

On January 22, 1996 a Special Called Board Meeting was held to open sealed bids for Agency vehicle, health and bond insurances. After discussion, the Board instructed the Director to obtain additional information from the health insurance bidders and have the information available at the next Board meeting; the Board also instructed the Director to keep the bids and to bring them to the regular Board meeting on January 31, 1996.

Sherina Taylor  
County Administrator

January 31, 1996  
Date

Harry W. Smith  
Social Services Director

1-31-96  
Date

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ON JANUARY 31 1996, 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 167 Pages 19

Disbursements of Special Welfare Funds: \$ 19,798.18

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

Receipt Nos: 204424 - 204471 \$ 22,753.67

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 1996	\$ 52,924.73
JANUARY 31, 1996	<u>\$ 53,164.77</u>
TOTAL	\$106,089.50

Administrative Payments

Warrant Nos: 75712	\$ 128.48
Warrant Nos: 75812 - 75846	<u>\$ 39,640.18</u>
TOTAL	\$ 39,768.66

#### PERSONNEL ACTIONS

Service Ratings Completed:

Position #511, Teresa Stiltner, Eligibility Worker

## CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-017364-00-1

Released From Custody:

Case No. 027-016834-00-1

Case No. 027-016835-00-1

Case No. 027-016836-00-7

The Board recognized two Board of Supervisor members in attendance at the meeting; Pete Stiltner and Calvin Ward. The Director explained the Schedule of Board Actions, Disbursement and Receipt of Special Welfare Funds, Administrative Payments and went over documentation and procedures followed by the Buchanan County Department of Social Services. Director also discussed staff service ratings, procedures for custody being awarded to the Agency and how children are released from Agency custody. The Board instructed the Director to bring the ratings on supervisors to the meetings for viewing; the Board reaffirmed that only the Director's approval was required. Copies were given to the Acting County Administrator of all documentation and the Director offered to further explain any of the materials if the Board so desired.

The Director presented copies of two draft policies he is currently working on. A copy of the draft Buchanan County Substance Abuse and Drug-Free Workplace Policy and a copy of the Norfolk policy was given to Supervisor Ward. The Director noted that a copy had been faxed to Mr. Frank Kilgore, County Attorney, for a legal opinion concerning the policy. Mr. Ward stated that the County is considering a similar policy; Director noted that he would wait until the County considers the matter to see if Social Services can adopt the County policy. A copy of a draft Emergency Plan Policy was given to Supervisor Stiltner; Director noted that another plan was expected soon from Dickenson County and that it would also be shared with Mr. Stiltner.

Director noted that a letter inviting the Board of Supervisors to the Social Services Advisory Board meetings was being drafted; The letter will show the meeting dates for the remainder of 1996.

Director inquired as to future meetings; the Board decided to continue meeting on the last Tuesday of each month at 4:00 P.M. The issue will be addressed again when a new County Administrator is hired.

Director informed the Board that he is currently working on an article for the Progress Edition of the Mountaineer and that he has an interview scheduled with Cathy St. Clair early next month.

Director requested that the Board consider designating a new Backup for the Director; Mr. McClanahan has covered the task for the past two years and has done a very good job. Director suggested that Social Work Supervisor, Brenda Jackson, be designated to act regularly in the capacity of the Director for absences of up to three weeks in accordance with Volume 1A, Chapter C, 8d(2a) Social Services Personnel Manual. The Board decided to take the matter under advisement and to check with the Board of Supervisors prior to taking action.

Discussion was held concerning the insurance bids currently being evaluated. After the opening of bids for the Agency's insurances on January 22, 1996, Board of Supervisors member, Calvin Ward, suggested that a committee made up of Social Services employees be formed to study the bids for the Agency's hospitalization insurance. Director stated that it was agency procedure to have staff input concerning such matters.

On January 23, 1996, a panel of eight employees met to examine the two bids for hospitalization and to identify differences and concerns about the bids. In a telephone conversation with Sam Brown of Trigon Blue Cross Blue Shield, Mr. Brown indicated his company would reevaluate the rates given in the bid due to an employee's family member no longer being considered in the usage figures.

On January 24, 1996, the committee and Mr. Ward met with Richard Williams of Williams Insurance Agency to ask questions about John Alden Life Insurance Company and the proposal for the Agency's hospitalization insurance which Mr. Williams submitted. Mr. Williams stated he would submit additional information about another dental plan that his agency represents.


On January 30, 1996 the insurance committee met to make a decision as to which hospitalization insurance to recommend that the Agency's Administrative Board accept. The committee recommended that the Board accept the amended bid submitted by Trigon Blue Cross Blue Shield which included a \$100 per person/\$300 per family major medical deductible. The committee found that the John Alden Life Insurance Company has no participating providers in the County or the surrounding area and the dental plan does not have orthodontia and discriminates against age. The life insurance provided is at a higher cost and the benefits are reduced at a rate greater than Trigon.

