

1017

ON JANUARY 25, 2000 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 144

Pages 16

Disbursements of Special Welfare Funds: \$ 5,671.58

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

Receipt No's: 354402 - 354422 \$ 7,863.48

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 14, 2000	\$ 72,660.19
JANUARY 31, 2000	\$ <u>72,843.15</u>
TOTAL	\$ 145,503.34

Administrative Payments

Warrant Nos: 93600 - 93643	\$ 42,711.89
93668	\$ 100.00
93860 - 93888	\$ <u>21,410.84</u>
TOTAL	\$ 64,222.73

1018

SERVICE RATINGS COMPLETED:

Position #00103, ANGELIA BALDWIN, CPS WORKER
Position #00104, LUCILLE OWENS, ADULT PROTECTIVE SERVICE WORKER
Position #00105, JOANNE LITTLE, ADULT PROTECTIVE SERVICE WORKER
Position #00201, KIMBERLY BURKS, DAY CARE COORDINATOR
Position #00304, DEENA HURLEY, RECEPTIONIST
Position #00507, ROBERT KELLY, FRAUD INVESTIGATOR
Position #00511, TERESA STILTNER, ELIGIBILITY WORKER
Position #00513, DEBBY BLANKENSHIP, ELIGIBILITY WORKER
Position #00556, DARLENE ASHBY, ELIGIBILITY WORKER

CAME INTO CUSTODY:

4500319
4589199
4546694
4546695

After viewing the quotations received, the Board voted to approve the purchase of carpet for the VIEW building in Vansant. The Board instructed the Director to purchase the carpet and cove base from Keene Carpet who submitted the lowest bid of \$3,552.16. Director noted that furniture was being purchased under State contract and that the Assistant County Attorney had approved the building lease agreement. Director related to the Board that SDA 1 had agreed to pay forty percent of the cost of the monthly rent and the furniture.

In other discussion:

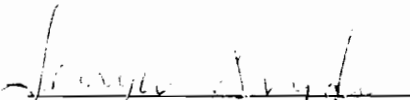
Discussion was held concerning the need for a new telephone system for the Slate Creek office and for the VIEW building in Vansant. The Board instructed the Director to write a request showing the need for the new system and that a decision would be made at a later time. Discussion was held on the current vacancies in the Agency and the Director gave the Board a list of the names received to date. Discussion was held concerning the eligibility series of positions; after discussion, the Board instructed the Director to put the request in writing so it could be discussed with the Board of Supervisors. Director noted that the Advisory Board did not meet in January and that the next meeting would be February 17, 2000. Board approved Director's travel April 30, May 1, 2 and 3

to attend the Virginia League of Social Services meeting in Roanoke, May 10, 11, 12, 13 and 14 to attend training in Alexandria and June 7, 8 and 9 to attend Director's meeting in Carroll County. Discussion was held on the current situation with CCI involving the Food Stamp issuance contract. Harold McClanahan will be discussing the situation with the county attorney. Director noted that minor changes would be made to the office in the rear of the agency. The Director gave the Board a copy of his calendar for the month of February.



County Administrator

2-28-2K
Date

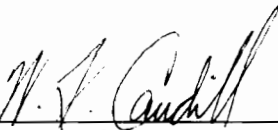


Jerry Snyder, Director

2-28-2K
Date

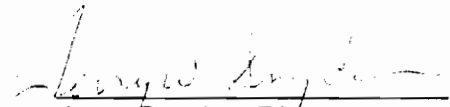
1020

On February 8, 2000 a Special Called Board meeting was held. The Director noted that the VIEW building at Vansant needed a phone system. After discussion concerning the quotations received, the Board instructed the Director to make the choice as the bids were only approximately three hundred dollars apart. Discussion was held concerning a range revision for the eligibility series of positions in the Agency. Director was instructed to complete the paperwork requesting a revision in the range of five percent to be effective March 1, 2000. The Director noted that the State Department of Social Services would make the final decision.



