

ON JANUARY 28, 1999 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 91 | Pages 11 |
|------------|----------|

| | |
|---|--------------|
| Disbursements of Special Welfare Funds: | \$ 13,383.90 |
|---|--------------|

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

| | |
|------------------------------|-------------|
| Receipt Nos: 310815 - 310822 | \$ 6,195.06 |
|------------------------------|-------------|

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|------------------|---------------------|
| JANUARY 15, 1999 | \$ 56,070.52 |
| JANUARY 29, 1999 | \$ <u>62,395.46</u> |
| TOTAL | \$118,465.98 |

Administrative Payments

| | |
|----------------------------|---------------------|
| Warrant Nos: 88186 – 88214 | \$ 12,037.02 |
| 88215 | \$ 341.00 |
| 88344 | \$ 30.00 |
| 88317 - 88343 | \$ 34,990.03 |
| 88562 - 88593 | \$ <u>12,865.81</u> |
| TOTAL | \$ 60,263.86 |

SERVICE RATINGS COMPLETED:

- Position #556, FREDA HSHBY, ELIGIBILITY WORKER
- Position #513, DEBBY BLANKENSHIP, ELIGIBILITY WORKER
- Position #201, KIMBERLY BURKS, DAY CARE COORDINATOR
- Position #105, JCANNE LITTLE, ADULT PROTECTIVE SERVICE WORKER
- Position #104, LUCILLE CWENS, ADULT PROTECTIVE SERVICE WORKER

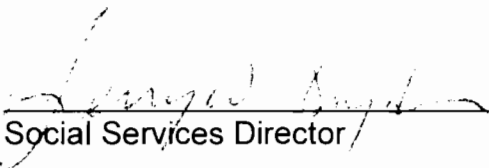
In discussion:

Discussion was held concerning vacant positions at the Agency. Discussion was held concerning current bills before the General Assembly that would affect the Agency. Director gave the Board a copy of his calendar for the month of February.



County Administrator

2 - 24 - 99
Date



Social Services Director

2 - 24 - 99
Date

ON FEBRUARY 23, 1999 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:

| Action Nos. | Amount |
|---|--------------|
| Disbursements of Special Welfare Funds: | \$ 12,685.19 |
| Welfare Receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief Foster Care, Grants, VHDA): | |
| Receipt Nos: 310834 - 310842 | \$ 5,112.67 |

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|-------------------|---------------------|
| FEBRUARY 12, 1999 | \$ 63,208.20 |
| FEBRUARY 26, 1999 | \$ <u>55,762.53</u> |
| TOTAL | \$118,970.73 |

Administrative Payments

| | |
|--------------------|---------------------|
| Warrant Nos: 88646 | \$ 1,000.00 |
| 88823 - 88825 | \$ 27,104.07 |
| 88826 - 88865 | \$ <u>79,242.25</u> |
| TOTAL | \$107,346.32 |

SERVICE RATINGS COMPLETED:

Position #103, ANGELIA BALDWIN, Child Protective Service Worker
 Position #511, TERESA STILTNER, Eligibility Worker

CUSTODY AWARDED TO AGENCY.

4486083 4486185
4486184 4486186

LEFT CUSTODY OF AGENCY:

4486184 4486183
4486185

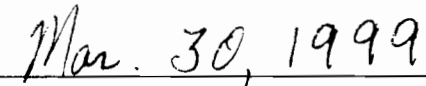
After discussion concerning the request by Darlene Ashby for outside employment, the Board voted to approve the request. The Board instructed the Director to evaluate the effect that the employment has on the primary job with the Agency and to bring the matter back to the Board if it has a negative impact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

In other discussion:

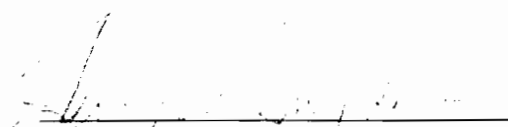
Discussion was held concerning vacant positions at the Agency. The Office Manager Position will be advised in-house with a March 12, 1999 deadline. The Office Manager from Tazewell County will be asked to be a member of the selection panel. Director hopes to receive ten applications for the Office Manager position and has offered to assist anyone needing help with their application. Director has been notified that the State will honor the Board's request to readvertise the Receptionist position. The paperwork has been submitted and the position will have a March 12, 1999 deadline. Director presented a copy of his calendar for the month of March; Board approved Director's travel May 4, 5, 6 and 7 to attend the Virginia League of Social Services Executive meeting in Fredericksburg and May 16, 17, 18, 19, 20 and 21 to attend a Welfare Reform meeting in Virginia Beach.