After further discussion, the Board voted to approve the bid submitted by Trigon Blue Cross Blue Shield which included a \$100 per person/\$300 per family major medical deductible. The monthly rates approved were: Family \$613.74, Single \$285.56 and Single+one \$399.52.

After discussion, the Board approved the car insurance, bond insurance and workman's compensation insurance bids submitted by Mutter Insurance Company. The yearly rates approved were: Automobile \$6,137.00, Multi-peril, Blanket Bond and Director's Bond \$1,562.00, and Workers' Compensation \$9,058.00.

  
County Administrator

2-27-96  
Date

  
Social Services Director

2-27-96  
Date

ON FEBRUARY 27, 1996, 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 103 Pages 13

Disbursements of Special Welfare Funds: \$ 8,007.76

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

Receipt No. : 204475 - 204512 \$ 23 929.23

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 1996	\$ 53,428.36
FEBRUARY 29, 1996	<u>\$ 53,476.59</u>
TOTAL	\$106,904.95

Administrative Payments

Warrant Nos: 76122 - 76164	\$ 36,027.01
Warrant Nos: 76165 - 76174	\$ 25,478.33
Warrant No. 76290	<u>\$ 173.90</u>
TOTAL	\$ 61,679.24

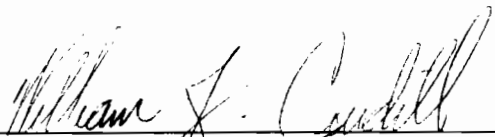
PERSONNEL ACTIONS


Service Ratings Completed:

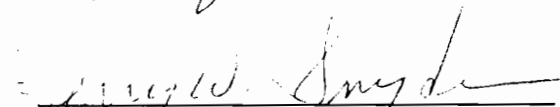
Position #509, Yolanda H. McClanahan, Elig. Worker  
Position #512, Marlene Owens, Clerk III

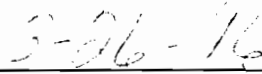
Director provided the Board a draft copy of a Statement of Understanding between Buchanan County and the American Red Cross based on one obtained from Carroll County. Director also provided a draft Emergency Operation Plan based on one obtained from Dickenson County. Director informed the Board that training was being provided by the State Department of Social Services for local administrative boards in April, 1996. The Board decided that it would attend training at some later date.

After discussion the Board voted effective March 1, 1996 to designate Brenda Jackson to act regularly in the capacity of the Director for absences of up to three weeks, in accordance with Volume 1A, Chapter C, 8d(2a), of the Virginia Department of Social Services Policy.

  
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County Administrator

  
\_\_\_\_\_  
Date

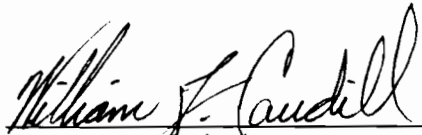
  
\_\_\_\_\_  
Social Services Director

  
\_\_\_\_\_  
Date



After discussion concerning the lease of the building occupied by the Agency and the need for repairs or when problems occur that need the attention of the owner, the Board voted to approve the following policy effective April 1, 1996: Director will endeavor to get in touch with the owner of the property (Lessor) occupied by the Buchanan Department of Social Services (Lessee) when a problem with the building occurs; if the Director is unable to contact the owner within two weeks, he will write a letter to the Lessor specifying the problems and requesting the needed repairs. If the Lessor has not made substantial progress in alleviating the problem(s) noted within thirty days after the letter is sent, the Director is instructed to have the repairs made and bill the Lessor for the amounts paid by the Lessee. If all of the Lessor's indebtedness is not fully paid within thirty (30) days after demand, Lessee will deduct such amount from rent subsequently becoming due as specified by Section 6.2 of the lease agreement.

Director presented the preliminary FY-97 budget request for Social Services as well as CSA which will be given to the Board of Supervisors. The budget and compensation/classification plan will be presented to the administrative board at the May meeting.

  
 \_\_\_\_\_  
 County Administrator

4-29-96  
 Date

  
 \_\_\_\_\_  
 Social Services Director

4-29-96  
 Date

ON APRIL 29, 1996, 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 50 Pages 7

Disbursements of Special Welfare Funds: \$ 14,178.53

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

Receipt Nos: 204570 - 204607 \$ 24,527.40

Payment for Payroll and Administrative Payments as follows:

Payroll

APRIL 15, 1996	\$ 52,287.91
APRIL 30, 1996	<u>\$ 52,322.69</u>
TOTAL	\$104,610.60

Administrative Payments

Warrant Nos: 76642 - 76656	\$ 3,524.70
Warrant Nos: 76778 - 76798	<u>\$ 28,219.75</u>
TOTAL	\$ 31,744.45

PERSONNEL ACTIONS

Service Ratings Completed:

Position #505, Shelia Sisk, Eligibility Worker

CRIMINAL CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-017364-00-1  
Case No. 027-017577-00-5

After discussion, the Board voted to approve Travel policy effective April 1, 1996 (See attached policy).

