


On January 15, 1997 a Special Called Board Meeting was held to present the Agency Child Day Care Services Plan. After discussion concerning the program and the plan contents, the Board voted to approve the Plan effective January 1, 1997 (copy attached).

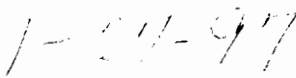
After discussion of the Fee System approved by the Board at the October 29, 1996 meeting, the Board instructed the Director to proceed with the policy effective February 1, 1997. The Board noted that the policy does not charge a fee for visits between foster children and natural parents or in situations where the Agency recommended supervised visits to be in the best interest of a child (copy attached).

In other discussion:

Director presented an updated recommendation letter from the selection panel for the Assistant Director position. Discussion was held concerning the Governor's budget request.




County Administrator



Date



Social Services Director



Date

ON JANUARY 27, 1997, 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 136 Pages 15

Disbursements of Special Welfare Funds: \$ 2,153.18

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

Receipt Nos: 256665 - 256710 \$ 19,958.37

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 1997	\$ 56,556.51
JANUARY 31, 1997	\$ <u>56,744.52</u>
TOTAL	\$113,301.03

Administrative Payments

Warrant Nos: 79713 - 79755 \$ 52,732.77

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 103 Angela Baldwin, CPS Social Worker
Position # 511 Teresa Stiltner, Eligibility Worker

ADOPTIONS HOMESTUDIES VISITATIONS

COURT ORDERED SERVICES

FEE SYSTEM

Effective February 1, 1997, 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.

The State Board of Social Services requires that each local department of social services submit a Child Day Care Plan. The locality agrees to administer child day care services in accordance with the provisions of this plan, State policy and other official issuances of the State Department of Social Services. Each local department is required to submit revisions to the plan in a timely manner.

**Local Board of the
Buchanan County Department of Social Services**

Western Region Fips 027

submits the following

Child Day Care Services Plan

for the period

January 1, 1997 through December 31, 1997

Date of local board approval for the 1997 Plan 1-15-97

William J. Caudill
Local Board Chairperson

William J. Caudill
Local Board Chairperson Signature

Jerry W. Snyder
Local Director

Jerry W. Snyder
Local Director Signature

Kimberly Burks
Child Day Care Coordinator

Kimberly B. Burks
Child Day Care Coordinator Signature

Brenda Jackson
ESP Supervisor

Brenda Jackson
ESP Supervisor Signature

1997 Local Child Day Care Plan

Buchanan County Department of Social Services
Kimberly Burks, Child Day Care Coordinator
540-935-8106

- 1. Is your waiting list policy for any program other than first come first serve? NO

If yes, has this been approved by :

* Local Board Approval Date
* State Department Approval Date

If yes, please submit an annual copy of that policy to your regional coordinator.

- 2. What is the maximum percentage of the State Median Income being used by your agency to determine eligibility for Child Day Care Fee Systems Services (Check one of the following)

50% (minimum required by policy) X
60%
70%
Other (please specify in attachment)

- 3. Does your agency use and alternative fee scale in determining a family's contribution towards the cost of Child Day Care Fee System Services? NO

If yes, has this been approved by :

* Local Board Approval Date
* State Department Approval Date

If yes, please submit a copy of the alternative scale to your regional coordinator.

- 4. Does your agency maintain a single waiting list for the Fee System Funds? NO

If yes, go to Question 5.

Please indicate how families are determined to be on either of the Fee System lists.

Clients who are going to school and meet income guidelines are placed on the list for the Block Grant funds. Clients who are working and meet income guidelines may be placed on both At Risk and Block Grant lists.

5. Please provide an **unduplicated count of families** by category, as of 1-1-97, on waiting lists for child day care services.

Program	Budget Line	# of Families on Waiting List
AFDC/ED & Training	Budget Line 826	2
FSET	Budget Line 827	0
Fee System Both Block Grant & At Risk	Budget Lines 836 and 837	3

6. Waiting lists are required to be updated at least annually. Please provide the date of the last update to your agency's waiting list. **06/24/96**

7. Please provide the % of the time that the Child Day Care Coordinator is:

On agency payroll **100%**

Amount of time spent on Child Day Care Issues **95%**

(Example -- If the Coordinator is 1 FTE but only 50% FTE and 100% of that is spent in CDC issues.)

8. Does your agency approve child day care providers using local agency approval standards found in Volume VII, Section I Chapter I? **YES**

If yes, How many approved providers do you have?

In Home **0**
Family Day Care Home **5**

Please return form to your Regional Coordinator by 1/17/97.

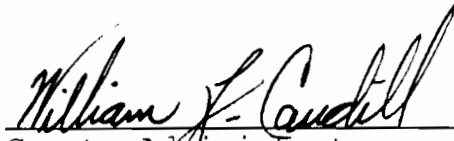
CUSTODY ACTIONS

Custody Awarded to Agency:

- Case No: 027-018245-006
- Case No: 027-017876-002
- Case No: 027-017877-002
- Case No: 027-015594-000


In discussion:

Discussion was held concerning the Assistant Director position; Board related to the Director that no decision had been made on the position. Board approved the Director's travel February 13th and 14th to attend Day Care training in Hampton. Director presented a copy of his calendar for the month of February to the Board.



County Administrator

2-25-97
Date



Social Services Director

2-24-97
Date

ON FEBRUARY 25, 1997, 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 102

Pages 12

Disbursements of Special Welfare Funds: \$ 18,077.97

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

Receipt Nos: 256711 - 256763 \$ 20,236.70

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 14, 1996	\$ 56,608.96
FEBRUARY 28, 1996	\$ 56,637.76
TOTAL	\$113,246.72

Administrative Payments

Warrant Nos: 80096 - 80141 \$ 64,663.40

PERSONNEL ACTIONS

Service Ratings Completed:

Position #509 Yolanda H. McClanahan, Eligibility Wkr.
Position #512 Marlene Owens, Clerk III

CUSTODY ACTIONS

Released From Custody:

Case No: 027-013937-007
Case No: 027-017899-002
Case No: 027-006607-000
Case No: 027-017876-002
Case No: 027-015594-000
Case No: 027-017877-009
Case No: 027-018245-000

After discussion, the Board voted to approve a bid from Christian's Guttering And Home Improvements in the amount of \$2,385.00 for the construction of walls dividing the clerical area into four separate offices. Director noted that it will be approximately six weeks before the construction starts.

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

In other discussion:

Director noted for the Board that the paperwork had been completed and sent to the State on the Assistant Director position and that it would be official when the paperwork was returned. Director went over the changes currently underway to move Elizabeth McClanahan into the position; Elizabeth is currently working with the Director on the budget and is training clerical staff to cover the duties of her old position. Director mentioned that two newspaper articles are being prepared for the Mountaineer for their special issue in May; Elizabeth McClanahan is working on the history article and the Director on the programs article. Director discussed progress to date on the agency budget which has been requested by the Board Of Supervisors on April 1, 1997. Discussion was held on the spreadsheets developed for this year's presentation and the methods used to forecast current year expenditures. Director noted that the mandated salary adjustment figures will be available at the Spring League meeting; the Board approved Director's travel to the League meeting in Williamsburg May 4th through May 8th. Director noted that preliminary budget

information will be given to the Advisory Board at their March meeting date to get input from them. Director informed the Board that Mr. Tony Fritz, Regional Social Services Director, had agreed to attend the April Advisory Board meeting and would speak on Welfare Reform; Agency staff members Brenda Jackson and Bill Jones will also speak on Welfare Reform at the meeting. Brief discussion was held concerning the county purchase policy and the current status of flood insurance in the county. Director noted that additional information should be available soon concerning the recent session of the General Assembly. Discussion was held concerning the current status of county negotiations for health insurance; Board noted that another meeting was scheduled for the following Thursday but that Social Services would keep their current health insurance. Decisions on health insurance will be made on a yearly basis. Director presented a copy of his calendar for the month of March to the Board.

