

962

ON JANUARY 30, 1998 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 131 Pages 15

Disbursements of Special Welfare Funds: \$ 6,311.23

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

Receipt Nos: 287287 - 287365 \$ 21,935.87

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 1998	\$ 61,479.30
JANUARY 31, 1998	\$ <u>61,589.25</u>
TOTAL	\$ 123,068.55

Administrative Payments

Warrant Nos: 83353 - 83386	\$ 9,918.67
83523 - 83548	\$ 67,429.98
83551	\$ <u>2,760.50</u>
TOTAL	\$ 80,109.15

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 103, ANGELIA WARD BALDWIN, CHILD PROTECTIVE WORKER

CUSTODY ACTIONS

Custody Awarded to Agency:

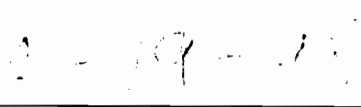
Client No: 4458015

In Discussion:

Discussion was held concerning two services policy changes; Board was given copies of the policies but tabled the decision until a subsequent meeting. Board related to the Director that the Agency Health insurance had been approved until June, 1998. Director updated progress on Eligibility Worker position number 509. Director presented a copy of his calendar for the month of February.



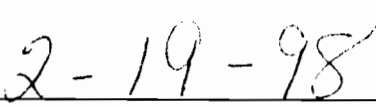
County Administrator



Date



Social Services Director



Date

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

Effective October 29, 1997 the Buchanan County Board of Social Services approves the 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.

Elizabeth McClanahan will act as "in charge" in the absence of the Director and as Communications Officer for all emergency welfare services.

Brenda Jackson will 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**.

Jerry W. Snyder	935-4871
Elizabeth McClanahan	259-6183
Brenda Jackson	498-3349
Harold McClanahan	935-5952
Gail Lester	935-4666
Cecil Stiltner	597-8234
Margaret Godsey	498-3323

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.

FAIR LABOR STANDARDS ACT

Effective October 29, 1997 the Buchanan County Board of Social Services reaffirms its intent to fully comply with the Fair Labor Standards Act (FLSA) with regard to Compensatory Leave or pay for the Buchanan County Department of Social Services employees who are not exempt from the Act.

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

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

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

Non-Exempt Positions -- The following positions have been designated "NON-EXEMPT" in accordance with tests established by the U. S. Department of Labor: Custodian, Clerk II, Receptionist 1, Clerk III, Data Entry Operator 11, Food Stamp Clerk, Clerk IV, Aide II, Account Clerk II, Secretary 1, Eligibility Worker, Senior Eligibility Worker, Fraud Investigator, Social Worker, Self Sufficiency Case Specialist, Senior Employment Service Worker, Child Protective Service Worker I, and Senior Social Worker.

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

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

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

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

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

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

REDUCTION IN FORCE

THE DIRECTOR MAY SEPARATE ANY EMPLOYEE WITHOUT PREJUDICE BECAUSE OF LACK OF FUNDS OR CURTAILMENT OF WORK. NO PERMANENT EMPLOYEE SHALL BE SEPARATED WHILE THERE ARE EMERGENCY, PROBATIONARY, OR TEMPORARY EMPLOYEES SERVING IN THE SAME CLASS OF POSITION IN THE AGENCY. THE ORDER OF SEPARATIONS DUE TO REDUCTION IN FORCE WITHIN ANY CLASS OF POSITION (AS DEFINED BY THIS POLICY) SHALL BE BASED SOLELY UPON THE LENGTH OF CONTINUOUS SERVICE IN THE AGENCY. FOR PURPOSES OF THIS POLICY, THERE ARE A TOTAL OF SEVEN CLASSES. 1) ELIGIBILITY 2) SOCIAL WORKER 3) CLERICAL 4) ADMINISTRATION 5) ELIGIBILITY SUPERVISION 6) SOCIAL WORK SUPERVISION AND 7) CLERICAL SUPERVISION. FOR PURPOSES OF THIS POLICY, SENIOR POSITIONS ARE INCLUDED IN THE ELIGIBILITY AND SOCIAL WORKER CLASS OF POSITIONS. THE SELF SUFFICIENCY CASE SPECIALIST POSITION IS INCLUDED IN THE ELIGIBILITY CLASS OF POSITIONS.

SEXUAL HARASSMENT

I. OBJECTIVES

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

II. GUIDELINE

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

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

III. DEFINITION

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

IV. PROCEDURE

- A. Sexual harassment is a serious offense. As a consequence, any employee who engages in such conduct or encourages such behavior by others shall be subject to corrective action. Depending on the circumstances involved, such disciplinary action may include dismissal from service.

