

On January 12, 1995 a Special Called Board Meeting was held. After discussion concerning the Fuel Program and its needs, the Board voted to approve the purchase of a filing system to house the closed Fuel files; this will enable the Fuel Program to keep their closed files in the area that houses all other agency closed files. The Board also voted to approved the necessary forms and supplies needed to complete the conversion of the files.

After discussion concerning the Blue Cross/Blue Shield health insurance contract covering the agency's employees, the Board voted to approve the last year of the contract which will take effect on 2/1/95 until 1/31/96. The Board noted that the rates for the upcoming period are a five percent decrease in the rate currently being charged.

In other discussion:

Director gave the Board a copy of correspondence sent to the Chairman of the State Social Services Board concerning the clothing allowance for Foster Children. Director informed the Board that the vacant Social Worker position is currently being advertised and is due to close on 1/20/95. There was in depth discussion concerning the Supplemental Guidelines adopted on September 28, 1993; each of the eleven items adopted on that date was discussed. Director informed the Board that these guidelines have been discussed with the current Regional Director and the Board's attorney and they agree that the guidelines need to be rescinded. The Board decided to take the matter under advisement and to defer any action until the regular January meeting. Director informed the Board of several projects being considered at the agency. Director requested that the Visa limit be increased from \$1,000 to \$3,000 and the number of cards available to the agency be changed from two to six. The Board deferred action on the request until the regular January meeting on the request.

Raymond C. Boyle
County Administrator

Jan 25, 1995
Date

James W. Knight
Social Services Director

1-25-95
Date

868

ON JANUARY 25, 1995, 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:

167 Actions

19 Pages

Disbursement of Special Welfare Funds. \$22,469.15

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. 94521 - 94563 \$41,988.50

Payment for Payroll and Administrative Payments as follows:

Payroll

January 13, 1995	\$46,954.56
January 31, 1995	<u>\$46,947.56</u>
TOTAL	\$93,902.12

Administrative Payments

Warrant Nos. 71944 - 72947	\$ 369.08
Warrant Nos. 72107 - 72136	<u>\$36,925.88</u>
TOTAL	\$37,294.96

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-023760-00-0
Case No. 027-012117-00-6

Released From Custody:

Case No. 027-016304-00-5

PERSONNEL ACTIONS

Service Ratings Completed:

Position #513, Debby Blankenship, Elig. Worker

After discussion, the Board voted to rescind the Supplemental Policy Guidelines adopted by the Board on September 28, 1993. The Board noted that most of the guidelines had been satisfied and several were no longer applicable.

After discussion, the Board voted to require all future sales of agency equipment and vehicles be conducted by the agency for public sealed bids; Director was instructed to advertise all sales in the Mountaineer.

After a lengthy discussion concerning the agency's needs and the validity of the request, the Board voted to increase the agency VISA limit to \$2,000 and authorized the number of cards to be increased to five. The Board instructed the Director to examine the adequacy of the current limit and to advise the Board if any further changes were needed.

After discussion concerning the Director's evaluation of the agency building, the Board instructed the Director to contact Frank Kilgore about some questions concerning the building.

After discussion concerning the need for a phone card, the Board voted to table the discussion for action at a later date.

In other discussion:

Director advised the Board that a training session was being held in Richmond on March 1, 1995 for administrative boards; The Board suggested that it be made aware of any future training sessions for boards. Director provided an updated 1995 budget for the Board based on additional allocations received during the mid-year review process; the additional funds did not require any additional local funds not already appropriated in the budget. The Director advised the Board that additional funds would be received in the current fiscal year to provide a raise in the rates paid in Companion services. Policy recently raised the rates being paid from \$3.10 to \$4.25 in Companion and Day Care; the Agency is also being required to take FICA out of the checks being sent to Companion and Day Care providers. Director

870

presented statistics to the Board on mileage traveled by agency vehicles during the last calendar year; a total of 153,606 miles were traveled in agency vehicles during 1994.

Raymond G. Tracy
County Administrator

2-15-95
Date

James W. Snyder
Social Service Director

2-15-95
Date

On February 15, 1995 a Special Called Board Meeting was held. After Discussion concerning the needs of the Virginia Housing program and the funds available to the program, the Board voted to approved the purchase of hardware and software to upgrade the computer in the VHDA office and to add the computer to the network.

In other discussion:

Director informed the Board that the Social Worker interviews had been scheduled for February 16th and 17th and that it would be necessary to have evening interviews in addition to interviews during the day on those dates. The Director also stated that the Eligibility position was due to close on February 17th and that interviews would be scheduled after the register for that position was received. Director presented a request that staff be allowed to work a four-day workweek for the months of June, July and August, 1995. The Board decided to take the matter under advisement and to defer any action until a later date.

Gregory L. Boyd
County Administrator

Feb. 28, 1995
Date

Jerry W. Snyder
Social Services Director

2-28-95
Date

872

ON FEBRUARY 28, 1995, 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 80

Pages 11

Disbursement of Special Welfare Funds: \$16,699.30

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. 94564 - 94584	\$10,649.32
Receipt Nos. 189101 - 189131	<u>\$13,942.48</u>
TOTAL	\$24,591.80

Payment for Payroll and Administrative Payments as follows:

Payroll

February 15, 1995	\$46,681.37
February 28, 1995	<u>\$47,423.40</u>
TOTAL	\$94,104.77

Administrative Payments

Warrant Nos. 72291 - 72331	\$51,411.03
----------------------------	-------------

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016445-008

Released From Custody:

Case No. 027-016445-008

PERSONNEL ACTIONS

Service Ratings Completed:

Position #511, Teresa Stiltner, Elig. Worker
Position #509, Yolanda H. McClanahan, Elig. Worker
Position #512, Marlene B. Owens, Clerk III

In Discussion:

Director advised the Board that discussions had taken place with the County Attorney and with the owner of the building occupied by Social Services and that efforts are currently being undertaken to obtain a certificate of occupancy. Director will keep the Board apprised of any further developments in this area.

Director advised the Board that the Food Stamp unit at the agency would receive an award in April for being one of the best run units in the State; this award is for agency with an average of over 2000 cases per month. Mr. McClanahan will accept the award for the agency; Director will attend if he can arrange his schedule.

Director advised the Board that the certificate for the eligibility position had been received this date; interviews will be scheduled during the month of March. Director advised the Board the Comprehensive Services Act (CSA) was taking a lot of the Director's time; in addition, the Social Work Supervisor is required to spend a great deal of time on CSA. The Director advised the Board that he had received a telephone call from Mr. Alan Saunders stating that the additional CSA funds requested by the Buchanan County Management Team had been approved.

Director advised the Board that the Salary Study approved last year by the State had survived the Budget cuts and would be implemented in Fiscal Year 1996; Director estimated that approximately \$20,000 in local funds would be required this year. The study also mandated raises in FY 97 and 98 but would be approximately \$10,000 in local in each of the fiscal years. Director explained that the estimates were provided for planning purposes only and that the actual figures should be available in April. The Board asked that figures be made available "As Soon As Possible".