In other Discussion:

Director presented a copy of his calendar for the month of May; Board approved Director's travel May 8th, 9th and 10th to attend the Virginia League of Social Services Executives meeting in Roanoke and May 15th and 16th to attend the Virginia State Board of Social Services meeting in Abingdon. Discussion was held concerning the Agency budget request; the Board of Supervisors have taken no action at this time. Director noted that the budget request and the Classification and Compensation plan would be presented to the Board at the May meeting. Discussion was held concerning vacant positions within the Agency; Board instructed the Director to take immediate actions to fill the vacant staff positions of social worker and eligibility worker. Director discussed the current procedure for selecting personnel for selection panels and asked the Board about being on the panels; Board decided to leave the selection procedure as currently constituted.

  
County Administrator

5-18-96  
Date

  
Social Services Director

5-28-96  
Date

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*
<b>STANDARD</b>	<b>\$54</b>	<b>\$26</b>	<b>STANDARD</b>	<b>\$84</b>	<b>\$34</b>
Blacksburg (Montgomery)	\$55	\$26	Atlanta (Clayton, De Kalb, Fulton, Cobb and Gwinnett)	\$85	\$34
Bristol	46	26	Baltimore (Harford)	93	38
Charlottesville	55	38	Boston (Suffolk)	116	38
Covington	45	26	Chicago (Du Page, Cook, Lake)	119	38
Fredericksburg	43	30	Cincinnati (Evandale, Hamilton, Warren)	69	30
Lexington (4/1-10/31)	51	26	Cleveland (Cuyahoga)	83	38
Lexington (11/1-3/31)	47	26	Dallas/Ft. Worth (Tarrant)	84	38
Lynchburg	59	30	Denver (Adams, Arapahoe, Jefferson)	92	34
Manassas (Manassas Park, Prince William)	50	30	Detroit (Wayne)	94	38
Petersburg	44	26	Houston (Harris, Montgomery)	79	34
Richmond (1)	64	38	Los Angeles (Kern, Orange, Ventura)	97	38
Richmond-Downtown (2)	80	38	Miami (Dade)	77	38
Roanoke	57	34	Minneapolis/St. Paul (Anoka, Hennepin, Ramsey, Rosemount)	79	38
Staunton	46	26	New Orleans (Jefferson, Orleans, Plaquemines, and St. Bernard Parishes)	70	34
Tidewater (3) (5/1-9/30)	108	34	New York (5 Boroughs & Nassau, and Suffolk Counties)	142	38
Tidewater (3) (10/1-4/30)	68	34	Philadelphia (Bala, Cynwyd)	90	34
Wallops Island (Accomack) (6/1-10/14)	76	26	Pittsburgh (Allegheny)	83	38
Wallops Island (10/15-5/31)	55	26	San Antonio (Bexar)	91	30
Warrenton/Amissville (Fauquier, Rappahannock)	46	26	San Diego	81	34
Waynesboro (5/1-10/31)	54	26	San Francisco	114	38
Waynesboro (11/1-4/30)	40	26	Seattle (King)	83	34
Williamsburg (4) (4/1-10/31)	76	34	St. Louis (St. Charles)	74	38
Williamsburg (4) (11/1-3/31)	66	34	Washington, D.C. (5)	124	38
Wintergreen, Homestead And Greenbrier Resorts	113	34			

\* 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 George.

## TRAVEL

Effective April 1, 1996, 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 lunch meals for staff members are allowable except as noted in this policy; 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 attending 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.

ON MAY 28, 1996, 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 80 Pages 10

Disbursements of Special Welfare Funds: \$ 19,978.74

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

Receipt Nos: 204608 - 204660 \$ 26,545.96

Payment for Payroll and Administrative Payments as follows:

Payroll

May 15, 1996	\$ 52,078.08
May 31, 1996	\$ 52,023.72
TOTAL	\$104,101.80

Administrative Payments

Warrant Nos: 76911 - 76924	\$ 3,401.82
Warrant Nos: 76951 - 76966	\$ 8,318.30
Warrant Nos: 77250 - 77272	\$ 35,333.69
Warrant Nos: 77331 - 77336	\$ 5,160.09
TOTAL	\$ 52,213.90

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 101, Connie Perkins, Social Worker  
 Position # 308, Angela Johnson, Clerk IV  
 Position # 500, Gail Lester, Elig. Supervisor  
 Position # 518, Reta Yates, Sr. Elig. Worker  
 Position # 520, Geraldine Whitt, Elig. Worker  
 Position # 600, Angelia Baldwin, Soc Wkr. Aide I

Fiscal Year 1996-97 Budget Approval:

After discussion, Board voted to approve the FY-97 Budget submitted by the Director in the amount of \$2,580,038. Local funds were approved in the amount of \$435,000. The approved figures have been submitted to the Buchanan County Board of Supervisors for their consideration. The Classification and Compensation schedule will be addressed at a continued meeting in June.