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

year period. Prescriptions may be purchased three times per year per person, not to exceed \$50.00 per month per person. Prescriptions may be purchased no more than six times per five year period.

Chemicals -- such as either prescribed medications or over the counter medications (lice shampoos, conditioners, removers and combs), and pesticides -- may be purchased for families who are receiving child protective services, or are receiving preventive services, when a chronic insect and / or rodent infestation problem has been identified by a physician or the social worker. Chemicals for personal use by all family members may be purchased no more than two times per fiscal year; or more than six times per five year period. The purchase of professional extermination services will be made on a case by case basis. If professional extermination services are purchased, services may be purchased two times in a five year period.

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

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

Electric bills not to exceed \$100.00, may be paid one time per year, upon the client's receipt of a notice of disconnection. Utility installation fees not to exceed \$100.00 may be paid one time per five year period.

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

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

Oil, gas, or kerosene not to exceed \$100.00 may be purchased one time per fiscal year, not to exceed four times in a five year period. Wood or coal not to exceed \$50.00 may be purchased one time per fiscal year, not to exceed four times in a five year period. Repairs or replacement of heating equipment up to \$500.00 may be received.

BUCHANAN COUNTY
FUNDING FOR PURCHASED SERVICES FROM
FAMILY PRESERVATION SERVICES FUNDS

Services may be purchased from these funds only after all other resources have been explored and exhausted. Food may be purchased, not to exceed \$100.00 per month, for a given family up to three times per fiscal year, but no more than six times in a five year period. Formula for infants may be purchased, not to exceed \$90.00 per month, up to two times per fiscal year, but no more than four times in a five year period per family.

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

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

Necessary and essential used appliances (stove, refrigerator, clothes washer, or dryer) may be purchased to maintain a family home. This expense will not exceed \$150.00 per item. The vendor will provide a written statement that the appliance is in good working condition at the time of the purchase, and guarantee the quality and service of the appliance for a period of no less than thirty days. This service may be used one time per five year period for each type of appliance, with the total cost not to exceed \$600.00.

Parts and/or labor for repairs for necessary and essential used appliances (stove, refrigerator, clothes washer, or dryer) may be purchased. The cost of the parts and/or labor may not exceed \$150.00 per item. The vendor will provide a written statement that the appliance is in good working condition at the time the repair is made. This service may be used one time per five year period for each type of appliance, with the total cost not to exceed \$600.00. If the estimated cost for parts and/or labor exceeds \$150.00, the agency may elect to purchase a used appliance which is in good working condition as described above.

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

ON FEBRUARY 24, 1998 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 118 Pages 14

Disbursements of Special Welfare Funds: \$ 11,341.62

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

Receipt Nos: 287366 - 287409 \$ 14,712.70

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 13, 1998	\$ 61,410.98
FEBRUARY 27, 1998	\$ <u>60,576.01</u>
TOTAL	\$121,986.99

Administrative Payments

Warrant Nos: 83615 - 83633	\$ 9,318.17
83834	\$ 15,551.00
83861 - 83898	\$ <u>53,288.54</u>
TOTAL	\$ 78,157.71

PERSONNEL ACTIONS


Service Ratings Completed:

Position # 511, TERESA GAIL STILTNER, ELIGIBILITY WORKER

After discussion, the Board voted to approve policy for purchased services from Family Preservation Services funds effective March 1, 1998 (See attached policy). After discussion, the Board instructed the Director to proceed with renovations to the Social Services building and to advertise for sealed bids for those portions that require bids in the Mountaineer for a period of thirty days.

In other Discussion:


Director presented a copy of his calendar for the month of March; Board approved Director's travel May 10, 11, 12, 13 and 14 to attend the Virginia League of Social Services Executives meeting in Virginia Beach. Director informed the Board that the new state computers were due soon and that the state had sent notice to the agency that the county would be allowed to purchase the current WIN computers if they wanted to. After discussion, the Board instructed the Director to proceed with obtaining the computers for Buchanan County. Director and Assistant Director updated the Board on information obtained on Day Care and informed the Board that they had scheduled a trip to the Tazewell Department of Social Services to discuss Day Care and to visit a day care center operated by Tazewell Social Services. After additional information is gathered, the Director and Assistant Director will present the information to the Board of Supervisors. Director presented information on Cost Allocation Funds to the Board.