Director related to the Board that the Advisory Board had met just recently and had discussed the requirement that they present a report to the Board of Supervisors at the time the Director presents his budget request. Director advised the Board that he

would try and obtain a copy of the report given by the Tazewell Advisory Board.

The Board voted to move into executive session to discuss personnel and personnel related 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.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on February 28, 1995 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. Boyd
County Administrator

March 15, 1995
Date

George W. Snyder
Social Services Director

3-15-95
Date

On March 15, 1995 a Special Called Board Meeting was held. After discussion concerning the Agency's need for copiers and the condition of the current equipment, the Board voted to approve the purchase of two copiers effective June 1, 1995.

Based on the information being studied by the Board that was discussed in executive session on February 28, 1995 the Board instructed the Director to fill the Social Worker position (#101) effective April 3, 1995 by hiring Barry Ratliff.

In other discussion:

Director reminded the Board that the Commodities distribution scheduled for March 16, 1995 would be the last one in the County. Director also stated that the conveyor equipment purchased with funds from the Commodities Program had been transferred to the Southwest Virginia Community Foodbank and removed from the agency's inventory. Director shared a copy of a Memorandum with the Board from the Department of Agriculture and Consumer Services approving the transfer; the memorandum was also signed by the individual from the Foodbank who picked up the equipment. A copy of the memorandum will be maintained in the Director's office.

Raymond I. Boyle
County Administrator

March 28, 1995
Date

Jerry W. Boyle
Social Services Director

5-28-95
Date

876

ON March 28, 1995, 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 181

Pages 20

Disbursement of Special Welfare Funds: \$9,102.01

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. 189132 - 189172 \$21,569.14

Payment for Payroll and Administrative Payments as follows:

Payroll

March 15, 1995	\$48,123.36
March 31, 1995	<u>\$45,974.03</u>
TOTAL	\$94,097.29

Administrative Payments

Warrant Nos. 72782 - 72810 \$34,128.04

PERSONNEL ACTIONS

Service Ratings Completed:

Position #100, James C. Stiltner, Social Work Sup.
Position #202, Anita Anderson, Social Worker
Position #203, Ruth Horn, Sr. Social Worker
Position #303, William Jones, Sr. E.Ser.Worker
Position #311, Patricia Harman, Custodian
Position #502, Regina Street, Eligibility Worker

After discussion concerning the need for a policy to provide a drug free workplace, the Board voted to approve a policy effective March 28, 1995; a copy of the policy will be maintained in the Director's office and is attached to these minutes. The Board instructed the Director to post the policy on the Agency bulletin board and to place a poster in the lobby area. The Director will distribute a copy to all staff and will have all employees sign a statement of understanding for their personnel files. The policy will be given to all new employees during their orientation and the statement of understanding will be obtained at that time.

After discussion concerning the possibility of adopting a four day workweek for the summer months of 1995, the Board voted not to adopt the system.

In other discussion:

Director and the Board discussed the preliminary budget information provided to the Board on March 20, 1995; the request for the Department of Social Services would increase the Local amount by approximately \$50,000. The request for the Comprehensive Services Act (CSA) would decrease by approximately \$20,000. The Director explained that the requests were tentative since all of the State budget materials had not been received yet. Director informed the Board that the Advisory Board would be meeting on the budget in the near future to work on the report they were required to prepare for the Board of Supervisors. Director informed the Board that the new door locks had been installed in the Agency building and that some new lights should be installed within the next three weeks; the Board asked that the Director keep the Board informed concerning any building problems. The Director informed the Board that he would attend the April State Board meeting in Covington on April 19th and 20th. The Board approved Director's attendance and approved Director attending the Awards Meeting on April 25th and 26th in Richmond; this meeting was originally discussed at the February 28, 1995 Board Meeting. The Director invited the Board to attend the May State Board meeting which will be held on May 17th and 18th at Duffield in Scott County; Director and Supervisory staff are planning to attend.

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 Eligibility position (#560) effective April 17, 1995 by hiring Juanita D. Edwards.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on March 28, 1995 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.

Regina C. Boyd
County Administrator

Mar. 23 1995
Date

James W. Snyder
Social Services Director

4-13-95
Date

DRUG FREE WORKPLACE POLICY

This Policy is adopted as required by the regulations implementing the Drug Free Workplace Act of 1978, 29 CFP part 98, Sections 98.305, 98.320 and Subpart F.

The Buchanan County Board of Social Services will provide a drug free workplace through the following measures:

- A. Notifying all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by the employees of the Buchanan County Department of Social Services.
- B. The Buchanan County Department of Social Services will provide periodic programs and educational sessions on the dangers of drug use and provide a listing of available drug counseling, rehabilitation and other drug assistance programs.
- C. An employee must notify the Director of the Department of Social Services within five (5) working days of **any** violation regarding paragraph A; an employee **may** be placed on leave with or without pay for violations regarding paragraph A.
- D. The Buchanan County Board of Social Services will be notified within ten (10) working days after receiving notice under paragraph C or upon receiving an actual notice of conviction.
- E. Within thirty (30) days of receiving notice under paragraph C, an employee upon **conviction** will be referred to an appropriate drug abuse assistance or rehabilitation program and/or **TERMINATED** from employment with the Buchanan County Department of Social Services.
- F. All current and new employees will sign a statement for their personnel file that they understand the Buchanan County Department of Social Services policy.
- G. The Buchanan County Department of Social Services will make a good faith effort to provide a drug free workplace through the above mentioned actions.
- H. Any person employed in a temporary capacity or employed in the performance of a grant by the Buchanan County Department of Social Services will be given a copy of this policy as adopted by the Buchanan County Board of Social Services on March 28, 1995.


COUNTY ADMINISTRATOR DATE 3-28-95


SOCIAL SERVICE DIRECTOR DATE 3-28-95

On April 13, 1995 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-96. The Director informed the Board that two minor changes were made in the current plan; one change will pay \$75 for an X-ray instead of \$50 and the other will pay \$75 per month for two months for prescriptions instead of \$50 per month for six months. Director also informed the Board that it is possible that the allocation will be decreased in FY-96.

Raymond E. Boyd
County Administrator

4-17-95
Date

Tracy W. Snyder
Social Services Director

4-17-95
Date

880

ON APRIL 24, 1995, 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 33

Pages 5

Disbursement of Special Welfare Funds: \$16,423.40

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. 189173 - 189222 \$31,462.87

Payment for Payroll and Administrative Payments as follows:

Payroll

April 15, 1995	\$46,868.99
April 28, 1995	<u>\$47,538.63</u>
TOTAL	\$94,407.62

Administrative Payments

Warrant Nos. 72906 - 73041 \$40,639.09 .

PERSONNEL ACTIONS

Service Ratings Completed:

Position #259, Shelia Sisk, Eligibility Worker

Fiscal Year 1995-96 Budget Approval:

After discussion, Board voted to approve the FY-96 Budget submitted by the Director in the amount of \$2,419,558. Local funds were approved in the amount of \$414,996. The approved figures will be submitted to the Buchanan County Board of Supervisors for their consideration. The Classification and Compensation schedule will be addressed at a Special Called Meeting to be scheduled in early May.

