

1046

ON JANUAR 30, 2001 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 115 Pages 14

Disbursements of Special Welfare Funds: \$ 4,063.61

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

Receipt No's: 388720 - 388742 \$ 4,596.04

Payment for Payroll and Administrative Payments as follows:

Payroll


JANUARY 11, 2001	\$ 96,210.66
JANUARY 31, 2001	\$ <u>82,938.93</u>
TOTAL	\$ 179,149.59

Administrative Payments


Warrant Nos: 99476 - 99480	\$ 684.90
99450 - 99474	\$ <u>6,648.58</u>
TOTAL	\$ 7,333.48

AGENCY RATINGS COMPLETED:

- Position #104, OWENS, LUCILLE, ADULT PROTECTIVE SERVICE WORKER
- Position #201, BURKS, KIMBERLY, SOCIAL WORKER
- Position #204, SLONE, REBECCA, SOCIAL WORKER
- Position #511, STILTNER, TERESA, ELIGIBILITY WORKER
- Position #513, BLANKENSHIP, DEBBY, ELIGIBILITY WORKER
- Position #556, ASHBY, DARLENE, ELIGIBILITY WORKER
- Position #604, COLEMAN, BOB, ELIGIBILITY WORKER
- Position #607, BALDWIN, ANGELIA, SELF SUFFICIENCY WORKER

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

1-28-01  
 \_\_\_\_\_  
 Date

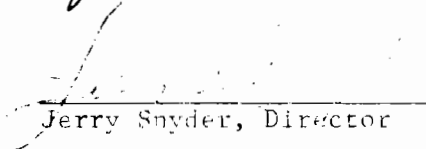
  
 \_\_\_\_\_  
 Jerry Snyder, Director

2-28-01  
 \_\_\_\_\_  
 Date

The Administrative Board approved for the Director, Assistant Director and the Automated Information Systems Specialist to use agency owned computer equipment at their homes for the purpose of connecting to the agency's network when needed during other than normal business hours. It is understood this equipment will remain the property of DSS and will be returned upon request or the termination of employment, for whatever reason, from the agency of the above DSS personnel.

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

6-14-01  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jerry Snyder, Director

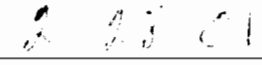
1-28-01  
 \_\_\_\_\_  
 Date

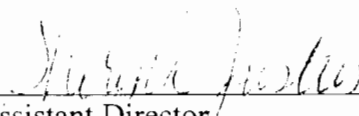
On February 6, 2001 a Special Call Board Meeting was held to discuss the hiring of a Child Protective Service Worker for the agency.

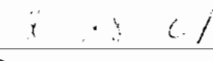
At this time, the Administrative Board instructed the Assistant Director, Sherina Justus, to hire Ms. Elizabeth Vincell for the vacant Child Protective Service Worker Position #103 with the agency. He also added that Ms. Vincell's begin work date will be February 16, 2001.

There was no further discussion or action taken.

  
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County Administrator

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Assistant Director

  
\_\_\_\_\_  
Date

1049

ON FEBRUARY 28, 2001 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 201 Pages 23

Disbursements of Special Welfare Funds: \$ 14,980.85

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

Receipt No's: 388757 - 388790 \$ 12,191.90

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 2001	\$ 83,975.87
FEBRUARY 28, 2001	\$ <u>83,207.56</u>
TOTAL	\$167,183.43

Administrative Payments

Warrant Nos: 99637 - 99682	\$ 62,227.37
99711 - 99713	\$ 3,069.87
99756 - 99790	\$ <u>8,663.65</u>
TOTAL	\$ 73,960.89

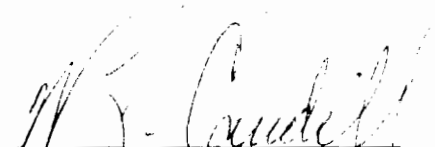
1050


CAME INTO AGENCY CUSTODY:

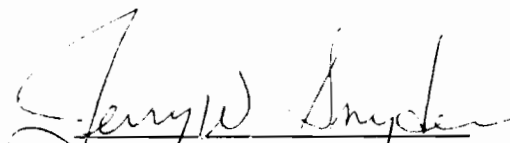
4752956  
4766753

In discussion:

Director informed the Board that the Agency would no longer be able to handle the VHDA Program. Discussion was held concerning alternatives the County had on assigning the program. The Board requested that the Director attend the next Board of Supervisors meeting to advise them of the situation. The Director provided an update on current Agency vacancies noting that the vacant CPS position would be advertised in March. Director noted that he had received a letter from Bill Jones stating that he would be retiring effective May 31, 2001.

  
County Administrator

  
Date

  
Jerry Snyder, Director

  
Date



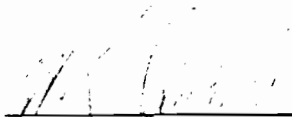
1052

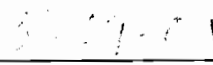
AGENCY RATINGS COMPLETED:

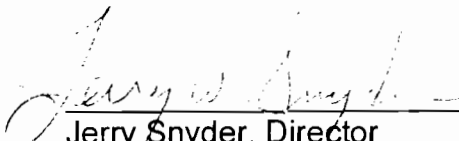
Position #100, Stiltner, Cecil, Foster Care Supervisor  
Position #516, Smith, Kimberly, Eligibility Worker


CAME INTO AGENCY CUSTODY:

4710182  
4750110  
4766753  
4786095  
4787962

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


  
\_\_\_\_\_  
Date


  
\_\_\_\_\_  
Jerry Snyder, Director

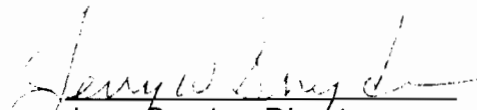
  
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Date

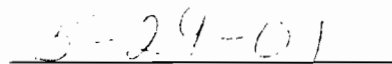
1053

On April 3, 2001 a Special Called Board meeting was held. After discussion the Board instructed the Director to hire Jeanette Conrad for the vacant Eligibility Supervisor position effective April 1, 2001.

  
County Administrator

  
Date

  
Jerry Snyder, Director

  
Date

1054

ON APRIL 26, 2001 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 358 Pages 40

Disbursements of Special Welfare Funds: \$ 9,562.46

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

Receipt No's: 388843 - 388871 \$ 9,066.27

Payment for Payroll and Administrative Payments as follows:

Payroll

APRIL 13, 2001	\$ 83,829.22
APRIL 30, 2001 (EST.)	<u>\$ 83,829.22</u>
TOTAL	\$ 167,658.44

Administrative Payments

Warrant Nos: 100632	\$ 32,576.28
Warrant Nos: 100847 - 100892	\$ 47,192.10
100893 - 100894	<u>\$ 1,832.86</u>
TOTAL	\$ 81,601.24

1055

AGENCY RATINGS COMPLETED:

Position #203, HORN, RUTH, SENIOR SOCIAL WORKER  
Position #502, STREET, REGINA, ELIGIBILITY WORKER  
Position #550, BARNETT, CONNIE, ELIGIBILITY WORKER  
Position #607, BALDWIN, ANGELIA WARD, SELF SUFFICIENCY WORKER

CAME INTO AGENCY CUSTODY:

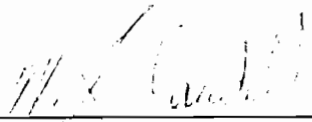
4710182      4750110      4786095      4786100      4787962

The Administrative Board approved two policies for the agency; Funding for Purchased Services from Social Services Block Grant Funds and the Buchanan County Department of Social Services Child Protective Services Policy Regarding Suspected Substance Abuse.

