

The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for.

The Board instructed the Director to fill the Social Work Supervisor Position (#506) effective March 1, 1994 by promoting Brenda Jackson.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on February 22, 1994 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.

Raymond G. Baya
County Administrator

Feb. 24, 1994
Date

Jerry W. Snyder
Social Services Director

2-23-94
Date

Meeting Date: February 22, 1994

JW

PERSONNEL ACTIONSService Ratings Completed:

Position No. 509, Yolanda H. McClanahan, Eligibility Worker
Position No. 512, Marlene Owens, Clerk III

Promotion:

Position No. 506, Brenda Jackson, Social Work Supervisor, effective
03/01/94

Approval Limit for Equipment, Services and Supplies:

After discussion concerning the merits of raising the purchase limit for the Director of Social Services, the Board voted to increase the Director's approval limit for equipment, services and supplies to \$500. Items with a unit cost of more than \$500 will be brought to the Board for approval.

Janitorial Position:

After discussion concerning the janitorial needs at the Social Services building on Slate Creek, the Board voted to increase the part-time janitor to full-time effective April 1, 1994.

Staff Raise:

Three percent raise for staff was tabled by the Board on 10/27/93. Director explained that the raise was tabled because the Board did not want to ask for the local funds if they were not available in the budget. A cost analysis by the Director found that funds are available for the raise without a request to the Board of Supervisors. Director recommended approval of the raise and noted that it would be a very positive signal to Social Services staff who are currently doing a good job and who need some positive reinforcement. Board felt the need to take the matter under advisement and voted to table the matter until the next Board meeting.

Director to attend Board of Supervisor's Meetings:

After discussion, Board voted to have Director of Social Services attend the Board of Supervisor's meeting on a quarterly basis starting with the May meeting.

Year End Closeout and Expenditures:

After discussion, Board voted to allow Director to purchase two 4-wheel drive vehicles, seven computers and associated equipment and software, staff development equipment and filing equipment and supplies with administrative funds available in fiscal 1994. Approval is limited to funds within the current fiscal year.

Travel Policy:

After discussion, the Board voted to adopt the following policy: When a staff member is at an approved agency meeting outside of Buchanan County, meal reimbursement will not be provided for breakfast if the departure time is after 6:30 a.m. and the evening meal will not be provided if return to the locality is before 7:00 p.m. The following limits also apply to staff whose job requires overnight travel on official business. The meal reimbursement limits are:

Breakfast	\$ 4.50
Lunch	6.50
Dinner	<u>14.00</u>
Total Daily	\$25.00

In the event an employee is in a meeting that covers the entire three (3) meal period, the employee will be permitted to spend a daily total of \$25.00 without regard to individual meal limits. Also if an employee is in attendance at a function where a predetermined meal cost is established, the limit for that meal does not apply.

In other discussion:

Board noted that an additional member had been appointed to the Social Services Advisory Board; a meeting is being planned for April, 1994. Copy machine maintenance agreement was discussed and decision made not to carry maintenance agreement but to pay for repairs as needed; maintenance agreement was deemed too expensive. Board approved Director's travel on May 8, 9, 10 and 11 to Williamsburg to attend VLSSE meeting and May 18 and 19 to Mountain Lake to attend Social Services State Board meeting. Board instructed Director to complete preliminary FY-95 budget projection by April 15, 1994.

The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for.

The Board instructed the Director to fill the Social Worker position (#114) effective May 1, 1994 by hiring Tammy Coleman.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on March 29, 1994 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.

Raymond C. Boyd
County Administrator

April 5, 1994
Date

Jerry W. Myler
Social Services Director

April 5, 1994
Date

Meeting Date: March 29, 1994
JW

DURING THE MONTH OF APRIL, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

35 Actions 6 pages

Disbursement of Special Welfare Funds: \$33,568.82

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94151-94188 \$14,410.29

Payment for Payroll and Administrative Payments as follows:

Payroll

April 15, 1994	\$42,927.38
April 30, 1994	42,736.08
TOTAL	<u>\$85,663.46</u>

Administrative Payments

Warrant Nos. 69320-69328	\$ 1,664.76
Warrant Nos. 69497-69529	49,585.82
TOTAL	<u>\$51,250.58</u>

CHILD CUSTODY ACTIONS

Emergency Removal:

Case No. 027-015488-00-5

Case No. 027-015504-00-1

PERSONNEL ACTIONS

Change of Status:

Position No. 311, Patricia Harman, Custodian. Changed from part time to full time effective 04/01/94.

Service Ratings Completed:

Position No. 311, Patricia Harman, Custodian
Position No. 202, Anita Anderson, Social Worker
Position No. 502, Regina Street, Eligibility Worker
Position No. 303, William R. Jones, Senior Employment Services
Worker
Position No. 203, Ruth E. Horn, Senior Social Worker

Employee Separation:

Position No. 555, Connie Farmer, Emergency Fuel Worker.
Appointment expiration date effective 04/30/94.

Fiscal Year 1994-95 Budget Approval:

After discussion, Board voted to approve the FY-95 Budget submitted by the Director in the amount of \$2,289,533. Local funds were approved in the amount of \$376,970. The Board tabled approval of the Classification and Compensation schedule until a future meeting. The approved Budget figures will be submitted to the Buchanan County Board of Supervisors for their consideration.

Signing Ratings:

After discussion, the Board decided it was not necessary to sign the ratings prepared by the Director. Director reminded the Board that a rating would be required on the Director's performance on November 1, 1994.

Visa Card:

After discussion concerning raising the limit on the agency Visa Card, the Board voted to table the discussion to a later date.

Vehicle Bids:

Director advised the Board that no bids were received on the Bid Proposal for two 4-wheel drive vehicles. Board advised Director to determine if the vehicles were available on State Contract and to purchase from the contract if possible.

The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for.

The Board instructed the Director to fill the Fraud Investigator Position (#507) effective June 1, 1994 by transferring Robert Kelly. The Board instructed the Director to fill the Clerk II Position (#310) effective May 1, 1994 by hiring Donita Estep.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on April 26, 1994 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.

Raymond S. Benge
County Administrator

April 27, 1994
Date

George Lynch
Social Services Director

April 27, 1994
Date

Meeting Date: April 26, 1994
ML

On May 5, 1994 a Special Called Board Meeting was held. After discussion concerning the General Relief program and its impact on the citizens of Buchanan County, the Board voted to approve the General Relief Plan for FY-95.