In other discussion:

Director provided information concerning the Welfare Reform planning grant; the grant will be managed by Russell County and will be available for activities to prepare for the October 97 implementation of Welfare reform in Buchanan County. Information was given to the Board concerning the funding of two grants requested by the Agency; \$6,000 from the Victims of Crime Act Grant and \$7,000 from the Virginia Family Violence Prevention Program. Director updated the Board on progress concerning filling the two vacant positions at the Agency. After discussion, the Board instructed the Director to proceed with a request to establish an Assistant Director I position at the Buchanan County Department of Social Services. Director presented a copy of his calendar for the month of June to the Board.

The Board continued the meeting until June 11, 1996 at 10:00 a.m.

Continued Board Meeting (from 5/28/96) -- June 11, 1996

After discussion, the Board voted to approve the Buchanan County Social Services Affirmative Action Plan.

After discussion, the Board instructed the Director to obtain cost information on the purchase of a shredder for the Agency and to bring the information back to the Board for action.

After discussion, the Board decided not to act on the Classification and Compensation schedule but continued the meeting until June 14, 1996 at 9:00 a.m. to consider the matter.

Continued Board Meeting (from 6/11/96) -- June 14, 1996

After discussion, the Board decided not to act on the Classification and Compensation schedule but continued the meeting until June 21, 1996 at 8:00 a.m. to consider the matter.

Continued Board Meeting (from 6/14/96) -- June 21, 1996

After discussion , the Board approved the Classification and Compensation schedule. The Board also noted that the Board of Supervisors had approved the Agency budget with \$429,050 Local and \$2,574,088 Total funds and the Comprehensive Services Act (CSA) with \$164,241 Local and \$520,166 total funds.

After discussion, the Board approved the Affirmative Action Plan for the next two years and signed statement reaffirming the Board's committment to Affirmative Action. Director noted that the Plan is submitted to the Regional office for submittal to the State Department of Social Services.

William J. Caudill  
County Administrator

June 25, 1996  
Date

Louise Mylon  
Social Services Director

6-25-16  
Date

ON JUNE 25, 1996, 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 103 Pages 13

Disbursements of Special Welfare Funds: \$ 38,066.73

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

Receipt Nos: 204661-204700 \$20,483.49

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 1996	\$ 51,933.28
JUNE 28, 1996	<u>\$ 51,912.08</u>
TOTAL	\$103,845.36

Administrative Payments

Warrant Nos: 77411 - 77455 \$ 36,648.75

#### PERSONNEL ACTIONS

##### Service Ratings Completed:

Position #110, Bradley Johnson, CPS Worker  
 Position #204, Rebecca Slone, Social Worker  
 Position #307, Margaret Godsey, Office Manager  
 Position #309, Elizabeth Yates, Food Stamp Clerk

After discussion, the Board voted to approve the Employment Services Program Annual Plan.

After discussion, the Board voted to approve the Buchanan County Grievance Plan as the grievance plan for the Buchanan County Department of Social Services effective July 1, 1996.

Director gave the Board a copy of a proposed Substance Abuse and Drug Free Policy and a copy of the Director's July calendar.

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.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Buchanan County Board of Social Services has convened an executive meeting on June 25, 1996 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 the 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.

William F. Caudill  
County Administrator

July 30, 1996  
Date

[Signature]  
Social Services Director

7-30-96  
Date

ON JULY 30, 1996, 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 65 Pages 8

Disbursements of Special Welfare Funds: \$ 34,919.26

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

Receipt Nos: 204700 - 204747 \$ 25,924.78

Payment for Payroll and Administrative Payments as follows:

Payroll

JULY 15, 1996	\$ 53,357.68
JULY 31, 1996	<u>\$ 53,481.37</u>
TOTAL	\$106,839.05

Administrative Payments

Warrant Nos: 77584 - 77628 \$ 42,081.18

#### PERSONNEL ACTIONS

#### Service Ratings Completed:

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

#### CUSTODY ACTIONS

#### Custody Awarded to Agency:

Case No. 027-017821-00-3  
 Case No. 027-017819-00-9  
 Case No. 027-017820-00-7  
 Case No. 027-017822-00-0  
 Case No. 027-017827-00-0  
 Case No. 027-017828-00-8  
 Case No. 051-008809-00-7  
 Case No. 127-012772-00-4  
 Case No. 027-017844-00-3

After a discussion concerning the staff request for consideration of a four day workweek system, the Board stated that such a system was not feasible at this time; Director noted his intention to bring the matter to the attention of the Board in the spring of 1997 to request the system on a trial basis for the summer of 1997.


After discussion, the Board approved the salary range for the proposed Assistant Director I position (\$28,019--\$45,171).

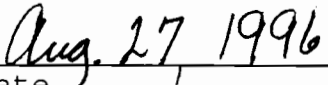
After discussion concerning a request for outside employment, the Board voted to approve allowing Pam Boyd to obtain outside employment. The Board instructed the Director to evaluate the effect that the outside employment has on her primary job with the Agency and to bring the matter back to the Board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


The Board instructed the Director to fill the Child Protective Service Worker position (#103) effective August 1, 1996 by hiring Angelia Baldwin.

