn is filling. Within an hour or two we were told that no cross training would be done.

Mr. Horn: I haven't heard anything about that.

Marlina Owens: Well, we have. I don't mean to be rude . . .

Mr. Fuller: What they are talking about Bob, I understand what they are talking about. We did discuss everybody working the clerical unit, everybody on everybody else's job, but when it come to that particular job, it was because of confidentiality that we decided one person was all that needed to be on that at this present time because we knew we were going to advertise it.

Marlina Owens: Sir, we all work with confidentiality.

Mr. Fuller: Well, I understand that, but not on that particular job.

Marlina Owens: Maybe not, but we all work with confidentiality.

Mr. Fuller: I understand that. The whole office works under confidentiality to a certain degree. I understand that, but on this particular job, we felt like one person since it was going to be a short time anyway ought to just be on it by theirselves, but the clerical department was to be in hopping from job to job so they could learn all the jobs, each one of you.

Mr. Jones: Who told you to stop it?

Marlina Owens: You did.

Mr. Jones: I told you that?

Angela Johnson: Well, Ms. Stanley said she was told by you.

- Mr. Jones: Okay. Ms. Stanley, not Bill Jones. Okay.
- Mr. Horn: Ms. Stanley is not serving as Acting Director.
- Marlina Owens: Bill, but you were also the one that said that each and every one of us would get equal training.
- Mr. Jones: I said we would cross train.
- Marlina Owens: . . . and if the Board didn't like that that they could bring another S.O.B. to sit in your chair. Were those not your words?
- Mr. Jones: I don't remember saying that in any public meeting with you.
- Marlina Owens: Yes you did.
- Mr. Jones: Okay. I apologize Marlina.
- Angela Johnson: My question is is that the Buchanan County Department of Social Services affirmative action plan states that ongoing training is provided to all employees by their supervisors designated to aid the employees to advance. The Director will be responsible to see that that training opportunities are being offered to all eligible employees on an equal basis. If Ms. Horn serves as the Secretary I until the position is hired, then it will definitely give her more of an advantage over all of the other clerical staff.
- Mr. Horn: She is not serving as Secretary I. She is performing some of the duties of Ms. Ashby.
- Elizabeth Yates: She is not . . . she is . . . she is . . . we have took over her duties. She is not carrying on any . . .
- Marlina Owens: That's right, and it's put a hardship on us.
- Angela Johnson: We are having to carry her weight . . .
- Mr. Horn: We are talking about two different issues. The Secretary I and Ms. Horn's duties, now which one are you referring to? She is not serving as Secretary I.
- Angela Johnson: She is occupying the office of Secretary I. She is doing the duties of Secretary I and we are doing as a unit our duties plus the duties of Clerk II which she was hired for.
- Mr. Horn: What does your duties consist of?
- Angela Johnson: We issue food stamps in emergencies, we do . . .

Mr. Horn: The clerical pool as a whole . . .

Marlina Owens: Sir, can I speak up and say something? At the last meeting you had, you said that we were a clerical pool.

Mr. Horn: Yes.

Marlina Owens: We are all in one room, but we are not a clerical pool. We are still doing the same jobs that we were doing up there in the building plus Regina's job.

Elizabeth Yates: We cannot be a pool until we are allowed to cross train.

Angela Johnson: That way we can be more efficient for the agency. If one of us is absent then we can back each other up.

Mr. Fuller: So what you're saying, you've never been pooled.

All Clerks: Right.

Mr. Fuller: Well, see you all were supposed to have went into a pool back when Mr. Thomas was here. He had instructions from this Board that you all were in a pool.

All Clerks: Well, we're not.

Mr. Horn: Ms. Stanley had instructions to train each and every one of you to be able to do the same job for the reason that you just mentioned in case someone was off someone else could fill in for that person. Ms. Stanley was instructed to train each and every one of you.

Elizabeth Yates: So does this mean we are allowed to cross train.

Mr. Fuller: Absolutely.

Elizabeth Yates: For all clerical positions?

Ms. Justus: Yes.

Mr. Fuller: Yes.

Elizabeth Yates: Including the Secretary I.

Mr. Fuller: Even the Secretary.

Marlina Owens: We were told that it had to be . . .

Angela Johnson: Does that mean that during this period of time that Ms. Horn is temporarily doing the duties of Secretary I that she will also cross train for our positions as well?

Mr. Fuller: I'd say so, she's a clerk.

Marlina Owens: Well, she's not.

Angela Johnson: She told our supervisor in a unit meeting that she would have to come to the Board and ask you all to verify that that she was told she would be in that office.

Mr. Fuller: Well because of Ms. Ashby getting another job we felt like that somebody would be in there more permanent. I ain't saying see . . . Ms. Stanley was supposed to cover part of that work from what I understand.

Elizabeth Yates: We don't know what she does . . . because we've never trained . . .

Mr. Fuller: We found out here tonight we don't either. We instructed a Director back 10 months ago to do that.

Marlina Owens: Instructed a Director to do what, sir?

Mr. Fuller: To have a cross pool. To have a pool, everybody learning everybody else's job.

Angela Johnson: Might I make one comment? Until about . . . until Mr. Thomas came to the agency, the clerical unit was scattered. We each answered to different supervisors. We really were not a part of any unit, and when Ms. Stanley was put in charge of the clerical unit, we were finally put together and we had a unit to stick with, and actually we have been treated rather fairly and we really had hoped the Board would continue to treat . . . we would be treated fairly.

Marlina Owens: But I want to say this. In my opinion, I don't know if you would call this preselection or not but by denying everybody the same right to be trained to get familiar with the job in my opinion I feel like we have been discriminated against and by that we are all in this one office. Regina and Elizabeth McClanahan have been moved under the direction of Mr. Jones, that we don't know about. We were told we cannot keep our door closed and I'm talking one door not two doors.

Mr. Horn: What's the purpose of keeping the door closed?

Marlina Owens: To lock out some of the noise.

Mr. Horn: From where?

Marlina Owens: Out in the hallways, the lunch room, the switchboard, little kids crying when they come in.

Angela Johnson: We do work on computers and sometimes it requires tedious concentration, and we don't want to keep anyone out but by closing the door we're allowed the same . . . the same opportunity and care as other workers in the agency. They are allowed to shut their doors.

Elizabeth Yates: We are the only office in the agency that is required to leave their doors open at all times.

Angela Johnson: We are not asking anyone not to come in but sometimes we need just a little bit of solitude. We are five people sharing an office. Five typewriters, five computers going. It's hard.

Marlina Owens: That's right.

Debbie Dotson: And you're putting money . . .

Mr. Horn: Have you brought these problems up with the Director or Ms. Stanley first?

All Clerks: Yes.

Mr. Horn: Has she brought it to the Director?

All Clerks: Yes.

Mr. Horn: What did the Director tell her?

Marlina Owens: That he wanted that door left open. I had asked him about our rights to privacy.

Elizabeth Yates: He said we had no privacy.

Marlina Owens: That's right.

Debbie Dotson: He wanted the doors left open at all times.

Ms. Justus: Can you answer to that? What was the reason for it, Mr. Jones?

Mr. Jones: Yes. In response to this there was a sign placed on the outside of the door to the clerk's office. Do not use this door, do not enter. Okay. I went down to the clerk's office and this was the time that all of the clerk's was in a huddle and they were arguing backwards and forwards between each other, snide remarks made between each other, considering other people's feelings didn't have nothing to do about it. I walked in the office of the clerk's office and there was one lady laying up on one of the desks.

Mr. Horn: Laying up on the desk?

Mr. Jones: Laying up on the desk.

Mr. Horn: Would you tell us who the clerk is?

Mr. Jones: I would rather not mention names at this time. So after that I said let's keep the doors open so that we could get back to work quit name calling each other, acting like a bunch of kids and act like a bunch of adults. And that was the end of my conversation.

Ms. Justus: Now which one of you is going to tell us who was laying up on the desk since you're all speaking together here?

Marlina Owens: Wasn't me.

Ms. Justus: And what was the reason for you reclining on your desk during work hours.

Elizabeth Yates: We are allowed two fifteen minute breaks.

Ms. Justus: Oh, and you were on your break? Did you explain this to him?

Marlina Owens: Are you talking to me?

Ms. Justus: Whomever.

Angela Johnson: It was me.

Ms. Justus: You were on a break?

Angela Johnson: Yes ma'am.

Ms. Justus: Did you explain this to . . .

Angela Johnson: I was never ask about it.

Mr. Horn: When you go on a break, do you sign a sheet or anything when you take a break?

All Clerks: If we leave the building.

Mr. Horn: Just when you leave the building.

Angela Johnson: And we were in our office.

Ms. Justus: Even though you were on a break, though, and there's other people in there working and people coming in and out, should you be on top of your desk?

Angela Johnson: Well ma'am I didn't lay out and take a nap, I really didn't, be we . . . but I was just on my fifteen minute break. I wasn't harming anybody, causing a rukus, doing anything . . . it's in my office and other workers are allowed to do in their office as they choose . . . during their fifteen minute break. I was not in a public office where clients were coming in and out.

Ms. Justus: But could you be seen like I'm saying from the outside you know like from . . .

Angela Johnson: . . . that is not a hall that the public was using.

Debbie Dotson: Clerical doesn't have a window either.

Angela Johnson: We are not allowed a window, so.

Elizabeth Yates: The door that we closed was the one on this side. The other door was left open. The table where the workers put their work is next to the door that was left open, and the doors were not locked.

Mr. Horn: Does anyone else have anything to bring up?

Debbie Dotson: May I make one comment, sir, one more comment. I would also like to say that I was in a meeting with Mr. Jones all our unit was with our supervisor and we was told and it was a one sided meeting and we wasn't spoken to as far as being in a nice tone of voice. We were yelled at, and I don't think that is right in a meeting. I think if you can't talk to someone proper then you don't need to talk to them until you cool down, and Mr. Jones was very upset.

Mr. Horn: Your supervisor was in this meeting?

All Clerks: Yes, sir.

Mr. Horn: Did she say anything to the Director about it?

Debbie Dotson: It was a one sided meeting.

Marlina Owens: We were told that we were making snide remarks and this bickering and all this. We were never told who we did this to, what was said or anything else, and I feel like before stuff is reported back to people that whatever authority whether it be the Board, whether it be Mr. Jones, whether it be a supervisor they should go to that person and say hey you know we've heard this and this may be a problem, this issue may be a problem let's talk about it and see if it's so and in this building it's not done that way. Most of the time you're reprimanded then that's when you know what's going on, and I think that is wrong.

Mr. Jones: Let me ask you a question. Weren't you all given about an hour session with me prior to that that we set down and had a long discussion about all of the clerical matters all of the problems that was going on, what we needed to do to solve it. I think I talked to each and every one of you all in a very civil polite gentlemanly manner then after it got to the point where there was no end to this, I don't think it . . .

Marlina Owens: Bill, it wasn't the same day. That was not the same day.

Mr. Jones: But it concerned the same problems right?

Marlina Owens: And at the same time I'd like to know why two clerks were kept out of these meetings when you talked to the rest of us clerks. Two clerks were specifically kept out of the meetings with the rest of the clerks. I'd like to know why that happened.

Mr. Jones: I think we were all in there together when I told you that this was it, right?

Marlina Owens: Yeah, you brought them in there, but when you had met with us all the other times, two clerks were being kept out . . .

Mr. Jones: Because you all asked me for that courtesy. I gave you that courtesy. You asked me for that. I didn't ask . . . you asked me, I didn't. This is what all of you asked me to meet with you all.

Debbie Dotson: Well, I would like to say one more thing and that's all I have to say right now, but I would like to say that since Ms. Horn is in the temporary position evidently in Ms. Ashby's old office that I think it's making a hardship on the rest of us clerks because when I go in of the day there's times that I really don't have time hardly to take a break, I don't. I sit there and I work all day long and when I go home I'm tired, and there's times when I feel like she should be in there doing her job or at least sharing some of it. But we weren't even asked that we were just told you will be doing her job.

Mr. Horn: How many clerks are there in your office?

Debbie Dotson: There's five in there right now counting when she was in there there was six.

Mr. Horn: There's five now and there's four of you here tonight.

Debbie Dotson: No, there's five of us here and she makes six but there's five working now.

Elizabeth Yates: Lisa Crouse . . . she's on probation. She's not been here her six months yet so she chooses not to say anything.

Elizabeth
McClanahan: May I say something? I shared the clerk's office until I have just recently been moved into an office because I had taken over the special welfare account from Ms. Stanley. There was lots and lots of times in there that the clerks had nothing to do or if they had work it was not enough to keep them that busy, and there was times that they were on the phone excessively.

Elizabeth
McClanahan
con't:

Now I sat here and I have listened to their gripes, and I can see both sides too, but I personally know of one particular phone call that one girl was on the phone a total of 58 minutes one day and one phone call was 38 minutes. Now if they are so overworked, I don't understand this.

Mr. Horn: Why isn't Ms. Stanley here to speak up for you all?

Debbie Dotson: We were told that she was advised not to come and be with us to let us speak for ourselves, and I would like . . .

Mr. Horn: She was advised by whom?

Marlina Owens: I don't know.

Debbie Dotson: I don't know who but we was told that she was advised not to come and be with us to let us speak for ourselves.

Mr. Horn: She's the office manager. She should be here. Did you not take these problems to the office manager?

Debbie Dotson: We have taken them to her.

Mr. Horn: And what did she tell you?

Debbie Dotson: Well, right now we are to do what we are told according to what she's been told and in comment to Ms. McClanahan's comment about the phone, I don't stay on the phone for an hour and it wasn't me.

Elizabeth
McClanahan: I didn't say you.

Debbie Dotson: . . . and I stay busy.

Elizabeth
McClanahan: . . . and Debbie does stay busy that she is one that stays very busy.

Marlina Owens: Elizabeth, you also stayed on the phone a lot too.

Elizabeth
McClanahan: No, no, no.

Marlina Owens: Yes you did.

Mr. Horn: Seems like we need to talk to Ms. Stanley as far as some of the work is going on in the clerical . . .

Elizabeth Yates: I have a comment.

Mr. Horn: Yes.

- Elizabeth Yates: Myself I have no gripes, I mean the only thing I'm here for is to have equal treatment.
- Marlina Owens: It's not against Regina, it's not against her.
- Elizabeth Yates: I am all for the cross training. I was tickled to death. I have been employed here for 14 years and I think it's wonderful I mean this is the first time that the clerical has actually . . . well let me take that back . . . when I first came here, clerical was . . . then it was spread out, but I think we need the cross training. We need the equal opportunity to train for all positions in the case that one becomes vacant and I also request that we be given the same opportunity to close our doors to block out noise or to close our doors when we are taking our breaks so the public cannot have view of us.
- Mr. Horn: The Board made a motion and instructed the Director to perform these duties you're speaking of as far as the cross training and I'm sure he told Ms. Stanley about it and since it hasn't been done this is the first the Board has heard anything about it that it hasn't been done. I'm sure the Board will . . . I assure you the Board will look into it and we will ask Ms. Stanley since the Director is not here, we'll ask Ms. Stanley why these duties haven't been performed. The Board had no knowledge of this.
- Angela Johnson: I would like to agree with her. We have nothing personally against Ms. Horn . . .
- Marlina Owens: It's the way it was handled . . .
- Angela Johnson: From what we were told that happened at the meeting there wasn't a discussion . . . at least not in open session about our qualifications. We're not trying to cause trouble we really just want fair treatment. You're welcome to come in and wander through our office during the day and see what work is stacked up.
- Mr. Horn: We expected the Director or the office manager or the supervisor to perform these duties, and if they don't get it done . . . here we made a motion on this over a year ago and it still hasn't been done. This is the first the Board has heard of it.
- Angela Johnson: Ms. Stanley does come in and check several times a day to see if there is anything she can do or delegate some of our responsibilities to someone else, and . . . and . . . there is just so many people we can delegate them to. Now my busy times are not always . . . I don't have the same amount of busy time throughout the entire month. . . and . . . and then I can help Debbie or some of the other girls, but . . .

- Mr. Fuller: And what you're saying you're qualified on everybody else's job?
- Angela Johnson: On parts of it like I'm familiar with the computer I've done dictation . . .
- Marlina Owens: Some of us have been here a long time. She's been here 14 years, we've been here 10 you know. A lot of the new clerks that's came in I personally have trained. I trained Regina okay, and the biggest beef with me is if it's alright for us to train these people why are we overlooked when it comes to positions because you know that really hurts.
- Mr. Fuller: Yeah, I see what your complaint is. I understand that.
- Angela Johnson: It would be as though you were working somewhere and you had been working there for years someone else comes in and works a few months and a position above you comes open . . .
- Mr. Fuller: That's the way it works where I work . . .
- Marlina Owens: Well, it shouldn't be that way . . .
- Mr. Fuller: I'm used to it . . . no, I'm used to it. I understand it.
- Marlina Owens: That's why we're here. We're here for clarification . . .
- Mr. Fuller: I understand . . . I understand what your complaint is.
- Angela Johnson: We would like to know the Board is behind us. We're not perfect . . . we don't . . . you can't say . . . I'm sure if I came to anybody's job here and checked them 24 hours . . . or 8 hours a day every minute would not . . . they would not be with their nose in a book working . . . I mean it's just not like that so I'm not trying to be picky take a look and come in if you can take one whole person's duties and divide them up amongst the other people on top of their work . . . on top of the switchboard during vacation time you know at least if we're not going to get the equal opportunity to train then why doesn't she have the same opportunity to help us with those duties?
- Marlina Owens: That's right.
- Mr. Horn: Well I assure you since the Board instructed Ms. Stanley over a year ago to perform these duties you're speaking of here tonight as far as the cross training we will check into it and see why she hasn't done this. Does anyone else have anything to bring in front of the Board?

