



2064

CAME INTO AGENCY CUSTODY:

5227067      5340108      524346--      5343466

DISCUSSION HELD:

Harold McClanahan called the Buchanan County Department of Social Services Administrative Board to order.

The purpose of the meeting is to approve the following actions: Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grant, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Services, 281 Actions and disbursement of Special Welfare funds \$2746.42; and to approve Welfare Receipts in the amount of \$28,513.65. Approve payment for payroll and Administrative expenses, payroll totaling \$182,400.00 and Administrative payments totaling \$167,450.62; and to approve four children who have come into agency's custody listed on page 2064 in the minute book.

Mr. McClanahan reported that on this date, he is taking action to approve a revised funding for Purchase of Services from Family Preservation Services fund. The change is effective today, January 15, 2004, and to approve a revision in the funding for Purchase of Services from Social Services block grant fund. This is also effective January 15, 2004.

These two revisions will be placed in the Board book and these actions will supersede the previous forms in the Board book now.

No further actions the meeting was adjourned.

  
Harold McClanahan, Director

Feb 19 2004  
Date

2065

ON FEBRUARY 19, 2004 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 260

Pages 36

Disbursements of Special Welfare Funds: \$ 3,991.64

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

Receipt No's: 537679 - 537735 \$ 20,205.17

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 2004	\$ 90,274.46
JANUARY 30, 2004	\$ <u>90,744.47</u>
TOTAL	\$181,018.93

Administrative Payments

Warrant No's: 116042 - 116079	\$ 16,944.67
116080	\$ 42.55
116084 - 116115	\$ 67,627.68
116116	\$ <u>2,461.80</u>
TOTAL	\$ 87,076.70

2066

AGENCY RATINGS COMPLETED:

Position #104, OWENS, LUCILLE, ADULT PROTECTIVE SERVICE WORKER  
Position #105, LITTLE, JOANNE, ADULT PROTECTIVE SERVICE WORKER  
Position #114, LOONEY, SUSANNA KRAE, CHILD PROTECTIVE SERVICE WORKER  
Position #201, BURKS, KIMBERLY, FOSTER CARE WORKER  
Position #310, ESTEP, DONITA, ACCOUNT CLERK II  
Position #511, STILTNER, TERESA, ELIGIBILITY WORKER  
Position #514, HURLEY, DEENA, ELIGIBILITY WORKER  
Position #556, ASHBY, DARLENE, ELIGIBILITY WORKER  
Position #560, BELCHER, BARBIE, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

4477907      5256917      5353186      5314339      5314338      5356954

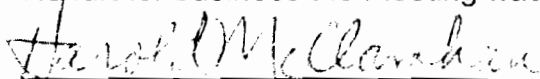
DISCUSSION HELD:

Harold McClanahan called the Administrative Board meeting to order.

The purpose of the meeting is to approve the following actions, Schedule of Actions for Emergency Assistance, General Relief, Auxilliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Service, total 260 actions; and disbursement of Special Welfare funds in the amount of \$3,991.64. Also approve welfare receipts totaling \$20,205.17. Approve payment for Payroll and Administrative expenses as follows; Payroll, \$181,018.93 and Administrative payments totaling \$87,076.70. Approve agency performance evaluations listed on page 2066 in the minute book and approve the seven individuals who have come into agency's custody listed on page 2066 in the minute book.

Record the abolishment of the Custodial Worker position #311.

No further business the meeting was adjourned.

  
Harold McClanahan, Director

3-17-04  
Date

2067

ON MARCH 18, 2004 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 193

Pages 28

Disbursements of Special Welfare Funds: \$ 7,253.14

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

Receipt No's: 537736 - 537780 \$ 10,794.41

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 13, 2004	\$ 90,612.89
FEBRUARY 27, 2004	\$ <u>90,457.10</u>
TOTAL	\$ 181,069.99

Administrative Payments

Warrant No's: 116290	\$ 211.92
116533 - 116575	\$ 53,402.08
116635 - 116671	\$ 66,699.81
116672	\$ <u>427.59</u>
TOTAL	\$ 120,741.40

2068

CAME INTO CUSTODY:

5328253    5328254    537.362    5378176    4400980

CAME OUT OF AGENCY CUSTODY:

5005786    5227012

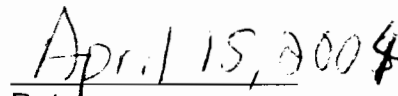
DISCUSSION HELD:

Harold McClanahan called the Administrative Board Meeting to order.