County Administrator



Date



Social Services Director



Date

ON MARCH 31, 1998 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

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

Actions 63 Pages 8

Disbursements of Special Welfare Funds: \$ 12,112.66

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

Receipt Nos: 287455 - 287456 \$ 17,643.60

Payment for Payroll and Administrative Payments as follows:

Payroll

MARCH 13, 1998	\$ 61,504.93
MARCH 31, 1998	\$ <u>61,914.93</u>
TOTAL	\$ 123,419.86

Administrative Payments

Warrant Nos: 84213 – 84244	\$ 55,212.67
84245 – 84251	\$ <u>13,413.94</u>
TOTAL	\$ 68,626.61

PERSONNEL ACTIONS

Service Ratings Completed:

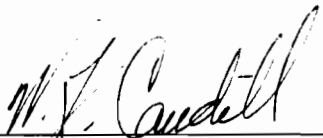
Position # 512, MARLENE OWENS, CLERK III
Position # 516 KIM SMITH, ELIGIBILITY WORKER

CUSTODY RELEASE FROM AGENCY:

Case No: 20007143
Case No: 20007144
Case No: 20007116
Case No: 027018696008
Case No: 027018695008

In Discussion:

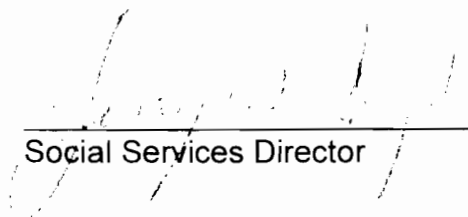
Director noted that he had received correspondence from Kurt Pomrenke indicating that the Holland lawsuit had been dismissed; a copy of the Circuit Court order (Book 34 Page 310) was attached. After discussion on the caseload standards staffing report and the needs of the agency, the Board instructed the Director to submit the paperwork to the state requesting an eligibility position. Director noted for the Board the training sessions being scheduled for the Assistant Director position. Director presented a copy of his April schedule to the Board.



County Administrator

4-28-98

Date



Social Services Director

4-28-98

Date

ON APRIL 27, 1998 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 170	Pages 19
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Disbursements of Special Welfare Funds:	\$ 12,611.22
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Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt Nos 237491 – 310324	\$ 10,550.79
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Payment for Payroll and Administrative Payments as follows:

Payroll

APRIL 15, 1998	\$ 60,679.17
APRIL 30, 1998	\$ <u>60,561.16</u>
TOTAL	\$ 121,240.33

Administrative Payments

Warrant Nos: 84407 - 84436	\$ 13,633.58
84615 - 84643	\$ <u>49,164.26</u>
TOTAL	\$ 62,797.84

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 202 ANITA ANDERSON, FOSTER CARE WORKER
 Position # 203 RUTH HORN, SENIOR SOCIAL WORKER
 Position # 303 BILL JONES, VIEW SUPERVISOR
 Position # 311 PATRICIA HARMAN, CUSTODIAN

CUSTODY AWARDED TO AGENCY:

- I.D. No: 4474309
- I.D. No: 4474312
- I.D. No: 4474313
- I.D. No: 4474314
- I.D. No: 4474818
- I.D. No: 4474819
- I.D. No: 4474820
- I.D. No: 4475458


In discussion:

Director updated the Board on eligibility positions 509 and 550; no reply has been received on position 550. The Board instructed the Director to proceed with the request to fill the two positions as soon as the documentation is received. Bids for the renovation of the Social Service building were opened at this meeting. Bids were received from: 1) Boyd Construction in the amount of \$25,980.54 2) Lee Construction, LLC in the amount of \$23,037.09 and 3) Estep Construction in the amount of \$24,500.00. After discussion, the Board decided to seek a legal opinion from the Assistant County Attorney and to delay a decision concerning the bids until the decision is received. Bids for cleaning the agency vehicles were opened; after reviewing the bids the Board asked that several vehicles be cleaned by each of the top bidders. The Director is to bring the Board information on the quality of the work; the bid will be awarded at a subsequent board meeting. The Director gave the Board a copy of his May calendar.



County Administrator

5-27-98
Date



Social Services Director

Date

970

ON MAY 26, 1998 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 160 Pages 19

Disbursements of Special Welfare Funds: \$ 15,645.24

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

Receipt Nos: 310525 - 310568 \$ 14,310.43

Payment for Payroll and Administrative Payments as follows:

Payroll

MAY 15, 1998	\$ 60,449.06
MAY 29, 1998	\$ <u>60,250.32</u>
TOTAL	\$120,699.38

Administrative Payments

Warrant Nos: 84842	\$ 240.00
84816 - 84841	\$ 14,891.70
85235 - 85271	\$ <u>45,892.47</u>
TOTAL	\$ 61,024.17

PERSONNEL ACTIONS

Service Ratings Completed:

Position # 505, SHEILA SISK, ELIGIBILITY WORKER

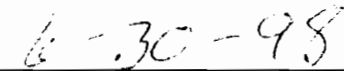
After discussion concerning the VIEW Program, the Board voted to approve a policy that specifies purchase of goods and services and the cost limitations for VIEW recipients effective June 1, 1998 (See Attachment).