Marlina Owens: Well I don't know where this stuff about the ceasing of the cross training stopped at and where that information got to her but I can say that she has attempted it on many occasions and I don't know where the buck has stopped but I think you need to give Ms. Stanley a little bit of credit here you know.

Angela Johnson: She stands by us . . .

Marlina Owens: She does supervise us . . .

Angela Johnson: She's the first supervisor we have had in clerical that stands behind us and tries to pull us together as a unit and make us strong.

Mr. Horn: Why is it that you're just now complaining about the duties that Ms. Horn has done recently when someone else has been doing those duties over a year.

Angela Johnson: It just began the last few weeks.

Marlina Owens: Pardon me.

Mr. Horn: How come you're just now complaining about these duties that you're complaining about that Ms. Horn's performing?

Angela Johnson: We just gained them as she was put in the secretary office.

Mr. Horn: What I'm saying is that you should have been trained to do these duties a year ago. When Ms. Ashby had the same, when she was performing these duties you should have been trained at that time to perform those duties in case Ms. Ashby wasn't at work.

Marlina Owens: Well, I think a year ago too the case loads weren't that heavy, they're getting heavier more people are coming in too.

Mr. Horn: I can assure you that the Board will look into this matter.

Elizabeth Yates: How about us closing our door too?

Mr. Horn: We'll discuss this with the Director and get his input on that with Ms. Stanley.

Elizabeth Yates: Is that not discrimination if we are the only employees that are not allowed to close their door.

Mr. Fuller: I don't think . . .

Mr. Horn: I don't know . . .

Angela Johnson: We're not closing people out people are welcome to come in . . .

- Elizabeth Yates: They don't even have to knock. The workers can just come on in . . .
- Mr. Fuller: I understand what you're saying which I don't know the Board don't know the full extent of this thing. I don't close my door where I work but that don't mean you . . . you know.
- Elizabeth Yates: We wouldn't close it all the time. I'm not saying that . . .
- Mr. Fuller: Well, you know I don't know the circumstances all of them and the Board don't know and it would be hard for us to comment on it and us not knowing.
- Debbie Dotson: We've recently been in this office together and that's not normal for us and we've had a lot of adjustments to make too and personally I put in a lot of money amounts for a lot of the checks and so forth and if you mess up one of those checks, you have to redo everything, and it is very hard.
- Marlina Owens: That's right.
- Mr. Fuller: We'll have to discuss that with the Director.
- Elizabeth McClanahan: May I say something? The time that I was in there with them it's awfully hard with the noise from the outside, it is hard to cope with that because it's noisy enough within there and then the outside noise makes it worse. It's awfully hard to concentrate and do your work with the doors standing open with all the traffic goes up and down the hall and then the noise.
- Mr. Horn: Again, Ms. Stanley should have brought this to the attention of the Director and explained the problems that she or the clerks were having and they wanted or needed this door shut, but we will look into this matter I assure you of that. Does anyone else?
- Angela Johnson: Yes, sir I would like to make one comment. About our personal breaks. We are allowed to do with our personal breaks, unless the Board has made some decision that I am not aware of, what we wish as long as we're not out in the public view. People smoke, people go eat, people go for a walk, people take a drive, their 15 minutes is their own, and you know I don't think that's much to ask as long as we're not causing noise to interrupt other people, as long as we're not interrupting other people's work.
- Mr. Horn: Anybody else? When it comes to the advertising of the Secretary I position, the Board considered that and what is the will of the Board?

Board of Supervisors waiting for the list of names of the people wanting to speak, either in public or in executive session.

Lucille Owens is first on list to make a public comment.

Public comment by Lucille Owens.

Public comment by Anita Anderson.

Public comment by Janice Murphy.

Public comment by Pat Burks.

Board of Supervisors go into executive session to hear remaining comments.

Board of Supervisors go into executive session with the Social Services Board.

Statement by Attorney Frank Kilgore.

Mr. Horn: I recommend to the Board that we adjourn our meeting.

Mr. Fuller: I'll make that motion.

Ms. Hale: I'll second it.

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

None.



DIRECTOR



CHAIRMAN

SPECIAL CALLED BOARD MEETING - August 23, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Cornelius Stacy.....Board Member
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Bill Jones, Acting Director.....Secretary
 Regina Horn.....Recorder

OTHERS

PRESENT: Harold McClanahan.....Food Stamp Supervisor
 Verner Blankenship.....Knox District Supervisor
 Guy Boyd.....County Administrator
 Elizabeth McClanahan.....Employee
 Cathy St. Clair.....Virginia Mountaineer

NOT

PRESENT: Buddy Fuller.....Board Member

The meeting was called to order at 7:02 p.m.

Mr. Horn: This is a special called meeting to discuss a couple issues tonight. One of them is personnel and the other one to review a supplemental policy guidelines. I would like to read a letter first that is addressed to me in care of the Social Service address here. It says, Dear Mr. Horn, the application of Mr. William R. Jones has been evaluated for Director III for Acting Director. I regret to inform you that we cannot approve his appointment to this position. This was dated June 30, and also there is another one that was sent on July 23 to the same address I assume, but this is the first knowledge that I have known about and Bill, you haven't heard anything from this either?

Mr. Jones: No.

Mr. Horn: Basically, what they are saying is that Mr. Jones is not certified or will not be certified to serve as Acting Director. The Board will have to make a decision here tonight whom they would like to have certified to serve under Acting Director. So at this time, I recommend to the Board that we go into executive session under Virginia Code 2.1-344(a) Section 1. Someone want to make that motion?

Ms. Justus: I'll make the motion.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

All Board
Members:

Aye.

Mr. Horn: Opposed nay.

(None)

Mr. Horn: Mr. Boyd if you and Verner would like to stay in executive session?

(Mr. Blankenship went in executive session)

Mr. Horn: We have just come out of executive session and we need a motion that we never discussed anything except what we went into executive session for.

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Cole: I'll second it.

Mr. Horn: All in favor say aye.

All Board
Members:

Aye.

Mr. Horn: Opposed nay.

(None)

Mr. Horn: We'll have a roll call vote, Ms. Justus.

Ms. Justus: Yes.

Ms. Elswick: Yes.

Mr. Cole: Yes.

Ms. Hale: Yes.

Mr. Stacy: Yes.

Mr. Horn: Yes. It appears that the motion for Bill Jones to serve as acting director will have to be rescinded at this time and that has to be put into a motion to rescind that motion. Someone want to make that motion?

Ms. Justus: I'll make the motion to rescind the motion that . . . to certify Mr. Jones as Acting Director.

Mr. Horn: Second?

Ms. Hale: I'll second it.

744

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

(None)

Mr. Horn: Alright at this time the Board will have to appoint someone else to serve as Acting Director. Do we have a motion?

Ms. Justus: I'll make the motion that we hire Mr. Larry Fish to fill in temporary until a permanent acting Director can be hired.

Mr. Horn: Second?

Ms. Hale: I'll second that.

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

(None)

Mr. Horn: I would like to say also that by hiring Mr. Fish in his retirement that he receives from the county he is to work, the way I understand it, work with the county 20 days that is in his retirement and he has agreed to do that so the first 20 working days all the expense that we are going to be out would be the travel expense or food and lodging. The motion has to be made to pay the travel expense and food and lodging for Mr. Fish.

Mr. Cole: I'll make that motion.

Kurt Pomrenke: That will also include directing me to work up an employment contract with him.

Mr. Horn: Someone made the motion. Second?

Ms. Elswick: I'll second it.

Mr. Horn: All in favor say aye.

All Board
Members: Aye.

Mr. Horn: Opposed nay.

(None)

BOARD MEETING - August 31, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Larry Fish, Acting Director.....Secretary
 Regina Horn.....Recorder

OTHERS

PRESENT: Verner Blankenship.....Knox District Supervisor
 Frank Kilgore.....Board of Supervisor's Attorney
 Cathy St. Clair.....Virginia Mountaineer
 Harold McClanahan.....Food Stamp Supervisor
 Gail Lester.....Eligibility Supervisor
 Joanne Little
 Lucille Owens
 Bill Jones
 Jess Horn
 Bob Coleman
 Elizabeth McClanahan
 Angela Johnson
 Elizabeth Yates
 Debbie Dotson
 Karen Blankenship
 Jeanette Blankenship
 Ruth Horn
 Pat Burks
 3 members of the general public

The meeting was called to order at 6:09 p.m.

Mr. Horn: Before we get started, I'd like for Bill Jones if he would to come up front please. Mr. Jones, on behalf of the Social Service Board and employees here, we would like to present you with this plaque for serving as Acting Director, and we feel like you have done an excellent job and on behalf of each one, I would like to present you with this plaque.

Mr. Jones: Thank you.

Mr. Horn: I also have a letter here that was drawn up and signed by 33 of the employees here at the agency. This letter was written to Larry Mason, the local program director in Richmond, and it says, Dear Mr. Mason: We the undersigned employees of Buchanan County Department of Social Services wish to express our interest in the hiring of a director for our agency. We also want to endorse William R. Jones for this position. We feel even though Mr. Jones was only allowed to serve in the capacity as Acting Director for two months he made a difference in this agency. The morale among the majority of the employees was greatly boosted and we began to feel pride in our agency

and ourselves once again. We were kept well informed at regular staff meetings in addition to regular supervisors meetings with Mr. Jones. He was fair to each and every one even though some may have disagreed with his decisions. Mr. Jones demonstrates the type of leadership we need in this agency. His decision reflects the insight to the needs of our customers and workers alike. We feel that Mr. Jones has been caught in the crossfire between our local Social Service Board and Richmond and that consideration has not been fairly given to him. We feel that as employees who have to work daily with the director our opinion should be heard in this matter. Thank you.

- Mr. Jones: This was totally unexpected and I certainly thank the Board for the opportunity and I certainly thank the workers, and believe it or not all the things that you hear in the paper there are so many good things that goes on in this agency every day that's overlooked and all the people sitting back there all of the workers deserve the greatest respect in the world, and I thank you.
- Mr. Horn: I need approval of the minutes. We have the July 20th, August 3rd and August 9th and August 23rd minutes. Has everyone looked over those minutes and have any discussion? I have two on the July 20th Board Meeting, there is a paragraph where Mr. Horn, Chairman, informed the Board that Ritchie T. Blankenship was chosen for Ms. Hale's panel member and Ms. Kimberly Ritchie, Attorney from Blacksburg, has been chosen as the third panel member, and that is incorrect. It should read Tom Walk instead of Kimberly Ritchie. Is that not correct?
- Mr. Pomrenke: That's right.
- Mr. Horn: And then on the back of it under board concerns it has the agency was still short of 160 parking spaces. I think that is incorrect and it should read 75 or 80. I'm not sure exactly, but it's not 160. Does anybody else have any questions on the minutes? I recommend to the Board that we approve of the minutes as submitted to the Board.
- Mr. Fuller: I make a motion we approve them.
- Mr. Horn: Second?
- Mr. Stacy. I second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Does anyone else have any bids they want to hand in at this time on the vehicle that's being sold? If not, I recommend that a motion be made that bids will be ceased at this time for this vehicle.

749

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Mr. Stacy: I second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: The first bid I have is for the 86 Jeep Cherokee #4 a bid of \$1,001 from Grady Looney. The second bid is for \$1,825 from Ralph A. Mess of Hurley, \$1,825. The third bid is from Gary Estep for \$1,502. The fourth bid is from Steve O'Quinn for \$1,242.26. What was the highest price on that?

Mr. Fuller: \$1,825.

Ms. Justus: From a Ralph somebody.

Mr. Fuller: Ralph A. Mess?

Ms. Justus: Yes. I've never heard of that last name are your sure it's not Hess or something.

Mr. Fish: \$1,825.

Mr. Horn: What is the will of the Board. Is that bid close to the 75 percent book mark value of that vehicle?

Mr. Fish: Do we have a NADA book handy?

Gail Lester: Yes.

Mr. Fish: What model is that, 86?

Mr. Horn: 86 model.

Mr. Fish: That's 7 years old.

Ms. Justus: Is it a 2 door or 4 door?

Mr. Fish: 2 door I believe isn't it?

Mr. Horn: I believe it's a 2 door. We can come back to that. If it's okay with the Board, we'll come back to that later in the meeting. At this time, we'll open our public comment period. Anybody have anything they want to bring in front of the Board at this time?

(None heard)

Mr. Horn: We have a few items we need to discuss, and I recommend to the Board that we discuss these in executive session under Section 2.1-344 of the Code of Virginia, paragraphs 1 and 4.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Mr. Kilgore and Mr. Blankenship if you would like to join us in executive session that would be fine. Ms. Owens you have requested to come into executive session is that not correct? I'll call you in a moment.

(Mr. Kilgore and Mr. Blankenship went into executive session with Board.)

Mr. Horn: We have come out of executive session and we never discussed anything except what we went into executive session for.

Ms. Justus: I'll make that motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Certification Mr. Fuller.

Mr. Fuller: Yes.

Mr. Stacy: Yes.

Ms. Hale: Yes.

Mr. Cole: Yes.

Ms. Elswick: Yes.

Ms. Justus: Yes.

Mr. Horn: Yes.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on August 31, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

- Mr. Horn: Has everybody looked over the administrative expenses for August and have any questions? I have one. In one bill in question here of \$913.25 that's on sheet number 4 on 5408 vehicle (gas, grease, etc.) auto charges \$913.25. Does anybody know what that bill is for?
- Mr. Fish: Where are you?
- Mr. Horn: It's listed under item number 67092. The warrant number is 67092.
- Mr. Fish: Okay, I'm looking at the wrong one, I'm looking at 67093.
- Mr. Horn: Yes, it's the one before that.
- Mr. Fish: Aratex Services (janitorial). I think what . . . this is the accumulation over here. You're at warrant amount.
- Mr. Horn: Yes.
- Mr. Fish: Okay, you're going over here this is your accumulation.
- Mr. Horn: I'm wondering seem like that same figure sticks to my mind for the last month. I want to make sure that this bill has not been paid twice. Seem like we questioned that amount on last months . . .
- Mr. Fish: That's Aratex Services?
- Mr. Horn: Could you check that out maybe tomorrow and make sure that that's not being paid twice.
- Mr. Fish: Yes, sir. I think what you're . . . 9.44 and .86 and .85 . . .
- Mr. Horn: There's one underneath there that 67096 Exxon Credit voucher for \$52.87. Is that for one voucher? It couldn't be for gas, not that amount.

- Mr. Fish: Okay.
- Mr. Horn: Could you check into that amount? Does anybody else have any questions on the administrative expenses? I recommend to the Board that we approve these expenses, and Mr. Fish will check those two that's in question to make sure that they haven't been paid twice and we'll approve the administrative expenses as submitted to the Board.
- Mr. Fuller: I make that motion, Mr. Chairman.
- Mr. Horn: Second?
- Ms. Hale: Second.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Approval of the Board/Director's Actions. Any questions or comments on those? I recommend to the Board that we approve of those Actions.
- Ms. Justus: I make the motion.
- Mr. Fuller: Second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Okay, we have several travels to consider here. The first one is Darlene Ashby to Roanoke, Virginia, on September 27th. Is that a day training or is will she be gone overnight . . . September 27th - 1st.
- Mr. Fish: The 1st . . . she'll be gone overnight.
- Mr. Horn: Is that in the food stamp . . .
- Mr. Fish: That's in the food stamp unit?
- Harold
McClanahan: Yes, new worker training.
- Mr. Fish: New worker training. Where is it being held in Roanoke?

Harold
McClanahan: The Regional Office, the Piedmont Regional Office.

Mr. Fish: Okay. Where will she be staying?

Harold
McClanahan: Patrick Henry.

Mr. Fish: Okay.

Harold
McClanahan: It's within walking distance of the training.

Ms. Justus: What will the expenses include?

Harold
McClanahan: I'm not sure what the rate is at the Patrick Henry but they give us a government rate. I think it's in the neighborhood of \$40 or so forty-something and the expenses . . . the meals.

Ms. Justus: Travel.

Mr. Horn: Will the meals be furnished?

Harold
McClanahan: No, they're not.

Mr. Fish: You'll have to buy them.

Harold
McClanahan: The agency would have to furnish the meals.

Mr. Horn: Since this is a new worker training, I recommend that we approve this travel.

Mr. Fuller: I make a motion that we send her.

Mr. Horn: Second?

Mr. Stacy: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Cecil Stiltner and Patty Whited Mountain Lake, Virginia, September 9th there is no overnight . . . day trip. Medical Aspects of Child Abuse and Neglect Training. What is the will of the Board?

Mr. Fuller: I make a motion we send them.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Two foster care workers in Charlottesville, Virginia, October 8th, 9th and 10th. Who are the workers that are going to be sent?

Mr. Fish: It's not listed here.

Mr. Horn: What kind of a . . .

Ms. Justus: It says travel continued it's on top there.

Mr. Fish: Yes, but it doesn't list . . .

Ms. Justus: . . . Robert Kelly and Anita Anderson.

Mr. Fish: No, that's a separate thing right there.

Ms. Justus: Oh, is it?

Regina Horn: They didn't give me any names on that one.

