

1093

ON JANUARY 17, 2002 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 134 Pages 10

Disbursements of Special Welfare Funds: \$ 20,862.96

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

Receipt No's: 423110 - 423173 \$ 23,612.53

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 2001	\$ 87,067.66
DECEMBER 21, 2001	\$ <u>85,805.45</u>
TOTAL	\$172,873.11

Administrative Payments

Warrant No's: 104348 - 104396	\$ 39,417.30
104397	\$ 808.41
104804 - 104842	\$ <u>59,784.32</u>
TOTAL	\$100,010.03

1094

RATINGS COMPLETED BY AGENCY:

Position #304 BLANKENSHIP, CELESTE, SWITCHBOARD OPERATOR
Position #310, ESTEP, DONITA, ACCOUNT CLERK II
Position #311, CHILDRESS, DELORES, JANITOR
Position #507, KELLY, ROBERT, FRAUD INVESTIGATOR
Position #559, THORNSBURY, NADINE, ELIGIBILITY SUPERVISOR

CAME OUT OF AGENCY CUSTODY:

20030540 20032914

DISCUSSION HELD:

Attending: Hassell Bailey, Vice Chairman
 Rebecca Shortridge
 Patricia Rowe
 Pat Viers
 Gladys McClanahan
 Harold McClanahan, DSS Director
 Lisa Smith, Reporter
 Bob Coleman

Hassell Bailey called the meeting to order at 6:42 PM.

Rebecca Shortridge made a motion to approve the November 2001 minutes as presented and Pat Viers seconded this motion and by unanimous voice vote of the board the motion passed.

Harold McClanahan reported that Regina Owens was attending the meeting to discuss a request to change the agency's general relief funeral arrangements fund. Mr. McClanahan reported to the Board that the current amount is \$500.00, and this amount is not adequate for even the basic funeral. Mr. McClanahan reported that the persons that the plan is used for are people who are unable to pay any portion of their funeral. Ms. Owens reported that she would like to request the amount to be raised to \$1000.00. Mr. McClanahan reported that when the new plan is made in June 2002 that he would request that the amount be raised to \$1000.00.

Mr. McClanahan reported to the Board that in the last several years Mr. Snyder has purchased \$25.00 gift certificates for Food City to be given to the employees for Christmas. Rebecca Shortridge made a motion that gift certificates be purchased in the amount of \$25.00 for Food City to be given to the employees for Christmas and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported to the Board that in Mr. Snyder's budget proposal in May of 2001 he had built in money for a 3% raise for the agency employees in December. Mr. McClanahan reported that the money is available for this raise. Patricia Viers made a motion to table the decision of the 3% raise for agency employees and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan requested that Board allow our agency paychecks to be issued on December 21, 2001, which would be the Friday before the Christmas holiday. Rebecca Shortridge made a motion to approve that the agency pay checks be available on December 21, 2001 for agency employees and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported that he had received a call from a gentleman representing WAMN Radio in Bluefield and stated that the agency has been paying them twice a year for spots about drug abuse. Mr. McClanahan reported that WAMN Radio Station is requesting the agency to pay \$580.00 for 16 days of drug abuse spots. Mr. McClanahan reported that he had checked and verified that the agency has been paying them twice a year since 1999. Rebecca Shortridge made a motion to cancel the services through WAMN Radio Station and Pat Viers seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported that the Board Coalition meeting will be held on December 17, 2001 at 6:30 PM at Stringer's Restaurant in Abingdon, VA.

Mr. McClanahan reported that the agency Foster Care Christmas party would be held on December 20, 2001 at 1:00 PM at the Teen Center in Grundy, VA. Mr. McClanahan invited all the Board members to attend. Mr. McClanahan reported that Board of Supervisors would be invited also.

Mr. McClanahan reported that the Sam's direct card had one more expense to be paid and Sam's reported that they did not charge the agency the yearly fee of \$100.00.

Patricia Viers made a motion that the next meeting be held on January 17, 2002 at 6:00 P.M and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported that Sandra McGlothlin could not be at the meeting tonight and she would attend the meeting in January 2002.

Discussion was held regarding a deadline the agency workers have to turn in travel vouchers. Pat Viers made a motion that travel vouchers be turned in within two days after the employee returns to work and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that the bills be approved for payment with one addition as presented and recommended by Pat Viers and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey asked if there was any old business.

Hassell Bailey asked if there was any new business.

Rebecca Shortridge made a motion that the Board move into closed session to discuss personnel matters pursuant to Section 2.1-344A1 and Pat Viers 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 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 December 06, 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.

Janie Fleming
Janie Fleming, DSS Chairman

1/12/02
Date

Hassell Bailey asked if there was anything to report from closed session.

Rebecca Shortridge made a motion to allow the Executive Director, Harold McClanahan to offer the Senior Eligibility Worker position #550-01 to an individual and the Eligibility Worker position #513-01 to an individual and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion that the Board reinstate the drug testing by agency employees and Pat Viers seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to adjourn and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board that motion passed.

*******SPECIAL CALLED BOARD MEETING ON DECEMBER 12, 2001*******

Present: Janie Fleming, Chairman
Hassell Bailey, Vice Chairman
Rebecca Shortridge
Patricia Rowe
Gladys McClanahan
Harold McClanahan, DSS Director
Sherina Justus, DSS Assistant Director
Lisa Smith, Reporter

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

Rebecca Shortridge made a motion that the Board move into closed session to discuss personnel matters pursuant to Section 2.1-344A1 and Hassell Bailey

seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion that the Board come out of closed session seconded by Rebecca Shortridge and by unanimous voice vote of the Board the motion passed.

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 Rebecca Shortridge and by unanimous voice vote of the Board the motion passed.