William F. Caudill
County Administrator

Mar. 25, 1997
Date

Gerry W. Smyk
Social Services Director

3-25-97
Date

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No: 027-018397-00-1

Released From Custody:

Case No: 027-013664-00-1

In discussion:

Director presented the information to the Board for the FY-98 agency budget and the budget for the Comprehensive Services Act. In addition to the requested information, the Director presented a series of spreadsheets to document each line item in the budgets. The Board made several suggestions for changes to the spreadsheets in FY-99. Discussion was held concerning the Assistant Director position. The Director extended an invitation to the Board and to the Board of Supervisors to attend a special Advisory Board meeting in April. Mr. Tony Fritz, Social Services Regional Director, will be the guest speaker concerning Welfare Reform; staff members Brenda Jackson and Bill Jones will also speak on the topic. The Board informed the Director that the Board of Supervisors will pass a purchase policy at their April meeting and that Social Services would be addressed in the policy. The Board also stated that the Drug Screening policy is on the Agenda; Director requested that when a vendor is selected to do drug screenings for the County, Social Services be included. Director advised the Board that several procedural changes are being discussed at a State level concerning the Special Welfare accounts. The Board asked the Director to bring the matter back if any changes are approved. Director presented a copy of his calendar for the month of April to the Board.

William J. Caudill
County Administrator

April 29, 1997
Date

George Knight
Social Services Director

4.29.97
Date

ON, April 29, 1997, 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 86 Pages 11

Disbursements of Special Welfare Funds: \$ 50,058.93

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

Receipt Nos: 256816 - 256878	\$ 22,755.88
TFC Acc. Electronic Transfer	<u>\$ 74,431.60</u>
TOTAL	\$ 97,187.48

Payment for Payroll and Administrative Payments as follows:

Payroll

April 15, 1996	\$ 55,677.28
April 30, 1996	<u>\$ 56,139.73</u>
TOTAL	\$111,817.01

Administrative Payments

Warrant Nos: 80739 - 80784 \$ 50,210.99

PERSONNEL ACTIONS

Service Ratings Completed:

Position #505, Shelia Sisk, Eligibility Worker

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No: 027-018451-005
 Case No: 027-018450-009
 Case No: 027-018452-001
 Case No: 027-018444-009
 Case No: 027-017023-004

Released From Custody:

Case No: 027-017876-002

Case No: 027-017877-009

After discussion, the Board voted to approve an updated Travel Policy effective March 24, 1997 (see attachment).

In other discussion:

Discussion was held about indigent burials; the Board instructed the Director to follow up on two billings that had been received for non-county residents. The Board gave the Director a copy of the purchasing resolution passed by the Board of Supervisors and instructed the Director to write guidelines for implementing the policy at the Department of Social Services. The Board noted that the County had selected a vendor for the Drug Policy; the Agency is able to use the County's vendor for any Drug tests that it requires. Director will bring a Drug Policy to the Board for approval within a few months. Discussion was held concerning the Special Welfare Fund and some changes being pursued by the Social Security Administration; Board asked to be kept aware of any changes. Discussion was held concerning the Central Services Cost Allocation process; the process may change so that reimbursement occurs the year after the expenses are incurred. If this change takes place, the County will get two payments in one fiscal year; the Director will keep the Board informed of any changes. Discussion was held concerning the Inclement Weather and Flex Policies; these topics will be on the next Advisory Board agenda. Director showed the Board a copy of a memo from Sharon Craft, Regional Specialist, stating that the Agency would receive several awards for excellence in eligibility. Director presented a copy of his calendar for the month of May to the Board.

William F. ...
County Administrator

...
Date

James ...
Social Services Director

5 28 97
Date

TRAVEL

Effective March 24, 1997, the meal reimbursement policy for **Overtime Meals** is as follows: When a staff member is at an approved agency meeting outside Buchanan County, meal reimbursement is 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 or 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 9:00 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. If an employee is attending 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 is to 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 27 cents a mile; if approved for the convenience of the worker, the rate is 22 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:	LODGING	M&IE RATE*	OUT-OF-STATE GUIDELINE TABLE:	LODGING	M&IE RATE*
STANDARD	\$54	\$26	STANDARD	\$84	\$34
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 (Evendale, 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.

BUCHANAN COUNTY SOCIAL SERVICES
SUBSTANCE ABUSE AND
DRUG-FREE WORK PLACE POLICY

1. PURPOSE STATEMENT.

This Policy is intended to provide guidelines for the detection and deterrence of alcohol and drug abuse. It is the policy of the Buchanan County Department of Social Services to maintain a safe, healthful and productive work environment for all employees. To that end the Agency will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or tends to undermine public confidence in the Agency's work force. It is further the Agency's policy that the unlawful manufacture, distribution, possession or use of a controlled substance by employees in the work place is prohibited. For the purposes of this Policy, the presence in an employee's body of alcohol at the levels described in Section 2 below, or of controlled drugs or substances not prescribed for the employee, or of prescribed drugs or substances not disclosed to supervisors (as shown by a test report by a testing facility), which might possibly affect an employee's effective performance of duties or operation of Agency equipment, while the employee is in the work place or on duty, shall constitute a violation of this policy. All employees must comply with this Policy, and violations of this Policy will result in discipline, up to and including termination, or in not being hired.

2. DRUGS TO BE TESTED FOR.

When drug and alcohol screening is required under the provisions of this Policy, a urinalysis, blood test, or breathalyzer test in the case of alcohol, will be given to detect the presence of the following drug groups:

- (a) Alcohol (ethyl)
- (b) Amphetamines/Methamphetamine (e.g., speed, crystal)
- (c) Anabolic steroids, androgenic steroids, and/or any other controlled substance used to enhance physical development and/or athletic performance
- (d) Barbiturates (e.g., Amobarbital, Butabarbital, Phenobarbital, Secobarbital)
- (e) Benzodiazepines (e.g., Valium, Librium, Oxazepam, Serax, Dalmane, Ativan)
- (f) Cocaine

- (g) Methaqualone (e.g., Quaalude)
- (h) Opiates (e.g., Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone)
- (i) Phencyclidine (PCP)
- (j) THC (Marijuana)

For the purposes of this Policy, the presence in an employee's body of alcohol at the levels described below, or of controlled drugs or substances not prescribed for the employee, or of prescribed drugs or substances not disclosed to supervisors (as shown by a test report by a testing facility) , which might possibly affect an employee's effective performance of duties or operation of Agency equipment, while the employee is in the work place or on duty, shall constitute a violation of this policy. In regard to alcohol, any alcosensor test result of .006% or greater shall result in a breathalyzer test, and any breathalyzer test result of .04% or greater shall constitute a violation of this Policy. The foregoing test results shall constitute a violation of this Policy, regardless of any visible sign of impairment. Determinations under this section need not be dependent upon test results, and may in fact be based solely on other evidence, but test results alone shall be sufficient to constitute a violation.

While use of medically prescribed medications and drugs is not per se a violation of this Policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medications or drugs which might interfere with the safe and effective performance of duties or operation of Agency equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, the issue will be resolved based upon competent medical evaluation.

3. JOB APPLICANT TESTING.

All applicants, both part-time and full-time, will be required to undergo a drug test upon an offer of employment.