Mr. Fish: Okay.

Mr. Horn: Foster care conference.

Mr. Fish: \$52 per night and \$85 registration fee.

Ms. Justus: Quite high.

Mr. Fuller: It is high for the registration.

Mr. Fish: I went to a management conference that was over \$400.

Mr. Horn: Mr. Fish, do you feel like that travel is necessary?

Mr. Fish: I would assume that it is.

Mr. Fuller: I make a motion that Mr. Fish use his discretion on it.

Mr. Horn: Giving him the authority to approve of this travel?

Mr. Fuller: Right.

- Mr. Horn: Second?
- Ms. Justus: I'll second that.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: I also have a travel request from Tammy Estep to send Brenda Jackson, a child protective service worker, to a conference that is scheduled to be held in Richmond September 24th and 25th. This conference will provide a forum for exchange of information, offer education on research regarding Sudden Infant Death Syndrome.
- Ms. Justus: That's not on the agenda is it?
- Mr. Fish: That's not on there . . .
- Regina Horn: There's a copy of a letter . . .
- Mr. Fish: Yes, that's that letter I'm sorry about that. It's just a letter in there it's not on the agenda.
- Ms. Justus: Here it is.
- Mr. Horn: There will be a request for 2 nights, breakfast and dinner, 3 days and registration fee is \$40.
- Ms. Justus: Will this type of training here will this have anything to do with that other where they had requested the five people . . . is that the same type training or is that a different?
- Mr. Fish: This is for public assistance eligibility unit . . .
- Ms. Justus: What I was talking about was where he had requested . . . the other travel that Lucille had mentioned?
- Mr. Fish: No, this has nothing to do with that. Yes, ma'am I'm with you now. We'll get in the same ball game in a minute.
- Mr. Horn: What is the Board's decision on Brenda Jackson attending the conference on September 24th and 25th that Tammy Estep recommended to the Board? Do you feel like it is necessary to send Ms. Jackson on this trip?
- Mr. Fuller: I make a motion we approve it.
- Ms. Justus: I'll second it.
- Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Robert Kelly and Anita Anderson to Harrisonburg, Virginia, Mediation Training for October 6 - 8, \$225 per person. That's included for the 3 days?

Mr. Fish: I assume that's for the 3 days. It's \$450. I understand it's money well spent. They're going to have to go sooner or later.

Ms. Justus: And you do recommend it?

Mr. Fish: Yes, ma'am.

Mr. Fuller: I make a motion we approve it.

Mr. Horn: Second?

Ms. Elswick: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Travel for the P.A. Eligibility unit in Breaks, Virginia. Those are the 5 we discussed earlier or not?

Mr. Fish: No, sir.

Ms. Justus: No it's a different one.

Mr. Fish: This is a separate 5. This is the Medicaid unit of the public assistance eligibility group. There are changes coming down in the Medicaid program as to how . . . who you count and what is your budget units and all this stuff are.

Mr. Horn: Well, how many. . . it says entire. How many . . .

Mr. Fish: Well, I think we have 10 people, right?

Mr. Horn: And all 10 need to go to the same training?

Mr. Fish: Yes, sir.

Gail Lester: I feel like they do it's a one day training and it's very important.

- Mr. Fish: All 10 of our public assistance people are now doing Medicaid.
- Gail Lester: I think . . . do you have the letter from Ms. Craft. . .
- Mr. Fish: I've got this one from the State office . . .
- Gail Lester: . . . that stresses how important the training is because it is a major change in how we work Medicaid.
- Mr. Fish: They have grouped Buchanan with Dickenson County so it's going to be held over at the Breaks Park.
- Mr. Horn: What is the will of the Board?
- Mr. Fuller: I make a motion we send them.
- Mr. Cole: Second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: It says one additional clerical person to Richmond . . .
- Mr. Fish: This is on . . .
- Mr. Horn: . . . who's going in the first place?
- Mr. Fish: Ms. Stanley is going in the first place.
- Mr. Horn: Who is the person she's requested to go . . .
- Mr. Fish: They are going to take . . .
- Mr. Horn: . . . whoever the Board recommends?
- Mr. Fish: . . . well, this person would be a backup for Ms. Stanley, and I think since the Medicaid, ADC and Food Stamp units are the ones involved with this, the person who does their inputting into the computer should be the one going, and I've been informed that that's Elizabeth Yates? Is that right?
- Elizabeth Yates: Food Stamps only.
- Mr. Horn: Well, I can't see why the Office Manager, if she's going to receive the training, why she can't train the whole unit.
- Ms. Justus: . . . the whole unit.
- Mr. Fish: Well, it's the fact that. . .

- Mr. Horn: . . . since all this cross training is going to take place here in the near future even her position will be cross trained with the other workers, my recommendation to the Board is for Ms. Stanley to go alone. What is the will of the Board?
- Mr. Fish: It was asked that two go for the simple . . . that both would hear the same thing from the same person. I'm not going to argue, you know whatever the Board decides is the gospel.
- Mr. Horn: She can record it and the whole unit can listen to it. What is the Board's decision on that?
- Mr. Fish: This is training that we will need.
- Mr. Horn: We have already approved of Ms. Stanley's trip so it's just the additional clerical person.
- Mr. Fish: Okay.
- Ms. Justus: I make the motion that we let the additional clerical person go.
- Mr. Horn: Second?
- Mr. Fuller: Second.
- Mr. Horn: All in favor say aye.
- (One aye heard from Mr. Cole)
- Mr. Horn: Opposed nay.
- (One nay heard from Mr. Horn)
- Cathy St. Clair: Did that pass or not? I only heard one yes vote and one no vote on that.
- Mr. Horn: We'll have a roll call vote, Ms. Elswick yes or no?
- Ms. Elswick: What are we voting on here I lost track.
- Mr. Horn: This is for the additional clerical person to go with Ms. Stanley.
- Ms. Elswick: You're sending so many . . . who were you sending, Marg Stanley?
- Ms. Justus: One additional clerical . . .
- Mr. Horn: We have already voted on Ms. Stanley . . .
- Mr. Fish: One additional . . .
- Ms. Elswick: She goes okay and who wants . . .
- Mr. Horn: She has requested one other person to go.
- Mr. Fish: Mrs. Yates.

Ms. Elswick: Well, isn't Margaret Elizabeth's supervisor?

Mr. Horn: Yes.

Ms. Justus: It has to be an intake thing didn't you say an intake worker or . . .

Mr. Fish: The input worker.

Ms. Justus: Input worker.

Ms. Elswick: Yes, I'll vote yes.

Mr. Cole: Yes.

Ms. Hale: Yes.

Mr. Stacy: Yes.

Mr. Fuller: Yes.

Mr. Horn: No. Okay item number 2 modem for child protective service and foster care unit. Can you explain that to us, Mr. Fish?

Mr. Fish: You're looking at the person that the only person knew anything about computers died 40 years ago. This is to access the CSA network. Now I was told that that's not confederate states of America so this is a program whereby you when you are placing a child in foster care you pull up to determine if the home that you are going to place into or if you can find an approved home to place into. Right now this is being done you have to go through the School Board office to get this done. If we have our own modem, hook it on their telephone system and do this ourselves we do not have any down time in getting this done because the School Board does it as they have time to do it. You would be piddling around here a couple or 3 days.

Mr. Horn: How much are we talking about?

Mr. Fish: \$297 and that's a State contract so we do not have to bid and we do have the money.

Ms. Justus: That's not a bad price for a modem either.

Mr. Fish: No, and this is the external kind which just plugs into the phone it's not a kind that you go from the inside and insert.

Mr. Horn: No, it's not (a bad price).

Ms. Justus: You just dial in by your terminals.

Mr. Horn: What is the will of the Board?

Mr. Fish: It is a necessary item.

760

Mr. Fuller: I make a motion we get it.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Permission for Harold McClanahan to hire 3 fuel workers at Clerk II rate of pay . . .

Mr. Fish: Emergency workers only beginning September 27th.

Mr. Horn: Is that the same pay we have been paying in the past?

Harold
McClanahan: Yes.

Ms. Justus: Do you have some on standby now?

Harold
McClanahan: I have some people in mind that have worked . . . one worker has worked the last couple years and the two more I have in mind have helped in commodities before. It's two workers for about two months and one worker for probably until the end of March and it will be fuel. All of it will be from the fuel administration. The money will come from the fuel administration.

Mr. Horn: What is the will of the Board?

Mr. Fuller: I make the motion that we let him hire them.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: That concludes all of the travel?

Mr. Fish: Yes, sir.

- Mr. Horn: Before we go on, this is an agreement that was drawn up by our attorney for Mr. Fish. I recommend to the Board that we approve this contract. Has anyone not seen it?
- Ms. Justus: I haven't.
- Mr. Fish: Better look at it, you may not want to vote for it.
- Ms. Justus: That's right.
- Mr. Fish: You may want to let me go home.
- Ms. Elswick: Don't pass out Harold.
- Mr. Fish: You see what the problem is don't you Ms. Elswick? Harold has a California vacation coming up.
- Ms. Elswick: Oh, does he? That's what I was thinking, he's going away.
- Mr. Fish: So you see who has money and who's still having to hang around and make a living.
- Mr. Horn: While that's being passed around, Ms. Owens I'd like to notify you on your request. We handed that over to our attorney, he looked over it and will get back to the Board and the Board will let you know something by the next Board meeting. Is that satisfactory?
- Lucille Owens: That's fine.
- Mr. Fish: Can I interject something here which is not on the agenda at the present time? You may want to hold it over that's fine. There is some discussion up in our supply room that we need some extra shelving already and this would be simply taking a shelf and adding it into the one's that are already existing of particle board I think. The guy from . . .
- Elizabeth
McClanahan: Dominion.
- Mr. Fish: . . . Dominion, thank you, gave us a quote here today of \$10.40 per shelf so you're looking at approximately 40 shelves so you're looking at around \$400. I think we had another offer which is not in writing from Mr. Coleman of purchasing the material and paying him and he would take the boards to his home and do the sawing and finishing and everything and then install them and that was for about \$300. If you want to lay this on the table and think about it until next month since we didn't have time to get it on the agenda that's fine. That's your decision.
- Mr. Fuller: I'd say we would have to bid that.
- Mr. Fish: Since you are over the \$50.
- Mr. Fuller: Yes. Why don't you just put it up for bid and let us get something in writing on it.

Mr. Fish: That's fine.

Mr. Fuller: Cause that sounds like a good bid and I'd say nobody won't beat that bid but we'll have to bid it.

Mr. Horn: What's the will of the Board? (regarding Mr. Fish's contract)

Mr. Fuller: I make a motion we approve it.

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Ms. Elswick: You can go to California, Harold.

Mr. Fish: No he can't either. I'm going in his place.

Mr. Horn: Discuss purchasing buffer, see attached information. I thought we bought one before we left the old building.

Mr. Fish: I started to say that she was using one the other day but that was a vacuum cleaner.

Ms. Justus: It was a vacuum cleaner.

Mr. Fish: It was a good looking one too.

Ms. Justus: Yes, we just purchased it.

Mr. Fish: Well, everything wears out.

Ms. Justus: Yes, it does.

Mr. Horn: What is the price of this buffer?

Regina Horn: It's at the top in the right hand corner. I don't know if its \$825 or \$875.

Mr. Horn: Is this a state contract price or . . .

Mr. Fish: I have no idea so I can't answer your questions. I doubt it though.

Ms. Justus: It says government.

Mr. Fish: \$875 . . . I don't know if you could even get one of these on a government contract.

Ms. Justus: It says government.

Mr. Fish: Yes, government contract, yes it does. It says right here at the top \$875 so you don't go to bid.

Mr. Horn: What's the will of the Board?

Ms. Justus: \$825?

Mr. Fish: \$875 isn't it?

Mr. Fuller: I don't know if it's \$875 or \$825.

Ms. Justus: I believe it's a 2.

Mr. Fish: Now, who's eyes are failing here. Well, if you're doing business with me, it \$875.

Mr. Fuller: Well, if it was my money, I'd rather it be \$825.

Mr. Fish: I agree.

Mr. Fuller: I'd rather accept \$825.

Mr. Fish: Do you know?

Regina Horn: No, I don't know who's handwriting that is.

Mr. Horn: Does that include these items at the bottom left? Is that additional things they are asking for?

Mr. Fuller: Yes, I'd say . . .

Ms. Elswick: That's a 2 I believe isn't it?

Ms. Justus: It says it lists for \$1,000 . . .

Mr. Fuller: That says \$1,400 looks like on mine.

Ms. Justus: Maybe it is \$1,400

Mr. Fish: No, this is your supplies here wax at \$68.50 for 5 gallons, sealer \$72 . . . spray \$52 for 12 quarts, floor cleaner \$39, this is a separate thing from your buffer. This is just some other figures jotted down. Evidently when they checked with this outfit, they were also checking on supplies to see if they could get them a little bit cheaper.

Mr. Horn: What is the will of the Board?

Mr. Fuller: What do you recommend, Mr. Chairman?

Mr. Horn: I recommend we buy the buffer.

Ms. Justus: We need somebody to explain it a little bit further looks like. We are not very certain about the figures and . . .

Mr. Horn: The only difference is it's either \$825 or \$875. Will it make a difference? I mean what are the prices quoted to . . . who got these prices?

Mr. Fish: Who does this now?

Ms. Justus: I don't know.

Elizabeth
McClanahan: I'm in charge of capital outlay . . .

Mr. Fish: Okay, thank you.

Elizabeth
McClanahan: . . . and nobody mentioned that to me.

Mr. Fish: Oh.

Ms. Justus: Do you have any idea who worked it up?

Elizabeth
McClanahan: I have absolutely no idea who did it.

Mr. Horn: Do we need one?

Elizabeth
McClanahan: As far as I know, she's been using it. It's on . . . they're letting her use it you know as a demonstrating model I guess, but that was never mentioned to me to check the price on it or anything so I don't know.

Ms. Elswick: Why not table that until the next Board meeting . . .

Ms. Justus: To get more information on it.

Mr. Fuller: Yes, let's table it. Let them use it another month.

Ms. Elswick: . . . to check the price on it.

Mr. Horn: Do you make the motion to table that?

Mr. Fuller: Yes, sir I do.

Ms. Justus: I'll second that.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Discuss purchasing a flag. One Amercian flag, one Virginia flag, two wall brackets and two poles. Are these for the inside of the building?

Elizabeth
McClanahan: To be mounted outside.

Mr. Fuller: What will the brackets be taken down daily or what?

Elizabeth
McClanahan: I think the bracket will be on the wall and then the little pole that hooks on could be taken down daily.

Ms. Elswick: Flags are supposed to be taken down every night and up every morning. You're not supposed to let it rain on it either if you can help it.

Ms. Justus: Who are they purchasing this through do you have any idea?

Mr. Fish: Beats the heck out of me.

Mr. Fuller: That ought to have to be bid.

Ms. Justus: Yes.

Mr. Fuller: Do you know anything about it?

Elizabeth
McClanahan: Mr. Jones brought a book from the Y and had me get this information together for you all.

Mr. Fuller: Well, I'm afraid we'll have to take bids on that.

Mr. Horn: That sounds like reasonable prices to me \$24.99 . . .

Mr. Fuller: Yes, it does.

Mr. Fish: I don't think you're going to get . . .

Mr. Horn: . . . \$49.99 and the wall brackets \$27.98 and the poles \$12.50. Are they under the price where we have to . . .

Ms. Justus: Over \$50.

Mr. Fuller: Over \$50 its got to be bid.

Mr. Horn: Well, if you buy these separate it would be less than \$50. You could buy one at a time. I recommend to the Board that we purchase these flags.

Ms. Elswick: One at a time.

Mr. Fuller: I'd hate to go to jail over a bad check that Mr. Horn wrote.

Mr. Horn: Hey I'm keeping it under \$50.

Mr. Fuller: You're going to write four checks to buy two flags. I make a motion we do it then.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

766

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Custody matters.

Mr. Fish: Custody was terminated on these children. All three males. All returned home.

Mr. Fuller: Are those numbered, Mr. Horn? Are they numbered?

Mr. Horn: Yes.

Mr. Fuller: We have to number them.

Mr. Horn: Custody 7611-00-1, 7610-00-4, 14495-008. I recommend that we approve.

Mr. Fuller: I make that motion.

Ms. Justus: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Item number 14 discussion regarding position 556. I recommend that there is no discussion at this time. Discussion regarding position 307. We have instructed the attorney to write a letter concerning this matter so we will deal with that at our next Board meeting.

Cathy St. Clair: What are those two positions?

Mr. Pomrenke: Which one is 307?

Mr. Horn: 307? That's the Office Manager.

Cathy St. Clair: And 556?

Ms. Justus: Eligibility.

Mr. Horn: I think that is Darlene Ashby's present number is that not correct?

Harold

McClanahan: Yes, that's correct.

Mr. Horn: Under board concerns, I recommend to the Board that we get some prices on a time clock for the agency. Ms. McClanahan, you handled that once before could you get some prices by our next Board meeting on that?

Elizabeth
McClanahan: Yes.

Mr. Horn: Also, I recommend to the Board that we consider hiring a fraud worker and Mr. Fish will talk more to the Regional Office on this matter and have some information about that for our next Board meeting.

Ms. Justus: We need to get back to the bid that he looked up for us before we dismiss.

Mr. Fuller: On the Jeep.

Mr. Horn: The vehicle bids?

Mr. Fish: You never did . . .

Mr. Horn: The highest bid was what . . .