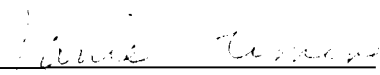
Certification of Closed Session

WHEREAS, the Buchanan County Department of Social Services Administrative Board has convened on December 12, 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.

Janie Fleming stated there was nothing to report from closed session.

Hassell Bailey made a motion to adjourn and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.


Janie Fleming, DSS Chairman

1-17-02
Date


Harold McClanahan, Director

1-17-02
Date

1099

ON FEBRUARY 21, 2002 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 241 Pages 27

Disbursements of Special Welfare Funds: \$ 20,171.23

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

Receipt No's: 423174 - 423247 \$ 31,567.84

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 2001	\$ 84,509.56
JANUARY 31, 2001	\$ <u>93,302.63</u>
TOTAL	\$ 177,812.19

Administrative Payments

Warrant No's: 105045 – 105076	\$ 17,136.52
105077	\$ 3,507.43
105141 – 105194	\$ 70,253.91
105195	\$ <u>2,178.21</u>
TOTAL	\$ 93,076.07

2000

RATINGS COMPLETED BY AGENCY:

Position #104, OWENS, LUCILLE, ADULT PROTECTIVE SERVICE WORKER
Position#105, LITTLE, JOANNE, ADULT PROTECTIVE SERVICE WORKER
Position#311, CHILDRESS, DELORES, JANITOR

CAME INTO AGENCY CUSTODY:

4948651

4948653

DISCUSSION HELD:

ATTENDING: Janie Fleming, Chairman
 Hassell Bailey, Vice Chairman
 Pat Viers
 Gladys McClanahan
 Rebecca Shortridge
 Patricia Rowe
 Sandra Cole
 Lisa Smith, Reporter

Janie Fleming called the meeting to order.

Gladys McClanahan made a motion to correct the minutes and Pat Viers seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to approve the minutes and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

At this time Patricia Rowe made a motion to move into closed session pursuant to Code Section 2.2-3711A1 to discuss personnel matters, 2.2-3711A4 to discuss case #027-005533-00-2 and 2.2-377A7 to discuss legal issues and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

2001

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

Sandra Cole made a motion certifying nothing was discussed in closed session other than the matters they entered into closed session to discuss. Ms. Cole's motion was seconded by Gladys McClanahan and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion that for position #510-02 Eligibility Supervisor the Board hire Donna Kathy Deel and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion that for the Receptionist position #306-02 that the Board hire Tina Fletcher and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey reported that the Board has nothing else to report on the other issues.

Hassell Bailey made a motion to appoint Patricia Rowe to review the January bills for approval of payment and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan reported that the agency's Foster Care Christmas party went very well. He stated that the agency employees worked very hard in preparation for the party. Mr. McClanahan reported that Buchanan General Hospital did an angel tree and the agency referred about 107 children, and the Buchanan General staff bought presents for each of the children. Mr. McClanahan reported that the agency received 25 food baskets from Bland Ministries and 50 from the employees of the Keen Mountain Correctional Center. Sandra Cole made a motion to authorize Harold McClanahan to provide an appreciation luncheon for the employees of the agency for their hard work through the Christmas holiday and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported that the eligibility units that deal with food stamps have been dealing with something called a error rate; that the state has a quality control unit which pulls cases and reviews them and grades them and if there are mistakes in the case those are compiled and that is how the agency receives a error rate. Mr. McClanahan reported that in years past Virginia has not done too

2002

well, the Southwest Region has always led the state in a good error rate. Mr. McClanahan reported that the Commissioner has given federal money to each agency and Buchanan County DSS received \$1200.00 as a reward for the agency having a good error rate. Mr. McClanahan requests that the board allow him to divide the money among the 20 eligibility workers and supervisors that the agency has. Sandra Cole made a motion to allow Mr. McClanahan to have the \$1200.00 reward that the agency received for lowering their error rate shared among the 20 employees who earned the reward and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported to the Board that the agency had a flower and gift account that was set up about 25 years ago and the initial account was funded by contributions from employees. Since that time at some point it was decided that the agency use profits from the soda and snack machines be deposited in that account. The money was used to purchase flowers for employees in the hospital, death in an employee's family etc. Mr. McClanahan reported that recently it has come to light that the existence of the account was not legal. Mr. McClanahan reported that he had contacted Garnell Gilbert and he will be supplying the snack machine and price the items to where there will be no profit; and contacted the soda machine vendors to price their items so that the agency will receive no profit. Mr. McClanahan reported that the account was closed out today after all the bills had been paid and turned over \$650.68 to the Treasurer of Buchanan County. Mr. McClanahan reported that the agency purchased the current snack machine and initial stock. Not long after the agency purchased the snack machine there was a part that tore up and the cost to replace it was almost \$500.00 and we thought it was under warranty and the company promised to reimburse us. The money was paid out of that account to the vending company to get the part and it was fixed. Mr. Snyder authorized the reimbursement to the gift fund committee, and the Treasurer at that time was Angelia Baldwin and she had called to try to get the money back from the company. They still have not reimbursement the agency. Mr. McClanahan reported that he is going to ask the Treasurer and Board of Supervisors to return some of the money to the agency because he feels that it is the agency's money.

Janie Fleming asked if there was any old business.

Pat Viers reported that the Board had tabled a raise issue. Mr. McClanahan reported that when the agency's budget was passed by the Board, Mr. Snyder had included money for raises for July and December. Mr. McClanahan reported that he didn't have anything in writing and that is why he has brought it to the

2003

Board for approval. After discussion Pat Viers made a motion to approve the 3% raise for agency employees to be effective January 1, 2002 and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked if there was any new business.