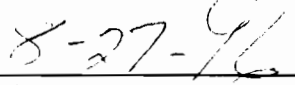
In other discussion:

Discussion was held concerning the classification of the VHDA employee; the Board tabled the matter until a later date. Director presented the Board with the materials from the Eligibility section panel (#516).

  
County Administrator

  
Date

  
Social Services Director

  
Date

ON AUGUST 27,1996, 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 39 Pages 5

Disbursements of Special Welfare Funds: \$ 21,304.30

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

Receipt Nos: 204748 - 204791 \$ 19,525.83

Payment for Payroll and Administrative Payments as follows:

Payroll

AUGUST 15, 1996	\$ 52,890.17
AUGUST 30, 1996	\$ <u>52,743.95</u>
TOTAL	\$105,634.12

Administrative Payments

Warrant Nos: 77984 - 78020 \$ 37,120.58

PERSONNEL ACTIONS

Service Ratings Completed:

Position #305 Lisa Smith, Clerk II  
 Position #504 Kathy Viers, Eligibility Worker  
 Position #506 Brenda Jackson, Social Worker Supervisor

CHILD CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-017887-004  
 Case No. 027-017901-007  
 Case No. 027-017876-002  
 Case No. 027-017877-009  
 Case No. 027-017933-006  
 Case No. 027-017932-000

After discussion concerning the upcoming Fuel Program, the Board authorized the Director to hire two (2) temporary workers at entry level eligibility salary to assist in the Fuel Program. In addition the Agency will provide one part time clerk and one part time eligibility worker to assist in processing applications. The Agency eligibility workers will process Fuel applications for the Food Stamp recipients in their caseloads. The Agency also provides a supervisor for the Fuel Program.

The Board instructed the Director to fill the Eligibility position (#516) effective September 3, 1996 by hiring Kimberly Smith.

Director presented a letter from Keith Ann Kilgore resigning as Parent Representative on the CSA Management Team; Director will write a letter of appreciation thanking Ms. Kilgore for her service to the citizens of Buchanan County. After discussion concerning the replacement for Ms. Kilgore, the Board appointed the current FAPT Parent Representative, Gary Estep; Director will contact Mr. Estep concerning the appointment.

In other discussion:

Director provided an update on Welfare Reform and a meeting he attended on August 22, 1996 on the subject and gave the Board a summary of the topics discussed at the meeting; at the current time Buchanan County is still scheduled to start Welfare Reform in October of 1997. Discussion was held concerning CSA and the efforts of the Management Team to control expenditures; the FAPT Team's part in the process was discussed. Classification of the VHDA employee was discussed and the Board tabled the matter until a later date. Director updated the Board on the status of the Social Worker and Aide I vacancies; a list of all applications received at the Agency was given to the Board. Director presented a copy of his calendar for the month of September to the Board.

William J. Caudill  
County Administrator

Sept. 25, 1996  
Date

George W. Boyd  
Social Services Director

9-25-96  
Date

ON SEPTEMBER 24, 1996, 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 68 Pages 8

Disbursements of Special Welfare Funds: \$ 27,137.37

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

Receipt Nos: 204792 - 204850 \$ 54,578.00

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 1996	\$ 54,663.72
SEPTEMBER 30, 1996	<u>\$ 53,009.58</u>
TOTAL	\$107,673.30

Administrative Payments

Warrant Nos: 78307 - 78356 \$42,938.74

#### PERSONNEL ACTIONS

#### Service Ratings Completed:

Position #510 Ervin H. McClanahan, Elig. Supervisor  
 Position #560 Juanita Edwards, Elig. Worker  
 Position #310 Donita Estep, Clerk 11

In discussion:

Discussion was held concerning the Cost Allocation Plan for Buchanan County; the Board related to the Director that the current plan had been completed and submitted. The Director noted for the Board that at some point in the process, the Director would need to sign a statement of agreement with the plan. Director outlined the Fuel Program which begins in October and went over the time frames involved in the program with the Board. Director noted that training will be held in Russell County for Administrative Boards in October; Board plans to attend this training session. Director updated progress on filling the Social Worker and Aide positions; interviews will be

held in October and recommendations presented as soon as they are available. Director went over the bid process recently begun to obtain a vendor for Food Stamp issuance; Board instructed the Director to bring the bids back for consideration as soon as they are available. Board approved Director's travel November 5th, 6th, 7th and 8th to attend the Virginia League of Social Services Executives meeting in Charlottesville. Director presented a copy of his calendar for the month of October.