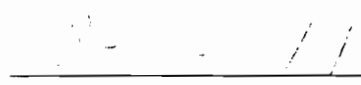
County Administrator



Date



Social Services Director



Date

SERVICE RATINGS COMPLETED:

Position #512, MARLENE OWENS, CLERK
Position #516, KIMBERLY SMITH, ELIGIBILITY WORKER

CUSTODY AWARDED TO AGENCY:

438600

in discussion: Director discussed the FY-2000 budget request with the Board. Additional local money was requested in the amount of \$46,212. Director noted that projected staff raises for FY-2000 is requested at 4.75% accomplished by granting raises at two different times during the fiscal year. The administrative accounts are only increasing by approximately two percent due to several positions previously funded with 20% Local funds now being funded 100% State and Federal. Copies of the request were provided for the Board of Supervisors for their consideration. Discussion was held concerning Working Partners for Success, a non-profit organization for the development of small businesses funded with grant money. Director noted that he was a Board member but was not acting in his capacity as Director of the Department of Social Services. The money being distributed by the organization is grant money received by the Russell County Department of Social Services and there will be no administrative money spent. Discussion was held concerning the Food Pantry and use of the GTE building for the VIEW program. Director presented a copy of his April calendar to the Board.




County Administrator

4-19-99

Date



Social Services Director



Date

SERVICE RATINGS COMPLETED:

Position #203, Ruth Horn, Senior Social Worker
Position #303, William Jones, VIEW Coordinator

CUSTODY AWARDED TO AGENCY:

4488799
4489084

In Discussion: Telephone conference call was held with Assistant County Attorney Frank Kilgore. Discussion was held concerning the original bid specifications for the building currently occupied by the Agency; parking spaces and other areas were discussed. Discussion was also held concerning the current Advisory Board and their terms of office; Mr. Kilgore will respond in writing as to the current term of each Advisory Board member. After concluding the conference call, Director discussed the vacant Office Manger position with the Board; Director noted that ten names had been received. Board instructed the Director to proceed with setting the selection panel for the position. Discussion was held concerning the vacant receptionist position; Director is waiting for information from the State Department of Social Services. Board instructed Director to proceed with a selection panel when appropriate. Discussion was held about a new position for the VIEW program. Director gave the Board a copy of his calendar for the month of May.

William F. [Signature]
County Administrator

5-26-99
Date

[Signature]
Social Services Director

5-26-99
Date

ON MAY 25, 1999 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 56 | Pages 8 |
|------------|---------|

| | |
|---|--------------|
| Disbursements of Special Welfare Funds: | \$ 11,528.37 |
|---|--------------|

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

| | |
|------------------------------|--------------|
| Receipt Nos: 310946 - 301965 | \$ 12,512.00 |
|------------------------------|--------------|

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|--------------------------|---------------------|
| MAY 14, 1999 | \$ 50,595.32 |
| MAY 28, 1999 (ESTIMATED) | \$ <u>50,595.32</u> |
| TOTAL | \$101,190.64 |

Administrative Payments

| | |
|----------------------------|--------------------|
| Warrant Nos: 90093 - 90123 | \$ 41,387.54 |
| 90338 - 90370 | \$ 26,892.44 |
| 90946 - 90947 | \$ 30.00 |
| 90499 - 90500 | \$ <u>7,781.60</u> |
| TOTAL | \$ 76,091.58 |

1000

SERVICE RATINGS COMPLETED:

Position: #505, SHELIA SISK, ELIGIBILITY WORKER

CUSTOMER AFFECTED BY AGENCY:

4486185
4486186
4486144
4490083
4490084

In discussion:

Director reviewed the vacant positions within the Agency. The Board instructed the Director to request an in-house certificate for the view Account Clerk II position. The current Agency budget request was discussed. The Board instructed the Director to attend the public hearing on the county budget to answer any questions that might come up on the Agency budget. The Director presented a copy of his calendar for the month of June.