Discussion was held regarding the safety issues of the building. Mr. McClanahan reported that he had spoken with Bob Coleman about installing the security doors. Mr. McClanahan reported that the doors will close automatically from the lobby to the hallway and in order to get through the door the workers will punch in a number on the keypad. The receptionist will push a button to allow customers through the doors. Mr. McClanahan reported all the other doors in the building lock automatically. Janie Fleming had concerns about the window in the front lobby to the receptionist and that the agency needed a code for the receptionist to use if she is in danger. Sandra Cole made a motion that if the agency does not have a crisis plan in place that the agency consider adopting one and do a safety audit and Pat Viers seconded this motion and by unanimous voice vote of the Board the motion passed. Mr. McClanahan reported that he would get bids on a new window out front for the receptionist.

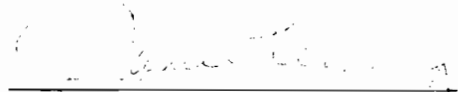
Mr. McClanahan reported that at the last meeting when the Board came out of closed session and voted to hire the Senior Eligibility Worker and the Eligibility Worker that the Board did not announce the names at that time; it has come to his attention that the Board needs to announce the names at that time in order for it to be in the minutes. Sandra Cole made a motion that the Board hired Connie Hurley for the Senior Eligibility Worker and Erica Bartley as Eligibility Worker and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. McClanahan reported to the Board that Sandra McGlothlin would be attending the next meeting to provide the Board training.

The next meeting will be February 21, 2002 at 6:00 PM.

2004

Hassell Bailey 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

2-21-02
Date



Harold McClanahan, Director

2-21-02
Date

2005

ON MARCH 21, 2002 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	213	Pages	25
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Disbursements of Special Welfare Funds:	\$ 23,838.00
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Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, Foster Care, Grants, VHDA):

Receipt No's: 423248 - 461313	\$ 32,045.08
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Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 2002	\$ 95,247.91
FEBRUARY 28, 2002	\$ <u>91,499.23</u>
TOTAL	\$ 186,747.14

Administrative Payments

Warrant No's: 105318 - 105321	\$ 41,815.84
105531- 105577	\$ 32,171.37
106018	\$ <u>300.00</u>
TOTAL	\$ 74,287.21

2006

CAME INTO AGENCY CUSTODY:

4930896

DISCUSSION HELD:

Attending:	Janie Fleming, Chairman	Harold McClanahan, DSS Director
	Hassell Bailey, Vice Chairman	Lisa Smith, Reporter
	Pat Viers	
	Gladys McClanahan	
	Rebecca Shortridge	
	Sandra Cole	
	Patricia Rowe	

Janie Fleming called the meeting to order.

Sandra Cole made a motion to approve the minutes as presented and Pat Viers seconded this motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan reported to the Board that Sandra McGlothlin contacted him and informed him that after she started preparing for the training she realized it would take approximately 2 hours and requested that the Board set a date just for the training session. After discussion Sandy Cole made a motion to schedule the training session for February 28, 2002 at 6:00 PM and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan reported that he had spoken with Sandy and Mickey McGlothlin about the state "at will" policy. Mr. McClanahan reported that the policy basically states that a state or county employee could be fired at will. Mr. McClanahan reported that if the Board does not have to adopt the policy. Mr. McClanahan provided the Board with a copy of the at will policy that the county has adopted. Mr. McClanahan explained to the Board that since we are the Department of Social Services we have established personnel policies directed by state social services. Mr. McClanahan stated that the department of social services has a personnel policy, which is Volume 1A. Mr. McClanahan stated that he would provide the board members with a copy of Volume 1A. After discussion the Board agreed that Harold McClanahan prepare a resolution for

2007

the next meeting and discuss further with Sandy McGlothlin.

Mr. McClanahan reported to the Board that he had received a bid for a bullet resistant glass for the receptionist area and the estimate was \$2210.00 and this includes the installation. Mr. McClanahan requested that the Board table this matter until the next fiscal year and the Board agreed.

Mr. McClanahan also reported that he would need to hire a professional to come and install the hinges on the security doors out front. The Board agreed to table this until the next fiscal year.

Discussion was held regarding the bills to be reviewed for payment. Patricia Rowe suggested to the Board that they do some analysis with the budget when they are viewed because the person reviewing does not know if the bills are in line unless it is pointed out to her. Rebecca Shortridge made a motion that Patricia Rowe reviewing the bills for February and Gladys McClanahan review the bills for March and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Janie Fleming asked if there was any old business.

Sandra Cole made a motion that the Board move into closed session to discuss personnel matters pursuant to Section 2.2-3711-A1; and case record #027-005523 pursuant to Section 2.203711-A4 and legal issues pursuant to Section 2.1-3711-A7 and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole 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.

Sandra Cole made a motion certifying nothing was discussed in closed session other than the personnel, case record and legal matters they entered into closed session to discuss. Mr. Cole's motion was seconded by Gladys McClanahan and by unanimous voice vote of the Board the motion passed.

Sandra Cole reported that the Board had nothing to report from closed session.

After reviewing the bills Sandra Cole made a motion to approve the bills as submitted and Rebecca Shortridge seconded this motion and by unanimous voice vote of the Board the motion passed.

2008

Janie Fleming asked if there was any other business.

Sandy McGlothlin came to the meeting and reported that she was going to be doing a training session on the Freedom of Information and Procurement Act and she would like to schedule a meeting just to do the training. After discussion with Sandy the Board agreed to meet on March 07, 2002 at 6:15 PM.

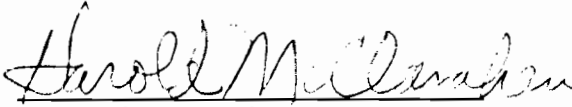
Janie Fleming asked if there was any other discussion.

Sandra Cole commended Mr. McClanahan for his patience and his professional leadership since he has been named the new Director.