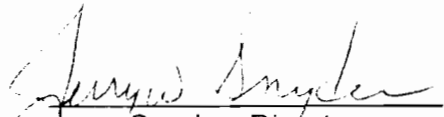
The Administrative Board also approved an amendment to the Travel Policy for the Agency. SEE ATTACHMENTS OF POLICIES.

In other discussion: The Administrative Board adopted the attached resolution concerning the bidding process for Health Insurance for the Agency's employees.

SEE ATTACHMENT OF RESOLUTION.

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

5-29-01  
Date

  
\_\_\_\_\_  
Jerry Snyder, Director

5-29-01  
Date

ON MAY 16, 2001 A SPECIAL CALLED MEETING WAS HELD TO DISCUSS THE FOLLOWING:

Upon discussion concerning the hiring of a Senior Employment Service Worker, Position # 303, the Administrative Board instructed the Director to hire Angela Baldwin effective immediately, for the position.

At this time the Administrative Board signed the advertisement for the Virginia Mountaineer authorizing the advertisement of the upcoming fiscal year's Administrative Meetings dates for public notice.

The Director presented a letter of recommendation from the interview panel for the vacant Child Protective Services position at the Agency (Position # 114). No action was taken on the matter at this time.

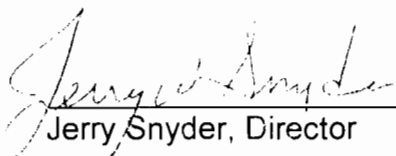
A brief discussion was held concerning the status of the VHDA housing program. The Director was instructed to continue the supervision of the program within the Department of Social Services until further notice.

The Administrative Board informed the Director of a recent appointment to the Advisory Board for the Rocklick District, Gladys McClanahan.

The Director made the Administrative Board aware of a proposed Substance Abuse and Drug-Free Work Place Policy that will be introduced at the next Administrative Meeting for approval and adoption.

  
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County Administrator

5-27-01  
Date

  
\_\_\_\_\_  
Jerry Snyder, Director

5-29-01  
Date

## TRAVEL

Effective April 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. Meals for the Director are on a per diem basis. The Director will receive \$50 per diem; \$10 breakfast, \$10 lunch, and \$30 dinner. 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.

## BUCHANAN COUTNY

### FUNDING FOR PURCHASED SERVICES FROM SOCIAL SERVICES BLOCK GRANT FUNDS

#### PURCHASED SERVICES FUNDS MAY BE USED ONLY AFTER ALL OTHER RESOURCES HAVE BEEN EXPLORED AND EXHAUSTED.

PRUCHASED SERVICES IN ADULT PROTECTIVE SERVICES WILL BE LIMITED TO THE FOLLOWING:

Companion Services for thirty (30) days per year, not to exceed twenty-four (24) hours per day, may be provided, without regard to income.

Food up to \$100.00 may be purchased for Adult Protective Services client three (3) times per year.

Mental health visits made to the home (if possible), or office visits to determine competency, may be provided. This service may be available one time per each APS complaint. Eight (8)-counseling visits per year may be provided.

Oil, wood, coal, gas or kerosene not to exceed \$200.00 may be purchased two (2) times per year. Repairs or replacement of heating equipment up to \$500.00 may be received. Non-eligibility guidelines used by the Fuel Assistance Program will be used to determine the need for this service. This service will be provided to allow an APS client to remain in his/her home.

Rent and/or mortgage up to \$250.00 per month for up to three (3) months per fiscal year for an APS client. The months may be consecutive or may be alternated throughout the year.

Hotel or motel expenses for three- (3) night will be paid for an APS client. A maximum of nine (9) meals will be allowed at the maximum of \$5.00 per meal. This service will be available one (1) time per fiscal year.

One tank of gasoline from a local vendor or a round trip bus ticket may be provided to assist APS clients with transportation to medical appointments outside the county. This service may be provided two (2) times per year.

One tank of gasoline or a one way trip bus ticket may be purchased from a local vendor to assist with transportation to the home of a relative or other interested person's home. This service may be used one (1) time per lifetime.

One physician's office call per month per APS client, not to exceed \$50.00. Each client may receive this service three (3) times per fiscal year.

X-rays three (3) times per year per client, not to exceed \$75.00 per visit.

Laboratory work three (3) times per year per client, not to exceed \$75.00 per visit.

Prescriptions three (3) times per year per client, not to exceed \$100.00 per month.

Emergency dental care may be provided if such is affecting the client's health, not to exceed \$150.00 per fiscal year.

Utility fees, i.e., monthly basic telephone bills, electric bills, gas for cooking, or monthly water bill may be paid, not to exceed \$150.00 per month. This service may be received two (2) times per fiscal year. Utility installation fees not to exceed \$150.00 may be paid one (1) time per fiscal year, in conjunction with the expenses listed above.

Repairs to hearing aides and eye glasses or replacements for hearing aides and eye glasses may be provided after all other resources have been exhausted. Repairs or replacements to wheelchairs or other devices to assist an APS client in becoming more ambulatory may be provided after all other resources have been exhausted. This service will be available one (1) time per lifetime, and will be determined on a case by case basis when/if money is available.

Necessary and essential used and/or new appliance (stove, refrigerator, clothes washer, or dryer) may be purchased to maintain a family home. This expense will not exceed \$300.00 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 this quality and service of the appliance for a period of no less than thirty (30) days. This service may be used one time per five-year period for each type of appliance, with the total cost not to exceed \$900.00.

Parts and/or labor for repairs for necessary and essential used appliance (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.

Home repairs and improvements to be limited to \$600.00 per fiscal year. These purchases will be evaluated and will be made on an individual as needed basis. These services must be needed in order to prevent institutionalization and to maintain an individual in his/her own home.

PURCHASED SERVICES FOR HOME BASED SERVICES WILL FOLLOW THE SAME GUIDELINES AS THE ADULT PROTECTIVE SERVICES WITH THE FOLLOWING EXCEPTIONS:

The purchased services may be for Adult Service Clients.

May include companion services to clients who have been determined to be eligible for companion services on the written companion services evaluation assessment form. This includes meeting needs criteria and financial criteria.

Chore services shall be provided to eligible individuals on an individual as needed basis. Chore services may be provided up to a maximum of 17 hours weekly not to exceed 74 hour monthly.

Payment for Mental Health Programs including workshop activities, meals, outings and attendance.

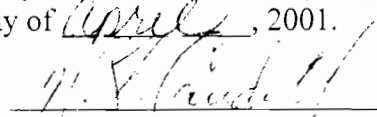
**RESOLUTION**

**BE IT RESOLVED**, by the Buchanan County Department of Social Services that competitive sealed bidding and competitive negotiation for insurance is not practicable nor fiscally advantageous pursuant to Section 11-41 of the 1950 Code of Virginia, as amended, for the following reasons:

- 1) Information submitted by insurance companies may contain different specifications, omit needed coverages, or contain slanted specifications are difficult for the Buchanan County Department of Social Services to evaluate;
- 2) The complexity and restrictions of managed care products can affect price and benefits;
- 3) The Buchanan County Department of Social Services lacks the expertise to prepare and evaluate technical and complicated insurance provisions; and,
- 4) The Buchanan County Department of Social Services believe that competitive negotiation through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services in subdivision 3(b) of the Definition of "Competitive Negotiation" in Section 11-37 of the 1950 Code of Virginia, as amended, is the best and most cost effective method for Buchanan County Department of Social Services to obtain health insurance for its employees; and,

**NOW THEREFORE, BE IT RESOLVED** that Buchanan County Department of Social Services procure health insurance through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services in subdivision 3(b) of the Definition of "Competitive Negotiation" in Section 11-37 of the 1950 Code of Virginia, as amended, and that the County Administrator for Buchanan County is directed to advertise for such procurement and that the Insurance Committee is authorized to evaluate those proposals received by the County in response to such advertisement and to recommend to this board which of those proposals it deems to be the best. selection of the best proposals shall be made by the Buchanan County Department of Social Services and Buchanan County shall reserve the right to reject any or all of such proposals.