Raymond E. Perry
County Administrator

5-30-95
Date

James D. ...
Social Services Director

5-30-95
Date

On May 15, 1995 a Special Called Board Meeting was held. After discussion, the Board voted to revise and then voted to approve the revised Local Compensation Policies and the Compensation Schedule.

Raymond E. Perry
County Administrator

5-30-95
Date

James D. ...
Social Services Director

5-30-95
Date

ON MAY 30, 1995, 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 75

Pages 10

Disbursement of Special Welfare Funds: \$27,855.07

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, USDA):

Receipt Nos. 189223 - 189271 \$27,858.71

Payment for Payroll and Administrative Payments as Follows:

Payroll

May 15, 1995	\$48,750.43
May 31, 1995	<u>\$48,773.23</u>
Total	\$97,523.66

Administrative Payments

Warrants Nos. 73201 - 73201	\$ 3,450.00
73452 - 73478	\$13,287.60
73526 - 73531	\$ 1,078.75
73536	<u>\$ 42.95</u>
Total	\$17,859.30

CHILD CUSTODY ACTIONS

Released from Custody

Case No. 027-016021-003
 Case No. 027-016022-000
 Case No. 027-015655-009
 Case No. 027-015654-002

PERSONNEL ACTIONS

Service Ratings Completed

Position #102, Connie Perkins, Social Worker
 Position #308, Angela Johnson, Clerk IV
 Position #500, Gail Lester, Elig. Sup.
 Position #518, Reta Yates, Sr. Elig. Worker
 Position #520, Geraldine Whitt, Elig. Worker


Director presented a letter from Erma O'Quinn requesting three months Leave Without Pay. The Director and Mrs. O'Quinn's immediate supervisor, Harold McClanahan, recommended approval of the request. After discussion concerning the workload of the remaining Eligibility Workers and the affects of the vacancy on staff, the Board voted to approve Leave Without Pay for Erma O'Quinn for the months of June, July and August, 1995.

After discussion, the Board voted to approve the Revised Employment Services Program Annual Plan for the period July 1, 1995 through June 30, 1996 and the Revised Child Day Care Biennial Services Plan for the period June 1, 1995 through June 30, 1996.


After discussion concerning the ADAPT program and its affect on the Agency, the Board voted to authorize the Director to expend funds allotted to ADAPT in the amount of \$24,931 effective 6/1/95. Expenditures are for ADAPT related items such as overtime, supplies/computer equipment, software and network installation fees. Director presented a plan that included the purchase of five computers, seven printers and installation of network cabling.

In other discussion:

Director presented a copy of a letter from the State Board of Social Services inviting the Board to the June State Board meeting to be held in Duffield on June 14th and 15th. Director discussed the fund balances as of the end of the fiscal year and related to the Board that approximately \$1,100 in Local funds would not be expended in FY-95. Director and Board discussed the FY-96 request to the Board of Supervisors; the final allocation figures will be available after the Board of Supervisors meets on June 5, 1995.


 County Administrator

6-27-95
 Date


 Social Services Director

6-27-95
 Date

ON JUNE 27, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 174

Pages 20

Disbursements of Special Welfare Funds: \$ 9,610.18

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, (USDA):

Receipt Nos. 189276 - 189313 \$24,437.80

Payment for Payroll and Administrative Payments as follows:

Payroll

June 15, 1995	\$48,209.25
June 30, 1995	<u>\$47,273.58</u>
TOTAL	\$95,482.83

Administrative Payments

Warrant Nos. 73659 - 73688 \$34,733.52

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016726-007

Released from Custody:

Case No. 027-015858-007
 Case No. 027-015857-001
 Case No. 027-016201-003
 Case No. 027-016202-000

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 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.

Parts and/or labor for repairs for necessary and essential used appliances (stove, refrigerator, clothes washer, or dryer) may be purchased. The cost of the parts and/or labor may not exceed \$150.00 per item. The vendor will provide a written statement that the appliance is in good working condition at the time the repair is made. 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. If the estimated cost for parts and/or labor exceeds \$150.00, the agency may elect to purchase a used appliance which is in good working condition as described above.

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.

PERSONNEL ACTIONS

Service Ratings Completed:

- Position #110, Brad Johnson, CPS Worker
- Position #204, Rebecca Slone, Social Worker
- Position #307, Margaret Godsey, Office Manager
- Position #309, Elizabeth Yates, FS Clerk

After discussion concerning the current Family Preservation policy and a proposed amendment to the policy, the Board voted to approve the Family Preservation Services Funds Policy effective July 1, 1995 (see attached copy).

In other discussion:

Director discussed some problems encountered concerning CSA; appointments to the Management Team and attendance were discussed as well as amendments to the Bi-laws. Board asked to be kept informed concerning the Comprehensive Services Act. Director informed the Board that the 1995-1996 Compensation Plan and Schedule submitted to the State had been approved. Director gave the Board information concerning the State Board meeting in Duffield, Virginia.

Raymond G. Boyd
County Administrator

7-25-95
Date

Jerry W. Smyth
Social Services Director

7-25-95
Date

ON JULY 25, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 79

Pages 10

Disbursements of Special Welfare Funds: \$5,691.78

Welfare Receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care. (VHDA):

Receipt Nos. 189314 - 189349 \$ 13,981.14

Payment for Payroll and Administrative Payments as Follows:

Payroll

July 15, 1995	\$ 51,305.92
July 31, 1995	\$ <u>51,167.32</u>
TOTAL	\$102,473.24

Administrative Payments

Warrant Nos. 73789 - 73823 \$ 56,068.58

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016726-007

PERSONNEL ACTIONS

Service Ratings Completed:

Position #304,	Pamela Boyd, Receptionist
Position #503,	Connie Hurley, Eligibility Worker
Position #508,	Karen Blankenship, Eligibility Worker
Position #517,	Janice Murphy, CPS Worker
Position #558,	Brenda Owens Sr. Eligibility Worker

Director discussed the approval to purchase two copy machines given by the Board at the March 15, 1995 meeting; after completing a cost analysis, the Director recommended that one copy machine be leased and the Lanier copy machine owned by the agency be retained. The Board voted to approve the lease of one copy machine at this time and a second when the Director feels it is needed.

In other discussion:

Director informed the Board that Irma O'Quinn had been granted a disability retirement effective June 1, 1995 and that the Leave Without Pay request approved at the May 30, 1995 board meeting would not be necessary. Director informed the Board that the Agency had been vandalized recently and that three windows on the creek side of the building had been broken. Although the building was damaged, it did not appear that anyone entered the building and no theft of property occurred. After further discussion, the Board requested that the Director obtain some information on a security system for the Agency. Director discussed the current State interpretation of the travel reimbursement regulations and informed the Board that he is on a Western Director's Association committee to draft a response to the State. If the current interpretation is not changed, it will be necessary for the Director to draft a new policy for the Board to adopt. Director informed the Board that he had been elected chairman of the Comprehensive Services Act Management Team and discussion was held concerning CSA reimbursements for fiscal years 1994 and 1995. The Board approved Director to attend Social Services State Board meeting October 17, 18 and 19 in Newport News and the Virginia League of Social Service Executives Conference November 7, 8, 9 and 10 in Charlottesville; since the 10th is a Holiday, the Board approved the Director taking the 6th instead.