4. CURRENT EMPLOYEE TESTING.

The Agency may require a current employee to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours, or if the nature of the particular employee's duties and responsibilities is such that it is critical that the employee remain drug-free at all times in the performance of his or her duties.

I. Testing Upon Reasonable Suspicion

Reasonable suspicion means an articulated belief based on specific facts, and reasonable inferences drawn from those facts, that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- (a) a pattern of abnormal or erratic behavior (e.g., hyperactivity, unexplained mood swings, paranoia, hallucinations) ;
- (b) information provided by a reliable and credible source;
- (c) a work-related accident;
- (d) direct observation of drug or alcohol use;
- (e) possession of drugs or drug paraphernalia; or
- (f) presence of the physical symptoms of drug or alcohol use (e.g. , glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, needle marks/scar tracks on arms, etc., onset or unusual perspiration or shakes, unusual drowsiness or sluggishness).

Supervisors at every level are responsible for observing and monitoring their employees' behavior for signs or symptoms of drug or alcohol use, and shall promptly report any such observations to the Director or designee. When a test is based upon personal observation alone, prior to the administration of a drug or alcohol test, the behavior of the affected employee should be observed by at least two supervisory personnel. These two supervisors should concur on the need for a test. In the event that two supervisors are unavailable, the observation of one supervisor shall suffice. However, documentation should be submitted to the Director verifying the unavailability of an additional supervisory person to concur with the need for the administration of a test. The supervisors shall report to the Director or designee the specific facts, symptoms, or observations which form the basis for a belief that reasonable suspicion exists to warrant the testing of an employee, and shall obtain approval from the Director or designee prior to ordering an employee to submit to testing. Supervisors shall document in writing the specific facts, symptoms, or observations justifying a determination of reasonable suspicion as soon as reasonably practicable, which may be either before or after the testing occurs.

Positive test results will constitute a violation of this Policy to the extent described in Section 2 above.

II. Random Testing

An employee will be required to participate in random testing, when the duties or responsibilities of his or her position require or include:

- (a) The exercise of independent judgment in emergency situations; or
- (b) The handling and/or use of equipment or materials which, if mishandled or carelessly handled, could cause serious injury or damage.

Employees in positions which satisfy the foregoing criteria may be tested on a random basis as determined by the Director. There will be no prior notification given to employees as to the date, time or location of any random test to be conducted.

Positive test results will constitute a violation of this Policy to the extent described in Section 2 above.

III. Procedures regarding the transportation of employees for testing, and the authority of supervisors over employees with respect to transportation and test administration, have been promulgated and must be followed whenever employees are to be tested under the provisions of this Policy.

5. SUPERVISOR TRAINING.

The Agency shall develop a program of training to assist supervisory personnel in identifying drug and alcohol use among employees. Such training will be directed toward helping supervisors recognize the conduct and behavior that give rise to reasonable suspicion of drug or alcohol use.

6. PRIOR NOTICE OF TESTING POLICY.

The Agency shall provide written notice of this drug and alcohol testing policy to all employees and job applicants.

7. CONSENT.

Before a urinalysis or blood test for drug and alcohol screening is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the Agency. The consent form shall provide space for employees and applicants to indicate current or recent use of prescription or over-the-counter medication.

8. REFUSAL TO CONSENT: APPLICANTS.

A job applicant who refuses to consent to a drug and/or alcohol test, when requested, will be denied employment with the Agency. Any refusal or failure to cooperate fully with the administration of a test, any behavior which makes testing more difficult, or prevents administration or completion of the test, or in any manner alters or attempts to alter the test result, will be treated as a refusal to consent, regardless of whether a consent form is signed.

9. REFUSAL TO CONSENT: EMPLOYEES.

An employee who refuses to consent to a drug and alcohol test is subject to disciplinary action up to and including termination. Any refusal or failure to cooperate fully with the administration of a test, any behavior which makes testing more difficult, or prevents administration or completion

of the test, or in any manner alters or attempts to alter the test result, will be treated as a refusal to consent, regardless of whether a consent form is signed.

10. CONFIRMATION OF TEST RESULTS AND EMPLOYEE/APPLICANT NOTIFICATION

An employee or job applicant whose drug test yields a positive result shall be given a second test using a gas chromatography/mass spectrometry (GC/MS) test. The second test shall use a portion of the same test sample withdrawn from the employee or applicant for use in the first test. If the second test confirms the positive test result, the employee or applicant shall be notified of the results in writing by the Director or designee. The letter of notification shall identify the particular substance found and its concentration level.

A portion of the test sample will be retained for six (6) months by the testing facility, and will be furnished to a reputable testing facility selected by an employee or applicant, upon request for a third test at the sole expense of the employee or applicant.

11. CONSEQUENCES OF A CONFIRMED POSITIVE TEST RESULT

Applicants: Job applicants will be denied employment with the Agency if their initial positive test results are confirmed. Applicants shall be informed in writing if they are rejected on the basis of a confirmed positive drug test result.

Employees: If an employee's positive test result is confirmed, the employee is subject to disciplinary action up to and including termination. Factors which may be considered in determining the appropriate disciplinary response include the employee's job classification, work history, length of employment, current job performance, the existence of past disciplinary actions, and the employee's action in voluntarily identifying himself/herself as a drug user or alcohol abuser and obtaining counseling and rehabilitation.

12. DISCIPLINARY ACTIONS.

If an employee's positive test result has been confirmed and disciplinary action is taken, the employee may grieve or complain of such action, like other disciplinary actions, through the established Grievance Procedure.

13. CONFIDENTIALITY OF TEST RESULTS.

All information from an employee's or applicant's drug and alcohol test is confidential and only those with a need to know are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant. The results of a positive drug test shall not be released until the results are confirmed. The records of unconfirmed positive test results and negative test results shall be destroyed by the testing laboratory.

Disclosures, without an employee's or applicant's consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee or applicant; (3) the information is to be used in administering an employee benefit plan; (4) the information is needed by medical personnel for the diagnosis or treatment of the individual who is unable to authorize disclosure.

14. LABORATORY TESTING REQUIREMENTS.

All drug and alcohol testing of employees and applicants shall be conducted at medical facilities or laboratories selected by the Agency, with the exception of alcohol testing by the use of a breathalyzer, which may be conducted by qualified personnel at any site designated by the Agency. All procedures for the testing, analysis, labeling, handling, retention and storage shall be in accordance with standards established by the National Institute On Drug Abuse (NIDA).

15. CRIMINAL CONVICTIONS: NOTIFICATION.

(a) It shall be the responsibility of every employee to notify the employee's supervisor of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction, in writing. Any failure of an employee to provide this notification shall be a separate ground for disciplinary action.

(b) Any supervisor head who receives notification of a criminal drug statute conviction for a violation occurring in the work place, in addition to other administrative actions directed by this Policy, shall immediately report the same to the Director who shall determine whether the employee involved was directly engaged in the performance of work pursuant to the provisions of a Federal grant. In such event, the Director of Finance shall promptly notify the Federal agency administering the grant of the conviction.

16. SEARCHES

The Agency reserves the right to search, without employee consent, all areas and property over which the Agency maintains joint control with an employee, or full control. Such areas and property include, but are not limited to desks, closets, bookcases, lockers, file cabinets, and/or Agency vehicles, and the allowance of employee security measures against third parties shall not divest the Agency of its authority to search. Warrants shall be obtained, if necessary, to search areas or property over which the Agency has no control. A supervisor must consult with the Director before any search is undertaken.