After discussion, the Board tabled consideration of the Family and Medical Leave Act and the Local Compensation Policies and the Compensation Schedule. The Board voted to continue the meeting until May 16, 1994.

Raymond E. Boyd
County Administrator

05-25-94
Date

Jerry W. Snyder
Social Services Director

5-25-94
Date

On May 16, 1994 a Special Called Board Meeting (continued from May 5, 1994) was held. After discussion, the Board voted to revise and then voted to approve the Local Compensation Policies and the Compensation Schedule.

Raymond E. Boyd
County Administrator

05-25-94
Date

Jerry W. Snyder
Social Services Director

5-25-94
Date

On May 25, 1994 a Special Called Board Meeting was held. After discussion concerning the Employment Services Program and its impact on the citizens of Buchanan County, the Board voted to approve the Annual Employment Services Plan; the effective dates are July 1, 1994 to June 30, 1995.

After discussion concerning the Day Care Program and its impact on the citizens of Buchanan County, the Board voted to approve the Biennial Plan; the effective dates for the plan are June 1, 1994 to May 31, 1996.

After discussion, the Board voted to approved the following travel policy:

Effective June 1, 1994, when a staff member is at an approved agency meeting outside of Buchanan County, meal reimbursement will be provided for breakfast if the departure time is before 6:30 a.m. and the evening meal will be provided if return to the locality is after 7:00 p.m. The following limits also apply to Staff whose job requires overnight travel on official business. The meal reimbursement limits are:

Breakfast	\$ 7.00
Lunch	8.00
Dinner	<u>20.00</u>
Total Daily	\$35.00

In the event an employee is in a meeting that covers the entire three (3) meal period, the employee will be permitted to spend a daily total of \$35.00 without regard to individual meal limits. Also, if an employee is in attendance at a function where a predetermined meal cost is established, the limit for that meal does not apply.

After discussion, the Board voted to approve the following flex time policy:

Effective June 1, 1994, agency supervisors are authorized to flex the work day when required for efficient and effective services to clients or the efficient operation of the agency; all flex time is to be approved in advance. When possible, flex hours will be taken the same day earned. When it is not possible to adjust the day, supervisors may approve flex hours to be taken within the work week (as defined by local policy.) Any flex time between work weeks must be approved by the Director.

After discussion concerning the Agency Visa card limit, the Board voted to table the discussion until a future meeting.

Raymond H. Boyd
County Administrator

5-31-94
Date

Jerry D. Smith
Social Services Director

5-31-94
Date

ON MAY 31, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

64 Actions 9 Pages

Disbursement of Special Welfare Funds: \$34,716.22

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94190-94229 \$26,852.79

Payment for Payroll and Administrative Payments as follows:

Payroll

May 15, 1994	\$43,716.14
May 31, 1994	43,734.63
TOTAL	<u>\$87,450.77</u>

Administrative Payments

Warrant Nos. 69564-69590	\$22,476.36
Warrant Nos. 69882-69924	58,176.00
Warrant Nos. 69929-69935	1,926.51
TOTAL	<u>\$82,578.87</u>

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

- Case No. 027-015441-00-9
- Case No. 027-015038-00-0
- Case No. 027-015504-00-1
- Case No. 027-015595-00-6
- Case No. 027-015594-00-0

PERSONNEL ACTIONS

Probationary Appointments:

- Position No. 310, Donita Estep, Clerk II, effective 05/01/94
- Position No. 114, Tammy Fields, Social Worker, effective 05/01/94

Service Ratings Completed:

Position No. 100, Robert Kelly, Social Work Supervisor
Position No. 505, Shelia Sisk, Eligibility Worker

After discussion, the Board voted to approve the Family and Medical Leave Act (FMLA) retroactive to August 5, 1993 (see attached policy).

In other discussion:

The Board instructed the Director to set up a preliminary meeting of the Social Services Advisory Board. Board approved Director's travel on June 22, 23 and 24 to Roanoke to attend Director's Meeting for the Piedmont and Western Region's Local Directors. Director presented preliminary estimates of FY-94 budget balance; it appears there will be some local funds to return to the County. Director informed the Board that more precise figures would be available in June. Discussion was held concerning asking Board of Supervisors to return any surplus to cover any cut in local funds for FY-95. Board agreed to place any local funds returned to the agency from the purchase of ADAPT computers in a Special Welfare local only account.

William H. Floyd
County Administrator

June 1, 1994
Date

Jerry W. Snyder
Social Service Director

6-1-94
Date

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), effective August 5, 1993, any person who has been employed with the Buchanan County Department of Social Services for a minimum of twelve (12) months and has worked a minimum of 1,250 hours during the previous twelve (12) months, is eligible for a maximum of twelve (12) work weeks of unpaid leave without pay per calendar year for: 1) the birth of a child and to care for that child; 2) the placement of a child for adoption or foster care with the employee; 3) to care for the employee's spouse, child, or parent who has a serious health condition; and 4) a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

Leave for the birth of a child or placement of an adopted or foster child may be taken only within twelve (12) months of that birth or placement. The right to unpaid leave for these purposes is waived if not taken during this time. An employee must provide thirty (30) days' advance notice of such leave. If the employee is unable to provide thirty (30) days' notice, he or she must provide "such notice as is practicable." Leave may be taken on an intermittent or reduced basis for the birth or placement of a child, but only if the Agency agrees to this arrangement in advance.

When leave is necessary because of a serious health condition--either that of the employee's child, spouse or parent or the employee--it may be taken intermittently where medically necessary. Employees undergoing foreseeable medical treatment are required to "make a reasonable effort to schedule treatments so as not to disrupt unduly the operations of the Agency." Employees must give thirty (30) days' advance notice of medical treatment, unless unable, in which case they must give "such notice as practicable."

An employee requesting Family and Medical Leave should submit the request to his or her immediate supervisor as soon as practicable to ensure that it is processed expeditiously. An employee is required to furnish medical certification for leave involving a serious health condition affecting either the employee or the employee's child, spouse or parent.

An employee's certification must include the date the serious health condition began, the probable duration of the condition, and where appropriate, supporting medical facts concerning the condition. If the leave is based on the employee's own condition, the certification also must affirm his or her inability to perform his or her job. Where the leave is necessitated for care of a spouse, child or parent, it must be certified that the employee is needed to provide this care.