County Administrator

2-18-2K
Date



Jerry Snyder, Director

2-28-00
Date

1021

ON FEBRUARY 29, 2000 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 163 Pages 19

Disbursements of Special Welfare Funds: \$ 11,660.22

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

Receipt No's: 354437 - 354465 \$ 108,040.24

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 2000	\$ 71,138.15
FEBRUARY 29, 2000	\$ <u>72,056.57</u>
TOTAL	\$143,194.72

Administrative Payments

Warrant Nos: 94017 - 94054	\$ 49,530.22
94079 - 94080	\$ 20,521.00
94081 - 94082	\$ 400.00
94312	\$ 240.27
94318 - 94325	\$ <u>7,727.45</u>
TOTAL	\$ 78,418.94

1022

CAME INTO CUSTODY:

4589199
4598082
4598083
4500319

LEFT AGENCY CUSTODY:

4500319
4589199

In discussion:

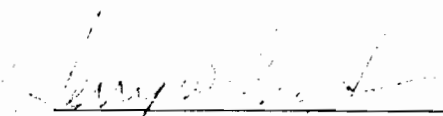
The Director gave the Board a telephone system price quote comparison for the Vansant View office. After discussion, the Board instructed the Director to accept the lowest bid. Discussion was held concerning the vacant positions in the Agency. The Board instructed the Director to bring the information concerning the social worker position to the Board of Supervisors meeting on March 1, 2000. Director gave the Board a copy of his March calendar.



County Administrator

3-28-2K

Date



Jerry Snyder, Director

Date

1024

CAME INTO CUSTODY:

4478083	4497605	4598082	4598083
4606238	4608065	4608067	4618188

LEFT AGENCY CUSTODY:

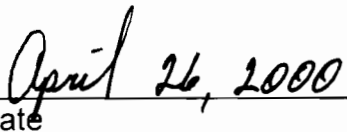
3224620	3224621	3525395	3525405
4278917	438600	520496	

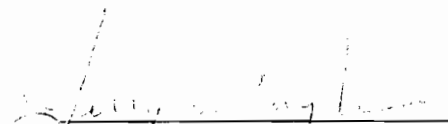
After discussion, the Board voted to approve providing the Cooling Assistance Program being offered by the state. Applications will be accepted from June 15, 2000 through August 15, 2000. All program activities should be completed by early to mid September 2000.

In other discussion:

Discussion was held concerning the vacancies at the Agency. Director noted that the interviews for the vacant eligibility positions had been scheduled. The Board requested that the recommendation letter for the positions be provided on March 31, 2000. Director stated that the letter would be available by the requested date. The Director presented a copy of his calendar for the month of April to the Board.


County Administrator

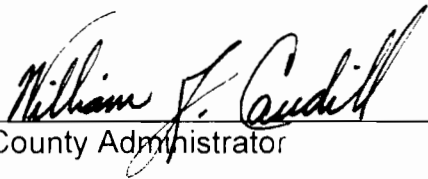

Date

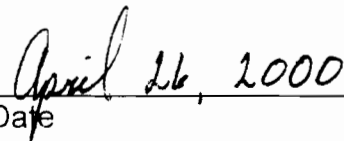

Jerry Snyder, Director

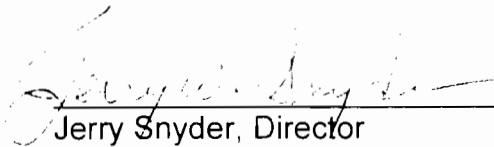

Date


1025

On April 4, 2000 a Special Called Board meeting was held to fill the positions of Social Worker (#605), Eligibility Worker (#606), Eligibility Worker (#561) and Eligibility Worker (#514). The Board, based on recommendations by the Buchanan Board of Supervisors, instructed the Director to hire Kim Rife as Social Worker and to hire Denna Hurley, Heather Looney and Heather Boyd as Eligibility Workers. The Board instructed the Director to proceed with filling the receptionist position vacancy created by the promotion of Denna Hurley to Eligibility Worker.