This Resolution was adopted by the Buchanan County Department of Social Services on this the 20<sup>th</sup> day of April, 2001.

  
\_\_\_\_\_  
W. J. Caudill, Administrative Board

ATTEST:  Jerry Snyder, Director

# **Buchanan County Department of Social Services**

## **Child Protective Services**

### **Policy Regarding Suspected Substance Abuse**

Effective January 1, 1998, the Virginia Department of Social Services Child Protective Services Program implemented new policy and new regulations, which had been approved by the State Board of Social Services: Volume VII, Section III, Chapter A, Section IV, 3.0 states the following:

#### **3.0 Substance Abuse by Alleged Abuser or Neglector**

22 VAC 40-705-90(C). When a child protective services worker has reason to believe that the alleged abuser and/or neglector is abusing substances and such behavior may be related to the matter being investigated, the worker may request that person to consent to substance abuse screening, or may petition the court to order such screening.

#### **3.1 Local Departments Must Develop Substance Abuse Guidelines**

22 VAC40-705-90(C)(1). Local departments must develop guidelines for such screening.

In accordance with the regulatory intent, the Buchanan County Department of Social Services adheres to the following guidelines in response to substance abuse screenings:

In Child Protective Services referrals, when the abuse of substances by a caretaker is suspected as a reason for abuse or neglect of a child, the local department will request that the alleged abuser/neglector:

- Submit to a substance abuse screening administered by the Child Protective Services worker;
- Sign a Statement of Confirmation that the positive results of the screening are accurate, or the sample will be sent to a qualified laboratory for confirmation;
- Seek counseling for any confirmed substance abuse;
- Be responsible for payment for any screening or counseling. In the event that the abuser/neglector is unable to make payment, other payment sources will be explored and utilized. As a last source, the Buchanan County of Social Services will make payment for the screening via Social Services Block Grant funds
- In the event that the abuser/neglector/caretaker does not consent to the request for substance abuse screening, and the Child Protective Services worker perceives that the screening, and subsequent counseling, are necessary for the safety and protection of the child, the worker will petition the Juvenile and Domestic Relations Court for assistance.



1058

CAME INTO AGENCY / CUSTODY:

4786095    4783100    4805593

LEFT AGENCY CUSTODY:

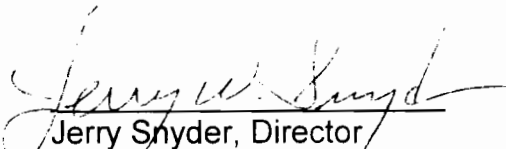
4509033    4520286    4748150    4748152    4748158

At this time, the Administrative Board approved the change in Supervision of the View Program to be under the Supervision of the Eligibility division in the Agency.

The Administrative Board also approved for the Director to take an Agency vehicle home after hours.

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

6-26-01  
Date

  
\_\_\_\_\_  
Jerry Snyder, Director

6-26-01  
Date

1059

ON JUNE 26, 2001 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 367

Pages 40

Disbursements of Special Welfare Funds: \$ 26,273.76

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

Receipt No's: 422797 - 422836 \$ 30,652.94

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 2001	\$ 85,666.27
JUNE 29, 2001	\$ <u>82,883.89</u>
TOTAL	\$ <u>168,550.16</u>

Administrative Payments

Warrant No's: 101526 - 101580	\$ 62,832.43
101581 - 101583	\$ 1,051.94
101685	\$ 1,216.14
101710 - 101756	\$ <u>13,642.71</u>
TOTAL	\$ 78,743.22


1060

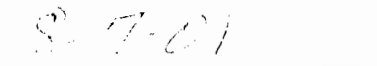
AGENCY RATINGS COMPLETED:

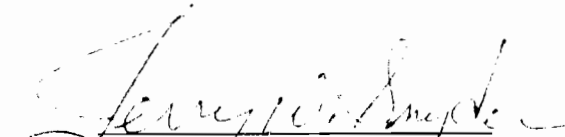
Position #102, FREEMAN, CONNIE, FOSTER CARE WORKER  
Position #202, ANDERSON, ANITA, FOSTER CARE WORKER  
Position #303, JONES, WILLIAM, SENIOR EMPLOYMENT SERVICE WORKER  
Position #308, JOHNSON, ANGELA, ACCOUNT CLERK II  
Position #312, LOONEY, PRISCILLA, ACCOUNT CLERK II

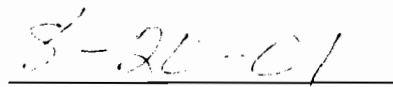
CAME INTO AGENCY CUSTODY:

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4786100  
4822471  
4805598

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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jerry Snyder, Director

  
\_\_\_\_\_  
Date

1061

ON JULY 31, 2001 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 126 Pages 15

Disbursements of Special Welfare Funds: \$ 6,596.45

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

Receipt No's: 422839 - 422899 \$ 38,703.40

Payment for Payroll and Administrative Payments as follows:

Payroll

JULY 13, 2001	\$ 86,389.54
JULY 31, 2001	\$ <u>87,723.31</u>
TOTAL	\$174,112.85

Administrative Payments

Warrant No's: 101930 - 101970	\$ 55,982.82
101971 - 101972	\$ 87.68
102079	\$ 7,863.24
102186 - 102196	\$ 6,755.69
102197	\$ 1,924.14
102292 - 102353	\$ <u>62,363.53</u>
TOTAL	\$134,977.10

1062

CAME INTO AGENCY CUSTODY:

4691041	4774531
4493125	4674929
4493126	4674930
4848743	4608065

LEFT AGENCY CUSTODY:

846037	5200496
4546694	4546695
4660694	

Sherina Justus gave W.J. Caudill the July bills to be approved. Discussion was held regarding several of the bills presented.

After discussion, W. J. Caudill adjourned the meeting to discuss further with County Attorney, Mickey McGlothlin. The meeting was adjourned at 4:15 P.M.

W.J. Caudill called the meeting back to order at 5:15 P.M. Upon reviewing the bills presented, W.J. Caudill approved all the bills presented excluding warrant #102079 in the amount of \$7,863.24 to be paid to the Virginia Retirement System on behalf of Jerry Snyder, DSS Director.

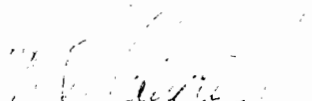
Mr. Caudill also informed Sherina Justus, DSS Assistant Director that no administrative bills are to be issued without prior approval by W.J. Caudill for the next two days which will be August 01, 2001 through August 03, 2001.


At this time Sherina Justus, DSS Assistant Director requested permission and authorization to return agency owned computer equipment that the administrative board had approved to be placed at her home 01/01. The DSS Director, Jerry Snyder had instructed her to place the equipment at her home in order to connect to the agency's network when needed during other than normal business hours. The administrative board approved for Ms. Justus to return the agency computer equipment.

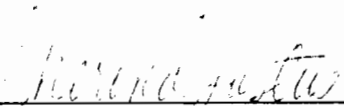
Discussion was also held regarding changing the advertised meeting dates to be held earlier in the month, and at the DSS building. Sherina Justus informed Mr. Caudill that this needed to be done in order to approve agency bills before being mailed out. Mr. Caudill suggested the 3<sup>rd</sup> Monday of each month. Ms. Justus agreed.