When the Agency has reason to doubt the validity of a medical certification, the Agency may require a second opinion. Selection of the new physician is subject to the

Agency's approval. If the two health providers disagree, the Agency may require the opinion of a third, jointly approved, medical provider who shall be the final authority on the question. Second and third opinions are at the Agency's expense. The Agency may also require the employee to obtain subsequent recertification on a reasonable basis.

The Agency may request recertification at any reasonable interval, but not more often than thirty (30) days, unless: (a) the employee requests an extension of leave; (b) circumstances described by the original certification have changed significantly or (c) the Agency receives information that casts doubt upon the continuing validity of the certification.

For an employee on FMLA leave, the Agency may require periodic reports from the employee regarding the employee's status and intent to return to work. If the employee gives an unequivocal notice or intent not to return to work, the Agency's obligations to provide health benefits and to restore the employee to his or her position ceases.

The Agency may require a "fitness-for-duty" certification from an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job. The certification need only be a simple statement from a physician of the employee's ability to return to work.

Under this policy, an employee may use available sick and/or annual leave, if appropriate under Agency policy, prior to receiving any approved leave without pay. If an employee uses accrued sick and/or annual leave, such leave time would count toward the total twelve (12) weeks the Agency is required to provide. The Agency will maintain the employee's group health insurance during this approved leave of absence at the same level of contribution as provided prior to the period of unpaid leave of absence. The employee must make arrangements to pay their share of the health insurance before beginning Family and Medical Leave. However, should an employee fail to return from leave granted under this policy, he or she will be required to reimburse the Agency for premiums paid on his or her behalf during the period of unpaid absence, unless the reason the employee does not return is due to: (a) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under the FMLA or (b) other circumstances beyond the employee's control. If the employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the Agency may require medical certification of the employee's or the employee's child, spouse or parent's serious health condition

Generally, any employee who takes leave under the FMLA is entitled to return to his or her old job, if available, upon completion of the leave. If the old job is unavailable, the employee is entitled to a "genuinely equivalent" position, with equal pay, benefits, status and other conditions of employment previously enjoyed.

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ON JUNE 28, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

133 Actions

16 Pages

Disbursement of Special Welfare Funds: \$6,469.96

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94230-94265

\$15,440.19

Payment for Payroll and Administrative Payments as follows:

Payroll

June 15, 1994

\$43,534.94

June 30, 1994

\$43,513.21

TOTAL

\$87,048.15

Administrative Payments

Warrant Nos. 69998-70034

\$42,070.52

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-015597-00-9

Case No. 027-015598-00-5

Case No. 027-015654-00-2

Case No. 027-015655-00-9

Entrustment to Agency:

Case No. 027-015656-00-5

Case No. 027-015703-00-3

PERSONNEL ACTIONSService Ratings Completed:

Position #520, Geraldine Whitt, Eligibility Worker
Position #102, Connie Perkins, Social Worker
Position #308, Angela Johnson, Clerk IV
Position #309, Elizabeth Yates, Food Stamp Clerk
Position #500, Gail Lester, Eligibility Supervisor
Position #516, Erma O'Quinn, Eligibility Worker
Position #518, Reta Yates, Senior Eligibility Worker

Change of Status:

Robert Kelly, Voluntary Transfer to Fraud Investigator,
effective 06/01/94

Leave without pay:

Position #304, Pam Boyd, Receptionist I, effective
06/28/94

After discussion, the Board voted to approve the Affirmative Action Plan effective July 1, 1994; the policy will remain in effect until June 30, 1996.

After discussion, the Board voted to approve the updated Fair Labor Standards Act (FLSA) effective June 28, 1994 (see attached policy); this updates the policy approved February 25, 1992. The major changes involve classes of employees determined to be "Exempt" and "Non-Exempt"; a copy of the policy will be given to each employee and to new hires during orientation.

In other discussion:

Board advised the Director that the Board of Supervisors had cut the Budget by \$12,000 in Local Funds and instructed the Director to prepare an amended Budget showing an allocation of \$364,970 in Local Funds; discussion was held concerning reserving unused local funds in the FY-94 budget to cover the request. Board decided to return all unused funds to the County General Fund and to cut \$12,000 Local from the current budget; Board agreed to consider a request for additional local funds if it becomes necessary during FY-95.

Discussion was held concerning Comprehensive Services Act (CSA) in the areas of fiscal agent and FY-94 budget.

Discussion was held concerning recent services program audits and their results; findings were positive with only minor remedial actions required.

The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for.

The Board instructed the Director to fill the Child Protective Services Position (#515) effective July 18, 1994 by hiring Latisha Lane.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on June 28, 1994 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.

Raymond C. Boyd
County Administrator

6-30-94
Date

Jerry W. Snyder
Social Services Director

6-29-94
Date

Probationary Appointment:

Position #515, Latisha R. Lane, Child Protective Services Worker I, effective 07/18/94.

Inclement Weather Conditions:

After discussion, the Board voted to approve the Inclement Weather Conditions policy effective July 26, 1994 (see attached policy).

In other discussion:

Discussion was held on trying to get a higher priority for clearing Slate Creek road during the winter months due to the number of Agencies/Organizations in the area (Health Department, Hospital, Nursing Home, High School, Vocational School, Social Services, Industrial Park, etc.). Methods of getting the agency parking lot cleared of ice and snow were discussed; Director will check with the School System about getting them to clear the lot. Board approved Director's travel to Richmond August 3rd and 4th to attend meeting dealing with maximizing Day Care funds. Discussion was held on Comprehensive Services Act and possible change in fiscal agent. Director informed Board concerning efforts to have outstanding Foster Care chargeback dismissed; Director will follow up with Mr. Larry Mason at the Director's meeting in Abingdon on July 28, 1994.

[Signature]
County Administrator

7-27-94
Date

Ferry W. Snyder
Social Services Director

7-27-94
Date

FAIR LABOR STANDARDS ACT

Effective June 28, 1994, the Buchanan County Board of Social Services reaffirms its intent to fully comply with the Fair Labor Standards Act (FLSA) with regard to Compensatory Leave or pay for Buchanan County Department of Social Services employees who are not exempt from the Act.