Ms. Justus and
Mr. Fish: \$1,825.

Mr. Fish: And here is the NADA book on that thing which was . . .

Mr. Horn: Is that the book value?

Mr. Fuller: No, it's not.

Mr. Fish: No, it's not.

Mr. Horn: If it's not, then I recommend to the Board that we don't accept these bids. . .

Mr. Fuller: I make that motion.

Mr. Horn: . . . not to accept these bids and readvertise that . . . excuse me, is that going to be handled by the Board of Supervisors by our next Board meeting?

Mr. Pomrenke: Only if . . . see you have to approve those policy guidelines at your next Board meeting so until that time . . .

Mr. Fuller: Let's go ahead . . .

Ms. Justus: Are you looking at the mileage on that thing too now? Doesn't it have like 93 or 97,000 miles on it?

Mr. Fish: You have 97,438 miles on that vehicle. Now the closest thing we could come to it says deduct for high mileage was \$425. I'm not going to trust memory. Did you use the average trade in value as the book value or did you use the average loan or average retail? That's going to make a difference. At \$1,825, when you take the \$425 away from the \$4,225 which is the average trade in that leaves you \$3,800. Three fourths of that is \$2,850, so \$1,825 you're \$1,025 off.

Mr. Fuller: Right.

Mr. Horn: I recommend to the Board that we don't approve these bids and we readvertise the vehicle.

Mr. Fuller: I make that motion.

Mr. Horn: Second?

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Fish: How long you want the bids to run?

Mr. Horn: Two weeks I think is what they advertise it.

Mr. Fish: Okay.


Mr. Horn: Have we covered everything, Mr. Fish?

Mr. Fish: You've covered everything on that sheet of paper and a couple of others. Are you through with your Board concerns?

Mr. Horn: If there is no further discussion, I recommend that we adjourn.

Mr. Fuller: I make that motion.

Ms. Hale: Second.



DIRECTOR



CHAIRMAN

BOARD MEETING - September 28, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Buddy Fuller.....Board Member
 Cornelius Stacy.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Larry Fish, Acting Director.....Secretary
 Regina Horn.....Recorder

OTHERS

PRESENT: Cathy St. Clair.....Virginia Mountaineer
 Margaret Stanley.....Office Manager
 Harold McClanahan.....Food Stamp Supervisor
 Elizabeth McClanahan
 Pat Burks
 Lucille Owens Don Ashby
 Joanne Little
 Janice Murphy
 Ed Matney
 Marlina Owens
 Elizabeth Yates
 Angela Johnson
 Lisa Crouse
 Debbie Dotson
 Mr. Hale

The meeting was called to order at 6:00 p.m.

Mr. Horn: At this time, we'll begin our meeting. Has everyone looked over the minutes of the August 31st meeting and have any questions? If not, I recommend that we approve of the minutes as submitted to the Board.

Mr. Fuller: I make that motion.

Mr. Horn: Second?

Mr. Stacy: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Public comment period. (None) At this time I recommend that we go into executive session Section 2.1-344 of the Code of Virginia paragraph (a) 1, 3, 4 and 7.

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Fuller: Second it.

Mr. Horn: 11 in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: We have come out of executive session, and we need a motion stating that we only discussed the things that we went into executive session for.

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: On the certification of the executive session, Mr. Fuller?

Mr. Fuller: Yes.

Mr. Horn: Mr. Stacy?

Mr. Stacy: Yes.

Mr. Horn: Ms. Hale?

Ms. Hale: Yes.

Mr. Cole: Yes.

Ms. Elswick: Yes.

Ms. Justus: Yes.

Mr. Horn: Yes. On the hiring of the Senior Social Worker, the committee has met. Ms. Justus, could you inform on that.

Ms. Justus: We have four people to interview that came back certified from Richmond. We have selected two people as who we would like to consider for the position. One being Ruth Horn. The other being Brenda Jackson.

- Mr. Horn: The highest score was . . .
- Ms. Justus: Ms. Horn.
- Mr. Horn: What is the will of the Board?
- Ms. Elswick: Who did you recommend?
- Ms. Justus: We had two that we had considered for the position. That was Ruth Horn and Brenda Jackson.
- Mr. Fuller: Say Ms. Horn was the highest score?
- Mr. Horn: Yes.
- Mr. Fuller: I make a motion we hire Ms. Horn.
- Ms. Elswick: I'll second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Has everyone received the copy of the Supplemental Policy Guidelines that the Board is proposing to adopt? Is there any discussion or any further discussion needed? If not, I recommend to the Board that we adopt these guidelines.
- Ms. Justus: I'll make that motion.
- Mr. Fuller: Second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Pomrenke: Does the Board want to make a recommendation as far as who the Regional Director appoints, that those two people be Directors?
- Mr. Horn: I do recommend to the Board that we make an amendment to these guidelines that the Regional Director, the two that she appoints for her committee will be Regional Directors in the Western Division. Does someone make that motion?
- Mr. Fuller: Yes, I'll make that motion as a supplement to that.

Mr. Cole: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Pomrenke: I'll advise her of that.

Mr. Horn: Has everyone looked over the administrative expenses for September and have any questions? I recommend to the Board that we approve as submitted.

Mr. Fuller: I'll make that motion.

Mr. Horn: Second?

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: The Board/Director's Actions. Has everyone looked those over and have any questions on them? If not, I recommend we approve as submitted.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Mr. Stacy: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Custody matters.

Mr. Fish: You've got 2, 4 on there. Two returned to the father, one terminated and one adoption finalized Court ordered.

Mr. Horn: Can we approve all of those on one motion or do they need to be separate?

Mr. Fish: You've got them all down there under one thing haven't you?

Mr. Fuller: You need the numbers on them and they need to be separate I believe.

Mr. Horn: I recommend to the Board that we approve of these custodies, number 13920, 13936, 2164, 10521.

Mr. Fuller: Is that all of them?

Mr. Fish: Yes.

Mr. Fuller: I make a motion we approve them.

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Subsidy adoption. That's the one we discussed in executive session?

Mr. Fish: Right.

Mr. Horn: What's the will of the Board?

Ms. Justus: I'll make the motion.

Mr. Fuller: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Fish: To approve?

Ms. Justus: Yes, sir.

Mr. Horn: Fuel workers. Mr. McClanahan . . .

Mr. Fish: Do you have anything you want to say on that?

Mr. Horn: Have you already filled this? You hired three fuel workers.

Mr. McClanahan: Yes, I'm having them start tomorrow. We got our training material in today so I'm going to have them start tomorrow.

- Mr. Horn: Are these the same three you've used in the past?
- Mr. McClanahan: No, one of them is . . . I've used the other two in commodity distribution but the one has helped us in fuel before.
- Mr. Horn: Do you rotate these workers from year to year or do you use the same ones from year to year?
- Mr. McClanahan: Two of these are new, but one of them is not. Connie Farmer has worked a couple of years for us.
- Mr. Horn: I know several of us Board members have had calls from people that would like to do part time work. I think it would be a good policy that we rotate these workers from year to year, not use the same ones year after year.
- Mr. McClanahan: Well, I've been striving for some continuity in the program so really hiring somebody who knows what they are doing to me makes sense.
- Mr. Fuller: Yes, I understand that.
- Mr. Horn: Is this employment that could not be easily trained by new workers to do this?
- Mr. McClanahan: It can be, but just like anything else I guess it just takes time to learn the program. You can't just sit down and start it does take some training and experience, but two of these are new.
- Mr. Horn: Discussion regarding Day Care . . .
- Mr. Fish: We've already taken care of that. We can "X" that off the book. Sorry about that.
- Mr. Horn: Discussion regarding Fraud Investigator.
- Mr. Fish: In your packet, you had a little memo that we got from the State Office. For at least one more year, the Federal Government is going to pay 75 percent of all the expenses of that worker, which means we . . . get on board thinking about hiring us one.
- Mr. Horn: Is there only going to be funds for one more year?
- Mr. Fish: Well, the Federal Government will pay 75 percent of all expenses for one more year. After that, it goes back to your regular funding.
- Mr. Horn: 80/20?
- Mr. Fish: 80/20.
- Mr. Horn: I recommend to the Board then that we start the process of advertising this position. Do we have to get clearance from the State Office to . . . this is not a new position?

Mr. Fish: No, we've got an existing position. All we would need to do would be start advertising.

Mr. Fuller: Well, I make a motion we advertise for it.

Mr. Horn: Second?

Mr. Cole: I'll second it.

Mr. Horn: All in favor say aye.

(Eyes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Review bids on the time clock. Ms. McClanahan, did you get that?

Ms. McClanahan: You all should have it there.

Mr. Fish: Yes, they are here. Before we get into that, can we discuss the purpose for this as to the need for a time clock?

Mr. Horn: One of the purpose is that our former Director had a hard time telling who was on break and who wasn't. This would be one way of keeping up with all the workers, who's on break and who's not.

Mr. Fish: Could we not handle that another way because I'm looking at the fact that we're going to cause maybe a few more problems than we've already got.

Mr. Horn: What way would you suggest?

Mr. Fish: I suggest that you put that right where it belongs. You put that right back to your supervisor of that section.

Mr. Horn: It was in their position before that . . .

Mr. Fish: Well . . . you want to go ahead. I didn't mean to cut you off.

Ms. Justus: I don't know of any place of business that doesn't require someone to check in and out when they work an eight hour day.

Mr. Fish: Ma'am?

Ms. Justus: I said I don't know of any place that doesn't have a time clock that requires a worker when they work an eight hour day to check in and out.

Mr. Fish: Well, you're checking in and out with your supervisor of your unit as to when you get here in the morning and when you leave in the afternoon. You're checking out when you're in the field through the front desk out here. The time clock

- Mr. Fish: will not cover . . . you're going to make just as many mistakes with that time clock as you are the other way is what I'm trying to say in a polite way I guess. I think what you're coming back to is you're going to have to put this where it belongs. It belongs with your supervisor. If that supervisor doesn't do what they are supposed to, then that means your Director is going to have to deal with that individual. You're not going to resolve your problem with a time clock.
- Mr. Horn: I feel like that it will. I feel like it's a good step in trying to solve the problem, and then if it creates more problem than what it helps, then we'll deal with that later.
- Don Ashby: What if someone checks in at about ten minutes before time to start and then they are here about fifteen minutes after quit time. Are you going to give them comp time for that extra time?
- Janice Murphy: Yes, indeed.
- Don Ashby: Cause if you don't that's being very unfair to your employees.
- Mr. Horn: Starting time is 8:00 and quit time is 4:30, and I recommend that they start by that time and quit by that time.
- Don Ashby: Yes, but how many employees do you have here going to be lined up at your time clock trying to get in on that time and trying to get out on that time and you are going to have confusion on that when you come up with it because you are always going to have somebody that's going to have client come in maybe at 20 after or something like that and then they are going to be here a little bit later getting out of here of the evening and then you've got that to deal with and you always have somebody you know that comes in of the mornings you know 15 til' or something like that when they punch that time clock and that time clock is going to read out their time. How are you going to keep all of that stuff straight?
- Ms. Justus: Same thing with your supervisor.
- Mr. Horn: The clock will keep it straight for us.
- Don Ashby: How?
- Angela Johnson: Doesn't the Labor Laws . . .
- Don Ashby: Are you going to give them when they clock in and they clock out or are you going to give them that comp time?
- Ms. Justus: What do they do now if they're 10 minutes early or 15 minutes late? What do you do now without the time clock?
- Mr. Fish: You're 10 minutes early.

Group of
People: We donate it.

Ms. Justus: A'll right then so what's the problem?

Angela Johnson: Doesn't Labor Laws say though that if you have a time clock and you work more than 8 hours you have to be paid for more than 8 hours?

Ms. Justus: It would be the same instance any way you keep up with your time.

Mr. Horn: It wouldn't matter if you had a time clock or not.

Mr. McClanahan: It's the same.

Ms. Justus: It's the same it doesn't matter. You're on time when you walk in this door, you're working an 8 hour period.

Angela Johnson: But what if I have to wait like 5 or 10 minutes in line to clock out of the evening. Do I get paid . . .

Elizabeth
McClanahan: You're not working that time.

Don Ashby: Until that time sheet hits that clock, you're still on company time.

Marlina Owens: That's right. The time clock is going to reflect back showing what time.

Janice Murphy: What are you going to do with those of us that work in the field who don't get in at 4:30. I mean how are we going to clock out?

Ms. Justus: Well, you'll clock out when you leave here and you should . . .

Janice Murphy: But Jean I don't always you know when I go out in the field if I have a family needs to go to the doctor or something . . .

Mr. Fish: . . . don't get back by 4:30.

Mr. McClanahan: You don't clock out when you're out in the field.

Mr. Fish: You don't always get back by 4:30.

Ms. Justus: I understand that but still yet she has to keep up with her time. Do you not let your supervisor know when you leave. Do they not monitor that?

Janice Murphy: Uh, uh . . .

Ms. Justus: It would be the same instance.

Janice Murphy: Is she going to come here and unlock the door and let me come in and clock out? I doubt it.

Mr. Horn: I think you can bring it to your supervisor's attention what time that you came in after 4:30 and there would be a note made on your time sheet.

Ms. Justus: She can write it on your time sheet and initial it.

Marlina Owens: That's really the same thing we're doing now.

Janice Murphy: It is.

Marlina Owens: I mean why the clock.

Mr. Horn: Who do you tell now when you go on break?

Elizabeth Yates: Switchboard.

Marlina Owens: The switchboard.

Mr. Horn: She marks the time that you went on break?

Angela Johnson: If we leave the building.

Ms. Justus: But if you don't leave the building who knows.

Mr. Horn: What if you don't leave the building?

Mr. McClanahan: Your supervisor.

Marlina Owens: Your supervisor.

Debbie Dotson: Your supervisor.

Mr. Horn: And they keep a time sheet on this?

Unidentified Voice: Uh, uh.

Ms. Justus: All right then.

Elizabeth McClanahan: I don't think time sheets are kept or anything.

Angela Johnson: If you do that, the people that smoke get a few minutes break do they clock in and clock out every time they go for a smoke break?

Mr. Horn: Anytime you're on a break you will check in and out.

Ms. Justus: You will clock out.

Angela Johnson: So if they get . . .

- Mr. McClanahan: I've never seen a time clock that has that many places for all the ins and outs you're talking about. I've never seen a time clock . . .
- Angela Johnson: . . . two or three minutes . . . so you would have to clock in and clock out half a dozen times . . .
- Mr. Horn: Well how many breaks do they take on smoke breaks during the day?
- Mr. McClanahan: They're supposed to have three 5 minute in the morning and three 5 in the afternoon. That was the original recommendation.
- Mr. Fish: Which comes up with six breaks.
- Angela Johnson: So that's clocking in . . .
- Ms. Justus: That was the decision of the smoker. To take it like that.
- Mr. McClanahan: The time cards we used to have had in, check in, out for lunch, in from lunch and out. That's all it had. Now they may make time cards different from that but I've never seen one, and I . . .
- Ms. Justus: Well, the supervisor in each unit will have to work out their breaks.
- Marlina Owens: What's the purpose?
- Mr. McClanahan: That's what we're doing now.
- Marlina Owens: What's the purpose in a clock if your supervisor . . .
- Pat Burks: That's right. What if you need a bathroom break do you have to go to your supervisor to tell you if you need a bathroom break? That doesn't seem to be . . .
- Ms. Justsu: We just feel like that we need a more accurate way to keep up with time.
- Elizabeth Yates: What if your supervisor is not available at that time?
- Ms. Justus: Whoever the person is in charge I imagine.
- Mr. Fuller: It is going to cause some complications on this time clock.
- Mr. Fish: All you are going to spend your time doing I think is running around stomping out these brush fires, but if the will of the Board is to buy the time clock . . .
- Mr. Fuller: It's just like . . . I've never had to use a time clock I don't know. . .
- Mr. Fish: I used it once before until somebody gave it a Coca-Cola bath.

- Mr. Fuller: . . . but what I'm saying is . . .
- Mr. Fisi: It wasn't me.
- Ms. Elswick: Very funny.
- Mr. Fuller: . . . if . . .
- Mr. Horn: There is going to have to be some kind of procedure drawn up to where we would know who is on break and when they're not on break. There is going to have to be a card drawn up somewhere that the supervisor will keep in that unit and anybody that goes on a break they will sign that card the time they went on break and when they came back if the Board does not go with the time clock,
- Elizabeth Yates: Why not try it that way before you waste money on a time clock.
- Debbie Dotson: Excuse me. When I worked at Buchanan General, we had a time card and I know according to it like if you clock in at 8:07 your nearest time was 8:00 and then if the time clock said 8:08, your time was rendered toward 8:15 and you got you know like 15 minutes less time but whatever time we clocked out and we had overtime they had to pay us overtime. If you got 50 employees that clock in at 8:00 it might take a while for those employees to clock in here from the point I see it and then if they stand there at 4:30 and clock out at 4:30 and not before it's going to take at least about 15 minutes and you might have to pay some overtime. Does anybody know I mean are you all going to pay us overtime?
- Mr. Fuller: I don't know you know this is the first time I every heard of a time clock really.
- Mr. Fish: My only contention is we had one up at the old building umpteen years ago and you spent most of your time during the day stomping out little brush fires generated by this time clock but I mean you know I think maybe we could handle this . . .
- Mr. Horn: Well, I think this smoke break has been abused. I understand that several of them take more than their six times that are allowed during the day.
- Marlina Owens: Well then why not talk to those people?
- Mr. Horn: Well the Board doesn't have time to stand down here and watch these people every day.
- Marlina Owens: Well why not talk to the supervisors about monitoring that sir?
- Angela Johnson: If you have a time clock they clock in in the morning, in and out six times in the morning, lunch in and out and six times in the evening. I imagine for Elizabeth who does our time that would be a headache to go through.