17. EDUCATIONAL PROGRAM

The Agency will establish a drug-free awareness program to inform employees about the dangers of drug abuse, the Agency's Policy, any available drug counseling, and the penalties which may be imposed upon employees for drug abuse violations in the work place and elsewhere.

18. SEVERABILITY

The provisions of this Policy are severable and if any of its provisions shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions. Federal law requires that some action be taken within 30 days, when a conviction is reported.

GUIDELINES FOR ACTION ON SUBSTANCE ABUSE VIOLATIONS

The following administrative procedures are to be followed upon a determination of substance abuse by an Agency employee.

I. Supervisory and Employee Responsibilities

- A. Supervisory Responsibilities - supervisors must realize that they are responsible for identifying and documenting instances of unacceptable work performance, patterns of inadequate or deteriorating work performance, and abnormal behavior suggesting that an employee may have a drug or alcohol problem regardless of whether an employee has or is believed to have sought help from a rehabilitation program. When a supervisor identifies conduct or behavior which he/she reasonably suspects is caused by a drug or alcohol problem, appropriate corrective action shall be taken, which may include, but need not be limited to, counseling of the employee, consultation with the Director, disciplinary action, and/or independent physical or psychological evaluation of the employee by a professional retained by the Agency. Such supervisor's action will not be dependent upon whether an employee has sought or intends in the future to seek professional help.

Supervisors who fail to take appropriate action to detect and/or properly deal with substance abuse by employees under their supervision will themselves be subject to disciplinary action, up to and including termination.

- B. Employee Responsibilities - Employees who have a substance abuse problem are encouraged to seek assistance and are at liberty to do so privately. However, an employee whose substance abuse problem or impairment poses the slightest risk of harm or damage to himself/herself, fellow employees, the public or Agency or private property, is obligated to notify his/her supervisor immediately. Employees whose positions involve the handling of emergency situations, the operation of Agency vehicles, the handling and/or use of equipment or materials which, if mishandled, could cause serious

injury or death must accept relief from duty until it is medically certified that they are fit for duty without impairment, regardless of whether they have sought or are receiving assistance for a substance abuse problem.

- II. Voluntary Admissions - The following procedures are to be utilized when an employee voluntarily identifies himself/herself as a drug or alcohol abuser.
 - A. When an employee makes a voluntary admission of drug or alcohol abuse, the supervisor should obtain basic information as to the nature and extent of the drug or alcohol use, its frequency, and its effect on the employee's work performance.
 - B. The Director is to be informed of the employee's voluntary admission immediately and authorize a drug and/or alcohol test.
 - C. Regardless of the employee's classification, he/she will be relieved of duties until such time as the test results are known and until the Director or his/her designee has the opportunity to determine what course of action should be taken. The employee will be allowed to take either annual or sick leave, or approved leave without pay, to cover this absence from work. If the employee refuses to take leave, he/she will be suspended for such time until the test results are known, in accordance with Section VI of these procedures.
 - D. The employee's supervisors will meet as soon as possible with the Director to determine whether the option of rehabilitation should be offered to the employee or whether disciplinary action is warranted. The criteria contained in section 11, (Consequences of a Confirmed Positive Test Result), of the Substance Abuse Policy ("Factors which may be considered in determining the appropriate disciplinary response include the employee's job classification, work history, length of employment, current job performance, the existence of past disciplinary actions, and the employee's action in voluntarily identifying himself/herself as a drug user or alcohol abuser and obtaining counseling and rehabilitation") are to be used in determining the appropriateness of extending a rehabilitation opportunity to an employee.
 - E. Refer to Section IV (Evaluation and Decision on Action to be Taken) for further processing information.

III. Reasonable Suspicion or Random Testing

- A. Reasonable Suspicion - whenever an employee is ordered to be tested under the "reasonable suspicion" section of the Substance Abuse Policy, the employee will be subject to suspension in accordance with Section VI of these procedures. If the employee is suspended, a Suspension Conference Form will be completed at the time of suspension, and the form will be immediately forwarded to the Director. The Suspension Conference Form will list as the reason for the suspension, "pending results of a (insert type of test) test."

Note: In those cases when an employee is tested for being under the influence of alcohol while at work, and the test results are confirmed by the Police Department, the employee will be suspended in accordance with Section VI of these procedures. A Suspension Conference Form will be completed at the time of suspension, and the form will be immediately forwarded to the Director. The Suspension Conference Form will list as the reason for the suspension, "reporting to work under the influence of intoxicants."

- B. Random Testing - Whenever an employee is required to be tested under the random selection section of the Substance Abuse Policy and the test results are positive, the employee will be suspended in accordance with Section VI of these procedures. A Suspension Conference form will be completed at the time of suspension, and the form will be immediately forwarded to the Director. The Suspension Conference Form will list as the reason for the suspension, "positive results of random testing."
- C. If the test results indicate the employee was not under the influence of either drugs or alcohol, and there is no other evidence of substance abuse, all records of the suspension shall be removed from the employee's personnel records and the employee will be reimbursed for any time lost from work due to that suspension.
- D. Refer to Section IV (Evaluation and Decision on Action to be Taken) for further processing information.

IV. Evaluation and Decision on Action to be Taken

- A. If the test results are positive, or if there is other evidence establishing substance abuse, the employee will meet with his/her supervisor and the Director in order to review the situation personally with the employee, to determine whether a rehabilitation opportunity is to be offered to the employee, or other appropriate action is to be taken.
- B. If it is decided not to extend a rehabilitation opportunity to an employee, other administrative options include, but are not limited to, disciplinary action, or a medical and/or psychological evaluation to determine the employee's fitness for continued duty.
- C. If it is decided to extend a rehabilitation offer to the employee, the Director will provide the employee with an Alcohol/Drug Rehabilitation opportunity (ADRO) form and explain to the employee possible available resources for treatment programs (e.g., the employee's primary care physician, the Community Services Board, etc.). The employee will be instructed that it will be his/her responsibility to complete the ADRO form satisfactorily and return it to the Director within ten (10) workdays of the meeting.
- D. The Director, in consultation with the County Attorney, will decide if the employee will be allowed to return to work during this ten (10) workday period. If it is decided that the employee will be allowed to return to work, the Director will place a statement to that effect in the employee's personnel file. If it is decided that the employee will not be

allowed to return to work, the employee will be allowed to take either annual or sick leave, or approved leave without pay, to cover this absence from work. A leave card must be completed and signed by the employee at this time. (Note: The employee will be given written notification that if a completed ADRO form is not returned to the Director within ten (10) workdays, any continued absence without notification to the Agency will be considered unauthorized leave. Any such absence of five (5) or more consecutive workdays will be considered abandonment of the employee's position. In making this decision, a written statement by a physician or other qualified health care provider that he or she is aware of the nature of the employee's work and that the employee's continued service will pose no risk of harm to the employee or others will be considered, if presented, but will not be determinative).

E. When the employee returns a completed ADRO form to the Director, the proposed rehabilitation program must be identified and described in detail. This material must be attached to the ADRO form.

F. If the ADRO form is complete, the Director will sign and forward it to be placed in the employee's personnel file, along with a memorandum advising of the employee's current work status.

V. Offers of Rehabilitation opportunity - This alternative will be at the employee's sole expense. Programs are currently available through employee health insurance plans made available by the Agency providing both inpatient and outpatient medical care for substance abuse problems. The rehabilitation provider and the program, as provided above, will have to be approved by the Agency. The employee, at his/her option, may consult the Community Services Board, and/or other agencies or resources, for assistance in formulating a rehabilitation plan.