FLSA exemption status has been determined by the Buchanan County Board of Social Services using FLSA exemption tests established by the U. S. Department of Labor. All employees of the Buchanan County Department of Social Services shall be notified in writing of their FLSA exemption or non-exemption designation.

Employees of the Buchanan County Department of Social Services have been classified either "EXEMPT" or "NON-EXEMPT" from FLSA rules and regulations based on their job descriptions and functions performed for the Agency.

Exempt Positions - The following positions have been designated "EXEMPT" because they are classified either Executive, Professional, or Administrative and because of the type of functions they perform for the Agency: Director III, Social Work Supervisor, Eligibility Supervisor, and Office Manager.

Non-Exempt Positions - The following positions have been designated "NON-EXEMPT" in accordance with tests established by the U. S. Department of Labor: Custodian, Clerk II, Receptionist I, Clerk III, Data Entry Operator II, Food Stamp Clerk, Clerk IV, Aide II, Account Clerk II, Secretary I, Eligibility Worker, Senior Eligibility Worker, Fraud Investigator, Social Worker, Senior Employment Service Worker, Child Protective Service Worker I, and Senior Social Worker.

Overtime Leave Policy for "NON-EXEMPT" Employees - It is the policy of the Buchanan County Board of Social Services that "NON-EXEMPT" employees receive Compensatory Leave time or receive pay for overtime work (time beyond 40 hours worked in a work week), subject to the following conditions:

- A. Non-exempt employees who work beyond 40 hours in any single work week shall be entitled to earn 1.5 hours of compensatory time for each hour of overtime worked.
- B. Non-exempt employees can accumulate no more than 240 overtime leave hours (160 overtime leave hours times 1.5 hours.) Once this maximum accrual is met, additional overtime leave must be paid in cash at the time and one-half rate.

- C. Upon a non-exempt employee's termination, the overtime leave balance must be paid at the employee's ending regular hourly or average regular hourly rate over the last three years of employment, whichever is higher.
- D. Non-exempt employees must take all earned Compensatory Leave within 12 months following performance of the work or such credits shall lapse.
- E. Non-exempt employees shall not be entitled to receive Compensatory Leave time or pay for overtime work unless such work has been previously authorized by the Director or his designated representative. Compensatory leave time will not be authorized unless it is beyond worker's control and is not routine.
- F. Each agency supervisor shall be responsible to instruct employees not to perform overtime work without prior approval. When the nature of overtime work does not allow prior authorization, the employee shall notify his or her supervisor upon conclusion of the work stating the amount of time and reasons for such work. The employee does not have the authority to determine, without prior approval, when his or her work requires working overtime hours.
- G. Compensatory Leave, at the rate of 1.5 hours for each hour of overtime worked up to the maximum 240 hours, shall be the preferred and usual compensation for approved work in excess of the 40 hour work week. Paid overtime at the time and one-half rate may be granted in lieu of Compensatory Leave at the Director's discretion.
- H. Nothing in this policy concerning "NON-EXEMPT" employees alters, modifies or changes in any way the child protective services (CPS) plan currently in effect (on-call compensation/door-to-door services compensation.) The CPS plan applies only to certain specified social workers and is in effect only when those social workers are actually on duty as assigned by the CPS On-call schedule.

Overtime Leave Policy for "EXEMPT" Employees - It is the policy of the Buchanan County Board of Social Services that "EXEMPT" employees will receive Compensatory Leave time or pay for overtime work (time beyond 40 hours worked in a work week), subject to the following conditions:

- A. Exempt employees who work beyond 40 hours in any work week shall be entitled to earn one hour of Compensatory Leave for each hour of overtime worked.

INCLEMENT WEATHER CONDITIONS

There are times when weather conditions are such that it is necessary to close the Agency to protect the health and safety of employees. Effective 7/26/94 when the Director, or anyone officially appointed by the Board of Social Services to act in the Director's absence, decides it is necessary to release employees from work early because of existing or anticipated inclement weather, the absence is not charged to earned leave. In the event that the Director and the person appointed to act in his absence are not available, the Social Work Supervisor positions would make the decision. If all of the staff assigned to make the decision are absent, the County Administrator would make the decision. When employees arrive at work late because of general transportation problems, the period of absence (if determined to be reasonable by the Director) is not charged to earned leave.

When weather conditions exist which might dictate a full day closing or a late office opening, staff are to listen to WNRG AM and WMJD FM Radio. Grundy, for details. Announcements will be aired by 7:00 a.m.; when the decision is to open late, staff should listen to the above radio stations one hour prior to the designated opening time to see if any additional changes have been made.

The Director will maintain a list of employees who are considered **essential** and who are required to work during authorized closings; this list will be posted on the Agency bulletin board. Only those staff members listed as essential or who work for a staff member considered essential but unable to work will be compensated for working when the agency is closed due to inclement weather. If the Director, or his designee determines that conditions are so extreme, the **essential** personnel will be notified *not* to report.

Compensation for Closings

- a) All Day Closings:
Employees absent due to an authorized closing for a work day will be paid for such absence. To qualify for payment, employees must work the scheduled work day before and after the closing, or work either of such days and be on approved leave for the other day. Employees absent both days, or not otherwise qualifying, may apply accumulated leave as appropriate to the day of closing. Essential personnel required to work will be credited with compensatory leave for the hours worked during such closing.

- b) Partial Day Closings:
When inclement weather conditions result in authorized changes in the work schedule, such as late openings or early closings, employees will be paid for such authorized absences. To qualify for payment, employees must work all or part of the work schedule not affected by the change. Essential personnel required to work during partial closings will be given compensatory leave for the hours worked during such closing.

- B. Exempt employees can accumulate no more than 160 overtime leave hours. Once this maximum accrual is met, additional overtime hours must be paid in cash at the regular hourly rate.
- C. Exempt employees must take all earned compensatory time off within 12 months following performance of the work or such credits shall lapse.
- D. Compensatory Leave on an hour-for-hour basis up to the maximum 160 hours shall be the preferred and usual compensation for approved work in excess of the 40 hour work week. Paid overtime on an hour-for-hour basis may be granted in lieu of Compensatory Leave at the Director's discretion.
- E. Exempt employees shall not be entitled to receive Compensatory Leave unless such work has been previously authorized by the Director or his designated representative. Compensatory Leave will not be authorized unless it is beyond employee's control and is not routine. When the nature of the overtime does not allow prior authorization, the employee shall notify his or her supervisor upon conclusion of the work stating the amount of time worked and reasons for such work. Exempt employees shall not be entitled to Compensatory Leave for incidental overtime necessary to the job unless assigned by the supervisor. The employee does not have the authority to determine, without prior approval, when his or her work requires working overtime hours.