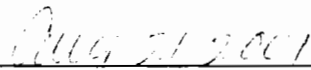
Sherina Justus, DSS Assistant Director requested the administrative board's recommendation for proper policy and procedure in the agency purchasing funeral flowers for former foster parents as well as retirement gifts, etc. from the agency. Mr. Caudill recommended collecting donations from agency staff for such items.

The meeting was adjourned at 5:45 P.M.

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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sherina Justus, Assist. Dir.

  
\_\_\_\_\_  
Date

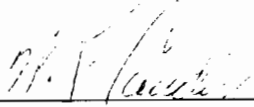
BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES  
ADMINISTRATIVE EMERGENCY BOARD MEETING  
AUGUST 02, 2001

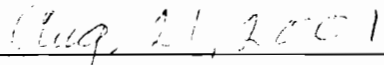
ATTENDING: W.J. Caudill, DSS Administrative Board  
Sherina Justus, DSS Assistant Director  
Tammy Fields, DSS Office Manager  
Janie Fleming, DSS Advisory Board Chairman  
Laura Lee Jackson, Virginia Mountaineer  
Robert Kelly  
Harold McClanahan  
Cecil Stiltner  
Brenda Jackson  
Jeanette Conrad  
Lisa Smith, Reporter

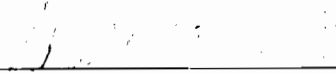
W.J. Caudill called the administrative emergency meeting to order at 11:15 A.M. W.J. Caudill reported that one item is on the agenda and that is to discuss personnel. W.J. Caudal reported that the Board accepts the resignation of Jerry Snyder, Director of Buchanan County Department of Social Services effective immediately, and appoint an Interim Director, Sherina Justus, Assistant Director of the Buchanan County Department of Social Services until such time a Director can be hired.

A copy of the resignation letter was given to the Department of Social Services Office Manager, Tammy Fields to be filed in Jerry Snyder's personnel file.

W.J. adjourned the meeting at 11:20 A.M.

  
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County Administrator

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sherina Justus, Assist. Dir.

  
\_\_\_\_\_  
Date



1066

RATINGS COMPLETED BY AGENCY:

Position #103, VENCILL, ELIZABETH, Child Protective Service Worker  
Position #106, WHITED, PATTY, Child Protective Service Worker  
Position #110, JOHNSON, BRAD, Child Protective Service Worker  
Position #204, SLONE, REBECCA, Foster Care Worker  
Position #308, JOHNSON, ANGELA, Account Clerk II  
Position #309, YATES, ELIZABETH, Account Clerk II  
Position #312, LOONEY, PRISCILLA, Account Clerk II  
Position #503, HURLEY, CONNIE, Eligibility Worker  
Position #505, SISK, SHEILA, Eligibility Worker  
Position #508, WILLIS, KAREN, Eligibility Worker  
Position #509, BOSTIC, DEBORAH, Eligibility Worker  
Position #512, OWENS, MARLENE, Account Clerk II  
Position #515, HARBIN, MICHELLE, Adult Protective Service Worker  
Position #517, WAGNER, LISA, Child Protective Service Worker  
Position #520, WHITT, GERALDINE, Eligibility Worker  
Position #600, REYNOLDS, JOAN, Social Worker Aide II  
Position #602, McCLANAHAN, DENNIS, Janitorial Worker

CAME INTO AGENCY CUSTODY:

4802450                                      4485877                                      4485897

LEFT AGENCY CUSTODY:

1267105                                      4750110

DISCUSSION OF 08/08/01 BOARD MEETING:

ATTENDING:                      Hassell Bailey  
   Rebecca Shortridge  
   Gladys McClanahan  
   Janie Fleming  
   Annette Blankenship  
   Patricia Rowe  
   Sandra Cole

Sherina Justus, DSS Acting Dir.  
Tammy Fields, DSS Office Manager  
W.J. Caudill, County Administrator  
Bob Coleman  
Lisa Smith, Reporter

The meeting was called to order by DSS Acting Director, Sherina Justus at 6:52 P.M.

At this time, Ms. Justus opened the floor for nominations for Chairman. Sandra Cole nominated Janie Fleming, seconded by Hassell Bailey. Upon receiving no further nominations Rebecca Shortridge made the motion to close the nominations, seconded by Janie Fleming and by unanimous voice vote this Board did hereby approve to close the nominations for Chairman. Upon unanimous roll call vote this Board did hereby approve to appoint Janie Fleming as Chairman

At this time, Ms. Justus opened the floor for nominations for Vice Chairman. Janie Fleming nominated Hassell Bailey, seconded by Sandra Cole. Upon receiving no further nominations, Rebecca Shortridge made the motion to close the nominations, seconded by Janie Fleming and by unanimous voice vote this Board did hereby approve to close the nominations for Vice Chairman. Upon unanimous roll call vote this Board did hereby approve to appoint Hassell Bailey as Vice Chairman.

Ms. Justus asked Janie Fleming if she would like for her to continue to conduct the meeting and Ms. Fleming replied yes.

Ms. Justus informed the Board that they needed to set a regular meeting time and date. Rebecca Shortridge made a motion that the Board meet on the third Thursday of the month at 6:30 P.M. excluding the September, 2001 meeting and Hassell Bailey seconded this motion. Motion passed.

Ms. Justus informed the board that she had contacted Tony Fritz, Western Regional Director regarding a training session for the Board members. She added that Mr. Fritz would be able to do training in early September, 2001. After discussion, the Board instructed Ms. Justus to contact Mr. Fritz with two possible dates being September 18, 2001 at 5:30 P.M. or September 20, 2001 at 5:30 P.M. Ms. Justus informed the Board that she would contact Mr. Fritz and she would contact the Board with the confirmation date.

Sandra Cole made a motion to adopt the Roberts Rules of Order and Rebecca Shortridge seconded this motion. Motion passed.

Sherina Justus informed the Board that they needed to appoint a Personnel Committee, Insurance Committee, and Finance/Budget Committee.

After discussion, Sandra Cole made a motion to nominate Hassell Bailey, Janie Fleming and Rebecca Shortridge, to the Personnel Committee and Patricia Rowe seconded this motion and by unanimous roll call vote of the Board the motion passed.

After discussion, Janie Fleming made a motion to nominate Sandra Cole, Annette Blankenship, and Patricia Rowe to the Insurance Committee and Gladys McClanahan seconded this motion and by unanimous roll call vote of the Board the motion passed.

After discussion, Sandra Cole made a motion to nominate Patricia Rowe, Gladys McClanahan, and Rebecca Shortridge to the Finance/Budget Committee and Janie Fleming seconded this motion and by unanimous roll call vote of the Board the motion passed.

After a general discussion by the Board, upon motion of Rebecca Shortridge seconded by Janie Fleming and by unanimous voice vote this Board did hereby approve to schedule a continued meeting for the 28<sup>th</sup> day of August, 2001 beginning at 6:30 P.M. for the purpose of reviewing agency bills. The Board also instructed Ms. Justus to request the Agency Legal Counsel, Sandra McGlothlin to attend the continued meeting in order to discuss legal representation for the Administrative Board.

At this time, Sandra Cole made a motion that the Board move into closed session to discuss personnel and personnel matters under 2.1-344, paragraph 1 of the Virginia Code and Janie Fleming seconded this motion. Motion passed.

At this time, Hassell Bailey made the motion to come out of the closed session seconded by Patricia Rowe and by unanimous voice vote of this Board, this Board did hereby approve to come out of closed session.

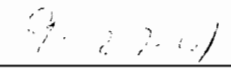
At this time, Gladys McClanahan made the motion certifying nothing was discussed in closed session other than the personnel matters they entered into closed session to discuss. Ms. McClanahan's motion was seconded by Janie Fleming and by unanimous roll call vote motion passed.