Raymond G. Boyd
County Administrator

8-29-95
Date

Henry W. Long
Social Services Director

8-29-95
Date

888

ON AUGUST 29, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 126

Pages 15

Disbursements of Special Welfare Funds: \$14,223.24

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, (USDA):

Receipt Nos. 189350 - 18939 \$52,821.65

Payment for Payroll and Administrative Payments as follows:

Payroll

AUGUST 15, 1995	\$ 51,164.82
AUGUST 31, 1995	<u>\$ 51,171.82</u>
TOTAL	\$102,336.64

Administrative Payments

Warrant Nos. 74012 - 74017	\$ 892.00
Warrant Nos. 74077 - 74090	\$ 3,167.58
Warrant Nos. 74194 - 74238	<u>\$43,657.83</u>
TOTAL	\$48,167.41

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-016822-00-6
Case No. 027-016823-00-2
Case No. 027-016834-00-4
Case No. 027-016835-00-1
Case No. 027-016836-00-7
Case No. 027-016837-00-3

Released from Custody:

Case No. 027-104664-00-3

PERSONNEL ACTIONS

Service Ratings Completed:

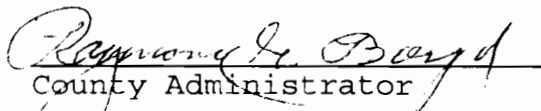
Position #113, Barbara Cook, Aide, II
 Position #305, Lisa Smith, Clerk II
 Position #504, Kathy Viers, Eligibility Wrk
 Position #506, Brenda Jackson, Ser. Supervisor

After discussion, the Board voted to approve an updated Travel Policy effective September 1, 1995 (see attachment). This change in policy was required by the State Department of Social Services and was outlined in a Memorandum dated June 23, 1995 that was received by the Agency. Director noted that clarification had been requested from the State and that any interpretations received could mean the policy would need to be changed at a later date.

After discussion concerning the upcoming Fuel Program, the Board authorized the Director to hire three (3) temporary workers at entry level eligibility salary to assist in the Fuel program. In addition, the Agency will provide one (1) full time clerk to assist with clerical functions and the eligibility staff will process Fuel applications for the Food Stamp recipients in their caseloads. The Agency will also provide a supervisor for the Fuel program.

In other discussion:

After discussion of who should sign for adoptions, Board decided to retain current system of the Board and the Director to sign. Director updated the Board on the current status of several bids that are in process or that will be bid in the near future. Discussion was held concerning the Agency's Grievance Procedure and Buchanan County's Grievance Procedure; after discussion the Board agreed that the VHDA position would be covered by the County's procedure. Discussion was held concerning the CSA Quarterly Statistical Report; Director will give the Board a copy after it is completed. Director requested a copy of the County Airborne Pathogens Policy and the Board agreed to get a copy for the Agency.


 County Administrator

9-14-95
 Date


 Social Services Director

9-14-95
 Date

On September 14, 1995 a Special Called Board Meeting was held to discuss filling an Aide vacancy; this position was created with grant funds and is limited to June, 1996 unless the grant is funded for another year. 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.

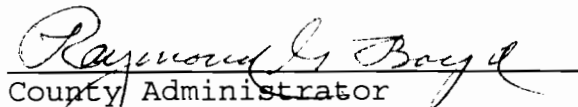
The Board moved out of executive session and stipulated that nothing was discussed in executive session except what the Board went into executive session for. The Board instructed the Director to fill the restricted, part-time position effective September 18, 1995 by hiring Angelia Ward.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on September 14, 1995 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.


County Administrator

9-26-95
Date


Social Services Director

9-26-95
Date

ON SEPTEMBER 26, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 90

Pages 11

Disbursements of Special Welfare Funds: \$ 27,445.35

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA:

Receipt No. 189400	\$ 2,721.46
Receipt Nos. 204251 - 204285	\$ <u>19,198.22</u>
TOTAL	\$ 21,919.68

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 1995	\$ 52,592.92
SEPTEMBER 31, 1995	\$ <u>53,019.35</u>
TOTAL	\$105,612.27

Administrative Payments

Warrant Nos. 74525 - 74560	\$ 43,286.86
----------------------------	--------------

CHILD CUSTODY ACTIONS

Released from Custody:

Case No. 027-006604-001

PERSONNEL ACTIONS

Service Ratings Completed:

Position #101, Barry S. Ratliff. APS/SW Wkr.
 Position #510, Ervin H. McClanahan, Elig. Sup.
 Position #560, Juanita Edwards, Elig. Wkr.

Educational Leave

After discussion, the Board voted to approve the following educational leave policy: Effective October 1, 1995 the Board authorizes the Director to approve payment of tuition fees and book fees for courses/classes required by the Agency to enhance staff's skill levels; If the course is only taught during work

hours, leave with pay will be granted. If the course/class is taught in the evenings or on weekends, no compensatory time will be granted.

After discussion, the Board voted to approve Local Only funds in the amount of \$2,000 for the Foster Children's Christmas Party and Local Only funds in the amount of \$1,000 in support of obtaining Christmas gifts for the Adult programs.

The Board opened four sealed bids concerning cleaning Agency vehicles and the Board instructed the Director to evaluate the bids and present a recommendation at the October Board meeting.

In other discussion:

Director noted there was a discrepancy between the beginning balance on the treasurer's books and those maintained by the Agency. Letter dated June 7, 1995 from the Board indicated the beginning balance approved as \$2,419,558; the treasurer's beginning balance was \$2,409,558. The original amount should have been \$2,409,558; the Board will send the Agency another letter with the amount corrected. Discussion was held concerning the need for renovations to the building; an explanation of the needs and the cost involved were discussed. Since the owner of the building is agreeable to making the changes, the Board instructed the Director to obtain an impartial cost estimate. Director informed the Board that the Agency parking area and three agency vehicles had been vandalized. Discussion was held concerning the need for a security system at the agency. Director presented an estimate on a security system obtained to show approximate costs; discussion was also held concerning obtaining security personnel for the building and adjoining parking area. Board requested that the Director obtain additional information and bring a recommendation at a subsequent meeting. Board approved changes in travel for Director in attending a State Board meeting on October 17th, 18th, 19th and 20th; additional day added so Director can attend ADAPT session on afternoon of the 19th. Director related to Board he would not attend the Charlottesville meeting in November previously approved by Board. Discussion was held concerning several required policies that Buchanan Social Services doesn't have; Director will be presenting policies for the Board's consideration on Bloodborne Pathogens and Sexual Harassment in the next two months.