852

ON AUGUST 30, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

193 Actions

22 Pages

Disbursement of Special Welfare Funds: \$9,221.86

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94306-94342 \$15,645.50

Payment for Payroll and Administrative Payments as follows:

Payroll

August 15, 1994	\$46,813.31
August 31, 1994	<u>\$46,645.97</u>
TOTAL	\$93,459.28

Administrative Payments

Warrant Nos. 70489-70524	\$39,000.99
Warrant Nos. 70628-70631	<u>3,223.76</u>
TOTAL	\$42,224.75

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-015858-00-7
Case No. 027-015857-00-1
Case No. 027-015904-00-9

Entrustment to Agency:

Case No. 027-015905-00-5
Case No. 027-015703-00-3

PERSONNEL ACTIONS

Service Ratings Completed:

Position #558, Brenda Owens, Sr. Eligibility Worker
Position #517, Janice Murphy, Child Protective Service
Worker
Position #503, Connie Hurley, Eligibility Worker
Position #508, Karen Blankenship, Eligibility Worker

Return from Leave:

Position #304, Pam Boyd, Receptionist I, effective
08/01/94

After discussion, the Board voted effective August 30, 1994 to change the fee charged to make copies on the agency copy machine from 25 cents per copy to 5 cents per copy.

After discussion, the Board voted to approve the following updated Flex Time policy:

Effective September 1, 1994, agency supervisors are authorized to flex the work day when required for efficient and effective services to clients or the efficient operation of the agency; all flex time is to be approved in advance. When possible, flex hours will be taken the same day earned. When it is not possible to adjust the day, supervisors may approve flex hours to be taken within two work weeks (as defined by local policy.) The Director's approval is required for any flex hours to be taken more than two work weeks after they are earned.

After discussion, the Board approved the purchase of two (2) four wheel drive vehicles and eight (8) computers and associated hardware and software from FY-95 administrative funds.

In other discussion:

Director advised the Board that twenty (20) four drawer file cabinets in very poor condition are available as surplus as well as two Apple 2C computers in poor condition. Director gave Board

information concerning the recent interviews for Child Welfare Social Work Supervisor position; selection will be made at subsequent meeting.

Raymond G. Boyd
County Administrator

9-9-94
Date

Jerry W. Snyder
Social Services Director

9-8-94
Date

On September 8, 1994 a Special Called Board Meeting was held. After discussion concerning the cost estimates obtained for cleaning the carpets at the Social Services Office on Slate Creek, the Board voted to approve the lowest estimate (\$1,020) received from Magic Broom Carpet and Upholstery Cleaners of Richlands, Virginia.

After discussion concerning the upcoming Fuel Program, the Board authorized the Director to hire three (3) temporary workers at entry level eligibility worker salary to assist in the Fuel Program. In addition, the agency will provide two clerical workers to assist with the clerical functions and the Food Stamp workers will process applications from their caseloads.

In other discussion:

Director shared with Board draft policies on Service Purchase Guidelines and Reduction In Force (RIF); these policies will be considered at a subsequent meeting. Board advised the Director that the County would be able to help dispose of the file cabinets that are to be declared salvage.

The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for.

The Board instructed the Director to fill the Social Work Supervisor Position (#100) effective October 1, 1994 by promoting Cecil Stiltner.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on September 8, 1994 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.

Raymond C. Boyd
County Administrator

7-27-94
Date

James W. Simpson
Social Services Director

7-27-94
Date

857

ON SEPTEMBER 27, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

93 Actions

11 Pages

Disbursement of Special Welfare Funds: \$10,851.55

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94343 - 94378 \$13,961.19

Payment for Payroll and Administrative Payments as follows:

Payroll

September 15, 1994	\$46,523.21
September 30, 1994	<u>\$46,514.26</u>
TOTAL	\$93,037.47

Administrative Payments

Warrant Nos. 70819-70847	\$37,323.51
Warrant Nos. 70931-70936	2,476.01

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016026-00-5
Case No. 027-015594-00-0
Case No. 027-016022-00-0
Case No. 027-016021-00-3

PERSONNEL ACTIONS

Service Ratings Completed:

Position #113, Barbara Cook, Aide II
Position #305, Lisa Smith, Clerk II
Position #506, Brenda Jackson, Social Work Supervisor
Position #504, Kathy Viers, Eligibility Worker

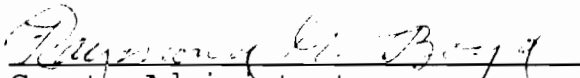
After discussion, the Board approved service policy for purchases with Family Preservation and Block Grant Funds (See attached policies) effective 9/27/94.

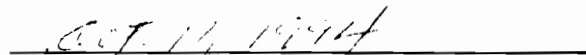
After discussion, the Board approved the purchase of a computer and associated hardware and software from FY-95 Jobs Administrative Funds; Board noted that the funds are 100% Federal and State with no local match.

In other discussion:

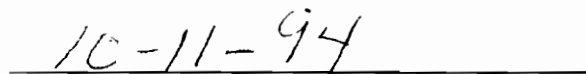
The Board approved Director's travel to Portsmouth area to attend State Board meeting; approved dates 10/18, 19 and 20. Discussion was held concerning Comprehensive Services Act and designation of fiscal agent.

The Board continued the meeting until October 11, 1994 at 1:00 p.m.


County Administrator


Date


Social Services Director


Date

BUCHANAN COUNTY

FUNDING FOR PURCHASED SERVICES FROM SOCIAL SERVICES BLOCK GRANT FUNDS

Social Services Block Grant Funds are divided into four categories for the purchase of services for eligible clients. These funds may be used only after all other resources have been explored and exhausted.

Purchased services in Child Protective Services will be limited to the purchase of gathering information for the purpose of assessment and case planning, or limited to the purchase of emergency services at the time of the removal of a child from the home. The purchases will include medical and psychological evaluations as part of Child Protective Services investigations; emergency medical treatment at the time of the removal of a child from the home; and emergency shelter for a child removed from his/her home until an Emergency Removal Order or Preliminary Removal Order can be obtained from the court.