County Administrator

6-22-99

Date



Social Services Director

6-22-99

Date

1002

SERVICE RATINGS COMPLETED:

Position #102, CONNIE PERKINS, FOSTER CARE WORKER
Position #308, ANGELA JOHNSON, CLERK IV
Position #500, ALICE C. LESTER, ELIGIBILITY SUPERVISOR
Position #514, PRISCILLA LOONEY, ELIGIBILITY WORKER
Position #515, MICHELLE CHURCH, ADULT PROTECTIVE WORKER
Position #520, GERALDINE WHITT, ELICIBILITY WORKER

LEFT CUSTODY OF AGENCY:

4489084

The Administrative Board met this date and opened sealed bids for health insurance for employees of the Buchanan County Department of Social Services. Bids were received from Mamsi, Trigon and Aetna. After discussion, the Board decided to evaluate the bids and to invite the bidders to individually discuss their bids with the Board before a decision was made. The Board decided to continue the meeting until June 25, 1999.

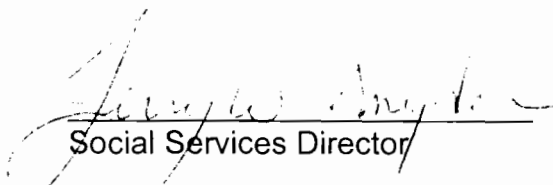
In other discussion: Director noted that the Board selected Tammy Fields for promotion to Office Assistant and Deena Hurley was selected as the receptionist. The Board approved a part-time permanent janitorial position out of VIEW funds; the view client selected for the position was Dennis McClanahan. The Board approved Director's travel on July 13, 14 and 15 and August 8, 9 and 10 to attend State meetings dealing with the Regional Office and allocation of eligibility position classifications. Director presented a copy of his July calendar to the Board.



County Administrator

7-30-99

Date



Social Services Director

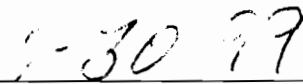
7-30-99

Date

On June 25, 1999 a Continued Board Meeting was held. The Board, the Director and several agency staff had met with the bidders to provide health insurance for the agency prior to the meeting. The Board also had a short meeting with agency staff to discuss the information received from the bidders. Since the Aetna bid was not underwritten, the Board delayed the selection until an underwritten bid could be received. The Board will let the Director know who the vendor will be for agency health insurance as soon as the information from Aetna is received. Formal action to award the bids for health insurance and dental insurance will be made at the July Board meeting.



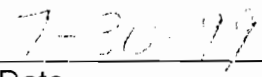
County Administrator



Date



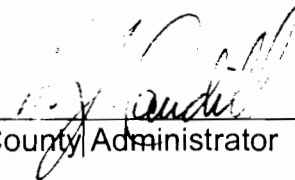
Social Services Director



Date

1004

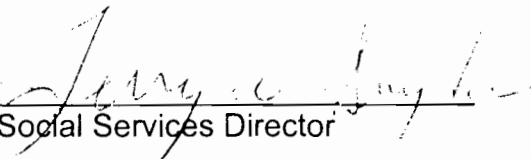
On July 7, 1999 a Special Called Board meeting was held. The Board noted that MAMSI had been the bidder selected to provide Agency Health Insurance and Shenandoah was the bidder selected to provide Dental insurance. The Board noted that the Agency was adopting AFLAC as a parallel provider according to Section 125 of the Internal Revenue Code (IRC); benefits to be included under section 106 of the IRC to be 1) Intensive Care Insurance 2) Accident Insurance 3) Cancer Insurance and 4) Hospital Indemnity Insurance. The Board also related to the Director that the Agency budget had been approved for fiscal year 2000 with \$562,589.00 in Local Only Funds and a total budget in the amount of \$4,020,951.00 effective June 1, 1999.



County Administrator

7-3-99

Date



Social Services Director

7-31-99

Date

1006

SERVICE RATINGS COMPLETED:

Position #110, Bradford Johnson, Child Protective Service Worker

Position #204, Rebecca Skeens-Slone, Foster Care Worker

Position #106, Patricia Whited, Child Protective Service Worker

CAME INTO CUSTODY OF AGENCY:

4486184

4486185


4486136

4477908

4477907

In Discussion:

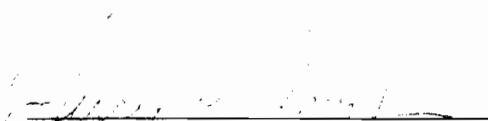
The Board inquired about the vacancies in the Agency. Director stated that the Child Protective Services position panel was set for July 29th and the Account Clerk II position panel was set for July 30th. Letters of recommendation and information will be given to the Board by the afternoon of July 30th. Director indicated that he had unofficially been notified by the State that the Agency would receive the preliminary screening list that had been requested on the Assistant Director position; Director will notify the Board as soon as the screening list is received. The Director presented a copy of his calendar for the month of August to the Board; after discussion, the Board approved a modified calendar.