In Discussion:

Discussion was held concerning the janitor position at the Agency; the Board will make an appointment as soon as possible. Discussion was held concerning the Budget Hearing and the Agency budget. Discussion was held concerning the two vacant eligibility positions at the Agency; Board inquired about the certificate and when it might be received. Board instructed the Director to request that all eligible applicants be certified. Discussion was held concerning time clocks; Director will gather information and present the Board with his recommendations at a subsequent meeting. Director presented a copy of his calendar for the month of June.




County Administrator



Date

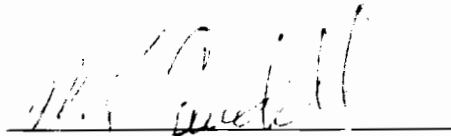


Social Services Director

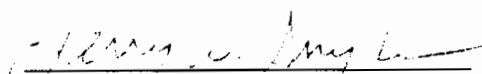


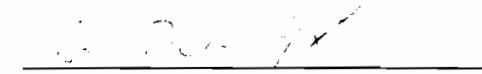
Date

On June 4, 1998 a Special Called Board Meeting was held to discuss the FY-99 Classification and Compensation Plan; after discussion the Board voted to approve the Plan as submitted. After discussion concerning the need for vehicles at the Agency, the Board instructed the Director to advertise for and to purchase two 4 wheel drive vehicles to replace two of the current vehicles. Discussion was held concerning the information requested on the bids received for cleaning the Agency vehicles. After discussion the Board instructed the Director to award the bid to Waverunner Market and Car Wash; a list of all the bids is to be maintained in the Assistant Director's office. Director presented a copy of a list of the names of the persons applying for the eligibility positions at the Agency.



County Administrator

6-6-98
Date

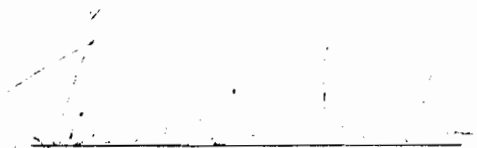

Social Services Director

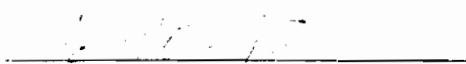

Date

On June 15, 1998 a Special Called Board Meeting was held to approve the Agency Equal Opportunity Plan. After discussion the Board voted to approve the plan as submitted. After discussion concerning the need for vehicles at the Agency, the Board instructed the Director to purchase a used vehicle from State contract to replace the Chevrolet Celebrity. The Board noted that the Board of Supervisors approved the Agency budget with \$538,841 Local Funds and \$3,019,691 Federal and State Funds for a total of \$3,558,532.


County Administrator

6-30-98
Date


Social Services Director


Date

ON June 30, 1998 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 244

Pages 26

Disbursements of Special Welfare Funds: \$ 21,482.22

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

Receipt Nos: 310598 - 310610 \$ 8,769.86

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 1998	\$ 59,420.65
JUNE 26, 1998	\$ <u>58,643.76</u>
TOTAL	\$118,064.41

Administrative Payments

Warrant Nos: 85495 - 85548	\$ 32,792.35
85656 - 85657	\$ 2,846.51
85723 - 85733	\$ <u>54,960.53</u>
TOTAL	\$ 90,599.39

PERSONNEL ACTIONS

Service Ratings Completed:

Position #102, Connie Perkins, Foster Care Worker
Position # 308, Angela Johnson, Food Stamp Clerk
Position # 514, Priscilla Looney, Eligibility Worker
Position # 515, Michelle Church, Adult Protective Services Worker
Position # 520, Geraldine Whitt, Eligibility Worker

Custody Awarded to Agency:

I.D. #: 4477757
I.D. #: 4477759
I.D. #: 4477761
I.D. #: 4477762
I.D. #: 4477789

After discussion, the Board voted to approve the following attachment to the Family and Medical Leave Policy effective July 1, 1998: When a person applies for coverage under the Family and Medical Leave Policy he/she may request that staff donate sick leave to cover any time needed that he/she does not have. If the employee fails to return from leave granted under this policy due to continuation or recurrence of the health condition for which the leave was requested, the Director can approve an extension on a case by case basis. The employee applying for donations under this policy must use all available annual and sick leave before using any time received. Staff may contribute any portion of their sick leave that they desire; a form has been prepared and is available from the Office Manager. All donations under this policy are voluntary and individual donations will not be made public. Director will develop guidelines for the implementation of this policy.