County Administrator


Date


Jerry Snyder, Director


Date

1026

ON APRIL 26, 2000 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 271

Pages 30

Disbursements of Special Welfare Funds: \$ 8,792.73

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

Receipt No's: 354506 - 354535 \$ 12,295.73

Payment for Payroll and Administrative Payments as follows:

Payroll

APRIL 14, 2000	\$ 71,833.91
APRIL 28, 2000	\$ <u>73,955.86</u>
TOTAL	\$145,789.77

Administrative Payments

Warrant Nos: 94773 - 94815	\$ 55,791.55
94875	\$ 10.00
95025 - 95026	\$ 920.44
95197 - 95247	\$ <u>65,298.25</u>
TOTAL	\$122,020.24

1027

SERVICE RATINGS COMPLETED:

Position#202, ANDERSON, ANITA, FOSTER CARE WORKER
Position#509, BOSTIC, DEBBIE, ELIGIBILITY WORKER

CAME INTO CUSTODY:

4486085 4628832

LEFT AGENCY CUSTODY:

4497605

In Discussion:

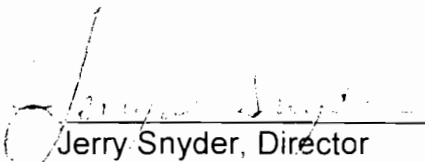
The Director presented information to the Board concerning additional positions that could be added to the agency that the Board had requested. Director updated the receptionist position and gave the Board a list of the applicants received for the position. Director updated the progress at the Vansant office and discussed agency space needs. The Board updated current situation with the county budget and instructed the Director to compute raises for staff as they had been done last year. Director noted that a meeting was being held at the Oxbow and asked if the Board would be attending. The Director noted that the Board of Supervisors needed to appoint a new member to the Comprehensive Services Act team.



County Administrator

6-15-2K

Date



Jerry Snyder, Director

6-15-2K

Date

ON MAY 30, 2000 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 137 Pages 16

Disbursements of Special Welfare Funds: \$ 9,764.06

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

Receipt No's: 354536 - 354558 \$ 11,678.07

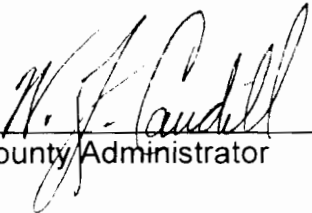
Payment for Payroll and Administrative Payments as follows:

Payroll

MAY 15, 2000	\$ 76,213.65
MAY 31, 2000	\$ <u>77,997.67</u>
TOTAL	\$154,211.32

Administrative Payments

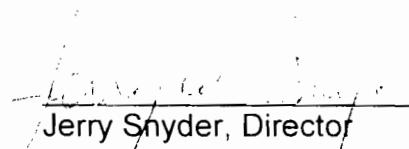
Warrant Nos: 95258 - 95310	\$ 79,707.88
95458	\$ 181.90
95459 - 95527	\$ 9,384.10
95528	\$ 2,000.00
95859 - 95925	\$ 61,617.09
95926 - 95972	\$ <u>40,312.59</u>
TOTAL	\$193,203.56



 County Administrator

6-15-2K

 Date



 Jerry Snyder, Director

6-15-2000

 Date

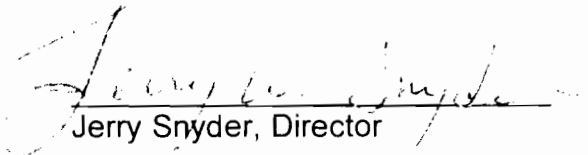
On June 15, 2000 a Special Called Board Meeting was held to discuss the FY-2001 Classification and Compensation Plan. Director noted that the one item that had changed since last year concerned the amount of raise an employee would receive for a promotion or a position upgrade. Last year the amount was five percent and this year it will be seven percent. Director noted that staff raises would be accomplished the same as last year by granting raises at two different times during the year. Director noted that the agency budget was level funded this year and that additional Federal and State money would be received with no increase in local funds. The Board voted to approve the plan as submitted.