Purchased services for Family Services will follow the same guidelines as the Family Preservation Funds.

The scope of services which may be purchased by Adult Protective Services funds is broad. Companion services for thirty days per year, not to exceed twenty four hours per day, may be provided, without regard to income.

Food up to \$100.00 may be purchased for an Adult Protective Services client three times per year. Oil, wood, coal, gas, or kerosene not to exceed \$200.00 may be purchased two times per year. Repairs or replacement of heating equipment up to \$500.00 may be received. This service will be provided to allow an APS client to remain in his/her home.

Utility fees, i.e., monthly basic telephone bills, electric bills, gas for cooking, or monthly water bills may be paid, not to exceed \$150.00 per month. This service

may be received two times per fiscal year. Utility installation fees not to exceed \$150.00 may be paid one time per five year period

Rent up to \$200.00 per month for up to three months per year will be provided for an APS client. The months may be consecutive or may be alternated throughout the year. Hotel or motel expenses for three nights will be paid for an APS client. A maximum of eight meals will be allowed at a maximum of \$5.00 per meal. This service will be available one time per fiscal year.

One tank of gasoline from a local vendor or a one way trip bus ticket may be purchased to assist with transportation to the home of a relative or other interested person's home. This service may be used one time per lifetime. One tank of gasoline from a local vendor or a round trip bus ticket may be purchased to assist APS clients with transportation to medical appointments outside the county. This service may be provided two times per year.

One physician's office visit per month per client, not to exceed \$30.00 may be purchased. This service may be provided three times per fiscal year. X-rays and laboratory work may be purchased three times per fiscal year per client, not to exceed \$50.00 per visit. Prescriptions may be purchased three times per year per client, not to exceed \$100.00 per month. Mental health visits made to the home (if possible), or office visits to determine competency, may be provided. This service may be available one time per each APS complaint. Eight counseling visits per year may be provided.

Repairs to hearing aides and eye glasses or replacements for hearing aides and eye glasses may be provided after all other resources have been exhausted. Repairs or replacements to wheelchairs or other devices to assist an APS client in becoming more ambulatory may be provided after all other resources have been exhausted. This service may be available one time per lifetime, and will be determined on a case by case basis when/if money is available.

Purchased Home Based Services will be limited to Companion Services. Companion Services will be limited to clients who have been determined to be legally blind, or are recipients of Supplemental Security Income, and meet the needs criteria to receive Companion Services. A waiting list will be maintained, and services will be provided on a first come, first served basis.

exceed \$150.00 per item. The vendor will provide a written statement that the appliance is in good working condition at the time of the purchase, and guarantee the quality and service of the appliance for a period of no less than thirty days. This service may be used one time per five year period for each type of appliance, with the total cost not to exceed \$600.00.

Medical services may be purchased after General Relief and other financial resources have been explored and exhausted. One physician's office visit per person per month not to exceed \$30.00 per visit may be purchased, up to three times per fiscal year. This service may be received no more than six times per five year period. X-rays and laboratory work may be purchased three times per year per person, not to exceed \$50.00 per incident. These services may be received no more than six times per five year period. Prescriptions may be purchased three times per year per person, not to exceed \$50.00 per month per person. Prescriptions may be purchased no more than six times per five year period.

A maximum of ten counseling sessions per year may be purchased for clients who attend a mental health center.

Utility fees, i.e., electric bills, gas for cooking, or water bills may be paid, not to exceed \$150.00, upon the client's receipt of a notice of disconnection from the utility provider. This service may be received no more than two times per fiscal year, or no more than four times per five year period. Utility installation fees not to exceed \$150.00 may be paid one time per five year period.

One tank of gasoline from a may be purchased from a local vendor to help with medical appointments out of the county. This service may be used three times per fiscal year, no more than six times per five year period. A round trip bus ticket for medical appointments outside the county may be purchased one time per year per family. This service may be received no more than two times per five year period. The expense may include tickets for a child and one parent or guardian. One tank of gasoline, or a one way bus ticket to a relative's home, may be purchased from a local vendor to assist in transportation to a relative's home one time only during a five year period.

Respite care for children may be purchased to prevent foster care placement for twenty-eight days during the fiscal year, not to exceed 140 days per five year period. Fair market rates for Child Day Care will be used.

Oil, wood, coal, gas, or kerosene not to exceed \$200.00 may be purchased two times per fiscal year, not to exceed four times in a five year period. Repairs or replacement of heating equipment up to \$500.00 may be received.

BUCHANAN COUNTY

FUNDING FOR PURCHASED SERVICES FROM FAMILY PRESERVATION SERVICES FUNDS

Services may be purchased from Family Preservation Services Funds for families who meet the requirements as specified in Information Bulletin (94-), a draft copy of which the agency received on July 21, 1994. Services may be purchased from these funds only after all other resources have been explored and exhausted.

Food may be purchased, not to exceed \$100.00 per month, for a given family, up to three times per fiscal year, but no more than six times in a five year period. Formula for infants may be purchased, not to exceed \$90.00 per month, up to two times per fiscal year, but no more than four times in a five year period per family.

Diapers may be purchased, not to exceed \$60.00 per month per family, up to three times per fiscal year, but no more than six times in a five year period per family.

Shelter may be purchased in the form of rent or temporary lodging. Rent may be purchased for a family, up to \$200.00 per month, for three months per fiscal year, but no more than six times in a five year period. Hotel or motel expenses for two nights for a family may be purchased. Food allowance of \$5.00 per person per meal, for a maximum of eight meals per person, may be authorized. Diapers and formula/milk not to exceed \$15.00 per two night period may be purchased for a family in a hotel or motel. Families may be eligible to receive the temporary lodging expenses one time per year, but no more than two times in a five year period.

Necessary and essential used appliances (stove, refrigerator, clothes washer, or dryer) may be purchased to maintain a family home . This expense will not

Continued Board Meeting (from 9/27/94) -- October 11, 1994

After discussion, the Board voted to approve Local Only funds in the amount of \$1,000 for the Foster Children's Christmas Party and Local Only funds to mail Christmas Gifts to the Auxiliary Grants clients.