After discussion concerning the need for an emergency employee in the Service unit, the Board voted to approve requesting an emergency employee to cover the period of time the current employee would be on Family and Medical Leave. The Board approved filling the position with Bonnie Hackworth until she moves into the Fuel Program.


In other discussion:

Discussion was held concerning agency health insurance. The Board informed the Director that effective August 1, 1998 the agency health insurance provider would be MAMSI. Buchanan County obtained the insurance through a competitive bid process completed by the Virginia Association of Counties (VACO); a local bid process was held to see if any companies had better prices. Director was instructed to give the current provider a thirty day notice of intent to change to MAMSI. Director related to the Board that he would be picking up the used vehicle previously approved by the Board in July. The Board asked if the Certificate had been received for the two eligibility positions; Director noted that it had not been received but the Board would be notified as soon as it arrives. Director noted that the policy approved by the Board at the May meeting needed to be rescinded due to a change in policy by the State; after discussion, the Board voted to rescind the VIEW policy approved May 26, 1998. Assistant Director presented cost figures for purchasing a time clock for the agency; Director noted that the clock would necessitate an updated Flex Policy. Director will present an updated Flex Policy at a subsequent meeting. Director presented a copy of his calendar for the month of July.



County Administrator

7-28-98
Date



Social Services Director

7-28-98
Date

ON JULY 28, 1998 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 125

Pages 10

Disbursements of Special Welfare Funds: \$ 5,316.81

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

Receipt Nos: 310627 - 310662 \$ 11,490.25

Payment for Payroll and Administrative Payments as follows:

Payroll

JULY 15, 1998	\$ 61,018.22
JULY 31, 1998	\$ <u>61,806.02</u>
TOTAL	\$ 122,824.24

Administrative Payments

Warrant Nos: 85902 – 85936 \$ 45,346.75

PERSONNEL ACTIONS

Service Ratings Completed:

Position #307, Margaret Godsey, Office Manager
 Position #110, Brad Johnson, Child Protective Service Worker
 Position #204, Rebecca Slone, Foster Care Worker
 Position #303, Patricia Whited, Child Protective Service Worker
 Position #309, Elizabeth Yates, Food Stamp Clerk

977

Custody Added to Agency:

I.D. #: 4478066

I.D. # 4477907

I.D. # 4477908

Left Custody of Agency:

I.D.# 4474309

I.D.# 4474312

I.D.# 4474313

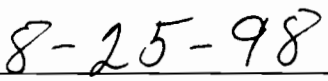
I.D.# 4474314

In discussion:

The Board asked if the Agency had received a reply to the letter to the State requesting that additional names be added to the Certificate received for the two eligibility positions. Assistant Director noted that it had not been received.



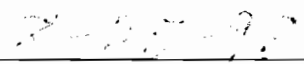
County Administrator



Date



Social Services Director

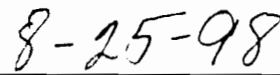


Date

On August 13, 1998 a Special Called Board Meeting was held to discuss adopting a time clock for the agency. After discussion concerning the merits of a time clock and how employee's time would be accounted for, the Board approved a time clock policy for the Buchanan County Department of Social Services effective October 1, 1998 (See Attachment). Director noted that the time until October was needed to develop the guidelines and the forms required to carry out the policy. Discussion was held concerning letting the Food Pantry use a portion of the office to store food. Director noted that the space was not secure and the air conditioning and heat for that portion of the building was not complete. Board instructed the Director to have the work done that was needed to make the space usable by the Food Pantry as soon as possible.



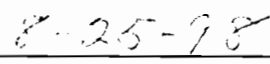
County Administrator



Date



Social Services Director



Date

ON AUGUST 25, 1998 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

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

Actions 27 Page 11

Disbursements of Special Welfare Funds: \$ 17,525.44

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

Receipt Nos: 310674 – 310691 \$ 5,751.95

Payment for Payroll and Administrative Payments as follows:

Payroll

AUGUST 14, 1998	\$ 61,722.08
AUGUST 31, 1998 (ESTIMATED)	\$ <u>61,144.70</u>
TOTAL	\$122,866.78

Administrative Payments

Warrant Nos: 86159 – 86189	\$ 9,092.30
86370 – 86386	\$ <u>31,458.27</u>
TOTAL	\$ 40,550.57

PERSONNEL ACTIONS

Service Ratings Completed:

Position #304, Pamela Lowe, Receptionist
 Position #503, Connie Hurley, Eligibility Worker
 Position #508, Karen Willis, Eligibility Worker
 Position #517, Janice Murphy, Child Protective Service Worker
 Position #558, Brenda Owens, Senior Eligibility Worker

Custody Awarded to Agency:

I.D. #4477789

I.D. #4478067

I.D. #4478738

I.D. #4479198

I.D. #4479415

Left Custody of Agency:

I.D.# 4478738

After discussion concerning a request for outside employment, the Board voted to approve Deloris Childress 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.