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

Janie Fleming, DSS Chairman

Date



Harold McClanahan, Director



Date

2009

ON APRIL 13, 2002 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 224

Pages 26

Disbursements of Special Welfare Funds: \$ 12,824.67

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

Receipt No's: 461314 - 461407 \$ 31,258.09

Payment for Payroll and Administrative Payments as follows:

Payroll

MARCH 15, 2002	\$ 90,183.74
MARCH 31, 2002	\$ <u>87,914.26</u>
TOTAL	\$ 178,098.00

Administrative Payments

Warrant No's: 105979 - 106017	\$ 899.23
106181 -106210	\$ 21,863.65
106233	\$ <u>37,698.98</u>
TOTAL	\$ 60,461.86

2010

RATINGS COMPLETED BY AGENCY:

Position #303, BALDWIN, ANGELIA, SENIOR SELF SUFFICIENCY WORKER
Position #509, BOSTIC, DEBORAH, ELIGIBILITY WORKER
Position #514, HURLEY, DEENA, ELIGIBILITY WORKER
Position #604, COLEMAN, BOB, AUTOMATED SYSTEMS SPECIALIST
Position #607, BLANKENSHIP, DEBBY, SELF SUFFICIENCY WORKER

CAME INTO AGENCY CUSTODY:

4982167 4982172 4992169 4882005 4882004 4980134

DISCUSSION HELD:

March 07, 2002 Board Meeting

Attending: Janie Fleming, Chairman
 Hassell Bailey, Vice Chairman
 Pat Viers
 Gladys McClanahan
 Sandy McGlothlin, Board Attorney
 Harold McClanahan, DSS Director
 Sherina Justus, DSS Assistant Director
 Tammy Fields, DSS Office Manager
 Lisa Smith, Reporter

Absent: Sandra Cole
 Patricia Rowe

Board Chairman, Janie Fleming called the meeting to order.

Ms. Fleming reported to the Board that Sandy McGlothlin was present to provide the Board with a training session. Ms. McGlothlin handed out packets and explained each to the Board members and answered any questions the Board had at that time.

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

2011

March 21, 2002 Board Meeting

Attending: Janie Fleming, Chairman
Hassell Bailey, Vice Chairman
Gladys McClanahan
Sandra Cole
Patricia Rowe
Harold McClanahan, DSS Director
Tammy Fields, DSS Office Manager
Lisa Smith, Reporter
Brenda Jackson

Janie Fleming called the meeting to order.

Sandra Cole made a motion to approve the minutes with amendments and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Mr. Harold McClanahan reported to the Board that he had received a letter from the tax department informing him that the sales tax on the agency's snack machine would not be assessed.

Mr. McClanahan reported that the Board would need to nominate a third member to the insurance committee since Annette Blankenship had resigned. Gladys McClanahan made a motion to nominate Hassell Bailey and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion to go into closed session to discuss personnel pursuant to Section 2.2-3711A1 and 2.2-3711A7 to discuss legal matters 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 Sandra Cole and by unanimous voice vote of the Board, this Board did hereby approve to come out of closed session.

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

2012

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

Patricia Rowe made a motion that the Board hire Juanita Edwards for the Senior Eligibility Worker position #518-02 and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion that the Board hire Jim Wayne Childress of Pruitt and Childress pursuant to the proposal provided as counsel for CPS, Foster Care and Adult Protective Services and Gladys McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey made a motion that the Board ask Mr. McClanahan to solicit proposals for the hiring of an attorney to represent the Board once Sandy McGlothlin resigns and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge stated that the Board has a volunteer committee that is going to review the existing personnel policy which will consist of Janie Fleming, Rebecca Shortridge and Patricia Rowe and this committee will be meeting with Sandy McGlothlin the Board's current counsel.

Hassell Bailey asked Office Manager, Tammy Fields when the budget was due and Ms. Tammy Fields reported that the next fiscal years would start June 01, 2002. Mr. Bailey asked Ms. Fields to give the Board a rough idea of what kind of shape the budget was in from this date until the end of this fiscal year. Ms. Fields reported to the Board that the agency was having some financial problems in a few areas in the administration part as far as services and eligibility. Ms. Fields reported that Mr. McClanahan had met with Tony Fritz, Western Regional Director on the 18th and Mr. Fritz is trying to do some things, as far as assisting and helping. Mr. Fields reported that the agency has requested money from the State and we have not heard anything from that as of yet.

Mr. McClanahan reported to the Board that Mr. Fritz was pretty sure that he could get us some 50/50-match money if none were available from the state for 80/20. Mr. McClanahan reported that the agency has asked for an additional \$35,000.00 eligibility and \$225,000.00 in services administration. Hassell Bailey asked Mr. McClanahan if Mr. Fritz is not able to get additional funding that the agency would have to ask for local money from the Buchanan County Board of Supervisors. Ms. Fleming asked Mr. McClanahan what the total of money the agency would need until the end of this fiscal year and Mr. McClanahan projected \$300,000.00. Mr. McClanahan reported to the Board that he had

2013

spoken with Mr. Blankenship, Chairman of the Buchanan County Board of Supervisors and he stated he didn't think it would be a problem to get the additional funding.

After lengthy discussion Rebecca Shortridge made a motion that Mr. McClanahan send a letter to the Buchanan County Board of Supervisors requesting \$300,000.00 additional funding to serve as a shortfall for the remaining of this fiscal year ending 2002 upon the pending response by the state and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge asked if the budget committee needed to submit a spreadsheet to Richmond for the new fiscal year. Ms. Fields handed out a sheet, which was submitted, to Richmond for the next fiscal year.

Janie Fleming asked if there was any old business.

Janie Fleming asked if there was any new business.

Harold McClanahan reported that Brenda Jackson has a presentation regarding the Child Protective Services. Brenda Jackson passed out handouts and explained each and answered any questions the Board had at that time.