- Debbie Dotson: I know I used to do the time cards at the hospital and it took a long time to figure up the time cards. I helped do them and it did it takes a . . . that is a job in itself and it is very hard to figure people's time cause it is hard.
- Mr. Fuller: Well, I'd like to make a motion, Mr. Chairman. I like to make a motion to table our time clock until next meeting and in the meantime let Mr. Fish see if he can work something out on this with these supervisors.
- Mr. Fish: . . . and in the meantime come up with some kind of a system.
- Mr. Horn: I think there should be a card made up that each worker will sign to their supervisor on every break, what time they leave . . .
- Mr. Fuller: I know we've got a problem.
- Ms. Justus: This is how we did it before when we tabled it before that was how it was left and it still hasn't resolved anything. I mean when we tabled it before . . .
- Mr. Fuller: well, what I'm not for sure of \$310.00 here ain't going to cost us more in the long run with the thing. I mean I don't know.
- Mr. Horn: It may save more . . .
- Mr. Fuller: It may save us \$3,000 . . .
- Don Ashby: The thing that you have to keep in mind anything over 40 hours a week is overtime.
- Mr. Fuller: Yeah, I'm taking that into consideration you know on most jobs that's the way it is which I don't know.
- Ms. Justus: We know that.
- Don Ashby: When you take into consideration as many employees as you have here, 5 to 10 minutes on each employee maybe a day is going to add up to a lot of overtime and then you consider the cost of that clock I'd say you can throw your clock out the window.
- Angela Johnson: And if someone works through lunch and they don't clock out, that's an extra 1/2 hour a day that you get paid overtime if you're not clocked in and out.
- Mr. Fish: You just don't have any good use at all, do you?
- Mr. Horn: I think the Board has a motion on the floor. Do I have a second? The motion is that Mr. Fish work with the supervisors to work out a plan on this time breaks, checking in and out, table the time clock until the next Board meeting. Do we have a second? Do we have any other motions then?

Ms. Hale: I'll second the motion to table it for this month.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

Ms. Elswick: No.

Ms. Justus: Abstain.

Mr. Horn: Permission to purchase a buffer. I thought we already purchased it.

Mr. Fuller: We tabled that last month.

Mr. Fish: There was a difference . . . we didn't know whether it was \$825 or \$875. It is \$875 and it is state contract. The fella came by to pick it up the other day and I told him to hold off until we got through tonight.

Mr. Horn: That is state contract?

Mr. Fish: That is state contract. Yes sir.

Mr. Horn: What is the will of the Board.

Mr. Fuller: I make a motion we buy it.

Mr. Horn: Second?

Mr. Fish: It is a necessary item.

Mr. Horn: Do I have a second on this?

Mr. Cole: I'll second it.

Mr. Horn: All in favor say aye.

Ms. Hale: Aye.

Mr. Horn: How many ayes did I get?

Mr. Fish: One.

Mr. Horn: Roll call vote. Ms. Justus?

Ms. Justus: Pardon me.

Mr. Horn: We have a roll call vote on the buffer. We have a motion and a second.

Ms. Justus: Abstain.

Mr. Horn: Abstain. Ms. Elswick?

Ms. Elswick: Abstain.

Mr. Horn: Mr. Cole?

Mr. Cole: Yes.

Ms. Hale: Yes.

Mr. Horn: Mr. Stacy.

Mr. Stacy: (No audible comment).

Mr. Horn: Mr. Fuller?

Mr. Fuller: I vote yes.

Mr. Horn: I vote yes.

Mr. Fish: Majority voted and yeas have it. An abstain vote doesn't count one way or the other.

Ms. Justus: That's right.

Mr. Horn: Review bids for the extra shelving for the supply room.

Mr. Fish: Dominion, is that installed. He does install?

Elizabeth
McClanahan: Dominion, that is installed and . . .

Mr. Fish: . . . installed and the other one isn't. Okay.

Elizabeth
McClanahan: It's I think about \$14 more but he will install them.

Mr. Horn: I have one for \$173.76. Did we have two bids on that?

Mr. Fish: No. You're looking at that bill.

Elizabeth
McClanahan: Did you find it? Do you want to see Fish's?

Mr. Fish: He's moving down the line I believe. Use that one right there. That will get you through.

Mr. Horn: There's \$14 difference and one includes shipping and installation?

Elizabeth
McClanahan: Yes, the one that's the highest is \$14 more but he will . . . you don't pay any shipping on that and he will install them.

Mr. Fuller: That was Dominion?

Elizabeth
McClanahan: Yes, and he is here too. Ashland is from Ashland, Kentucky.

Ms. Justus: How much are they asking for installation and shipping?

Elizabeth
McClanahan: In Ashland?

Ms. Justus: Oh, uh.

Elizabeth
McClanahan: I didn't . . . I didn't get the price on that because I didn't figure they could compete with him at that distance and I . . .

Ms. Justus: Oh.

Ms. Elswick: It would cost you more than \$14.

Ms. Justus: I'm sure.

Mr. Horn: What's the will of the Board?

Ms. Justus: I'll make the motion that you purchase the shelves.

Ms. Elswick: I second it.

Mr. Horn: From Dominion?

Ms. Justus: Yes, sir.

Mr. Horn: Second?

Ms. Elswick: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Cathy St.
Clair: What was the overall price on that?

Ms. Justus: \$416.00.

Mr. Horn: One was \$416.00 and the other one was \$402.00.

Ms. Justus: Plus installation and shipping.

Mr. Horn: Review bids on wheel alignment for the Jeeps. Does this include the Jeep that we are fixing to turn over to the County?

Mr. Fish: Well, it just includes all vehicles. Doesn't matter about . . . doesn't matter whether . . .

Mr. Horn: Okay. But there is no need having that one particular . . .

Mr. Fish: No, no, no, no. Not going to.

Mr. Horn: What's the will of the Board?

Mr. Fuller: I make a motion we accept the \$25.00 one.

Mr. Horn: Grundy Front End Shop?

Mr. Fuller: Yes.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Permission to purchase keyboard for Marlina Owens' computer.

Mr. Fish: It's "kapoot", broke. Can't be fixed.

Mr. Horn: \$65.00 is the cost. Is that state contract?

Mr. Fish: Uh, uh. And it's coming from the company that built the computer.

Ms. Justus: And that was the best offer you could get?

Mr. Fish: Best deal you can get.

Ms. Justus: Okay. I'll make the motion that we purchase the keyboard.

Mr. Horn: Second?

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: We have a bill from Southwest Virginia Community College Bookstore.

Mr. Fish: That's the one you were trying to give us a minute ago.

Mr. Fuller: The one you were wanting to pay, Mr. Horn.

Ms. Justus: Are you ready to pay that now?

- Ms. Elswick: Are we just paying \$25.00?
- Ms. Justus: No. It's a \$173.76 on Eric Smith.
- Mr. Horn: I still don't understand why this bill has been here that long or they haven't received bills prior to this date and it hasn't been paid.
- Mr. Fish: Well, I can't deal with that . . . unfortunately.
- Ms. Justus: Was the record searched to find out if there had been bills received or anything?
- Mr. Fish: Yes. What I read in there was all you got.
- Ms. Justus: Oh, you have.
- Mr. Horn: There's a lot of letters gets misplaced at this agency including bills I assume. What's the will of the Board?
- Mr. Fish: It is a bill owed and we did have that child in custody so . . .
- Mr. Fuller: We're going to have to pay it. I make a motion we pay it.
- Mr. Horn: Second?
- Mr. Cole: I'll second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Fish: You want to "X" out 21 then because I haven't heard any . . . I put out some questions but I haven't gotten any more. All I was told at the beginning was that this would be a free service.
- Mr. Fuller: Well, we'll have to wait until we get some information on it then won't we?
- Mr. Fish: That's the reason I'm saying at that time it was put on here I was hoping we would have it but we haven't gotten it as of yet.
- Mr. Pomrenka: Who provides that training?
- Mr. Fish: Well, that's what was supposed to be worked on. I think maybe there was a possibility of Mrs. McGlothlin here in Grundy, Michael's wife, or there was one over in Lebanon, the County Attorney's wife, Mrs. Kilgore, who has had some experience along this line and I mean you know there is going to be others looked at as well. As this was explained to me, this was going to be a free service but until I get

- Mr. Fish: something a little more definite than a telephone call, I don't feel like we need to move on it just yet. Lawyers aren't cheap. Not aimed at anyone's general direction but . . .
- (con't)
- Mr. Fuller: I'll amen that.
- Mr. Pomrenke: Ed they're picking on us.
- Ed Matney: Everyone needs something to talk about.
- Mr. Fish: Hello there Mr. Matney.
- Ed Matney: How are you Larry?
- Mr. Fish: Just fine.
- Ms. Justus: Do you have more things . . .
- Mr. Horn: Item 22. Discuss salary increases.
- Mr. Fish: Okay, and this is what you and I talked about the other day. It's my understanding the money is there approved by central office and by the Board of Supervisors for their end of it, and a increase in coming down from the State in January of 94 mandating an increase for service workers that nobody is going to have any say so about. The only problem is when that mandate comes down it unfortunately doesn't cover everybody on staff. It only covers service workers. The other part of this is if, as I have been informed, if this Board is on record as doing something about a pay increase prior to December of 93, then the State takes that into consideration and the amount that would be handed down in 94 is less accordingly to what has been put in for. In other words, what they're saying is there is going to be a Statewide level beginning salary for these people, and if you are under that, you're going to be brought up to that State level regardless of how much money it takes to do it. So if the Board is already on record as granting an increase prior to that, then the State takes that into consideration and reduces accordingly.
- Mr. Fuller: So everybody is going to be making the same thing no matter what we say. Is that what it amounts to?
- Mr. Fish: Well, in one sense of the word except you're going to leave out a great number of your staff here. A clerk or an eligibility worker will not get that mandated State raise in January. Your service workers will.
- Mr. Pomrenke: They are also at the coalition meeting last night we discussed that the State currently has a salary study to evaluate the entry level pay for all clerical and eligibility workers and recommendations have been made and the coalition is going to be working with State legislators to try to get those recommendations adopted by the General Assembly which would result in an average increase of 30 percent in the entering salary. The study showed that local agency employees

Mr. Pomrenke: in eligibility and clerical units make approximately 30 percent
(con't) less than what their State employee equivalents make and so there is a concerted effort to raise those levels. It would take approximately fifteen million dollars of State money and three million dollars of local money spread across all the counties and cities but at our December coalition meeting we're going to discuss specific ways to help get those recommendations funded and I'll make sure that this Board is invited to that meeting to participate.

Mr. Horn: Any further discussion?

Ms. Justus: How much of an increase does the budget call for in salary increases?

Mr. Horn: Someone put down 5 percent.

Ms. Justus: Do you know, Mr. Fish?

Mr. Fish: For the raise you would normally . . .

Ms. Justus: Right.

Mr. Fish: Five percent.

Ms. Justus: Five percent.

Mr. Fish: Is that what your budget called for . . . I didn't draft it.

Mr. Horn: We didn't take part in drafting that part of it.

Mr. Fish: I wasn't around either, thank goodness.

Mr. Fuller: What my question is . . . I ain't got no question. I'll just not ask it.

Mr. Fish: Speech is still free. You may have to pay after you speak though.

Mr. Horn: Any further discussion?

(None heard)

Mr. Horn: That brings us to Board concerns. The travel for Anita Anderson, Robert Kelly and Janice Murphy you have taken care of that October 18 through . . .

Mr. Fish: The 22nd.

Mr. Horn: You got the deposit sent in?

Mr. Fish: Deposit is in.

Mr. Horn: Those three are making the travel?

Mr. Fish: Those three are making the travel.

- Mr. Horn: The training I mean.
- Mr. Fish: Yes, sir.
- Mr. Horn: Mr. Fish, when a person is on call on a weekend especially, are they allowed to leave the county I mean can they leave the county any way if you're on call.
- Janice Murphy: We don't. If I may answer that.
- Mr. Fish: Go ahead please.
- Mr. Horn: Is there any policy though I mean if you wanted to could you go to Bristol or Roanoke or anywhere cause the beeper will not reach that far will it?
- Janice Murphy: Mr. Horn, as far as I know most of the workers do not leave the county. When we are on emergency services we are there for that purpose which means if we get called we are to respond immediately.
- Mr. Horn: I'm just wondering if there is a policy though anywhere in the agency if you're on call . . .
- Mr. Fish: I have no idea.
- Janice Murphy: I just researched that for Ms. Estep and I couldn't find anything other than a directive we had about a year and a half ago that said if a on call worker had to leave the county that the on call worker would make the out of county trip but the back up worker then had to be available for calls. That had to do with just travel out of the county like if a foster care child had to be transported and we have always done that because it is mandated we have to provide those services.
- Mr. Fish: Thanks.
- Mr. Horn: The guidelines we have adopted here tonight requires two members from this Board to serve on that committee. What is the will of the Board?
- Ms. Elswick: Mr. Chairman, I make a motion that Bobby Horn and Jean Justus.
- Ms. Hale: I'll second that.
- Mr. Horn: Any further motions?
- (None heard)
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)

Mr. Horn: I received word from . . .

Don Ashby: Bobby, before you go on something passed me here. What committee is that? I might have been asleep here or something.

Mr. Horn: That's the hiring committee or the interview committee to be set up by the Board of Supervisors which is three members from that Board, two members from the Regional Director from the Western Division two Directors from the Western Division, and there will be two members from this Board. This committee will serve as interviewing for the new Director. They will make their recommendation back to this Board whom they recommend to be hired for the next Director.

Don Ashby: I know seem like we were talking about being on call and then we went into this committee thing and I missed something there. Thank you for that.

Mr. Horn: I have received a phone call from Jack Davidson who was investigating the FEMA Program. He informed me that Wayne Horn wasn't going to prosecute. There was some of the guidelines that was very vague and he says since Mr. Horn is not wanting to prosecute that the State was not going to do any further investigation. The FEMA Program, all the files, has been kept in a room here that was sealed by the State so the Board will have to if they want to drop this investigation at this time and table it that I understand from Mr. Fish he needs to get into that room occasionally for different . . .

Mr. Fish: Can I interrupt for a second? We were talking about those utility bill things. Here is your FEMA guidelines. It doesn't say anything about . . .

Mr. Horn: That's not what I have been told though.

Mr. Fish: It's not?

Mr. Horn: From other agencies. I recommend that Mr. Fish turn these records back over to the proper people that's in charge of that and that the investigation be tabled at this time.

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Stacy: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

- Mr. Horn: The position that Ms. Ashby I don't remember the exact . . .
- Ms. Justus: 506 wasn't it?
- Mr. Horn: . . . 506 that she was transferred into.
- Ms. Justus: 556 was it?
- Mr. Fish: Was that 556 Harold?
- Mr. McClanahan: 556.
- Mr. Fish: Thank you.
- Mr. Horn: We requested a letter from the State Office to clear up that matter and I think Ms. Cook was to send Kurt a letter on that and you haven't received one yet have you?
- Mr. Pomrenke: No, I did. She sent a letter basically stating that . . . it was dated August 30th, it wasn't received until September 10th, it was sent to Carol Brunty and a copy sent to me. I have reviewed the transfer situation you described in your letter. I find no improper action regarding this action. The change in a case load assignments within the same program unit is a common occurrence. Such things as vacancies, work load, unplanned absences and program changes are the most common causes which require adjustment or changes in workers assigned case load.
- Mr. Horn: I'd like to state first that the Board has no problem with Ms. Ashby. We feel like she has done excellent work since she has been with this agency. The problem that the Board had with this was the process that was used to make a lateral transfer. The Board was not involved in this. The Board had no knowledge of this being done. I would like to recommend to the Board in the future any transfer, lateral transfer, will involve this Board prior before it's . . .
- Ms. Burks: I have a question, Mr. Horn. Please may I speak? Is it in policy that the Director has . . . Mr. Fish, would you know whether you have the authority to do lateral transfers without consulting and having the Board's approval on that? Is that in policy that a Director can do lateral transfers without the Board's approval.
- Mr. Horn: It depends on what type of lateral transfer you're talking about. If one lateral transfer involves a pay increase then the Board has to give their permission.
- Ms. Burks: Yes that would be like a promotion though.
- Mr. Horn: But it's still a lateral transfer.
- Mr. McClanahan: A lateral transfer is not involved . . .