After discussion, the Board voted to approve the low bid from Lee Construction in the amount of \$3,985.96 for the construction of a room within the Agency to be used by the Food Pantry and for installing a drop ceiling; a copy of all bids received are available in the Assistant Director's office. The Board requested that the needed construction be completed as soon as possible because the Food Pantry would be losing their space soon. The space will be provided until the Food Pantry finds a permanent location for their operations.

In other discussion:

Director presented a copy of information he received from the state concerning employment application evaluation guidelines and requested that the Board provide some guidance on how it would like to proceed. The Board asked the Director for a brief explanation of the materials; after discussion, the Board elected to table the matter until the next meeting. Director noted that the information had been sent to the state on the receptionist and the Aid II position; the Board noted that these positions would be completed under the current policy. Director presented a request for the current Fuel Program to hire three VIEW clients and one other person to run the program; Robert Kelly will provide supervision for the program. After discussion, the Board instructed the Director to write a request on Agency letterhead outlining Agency needs for the current Fuel Program. A copy of statistics gathered on County population, agency benefits caseloads and number of social service employees for the

counties in the Western region was given to the Board. Director presented a copy of his calendar for the month of September to the Board. Due to several outstanding issues, the Board decided to continue the meeting until September 8, 1998.

W. J. Caudill
County Administrator

9-29-98
Date

James [unclear]
Social Services Director

9-29-98
Date

On September 8, 1998 a Continued Board Meeting was held. The Board informed the Director the County Board of Supervisors had voted at its September meeting to change to an administrative board for the Department of Social Services; the new Board becomes effective on October 6, 1998. Four members of the new board have been appointed and the others will be appointed at the next Board of Supervisors meeting. The Board instructed the Director to hire Connie Barnett and Deborah Bostic to fill the two vacant Eligibility positions. The Board instructed the Director to hire three VIEW clients to assist in the current Fuel Program. The Board instructed the Director to proceed with changing the procedures concerning the employment application evaluation guidelines.

W. J. Caudill
County Administrator

9-29-98
Date

James [unclear]
Social Services Director

9-29-98
Date

Custody Awarded to Agency:

I.D. #20016367

I.D. #20016311

Left Custody of Agency:

I.D. #20016311

After discussion, the Board voted to approve Local Only funds in the amount of \$3,000 for the Foster Children's Christmas Party and \$3,000 Local Only funds in support of obtaining Christmas Gifts for the Adult programs.

After discussion, the Board voted to approve the Weather Policy (see attachment), the Service Fee Policy (see attachment), and the Fair Labor Standards Act (FLSA) Policy (see attachment).

After discussion, the Board voted to cancel the Flextime Policy dated 9/1/94 since it is no longer required due to the passage of the Time Clock Policy.

After discussion concerning requests by Robert Kelly and Rebecca Skeens for outside employment, the Board voted to approve the requests. The Board instructed the Director to evaluate the effect that the employment has on their primary job with the Agency and to bring the matter back to the Board if it has a negative impact on performance.

In other discussion:

The Director updated the Board on the status of the Receptionist and the Aide positions. A certificate was received this afternoon on the receptionist position; the Board requested a copy of the certificate and Director indicated it would be delivered the following day. After discussion, the Board instructed the Director to hire a VIEW client on an emergency basis as receptionist until the vacant receptionist position is filled. Director noted that the Agency is currently working on a safety plan. After discussion, the Board agreed that the Assistant Director would be the Agency Safety Officer and instructed her to contact Ralph Perry to see if he could provide a scale drawing of the Agency building. After discussion, the Board approved Director's travel to the VLSSE meeting in November and the Assistant Director's and Director's travel to the League meeting and Legislative Reception in January. Director noted that he had responded to a letter received

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 9/29/98 when the Director, Assistant Director, or anyone officially appointed by the Board of Social Services to act in the Directors 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 the Director's absence are not available, the Social Work Supervisor positions would make the decision. If all of the staff assigned to make the decision were absent, the Administrative Board Chairperson would make the decision.

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. 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.

FAIR LABOR STANDARDS ACT

Effective October 1, 1998, the Buchanan County Board of Social Services reaffirms its intent to fully comply with the Fair Labor Standards Act (FLSA) with regard to Compensatory Leave or pay for Buchanan County Department of Social Services employees who are exempt from the Act.