A. The employee will be required to sign a form:

1. admitting the use of illegal drugs or alcohol (but containing language precluding its use for any criminal purpose); and
2. specifically requesting the opportunity to rehabilitate himself/herself; and
3. requesting to take a leave of absence if necessary for the purpose of obtaining rehabilitation treatment, and agreeing to provide evidence of satisfactory completion of such treatment approved by the Agency, and a negative drug test result from a facility approved by the Agency; If a positive result is obtained from either reasonable suspicion testing or random testing, and while the employee's suspension is continued, the employee's supervisor will meet with the Director to determine if disciplinary action is warranted or whether the option of rehabilitation should be offered to the employee. The criteria contained in Section 11, (Consequences of a Confirmed Positive Test Result), of the Substance Abuse Policy ("Factors which may be considered in determining the appropriate disciplinary response include the employee's job classification, work history,

length of employment, current job performance, the existence of past disciplinary actions, and the employee's action in voluntarily identifying himself/herself as a drug user or alcohol abuser) and

4. agreeing that if he/she fails to satisfactorily complete a program of provide written evidence of satisfactory completion of the same, disciplinary action or further disciplinary action will be taken (i.e., acknowledging understanding that the rehabilitative opportunity offered is substance/alcohol abuse rehabilitation approved by the Agency and not a waiver of the Agency's right to discipline); and
 5. agreeing to voluntarily submit to random testing at any time requested within twelve (12) months after reinstatement to duty, with any refusal to constitute grounds for termination.
- B. The employee will also be required to execute a comprehensive authorization allowing the Agency to review any and all medical and hospital records pertaining to his rehabilitation program or treatment, and to discuss it and them with any doctor or other person involved. Any information obtained by the Agency pursuant to such authorization will be kept confidential to the extent permitted by law or not necessary to defend the Agency's interests, and will not be released unless required by subpoena, court order, discovery proceeding or the Agency's interests. The employee will be allowed to use her/her accrued annual leave and/or sick leave for any period of absence, and will be granted leave without pay for whatever period of absence is not covered by accrued annual and/or sick leave.

VI. Suspensions

- A. Immediate Action - Any employee whose work capability is believed to be impaired to any extent, is to be immediately suspended (or, in the case of a voluntary admission of substance abuse, to be allowed to take leave). No employee who is believed to be impaired to any extent by alcohol or an illegal substance may be allowed to remain on duty.
- B. Suspension Pending Evaluation of Alternatives suspension by the Director for up to 30 days (if additional time is needed to clarify evidence or to receive test results).
- C. Return to Duty - If there is no clear evidence of impairment, an employee may, at the discretion of his supervisor, be allowed to return to work pending the receipt of test results or collection of other evidence (i.e., where substance abuse is reasonably suspected but a provable case has not yet been documented, and the nature of the work poses no hazard to the employee, to fellow employees, to the public, or to Agency property). In the event of any uncertainty, however, an employee holding a position in any of the occupational categories for which random testing is permitted should not be

permitted to return to duty, even temporarily, unless he or she first furnishes a completed Certification of Fitness for Duty form, signed by a licensed physician.

GUIDELINE FOR DISCIPLINARY ACTION ON SUBSTANCE ABUSE VIOLATIONS

It is emphasized that the following are guidelines only, and are not to be understood as restricting the legal authority of the Director to consider extenuating circumstances in particular cases.

1. USE OR POSSESSION ON AGENCY PROPERTY, IN AGENCY VEHICLES, OR DURING WORK SHIFTS.

- (A) Illegal drugs or substances other than alcohol. Any employee who uses or possesses illegal drugs or substances on Agency property, in an Agency vehicle, or during a work shift (including breaks) , will be subject to the Agency's usual range of disciplinary actions, up to and including termination.
- (B) Alcohol. Any employee who consumes alcoholic beverages on Agency property, in an Agency vehicle, or during a work shift (including breaks) , will be subject to the Agency's usual range of disciplinary actions, up to and including termination.

2. IMPAIRMENT DURING WORK SHIFT

- (A) Illegal drugs or substances other than alcohol.
 - (i) Clear evidence of impairment. Depends upon circumstances, but may include termination.
 - (ii) Marginal evidence of impairment. Depends upon circumstances. (See section on Management Alternatives.)
 - (iii) Evidence of drug or substance in system, but weak evidence of impairment. Depends on circumstances. (See section on Management Alternatives.)
- (B) Alcohol.
 - (i) Clear evidence of impairment. Depends upon circumstances for first offense, but employee must be suspended for at least one day. Any second offense will require disciplinary action, the degree of which will also depend on circumstances.
 - (ii) Marginal evidence of impairment. Depends upon circumstances.

3. MANAGEMENT ALTERNATIVES.

- (A) Immediate Action. Any employee whose work capability is impaired to any extent, is to be immediately suspended. No employee who is believed to be impaired to any extent by alcohol or an illegal substance may be allowed to remain on duty. If there is no clear evidence of impairment, an employee could be allowed to return to work pending receipt of test results or collection of other evidence (i.e., where substance abuse is reasonably suspected but a provable case has not yet been documented, and the nature of the work poses no hazard to the employee, to fellow employees, to the public, or to Agency property) .
- (B) Evaluation. All of the facts and circumstances relating to the situation and the individual employee should be evaluated. Factors which may be considered in determining the appropriate action include the employee's job classification, work history, length of employment, current job performance, the existence of past disciplinary actions, and the employee's action in voluntarily identifying himself/herself as a drug user or alcohol abuser and obtaining counseling and rehabilitation. The evaluation may include examination by a qualified medical professional at the Agency's expense.
- (C) Alternatives. The basic management alternatives are:
- (i) Disciplinary action, up to and including termination; or
 - (ii) Offer of rehabilitation opportunity.
- (D) Offers of rehabilitation opportunity. This alternative will be at the employee's sole expense. Programs are currently available through employee health insurance plans made available by the Agency providing both inpatient and outpatient medical care for substance abuse problems. The rehabilitation provider will have to be approved by the Agency. The employee must submit his or her proposed rehabilitation provider's name, address, phone number, and treatment proposal to the Agency no later than three (3) work days from the date of offer of rehabilitation opportunity.
- (i) The employee will be required to sign a form:
 - (a) admitting the use of illegal drugs or alcohol (but containing language precluding its use for any criminal purpose); and
 - (b) specifically requesting the opportunity to rehabilitate himself; and
 - (c) requesting to take a leave of absence for a period not exceeding 45 days for the purpose of obtaining rehabilitation treatment, and agreeing to provide evidence of satisfactory completion of such

treatment approved by the Agency, and a negative drug test result from a facility approved by the Agency; and

- (d) agreeing that if he/she fails to satisfactorily complete a program of substance/alcohol abuse rehabilitation approved by the Agency or to provide written evidence of satisfactory completion of the same, and/or fails to produce a negative drug test result from a facility approved by the Agency within forty-five (45) days, disciplinary action or further disciplinary action will be taken (i.e., acknowledging understanding that the rehabilitative opportunity offered is not a waiver of the Agency's right to discipline); and
 - (e) agreeing to voluntarily submit to random testing at any time requested within twelve (12) months after reinstatement to duty, with any refusal to constitute grounds for termination.
- (ii) The employee will also be required to execute a comprehensive authorization allowing the Agency to review any and all medical and hospital records pertaining to his rehabilitation program or treatment, and to discuss it and them with any doctor or other person involved. Any information obtained by the Agency pursuant to such authorization will be kept confidential to the extent permitted by law or not necessary to defend the Agency's interests, and will not be released unless required by subpoena, court order, discovery proceeding or the Agency's interests.
 - (iii) The employee will be allowed to use his/her accrued annual leave and/or sick leave for any period of absence, and will be granted leave without pay for whatever period is not covered by accrued annual leave.