The purpose of the meeting is to approve the following Director's Actions: Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living and Purchase of Services, 193 Actions and the disbursements of Special Welfare funds in the amount of \$7,253.14; approve welfare receipts in the amount of \$10,794.41; approve payroll for the month of February totaling \$181,069.99; and Administrative payments in the amount of \$120,741.40. Approve children coming into the agency's custody, page 2068 in the minute book and two cases of children who went out of the agency's custody.

Two items on the agenda, one who is Deborah Elswick who requested to appear at the board meeting and she is not present, and Keith Fields who requested to be at the board meeting and he is not present. No further actions the meeting is adjourned.

  
Harold McClanahan, Director

  
Date

ON APRIL 15, 2004 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 264

Pages 37

Disbursements of Special Welfare Funds: \$ 30,442.96

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

Receipt No's: 537781 – 537843 \$ 41,645.63

Payment for Payroll and Administrative Payments as follows:

Payroll

MARCH 15, 2004	\$ 89,255.14
MARCH 31, 2004	\$ <u>88,912.40</u>
TOTAL	\$178,167.54

Administrative Payments

Warrant No's: 116991 - 117021	\$ 18,521.96
117187 - 117242	\$ <u>68,457.22</u>
TOTAL	\$ 86,979.18

2070

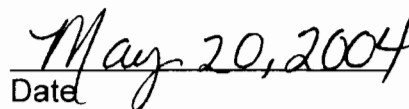
DISCUSSION HELD:

Harold McClanahan called the meeting of the Administrative Board Meeting to order.

The purpose of the meeting is to approve the following Director's Actions: Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Services; 37 pages totaling: \$30,442.96, disbursement of Special Welfare Funds. Approve the following receipts: \$41,645.63, approve payroll for the month of March totaling \$178,167.54 and Administrative payments totaling \$86,979.18.

No further items the meeting was adjourned.

  
\_\_\_\_\_  
Sherina Justus, Assist. Director

  
\_\_\_\_\_  
Date

2071

ON MAY 20, 2004 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 288

Pages 40

Disbursements of Special Welfare Funds: \$ 6,565.93

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

Receipt No's: 537844 - 537888 \$ 20,202.76

Payment for Payroll and Administrative Payments as follows:

Payroll

APRIL 15, 2004	\$ 89,186.43
APRIL 30, 2004	\$ <u>88,837.26</u>
TOTAL	\$178,023.69

Administrative Payments

Warrant No's: 117260	\$ 1,436.60
117265	\$ 1.36
117478 -117526	\$ 12,351.77
117527	\$ 820.36
117530	\$ 4,241.79
117712 -117753	\$ 70,659.93
117754	\$ <u>855.17</u>
TOTAL	\$90,366.98

2072

AGENCY RATINGS COMPLETED:

Position #502, STREET, REGINA, ELIGIBILITY WORKER  
Position #521, VANDYKE, JEROME, ELIGIBILITY WORKER  
Position #550, BARNETT, CONNIE, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

5328257 5255196 5328252

CAME OUT OF AGENCY CUSTODY:

4976595 5007062 5147159 5149326 5149329 5067754 (CLOSED IN 04/04)  
5067749 4766757 (CLOSED ON 03/01/04)

DISCUSSION HELD:

Sherina Justus called the Administrative Board meeting to order.

The following Director's Actions are being 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 288, Page 40. Disbursements of Special Welfare Funds in the amount \$6,565.93; Welfare Receipts, Administrative, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, FHDA \$20,202.76. Payment for payroll and Administrative Payments \$178,023.69; Administrative Payments \$90,366.98. Agency ratings completed for three positions; three children came into agency custody.

No further meeting was adjourned.

At this time the meeting was called back to order to state that 8 children went out of the agency's custody. The meeting was adjourned.

\_\_\_\_\_  
Sherina Justus, Assist. Director

\_\_\_\_\_  
Date



2074

AGENCY RATINGS COMPLETED:

Position #100, STILTNER, CECIL, FOSTER CARE SUPERVISOR  
Position #307, FIELDS, TAMMY, OFFICER MANAGER  
Position #350, JUSTUS, SHERINA, ASSISTANT DIRECTOR  
Position #550, COLEMAN, ROBERT, AUTOMATED SYSTEMS SPECIALIST

CAME OUT OF AGENCY CUSTODY:

533164    533165        882325

DISCUSSION HELD:

Harold McClanahan called the Administrative Board Meeting to order.