William J. Caudill  
County Administrator

Oct. 29, 1996  
Date

[Signature]  
Social Services Director

11-17-96  
Date

ON OCTOBER 29, 1996, 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 141	Pages 16
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Disbursements of Special Welfare Funds:	\$ 20,736.78
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Welfare receipts (Administration, Fraud-ADC, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt Nos: 204853 - 204896	\$ 21,077.84
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Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER, 15, 1996	\$ 54,018.48
OCTOBER, 31, 1996	<u>\$ 54,980.72</u>
TOTAL	\$108,999.20

Administrative Payments

Warrant Nos: 78647 - 78692	\$ 20,283.74
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PERSONNEL ACTIONS

Service Ratings Completed:

Position #301 Elizabeth G. McClanahan, Acc. Clerk II

## CHILD CUSTODY ACTIONS

## Custody Awarded to Agency:

Case No. 027-018020-004  
Case No. 027-018017-003  
Case No. 027-018018-000  
Case No. 027-018019-006  
Case No. 027-018011-005  
Case No. 027-018005-005  
Case No. 027-017899-002  
Case No. 027-017933-006  
Case No. 027-017932-000

## Released From Custody:

Case No. 027-017577-005  
Case No. 027-017881-006  
Case No. 027-017887-004  
Case No. 027-017933-006  
Case No. 027-017932-000

The Board listened to comments from Mr. Greg Cruey concerning Child Protective Services as it relates to the Virginia Code and the policies and procedures of the Department of Social Services. Comments were also made by Brenda Jackson, Jerry Snyder, and Sandy McGlothlin. The Buchanan County Department of Social Services will obtain clarification on state policy from central staff in Richmond and will get in touch with Mr. Cruey concerning the results.

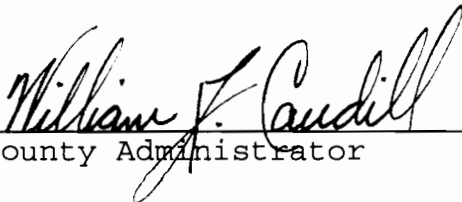
After discussion concerning the need for radios for Agency vehicles, the Board voted to purchase four radios and a base station for the Agency; this system will be connected to the Sheriff's department dispatcher.

After discussion concerning the need for a fee for services policy and its affect on the agency budget, the Board approved the attached policy presented by Social Work Supervisor, Brenda Jackson.

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

In other discussion:

Director updated the Board on progress to date concerning the Assistant Director position; the Board instructed the Director to proceed with arrangements to set up interviews. The panel will consist of the Regional Director (Tony Fritz), Director of Russell County (Roger Duff), the agency Director and one panel member selected by the Board. Director noted that he hoped to conduct the interviews in December. Director advised the Board that one interview is being scheduled the following week to complete the interviews for the Social Worker position; the decision on that position will be made after the interview is held. Director informed the Board that the Food Stamp Issuance contract bids are due in early November and that due to time constraints, it would be necessary to have a special meeting prior to the monthly November meeting to approve a contractor. Director presented a copy of his calendar for the month of November to the Board.

  
\_\_\_\_\_  
County Administrator

11-26-96  
Date

  
\_\_\_\_\_  
Social Services Director

11-26-96  
Date

ADOPTIONS HOMESTUDIES VISITATIONS

COURT ORDERED SERVICES

FEE SYSTEM

Effective November 1, 1996, the Buchanan County Department of Social Services shall require that a fee be paid for completing nonagency adoptions, homestudy investigations, and supervised visitations completed by staff of this agency.

According to Code of Virginia 1950, Section 16.1-274 the Juvenile and Domestic Relations Court of the Circuit Court may require the local department of social services to conduct an investigation and homestudy of the physical, mental, and social conditions, social history, and the personality of the child, and persons interested in the custody of the child. These courts may also require the department to provide mediation studies, or supervised visitations in matters regarding the child's custody, visitation or support. Section 16.1-274 also allows for the local department of social services to assess a fee for these services, according to the State Median Income Scale.

The Buchanan County Department of Social Services shall assess a fee for all non agency adoptions, homestudies, supervised visitations not recommended by the agency, and other services the court orders the agency to provide.

Monthly Family Gross Income	Home Study Fee Family Size		Supervised Visits Fee Per Hour Family Size	
	1 to 4 Members	5 or More Members	1 to 4 Members	5 or More Members
0 to 195	45.00	33.75	3.00	2.25
196-391	90.00	67.50	6.00	4.50
392-586	135.00	101.25	9.00	6.75
587-782	180.00	135.00	12.00	9.00
783-977	225.00	168.75	15.00	11.25
978-1172	270.00	202.50	18.00	13.50
1173-1368	315.00	236.25	21.00	15.75
1369-1573	360.00	270.00	24.00	18.00
1574-1759	405.00	303.75	27.00	20.25
1760 and up	450.00	337.50	30.00	22.50

Minimum fees shall be assessed in all situations except those involving children who are in the legal custody of the agency.

Fifty percent (50%) of the determined fee shall be paid in advance before a homestudy is begun. The fee must be paid in full before it is submitted to the court. Separate fees shall be assessed to both the petitioner and respondent if homestudies are ordered on both parties.


Fees will be paid in full at least twenty four (24) hours in advance by the visiting parent. No fee will be assessed for visits between foster children and natural parents, or in situations where the agency recommended supervised visitation to be in the best interest of the child.

Payment of fees for out of state requests will be paid in full prior to services being provided.

Payment for fees may be made in cash, by money order, or by certified check. Personal checks will not be accepted.

In the event that an applicant cannot afford to pay the required fees, and the provision of the requested service appears to be in the best interest of the child in question, the director or his designee may waive the fee, or agree for the applicant to pay an amount which is fifty percent (50%) of the required fee.