County Administrator



Date



Jerry Snyder, Director



Date

TRAVEL

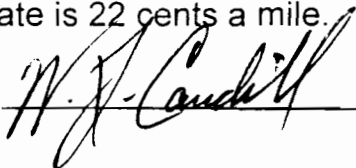
Effective July 1, 2000, the travel reimbursement policy for **Meals** is as follows: When a staff member is at an approved agency meeting outside Buchanan County, meal reimbursement is provided for breakfast if the traveler must, out of necessity, leave home by 6:30 a.m. and the evening meal will be provided if unable to return home before 7:30 p.m. "Business Meals", where the meeting continues during meal time, are allowable for reimbursement up to 150 percent of the applicable rate. No meals for staff members are allowable except as noted in this policy; meals for children and parents being transported (including lunch) are allowable if properly documented.

The policy for **Overnight Meals and Lodging** is as follows: Limits apply to Staff whose job requires *overnight* travel on official business. The reimbursement limits vary in relation to the area of the State being visited as well as out of State limits; lodging rates also vary in relation to the area being visited as well as the time of year the visit is made (see attachment). Lodging for the night before and after a conference or meeting shall not be reimbursable if the staff members can drive to or from their destination and be on the road only between 6:30 a.m. and 9:00 p.m. When staff members could secure lodging for the night under this policy but choose to leave before or arrive after the times stated in this policy thus saving the agency the cost of lodging for the night, the lunch meal for that day is allowable. Incidental expenses such as bellhop, valet parking and taxi and tips are allowable.

In the event an employee is attending a meeting that covers the entire three (3) meal period or requires an overnight stay, 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 meal fees such as transportation to where meals are taken 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 approval by the employee's immediate supervisor or the Director. If an agency vehicle is not available or will require an extended time away from the agency, the reimbursement rate is 32 1/2 cents a mile; if approved for the convenience of the employee, the rate is 22 cents a mile.

Approved this the 30th day of June, 2000.



EXECUTIVE ADMINISTRATIVE BOARD

**IN-STATE
Lodging / M&IE
Guidelines**

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **IN-STATE** traveler for reimbursement. If a location is not listed, the standard rate applies.

IN-STATE Location	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD→	\$55	\$30
EXCEPTIONS↓		
Charlottesville	66	42
Lynchburg	64	38
Manassas (Prince William County)	62	34
Richmond (1)	77	38
Roanoke	59	34
Tidewater (2) (4/1-10/31)	109	38
Tidewater (2) (11/1-3/31)	55	38
Wallops Island (Accomack County) (6/1-9/30)	89	34
Wallops Island (Accomack County) (10/1-5/31)	69	34
Williamsburg (3) (4/1-10/31)	99	38
Williamsburg (3) (11/1-3/31)	59	38
Wintergreen, Homestead, The Tides Inn, Tides Lodge, and Greenbrier Resorts	110	46
Woodbridge	69	38

(1) Richmond includes: City of Richmond and Chesterfield and Henrico Counties.

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

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

**M&IE Rate
Table**

| *The M&IE Rate Table below provides individual meal amounts.*

TOTAL	\$30	\$34	\$38	\$42	\$46
Breakfast	\$6	\$7	\$8	\$9	\$10
Lunch	6	7	8	9	10
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

1030

ON JUNE 27, 2000 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 301 Pages 00

Disbursements of Special Welfare Funds: \$ 10,984.93

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

Receipt No's: 354561 - 388537 \$ 17,605.50

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 2000	\$ 79,898.07
JUNE 30, 2000	\$ <u>81,164.01</u>
TOTAL	\$161,062.08

Administrative Payments

Warrant Nos: 96111 - 96146	\$ 39,148.53
96272	\$ 5.00
96277 - 96281	\$ <u>425.71</u>
TOTAL	\$ 39,579.24

RATINGS COMPLETED:

Position# 500, LESTER, GAIL, ELIGIBILITY SUPERVISOR

1031

CAME INTO AGENCY CUSTODY:

4509034	4520286	4550842	4550843	4550844
4550846	4591200	4640418	4644974	

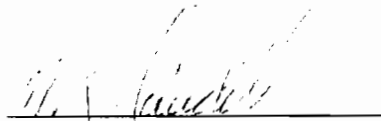
CAME OUT OF CUSTODY:

3397796	3696434	3877042	4152013
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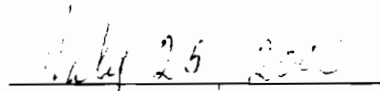
After discussion concerning the Agency Travel Policy, the Board voted to approve a new Travel Policy effective July 1, 2000 (see attachment).

In other discussion:

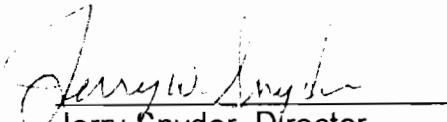
Discussion was held concerning guidelines for distribution of Agency payroll checks. The Assistant Director noted that the checks are being sealed before they are given to staff. The Assistant Director informed the Board that the Agency Affirmative Action Plan should be completed soon.




County Administrator



Date



Jerry Snyder, Director



Date

1033

CAME INTO AGENCY CUSTODY:

4671515 4671516

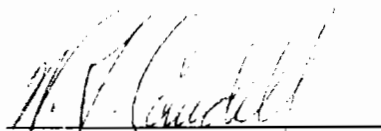
CAME OUT OF CUSTODY:

4482229 4482230

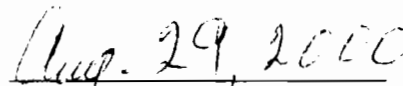
The Board approved the Agency Affirmative Action Plan for the next two years and signed a statement reaffirming the Board's commitment to Affirmative Action. Director noted that the Plan is submitted to the Regional Office for submittal to the State Department of Social Services.

In other discussion:

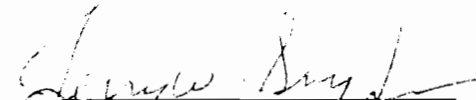
Discussion was held concerning the CSA expenditures for Fiscal Year 2000 and budget projections for Fiscal Year 2001. The Director noted that although the Agency is the fiscal agent for CSA, the CSA Chairperson prepares the budget. The Board requested salary information for the past year and the current year. Director noted that the Agency had two vehicles that could be donated to the County; the Board approved accepting the vehicles and instructed the Director to contact Public Works Director Earl Rife concerning the matter. A brief discussion was held concerning the Agency building. The Director presented information concerning the facility. The Director presented a copy of his calendar for the month of August to the Board.



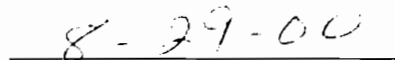
County Administrator



Date



Jerry Snyder, Director



Date

1034

ON AUGUST 29, 2000 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 228 Pages 25

Disbursements of Special Welfare Funds: \$ 5,721.79

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

Receipt No's: 388577 - 388594 \$ 8,217.64

Payment for Payroll and Administrative Payments as follows:

Payroll

AUGUST 15, 2000	\$ 82,807.15
AUGUST 31, 2000	\$ <u>80,963.59</u>
TOTAL	\$163,770.74

Administrative Payments

Warrant Nos: 96744 - 96799	\$ 54,790.54
96960	\$ 22.92
97153 - 97187	\$ 11,149.59
97346 - 97404	\$ <u>59,262.50</u>
TOTAL	\$ 125,225.55

1035

RATINGS COMPLETED:

Position#312, LOONEY, PRISCILLA, ACCOUNT CLERK II
Position#602, McCLANAHAN, DENNIS, CUSTODIAL WORKER

CAME INTO AGENCY CUSTODY:

4630265	4640804	4630266	4677523
4640799	4690307	4640801	4690309
4640803			

After discussion, the Board voted to approve Local Only funds in the amount of \$6,000 for the Children's Christmas Party and \$4,000 Local Only funds in support of obtaining Christmas gifts for the Adult Programs.