Mr. McClanahan reported that he was going to ask Food Stamp Supervisor, Kathy Deel to do a presentation on the Electronic Benefit Transfer (plastic card that will be replacing Food Stamps) next month.

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

Rebecca Shortridge made a motion that Pat Viers view the April bills for payment and Patricia Rowe seconded this motion and by unanimous voice vote of the Board the motion passed.

Brenda Jackson presented a Proposed Local Day Care Policy. Ms. Jackson reported in talking with the Regional Specialist, Margaret Harris about some issues that she had some concerns about. Ms. Harris suggested that the agency needed to develop a local policy and put it in place to address some issues that come up from time to time. This policy would affect the number of years a family can receive day care services. After discussion Sandra Cole made a motion that

2014

the agency approve the Proposed Local Day Care Policy presented effective April 01, 2002 and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Rebecca Shortridge made a motion to adjourn and Hassell Bailey seconded this motion and by unanimous voice vote of the Board the motion passed.

Hassell Bailey
Janie Fleming, DSS Chairman

4-18-02
Date

Harold McClanahan
Harold McClanahan, Director

4-18-02
Date

RESOLUTION

IN RE: THE ADMINISTRATIVE BOARD FOR THE BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES

THAT WHEREAS, the Buchanan County Board of Supervisors resolved to dissolve the Administrative Board for the Buchanan County Department of Social Services on January 3, 1994; and

WHEREAS, at the same time Jerry Snyder was appointed as the Director of the Buchanan County Department of Social Services; and

WHEREAS, Jerry Snyder resigned as Director of the Buchanan County Department of Social Services effective August 1, 2001; and

WHEREAS, the Buchanan County Board of Supervisors, in its discretion, deemed it to be in the best interest of Buchanan County on August 6, 2001, to have a seven (7) member Administrative Board appointed by the Board of Supervisors consisting of one (1) member residing in each magisterial district of the County; and

WHEREAS, the Buchanan County Board of Supervisors appointed an Administrative Board on that date which has served Buchanan County well; however, this Board believes that it is still in the best interest of Buchanan County that the Director of the Department of Social Services serve as the local Administrative Board, serve at the discretion of this Board, report to the County Administrator for Buchanan County and have an Advisory Board to consult with in respect to his duties and functions imposed upon him by law; and

NOW THEREFORE, BE IT RESOLVED, by the Buchanan County Board of Supervisors, that the current Administrative Board for the Buchanan County Department of Social Services be, and hereby is, dissolved as of 4:00 p.m., on April 8, 2002, and that the Director for the Buchanan County Department of Social Services, who is currently Harold McClanahan, is appointed as the Administrative Board for the Buchanan County Department of Social Services as of such time, and the following persons are appointed as an Advisory Board for the Buchanan County Department of Social Services for the terms following their names:

<u>DISTRICT</u>	<u>APPOINTED MEMBER</u>	<u>INITIAL TERM</u>
GARDEN	_____	<u>4 Years</u>
HURRICANE	Janie Fleming	<u>4 Years</u>
KNOX	Hassell Bailey	<u>3 Years</u>
NORTH GRUNDY	Patricia Rowe	<u>3 Years</u>
PRATER	Patricia Viers	<u>1 Year</u>
ROCK LICK	Gladys McClanahan	<u>2 Years</u>
SOUTH GRUNDY	Rebecca Shortridge	<u>2 Years</u>

; and

BE IT FURTHER RESOLVED, that this Board determines that at least one member of the Board of Supervisors does not have to serve on the Social Services Advisory Board; and it is further,

RESOLVED, that the Director of the Department of Social Services shall be an ex officio member, without vote, of the Advisory Board; and it is further

RESOLVED, as follows:

- A. The Advisory Board shall elect its own chairman and shall meet at least bimonthly. In addition to regularly scheduled meetings, it may meet at the call of the chairman or on the petition of at least one-half of the members.
- B. The powers and duties of the Advisory Board shall be as follows:
 - 1. To interest itself in all matters pertaining to the social welfare of the people of the city or county served by it;
 - 2. To monitor the formulation and implementation of social welfare programs in the city or county;
 - 3. To meet with the officer in charge of the department or division of public welfare at least four times a year for the purpose of making recommendations;
 - 4. To make an annual report to the governing body, concurrent with the budget presentation of the department, concerning the administration of the public welfare program; and
 - 5. To submit to the governing body from time to time, other reports that the Advisory Board deems appropriate.

BE IT FURTHER RESOLVED that each of such Advisory Board members be paid the sum of \$100.00 per month for each month in which he or she attends a regular meeting of the Board, as compensation for his or her services as a member in addition to his or her reasonable and necessary expenses pursuant to §63.1-47 of the 1950 Code of Virginia,

as amended. Such sums shall be paid from the funds that were budgeted for Administrative Board Members.

Dated this the 8th day of April, 2002.

S. Ray Blankenship
S. RAY BLANKENSHIP, CHAIRMAN

ATTEST:

W. J. Caudill
W. J. Caudill, Secretary

Buchanan County Department of Social Services

Proposed Local Day Care Policy

The Buchanan County Department of Social Services provides Child Day Care Services for eligible residents of Buchanan County, according to policy approved by the Virginia Department of Social Services. In addition to those policies, the Buchanan County Department of Social Services will exercise the following guidelines, effective April 1, 2002.

Clients receiving child day care services must notify the local agency of changes in their work and/or school schedules within ten calendar days of the changes being made. Payment for child day care services caused by the changes will not be made if the child day care worker is not notified of the changes.

Changes in a client's child day care fee will be made when the client's average monthly income increases or decreases more than \$100 per month for at least two months of the three month period. Necessary changes in the client's child day care fee will be calculated at the time of the client's quarterly review.