On November 14, 1996 a Special Called Board Meeting was held to approve a Food Stamp Issuance vendor. After discussion with Harold McClanahan and the Director concerning the bids that were received, the Board voted to retain Cost Containment as the vendor; the Board instructed the Director to notify the appropriate agencies of the selection. Director related to the Board that the last interview on the Social Worker position had been scheduled but the person did not show up; Board instructed the Director to hire Michelle Church for position #515 effective December 2, 1996. Mr. McClanahan discussed information he had gathered concerning the Agency request to purchase two gazebos; the Board voted to approve the purchase and instructed the Director to expedite the process. Mr. McClanahan and the Director presented some preliminary information obtained on purchasing a security fence and security gates for the agency.

  
County Administrator

11-26-96  
Date

  
Social Services Director

11-26-96  
Date

ON NOVEMBER 26, 1996, 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 72 Pages 9

Disbursements of Special Welfare Funds: \$ 32,021.64

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

Receipt Nos: 204905 - 204952 \$ 27,220.90

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 1996	\$ 54,968.59
DECEMBER 31, 1996	\$ 54,850.19
TOTAL	\$109,818.78

Administrative Payments

Warrant Nos: 78861	\$ 22,713.64
Warrant Nos: 79038 - 79075	\$ 39,374.12
TOTAL	\$ 62,087.76

PERSONNEL ACTIONS

Service Ratings Completed:

- Position #114, Tammy Fields, Social Worker
- Position #310, Donita Estep, Clerk II
- Position #312, Deborah Dotson, Data Entry Operator II
- Position #507, Robert Kelly, Fraud Investigator
- Position #521, Jeanette Conrad, Eligibility Worker
- Position #559, Nadine Thornsbery, Eligibility Worker

## CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-018142-00-2

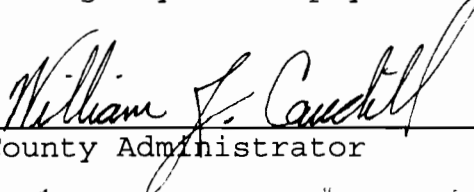
Case No. 027-018143-00-3

Case No. 027-018144-00-9

The Board instructed the Director to fill the Adult Protective Service Worker position (#515) effective December 2, 1996 by hiring Michelle Church.

## In other Discussion:

Director discussed the Substance Abuse and Drug-Free Workplace Policy recently adopted by the County; the Director will bring a policy to the Board like the one adopted by the County with a few minor changes. The Board stated that the County is looking for a vendor to provide drug screenings. Director presented a copy of his calendar for the month of December to the Board. Director noted that the Agency's health insurance policy was due for renewal February 1, 1997. The Board noted that the County was currently soliciting bids for health insurance for county employees; The Board asked that the Agency provide information so it could be determined if it would be in the best interest of the County and the Agency if the insurance were combined. After discussion of the new rates the Agency would be paying, Director noted that if a decision is not reached prior to February 1, 1997 the Agency would pay the new premium on a month-by-month basis.

  
 \_\_\_\_\_  
 County Administrator

12-30-96  
 Date

  
 \_\_\_\_\_  
 Social Services Director

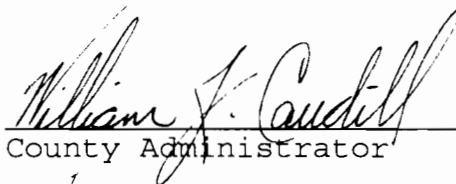
12-30-96  
 Date

On December 5, 1996 a Special Called Board Meeting was held to present the agency emergency operational plan. After discussion concerning the need for planning and the Agency's part in providing emergency services within Buchanan County, the Board voted to approve the Buchanan County Department of Social Services Emergency Operations Plan (copy attached).

After discussion concerning the need for a security fence and gates for the Agency, the Board voted to approve \$2,262.53 to purchase fencing and gates.

In other discussion:

Director asked if the Board had received any information concerning the Fee for Services Policy passed by the Board at the November meeting. The Board asked the Director to provide another copy of the policy and to hold up on talking to the Judge until the County Attorney had a chance to look over the policy. Director informed the Board that interviews had been scheduled for the Assistant Director position on December 9th and 12th. The Board suggested that a member of the Advisory Board be added to the panel consisting of Tony Fritz, Regional Director, Roger Duff, Director Russell Social Services and the Buchanan County Social Services Director.

  
County Administrator

12-30-96  
Date

  
Social Services Director

12 30 96  
Date

**BUCHANAN COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
EMERGENCY OPERATIONS PLAN**

This plan for Emergency Welfare Services is developed in compliance with standards established by the Commonwealth of Virginia Office of Emergency Services. All guidelines established by the Emergency Welfare Services Manual, Volumes 1 and 2 will be strictly adhered to anytime an emergency is declared to exist by the Governing Body of Buchanan County, the Governor of Virginia, or the President of the United States.

This department will coordinate its activities with the Buchanan County Department of Emergency Services Coordinator.