The Board approved the Agency purchasing two 4-wheel drive vehicles at the meeting on August 30, 1994. Request for Bids were advertised for thirty days and the Bids closed on October 7, 1994 at 3:00 p.m. Two sealed bids were received; the bids were opened by the Board during this meeting. A bid from Modern Sales and Services, Inc. was hand delivered to the Agency on October 4, 1994 at 1:04 p.m.; the bid for two 1995 Jeep Cherokees was \$18,998.98 per vehicle. A bid from Rife Chevrolet, Inc. was hand delivered to the Agency on September 15, 1994 at 2:30 p.m.; the bid for two 1995 Chevrolet Blazers was \$21,260.97 per vehicle. Rife also submitted a bid with Mud and Snow tires in the amount of \$21,718.49 per vehicle. After discussion, the Board voted to accept the lowest bid from Modern Sales and Services, Inc. for \$18,998.98 per vehicle for two Jeep Cherokees at a total cost of \$37,997.96. Board instructed the Director to notify the bidders of the decision and to order the vehicles.

In other discussion:

The Board related to Director that the Department of Social Services had been selected as the Comprehensive Services Act fiscal agent effective December 1, 1994. Director informed Board that the thirty-one 4-drawer file cabinets declared salvage by the Agency had been turned over to the County for redistribution.

Raymond St. Bangs
County Administrator

10-25-94
Date

Serry W. Snyder
Social Services Director

10-25-94
Date

ON OCTOBER 25, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 5 Pages 7

Disbursement of Special Welfare Funds: \$ 11,222.51

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care,

Receipt Nos. 94379 - 94420 \$ 18,735.85

Payment for Payroll and Administrative Payments as follows:

October 14, 1994	\$ 48,846.86
October 31, 1994	\$ 48,766.64
TOTAL	\$ 97,613.50

Administrative Payments

Warrant Nos. 71125 - 71161 \$ 37,071.56

PERSONNEL ACTIONS

Service Ratings Completed:

Position #510, Harold McClanahan, Elig. Sup.

After discussion, the Board voted to approve the Fee System/Block Grant Child Day Care Program Addendum; this budget line item now totals \$12,220. A copy of this addendum is attached to these minutes.

The State Board of Social Services requires that each department of welfare/social 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 issuances of the State Department of Social Services. Any modifications to this plan must be approved by the State Department of Social Services.

The Local Board of the

Buchanan County Department of Social Services

Western Region

Fips Code 027

submits the following
FEE SYSTEM /BLOCK GRANT CHILD DAY CARE PROGRAM
ADDENDUM
to the

CHILD DAY CARE SERVICES PLAN

for the period

October 1, 1994 - September 30, 1995

Date of local board approval for the FY 95 Plan October 25, 1994

Guy Boyd
Local Board Chairperson


Local Board Chairperson

Jerry W. Snyder
Local Director


Local Director

FY 95 CHILD DAY CARE SERVICES PLAN ADDENDUM
FEE SYSTEM/BLOCK GRANT CHILD DAY CARE PROGRAM

INSTRUCTIONS:

Please indicate below the expenditures planned by the local department of social services for its Fee System/Block Grant Child Day Care Program. If the local department plans to use less than 7% of the allocation for administration, those funds must be spent for purchase of child day care services. This addendum must be returned to the child day care regional specialist by November 1, 1994.

LOCAL DEPARTMENT: Buchanan County Department of Social Services

Fips Code 027

Date October 1, 1994 - September 30, 1995

	Number of Children to be served	Planned Purchase of Service Expenditures
Pre-school age	6	\$ 6198.90
School age	5	\$ 5165.70
Total	11	\$11364.60

FEE SYSTEM/BLOCK GRANT CHILD DAY CARE PROGRAM

Purchase of Child Day Care Services	\$11364.60
Administration	855.40
Total Allocation	\$12220.00

After discussion of the Food Assistance Program (Commodities) and its benefits to the citizens of Buchanan County, the Board authorized the Agency to distribute Commodities in December, 1994 and March, 1995. Director shared a letter with the Board that was received from the Food Assistance Program that indicated that only two items would be available for distribution in May, 1995; the Board authorized the Director to discontinue the Commodities Program if sufficient items were not available after March, 1995.

After discussion, the Board voted to approve the following Reduction in Force (RIF) Policy.

The Director may separate any employee without prejudice because of lack of funds or curtailment of work. No permanent employee shall be separated while there are emergency, probationary, or temporary employees serving in the same class of position in the Agency. The order of separations due to reduction in force within any class of position (as defined by this policy) shall be based solely upon the length of continuous service in the Agency. For purpose of this policy there are a total of seven classes. 1) Eligibility 2) Social Worker 3) Clerical 4) Administration 5) Eligibility Supervision 6) Social Work Supervision 7) Clerical Supervision. For purposes of this policy, Senior Positions are included in the Eligibility and Social Worker class of positions.

After discussion, the Board voted to approve a request from Harold McClanahan to engage in a self-employment enterprise outside of Agency working hours.

Director presented a cost analysis report on the four agency Jeeps covering FY-94 and the current fiscal year to date; based on this analysis, the Board authorized the Director to select the two Jeeps to be taken out of service when the two new vehicles are received. The Board instructed the Director to advertise the two old vehicles for sale through sealed bids.

In other Dicussion:

The Director informed the Board of the problems encountered in becoming the fiscal agent for the Comprehensive Services Act (CSA). A preliminary meeting has been scheduled for November 2, 1994 to begin the process. Director stated he assumes that any problems encountered can be worked out and the December 1, 1994 assumption of the fiscal agent duties will take place on the assigned date. Director discussed the Agency building and several concerns he had.

[Signature]
County Administrator

11-29-94
Date

[Signature]
Social Services Director

11-29-94
Date

ON NOVEMBER 29, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED;

Schedule of Actions for Emergency Assistance, General Relief Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 59

Pages 8

Disbursement of Special Welfare Funds: \$13,507.69

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94421 - 94461 \$20,941.95

Payment for Payroll and Administrative Payments as follows:

Payroll	October 14, 1994	\$48,108.09
	October 30, 1994	<u>\$47,123.34</u>
	TOTAL;	\$96,231.43

Administrative Payments

Warrant Nos. 71292 - 71308 &
Warrant Nos. 71563 - 71586 \$93,707.12

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No 027-016-248-00-8

PERSONNEL ACTIONS

Service Ratings Completed

Position #101, Brad Johnson, Social Worker
Position #310, Elizabeth McClanahan, Acc. Clerk II
Position #114, Tammy Fields, Social Worker
Position #310, Donita Estep, Clerk II

After discussion, the Board voted effective November 29, 1994 to approve the attached "Authority to Consent to Surgical and Medical Treatment" policy.