Child day care workers shall have contact with their clients at least every three months for quarterly reviews, and one face to face contact per year for an annual redetermination. The workers schedule these contacts by correspondence or by telephone, which shall occur no later than the twentieth day of the month that they are due. Once the contacts are scheduled, the client will be required to keep that appointment, or reschedule the appointment for a date no later than the twentieth day of the month that they are due. If a client fails to participate in the review or redetermination, the child day care worker will issue on the twentieth day a Notice of Action to close the case within ten days.

If the twentieth day falls on a weekend or a legal holiday, the review or redetermination shall be completed before the twentieth day, or the Notice of Action to close the case shall be issued on the last business day prior to the twentieth day.

Child day care services provided by NonView Child Day Care funds will be provided as long as the client is eligible for services and funds for child day care are available, but no longer than five years. Current clients who have already received child day care funds for five years will continue to receive child day care services for one year past the effective date of this policy.

Purchase of Services Orders which have been signed by the Child Day Care Provider (henceforth referred to as vendor) shall be submitted to the local agency no later than the sixth calendar day of the month following the first month for which services are provided in order to ensure timely payment.

Vendor Invoices must be completed and signed, and submitted to the local agency no later than the sixth calendar day of the month following the month for which the vendor provided child day care services in order to ensure timely payment.

If the sixth calendar day of the month falls on a weekend or a legal holiday for which the local agency is closed, the Purchase of Services Orders and the Vendor Invoices must be received in the local agency no later than the agency's next working day.

Purchase of Services Orders and Vendor Invoices not received by the sixth calendar day of the month following the month for which child day care services were provided, will be considered to be late, and will be paid during the following month's payment cycle.

Vendor Invoices that are not received by the forty-fifth day following the month for which child day care services were provided, will not be processed for payment.

The Buchanan County Department of social Services will use the most cost efficient means to pay the costs of day care for the children of Buchanan County. While the agency may use the hourly, daily, and weekly fair market rates as determined by the Virginia Department of Social Services, the overall monthly cost per child will not exceed the weekly fair market rate multiplied by 4.3 weeks in a month. In cases where there is an applicable fee to be paid by the parent or legal guardian, the fee will be deducted from the weekly fair market rate times 4.3.

2015

Buchanan County Department of Social Services

Special Called Administrative Board Meeting

May 14, 2002

Attending: Harold McClanahan, DSS Administrative Board
Lisa Smith, Reporter

Lisa Smith contacted Cathy St. Clair at 11:30 AM to notify her of the meeting.

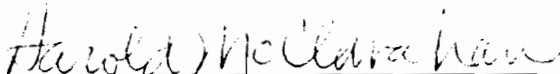
Harold McClanahan called the meeting to order at 2:10 PM.

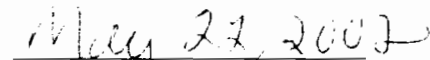
Mr. McClanahan reported that Celeste Blankenship would fill Eligibility Worker position #502-02 and she will be assigned to Jeanette Conrad's unit effective June 01, 2002.

Mr. McClanahan reported that Barbara Belcher would fill Eligibility Worker position #560-02 and she will be assigned to Kathy Deel's eligibility unit effective June 01, 2002.

Mr. McClanahan reported that Social Worker position #605-02 was not filled due to an insufficient number of persons interviewing this position will be readvertised.

The meeting was adjourned at 2:15 PM.


Harold McClanahan
DSS Administrative Board


Date

2017

RATINGS COMPLETED BY AGENCY.

Position #500, CONRAD, JEANETTE, ELIGIBILITY SUPERVISOR

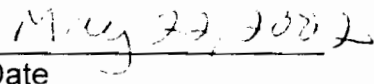
Position #502, STREET, REGINA, ELIGIBILITY WORKER

Position #521, VANDYKE, JEROME, ELIGIBILITY WORKER

Position #550, BARNETT, CONNIE, ELIGIBILITY WORKER



Harold McClanahan, DSS Chairman



Date

2019

RATINGS COMPLETED BY AGENCY:

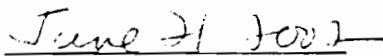
Position #100, STILTNER, CECIL, FOSTER CARE SUPERVISOR
Position #114, LOONEY, SUZANNA P. CHILD PROTECTIVE SERVICE
WORKER
Position #203, HORN, RUTH, SENIOR SERVICE WORKER
Position #604, COLEMAN, BOB, INFORMATION SYSTEMS SUPPORT
TECHNICIAN

LEFT AGENCY CUSTODY:

20034706 (3 children)
20035934 (2 children)



Harold McClanahan, DSS Chairman



Date

2020

ON JULY 16, 2002 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 296

Pages 32

Disbursements of Special Welfare Funds: \$ 12,655.84

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

Receipt No's: 461517 – 461555 \$ 12,942.47

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 14, 2002	\$ 87,127.23
JUNE 28, 2002	\$ <u>87,915.51</u>
TOTAL	\$ 175,042.74

Administrative Payments

Warrant No's: 107447 – 107519 \$ 75,238.45

2021

RATINGS COMPLETED BY AGENCY:

Position #505, SISK, SHELIA, ELIGIBILITY WORKER
Position #520, WHITT, GERALDINE, ELIGIBILITY WORKER

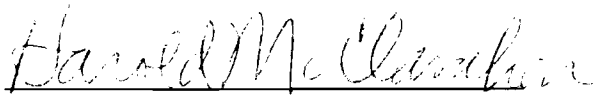
CAME INTO AGENCY CUSTODY:

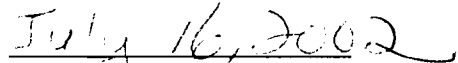
4976617 5029292 5029293 5005786 5007040 5007041

5007042

LEFT AGENCY CUSTODY:

4660694 4948651 4948653


Harold McClanahan, DSS Chairman


Date

2023

DISCUSSION HELD:

Present: Harold McClanahan, DSS Director
Keith Fields
Lisa Smith, Reporter

Mr. McClanahan recognized Keith Fields in attendance.