Certification of Closed Session

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on August 08, 2001 pursuant to affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information; and WHEREAS, 2.1-344 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed or considered by the Buchanan County Department of Social Services Administrative Board.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date

At this time, Ms. Justus asked if there was anything to report from closed session.

Rebecca Shortridge made a motion that pursuant to personnel policy of the Department of Social Services Administrative Manual that a 10% increase in salary be implemented to the Department of Social Services Assistant Director, Sherina Justus until such time a Director can be hired and Gladys McClanahan seconded this motion and by unanimous roll call vote of the Board the motion passed.

Sandra Cole made a motion to hire Harold McClanahan as Senior Eligibility Supervisor effective immediately and Janie Fleming seconded this motion and by unanimous roll call vote of the Board the motion passed.

Sherina Justus asked the Board for permission to consider advertising for the Director position. Ms. Justus handed out job descriptions and salary ranges for Director. After reviewing the job descriptions, Sandra Cole made a motion to implement the proper paperwork to advertise for the Director position using document marked B, and Rebecca Shortridge seconded this motion and by unanimous roll call vote of the Board the motion passed.

Sherina Justus asked the Board for permission to consider advertising for the now vacant Eligibility Supervisor. Sandra Cole made a motion to implement the proper paperwork to advertise for this position and Hassell Bailey seconded this motion. Motion passed.

After general discussion by the Board, Sandra Cole made a motion to advertise the Eligibility Supervisor's position and all future positions in the Bluefield, Bristol, and Virginia Mountaineer and Rebecca Shortridge seconded this motion and by unanimous roll call vote of the Board the motion passed.

Sherina Justus handed out confidentiality forms and W4 forms for the Board to sign and return to Office Manager, Tammy Fields.

Sherina Justus asked the Board if they would like for the agency to continue to provide refreshments at the Board meetings. After discussion, Hassell Bailey made a motion that refreshments be provided at the Board meetings and Annette Blankenship seconded this motion and by unanimous roll call vote of the Board the motion passed.

Upon no further discussion of the Board, at this time this meeting will be continued to the 28<sup>th</sup> of August, 2001 at 6:30 P.M in the Buchanan County Department of Social Services conference room.

DISCUSSION HELD ON AUGUST 28, 2001:

ATTENDING:           Janie Fleming, Chairman  
                          Hassell Bailey, Vice Chairman  
                          Sherina Justus, DSS Acting Director  
                          Gladys McClanahan  
                          Patricia Rowe  
                          Rebecca Shortridge  
                          Sandra Cole  
                          Brenda Jackson  
                          Angelia Baldwin  
                          Robert Kelly  
                          Bob Coleman  
                          Harold McClanahan  
                          Connie Hurley  
                          Elizabeth Yates  
                          Lisa Smith, Reporter

Administrative Board Chairman, Janie Fleming called the meeting to order at 6:40 P.M.

Ms. Fleming asked if Sandy McGlothlin would be attending and Sherina Justus reported that Sandy had a prior commitment and assured her that she would be available for the September meeting.

At this time, Ms. Fleming asked about discussion concerning the agency bills. DSS Acting Director, Sherina Justus reported that Office Manager, Tammy Fields had an emergency and couldn't be present, but Elizabeth Yates was attending to discuss the bills and answer any questions the Board may have concerning them. Janie Fleming asked Elizabeth Yates to explain the bills that were handed out regarding the Director's Actions. These bills consisted of Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Services, Special Welfare, Payroll, one Administrative payment. After reviewing Director's Actions and upon motion made by Rebecca Shortridge and seconded by Hassell Bailey and by unanimous vote of the Board, the Board did hereby approve the Director's Actions as presented.

At this time, Ms. Yates handed out a pre checklist of Administrative Expenditures for the month of August, 2001 that have not been paid. (See Attachment) Ms. Yates informed the Board that she would answer any questions that the Board may have regarding the bills and also reported that she has the actual bills in hand if the Board would like to view them. After reviewing the Administrative Expenditures and answering any questions the Board had regarding them, Hassle Bailey made a motion to approve the Administrative Expenditures as presented, and Sandra Cole seconded this motion and by unanimous vote of the Board, the Board did hereby approve the Administrative Expenditures for the August, 2001.

Sherina Justus asked the employees present to introduce themselves to the Board and their position at the agency.

At this time, Hassell Bailey made a motion that the Board move into closed session to discuss personnel and personnel matters under 2.1-344, paragraph 1 of the Virginia code and Sandra Cole seconded this motion. Motion passed. The Board moved into closed session at 7:45 P.M.

Rebecca Shortridge made a motion to come out of closed session seconded by Sandra Cole and by unanimous vote of this Board, this Board did hereby approve to come out of closed session. The Board moved out of closed session at 9:00 P.M.


At this time, Sandra Cole made the motion certifying that nothing was discussed in closed session other than the personnel matters they entered into closed session to discuss. Ms. Cole's motion was seconded by Hassell Bailey and by unanimous vote of the Board the motion passed.

Certification of Closed Session

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on August 28, 2001 pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information; and WHEREAS, 2.1-344 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed, or considered by the Buchanan County Department of Social Services Administrative Board.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date

Janie Fleming asked the Board if there was anything to report from closed session.

At this time, Sandra Cole made the motion that the Board approve payment of the First Union Credit card bill of July 30, 2001 for the sum of \$976.46 and the bill dated August 30, 2001 for the sum of \$2,113.45 excluding any non invoice items that have been submitted and Rebecca Shortridge seconded this motion and by unanimous vote of this Board the motion passed.

At this time, Sandra Cole made the motion that Acting Director, Sherina Justus review all bills before they are paid and anything questionable must be brought before the Board and Hassell Bailey seconded this motion and by unanimous vote of this Board the motion passed.

At this time, Sandra Cole made the motion that the Board allow Robert Kelly and Harold McClanahan to proceed with their plan for the Fuel Assistance Program as presented to the Board this evening and Rebecca Shortridge seconded this motion and by unanimous vote of this Board the motion was passed.

Rebecca Shortridge made a motion that the Board draft a resolution regarding compensatory time of employees requested to attend the administrative meetings and Hassell Bailey seconded this motion and by unanimous vote of this Board the motion passed.

Janie Fleming asked the Board about possible dates to conduct interview for the 2 vacant positions. After discussion, the Board agreed that the interviews be scheduled for September 18, 2001 to begin at 6:00 P.M. and to be scheduled 15 minutes apart. Harold McClanahan informed the Board that he would like to sit in on the panel for both positions, and Angelia Baldwin, View Coordinator, sit in on the Self Sufficiency position and Jeanette Conrad, Eligibility Supervisor sit in on the Eligibility Worker position. Mr. McClanahan reported that he would draft the questions for both positions. The Board also instructed Sherina Justus to sit on the interview panel for both positions.

At this time Acting Director, Sherina Justus reported that she has asked Brenda Jackson to attend the meeting regarding her request to purchase a cabinet with a lock to be kept in her office due to her current cabinet being full. After discussion, Rebecca Shortridge made a motion to purchase a metal cabinet from an office supply company and Janie Fleming seconded this motion and by unanimous vote of this Board the motion passed.

At this time, discussion was held regarding the purchase of an Alco Sensor III device to be used to determine if clients are under the influence of alcohol. After discussion, Sandra Cole made a motion to table the purchase of an Alco Sensor III device until further information and a legal opinion is obtained and Hassell Bailey seconded this motion and by unanimous vote of this Board the motion passed.