[Signature]
County Administrator

10-12-95
Date

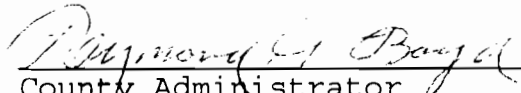
[Signature]
Social Services Director

10-16-95
Date

On October 16, 1995 a Special Called Board Meeting was held. After discussion, Board voted to approved the following policy concerning donations of clothing or gifts received by the Agency:

The Director is empowered to accept clothing/gifts in the name of the Agency for the benefit of Agency clients; specific guidelines for the receipt and distribution of such donated items will be prepared by the Director and a copy distributed to each staff member. The Board is to be informed at its next regularly scheduled meeting of substantial items accepted by the Agency.

The Board asked the Director to provide a copy for the Board; the Director is to provide training on this policy at the next Agency staff meeting and a copy of the policy will be given to new employees during orientation.



County Administrator

10-31-95

Date



Social Services Director

10-31-95

Date

ON OCTOBER 31, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 42 Pages 6

Disbursements of Special Welfare Funds: \$ 24,403.00

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, USDA) :

Receipt Nos: 204286 - 204333 \$ 20,889.22

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 1995	\$ 54,978.77
OCTOBER 31, 1995	<u>\$ 55,541.57</u>
TOTAL	\$110,520.34

Administrative Payments

Warrant Nos: 74707 - 74725	\$ 10,383.05
Warrant Nos: 74845 - 74872	<u>\$ 32,229.19</u>
TOTAL	\$ 42,612.24

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No: 027-017074-000

PERSONNEL ACTIONS

Service Ratings Completed:

Position #114, Tammy Fields, Social Worker
 Position #301, Elizabeth McClanahan, Acc. Clk. II
 Position #310, Donita Estep, Clerk II

TRAVEL

Effective September 1, 1995, the meal reimbursement policy for **Overtime Meals** is as follows: When a staff member is at an approved agency meeting outside of Buchanan County, meal reimbursement will be provided for breakfast if the traveler must, out of necessity, leave home before 6:30 a.m. and the evening meal will be provided if unable to return home before 7:30 p.m. No overtime lunch meals for staff members are allowable; meals for children and parents being transported (including lunch) are allowable if properly documented.

The policy for **Overnight Meals and Lodging** is as follows: Limits apply to Staff whose job requires *overnight* travel on official business. The reimbursement limits vary in relation to the area of the State being visited as well as out of State limits; lodging rates also vary in relation to the area being visited as well as the time of year the visit is made (see attachment). Lodging for the night before and after a conference/meeting shall not be reimbursable if the staff members can drive to or from their destination and be on the road only between 6:30 a. m. and 10:00 p. m. When staff members could secure lodging for the night under this policy but choose to leave before or arrive after the times stated in this policy thus saving the agency the cost of lodging for the night, the lunch meal for that day is allowable.

In the event an employee is in a meeting that covers the entire three (3) meal period, the employee will be permitted to spend the daily meal allowance 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. When meals are provided at no cost in conjunction with travel events, the applicable meal allowance shall be reduced by the dollar amount for that meal. No reimbursement should be claimed for meals that are included with registration or lodging. Tips and other service fees are allowable within the total daily meal allowance maximum. When training or conferences are scheduled at a facility that exceeds the lodging allowance, the Director must approve the higher rate; such exceptions are limited to 50 percent in excess of the maximum applicable rate.

Reimbursement for the use of a personal automobile will be approved at the discretion of the Director. If an agency vehicle is not available, the reimbursement rate is 24 cents a mile; if approved for the convenience of the worker, the rate is 19 cents a mile.

Total	M&IE RATE TABLE			
	\$26	\$30	\$34	\$38
Breakfast	\$5	\$6	\$7	\$8
Lunch	5	6	7	8
Dinner	14	16	18	20
Incidentals	2	2	2	2

IN-STATE GUIDELINE TABLE:			OUT-OF-STATE GUIDELINE TABLE:		
	LODGING	M&IE RATE*		LODGING	M&IE RATE*
STANDARD	\$54	\$26	STANDARD	\$84	\$34
Blacksburg (Montgomery)	\$55	\$26	Atlanta (Clayton, De Kalb, Fulton, Cobb)	\$81	\$38
Bristol	46	26	Baltimore (Harford)	78	38
Charlottesville	53	38	Boston (Suffolk)	101	38
Covington	43	26	Chicago (Du Page, Cook, Lake)	104	38
Fredericksburg	43	30	Cincinnati (Evandale, Hamilton, Warren)	64	34
Lexington	48	26	Cleveland (Cuyahoga)	78	38
Lynchburg	52	30	Dallas/Ft. Worth (Tarrant)	71	34
Manassas (Manassas Park, Prince William)	50	30	Denver (Adams, Arapahoe, Jefferson)	77	38
Petersburg	44	26	Detroit (Wayne)	79	38
Richmond (1)	59	34	Houston (Harris)	79	38
Richmond-Downtown (2)	80	34	Los Angeles (Kern, Orange, Ventura)	102	38
Roanoke	55	30	Miami (Dade)	74	38
Staunton	42	26	Minneapolis/St. Paul (Anoka, Hennepin, Ramsey, Rosemount)	64	34
Tidewater (3) (5/1-9/30)	98	34	New Orleans (4 Parishes)	66	34
Tidewater (3) (10/1-4/30)	61	34	New York (5 Boroughs & Nassau, Suffolk)	142	38
Wallops Island (Accomack) (5/15-9/30)	75	30	Philadelphia (Bala Cynwyd)	89	34
Wallops Island (10/1-5/14)	47	30	Pittsburgh (Allegheny)	75	34
Warrenton/Amisville (Fauquier, Rappahanock)	49	30	San Antonio (Bexar)	77	34
Waynesboro (5/1-10/31)	64	26	San Diego	81	38
Waynesboro (11/1-4/30)	45	26	San Francisco	99	38
Williamsburg (4) (4/1-10/31)	74	34	Seattle (King)	83	38
Williamsburg (4) (11/1-3/31)	66	34	St. Louis (St. Charles)	74	38
Wintergreen (Nelson)	98	38	Washington, D.C. (5)	114	38

* For individual meal amounts, refer to the M&IE Rate Table.

(1) Richmond includes: City of Richmond (except Downtown) and counties of Chesterfield and Henrico.

(2) Richmond-Downtown includes: Within 2 mile radius of Capitol Square.

(3) Tidewater Region includes: Norfolk, Chesapeake, Portsmouth, and Virginia Beach.

(4) Williamsburg includes: Hampton, Newport News, Yorktown, and York County.

(5) Washington D.C. includes: Cities of Alexandria, Falls Church, Fairfax, and Virginia counties of Arlington, Loudoun, Fairfax, and Maryland counties of Montgomery and Prince Georges.

SEXUAL HARASSMENT

I. OBJECTIVES

The Buchanan County Department of Social Services is committed to providing a work environment conducive to the optimum performance of job duties and free from intimidation or coercion in any form. As an employer, the Buchanan County Department of Social Services is dedicated to a stringent policy against discrimination and more specifically, in this case, in the form of harassment on the basis of sex. Sexual harassment is an unlawful employment practice. It is our policy to prohibit the practice of sexual harassment and require that employees refrain from conduct which could give rise to allegations of sexual harassment.