Mr. McClanahan reported the approval of the Administrative Actions for the month of July 2002, pages 2022-2023 of the Administrative Board minutes.

Mr. McClanahan reported the hiring of Teresa Fields as part time custodial worker at the rate of \$6.00 per hour, 38 hours per week. Ms. Fields will be working 18 hours a week at the View building and 20 a week at the Slate Creek office.

Mr. McClanahan reported that there were three budget requests for additions to the initial budget and were submitted to the Board of Supervisors for their consideration on 08/14/02. Mr. McClanahan reported that he has not heard anything on the approval of one and two were 100% State and Federal money. Budget line #18 \$10,643.89 was an award from the Virginia Department of Social Services for Food Stamp payment accuracy, budget line #890 \$12,000.00 Child Care Quality Initiative Grant and budget line 881 \$7619.00 Non-view Daycare. Mr. McClanahan reported that this is the final 25% request for that budget item and there is a 10% local match which is \$762.00. Mr. McClanahan reported that he is putting a copy of the operating budget in the minute book.

Mr. McClanahan asked Mr. Fields if he had any items he wanted to discuss.

Mr. Fields reported to Mr. McClanahan that it has been brought to his attention by several employees within the agency regarding the two employees Joan Reynolds and Anita Blevins who are apparently on a leave of absence from the agency to work at the flood relief shelter. Mr. Fields asked Mr. McClanahan what the current policy was on outside employment and using agency vehicles throughout the course of their second jobs. Mr. McClanahan reported that the vehicle was not for their personal use, it was for the distribution for the flood materials and that the agency is furnishing the gas for the vehicle. Mr. Fields asked if there was an official policy on outside employment. Mr. McClanahan reported that the agency does allow employees to take outside employment and the individuals had their own leave time that they were using for that period of time. Mr. McClanahan reported that as long as an employee works at least a

2024

day during each payday that they have no time attributed then it is okay. Mr. Fields asked if their absence is causing any internal problems due to them not being at work. Mr. McClanahan reported that their absences are felt of course and reported that the agency needs them back as soon as they can. Mr. McClanahan reported that other agency employees are carrying their load while they are off.

Mr. Fields asked Mr. McClanahan if the agency was going to be reimbursed for the gas that has been provided by the agency. Mr. McClanahan reported that he is not requesting a reimbursement and is happy to be able to help the program and considers it this agency's contribution to the flood relief.

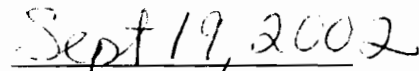
Mr. Fields asked Mr. McClanahan if they are covered on the agency's insurance while using the vehicles for the flood relief. Mr. McClanahan explained that anyone is covered as long as the agency gives them permission to use the vehicle.

Mr. Fields asked Mr. McClanahan if he could see the official policy on outside employment. Mr. McClanahan reported to Mr. Fields that he could look at Volume 1A which is the agency's personnel policy and Volume 1A is public knowledge.

Harold McClanahan adjourned the meeting.

The next meeting will be September 19, 2002 at 10:00 AM.


Harold McClanahan, DSS Chairman


Date

2026

AGENCY RATINGS COMPLETED:

Position #103, VENCILL, ELIZABETH, CHILD PROTECTIVE SERVICE WORKER

Position #106, WHITED, PATRICIA, CHILD PROTECTIVE SERVICE WORKER

Position #110, JOHNSON, BRADFORD, CHILD PROTECTIVE SERVICE WORKER

Position #503, HURLEY, CONNIE, SENIOR ELIGIBILITY WORKER

Position #508, WILLIS, KAREN, ELIGIBILITY WORKER

Position #517, WAGNER, LISA, CHILD PROTECTIVE SERVICE WORKER

CAME INTO AGENCY CUSTODY:

20041044

20041091

LEFT AGENCY CUSTODY:

44777907

5011135

DISCUSSION HELD:

Present: Harold McClanahan, DSS Director
Lisa Smith, Reporter

Harold McClanahan called the meeting of the Buchanan County Department of Social Services Administrative Board to order at 10:05 AM.

Mr. McClanahan took action to approve the minutes of the August 15, 2002 meeting.

Mr. McClanahan reported under new actions to approve the disbursements of special welfare funds of \$4,757.86; and welfare receipts in the amount of \$16,454.74 and payroll and administrative payments as indicated on the agenda. Mr. McClanahan recognized the agency employee performance evaluations and

2027

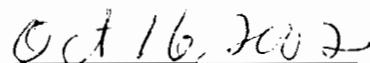
the cases which have come to the agency's custody and have left the agency's custody.

Mr. McClanahan reported under new business the approval of the following personnel actions: the hiring of Patricia Nuckles for the position of emergency seasonal fuel worker for the months of October, November and December at the rate of \$11.99 per hour; any additions or reductions in the number of months would be subject to the requirements of the program when necessary; the hiring of Marsha Farmer for the position of emergency seasonal fuel worker not to exceed 1440 hours within the next 365 days at the rate of \$11.99 per hour; the hiring of Teresa Fields for the position of emergency custodial worker not to exceed 1440 hours within the next 365 days at the rate of \$6.07 per hour; and the hiring of Michael Lloyd for emergency custodial worker not to exceed 1440 hours within the next 365 days at the rate of \$6.07 per hour.

Mr. McClanahan reported action taken to amend the fiscal year 2002 Compensation Plan for the position of Fraud Investigator. Mr. McClanahan reported that the position's maximum step has been moved to 93 and approval was granted by Charles Knighton on September 18, 2002 to correct the maximum position on that scale. The remainder of the compensation plan will be brought to the State Board of Social Services when it meets in December to correct the maximum steps in the Compensation Plan.