County Administrator

8-31-99

Date



Social Services Director

Date

1008

CAME INTO AGENCY CUSTODY:

447907 4477008 4520363

LEFT AGENCY CUSTODY:

4486 24 445175 4 6136 23529 .

After discussion concerning the request by Angie Baldwin and Tamm, Fields 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. After discussion concerning the Agency Travel Policy, the Board voted to approve a new Travel Policy effective August 31, 1999 (see attachment). After discussion, the Board voted to approve Local Only funds in the amount of \$3,500 for the Foster Children's Christmas Party and \$3,500 Local Only funds in support of obtaining Christmas Gifts for the Adult Programs. After discussion, the Board approved the Director's request for the 1999 Fuel Program; Director noted that two of the people listed on the initial request had obtained employment and the Board instructed the Director to replace them with other VIEW clients.

In other discussion:

Director noted for the Board that new guidelines had been set up for use of Agency vehicles as directed by the Board. Director gave the Board a copy of his calendar for the month of September. The Board approved Director's travel November 3, 4 and 5 to attend the Virginia League of Social Services Executives meeting in Virginia Beach.



County Administrator

9-30-99
Date



Social Services Director

9-30-99
Date

1009

ON SEPTEMBER 28, 1999 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 71

Pages 9

Disbursements of Special Welfare Funds: \$ 9,164.31

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

Receipt No's: 354277 - 354258 \$ 7,659.13

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|--------------------|---------------------|
| SEPTEMBER 15, 1999 | \$ 63,871.77 |
| SEPTEMBER 30, 1999 | \$ <u>63,889.70</u> |
| TOTAL | \$127,761.47 |

Administrative Payments

| | |
|--------------------|------------------|
| Warrant Nos: 91853 | \$ 300.00 |
| 92054 - 92084 | \$ 12,115.70 |
| 92146 | \$ <u>307.74</u> |
| TOTAL | \$ 12,723.44 |

SERVICE RATINGS COMPLETED:

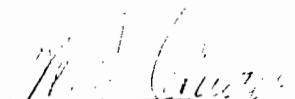
Position #504, KATHY VIERS, ELIGIBILITY WORKER

Position #506, BRENDA JACKSON, SOCIAL WORK SUPERVISOR

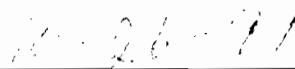
Position #510, HAROLD McCLANAHAN, ELIGIBILITY SUPERVISOR

In Discussion:


Director presented the letter from the selection panel for the Assistant Director I position to the Board; the Board will inform the Director as soon as a decision is made on the three vacant positions that selection panels have been completed. Director noted that Frank Kilgore has been invited to the next Comprehensive Services Act meeting to discuss a proposal he has for a residential facility in Buchanan County. Director informed the Board that he is updating the Agency Emergency Operations guidelines. Director noted that the terms of two members of the Advisory Board had expired; Director will discuss the topic with Frank Kilgore at the next Board of Supervisor's meeting. Director presented a copy of his October calendar to the Board.



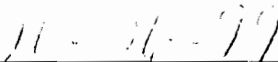
County Administrator



Date



Social Services Director



Date

1011

ON OCTOBER 26, 1999 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 113

Pages 13

Disbursements of Special Welfare Funds: \$ 13,320.56

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

Receipt No's: 354294 - 354305 \$ 903.79

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|------------------|---------------------|
| OCTOBER 15, 1999 | \$ 67,724.35 |
| OCTOBER 29, 1999 | \$ <u>66,702.33</u> |
| TOTAL | \$134,426.68 |

Administrative Payments

| | |
|----------------------------|------------------|
| Warrant Nos: 92259 - 92298 | \$ 40,732.18 |
| 92546 - 92573 | \$ 7,278.79 |
| 92577 | \$ <u>357.12</u> |
| TOTAL | \$ 48,368.09 |

1012

CAME INTO CUSTODY:

4486184
4486185
4486186
4543373
4553066

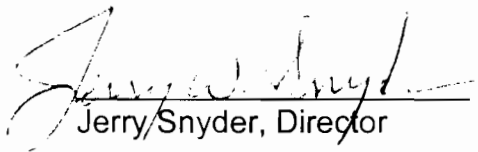
In Discussion:

The Director presented a copy of his calendar for the month of November to the Board.