II. GUIDELINE

Behavior that constitutes sexual harassment, as published by the U. S. Equal Employment Commission, includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

III. DEFINITION

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, either explicit or implicit, to which employees' responses or reactions could affect their employment, evaluation, wages, advancement, assigned duties or any other conditions of employment.

IV. PROCEDURE

- A. Sexual harassment is a serious offense. As a consequence, any employee who engages in such conduct or encourages such behavior by others shall be subject to corrective action. Depending on the circumstances involved, such disciplinary action may include dismissal from service.
- B. The Board, the Director and supervisors of the Agency have a duty to investigate allegations of sexual harassment and take immediate and appropriate corrective action. Should the Board, Director or supervisors allow sexual harassment to continue or fail to take action, they could be considered a party to the act or behavior, even though they may not have behaved in such a manner. The Director and supervisors may also be subject to corrective action. Depending on the circumstances, such corrective action could result in demotion from a supervisory position or dismissal from service.
- C. In an effort to eliminate and avoid sexual harassment, the administration of the Agency shall take affirmative steps to sensitize all employees to the unlawful nature of sexual harassment and express strong disapproval of such conduct by distributing a copy of this policy to all agency employees and by providing training on the topic on an annual basis.
- D. Sexual harassment is a work-related problem. While avenues of redress are available through the U. S. Equal Employment Opportunity Commission, relief is also available through the Grievance Procedure. Employees are encouraged to use these procedures to resolve any sexual harassment difficulties.

USE OF AGENCY VEHICLES

Use of agency vehicles is a privilege extended to agency employees and volunteers to aid them in the performance of their duties. Since the agency provides vehicles for use by the employees and volunteers, all employees and volunteers will observe certain courtesies and safety measures when using these vehicles.

A valid driver's license will be required by all employees and volunteers who use the agency vehicles. A copy of the driver's license will be required at the beginning of employment or the beginning of volunteer status. New employees and volunteers will also be required to provide a copy of their driving records from the Division of Motor Vehicles. Employees and volunteers will be reimbursed for the cost of the driving records.

All employees, volunteers, and other passengers riding in agency vehicles will use seat belts, as required by state law. Children under the age of four, or who weigh less than forty (40) pounds, will ride in child safety seats, as required by State law. Child safety seats are available to employees and volunteers for transporting children who meet the criteria of the law.

Each vehicle has a sign out sheet, along with a mileage sheet and a set of keys, which are kept in the File Room. Employees and volunteers may reserve the use of agency vehicles by placing their names on the sign out sheet for a particular vehicle. Employees and volunteers may reserve vehicles for routine field trips, for one week at a time. Employees and volunteers may reserve a vehicle for more than a week in advance for trips outside the county for which they will be gone for more than one day. If the plans of an employee or volunteer changes and the employee or volunteer does not plan to use a vehicle he or she has signed out, the employee or volunteer should remove his or her name from the sign out sheet as soon as possible.

Employees and volunteers may purchase gasoline for agency vehicles at the Coastal Service Station at Vasant, or the Coastal Service Station at Harman, and charge the purchase to the agency. Employees and volunteers will bring a copy of the bill back to the agency, and place in the designated area in the File Room. When employees and volunteers travel outside the county, regular unleaded gasoline (87 octane) may be purchased at the Self Serve Pump at an Exxon Service Station, and charged on the agency's Exxon Credit Card. Exxon Credit Cards may be obtained by the employee's or volunteer's supervisor from the clerical unit. Before returning to the agency, employees and volunteers should ensure that the fuel tank of the vehicle he / she is driving contains at least one half tank of gasoline. Upon returning to the agency, employees or volunteers using the Exxon Credit Card will complete the Travel Expense Voucher and attach the credit card ticket, and submit them to the supervisor. The credit card should also be given to the supervisor, to be returned to the clerical unit.

Records for routine maintenance and repairs will be maintained by the accounts clerk II. Employees and volunteers will report needs for repairs of agency vehicles to the accounts clerk II immediately when they are detected. Maintenance and repairs for agency vehicles will be provided by the county garage at Vansant. If a vehicle requires a repair which cannot be performed at the county garage, or if the repair can be done more cost efficiently somewhere else, the agency may obtain that repair from a private vendor. When an employee or a volunteer traveling outside the county determines that the vehicle he / she is using is in need of immediate repair, the employee / volunteer should consult his / her supervisor about having the vehicle repaired at a local service station, and having the cost of the repair charged on the Exxon Credit Card. If the supervisor or the director cannot be contacted before making the necessary repairs, the employee / volunteer should contact the supervisor or director as soon as possible after the repair is made.

Agency vehicles will be parked in the designated area located at the east end of the parking lot. If a space is not available in that area when the employee or volunteer returns the vehicle to the agency, the last worker to use that vehicle will be responsible for returning that vehicle to the designated parking area at the end of the day.

Employees and volunteers will remove all trash that accumulates in a vehicle during the period of time that they use a particular vehicle. If an employee or volunteer finds trash in an agency vehicle when he / she prepares to use it, the employee / volunteer should report finding the trash immediately to the supervisor.

Employees and volunteers will check all doors and tailgates when they have finished using the vehicle, to make sure all doors and tailgates are securely locked, and all windows are completely closed.

The agency has eleven vehicles which are available to employees and volunteers to carry out their daily functions. Eight of those vehicles are designated for general use and may be used by workers and volunteers as needed. Those vehicles are:

#1	Chevrolet 2 Door Cavalier	#8	Beige Jeep Cherokee
#2	Chevrolet 4 Door Cavalier	#9	Ford Pickup Truck
#3	Navy Jeep Cherokee	#10	Chevrolet Celebrity
#5	White Jeep Cherokee	#11	Red Jeep Cherokee

The other three vehicles have some limitations on their use. Those vehicles and their limitations are as follows:

- #4 Pearl Jeep Cherokee is for the primary use of the Child Protective Services and Family Services Unit. It is the primary vehicle for use by the employee from this unit who may be the primary on call worker. This vehicle will be available to the on call worker during the weeks that an

employee from this unit is on call. During other weeks, this vehicle is available to these workers for travel outside the county. During these weeks, the vehicle may also be requested for use by the Eligibility Units.

- #6 The Ford Tempo is for the primary use of the agency's Administrative staff, and for travel outside the county by agency employees. The vehicle should not be used to transport clients, or for routine travel within the county, unless there is no other agency vehicle available. The vehicle may be used under this condition with the approval of the Director or his designee.

- #7 Red Jeep Cherokee is for the primary use of the Child Welfare and Adult Services Unit. It is the primary vehicle for use by the employee from this unit who may be the primary on call worker. This vehicle will be available to the on call worker during the weeks that an employee from this unit is on call. During other weeks, this vehicle is available to these workers for travel outside the county. During these weeks, the vehicle may also be requested for use by the Eligibility Units.

If an employee or volunteer is involved in an accident, the following steps should be taken:

1. Remain at the scene of the accident;
2. Call the State Police, Sheriff's Department, or Town Police, as applicable;
3. Obtain medical help, if necessary;
4. Notify the supervisor or Director as soon as possible.