- Mr. Fish: No.
- Ms. Burks: No, I had the understanding that a lateral transfer involves no promotion in pay. Am I correct?
- Marlina Owens: That's right.
- Ms. Burks: So if it doesn't involve a promotion, it looks like there would be something in policy I think that the Director would have the authority. Could you check that out and let us know, Mr. Pomrenke at the next meeting? I would appreciate it if you could.
- Mr. Horn: We discussed that earlier Ms. Burks, that this has happened in the past by a Director including on Lucille Owens' position. That was done by the Director. He put Lucille Owens in that position and Joan Endicott in that position and then now in the future and the present time the Board is taking flak over that. That's the reason we would like to be involved with any position that's any type of transfer.
- Ms. Burks: But I would just like to know if there is any policy guidelines . . .
- Mr. Horn: If we are going to be accused of . . .
- Mr. Fuller: We've been trying to find that out.
- Ms. Burks: Well, I would appreciate it if you could find it out. I really would.
- Mr. Horn: Well, you can see yourself in the paper where this Board has been accused of some of the things by putting some people, especially their favorites, I think it was stating in certain positions. But anyway that was done the particular people they were taking about that was done by the Director, but we're getting the flak over that like we've done it. The Board done it on their own, but the Board did not do it.
- Ms. Justus: . . . and the Regional Office.
- Ms. Burks: According to the minutes that I read on the May 20th meeting minutes you know I read your quote in there that you did approve for Lucille Owens to be in the position that she was in. I have the minutes at home. I didn't bring them with me, but the Board was aware, yes.
- Mr. Horn: This was done prior to the Board's approval though. The Board approved of the action that the Director had taken, but he had taken it first without the Board's approval.
- Ms. Burks: The way I read them, I don't have them with me at this time . . .
- Mr. Fuller: Well, that's what happened.

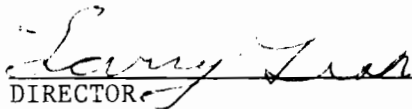
- Ms. Burks: The way I read it was that you know that you made the recommendation and it was seconded and you asked Mr. Godsey if he had any problem with it and he said no. I will try to have those minutes for you.
- Mr. Horn: You're talking about two different things. We're talking about Lucille Owens' in June I think or July of 1992 that Director Jim Thomas took. That was the action that we're talking about.
- Ms. Burks: Well, this was like a special called meeting, May 20th.
- Ms. Justus: That was for reallocation of a position. That had nothing to do with what you're talking about.
- Mr. Horn: That was for reallocation, right. I recommend to the Board then that we adopt a policy that any future transfers will involve the Board. Any type of lateral transfer. Any type of job promotion. Do we have a motion on that? That's all I have on the Board concerns. Does anyone else have anything?
- Debbie Dotson: I have a question. I didn't fully understand on the salary raises for some of the workers. What did you all decide? It was just sort of dropped I didn't fully . . . I didn't get what you all decided on that.
- Mr. Horn: What did she say?
- Ms. Justus: Salary increase.
- Debbie Dotson: On the salary increases.
- Mr. Horn: We decided at a previous Board meeting that . . . not to approve of a salary increase at this time, and I think we are still under that same assumption.
- Debbie Dotson: Okay, thank you.
- Mr. Horn: Ms. Stanley, Margaret Stanley?
- Ms. Stanley: Yes, sir.
- Mr. Horn: The Board was going to discuss with you tonight about the cross training of the clerical unit, but since we have adopted the guidelines here tonight which Ms. Brunty from the Regional Office will help us to draw up a plan for this cross training. There will be no discussion with you tonight on the clerical unit. Is there anything else? I recommend to the Board that we adjourn.
- Ms. Justus: I'll make that motion.
- Mr. Horn: Second?
- Mr. Fuller: Second it.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on September 28, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.



DIRECTOR



CHAIRMAN

BOARD MEETING - October 27, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Buddy Fuller.....Board Member
 Ruby Hale.....Board Member
 Kurt Lomrenke.....Board's Attorney
 Larry Fish, Acting Director.....Secretary
 Regina Horn.....Recorder

OTHERS

PRESENT: Frank Kilgore.....Board of Supervisors' Attorney
 Brian Seals.....Virginia Mountaineer
 Verner Blankenship.....Knox District Supervisor
 Gail Lester.....Eligibility Supervisor
 Harold McClanahan.....Food Stamp Supervisor
 Pat Burks
 Angela Johnson
 Elizabeth McClanahan
 Lisa Crouse
 Elizabeth Yates
 Darlene and Don Ashby
 Karen and Jeanette Blankenship
 Sandy McGlothlin
 Harriet, Jim and Liza McClanahan
 Mr. Hale
 Lucille Owens
 Connie Hurley
 Debbie Blankenship
 Bob Coleman

The meeting was called to Order at 6:04 p.m.

Mr. Horn: Before we get started, I have a letter here from Cornelius Stacy and I'd like to read it to the Board. It is with regret that I have decided to resign my position as a member of the Buchanan County Board of Social Services effective immediately. I have been grateful for this opportunity to serve the people of Buchanan County in this capacity, but due to the declining state of my health, I believe that this is my best course of action at this time. Mr. Stacy will no longer be with us. Has everyone looked over the minutes of the September 28th meeting and have any discussion? If not, I recommend to the Board that we approve of the minutes as submitted to the Board.

Mr. Fuller: I make a motion that we approve it.

Mr. Cole: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed^d nay.

(None heard)

Mr. Horn: That brings us to our public comment period. Does anyone in the audience have anything to bring in front of the Board at this time?

Member of Public: I'm here to see if I can get some help from the Social Services. Is this the proper time to do that?

Mr. Fish: I think, ma'am, that you might need to call in or come in to make an application for whatever . . .

Member of Public: Well, I did . . .

Mr. Fish: . . . assistance.

Member of Public: I did. I have applied some time ago more than once and I have been to rehabilitation and they told me I have some back problems and I need some help with some doctor bills and some medication . . .

Mr. Fish: Then I believe you need to come in and make your application. If your other one has been denied or whatever then you still need to come in and reapply.

Member of Public: Well, when I talked to my lawyer he told me I needed to come before the Board and present my case before the Board.

Mr. Fish: I'm not going to argue with your attorney considering we have a house full of them here tonight.

Member of Public: Well, I mean you know I didn't come to try to . . .

Mr. Fish: I understand, but if you've been denied you do have the right to appeal that decision and I'm sure that was explained to you at the time you applied and everything so you need to check back with the worker on that and see what the situation is.

Member of Public: So you say I can't get anything until I put in another application. Is that what your . . .

Mr. Fish: Well, I'm saying you need to talk with the worker and see what the situation is on your application.

Member of Public: Well, I've been denied I know what the situation is.

Mr. Fish: Alright. If it's not . . . you need to see if it's not been within a certain . . . if it's been within a 10 day period, you can still file an appeal and have a hearing on it. If it has run over that time, then you can reapply and . . .

Member of Public: And take it from there.

Mr. Fish: . . . and take it from there, yes ma'am.

Member of Public: Okay, I'm finished. Thank you.

Mr. Fish: Yes, ma'am.

Mr. Horn: Does anyone else have anything to bring in front of the Board?
(None heard) At this time, I recommend that we go into
executive session under Section 2.1-344 of the Code of Virginia.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Paragraph 1, 4 and 7 I think. Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Brian Seals: Would you all specify if this is for personnel or for pending
litigation or so forth?

Mr. Horn: What's that?

Brian Seals: Would you specify if this is for personnel, pending litigation
. . .

Mr. Pomrenke: One item we need to discuss has to do with a pending grievance
that has been filed with the Department. We also need to
discuss litigation involving a former Director, one of the
former Directors.

Brian Seals: Thank you.

Mr. Kilgore: Could I add to that personnel also?

Mr. Fuller: Yes, that's covered under personnel too.

Mr. Horn: We have come out of executive session, and I need a motion
that we never discussed anything except what we went into
executive session for.

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

- Mr. Horn: On the roll call vote, Mr. Fuller?
- Mr. Fuller: Yes.
- Mr. Horn: Ms. Hale?
- Ms. Hale: Yes.
- Mr. Cole: Yes.
- Ms. Elswick: Yes.
- Ms. Justus: Yes.
- Mr. Horn: Yes. If it's okay with the Board, I'd like to skip down to item #11 discussion of hiring attorney for the Child Protective Service Workers.
- Mr. Fish: This item is on the agenda for the purpose of obtaining professional services for an attorney for the CPS and Foster Care cases when we have to go into Court due to the nature of some of these cases, and also for the placing of an attorney on retainer to be available for advice and talking with the workers on how to . . . the legal aspects of handling certain cases, and I think Ms. McGlothlin is here tonight.
- Ms. McGlothlin: Yes.
- Mr. Fish: Alright, do you want to . . .
- Ms. McGlothlin: Yes, I was approached about the need for the Board to have someone on retainer in these cases in Juvenile Court and in Circuit Court, and I would be willing to fulfill that position. I think I had contacted someone at the Department and told them what the terms would be if you all desire to hire someone in that position. I think most of the other Departments in the surrounding areas and the other counties do have someone on retainer to take care of those types of Court cases.
- Mr. Horn: I recommend to the Board that we hire Ms. McGlothlin to fulfill that position. That's \$90 an hour?
- Ms. McGlothlin: Yes, \$90 an hour, a \$270 a month retainer fee that would include 3 hours of work each month.
- Ms. Justus: I'll make that motion.
- Mr. Horn: Second?
- Ms. Hale: Second.
- Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Fish: Do you still have a question, Ms. McGlothlin?

Ms. McGlothlin: No, I was just answering a question.

Mr. Fish: Oh, okay, okay, alright, sorry.

Joanne Little: Mr. Horn, I have a question. Would Ms. McGlothlin's services also be for Adult Protective Services?

Mr. Fish: That would . . . she would serve in any capacity there.

Joanne Little: So that would be for services in general.

Mr. Fish: Services in general really.

Mr. Horn: Approval of administrative expenses for October. Has everyone looked over those? If there is no questions, I recommend to the Board that we approve of these as submitted to the Board.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: The Board/Director's Actions. Has everyone looked those over? Do you have any comments, Mr. Fish?

Mr. Fish: No, sir.

Mr. Horn: Any questions on those? If not, I recommend that we approve of those as submitted.

Mr. Fuller: I make that motion.

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

800

(None heard)

Mr. Horn: Custody matters, item number 9.

Mr. Fish: That's number 9 in your board packet.

Mr. Horn: I need a motion from the Board to approve of custody matter 027-014495-00-8, 027-014376-00-9.

Mr. Fuller: I make that motion, Mr. Chairman.

Mr. Horn: Second?

Ms. Hale: Seco...

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Review the bids on the car washes. Those have not been advertised yet.

Mr. Fish: No, sir.

Mr. Fuller: I make a motion we advertise that.

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Item number 12 is a statement regarding the on-call workers to the Sheriff's Department. I recommend to the Board that a motion be made that a copy of this letter be sent to Judge Persin for his advice.

Mr. Fuller: I'll make that motion.

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

801

Mr. Horn: Resignation of Social Work Supervisor, position 506, is enclosed. I recommend to the Board that we approve of that.

Mr. Fuller: I make a motion that we accept the resignation.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Advertise the Social Work Supervisor, position 506.

Mr. Fuller: I make that motion.

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Fish: You've got another section of that one. Social Worker, position 114. That's the one that Ms. Horn vacated when she became Senior Worker.

Mr. Fuller: Yes, I'll add that to my motion.

Mr. Horn: Second?

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Money for the foster care Christmas party.

Mr. Fish: I assume it's the same amount that was granted last year. I assume money was granted last year.

Mr. Fuller: Yes, it was. How much was it was gave them last year?

802

Mr. Horn: \$1,000.00. We need a motion on that.

Mr. Fuller: I'll make a motion we given them another \$1,000.00.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Redefine eligibility worker, position 507. to fraud worker and then advertise. What position . . . or who was the fraud worker under . . .

Mr. Fish: The fraud worker previously served under the Director.

Mr. Horn: Okay, now if we advertise this position here, who . . .

Mr. Fish: Well, you are going to redefine this position so you can put that position wherever you want to. If you want that position to serve under the Director then so be it.

Mr. Fuller: That's where it ought to serve.

Mr. Fish: I mean that's . . . I don't see any problem with that. Of course it also served under the P.A. Supervisor for a period of time as well. Yes.

Mr. Fuller: Well, it really wouldn't make any difference don't look like.

Mr. Fish: Well, as we envision this fraud worker, they will be doing a little more than just fraud so it might be well and good to place that directly under the Director.

Mr. Fuller: That's what I think.

Mr. Horn: I recommend to the Board that we redefine position number 507 and then advertise for fraud worker.

Mr. Fuller: I make that motion.

Ms. Justus: I second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

- Mr. Horn: Training for 2 workers for the VISSTA training . . .
- Mr. Fish: Uh, can I . . . we got a last minute thing on that one right there so can I . . . instead of 2 workers make that 3. This will be at Wytheville and it will be overnight stay.
- Mr. Fuller: Are they done lined up who you are going to send and all that?
- Mr. Fish: Uh, uh.
- Mr. Horn: Who are you sending?
- Mr. Fish: That would be Mr. Cecil Stiltner, Brenda Jackson and Ms. Connie Perkins.
- Mr. Horn: Okay, I recommend that we approve of this training session.
- Mr. Fish: Mark number 18 off.
- Mr. Horn: I have a motion . . .
- Mr. Fuller: I'll make the motion, Mr. Chairman.
- Mr. Horn: Second?
- Ms. Justus: I'll second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Subsidy adoption, item number 9.
- Mr. Fish: This is another one where this child . . . Mr. Pomrenke, I can . . . as long as I don't use a name, I can discuss this right?
- Mr. Pomrenke: Uh, uh.
- Mr. Fish: Okay. This child will have to be placed in an institution, and of course, it is recommended by the doctor . . . you have the information already in your file so this money is going to be Federal and State. There will be no local money involved and I think it amounts to a hundred and some odd dollars a day.
- Ms. Justus: It says \$59.60 for room and board at Berryville in Grafton.
- Mr. Fish: Uh, uh.
- Mr. Horn: There would be no local money involved in this?

Mr. Fish: No local money involved in that one, sir. And again this is another one of those things where it's not if you want to do it it's . . . okay.

Mr. Fuller: Then I make a motion that we approve it.

Mr. Horn: Second?

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Addendum to Day Care budget.

Mr. Fish: Uh, uh. I think you have that don't you? No you don't. She does because you have to sign it. This is a thing we have to go through every year.

Mr. Horn: Then there is no motion to be made on that then is there.

Mr. Fish: Well, I would want one since I'm just a acting here.

Mr. Horn: I need a motion that we approve of this Addendum to the Day Care budget.

Ms. Justus: I'll make the motion.

Mr. Horn: Second?

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Money for the postage to mail Christmas gifts to the Auxiliary Grant clients and foster children.

Mr. Fish: This was done last year.

Mr. Fuller: Yes, we done it last year.

Mr. Fish: It's not a huge amount.

Mr. Horn: Motion?

805

Mr. Fuller: I make a motion that we approve it.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: This brings us to Board concerns.

Mr. Fish: Do you want to go on to your addendum before you get back to that?

Mr. Fuller: Yes, let's get that over with.

Mr. Fish: I mean ever how you want to handle it, you're Board Chairman so. I assume everybody has a copy of these printer stand things. This is the best that Elizabeth and Gail . . . Ms. Lester I should say . . . poured through catalogs for a couple of days and these are the best deals . . . now the \$55.88 that's from Dominion. That is the . . . that originally would cost sixty-nine dollars and something and this is a discount that they are willing to give. That's . . . how do I do this without sounding like a salesman for this company? This is a much sturdier printer than the wire one over here for \$49.96 and you're looking at about five dollars and some odd cents more. Your best bet to me is to go with the other one even though it is a little higher.

Mr. Horn: And you need 5 of them?

Mr. Fish: Yes, sir, and later on when the other printers come, when the other computer and things come in, you're going to be buying more so never ending circle.

Mr. Horn: I recommend to the Board that we approve of the 5 stands from Dominion \$65.88 a piece.

Ms. Justus: I'll make the motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

- Mr. Horn: Item number 2 is a 3 percent cost of living raise plus local money.
- Mr. Fish: That is a . . . as I understand it, it is a cost of living raise promoted by the Central Office. There is not local money in the budget to meet this 3 percent, and to my knowledge, there is no regulation saying you have to grant that 3 percent. However, if you do, you're going to have to go to the Board of Supervisors and ask for local money, and again that brings us back to the issue of the pay raise which we brought up last month.
- Mr. Horn: We are planning on discussing that at our meeting here tonight.
- Mr. Fish: Oh, okay. So again . . .
- Mr. Fuller: Well now we had a 5 percent approval.
- Mr. Horn: This would be additional to whatever the Board agrees to pay. We agreed to a five percent . . .
- Mr. Fish: This does not take the place of your 5.
- Mr. Horn: . . . and this is not in our budget.
- Mr. Fish: It's not in your budget.
- Mr. Fuller: Well, what we . . . in other words what you're telling us we can do. We can go ahead and give the 5 percent . . .
- Mr. Fish: You have your local money there to meet your 5 percent.
- Mr. Fuller: To meet the 5 percent, then when we get us a Director, we can send him down to the Board of Supervisors. Is that what you're saying?
- Mr. Fish: That's up to you, yes sir. When you get your Director.
- Mr. Horn: So I can't see how we can even if we wanted to give this 3 percent . . .
- Mr. Fuller: We couldn't. We don't have the money.
- Mr. Fish: You don't have the local money at this time to do it.
- Mr. Horn: So I recommend to the Board that we table that at this time.
- Mr. Fuller: Well, are we going to give the 5 percent?
- Mr. Horn: I recommend to the Board that we give the employees a 5 percent raise.
- Mr. Fuller: I make that . . . uh.
- Mr. Fish: Are you going to make it retroactive or whatever?

Mr. Horn: Starting November 1st.

Mr. Fuller: Yes, November 1st 5 percent.

Mr. Horn: Are you making that in a motion?

Mr. Fuller: I'll make it in a motion.