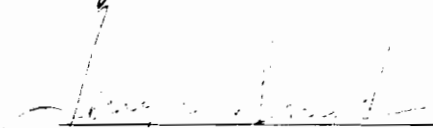
In other discussion:

Director noted for the Board that the Assistant Director would be attending training for one week in December. Board approved Director's travel October 31, November 1, 2, 3 and 4 to attend the Virginia League of Social Services Meeting in Williamsburg. The Director noted that the Fuel Program would be starting again in October and that he would bring a proposal to the September board meeting. Director invited the Board to attend the Social Services Board Coalition meeting in September and the Department of Social Services State Board meeting in October. The Director gave the Board a copy of his calendar for the month of September.



County Administrator

9-27-00
Date



Jerry Snyder, Director

10/27/00
Date

1036

ON SEPTEMBER 27, 2000 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 219

Pages 25

Disbursements of Special Welfare Funds:

\$ 4,654.44

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

Receipt No's: 388606 - 388630

\$ 11,644.38

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 2000

\$ 80,156.22

SEPTEMBER 29, 2000

\$ 79,094.42

TOTAL

\$ 159,250.64

Administrative Payments

Warrant Nos: 97644 - 97682

\$ 10,095.34


1037

RATINGS COMPLETED:

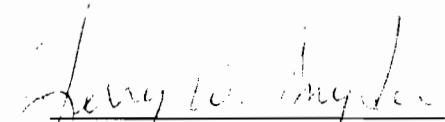
Position #102, FREEMAN, CONNIE, FOSTER CARE WORKER
Position #203, HORN, RUTH, SENIOR SOCIAL WORKER
Position #307, FIELDS, TAMMY, OFFICE MANAGER
Position #504, VIERS, KATHY, ELIGIBILITY WORKER
Position #510, McCLANAHAN, HAROLD, ELIGIBILITY SUPERVISOR
Position #517, WAGNER, LISA, CHILD PROTECTIVE SERVICES WORKER

In discussion:

After discussion, the Board approved the Director's request for the 2000 Fuel Program; Director noted that three VIEW participants would be hired to handle the program. Director gave the Board a copy of his calendar for the month of October.


County Administrator

10-28-00
Date


Jerry Snyder, Director

10-30-00
Date

1038

On October 4, 2000 a Special Called Board meeting was held.

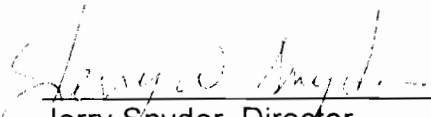
At this time the Board did approve to enter into closed session, upon request of Director to discuss personnel matters, under Virginia Code Section 2.1-244 A1.

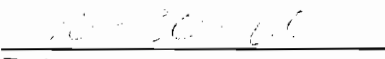
At this time the Director, Assistant Director and the Board did approve to come out of closed session and did hereby certify they did not discuss anything in closed session other than the personnel matters they entered into closed session to discuss.

No action was taken by the Board concerning the closed session discussion.


County Administrator


Date


Jerry Snyder, Director


Date

1039

ON OCTOBER 30, 2000 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 156

Pages 18

Disbursements of Special Welfare Funds: \$ 15,589.79

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

Receipt No's: 388632 - 388661 \$ 25,388.17

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 13, 2000	\$ 83,111.26
OCTOBER 31, 2000	\$ <u>84,426.35</u>
TOTAL	\$ 167,537.61

Administrative Payments

Warrant Nos: 98097 - 98122	\$ 6,911.01
98123	\$ 220.00
98168 - 98219	\$ 57,710.35
98220	\$ <u>908.62</u>
TOTAL	\$ 65,749.98

1040

AGENCY RATINGS COMPLETED:

Position #521, CONRAD, JEANETTE, ELIGIBILITY WORKER
Position #559, THORNSBURY, NADINE, ELIGIBILITY WORKER
Position #606, BOYD, HEATHER, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