If the vehicle cannot be moved, the employee or volunteer should follow the procedures for breakdowns and emergency repairs during travel outside the county. Immediately upon returning to the agency, the employee or volunteer should consult the office manager to file an accident report and an insurance form.

COMPANION SERVICES POLICY

- I. Buchanan County Department of Social Services shall provide Home Based Companion Services to eligible recipients based on policy requirements of the State Board and to the extent Federal, State and Local funds are made available. Companion duties include but are not limited to:
 - A. Light housekeeping,
 - B. Shopping,
 - C. Meal Preparation,
 - D. Bathing,
 - E. Dressing,
 - F. Toileting,
 - G. Eating / feeding,
 - H. Transportation,
 - I. Supervision, and / or
 - J. Companionship

- II. Companion Services shall be provided to eligible individuals up to a maximum of 17 hours weekly not to exceed 74 hours per month unless approved by the Director.

- III. The rate of pay for Companion Services shall be minimum wage.

- IV. The need and number of hours required for Companion Services for each applicant / recipient shall be based on the written companion Services Evaluation Assessment Form.

When two or more applicants living together are determined eligible for Companion Services , total number of hours for the household will be determined by assessing personal aid services separately, and combining housekeeping tasks and supervisory services. At no time will hours be approved for duplication of services.

- V. No individual will be entitled to receive Companion Services unless he / she meets all state policy eligibility criteria as contained in the Social Services Manual Volume VII, Section IV, Chapter D. In addition, the individual must meet one of the following criteria:

- A. Lives in a life-threatening situation and/or is at risk of institutionalization or at risk of abuse/neglect or exploitation or is being abused/neglected or exploited or;
 - B. Lives alone or with someone who is:
 - 1. Physically unable to provide needed services or;
 - 2. Mentally unable to provide needed services or;
 - 3. Unavailable to provide services when needed or;
 - 4. Has quit a job in order to provide care for the client or;
 - 5. Is actively seeking employment outside the home.
- VI. When the agency is purchasing at maximum funding level, a “Waiting List” will be maintained. With each request for Companion Services, an information form will be completed.

As attrition occurs, person will be added to the Companion Service Program according to their priority of need. Priority of need will be determined by the following list:

- A. Adult Protective Services clients who are being or would be at risk of abuse, neglect, or exploitation without companion services.
 - B. Client requiring the largest amount of companion hours based on the assessment and who have no available or will caretaker and no additional in-home care provided.
 - C. Clients who have no available or willing caretaker but do have some in-home care being provided (i.e., Personal Care, Home Health Services).
 - D. When a larger number of clients are eligible in a particular priority and funds are not available to serve them all, Clients will be eligible based on the earliest date of request for Companion Services.
- VII. Companion Services recipient losing providers but continuing to have need will be put on the top of the “Waiting List.” While the Agency and the recipient family look for a provider, the recipient will be placed on discontinued-to-payment status for no longer than 120 days.

VII. Emergency Services

A. The agency will provide Short-Term Emergency Companion Services for a maximum of 90 consecutive days, maximum not to exceed 17 hours weekly or 74 hours monthly, per recipient for any physical year when money is available (not unencumbered) and whenever the need for Companion Services is expected to be of a temporary duration and client meets 50% median income. (Example: When an applicant is waiting for a nursing home bed, or has returned from a hospital and needs additional convalescent time before being able to care for self or a caregiver becomes unable to continue to provide care, etc.)

COMPANION SERVICE RATING CONT.

PAGE 2

6. HOUSEKEEPING: WHAT BEST DESCRIBES THE AMOUNT OF HOUSEKEEPING THE CLIENT CAN PERFORM?

NONE (10) _____
LIGHT (7) _____
MODERATE (3) _____
HEAVY (0) _____
TOTAL _____

7. BATH/CLOTHING: CAN THE CLIENT BATHE AND/OR DRESS HIMSELF?

NO (8) _____
SOMEWHAT (5) _____
YES (0) _____
TOTAL _____

8. SHOPPING/ERRANDS: CAN THE CLIENT PERFORM HIS/HER OWN SHOPPING AND ERRANDS?

NO (7) _____
SOMEWHAT (4) _____
YES (0) _____
TOTAL _____

9. SPECIAL CARE: DOES THE CLIENT REQUIRE PROFESSIONAL MEDICAL OR OTHER SPECIAL CARE SUCH AS:

DAILY INSULIN OR OTHER INJECTIONS (5)
(5 POINTS FOR EACH INJECTION PER DAY) _____
DAILY CHANGE OF COLOSTOMY BAG (20) _____
REGULAR CHANGE OF DRESSING, BANDAGES (10) _____
FEEDING TUBE (10) _____
CATHETER (10) _____
DIAPERS (5) _____
TOTAL _____

TOTAL POINTS _____

After discussion, the Board voted to approve the **Sexual Harassment** policy effective November 1, 1995 (see attached policy).

After discussion, the Board voted to approve the **Use of Agency Vehicle** policy effective November 1, 1995 (see attached policy).

After discussion, the Board voted to approve the **Companion Services** policy effective November 1, 1995 (see attached policy).

After discussion concerning the bids received on cleaning the Agency vehicles, the Board voted to reject all bids and to continue with the current contract until it ends.

After discussion concerning two requests for outside employment, the Board voted to approve allowing Anita Anderson and Angela Johnson to obtain outside employment. The Board instructed the Director to evaluate the effect that the outside employment has on their primary job with the Agency and to bring the matter back to the Board if it has a negative impact on their performance.

In other discussion:

Discussion was held on vandalism of Agency property and Safety issues in general; Director noted that a Safety Committee has been formed at the Agency and that a member of the Advisory Board has been appointed to serve on the committee. Director mentioned that the Governor has issued a statement that he had approved additional holidays for Thanksgiving and Christmas; since the Agency receives all holidays approved by the Governor, the Agency will close on the days specified. Director noted that a draft of the Bloodborne Pathogens policy had been distributed to the Advisory Board and would be presented to the Board at the regular meeting in November or December. The Director presented a copy of the CSA Quarterly Report to the Board and explained its significance; without this report, reimbursements on CSA expenditures would not be received.

Raymond G. Baer
County Administrator

Nov. 28, 1995
Date

Jerry W. Dwyer
Social Services Director

11-28-95
Date

ON NOVEMBER 28, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 93	Pages 11
------------	----------

Disbursements of Special Welfare Funds:	\$ 1,642.76
---	-------------

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, USDA) :

Receipt Nos: 204286 - 204333	\$ 12,071.75
------------------------------	--------------

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 1995	\$ 55,149.70
NOVEMBER 30, 1995	<u>\$ 55,072.96</u>
TOTAL	\$110,222.66

Administrative Payments

Warrant Nos: 75152 - 75196	\$ 35,930.96
----------------------------	--------------

PERSONNEL ACTIONS

Service Ratings Completed:

Position #312, Deborah Dotson, Data Entry Operator II
 Position #507, Robert Kelly, Fraud Investigator
 Position #521, Jeanette Conrad, Eligibility Worker
 Position #559, Nadine Thornsby, Eligibility Worker

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 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.