At this time Acting Director, Sherina Justus wanted to make the Board aware of the advertisement costs for positions to be run in the Bristol, Bluefield, and Virginia Mountaineer papers. Ms. Justus reported to the Board that the costs to run the vacant Eligibility Supervisor position was \$319.20 for two weeks in the Bristol; \$175.60 for two weeks in the Bluefield and \$65.46 for two weeks in the Virginia Mountaineer. After discussion, Sandra Cole made a motion for future

advertisements are run only in the Virginia Mountaineer and Bluefield papers only and Rebecca Shortridge seconded this motion and by unanimous vote of this Board the motion passed.

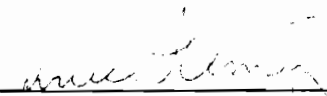
Janie Fleming informed the Board that they needed to set a meeting date for September. Sandra Cole made a motion that the next meeting date is September 27, 2001 at 5:30 P.M. and Rebecca Shortridge seconded this motion and by unanimous vote of this Board the motion passed.


Sherina Justus handed out Administrative Manuals to the Board and asked them to remember to bring them back for the training session at the next meeting.


Angelia Baldwin, View Coordinator was present to request an extra VISA card to be kept at the View building for workers to attend training and out of town meetings. Sandra Cole made a motion that the agency do the appropriate paperwork to request an extra VISA card to be kept at the VIEW building and Hassell Bailey seconded this motion and by unanimous vote of this Board the motion passed.

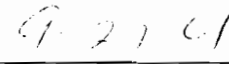
Angelia Baldwin, View Coordinator was also present to request the purchase of a lockable metal cabinet to keep supplies in at the VIEW building and 2 new filing cabinets. Sherina Justus asked Ms. Baldwin to check and see if the Slate Creek office has any used filing cabinets in storage before ordering new ones. Sandra Cole made a motion to purchase 1 metal cabinet and 2 filing cabinets providing none is in storage at the Slate Creek office and Hassell Bailey seconded this motion and by unanimous vote of this Board the motion passed.

Janie Fleming asked if there was any other business and Sandra Cole made a motion to adjourn and Rebecca Shortridge seconded this motion and by unanimous vote of this Board the motion passed. The Board adjourned at 9:45 P.M.

  
\_\_\_\_\_  
Janie Fleming, DSS Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sherina Justus, Assist. Dir.

  
\_\_\_\_\_  
Date



1076

RATINGS COMPLETED BY AGENCY:

Position #305, SMITH, LISA, Account Clerk II  
Position #504, VIERS, KATHY, Eligibility Senior Worker  
Position #506, JACKSON, BRENDA, Child Protective Services Supervisor  
Position #518, DEEL, DONNA, Eligibility Senior Worker

CAME INTO AGENCY CUSTODY:

4500831	4608067	4766757	4797144
4861557	4861561	4865188	4865190

DISCUSSION HELD:

Attending: Janie Fleming, Chairman  
Hassell Bailey, Vice Chairman  
Patricia Viers  
Rebecca Shortridge  
Patricia Rowe  
Gladys McClanahan  
Sandra Cole  
Sharon Craft, Medicaid Consultant  
Margaret Harris, Day Care Consultant  
Tony Fritz, Western Regional Director  
Sandra McGlothlin  
Kathy Deel

The meeting was called to order by Chairman, Janie Fleming at 5:45 PM.

Western Regional Director, Tony Fritz was present to provide training to the Administrative Board members. Mr. Fritz went over the Department of Social Services Administrative Board handbook and answered any questions the Board had at that time.

Rebecca Shortridge made a motion that the Board move into closed session to discuss legal issues concerning personnel pursuant to Section 2.1-344A1 and 2.1-344A7 and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

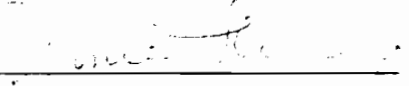
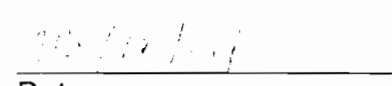
Rebecca Shortridge made a motion that the Board come out of closed session seconded by Hassell Bailey and by unanimous voice vote of this Board, this Board did hereby approve to come out of closed session.

Gladys McClanahan made the motion certifying nothing was discussed in closed session other than the legal issues concerning personnel matters they entered into closed session to discuss. Ms. McClanahan's motion was seconded by Patricia Rowe and by unanimous voice vote of the Board the motion passed.

**Certification of Closed Session**

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on September 27, 2001 pursuant to affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information; and WHEREAS, 2.1-344A1 and 2.1-344A7 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed or considered by the Buchanan County Department of Social Services Administrative Board.

 _____	 _____
Chairperson	Date

At this time Janie Fleming asked if there was anything to report from closed session.

Sandra Cole made the motion that the Buchanan County Department of Social Services Administrative Board hire Sandra McGlothlin at a rate of \$90.00 per hour and that Acting Director, Sherina Justus be designated to contact Mrs. McGlothlin when she is needed to attend a meeting and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made the motion that a letter be written to Mr. Jerry Snyder to ask him to please send a letter allowing the Department of Social Services to subtract the money owed to the agency from the amount that the Department of Social Services owe him and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made the motion that the Buchanan County Department of Social Services Administrative Board hire Debby Blankenship for Self Sufficiency position #607-01 and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made the motion that the Buchanan County Department of Social Services Administrative Board hire Jerome Vandyke for Eligibility position #521-01 and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

After discussion the Board agreed that the interviews for the Eligibility Supervisor and Director positions be held on October 10, 2001 beginning at 6:30 PM.

Sandra Cole made a motion to accept the resignation of Senior Eligibility Worker, Brenda Owens and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a motion to allow Office Manager, Tammy Fields issue a check compensating Brenda Owens for her leave time accrued and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to allow Acting Director, Sherina Justus to advertise for the vacant Senior Eligibility Worker position and Gladys McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

Gladys McClanahan made a motion to allow Angelia Baldwin, View Coordinator to purchase fall decorations in the amount of \$50.00 for the View Building and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed with the exception of Rebecca Shortridge who voted no.

Rebecca Shortridge made a motion to allow Angelia Baldwin, View Coordinator to seek a lower phone service for the View Building and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that Angelia Baldwin, View Coordinator get three bids for exterminating services for the View Building and she may hire the lowest bid and Sandra Cole seconded the motion and by unanimous voice vote of the Board the motion passed.

Office Manager, Tammy Fields held discussion regarding the foster care and adult program money to purchase Christmas gifts for the agencies foster care children and adults. Ms. Fields reported that the money allocated for the foster care children and adult was \$10,000.00. Ms. Fields reported that she was asking for the same allocation this year. Rebecca Shortridge made a motion to allocate \$10,000.00 to purchase Christmas gifts for the foster care children and adults and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Office Manager, Tammy Field requested from the Board that the carpets be cleaned throughout the building. Ms. Fields reported that she has received a quote from Joe Snead for \$1500.00 and the carpets are professionally cleaned once a year. Hassell Bailey made a motion that the agency allow Joe Snead to clean the carpets and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Office Manager, Tammy Fields reported that the Energy Assistance Program has requested two additional phone lines to be installed and the cost would be \$29.00 each, the phone will be \$161.86 each for a total of \$381.62. Ms. Fields reported that the extra phone lines are desperately needed due to the agency having 4 fuel workers. Sandra Cole made a motion to allow Tammy Fields to have 2 lines installed and purchase two new phones and Rebecca Shortridge seconded the motion and by unanimous voice vote of the Board the motion passed.

Office Manager, Tammy Fields requested from the Board that the agency purchase a commercial vacuum cleaner. Ms. Fields reported that she had received a quote from B & L Maytag for \$339.00 and Dominion Office Products for \$349.50. Sandra Cole made a motion that the agency purchase the vacuum cleaner from B & L Maytag and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed with the exception of Rebecca Shortridge voting no.

Office Manager, Tammy Fields reported to the Board that she is requesting the agency purchase a carpet shampoo cleaner. After discussion the Board agreed to table the matter.