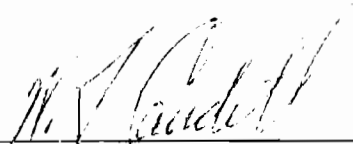
4660694 4715670 4719486

LEFT AGENCY CUSTODY:

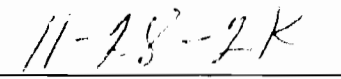
4520390 4458015 5715670

In discussion:


The Board instructed the Director to make a step for step range revision in the Office Manager, Social Work Supervisor, and Director classifications and to make the adjustments immediately upon approval from the State. The Board instructed the Director to place Angela Baldwin in the Self Sufficiency Case Specialist position at the VIEW building at Vasant. The Director noted that although the title would be effective November 1, 2000 the job duties would be assumed on November 16, 2000. The Board instructed the Director to begin the steps necessary to fill Baldwin's position as soon as possible. The Director updated the Board on the progress to fill the Aide position.



County Administrator



Date



Jerry Snyder, Director



Date

1041

ON NOVEMBER 28, 2000 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 216

Pages 24

Disbursements of Special Welfare Funds: \$ 6,348.18

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

Receipt No's: 388664 - 388692 \$ 11,933.43

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2000	\$ 83,849.00
NOVEMBER 30, 2000	\$ <u>82,848.47</u>
TOTAL	\$ 166,697.47

Administrative Payments

Warrant Nos: 98535 - 98576 \$ 11,429.38

1042

AGENCY RATINGS COMPLETED:

Position #305, SMITH, LISA, ACCOUNT CLERK II

In discussion:


Director updated the Board on the vacancies at the Agency. Director gave the Board a copy of his calendar for the month of December.

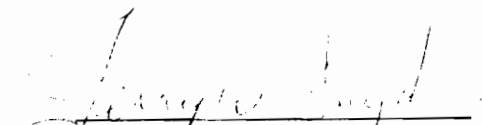
At this time the Board did approve to enter into closed session, upon request of Director to discuss personnel matters, under Virginia Code Section 2.1-244 A1.

The Director and the Board did approve to come out of closed session and did hereby certify they did not discuss anything in closed session other than the personnel matters they entered into closed session to discuss.

No action was taken by the Board concerning the closed session discussion.


County Administrator


Date


Jerry Snyder, Director


Date

BUCHANAN COUNTY SOCIAL SERVICES FLEXTIME POLICY

Effective January 1, 2001, The Workweek is defined as 40 hours of work occurring between the hours of 2:00 a.m. Thursday and 1:59 a.m. Thursday of the next week. The Workday is defined as hours of work occurring between the hours of 6:00 a.m. and 7:00 p.m.

Employees will be given the option of developing a customized work schedule that meets the needs of their clients and also takes into account their needs. Schedules will be approved for a three month period based on a fixed quarter system; the quarters and the contracting necessary will be set up in a guideline developed by the Director. Employees may work any schedule within the defined workday and workweek with their supervisor's or the Director's approval.

With supervisor's or Director's approval, employees will be allowed the flexibility to make up time missed within the 40 hour workweek thus decreasing the necessity for taking leave. Employees also have the flexibility to use time earned within the workweek thereby decreasing the amount of compensatory time accumulated and will have the option of taking one hour for lunch. All employees making any changes related to this policy will be required to develop a three month contract with their supervisor or the Director regarding their work schedule.

Employees are expected to attend scheduled meetings and training sessions and will observe a normal 8 hour workday for these activities instead of any contracted workday. Any employee not participating in a flex situation will not be required to report to work before 8:00 a.m. or work after 4:30 p.m.

The employee's supervisor or the Director has the option to cancel flextime without advance notice if the employee's work performance is not satisfactory, the staff member is needed for unit or agency coverage or the employee is needed due to heavy caseloads. Each supervisor will be responsible for insuring that his/her unit is covered at all times during the normal work hours of 8:00 a.m. until 4:30 p.m.