ON MAY 28, 1997, 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: \$ 19,934.26

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

Receipt Nos: 256879 - 256948 \$ 26,706.73

Payment for Payroll and Administrative Payments as follows:

Payroll

May 15, 1996	\$ 56,170.92
May 30, 1996	<u>\$ 56,076.07</u>
TOTAL	\$112,246.99

Administrative Payments

Warrant Nos: 80937	\$ 337.92
Warrant Nos: 80938	\$ 154.00
Warrant Nos: 80939	\$ 1,557.57
Warrant Nos: 80942	\$ 83.00
Warrant Nos: 81188 - 81219	<u>\$47,951.77</u>
TOTAL	\$50,085.26

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 102, Connie Perkins, Social Worker
 Position # 308, Angela Johnson, Clerk IV
 Position # 500, Alice G. Lester, Elig. Supervisor
 Position # 518, Rita Yates, Sr. Elig. Worker
 Position # 520, Geraldine Whitt, Elig. Worker

In Discussion:

Director presented a copy of the proposed Buchanan County Social Services Abuse and Drug-Free Workplace Policy to the Board. After Discussion concerning the policy and its effect on staff, the Board indicated that it would refer the policy to Mr. Kilgore for evaluation; the policy will be acted on at a subsequent Board meeting. The Board related to the Director that the Board of Supervisors was evaluating all County budget requests and the Agency would be informed after the budget was approved. The Director presented a copy of his calendar for the month of June to the Board.

William J. Cudell
County Administrator

June 24, 1997
Date

Henry W. Dwyer
Social Services Director

6-24-97
Date

ON, JUNE 24, 1997, 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, Independent Living, Purchase of Services:

Actions 74	Pages 10
------------	----------

Disbursements of Special Welfare Funds:	\$ 27,095.36
---	--------------

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

Receipt Nos: 256949 - 2570.13	\$ 23,410.67
-------------------------------	--------------

Payment for Payroll and Administrative Payments as follows:

Payroll

June 13, 1997	\$ 56,044.27
June 30, 1997	<u>\$ 56,086.19</u>
TOTAL	\$112,130.46

Administrative Payments

Warrant Nos: 81361	\$ 211.23
Warrant Nos: 8138 - 81415	<u>\$ 62,193.14</u>
TOTAL	\$ 62,404.37

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, Food Stamp Clerk
 Position #518, Reta Yates, Sr. Elig, Worker

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No: 027-018509-003
Case No: 027-000761-004
Case No: 027-007611-001
Case No: 027-018603-000

Released From Custody:

Case No: 027-014047-005
Case No: 027-017013-004
Case No: 027-018143-009
Case No: 027-018144-005
Case No: 027-018142-002
Case No: 027-027828-008
Case No: 027-018262-008
Case No: 027-017072-001

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 \$475,338 Local Funds and \$3,153,094 Total Funds and the Comprehensive Services Act (CSA) budget with \$177,454 Local Funds and \$582,735 Total Funds.

In other Discussion:

Discussion was held concerning an upcoming vacancy within the Agency; Board advised the Director to proceed with filling the vacancy through obtaining an open competitive register. Discussion was held concerning the salary adjustment process recently completed by the State Department of Social Services; Director noted that a study has been mandated by the General Assembly that would change local social service employees to the state salary scale. The results of the study will have some impact on agency employees next

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. Fating / 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 for 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. Receives SSI or is eligible at 50% of the median income as designated in the Social Services Manual.
 - B. Lives alone or with someone who:
 - 1. Is physically unable to provide needed services or;
 - 2. Is mentally unable to provide needed services or;
 - 3. Is 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.
 - A. As attrition occurs, a person may be added from the waiting list to the Companion Service Program according to their priority of need. Priority of need will be determined by the following list:
 - 1. First priority, Current Adult Protective Services clients who are being abused, neglected and or exploited, or who are at risk of abuse, neglect, or exploitation without companion services.
 - 2. Second priority, Client requiring the largest amount of companion hours based on the assessment, from the top five (5) on the companion waiting list and who have no available or willing caretaker, who can provide in-home care.
 - 3. Third priority, Clients who have no available or willing caretaker but do have some in-home care being provided (i.e., Personal Care, Home Health Services).
 - B. 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.

VIII. Emergency Services

- A. The agency will provide Short-Term Emergency Companion Services through Adult Protective Services for a maximum of 90 consecutive days, maximum not to exceed 17 hours weekly or 74 hours monthly, per recipient for any fiscal 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.)

year as they move to the state scale; exactly how staff will be affected can not be predicted at this time. Board related to the Director that the county attorney had not reviewed the substance abuse policy at this time. Director presented a copy of his calendar for the month of July to the Board.

William F. Cardell
County Administrator

July 30, 1997
Date

[Signature]
Social Services Director

[Signature]
Date

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No: 027-001866-00-4

Case No: 027-018603-00-0

Case No: 027-012770-00-1

Released From Custody:

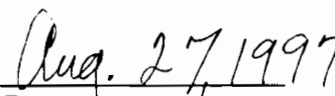
Case No: 027-012117-00-6

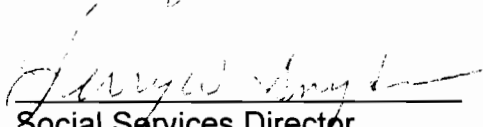
Case No: 027-001866-00-6

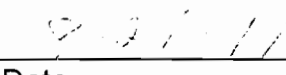
In discussion:

After discussion, the Board instructed the Director to advertise the vacant Self Sufficiency Case Specialist position and to fill the position when the certificate is received. Discussion was held concerning adding two offices in a portion of the space currently housing the Agency conference room; Board approved moving forward with the requested changes. The cost of these additions will be paid from State and Federal funds. The Board inquired about a position being filled at People, Inc. that involves the Agency. Director explained that the position is being funded through the Comprehensive Services Act (CSA) and is approved through the Management team but that the source funds are in the Social Services budget. Discussion was held concerning some complaints the Board had received. The Director related to the Board that the Senior Eligibility Worker position applications had been sent to Richmond and the Agency was waiting for a certificate. The Board related to the Director the panel's makeup and requested that the Director handle setting the date and time for the interviews. The Director presented a copy of his calendar for the month of August to the Board.


 County Administrator


 Date


 Social Services Director


 Date

CUSTODY ACTIONS

Custody Awarded to Agency:

Case No. 027-012117-006
Case No. 027-018700-005
Case No. 027-012770-001
Case No. 027-018668-004
Case No. 027-018695-001
Case No. 027-018698-001
Case No. 027-018696-008
Case No. 027-018697-004

Released From Custody:

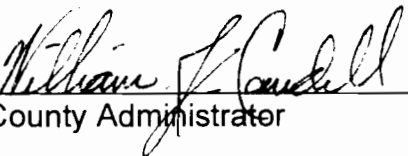
Case No. 027-013668-004

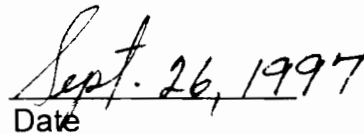
After discussion, the Board voted to approve purchasing a vehicle from Jobs or View funds. The Board instructed the Director to advertise locally for the vehicle.