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

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

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

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

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

- A. Non-exempt employees who work beyond 40 hours in any single workweek shall be entitled to earn 1.5 hours of compensatory time for each hour of overtime worked.
- B. Non-exempt employees can accumulate no more than 240 overtime leave hours (160 overtime leave hours times 1.5 hours.) Once this maximum accrual is met, additional overtime leave must be paid in cash at the time and one-half rate.
- C. Upon a non-exempt employee's termination, the overtime leave balance must be paid at the employee's ending regular hourly or average regular hourly rate over the last three years of employment, whichever is higher.

D. Non-exempt employees must take all earned Compensatory Leave within 12 months following performance of the work or such credits shall lapse.

E. Non-exempt employees shall not be entitled to receive Compensatory Leave or pay for overtime work unless in compliance with the agency time clock policy.

F. Each agency supervisor shall be responsible to instruct employees in policy limitations and impact of the agency time clock policy.

G. Compensatory Leave, at the rate of 1.5 hours for each hour of overtime worked up to the maximum 240 hours, shall be the preferred and usual compensation for work in excess of the 40 hour workweek. Paid overtime at the time and one-half rate may be granted in lieu of Compensatory Leave at the Director's discretion.

H. Nothing in this policy concerning "NON-EXEMPT" employees alters, modifies or changes in any way the Child Protective Services (CPS) plan currently in effect (on-call compensation/door-to-door services compensation.) The CPS plan applies only to specified social workers and is in effect only when those social workers are actually on duty as assigned by the CPS On-call schedule.

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

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

B. Exempt employees can accumulate no more than 160 overtime leave hours. Once this maximum accrual is met, additional overtime hours must be paid in cash at the regular hourly rate.

C. Exempt employees must take all compensatory time off within 12 months following performance of the work or such credits shall lapse.

D. Compensatory Leave on an hour-for-hour basis up to the maximum 160 hours shall be the preferred and usual compensation for approved work in excess of the 40 hour workweek. Paid overtime on an hour-for-hour basis may be granted in lieu of Compensatory Leave at the Director's discretion.

E. Exempt employees shall not be entitled to receive Compensatory Leave or pay for overtime work unless in compliance with the agency time clock policy.

Effective October 1, 1998, the Buchanan County Department of Social Services shall require that a fee be paid for completing non-agency 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 16.1-274B 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. The assessed fee shall not be more than the average salary and benefits of the agency's Grade 10 Social Work staff, combined with the Monthly Median Income guidelines. The fee shall be determined as follows:

1. Determine the petitioner's/applicant's family size and monthly income.
2. Determine the petitioner's/applicant's percent of median income using the attached guidelines.
3. Add the average hourly rate and benefits for the agency's grade 10 social work staff, and any indirect cost of the homestudy.
4. Multiply total of #3 above by the number of total agency hours worked to complete the homestudy.
5. Multiply total of #4 by the median income percentage calculated from the guidelines and this will produce the actual fee to be charged to the petitioner/applicant.

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 for visits will be paid in full prior to the visit 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.

According to Code of Virginia, Section 16.1-273, payment of fees for out of state requests will be paid in full prior to services being provided. In these instances, an average time to complete an investigation (18 hours) will be used.

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, based on the recommendation from staff or the Court, may waive the fee, or agree for the applicant to pay an amount which is a portion of the required fee.

TRAVEL

Effective August 31, 1999, the travel reimbursement policy for **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 by 6:30 a.m. and the evening meal will be provided if unable to return home before 7:30 p.m. "Working lunches" where the meeting continues during lunch is allowable. 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 7:30 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 requires prior approval by the employee's immediate supervisor. If an agency vehicle is not available, the reimbursement rate is 27 cents a mile; if approved for the convenience of the employee, 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 (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	48	26	New Orleans (Jefferson, Orleans, Plaquemines, and St. Bernard Parishes)	70	34
* Tidewater (3) (5/1-2/30)	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/Armissville (Fauquier, Passapatanz)	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.

from Frank Kilgore and had sent a copy to the Board which the Board acknowledged receiving. Discussion was held concerning the action taken by some current staff members of the Department of Social Services and several prior members of the staff to employ an attorney to ascertain whether the employees are entitled to funds resulting from the sale of Blue Cross Blue Shield stock. The Agency received the stock as a result of the demutualization of Blue Cross Blue Shield of Virginia. The Board noted that the Agency received 5,337 shares of stock that was sold for \$26.13 a share resulting in \$139,455.81. The Board noted that the County had received a request for information under the Freedom of Information Act and that additional information will be shared when available. Director noted that the space in the Agency building for the Food Pantry was almost ready; Director has tried to contact Betty Bevins but has not been able to yet. After discussion, the Board authorized the Director to purchase used vehicles from State bid to replace the two Chevy Cavaliers and the Ford truck if the funds are available in the FY-99 budget. The Director noted that the Local Only funds for administrative board members are not in the current budget but that the budget should be able to accommodate the payments. The Board agreed that \$8,400 would have to be added to the next budget to cover the costs associated with the administrative Board.