The Director may approve additional requests for altered schedules to cover such areas as educational leave or special requests on a case by case basis.

TRAVEL

Effective January 1, 2001, 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. "**Business Meals**", where the meeting continues during meal time, are allowable for reimbursement. Other lunch meals are chargeable to local only funds. No meals for staff members are allowable except as noted in this policy; meals for children and parents being transported (including lunch) are allowable if properly documented.

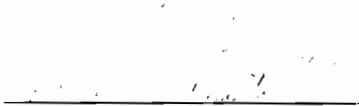
The policy for **Overnight Meals and Lodging** is as follows: Limits apply to Staff whose job requires *overnight* travel on official business. The reimbursement limits vary in relation to the area of the State being visited as well as out of State limits; lodging rates also vary in relation to the area being visited as well as the time of year the visit is made (see attachment). Lodging for the night before and after a conference or meeting shall not be reimbursable if the staff members can drive to or from their destination and be on the road only between 6:30 a.m. and 9:00 p.m. When staff members could secure lodging for the night under this policy but choose to leave before or arrive after the times stated in this policy thus saving the agency the cost of lodging for the night, the lunch meal for that day is allowable. Incidental expenses such as bellhop, valet parking and taxi and tips are allowable.

In the event an employee is attending a meeting that covers the entire three (3) meal period or requires an overnight stay, 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 meal fees such as transportation to where meals are taken 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 approval by the employee's immediate supervisor or the Director. If an agency vehicle is not available or will require an extended time away from the agency, the reimbursement rate is 32 1/2 cents a mile; if approved for the convenience of the employee, the rate is 19 cents a mile.

1043

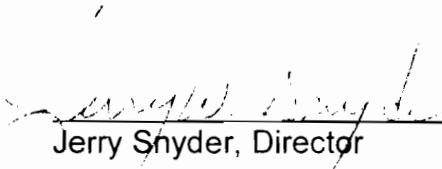
On December 14, 2000 a Special Called Board meeting was held. After discussion the Board approved a new Travel Policy effective 1-1-01 (see attachment). After discussion the Board approved revisions to the Flextime Policy effective 1-1-01 (see attachment). The Board approved the Director's travel for the month of January. After discussion the Board noted that the Director would no longer need to obtain prior approval for travel. The Director invited the Board to the Agency Children's Christmas Party on December 15, 2000.



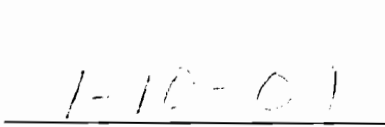
County Administrator



Date



Jerry Snyder, Director



Date

1044

ON DECEMBER 27, 2000 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 320	Pages 35
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Disbursements of Special Welfare Funds:	\$ 11,809.20
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Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt No's: 388695 - 388719	\$ 13,119.16
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Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 2000	\$ 87,477.55
DECEMBER 29, 2000	\$ <u>86,679.10</u>
TOTAL	\$174,156.65

Administrative Payments

Warrant Nos: 98590 - 98637	\$ 52,676.66
98807	\$ 989.60
99018 - 99031	\$ 1,489.08
99032	\$ 1,097.69
99180 -99202	\$ 9,835.79
99203 -99253	\$ <u>57,511.09</u>
TOTAL	\$123,599.91

1045

AGENCY RATINGS COMPLETED:

Position #350, JUSTUS, SHERINA, ASSISTANT DIRECTOR
Position #113, HACKWORTH, BONNIE, AIDE II
Position #310 ESTEP, DONITA, ACCOUNT CLERK II
Position #304, STACY, CELESTE, RECEPTIONIST
Position #311, CHILDRESS, DELORIS, JANITOR

CAME INTO AGENCY CUSTODY:


4520366	4724841
4630269	4748150
4742688	4748158

CAME OUT OF CUSTODY:

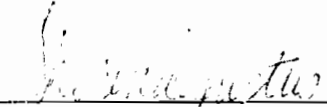
712931
888664




County Administrator



Date



Sherina Justus, Assist. Dir.



Date