County Administrator

11-30-99
Date



Jerry Snyder, Director

11-30-99
Date

1013

ON NOVEMBER 30, 1999 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 293 Pages 32

Disbursements of Special Welfare Funds: \$ 10,068.81

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

Receipt No's: 354309 - 354358 \$ 14,073.67

Payment for Payroll and Administrative Payments as follows:

Payroll

| | |
|-------------------|---------------------|
| NOVEMBER 15, 1999 | \$ 67,514.39 |
| NOVEMBER 30, 1999 | \$ <u>67,481.56</u> |
| TOTAL | \$134,995.95 |

Administrative Payments

| | |
|----------------------------|---------------------|
| Warrant Nos: 92691 - 92715 | \$ 41,018.37 |
| 92716 | \$ 52.85 |
| 92717 | \$ 642.40 |
| 92978 - 92998 | \$ 4,797.08 |
| 93009 - 93019 | \$ <u>42,962.76</u> |
| TOTAL | \$ 89,473.46 |

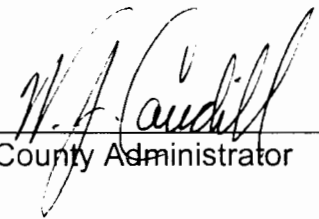
1014

CAME INTO CUSTODY:

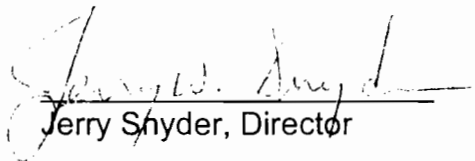
4567564
4546694
4546695

In Discussion:

Discussion was held concerning the vacant positions in the Agency. The Director presented his calendar for the month of December.


County Administrator

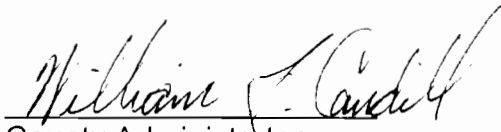
12-15-99
Date


Jerry Snyder, Director

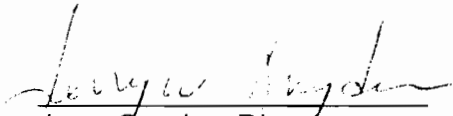
12-15-99
Date

1015

On December 15, 1999 a Special Called Board Meeting was held to fill the positions of Assistant Director I (#350), Child Protective Service Worker (#517), Social Worker (#114) and Account Clerk II (#312). After discussion the Board instructed the Director to hire Sherina Justus as Assistant Director, Lisa Wagner as Child Protective Services Worker, Wendy McCoy as Social Worker and to transfer Priscilla Looney to the position of Account Clerk II. The Director gave the Board a copy of his calendar for the month of January.


County Administrator

1-25-00
Date


Jerry Snyder, Director

1-25-00
Date

1016

ON DECEMBER 20, 1999 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 87

Pages 11

Disbursements of Special Welfare Funds: \$ 13,809.68

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

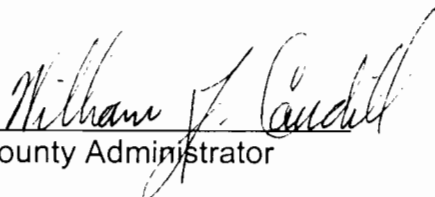
Receipt No's: 354361 - 354401 \$ 15,271.64

Payment for Payroll and Administrative Payments as follows:

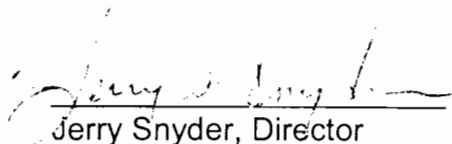
| | | |
|-------------------|-------|---------------------|
| Payroll | | |
| DECEMBER 15, 1999 | | \$ 67,965.76 |
| DECEMBER 29, 1999 | | \$ <u>65,346.71</u> |
| | TOTAL | \$ 133,312.47 |

Administrative Payments

| | |
|----------------------------|---------------------|
| Warrant Nos: 93142 - 93173 | \$ 41,072.00 |
| 93298 | \$ 543.50 |
| 93438 - 93483 | \$ <u>15,815.19</u> |
| TOTAL | \$ 57,430.69 |


County Administrator

1-25-00
Date


Jerry Snyder, Director

1-25-00
Date