Director presented to the Board a request from Kimberly Burks and

AUTHORITY TO CONSENT TO SURGICAL AND MEDICAL TREATMENT

There are occasions when social workers employed by the Buchanan County Department of Social Services acting in the capacity of a Child Protective Services worker, must assume emergency custody of a child who has been abuse and/or neglected. During those occasions, the agency must obtain an Emergency Removal Order from the Court within 72 hours. If the child involved in these situations is in need of immediate medical treatment and the parent or legal guardian is unwilling or unable to consent to medical treatment, the agency will try to obtain a Court order for treatment. If a Court order is not immediately obtainable, authority to consent to surgical or medical treatment will be given by the Director of the Buchanan Department of Social Services or one of the agency's two Social Work Supervisors.

When possible, the parent(s) of a child who is committed or entrusted to the agency will be involved in the medical planning for the child. When the parent(s) are not available, or their consent cannot be obtained immediately, a Court order is required for major surgery or medical treatment. If a Court order is not readily available, the Director of the Buchanan County Department of Social Services, either of the agency's two Social Work Supervisors, or the Senior Social Worker may consent to major surgery or medical treatment.

The agency has been appointed committee or legal guardian by the Circuit Court for incapacitated adults. As a result, the agency is responsible for making decisions regarding medical care that are in the best interests of these adults. The agency will consult with available family members regarding the wishes of the adult prior to their becoming incompetent or incapacitated; the agency will also consult with medical professionals to gather information prior to making decisions. The Director of the Buchanan County Department of Social Services, either of the two Social Work Supervisors, or the Senior Social Worker may consent to major surgery or medical treatment for adults for whom the agency is committee or legal guardian.

Tammy Fields for 5 hours a week to attend graduate school; the time will be made up each week or a leave slip will be submitted. The employees had received approval for their plans from their supervisor and had made adequate plans for covering their on-call duties during their educational pursuits. After discussion, Board voted to approve the request and told the Director to approve any leave that might be necessary. Educational leave was discussed and Director noted that he is drafting a policy for the Board's consideration on the subject.

After discussion, the Board voted to stay with Cost Containment, Inc. as the vendor for Food Stamp Issuance and to accept the second year of the contract. Board instructed the Director to sign the contract and to relate to CCI the Agency's intentions.

The Director apprised the Board that a rating on the Director's position was due on December 1, 1994. The Board completed the Director's rating; the recommendation was to make the appointment permanent and to retain the Director in his current position.

General discussion was held concerning the current vacancy in Child Protective Services. The Board asked the Director for all of the interview materials so they could be studied; a called meeting will be held during the month of December to decide which applicant will fill the vacancy.

In other discussion:

Board and Director discussed purchasing for the Agency in general. Board agreed that the agency should continue to contract and purchase for itself and that combining with the County does not seem feasible or practical. Contracting for Health Insurance coverage was discussed; the agency's "experience" rate is better than the County's so grouping with the County could mean a higher rate and less coverage. The Board instructed the Director to continue the Health Insurance coverage through the current contract years and then look at all the issues again. Director informed the Board that he had recently approved a request from the Eligibility Supervisors for "protected time" for their staff; this will allow the eligibility staff one hour each morning (8:00 to 9:00) to prepare for ADAPT and to convert cases for ADAPT. The State Department of Social Services has recommended that time be allowed for this activity.

Raymond G. Boyd
County Administrator

Dec. 9, 1994
Date

Jerry W. Snyder
Social Services Director

12-9-94
Date

On December 9, 1994 a Special Called Board Meeting was held to discuss filling a Child Protective Services vacancy. The Board voted to move into executive session to discuss personnel and personnel matters under 2.1-344, paragraph 1 and 4 of the Virginia Code.

The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for. The Board instructed the Director to fill the Child Protective Services position (#110) effective January 1, 1995 by promoting Bradford S. Johnson and immediately advertise to fill the vacant position created in adult services.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on December 9, 1994 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.

Raymond W. Boyd
County Administrator

Dec. 20, 1994
Date

Jerry W. Snyder
Social Services Director

12-20-94
Date

ON DECEMBER 20, 1994, THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoptions, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions	Pages
108	14

Disbursement of Special Welfare Funds: \$16,309.57

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Parents, Social Security, Miners Benefit, Support, AFDC for Foster Care, USDA):

Receipt Nos. 94462 - 94520	\$21,875.22
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Payment for Payroll and Administrative Payments as follows:

Payroll

December 15, 1994	\$48,011.04
December 22, 1994	<u>\$47,637.37</u>
TOTAL	\$95,648.41

Administrative Payments

Warrant Nos. 71624 - 71630	\$ 1,541.60
Warrant Nos. 71792 - 71815	<u>\$36,316.54</u>
TOTAL	\$37,858.14

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016300-000
Case No. 027-026304-005

Released From Custody:


Case No. 027-026243-008

PERSONNEL ACTIONS


Service Rings Completed:

Position # 300, Jerry Wayne Snyder, Director
 Position # 312, Deborah Dotson, Data Entry Oper. II
 Position # 325, Robert Kelly, Fraud Investigator
 Position # 521, Jeanette Blankenship, Elig. Worker
 Position # 559, Nadine Thornsbury, Elig. Worker

The Board acknowledged receipt of a letter from the Chairperson of the Gloucester County Social Services Board dated December 12, 1994. The letter asked the Board to support a request by the Gloucester Board to the State Board of Social Services requesting an increase in the clothing allowance for foster children; current rate is \$300 per year and request is \$400 per year. Director informed the Board that the last increase in the yearly allowance was eight years ago. The Board agreed that the increase in the clothing allowance was needed and instructed the Director to prepare the appropriate correspondence to the Chairman of the Virginia State Board of Social Services indicating the Board's support of the Gloucester request.


 County Administrator


 Date


 Social Services Director


 Date