The Buchanan County Department of Social Services will be responsible for the following Emergency Services, if properly authorized to do so. All functions will be carried out as outlined by the above referenced Manual.

1. Emergency Community Welfare Services.
2. Coordinate operation of Welfare Assistance Centers for displaced persons and provide for:
  - A. Mass shelter and feeding.
  - B. Bedding, clothing and operational supplies such as cleaning, disinfecting and related supplies.
  - C. Essential family services.
3. Child welfare services for disaster victims .
4. If authorized, General Relief for disaster victims.
5. Emergency financial assistance to disaster victims.
6. Emergency Food Stamps (Only in a Presidential declared emergency).
7. Family rehabilitation and social services.
8. Assist in determining requirements for temporary housing.
9. Operation of food and clothing supply points in disaster area.
10. Administer the Individual and Family Grants Program authorized under Section 408 PL 93-288.

Should the Buchanan County Department of Social Services be authorized to provide any or all of the above services, the organizational plan shall be as follows.

The Director of the Department of Social Services shall be responsible for the overall administration of any emergency services and shall maintain an **inter-agency operational plan** which can be quickly activated during any emergency.

The following staff members of this department are hereby charged with the specific responsibilities listed or others as designated by the Director depending upon the nature of the emergency.

Brenda Jackson will act as "in charge" in the absence of the Director and as communications officer for all emergency welfare services. She will also be in charge of Child Protective Services and will draw upon service staff as needed.

Harold McClanahan will be in charge of emergency food assistance including the issuance of emergency food stamps and will utilize the eligibility staff as needed.

Bob Coleman will be in charge of housing services.

Gail Lester will be in charge of financial services and will utilize eligibility staff as needed.

Cecil Stiltner will be in charge of all other social services and will draw upon service staff as needed.

Should the County Emergency Services Coordinator require the services of the staff of the Department of Social Services, the staff will stand ready to cooperate fully. The Director and the Supervisory staff will maintain an updated list of employees and their telephone numbers. Should the local Emergency Services Coordinator need to contact the department during **non-working** hours, the following personnel should be contacted in the order listed until a person is contacted to initiate the **inter-agency operational plan**.

<b>Jerry W. Snyder</b>	<b>935-4871</b>
<b>Brenda Jackson</b>	<b>498-3349</b>
<b>Harold McClanahan</b>	<b>935-5952</b>
<b>Gail Lester</b>	<b>935-4666</b>
<b>Cecil Stiltner</b>	<b>597-8234</b>
<b>Margaret Godsey</b>	<b>498-3323</b>
<b>Ruth Horn</b>	<b>935-5082</b>

In-house policy and procedures have been produced to insure that staff will be notified if a Shelter is to be opened in Buchanan County. All activities are to be coordinated with the American Red Cross and be consistent with the agreement between the Virginia State Red Cross and the Virginia State Department of Social Services.

ON DECEMBER 30, 1996, 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 7 Pages 10

Disbursements of Special Welfare Funds: \$ 20,625.89

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

Receipt Nos: 204953 - 256664 \$ 27,123.78

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 1996	\$ 56,219.15
DECEMBER 20, 1996	\$ <u>56,884.98</u>
TOTAL	\$113,104.13

Administrative Payments

Warrant Nos: 79211	\$ 222.03
Warrant Nos:	\$ <u>48,916.95</u>
TOTAL	\$ 49,138.98

PERSONNEL ACTIONS

Service Ratings Completed:

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

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-018245-006

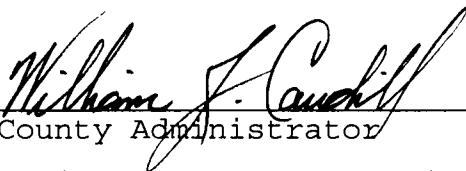
Released From Custody:

Case No. 027-015656-005

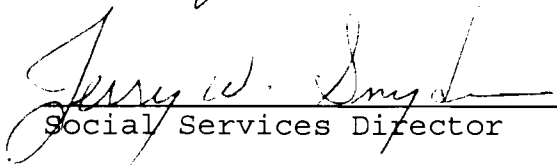
Case No. 185-021460-001

In discussion:

Discussion was held concerning the Governor's FY-98 budget and its impact on Buchanan County. Director noted that the money placed in the General Assembly's budget for the completion of the salary study was also placed in the Governor's budget; the Board instructed the Director to contact the Regional Director (Tony Fritz) and request that he come to an Advisory Board meeting to explain the process. Board approved the Director's travel January 12th, 13th and 14th to attend the legislative reception in Richmond. The Board related to the Director that no decision had been reached on the Assistant Director position. Discussion was held on the Foster Care Christmas Party and the other Christmas activities sponsored by the Agency; Director noted that Buchanan County Social Services had the best Christmas program the Director had ever been associated with in three counties and one city in Virginia. Director presented a copy of his calendar for the month of January to the Board.

  
County Administrator

1-15-97  
Date

  
Social Services Director

1-15-97  
Date