Tammy Fields, Office Manager reported to the Board that an Eligibility worker is requesting a more suitable chair for her back. Ms. Fields reported that she had obtained a doctor's request. Rebecca Shortridge made a motion to purchase a new chair in the amount of \$285.00 and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge asked if someone could call the Board members to remind them the day of the meeting and Acting Director, Sherina Justus that we would start calling the Board members. Rebecca Shortridge requested the Board agenda and minutes be faxed to them the day before. Ms. Justus reported that she would take care of it.

Sandra Cole made a motion to approve the August 2001 minutes as presented and Rebecca Shortridge seconded the motion and by unanimous voice vote of the Board the motion passed.

Gladys McClanahan made a motion the agency purchase the Virginia Code book for the local agencies and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked if there was any old business.

Rebecca Shortridge made a motion that an Alco Sensor not be purchased by the agency and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

Acting Director, Sherina Justus reported to the Board that when she received names back from the state for vacant positions Ms. Justus asked the Board if they want her to immediately open the names before the Board schedules interviews because people will start coming and asking if their names came back. Janie Fleming informed Ms. Justus that she could open the names and inform anyone if their name is back.

Janie Fleming asked if there was any new business.

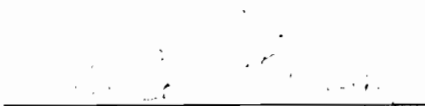
Rebecca Shortridge made a motion that the October 18, 2001 meeting be held at the View Building and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

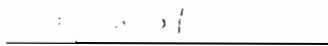
Acting Director, Sherina Justus reported to the Board that they needed to appoint someone to the Occupational Enterprise and they meet on the third Tuesday at 10:00 AM in Lebanon. Ms. Justus reported that the Director of the Department of Social Services will be attending the meetings. Gladys McClanahan made a motion to nominate Ron Cole to the Occupational Enterprise and Rebecca Shortridge seconded the nomination and the motion passed. Sandra Cole abstained from voting.

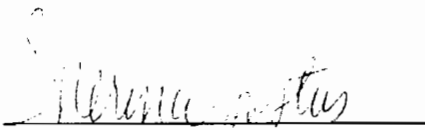
Sandra Cole made a motion to approve the bills as presented and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

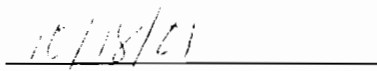
Gladys McCiananan made a motion to give authority to Board members present on October 10, 2001 to look at the agency bills and pay them and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to adjourn and Hassell Bailey seconded the motion. Motion passed.

  
\_\_\_\_\_  
Janie Fleming, DSS Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sherina Justus, Assist. Dir.

  
\_\_\_\_\_  
Date



1083

CAME INTO AGENCY CUSTODY:

4892338

4892339

4899496

DISCUSSION HELD:

Attending: Janie Fleming, Chairman  
Hassell Bailey, Vice Chairman  
Rebecca Shortridge  
Patricia Viers  
Sandra Cole  
Patricia Rowe  
Gladys McClanahan  
Sherina Justus, DSS Acting Director  
Lisa Smith, Reporter  
Bob Coleman  
Kathy Deel  
Harriet McClanahan  
Kim Burks  
Angelia Baldwin  
Connie Hurley

Janie Fleming called the meeting to order at 6:40 P.M.

Angelia Baldwin, View Coordinator welcomed the Board to the View building and explained the View Program.

Rebecca Shortridge made a motion to move #3 item to the agenda at the end of the meeting and Hassell Bailey seconded the motion and by unanimous voice vote of the board the motion passed.

Sherina Justus, Acting Director reported that Sandra McGlothlin would like to have a training session with the board regarding items that she wanted to touch base at the November 2001 meeting. Rebecca Shortridge made a motion

to invite Sandra McGlothlin to the November meeting to provide training to the Board members and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to appoint Patricia Rowe to come by the agency and view the October 2001 bills for approval and payment and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Sherina Justus, Acting Director asked the Board if Donita Estep could have permission to contact the personnel committee once the agency has received the certified names for the vacant Senior Eligibility position to schedule an interview date and time. After discussion, Janie Fleming informed Ms. Justus that Ms. Estep could contact the personnel committee to schedule an interview date and time.

Sandra Cole made a motion to approve the minutes of September 27, 2001 meeting and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked if there was any old business.

Janie Fleming asked if there was any new business.

Discussion was held regarding the travel policy dated April 01, 2001. Ms. Fleming asked if the rate of the reimbursement is set by the state and Angelia Baldwin reported yes. Ms. Justus reported that the only change in the policy would be the per diem allowed to the Director. Rebecca Shortridge made a motion to revise the travel policy to make it uniform for all employees be allowed the state rate for travel including fuel, food and lodging and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that the Board move into closed session to discuss personnel matters pursuant to Section 2.1-344A1 and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

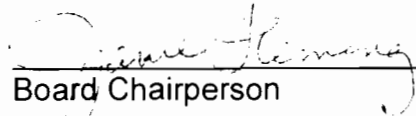
Rebecca Shortridge made a motion that the Board come out of closed session seconded by Gladys McClanahan and by unanimous voice vote of the Board, this Board did hereby approve to come out of closed session.

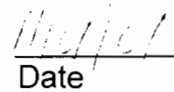
Rebecca Shortridge made a motion certifying nothing was discussed in closed session other than the personnel matters they entered into closed session to discuss. Ms. Shortridge's motion was seconded by Hassell Bailey and by unanimous voice vote of the Board the motion passed.

**Certification of Closed Session**

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on October 18, 2001 pursuant to affirmative recorded vote in accordance with the provisions of the Freedom of Information; and WHEREAS, 2.1-344A1 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed or considered by the Buchanan County Department of Social Services Administrative Board.

  
Board Chairperson

  
Date

At this time Janie Fleming asked if there was anything to report from closed session.

Sandra Cole made the motion that the Board offer the position of Director of the Department of Social Services of Buchanan County to Harold McClanahan and Patricia Viers seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made the motion that the Board readvertise for the position of Eligibility Supervisor #00510-10 and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

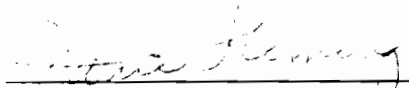
Janie Fleming called Harold McClanahan by speakerphone and offered him the position and Mr. McClanahan accepted the position. Mr. McClanahan will start his new position on Monday, October 22, 2001.

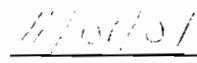
Sandra Cole made a motion that the next meeting be scheduled for Thursday, November 01, 2001 at 6:30 P.M at the View building and Hassell Bailey seconded this motion and by unanimous vote of the Board the motion passed.

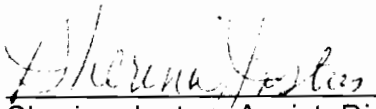
Rebecca Shortridge reported that under old business there was a Sam's bill in question of paying and Ms. Justus reported that she was going to wait until the Director was hired to let him make the decision, but there was numerous people on the Sam's account. Ms. Justus reported that there was a \$100.00 fee in order to have a special type of card that is not needed. Ms. Justus reported that the agency was looking into removing that fee from the account.

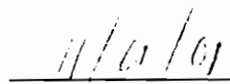
Ms. Justus reported that Elizabeth Yates asked that she get approval to purchase appointment books and calendars for employees in the agency to do their scheduling of their appointments and the costs will be \$883.06. Ms. Fleming asked how many would be purchased. Ms. Justus reported that it would be approximately 120. Ms. Justus reported that it would be for wall calendars and the employees had two appointment books to choose from. Ms. Justus gave Janie Fleming the order form to view. After discussion the Board agreed to table the matter.