In other discussion:

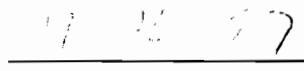
Board informed the Director that the Board of Supervisor's would consider appointing Susan Coleman to the vacancy on the Advisory Board at their September meeting. Director discussed the upcoming Fuel Program and related to the Board that he would make recommendations for the program at the September meeting. After discussion, the Board instructed the Director to hold the Senior Eligibility panel on September 8, 1997; Director will make all of the arrangements. Director presented an update on the Self Sufficiency Case Specialist position. Board approved the Director's travel November 5th, 6th and 7th to attend the Virginia League of Social Services Executives meeting in Roanoke. The Board also approved the Director and Social Work Supervisor Jackson attending training in Abingdon on October 20th, 21st and 22nd conducted by the State Supreme Court. Director also noted for the Board that the State Board of Social Services would be meeting in the western region on October 15th and 16th; Board suggested the State Board be invited to meet at the Breaks next year. Director will discuss the invitation with the Director of Dickenson County and relay the invitation to the State Board. Director updated the Board on the changes currently being made to the computer system by the state. Director relayed his deep concern that the changes being made could result in the information in the local system not being secure; being tied into the

internet through the state **could** result in the agency's data being compromised. Director noted that he had relayed this information to the state and explained that the state's data would also be compromised. The state's position, at this time, is that security is a local issue. The state would provide their share of the cost of the equipment needed to setup a security system; the local share would be approximately \$3,000. The Board instructed the Director to wait until the state provided the needed equipment and software; Director again noted that very sensitive data could be unprotected. After discussion concerning a Department of Housing and Community Development allocation for indoor plumbing rehabilitation funds, the Board asked the Director to check with the Virginia Development and Housing Authority about the administration of the program being assigned to the staff member administering their program. Director noted that Sam Goodpasture will be at the local agency on September 9, 1997 and an answer could be secured at that time; Director will get in touch with the Board after the meeting. Director noted for the Board that the Agency had recently been notified that the Victims of Crime Act Grant submitted by the Agency had been approved. Director presented a copy of his calendar for the month of September to the Board.


County Administrator

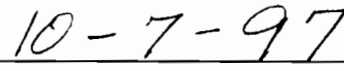

Date


Social Services Director

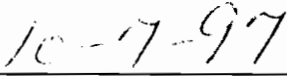

Date

On September 15, 1997 a Special Called Board Meeting was held to hire someone to fill the Senior Eligibility Worker position 518. After discussion the Board instructed the Director to hire Kathy Deel effective September 16, 1997. Discussion was also held concerning the Fuel Program. After discussion the Board instructed the Director to hire one temporary worker to work 40 hours per week for the length of the Fuel program; the Board also authorized the Director to hire another temporary worker if the workload required one. Director noted that Robert Kelly would supervise the program again this year and that the eligibility staff would again process fuel applications for their food stamp clients. A clerical worker will be assigned to the program to assist again this year. The Board authorized the Director to take all steps necessary to process the paperwork to place Elizabeth McClanahan in the Assistant Director I position effective September 16, 1997; Board noted the original approval was given in February, 1997.


County Administrator


Date


Social Services Director


Date

On September 26, 1997 a Special Called Board Meeting was held to open bids for a 4-wheel drive vehicle. Request for Bids were advertised and the Bids closed September 26, 1997 at noon. Two sealed bids were received; the bids were opened by the Board during the meeting. A bid from Modern Sales and Services, Inc. was hand delivered to the Agency on September 26, 1997 at 9:33 A. M.; the bid for one Jeep Cherokee was \$18, 500 after allowance for a 1985 Jeep Cherokee trade-in. A bid from Rife Chevrolet, Inc. was hand delivered to the Agency on September 26, 1997 at 11:13 A. M.; the bid for one Chevrolet Blazer was \$20,215 after allowance for a 1985 Jeep Cherokee trade-in. After discussion, the Board voted to accept the lowest bid from Modern Sales and Services, Inc. for \$18,500 and instructed the Director to notify the bidders of the decision and to order the vehicle.

After discussion, the Board voted to approve Local Only funds in the amount of \$2,500 for the Foster Children's Christmas Party and \$1,500 Local Only funds in support of obtaining Christmas Gifts for the Adult programs.


Board Chairman

10-7-97
Date


Social Service Director

10-7-97
Date

953

ON, SEPTEMBER 30, 1997, 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, Independent Living, Purchase of Services:

Actions 110 Pages 13

Disbursements of Special Welfare Funds: \$ 23,693.31

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

Receipt Nos: 257143 - 287088 \$ 21,042.90

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 1997	\$ 58,890.25
SEPTEMBER 30, 1997	<u>\$ 59,319.83</u>
TOTAL	\$ 118,210.08

Administrative Payments

Warrant Nos: 82201 - 82243	\$ 59,128.06
82436 - 82453	<u>\$ 30,827.59</u>
TOTAL	\$ 89,955.65

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 510, ELIZABETH MCCLANAHAN, ACC. CLERK II
Position # 560, JUANITA EDWARDS, ELIGIBILITY WORKER
Position # 600 DEBORAH BOSTIC, AIDE 1

CUSTODY ACTIONS

Custody Awarded to Agency:

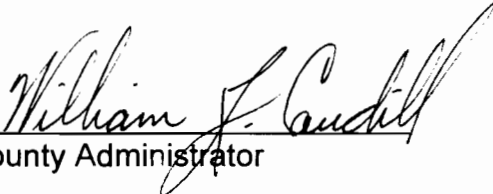
Case No. 027-018700005
Case No. 027-001277001
Case No. 027-018813004
Case No. 027-018812008

Released From Custody:

Case No. 027-018005005
Case No. 027-016026005
Case No. 027-015206000

In Discussion:

Discussion was held concerning the Self Sufficiency position interviews recently completed; Director presented information to the Board on the results of the panel interviews. The Board requested some additional information on the spreadsheet prepared by the Director. Director noted that the information would be faxed to the Board later that afternoon. Director presented a copy of his calendar for the month of October.



County Administrator

10-29-97
Date

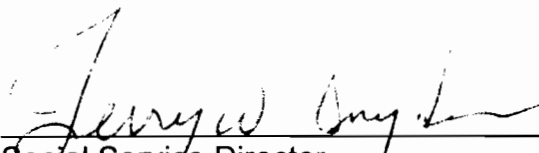

Social Services Director

10-29-97
Date

On October 7, 1997 a Special Called Board Meeting was held to hire someone to fill the Self Sufficiency Case Specialist position 101. After discussion the Board instructed the Director to promote Harriet McClanahan effective October 16, 1997 to fill the position. The Board advised the Director to take all steps necessary to fill the vacancy created by the promotion of Harriet McClanahan. Director noted that the paperwork is currently being processed on the eligibility position vacancy created when Kathy Deel was placed in the Senior Eligibility position so the two vacancies will be filled from the same certificate.


Board Chairman

10-29-97
Date


Social Service Director

10-29-97
Date

956

ON OCTOBER 29, 1997, 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, Independent Living, Purchase of Services:

Actions 63 Pages 8

Disbursements of Special Welfare Funds: \$ 2,353.10

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

Receipt Nos: 287088 - 287153 \$ 20,554.65

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 1997	\$ 59,473.24
OCTOBER 30, 1997	\$ <u>60,423.15</u>
TOTAL	\$ 119,896.39

Administrative Payments

Warrant Nos: 82258	\$ 1,000.00
82259 - 82592	\$ <u>49,735.57</u>
TOTAL	\$ 50,735.57

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 114, TAMMY FIELDS, SOCIAL WORKER

CUSTODY ACTION

Custody Awarded to Agency:

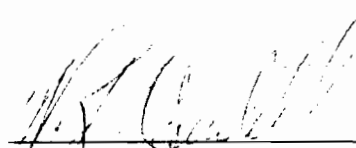
Case No. 027-018867007
Case No. 027-001866001

After discussion, the Board approved the Reduction In Force, Fair Labor Standards Act, Sexual Harassment and Emergency Operations Plan policies (see attachments).