Ms. Justus: I'll second it.

Mr. Fuller: And table this 3 percent in that same motion until we get some money.

Ms. Justus: Right.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

Ms. Elswick: No.

(Applause)

Mr. Horn: That covers item number 3 . . .

Mr. Fish: No, you're going to have to still deal with item number 3. It's a separate item. This is dealing with the State mandated pay raise for service workers January 1st. Again, there is not local match money in there so again you're going to have to send your Director to the Board of Supervisors. Mr. Blankenship get ready.

Mr. Blankenship: No, no, no.

Ms. Justus: Now, people you all heard it. It's not this Board.

Darlene Ashby: But that raise for the service workers is State mandated.

Mr. Fish: Service workers is a mandated raise.

Ms. Justus: Right.

Pat Burks: That would only involve a . . . how many workers would you have an idea that would be getting a raise that's mandated from the State?

Mr. Fish: If you had asked me that question this morning, I could have answered you. Now I'll have to start counting offices. Uh . . .

Joanne Little: There's 13, Fish.

Mr. Fish: Thirteen, thank you.

Lucille Owens: No, only five people are involved.

Mr. Fish: Five.

Mr. Horn: Five.

Pat Burks: So those 5 people will be getting a State raise in addition to this 5 percent, is that right?

Mr. Fish: Yes, ma'am.

Mr. Horn: This 5 percent will cut into that part of the raise. They won't . . .

Mr. Fish: Yes, that raise that they would normally get will not be as large and they will only get a raise if it brings them up to the what the first step on the State scale.

Ms. Justus: Right.

Mr. Fish: Thank you.

Mr. Blankenship: What about the Sheriff's Department?

Mr. Fish: What about the Sheriff's Department?

Mr. Blankenship: What about the Treasurer's Office? They'll have to give them a raise too won't they?

Mr. Fish: I don't know. I don't know. I don't know if their Central Office or whatever they choose to call it is mandating this thing. Because one gets it doesn't mean the others have to I guess. You know is what I'm saying. If their . . . whoever their . . .

Ms. Justus: Authority.

Mr. Fish: . . . authority is in Richmond mandates a pay raise then yes it will affect them.

Mr. Blankenship: I believe the Sheriff's Department is too.

Mr. Fish: I don't know. . . I don't know how they are financed. You would know more how they are funded that I do so.

Mr. Blankenship: They are fully funded through the State I reckon.

Mr. Fish: Okay.

Mr. Blankenship: All except the mileage and . . .

Mr. Fish: I don't know if their organization has mandated a pay raise. So again you're going have to table number 3 and do whatever you want to from there on out.

Mr. Horn: I also recommend to the Board that we pay Lucille Owens in the amount of \$2,780.00 for serving as lead worker in the time she has placed . . .

Ms. Justus: I'll make that motion.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Mr. Fish, I understand that you will be leaving the agency on the 29th of this month.

Mr. Fish: I don't know if I should have done this or not. Did I need to do a one sentence resignation, Mr. Pomrenke?

Mr. Pomrenke: That's fine.

Mr. Fish: Okay. I did it. Do you want me to say anything or you want me to just keep my mouth shut.

Ms. Justus: Speech, speech.

Mr. Fish: I'm not a free man until Friday. It has been at times a pleasure to be back. At times, I would much rather have been somewhere else. I have had excellent cooperation from all the staff and supervisors. I couldn't have asked for a better group. But then again, I'm partial. I think this is the best staff anywhere in the State and for 23 odd years I have maintained that and I told the people in the State Offices that. Any differences we have I think we can iron out here, and I don't have any differences. Again, I was happy to come back for this group. It was a pleasure and while I hope we don't have to do this again, it certainly will be a pleasure to come back again and be with all of you. I think you're the greatest. That's all I've got to say.

(Applause)

Mr. Horn: I know Mr. Fish it's in his retirement that he put additional 20 days per year into the agency and he's went beyond the 20 days since he's been here. I think he has went closer to like 40 or 50.

Mr. Fish: It will be around 41.

Mr. Horn: The Board appreciates your time and effort that you have given us. I also recommend to the Board that we appoint someone as person in charge until we fill the Director's position. Any recommendations from the Board? (None heard) I recommend to the Board that we appoint Elizabeth McClanahan to fill the position as person in charge.

Ms. Hale: Second.

Mr. Fuller: I'll make that motion.

Ms. Hale: Oh, I thought he made the motion.

Mr. Horn: Any additional names? (None heard) We have a motion and a second. All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)


Mr. Horn: This Board will continue until Monday night at 6:00 p.m.

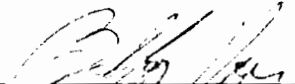
CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on October 27, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law:

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.


PERSON-IN-CHARGE


CHAIRMAN

CONTINUED BOARD MEETING - November 1, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Raymond Cole.....Board Member
 Buddy Fuller.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Elizabeth McClanahan, Person-in-Charge.....Secretary
 Regina Horn.....Recorder

ABSENT: Edith Elswick.....Board Member

OTHERS

PRESENT: Frank Kilgore.....Board of Supervisors' Attorney
 Arvil Ratliff.....Garden District Supervisor
 Verner Blankenship.....Knox District Supervisor
 Ron Ratliff.....Prater District Supervisor
 Roger Rife.....South Grundy District Supervisor
 Harold McClanahan.....Food Stamp Supervisor
 Jerry Snyder
 Joseph Koury
 Craig Horn
 Lisa Crouse
 Angela Johnson
 Elizabeth Yates
 Debbie Dotson
 Darlene Ashby

The meeting was called to order at 6:09 p.m.

Mr. Horn: Alright, this is a continued meeting from our October 29th Board meeting, and the main reason for this meeting here tonight is to discuss the hiring of the Director, finishing our interviews with the applicants. I recommend at this time that this Board go into executive session under Virginia Code for discussion of personnel with our legal counsel and along with the Board of Supervisors members as part of the hiring committee. I'm not sure exactly . . .

Mr. Fuller: Give me the number and I'll make a motion.

Mr. Horn: Do you know what the number is?

Mr. Pomrenke: 2.1-344 . . .

Mr. Horn: Paragraph 1.

Mr. Pomrenke: . . . paragraph 1 . . . (a) 1.

Mr. Fuller: I make that motion.

Mr. Horn: Second?

Ms. Justus: I'll second it.

812

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: I have come out of executive session and we need a motion that we never discussed anything except what we went into executive session for.

Ms. Justus: I'll make that motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: The roll call vote, Mr. Cole?

Mr. Cole: (No comment heard)

Mr. Fuller: No.

Mr. Horn: Ms. Hale?

Ms. Hale: Yes.

Mr. Fuller: I meant no we didn't discuss nothing we weren't supposed to. I vote yes.

Ms. Justus: Yes.

Mr. Horn: Yes. The hiring committee has met and we got a recommendation to the Board to hire Mr. Jerry Snyder for the Director of the Social Services starting on December 1st of this year. We need a motion to that effect.

Ms. Justus: I'll make that motion.

Mr. Fuller: I thought that was November 29th?

Ms. Justus: Uh, uh. Had to change it because of the . . .

Mr. Fuller: Oh, okay. December 1st.

Ms. Justus: I made the motion.

Ms. Hale: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: We have one other issue. The committee needs to be set up for the interview committee for the secretary position. There is 22 names to be considered, and we need three people to serve on that committee.

Ms. Justus: Ms. Ratliff . . .

Mr. Fuller: I nominate Ms. Justus, Ms. Ratliff and Mr. Horn.

Ms. Hale: Well, I nominate Buddy.

Mr. Cole: I'll second that.

Mr. Fuller: He seconded my motion. I make the motion the nominations closed.

Mr. Horn: Mr. Fuller has made a motion that Ms. Hale, Ms. Justus and myself. Are there any other motions?

Ms. Justus: I make a motion we throw Buddy off of this Board.

Mr. Horn: Okay, we have a second. All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Ms. Hale: When is that?

Ms. Justus: They will have to set it up.

Mr. Horn: We'll have to set it up. It might be set up in the evenings since we have 22 names to consider. It will probably be done over 3 evenings.

Mr. Fuller: The reason that I decline is because there is no way hardly that I can get here.

Mr. Horn: Right.

Ms. Justus: We understand that.

Mr. Fuller: And it would be so late it's going to put an inconvenience on the whole Board if I try to serve on that selection committee.

Mr. Horn: Nobody believes you.

Ms. Justus: You're so pitiful. I'll tell you.

Mr. Horn: If there is nothing else to consider, I recommend that we adjourn this meeting.

Mr. Fuller: 'll make that motion, Mr. Chairman.

Ms. Hale: Second.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on November 1, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.


PERSON-IN-CHARGE


CHAIRMAN

BOARD MEETING - November 30, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus... ..Vice Chairperson
 Edith Elswick.....Board Member
 Raymond Cole.....Board Member
 Buddy Fuller.....Board Member
 Ruby Hale.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Elizabeth McClanahan, Person-In-Charge.....Secretary
 Regina Horn.....Recorder

OTHERS

PRESENT: Verner Blankenship.....Knox District Supervisor
 Kim Stacy.....Virginia Mountaineer
 Harold McClanahan.....Food Stamp Supervisor
 Margaret Stanley.....Office Manager
 Jerry Snyder
 Joanne Little
 Karen Blankenship
 Jeanette Blankenship
 Pat Burks
 Darlene Ashby
 Reta Yates
 Kathy Deel
 Erma O'Quinn
 Lisa Crouse
 Elizabeth Yates
 Angela Johnson
 Harriet and Liza McClanahan
 Nadine Thornsbery
 Debbie Dotson
 Peggy Potter
 Jason Tiller
 2 Members of General Public

The meeting was called to order at 6:01 p.m.

Mr. Horn: Has everyone looked over the October 27th minutes and have any questions concerning the minutes? If not, I recommend that we approve of the minutes.

Ms. Justus: I make the motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Public comment period. Does anyone in the audience have anything to bring in front of the Board at this time?

- Pat Burks: Yes, I do. I don't know whether you call this old business or new business, but if it is convenient for you all, I would like to go ahead and speak. On the last Board meeting that I attended at the last time, you all compensated a worker that had done some work for about a year Lucille Owens for about \$2,700.00. What I would like to know is that what policy did you all follow to do that. Did you go through Richmond, did you apply through there? I have the policy in my hand here. Did you all go through the policy to do that or did you all just make the motion on your own to compensate her cause there is policy that you know there's certain policies and procedures you need to go through in order to do that prior to that person being paid, and what I want to know is did you follow those policies that the State mandates for compensating her or did you all just make the motion to compensate her after the fact after that she did the work?
- Mr. Horn: The Board follows the policy that's written in Volume IA, and according to Volume IA, when any person that's filling duties beyond 90 days is entitled up to 10 percent of an increase in pay.
- Pat Burks: I have that there but it also says that that person has to submit they need to submit an application and be approved by Richmond before they are in to that position. Can you Mr. Pomrenke read the policy to us? If he doesn't have it, I do have it here with me, and it states that that person must submit an application to Richmond in the time frame that they will be in that position and all, and it must be approved by Richmond. That is I'm saying for Richmond to pay their 80 percent. Now you probably could you know not do it and if it's not approved by Richmond then has it been approved by Richmond their 80 percent have they approved to pay their 80 percent . . . \$2,700.00.
- Mr. Horn: As far as I know, the agency hasn't received anything that Richmond hasn't approved of it.
- Pat Burks: So if Richmond doesn't approve it, it will kick it back a 100 percent on the County to pay?
- Mr. Horn: If Richmond doesn't approve, yes it would have to come back to the local money.
- Pat Burks: Well, do you know if an application was submitted if you all went through the . . . I know what it says here that they have to be the employee must be compensated in a manner that reflects the action, but it also says the employee selected must be certified by the Employee Relations Director as qualified to do the job. A request for certification must be made in writing to the employment supervisor and it goes on to say the employment supervisor will notify the Director or Board Chairman in writing of the certification action. So what I'm trying to find out if you all did this.

- Mr. Fuller: That was the procedure that was followed when it happened. Our Director was the one that done that.
- Mr. Horn: With the assistance of the Regional Director.
- Pat Burks: So you're saying that it is . . . that she was . . . that this was followed and she's keyed in as Richmond and your agency as a change in your LAPS system.
- Mr. Horn: When Ms. Owens . . .
- Pat Burks: Cause when I called Richmond I have it here they had no change in their LAPS system so something is just not right here so I would like for Mr. Pomrenke if he will to check out this information for me and he can tell me at a later date what he found out because from what I have here from Richmond from Eddie Lee Perry in personnel that according to him in the LAPS system in your agency that it was not.
- Mr. Horn: I can assure you when Ms. Owens was put in that position it was done by the Regional Director and the Director that we had at this agency at that time.
- Mr. Fuller: This Board didn't do it.
- Mr. Horn: This Board didn't put her in that position.
- Pat Burks: Okay, but even the Director in your office . . .
- Mr. Horn: And I would assume that Richmond will honor whatever the Regional Director wishes.
- Pat Burks: Well, we will see you know when the money is paid if it's not charged back to the County then they will approve it, but if it's charged back to the County then that means you know there is a reason why they wouldn't pay so that's why I'm asking if Richmond did pay their 80 percent and if all these procedures were followed and that's the question that I have and I would like for it to be answered at the next meeting if the 80 percent was paid by the State. Thank you.
- Mr. Horn: Does anyone else have any comment to bring in front of the Board? (None heard) Bids for the automobile cleaning service. Ms. Horn, do you have those?
- Ms. McClanahan: The bids for the automobiles. Do you all have your bids? Have you already turned them in? Okay, bring those up here please.
- Mr. Horn: At this time, we will accept the bids.
- Ms. Justus: Is this the cleaning or the purchase of . . .
- Ms. McClanahan: This is for the cleaning.
- Mr. Horn: Cleaning.

Ms. Justus: Okay.

Mr. Horn: This bid is from Peggy Potter. Is that correct?

Ms. McClanahan: Peggy Potter. Okay.

Mr. Horn: She says I will wash outside and vacuum carpet and clean interior of the 9 vehicles once a month that belong to the Social Service for a fee of \$200.00. This will include washing and cleaning which is \$150.00, the cleaning supplies is \$30.00, transportation for my gas is \$20.00 for a total bill of \$200.00 for the 9 vehicles.

Mr. Fuller: How often is that?

Ms. Justus: Is that inside and out and once a month?

Ms. McClanahan: It's once a month.

Mr. Horn: It's once a month to wash outside and vacuum carpet and clean interior.

Mr. Fuller: Who was that?

Ms. Justus: Peggy Potter.

Mr. Horn: Peggy Potter. Is this one here?

Ms. McClanahan: Yes, there is just four.

Mr. Horn: This is from Jason Tiller. Wash 9 vehicles each month on a Saturday. Wash each vehicle once a month, clean inside and outside, vacuum carpet and dust upholstery. Price for a total of 9 vehicles a bid of \$197.63.

Mr. Fuller: What was his name?

Mr. Horn: Jason Tiller. Is this one here?

Ms. McClanahan: Yes. That's two out of the same envelope.

Mr. Horn: Is this two different bids?

Ms. McClanahan: I guess. Both of those came out of one envelope.

Mr. Horn: I have one bid here from Chettom Service Center at Mavidale. Wash and clean . . . does that include inside vehicle . . . each vehicle for \$18.00. That's all it has on it . . . I'm sure each vehicle. I also have a bid from a T & S Fleet . . . that's the same company . . . is T & S Fleet Management here cause this was in the same envelope.

Member of Public: Was that faxed in with that?

Mr. Horn: Yes.

- Member of Public: Well, he brought that. I didn't read it. I just put it in there after he faxed it after I come here.
- Mr. Horn: It's basically the same thing that . . . to clean inside and outside, clean the interior, disinfecting and windshield washing fluid. All work to be done once a month on the first, second, third or fourth Saturday. All cleaning supplies will be furnished.
- Mr. Fuller: Is that him coming to the agency and doing it?
- Member of Public: It's the same ones; they are two in together. Tom and Chester is in together in the same business and he faxed that, Tom did, after I got here.
- Mr. Horn: Okay. It is still \$18.00 per vehicle.
- Mr. Fuller: Them to come here and clean them?
- Mr. Horn: Yes. It says the vehicles will not leave the lot.
- Ms. McClanahan: I think that we had some question about water on that didn't we. Remember we discussed that . . . would that be less the water that we would supply.
- Mr. Fuller: We would about have to supply the water.
- Mr. Horn: Yes, he is wanting access to the water. All the vehicles have to be cleaned here don't they?
- Ms. McClanahan: No, the other place that cleaned them came and got them and brought them back. Before, they came and got them and cleaned them and then brought them back.
- Mr. Fuller: They used to clean them up at Modern.
- Ms. McClanahan: Yes.
- Mr. Horn: Ms. Potter.
- Ms. Potter: Yes.
- Mr. Horn: Was you cleaning the vehicles here on the site or were you going to pick them up, take them somewhere or . . .
- Ms. Potter: Either one. I can come here and clean them or I can take them to my house and clean them. I have adequate water supply at the house. Either one.
- Mr. Horn: And would your insurance cover the vehicles what time you were in them?
- Ms. Potter: Yes.
- Ms. McClanahan: See that's another thing to worry about . . .

Mr. Horn: This is a bid from Leslie Ryan Baker. She wishes to submit on cleaning the interior and exterior of 9 vehicles once a month. The bid I am submitting is \$25.00 per vehicle for a total of \$225.00 per month. Mr. Tiller are you here?