Sandra Cole made a motion to adjourn and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

  
\_\_\_\_\_  
Janie Fleming, DSS Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sherina Justus, Assist. Dir.

  
\_\_\_\_\_  
Date

1087

ON DECEMBER 6, 2001 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 247 Pages 20

Disbursements of Special Welfare Funds: \$ 12,830.03

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

Receipt No's: 422987 - 423040 \$ 12,895.56

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2001	\$ 86,426.90
NOVEMBER 30, 2001	\$ <u>87,067.73</u>
TOTAL	\$173,494.63

Administrative Payments

- Warrant No's: 104087-104104	\$ 4,244.29
104105 -104106	\$ 2,960.35
104107-104155	\$ 14,168.60
104156	\$ 500.00
104323-104325	\$ <u>38,464.46</u>
TOTAL	\$ 60,337.70

1088

RATINGS COMPLETED BY AGENCY:

Position #101, McCLANAHAN, HARRIETT, SELF SUFFICIENCY WORKER  
Position #113, HACKWORTH, BONNIE, AIDE II  
Position #506, JACKSON, BRENDA, CHILD PROTECTIVE SERVICES  
SUPERVISOR  
Position #560, EDWARDS, JUANITA, ELIGIBILITY WORKER  
Position #561, LOONEY, HEATHER, ELIGIBILITY WORKER  
Position #605, RIFE, KIMBERLY, FAMILY SERVICES WORKER  
Position #606, BOYD, HEATHER, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

4865189	4865191	4904451	4904452
4886106	4905054	4922490	

DISCUSSION HELD:

Attending: Janie Fleming, Chairman  
Hassell Bailey, Vice Chairman  
Pat Viers  
Gladys McClanahan  
Patricia Rowe  
Rebecca Shortridge  
Sandra Cole  
Harold McClanahan, DSS Director  
Sherina Justus, DSS Assistant Director  
Lisa Smith, Reporter  
Bob Coleman  
Kathy Deel  
Debby Blankenship  
Angelia Baldwin

Janie Fleming called the meeting to order at 6:40 PM.

Harold McClanahan presented Assistant Director, Sherina Justus with a plaque of appreciation for her contribution as Acting Director.

Pat Viers made a motion to approve the amendment to the minutes and Rebecca Shortridge seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to approve the minutes and Pat Viers seconded the motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan presented the bids for the agency Food Stamp issuance. Mr. McClanahan explained to the Board that the agency currently has a contract with Cost Containment to issue food stamps, which expires January 2002. Mr. McClanahan explained that Virginia is no longer going to be issuing food stamp paper coupons it will in a form of an electronic card. This process will start in Buchanan County on June 19, 2002. Mr. McClanahan informed the board that the agency needed a contract with Cost Containment to issue food stamps from January 2002 until June 2002. Rebecca Shortridge made a motion for the agency to renew the contract with Cost Containment and Pat Viers seconded the motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan presented the request from Bob Coleman regarding the network upgrade proposal. Mr. McClanahan reported that Mr. Coleman was present to answer any questions the board had. Mr. McClanahan explained to the board that the agency was required to have a firewall to do business with the state department. The company that installed our current system has ceased operation and is no longer in business and our system is no longer useable. The state department will not allow us to transmit information without a firewall. Sandra Cole made a motion to approve the network upgrade to the agency computer system and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan requested that the agency purchase calendar for the workers. After discussion Hassell Bailey made a motion to approve the purchase of the agency calendars as presented and Sandra Cole seconded the motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan requested that the agency would like to eliminate the Sam's Direct account which would save the agency \$100.00. Mr. McClanahan reported that the agency does not need the Sam's Direct card as the agency already has a Sam's business account. Rebecca Shortridge made a motion to eliminate the agency's Sam's Direct account and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan requested that the board approve the purchase of shelving for the Energy Assistant Program. After discussion Rebecca Shortridge made a

motion to approve the purchase of shelving for the Energy Assistant Program and Sandra Cole seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that the Board move into closed session to discuss personnel matters pursuant to Section 2.1-344A1 and Patricia Viers seconded the motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that the Board come out of closed session seconded by Gladys McClanahan and by unanimous voice vote of the Board, this Board did hereby approve to come out of closed session.

Hassell Bailey made a motion certifying nothing was discussed in closed session other than the personnel matters they entered into closed session to discuss. Mr. Bailey's motion was seconded by Patricia Rowe and by unanimous voice vote of the Board the motion passed.

**Certification of Closed Session**

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on November 01, 2001 pursuant to affirmative recorded vote in accordance with the provisions of the Freedom of Information; and WHEREAS, 2.1-344A1 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed or considered by the Buchanan County Department of Social Services Administrative Board.

Hassell Bailey  
Janie Fleming, DSS Chairman

12-6-01  
Date

Janie Fleming asked if there was anything to report from closed session.

Sandra Cole made a motion that no more drug testing be done by the CPS unit until further notice and Rebecca Shortridge seconded the motion and by unanimous voice vote of the Board the motion passed.

1091

Sandra Cole made a motion that Mr. McClanahan be allowed to offer incentives for his new administrative program and Rebecca Shortridge seconded the motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a motion to allow Mr. McClanahan appoint Kathy Deel as acting supervisor of the Food Stamp unit and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a motion to allow Mr. McClanahan to hire Barbara Belcher at \$5.50 per hour for 20 hours a week to help with custodial responsibilities and Gladys McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a motion to allow Mr. McClanahan to advertise for the position of Receptionist at the View building and Patricia Rowe seconded the motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a motion to allow Mr. McClanahan to advertise for the position of Eligibility Supervisor for the View building and Gladys McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked the Board when they wanted to meet in December. After discussion Sandra Cole made a motion that the Board meet on December 06, 2001 at 6:00 PM at the Slate Creek office and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed. The Board asked Mr. McClanahan to see if this was a good date for Sandra McGlothlin to meet with the Board to provide training.

Rebecca Shortridge made a motion to appoint Pat Viers to review the November bills for payment and Hassell Bailey seconded the motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked if there was any old business.

Janie Fleming asked if there was any new business.

Discussion was held regarding setting an amount to allow Mr. McClanahan as Director to authorize expenditures for anything that he sees fit the agency needs. Sandra Cole made a motion to authorize Mr. McClanahan to spend up to \$1000.00 for agency expenditures and Gladys McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

Patricia Rowe reported that while reviewing the agency administrative expenditures a few things was brought to her attention by Elizabeth Yates regarding the receipts for employees lunch. The agency was having a hard time getting the employees to keep up with their receipts, and she thought that if the employees fill out the travel voucher that might be enough and not have to have the receipts. The Board reported that they thought the employees should have to keep up with their receipts to receive reimbursement.

Patricia Rowe also reported that Elizabeth Yates pointed out that the meal purchased for the Board meeting was a little excessive, which was \$200.00 from Food City and \$140.00 for Elaine's. Mr. McClanahan reported that he would be monitoring the meal selections to keep cost down on the board meetings.

Rebecca Shortridge made a motion to approve the bills as recommended by Patricia Rowe and Gladys McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported that the agency Foster Care Christmas Party would be held at the Teen Center on December 20, 2001 from 1:00 to 4:00 PM.

Mr. McClanahan reported that there is a Local Board Coalition meeting at the Regional Office on December 17, 2001 in the late afternoon or evening. Mr. McClanahan reported that if anyone wanted to attend please let him know.

Rebecca Shortridge made a motion to adjourn and Sandra Cole seconded the motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming  
Janie Fleming, DSS Chairman

12-6-01  
Date

Harold McClanahan  
Harold McClanahan, Director

12-6-01  
Date