Parts and/or labor for repairs for necessary and essential used appliances (stove, refrigerator, clothes washer, or dryer) may be purchased. The cost of the parts and/or labor may not exceed \$150.00 per item. The vendor will provide a written statement that the appliance is in good working condition at the time the repair is made. 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. If the estimated cost for parts and/or labor exceeds \$150.00, the agency may elect to purchase a used appliance which is in good working condition as described above.

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., 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.

Electric bills not to exceed \$100.00, may be paid one time per year, upon the client's receipt of a notice of disconnection. Utility installation fees not to exceed \$100.00 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, gas, or kerosene not to exceed \$100.00 may be purchased one time per fiscal year, not to exceed four times in a five year period. Wood or coal not to exceed \$50.00 may be purchased one time 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 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, gas, or kerosene not to exceed \$100.00 may be purchased one time per year. Wood or coal not to exceed \$50.00 may be purchased one time 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, gas for cooking, or monthly water bills may be paid, not to exceed \$150.00. This service may be received two times per fiscal year. Electric bills not to exceed \$100.00 may be paid one time per 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.

After discussion, the Board voted to approve the Bloodborne Pathogens policy effective December 1, 1995 (see attached policy).

In other discussion:

Discussion was held on the Fuel Program; Director updated the Board on current application statistics and administrative allotment and expenditures. After discussion, the Board instructed the Director to issue Agency paychecks on December 20th for the pay period ending December 31, 1995. Director updated the Board on the November Advisory Board meeting. The Board advised the Director that Buchanan County was still studying a policy for employees who drive county vehicles; if a policy is adopted by the county, the Agency will evaluate its applicability to Agency staff. Board decided that the December meeting would be held at 10:30 A.M. on December 20, 1995.

Raymond L. Boyd
County Administrator

12-20-1995
Date

Jerry W. Dwyer
Social Services Director

12-20-95
Date

ON DECEMBER 20, 1995, 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 Adoption, Subsidized Adoptions, Independent Living, Purchase of Services:

Actions 83 Pages 11

Disbursements of Special Welfare Funds: \$39,370.21

Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, USDA) :

Receipt Nos: 204384 - 204442 \$ 20,122.12

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 1995	\$ 53,806.75
DECEMBER 31, 1995	<u>\$ 53,575.27</u>
TOTAL	\$107,382.02

Administrative Payments

Warrant Nos: 75383 - 75418	\$ 13,360.74
Warrant Nos: 75523 - 75538	<u>\$ 22,592.15</u>
TOTAL	\$ 35,952.89

PERSONNEL ACTIONS

Service Ratings Completed:

Position #104, Lucille Owens, Social Worker
 Position #105, Joanne Little, Social Worker
 Position #106, Patricia Whited, Social Worker
 Position #201, Kimberly Burks, Social Worker
 Position #513, Deborah Blankenship, Eligibility Worker
 Position #514, Donna K. Deel, Eligibility Worker
 Position #515, Latisha R. Lane, Social Worker
 Position #556, Freda D. Ashby, Eligibility Worker

Buchanan County Department of Social Services Hepatitis B Vaccination Waiver

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Date

Supervisor's Signature

Date

*Personal Protective Equipment - specialized clothing or equipment worn by an employee for protection against a hazard. General work clothing are not considered sufficient personal protective equipment.

IV. Plan

1. The plan details procedures for the Buchanan County Department of Social Services for occupational exposure to bloodborne pathogens.
2. The plan includes the following provisions:
 - a. Exposure determination.
 - b. Schedule and implementation for compliance, Hepatitis B vaccinations, post-exposure evaluations and follow up, training of employees and record keeping.
 - c. Plans for exposure incidents.

V. Work Practice Controls

1. The Department of Social Services will provide clean and sanitary provisions for employees to engage in handwashing or other cleaning following exposure to bloodborne products.
2. If equipment or other material is contaminated with blood or other potentially infectious materials it will either be decontaminated or safely disposed of immediately.

VI. Personal Protective Equipment

1. Each Agency employee who is exposed to potentially hazardous bloodborne products must be provided, but not limited to, the following:
 - *gloves, gowns, face shields, masks, eye protection
 - *other protection as needed or requested
2. The employees supervisor will ensure that personal protective equipment is available, repaired, cleaned and replaced as needed.

VII. Hepatitis B Vaccinations/Post Exposure Evaluation and Follow-Up

1. Every employee who has the potential for exposure to possible bloodborne pathogens will be offered, at no cost, and if accepted, a Hepatitis B vaccination.
2. If applicable, a booster vaccination will be provided to all appropriate employees who received a previous vaccination.

3. If an employee of the Buchanan County Department of Social Services declines to accept the Hepatitis B vaccination then he/she will be required to complete a written waiver of the vaccination (See Attachment).
4. When an exposure event occurs, the Agency will provide a post exposure evaluation by a local physician of the employee's choice with appropriate follow up.

VIII. Medical Records

1. The Agency will establish and maintain an accurate record for each employee with occupational exposure. The record will minimally contain the following:
 - a. Employee name and Social Security Number.
 - b. Hepatitis B Vaccination Status, dates and associated medical records.
 - c. Employee's Training Records.

IX. Training

1. All Agency staff will be provided training on an annual basis and will be documented and maintained in their personnel file.
2. The Agency will provide additional training when changes in tasks and procedures affects the exposure of bloodborne pathogens to employees.

BLOODBORNE PATHOGENS POLICY

BUCHANAN COUNTY SOCIAL SERVICES

I. **Scope**

This policy applies to all employees who may be exposed to occupational injury/illness hazards associated with blood or other potentially infectious materials.

II. **Purpose**

A formal loss control program will protect employees who may be exposed to infectious diseases during their regular work activities.

III. **Definitions**

*Blood - Human blood, human blood components, and products made from blood.

***Bloodborne Pathogen** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV, AIDS).

*Contaminated - the presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

*Decontamination - the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or allowing time to the point where they are no longer capable of transmitting infectious particles and the surface is rendered safe for handling, use or disposal.

*Engineering Controls - controls that isolate or remove the bloodborne pathogens hazard from the workplace.

*Exposure Incident - a specific eye, mouth, other mucous membranes, non-intact skin, or contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

*Handwashing Facilities - a facility providing an adequate supply of running water, soap and single use towels or hot air drying machines.

*Occupational Exposure - reasonable anticipated skin, eye, mucous membranes, or contact with blood or other potentially infectious materials that may result from the performance of any employee's duties.

After discussion concerning a request for outside employment, the Board voted to approve allowing Robert Kelly to obtain outside employment. The Board instructed the Director to evaluate the effect that the outside employment has on Mr. Kelly's primary job with the Agency and to bring the matter back to the Board if it has a negative impact on his performance.

After discussion, the Board approved service policy for purchases with Family Preservation and Block Grant Funds (See attached policies) effective 12/15/95.

Raymond L. Boyd
County Administrator

Dec 28, 1995
Date

Jerry W. Myler
Social Services Director

12-28-95
Date