Mr. Tiller: Yes.

Mr. Horn: Okay would you want to clean the vehicles here on the agency's lot?

Mr. Tiller: Yes, I can do that. It don't matter.

Mr. Horn: That's all the bids we received. The Board will make a decision here tonight on this and we will notify you. I recommend that we have a discussion on this when we go into executive session. We also have Mr. Harold McClanahan has requested that bids be accepted for a contractor to issue food stamps. Harold?

Mr. McClanahan: Yes.

Mr. Horn: This is the first I've heard about this. Could you . . .

Mr. McClanahan: This is just to satisfy the procurement requirements. We have to renew bids for the contract issuance. We started this in '89 and we need to just rebid the contract that we have. There's only two people in the State that are authorized to do it and we got bids from both of them. One of them is our current issuer, Cost Containment, and the other one is from Office World.

Mr. Horn: Before the Board . . .

Mr. McClanahan: I haven't looked at them, but if you want to open them up and see them and allow me to review them before you make a decision.

Mr. Horn: Okay. The two bids that we have on the food stamp . . .

Mr. McClanahan: Just look at the . . .

Mr. Horn: . . . contractor is one is Office World, Incorporated.

Mr. McClanahan: Yes. Just see what their transaction costs are and if you don't care I'll look at them and . . .

Mr. Horn: The other one is Cost Containment, Incorporated?

Mr. McClanahan: Yes. That's our current issuer, Cost Containment is. We are not dissatisfied with their service it's just to satisfy the procurement requirements.

Mr. Horn: Why don't you take these and look them over and then you can let us know while we are in executive session.

- Mr. McClanahan: All right. Do you want to announce the transaction costs. That will be the main criteria the transaction cost, but there are other factors . . . there are some service factors that I would like to review first.
- Ms. McClanahan: Cost Containment bids . . . Harold, do you want to come here and help me with this.
- Mr. McClanahan: The old contract had 55 cents for . . .
- Ms. McClanahan: That's what this is 55 cents per envelope. I think you all really need to look this over because they didn't put a dollar amount on this other one.
- Mr. Horn: You look these over, Harold, and when we come out of executive session, we will make a decision on it then. At this time, I recommend to the Board that we go into executive session. 2.1-344 of the Code of Virginia, paragraph 1, 3 and 6.
- Mr. Fuller: I make that motion, Mr. Chairman.
- Mr. Cole: Second it.
- Mr. Horn: Is there a second on the . . .
- Ms. Justus: I'll second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: We have come out of executive session, and we need a motion that we never discussed anything except what we went into executive session for.
- Ms. Justus: I'll make the motion that we come out of executive session and that we didn't discuss anything except what we went into executive session for.
- Mr. Horn: Second?
- Mr. Fuller: Second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)

- Mr. Horn: Roll call vote, Mr. Fuller?
- Mr. Fuller: Yes.
- Ms. Hale: Yes.
- Mr. Cole: Yes.
- Ms. Elswick: Yes.
- Ms. Justus: Yes.
- Mr. Horn: Yes. Harold, have you looked over those bids?
- Mr. McClanahan: Yes, I have.
- Mr. Horn: Do you have a recommendation for the Board?
- Mr. McClanahan: Office World company from Ohio bid 48 1/2 cents per transaction. We have about 2,100 transactions a month, and CCI, our current issuance contractor, bid 55 cents per transaction. That is what they currently charge us and they have been charging us that figure since 1989. I am recommending that we continue with CCI even though their bid is slightly higher than the Office World because they are a known company. CCI currently issues to 75 counties in Virginia and 75 localities in Virginia and we have had excellent service from them and I don't see really any use in changing just for the small amount of the transaction fee. I'm recommending that we stay with CCI.
- Mr. Fuller: How much of a savings would that be?
- Mr. McClanahan: On a monthly basis, \$136.00 that we would save by going with them, but . . .
- Mr. Fuller: And what exactly do they do?
- Mr. McClanahan: They issue our food stamps. They keep the bulk supply and they issue. We tell the computer what everybody is supposed to get and they pull the information down from the computer and mail out the stamps.
- Ms. Justus: Where are the two located?
- Mr. McClanahan: CCI is in Keysville, Virginia, which is near Richmond, and the Office World would be mailed from Raleigh, North Carolina. That's another factor that I think that we should consider too is CCI now when they mail an envelope of stamps, they get to the post offices here in the county the next day, and I don't really see how they can do it from Raleigh although they indicated they could get the mail to Bluefield by 8:00 the next day, but it couldn't get to Buchanan Counties post offices on that day so it would be another day. That's another factor I think that we should consider in going to and staying with CCI.

Mr. Horn: What's the will of the Board?

Mr. Fuller: Well, we can stay with them.

Mr. Horn: Stay with CCI? We need a motion to that effect.

Mr. Fuller: I make a motion.

Mr. Horn: Second?

Mr. Cole: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Has everyone looked over the administrative expenses for November and have any comment on it? If not, I recommend that we approve of the administrative expenses as submitted to the Board.

Ms. Justus: I'll make the motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: The Board/Director's Actions. I have a question on one bill that was paid by Visa and I'm wondering why it was paid by Visa. On the Visa there is about 18 percent interest finance charges they charge us on our credit card. Margaret, could you tell us the reason why the bill was paid I think on Mr. Fish's bills he handed in to the agency for his expenses. Why was it paid by Visa?

Ms. Stanley: His motel bills was the only thing that was paid by that, and I think Harold set it up that's the only way the motel would accept him . . . Mr. Fish staying there.

Mr. Horn: Is that the way that the . . .

Mr. McClanahan: When I called the hotel, the man said he wanted paid every week. He wanted his money every week that's the way he wanted.

Mr. Horn: How did we do it when Mr. Thomas stayed there? Was that the same way he was on credit card too?

- Ms. Stanley: Same way.
- Mr. Horn: Was there any other motels would not accept payment from the agency at the end of the month or at the end of the week? Because that 18 percent finance charge could amount to quite a bit of money.
- Mr. McClanahan: You all pay your bills when you get them don't you? I mean there shouldn't be any finance charges on it.
- Ms. Stanley: We pay the bills on a monthly basis . . .
- Mr. Fuller: There wouldn't be any finance charge on it if you pay within 30 days.
- Mr. Horn: I noticed there was a finance charge on one of them because it was late.
- Ms. McClanahan: That was the \$15.00 for an overdraft where we overextended the Visa account.
- Ms. Justus: Extended the amount of the account.
- Mr. McClanahan: It's where you have such a low limit.
- Ms. McClanahan: . . . on that \$1,300.00 it costed you an extra \$15.00 by being over.
- Mr. Horn: That was the reason that it went over though because of those . . . paid for that motel bill.
- Ms. McClanahan: Right.
- Mr. Horn: Does anybody else have any comments on the Board Actions? If not, I recommend that we approve of the actions as submitted to the Board.
- Mr. Fuller: I make a motion that we approve them.
- Mr. Horn: Second?
- Ms. Hale: Second.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Custody matters. I recommend to the Board that we accept custody of 7611-00-1 and 7610-00-4.
- Mr. Fuller: I make that motion.

825

Mr. Horn: Second?

Ms. Justus: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Item #11 preventive foster care restrictions alterations. I recommend to the Board that we have Mr. Snyder to look into this and the Board will make a decision on this at the next Board meeting.

Ms. Justus: I'll make that motion.

Mr. Fuller: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Travel for Rebecca Slone and Connie Perkins to transport two foster children to United Methodist Family Service in Richmond to visit their sister. Workers and children will need to spend the night in Richmond on December 12th. Is it necessary for both of these people to go?

Ms. McClanahan: This was a request from Mr. Kelly. He isn't here tonight.

Mr. Fuller: I make a motion, Mr. Horn, that we let Mr. Snyder look that over and let him make a decision on that.

Mr. Horn: Second?

Mr. Cole: I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Training for two workers for the VISSTA training at Wise December 14, 15 and 16th. I also recommend to the Board that we have Mr. Snyder look into that and if he feels like it is necessary, then we give him the authority to approve of this travel.

- Mr. Fuller: I'll make that motion, Mr. Chairman.
- Mr. Horn: Second?
- Ms. Justus: I'll second it.
- Mr. Horn: All in favor say aye.
- (Ayes heard)
- Mr. Horn: Opposed nay.
- (None heard)
- Mr. Horn: Item 14. We have a bill from Buchanan County Health Department. When this bill was first turned in on comp and they refused to pay it . . .
- Ms. Justus: It says you do not describe an accident as outlined by workers comp or it was not described as an accidental injury arising out of . . .
- Mr. Fuller: Course of employment.
- Mr. Horn: Would this not have been paid by Blue Cross Blue Shield then?
- Ms. Justus: Probably not if it was comp related. She was on the job.
- Mr. Horn: But comp is refusing to pay it is that correct?
- Ms. Justus: It says it wasn't properly described as an accident for workers comp.
- Mr. Fuller: Well, I make a motion that we have that resubmitted, Mr. Chairman.
- Ms. Justus: Did anyone follow up on it to see if there had been a first claim report filed or anything?
- Ms. McClanahan: I don't know.
- Ms. Justus: Who is in charge of this?
- Ms. McClanahan: I don't know. I think Ms. Stanley . . .
- Ms. Justus: Who handles the workers comp claims, Margaret, do you have any idea?
- Ms. Stanley: Regina.
- Ms. McClanahan: But this was before her.
- Regina Horn: Okay, that would have happened before . . .
- Ms. Justus: This was before she got here. Who handled it before then?

Ms. Stanley: Darlene.

Ms. Justus: Darlene, could you enlighten us any on it.

Darlene Ashby: I didn't . . . who is it on?

Ms. Justus: On Lucille Owens.

Darlene Ashby: Oh, she accidentally touched Ruth's hand . . .

Ms. Justus: Yes, I know what happened, but what they are saying here is it wasn't described as an accident.

Darlene Ashby: Well, I filed it as an accident and the Health Department submitted their bill. I just filed what Ms. Owens said happened that's it.

Ms. Justus: Did you not hear anything back from workers comp though is what I'm asking you?

Darlene Ashby: Not before I left, no.

Ms. McClanahan: We didn't receive anything back on it until we received another bill from the Health Department.

Mr. Horn: Okay, it should be resubmitted then to workmen's comp?

Ms. Justus: There needs to be a first claim report filed with workmen's compensation describing the accident and the injury and you know and so forth and that she was on the job at the time.

Mr. Fuller: Yes, they won't pay nothing if they don't know the whole story.

Ms. Justus: Right.

Mr. Horn: I recommend then that this be resubmitted.

Mr. Fuller: I make that motion.

Mr. Horn: Second?

Mr. Cole: Second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Item 15, the holiday schedule.

Mr. Fuller: Is that what it was last year?

- Ms. McClanahan: We get off the 23rd and 24th . . . 30th and 31st. Christmas comes on what, Saturday?
- Ms. Justus: Saturday.
- Ms. McClanahan: And New Years comes on . . .
- Ms. Justus: Saturday.
- Ms. McClanahan: We get off two days before . . . but the Board . . .
- Ms. Justus: Has to approve it.
- Ms. Elswick: What is that Wednesday, Thursday and Friday?
- Mr. Horn: What's the will of the Board on that?
- Ms. Justus: So they are asking for Thursday and Friday and Friday and Monday or . . .
- Ms. McClanahan: No. Thursday and Friday of both . . .
- Mr. Horn: No. Thursday and Friday on both holidays for Christmas and New Years.
- Ms. Justus: Okay.
- Mr. Fuller: Thursday and Friday.
- Ms. Justus: The 23rd and 24th.
- Mr. Fuller: That would be . . . will Christmas be a compensated day?
- Ms. Justus: It's on Saturday.
- Mr. Fuller: On Saturday. It won't be will it.
- Ms. Stanley: No. You get the 24th off automatically.
- Mr. Fuller: You don't get paid Saturday.
- Ms. Justus: No.
- Ms. Stanley: No.
- Ms. McClanahan: No. We are on salary . . .
- Mr. Fuller: That's your Governor. What are you going to do?
- Ms. Justus: Well, it depends on what you want to do as a local agency.
- Mr. Horn: What's the will of the Board?
- Ms. Justus: I make the motion that we go along with Governor Wilder here and give them the 23rd and 24th, the 30th and 31st.
- Mr. Fuller: Well, I'll second it.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: Item 16 the Virginia Code Secion 15.1-29.23. That's something the agency has to accept so there is no motion to be made on that.

Mr. Fuller: I make a motion that we accept it.

Mr. Horn: All the letters that was sent to the Board, we have handed that over to Mr. Snyder and we will make a comment on that at our next Board meeting. Mr. Snyder, we want to welcome you to the agency. We look forward to working with you.

Mr. Snyder: I'm looking forward to being here.

Mr. Horn: Does anybody else have anything under the Board concerns? Ms. McClanahan, we have enjoyed you filling in as person acting in charge.

Ms. McClanahan: Thank you. My pleasure.

Mr. Fuller: We appreciate it.

Ms. McClanahan: Thank you.

Mr. Horn: If there is no further business, I recommend that we adjourn.

Mr. Fuller: I make that motion.

Ms. Hale: Second.

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: (Back in session) There was an item that we missed, and we need to go back in open session now. The bids on the cleaning of the cars. I recommend to the Board that we accept the lowest bid of Chettom Car Service. Mr. Pomrenke will draw up a contract for his signature. I recommend to the Board that we accept this bid.

Mr. Fuller: I make a motion that we accept it.

Mr. Cole: Second.

830

Mr. Horn: All in favor say aye.

(Ayes heard)

Mr. Horn: Opposed nay.

(None heard)

Mr. Horn: I recommend to the Board that we adjourn.

Mr. Fuller: I make that motion.

Ms. Justus: I'll second that.

CERTIFICATION OF EXECUTIVE SESSION

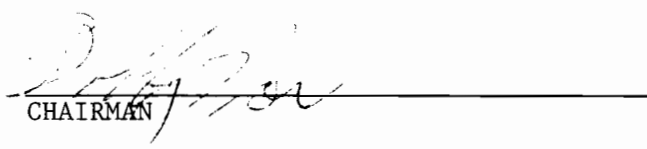
WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on November 30, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Board of Social Services hereby certifies that, to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.



DIRECTOR



CHAIRMAN

BOARD MEETING - December 28, 1993

PRESENT: Bobby Horn.....Chairman
 Jean Justus.....Vice Chairperson
 Edith Elswick.....Board Member
 Buddy Fuller.....Board Member
 Kurt Pomrenke.....Board's Attorney
 Jerry W. Snyder, Director.....Secretary
 Regina Horn.....Recorder

The meeting was called to order at 6:07 p.m. by the chairman. Motion was made and seconded to approve the November 30th board minutes as submitted.

Meeting was opened for public comment but no comments were made.

Motion made and seconded to move into executive session under Section 2.1-344 paragraph a, 1, 3, 4.

The Board reconvened and a motion was made and seconded certifying that nothing was discussed in executive session except what the Board went into executive session for. Roll call vote showed all board members voting yes.

Motion made and seconded to approve administrative expenses for December. Motion made and seconded to approve Board/Director's Actions for December. Motion made and seconded to approve child custody actions (approvals and terminations) of 14346-00-2, 14325-00-5, 14347-00-9, 10705-00-8, 13086-00-7.

Motion was made and seconded to hire Regina Horn for Secretary I position.

Motion was made and seconded to adopt the following policy concerning extra pay for persons in temporary or acting capacity. A) If a current employee is assigned in a temporary acting capacity to assume the responsibilities and duties of a vacant position of director or supervisor, that employee shall receive an additional 10% pay increase above his or her regular salary for the period of time in which he or she serves in the temporary acting position. B) If a current employee is assigned in a temporary acting capacity to assume the responsibilities and duties of any position other than director or supervisor with the local agency, that employee shall receive an additional 5% increase above their current salary. C) All employees placed in a temporary acting capacity must meet all requirements identified in Volume 1A. D) In the absence of the director, an employee may be designated "in-charge" according to the specific provisions of Chapter C of Volume 1A.

Motion made and seconded to approve keeping current Blue Cross/Blue Shield coverage and increasing the premium.

Motion made and seconded to bring custodian leave record into compliance with Volume 1A.

Board instructed Director to proceed to purchase three computers from Administrative Funds during FY-94. Approximate cost of \$10,000 with total local funds of \$260.50.

Motion made and seconded to have the Director sit as a participating panel member on all future selection panels.

Board instructed Director to obtain information on costs associated with having the agency cleaned by a contractor.

Motion was made and seconded to adjourn.

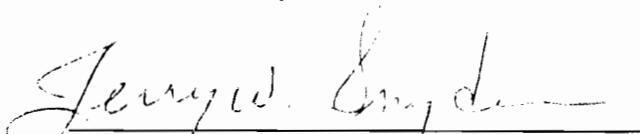
CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on December 28, 1993 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and


WHEREAS, 2.1-3+4.1 of the Code of Virginia requires a certification by this Buchanan County Board of Social Services that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the undersigned hereby certifies that, to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the executive meeting were heard, discussed or considered by the Buchanan County Board of Social Services.

Since the administrative social services board was abolished by the Buchanan County Board of Supervisors by action of January 3, 1994, the above minutes are certified and approved by Jerry Snyder, Director, and Kurt J. Pomrenke, Board Attorney.



Jerry W. Snyder, Director



Kurt Pomrenke, Esq.