County Administrator

10-17-98
Date



Social Services Director

10-27-98
Date

ON October 27, 1998 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 73	Amounts 10
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Disbursements of Special Welfare Funds:	\$ 13,716.99
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Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHD/):

Receipt Nos: 310729 - 310743	\$ 6,335.06
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Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 1998	\$ 65,138.30
OCTOBER 30, 1998	\$ <u>62,061.41</u>
TOTAL	\$127,199.71

Administrative Payments

Warrant Nos: 87246 - 87268	\$ 8,664.57
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PERSONNEL ACTIONS

Service Ratings Completed:

Position #560, Juanita Edwards, Eligibility Worker

Custody Awarded to Agency:

I.D. #4482229

I.D. #4472230

Left Custody of Agency:

I.D.#425136

I.D.#690954

I.D.#36818

After discussion concerning requests for outside employment, the Board voted to approve Angelia Baldwin, Anita Anderson and Donna Deel obtaining outside employment. The Board instructed the Director to evaluate the effect that the outside employment has on the primary job of the employees with the Agency and to bring the matter back to the Board if it has a negative impact on performance.

In other discussion:

Director updated the Board on the Receptionist and the Aide II position. The Board inquired about the date of the Christmas party for the Agency foster children. Director noted that the party would be on December 19 but that the time had not been set. Discussion was also held concerning the Fuel Program. Director presented a copy of his calendar for the month of November.


County Administrator

11-24-98
Date


Social Services Director

11-27-98
Date

ON NOVEMBER 24, 1998 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 51	Pages 7
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Disbursements of Special Welfare Funds:	\$ 17,255.40
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Welfare receipts (Administration, Fraud, TAN.F. Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt Nos: 31062 - 310774	\$ 3,945.00
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Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 13, 1998	\$ 65,220.17
NOVEMBER 30, 1998	\$ <u>65,283.41</u>
TOTAL	\$130,503.58

Administrative Payments

Warrant Nos: 84710 - 847441	\$ 37,176.07
87648	\$ 5,585.00
87469	\$ <u>596.39</u>
TOTAL	43,357.46

Custody Awarded to Agency:

I.D. #4483972

I.D. #4483959

After discussion concerning the request by Harriet McClanahan for outside employment, the Board voted to approve the request. The Board instructed the Director to evaluate the effect that the 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.

After discussion concerning the agency payroll checks, the Board instructed the Director to pay staff on the fifteenth of the month and the last working day of the month. If the fifteenth is on a weekend, the check is to be issued the last working day before the fifteenth. Payment on any other days must have prior Board approval.

In other discussion:

Director noted that he had received a letter of resignation from Office Manager Margaret Godsey effective December 4, 1998. Discussion was held concerning the effects the vacant position will have on the Agency. Director noted that the County mapping office had recently sent the Agency a scale schematic of the Social Service office building. The Assistant Director presented information on Foster Care institutions that had been requested by the Board; further updates will be presented as additional information is received.



County Administrator

12-29-98
Date



Social Services Director

1-1-99
Date

ON DECEMBER 29, 1998 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
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Disbursements of Special Welfare Funds:	\$ 7,267.59
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Welfare receipts (Administration, Fraud, TANF Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt Nos: 310787 - 310795	\$ 9,639.56
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Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 1998	\$ 69,159.70
DECEMBER 30, 1998 (ESTIMATED)	\$ <u>69,159.70</u>
TOTAL	\$138,319.40

Administrative Payments

Warrant Nos: 87714 - 87768	\$ 50,606.73
87770 - 87771	\$ 1,500.00
87899 - 87907	\$ <u>2,717.31</u>
TOTAL	\$ 54,824.04

SERVICE RATINGS COMPLETED:

Position #311, DELORIS CHILDRESS, CUSTODIAN
Position #521, JEANETTE CONFAD, ELIGIBILITY WORKER
Position #310, DONITA ESTEP, CLERK II
Position #507, ROBERT KELLY, FRAUD INVESTIGATOR
Position # 300, JERRY SNYDER, DIRECTOR
Position # 559, NADINE THORNSBURY, ELIGIBILITY WORKER

Custody Awarded to Agency:

I.D. #4484509
I.D. #4483959
I.D. #4483972

Left Agency Custody:


I.D. #4484509



County Administrator

1-28-99

Date



Social Services Director

1-28-99

Date