Mr. McClanahan reported no further business and adjourned the meeting at 10:15 AM.


Harold McClanahan, DSS Chairman


Date

2029

AGENCY RATINGS COMPLETED:

Position #305, SMITH, LISA, ACCOUNT CLERK II
Position #504, VIERS, KATHY, ELIGIBILITY WORKER
Position #510, DEEL, KATHY, ELIGIBILITY SUPERVISOR

CAME INTO AGENCY CUSTODY:

5063667
5063669
5063671
5079959
5098310

DISCUSSION HELD:

Attending: Harold McClanahan, DSS Director
Lisa Smith, Reporter

Harold McClanahan called the meeting to order.

Harold McClanahan reported the only items on the agenda is the report of the schedule of actions for Assistancess, 129 actions and this will be listed in the minute book page 2028. The disbursement of Special Welfare funds in the amount of \$7650.75; and the receipt of special welfare in the amount of \$10,070.20; listing of payment for payroll totaling \$175,645.25 for the month of September; the Administrative payments totaling \$63,052.89 for the month of September; performance evaluations for three employees and the listing of case numbers for five cases that have come into agency custody. One additional item is the hiring of Barbara Belcher for an emergency replacement for Teresa Fields, Emergency Custodian. Mr. McClanahan reported that he was holding Teresa Field's position due to a temporary illness. Mr. McClanahan reported that Ms. Belcher is hired on a temporary basis for an average of 3 hours a day for 5 days a week for a salary of \$6.00 per hour. Mr. McClanahan reported that Barbara Belcher is a current employee of the agency as an Eligibility Worker and this additional employment will be totally separate from her current position and she would have two separate time cards and she will not be accruing comp time.

2030

At this time Mr. McClanahan reported no further items and adjourned the meeting.

Harold McClanahan
Harold McClanahan, DSS Chairman

Nov. 27, 2002
Date

2031

ON NOVEMBER 21, 2002 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 217 Pages 25

Disbursements of Special Welfare Funds: \$ 32,403.78

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

Receipt No's: 461652 - 461694 \$ 40,462.12

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 2002	\$ 87,273.23
OCTOBER 31, 2002	\$ <u>89,688.70</u>
TOTAL	\$ 176,961.93

Administrative Payments

Warrant No's: 108796 - 108797	\$ 8,000.00
108999 - 109034	\$ 14,417.03
109073 - 109126	\$ <u>80,391.03</u>
TOTAL	\$ 102,808.60

2032

LEFT AGENCY CUSTODY:

20024740
20032833

DISCUSSION HELD:

Present: Harold McClanahan, DSS Director
Lisa Smith, Reporter

Harold McClanahan called the Administrative Board meeting to order at 10:00 AM.

Harold McClanahan reported that the purpose of the meeting is to approve the following Director's actions as listed in the minute book pages 2031-2032. The following actions are approved by the Director schedule of actions for Emergency Assistance; General Relief; Auxiliary Grants; Aid to Dependent Children; Foster Care; Special Needs Adoption; Independent Living and Purchases of Services, 217 actions; disbursements of Special Welfare funds in the amount of \$32,403.78 and the welfare receipts in the amount of \$40,462.12 and payment of payroll \$176,961.93; Administrative payments totaling \$102,808.60. Cases have left the agency's custody and the case numbers are listed in the minute book.

Harold McClanahan
Harold McClanahan, DSS Chairman

Dec 19, 2002
Date

2033

ON DECEMBER 19, 2002 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

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

Actions 125 Pages 15

Disbursements of Special Welfare Funds: \$ 1,124.00

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

Receipt No's: 461695 - 461737 \$ 16,230.23

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2002	\$ 89,214.95
NOVEMBER 27, 2002	<u>\$ 89,128.97</u>
TOTAL	\$178,343.92

Administrative Payments

Warrant No's: 109278 - 109305	\$ 9,395.14
109520 - 109533	\$ 54,171.24
109534	\$ 1,806.55
109616	<u>\$ 6.78</u>
TOTAL	\$ 65,379.71

REDUCTION IN FORCE

Revised effective December 19, 2002

The Director may separate any employee without prejudice because of lack of funds or curtailment of work. The order of classes affected by this policy will be determined by the Director based upon the most effective use of available funds and the impact on the agency's mission. No permanent employee shall be separated while there are emergency, probationary, or temporary employees serving in the same class of position in the agency. The order of separations due to reduction in force within any class of position (as defined by this policy) shall be based solely upon the length of continuous service in the agency. For purposes of this policy there are nine classes:

1. Administration
2. Clerical Supervision
3. Clerical
4. Custodial
5. Social Work Supervision
6. Social Worker
7. Eligibility Supervision
8. Eligibility
9. Aide

For purposes of this policy, Senior positions are included in the Eligibility and Social Worker class of positions. Self-sufficiency Case Specialist positions are included in the Eligibility Class of positions. The Senior Employment Service Worker position is included in the Social Worker class of positions.

Separations due to reduction in force are considered layoffs. Employees affected by this policy will be paid in lump sum for accrued compensatory leave and all unused annual leave up to the maximum accrual allowed for his/hers years of service. An employee will continue to accrue sick leave while on layoff and will retain accrued sick leave. In addition, an affected employee does receive credit, up to 12 months, for the time spent on layoff for the purpose of determining the employee's years of continuous service.

2034

LEFT AGENCY CUSTODY:

5119871

5067769


4976595

5113608

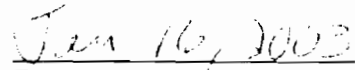
5113610

4489084

5127062



Harold McClanahan, DSS Chairman



Date