After discussion, the Board approved hiring Rita Yates on an emergency appointment to cover Teresa Stiltner's caseload while she is on maternity leave.

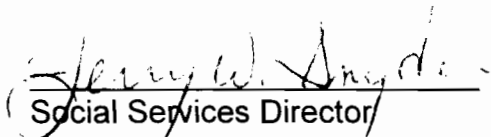
In other discussion:

Director invited the Board to the next Western Board Coalition meeting; Board noted a conflict and will not be able to attend. Board approved the Director's travel to the Welfare Reform meeting in Richmond on November 16th, 17th, 18th and 19th; Bill Jones, Brenda Jackson and Harriet McClanahan will also attend. Director informed the Board that Buchanan County was included in a Transportation Grant received through the State Department of Social Services. Dickenson County will administer the grant. Board inquired about the administrative costs of the grant; the Director will share this information with the Board when it is received. Discussion was held on case number 027-012117.006. Director presented a copy of his calendar for November.



County Administrator

11-25-97
Date



Social Services Director

11-25-97
Date

INCLEMENT WEATHER CONDITIONS

There are times when weather conditions are such that it is necessary to close the Agency to protect the health and safety of employees. Effective 1/25/97 when the Director, Assistant Director, or anyone officially appointed by the Board of Social Services to act in the Director's absence, decides it is necessary to release employees from work early because of existing or anticipated inclement weather, the absence is not charged to earned leave. In the event that the Director, Assistant Director and the person appointed to act in his absence are not available, the Social Work Supervisor positions would make the decision. If all of the staff assigned to make the decision are absent, the County Administrator would make the decision. When employees arrive at work late because of general weather related transportation problems, the period of absence is not charged to earned leave.

When weather conditions exist which might dictate a full day closing or a late office opening (10:00 a.m.), staff are to listen to WNRG AM and WMJD FM Radio, Grundy, for details. The decision on opening late will be made by 6:30 a.m. and the announcement will be aired before 7:00 a.m.; when the decision is to open late, staff should listen to the above radio stations at 9:00 a.m. to see if any additional changes have been made. Since the county geography is so diverse and the main roads might be clear while the back roads and mountain roads could be dangerous, workers are advised to call their agency supervisor about their area's road problems; workers are advised not to drive during dangerous road conditions; when approved by the Director, absence because of individual weather related transportation problems is not charged to earned leave.

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

Compensation for Closings

a) All Day Closings:

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

b) Partial Day Closings:

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

Buchanan County Department of Social Services Inclement Weather Conditions Essential Personnel

The following staff members are considered *essential* and are required to work during authorized closings; see Inclement Weather Conditions Policy dated 11/25/97. Each essential person has an authorized backup to work in case the primary person is unavailable. The Director, Assistant Director or anyone officially appointed by the Board of Social Services to act in the Director's absence, must approve anyone else working during an authorized closing. The Director and the Assistant Director may serve as administrative backup for any of the positions considered *essential* and may work during authorized closings at their discretion.

ESSENTIAL STAFF MEMBER

1. Debby Blankenship
2. Brenda Jackson
3. Lisa Smith

BACKUP

Darlene Ashby
Ruth Horn
Margaret Godsey

ON NOVEMBER 25, 1997, 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, Independent Living, Purchase of Services:

Actions 110	Pages 14
-------------	----------

Disbursements of Special Welfare Funds:	\$ 25,451.43
---	--------------

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

Receipt Nos: 287166 - 287221	\$ 14,175.86
------------------------------	--------------

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 1997	\$ 60,173.62
NOVEMBER 30, 1997	\$ <u>59,976.68</u>
TOTAL	\$ 120,150.30

Administrative Payments

Warrant Nos: 82836	\$ 5.00
82837 - 82876	\$ <u>46,884.10</u>
TOTAL	\$ 46,889.10

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 310, DONITA ESTEP, CLERK II
 Position # 312, DEBORAH DOTSON, DATA ENTRY OPERATOR
 Position # 507, ROBERT KELLY, FRAUD INVESTIGATOR
 Position # 521, JEANETTE CONRAD, ELIGIBILITY WORKER
 Position # 559, NADINE THORNSBURY, ELIGIBILITY WORKER

After discussion, the Board approved a policy concerning smoking in agency vehicles. Effective December 1, 1997 smoking is not allowed in any agency vehicle by anyone in the vehicle.

After discussion, the Board approved the Inclement Weather Conditions Policy effective November 25, 1997 (see attachment).

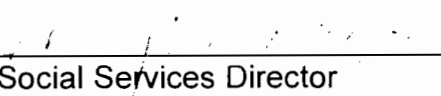
In other discussion:

Director discussed the Virginia League of Social Services Executives legislative agenda; a copy of the agenda will be given to the Board when the Director receives it. Director noted that he and the Assistant Director would be attending a legislative meeting with Senator Reazor in Tazewell on December 19, 1997 and a League meeting and legislative reception in Richmond on January 19th, 20th and 21st. Director presented a copy of his calendar for the month of December to the Board.

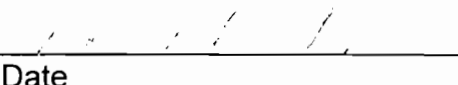


County Administrator

12-30-97
Date



Social Services Director



Date

ON DECEMBER 30, 1997, 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, Independent Living, Purchase of Services:

Actions 76	Pages 10
Disbursement of Special Welfare Fund:	\$ 12,323.31
	\$ <u>695.19</u>
TOTAL	\$ 13,018.50

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

Receipt Nos: 287221 - 287227	\$ 1,018.00
287228 - 287287	\$ <u>24,336.93</u>
TOTAL	\$ 25,354.93

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 1997	\$ 60,509.65
DECEMBER 31, 1997	\$ <u>61,151.57</u>
TOTAL	\$ 121,661.22

Administrative Payments

Warrant Nos: 83089 - 83119	\$ 48,930.23
----------------------------	--------------

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 104, LUCILLE OWENS, ADULT PROTECTIVE
WORKER

Position # 105, JOANNE LITTLE, ADULT PROTECTIVE WORKER

Service Ratings Completed:

- Position # 106, PATRICIA WHITED, SOCIAL WORKER
- Position # 113, BARBARA COOK, SOCIAL WORK AIDE
- Position # 201, KIMBERLY BURKS, DAY CARE COORDINATOR
- Position # 513, DEBBY BLANKENSHIP, ELIGIBILITY WORKER
- Position # 556, FREDA DARLENE ASHBY, ELIGIBILITY WORKER

CUSTODY ACTIONS

Custody Awarded to Agency:

- Case No: 027-018957006
- Case No: 027-019024003

Custody Released from Agency:

- Case No: 027-012117006
- Case No: 027-019024003

In Discussion:

Board discussed correspondence received from Smyth County concerning a child care facility. Smyth County Department of Social Services has requested support from Buchanan County in seek funding from the State for the facility. Board requested information concerning the amount of Foster Care payments per month in Buchanan County. Board gave the Assistant Director a copy of 1998-99 request for Child Abuse and Neglect Prevention Grants. Assistant Director presented a copy of the Director's January, 1998 calendar to the board.



 County Administrator

1-30-98

 Date



 Social Services Asst. Director

1-30-98

 Date