The purpose of the meeting is to approve the following Director's Actions: Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living, Purchase of Services, total of 198 actions and also disbursement of Special Welfare funds totaling \$25,883.39. In addition to approve welfare receipts in the amount of \$64,588.79; approve payroll for the month of May totaling \$177,876.69; Administrative payments totaling \$117,307.40; approve agency personnel evaluations as listed on page 2074 in the minute book and to approve 3 children to come out of agency custody as listed on page 2074 in the minute book.

No further business the meeting was adjourned.

  
Harold McClanahan, Director                      July 14, 2004  
Date



2076

CAME INTO AGENCY CUSTODY:

5431929  
5460688

CAME OUT OF AGENCY CUSTODY:

3109685  
3109701  
5217062  
5331780  
5460688

DISCUSSION HELD:

Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the following Director's Actions: 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; 329 Actions; disbursements of Special Welfare funds in the amount of \$11,490.79. Approve the welfare receipts in the amount of \$21,711.21; approve payroll for June totaling \$174,706.53 and Administrative Payments totaling \$62,876.93.

Approve two children who came into agency's custody listed on page 2076 of the minute book and five children who came out of the agency's custody listed on same page.

Also, to record the approval of the Compensation Scale for the fiscal year 2004/2005 to be placed in the minute book.

No further action the meeting adjourned.

  
Harold McClanahan, Director

7-16-04  
Date

**Local Department of Social Services Compensation Plan  
For Fiscal Year 2004-2005**

Division of Human  
Resource Management

Virginia Department of  
Social Services  
7 North 8<sup>th</sup> Street  
Richmond, VA 23219  
Telephone: 804.726.7055

**How To Prepare The Compensation Plan**

- Step 1:** Answer all of the questions, as instructed, in Sections I through VII.  
**Step 2:** Obtain appropriate approval and signatures of the Local Agency Director and Local Board Chairman in Section VIII.  
**Step 3:** Enter job classification records into LETS. Each job classification utilized must have a new classification record that reflects information either for July 1, 2004 or December 1, 2004 even if unchanged from the previous fiscal year. Be sure to include information on merit increases, promotions, and cost-of-living adjustments as necessary.\*  
**Step 4:** Complete Section IX regarding entering Classification records into LETS.  
**Step 5:** Forward the original completed copy of the **Local Department of Social Services Compensation Plan For Fiscal Year 2004-2005** to the Division of Human Resource Management. (*Multiple copies need not be sent.*)

*(The Fiscal Year is defined as being July 1 through June 30. Therefore, agencies should submit their Compensation Plans to the Division of Human Resource Management **no later than Friday, August 2, 2004.**)*

**\*IMPORTANT:** For data entry purposes in LETS, agencies must enter the 3.0% salary adjustment as "Other Increase." Agencies who wish to provide the 3.0% increase prior to December 1, 2004 (but not prior to July 1, 2004) need to e-mail Zhilla Khoshkhoo at [zhilla.khoshkhoo@dss.virginia.gov](mailto:zhilla.khoshkhoo@dss.virginia.gov)

<b>SECTION I: AGENCY INFORMATION</b>		
<b>Local Agency Name:</b> Buchanan County Dept. of Social Services		<b>027</b>
<b>SECTION II: AGENCY CONTACT INFORMATION</b>		
<i>In the event the Division of Human Resource Management has questions with regard to this Compensation Plan, whom should the Division contact?</i>		
<b>Contact Name:</b> Harold McClanahan		
<b>Title:</b> Director		
<b>Telephone Number (include area code):</b> ( 276 ) 935 - 8106		<b>Facsimile Number (include area code):</b> ( 276 ) 935 - 5412
<b>Email Address:</b> ehm027@western.dss.state.va.us		
<b>Local Agency Mailing Address:</b> RR 5, Box 108-E		
<b>City:</b> Grundy	<b>State:</b> Virginia	<b>Zip Code:</b> 24614

### SECTION III: RANGE REVISIONS

Briefly describe below the nature of any range revisions being made for the fiscal year 2004-2005. Indicate effective date, percentage increase in minimums and maximums, method and amount of any resulting salary adjustments and increases. If the ranges are not being revised uniformly for all classes, describe the methodology (examples: no-increase method, step-for-step method, etc.) and the rationale.

### SECTION IV: SPECIFIC SALARY ADJUSTMENTS

- A. **SALARY ADJUSTMENT:** A minimum 3% salary adjustment must be awarded to all employees no later than December 1, 2004.

Please indicate the date your agency will be awarding the 3% salary adjustment (agencies may not enter this increase before July 1, 2004.) December 1, 2004

- B. **COST-OF-LIVING ADJUSTMENT (COLA):**

1. Will the agency be offering a cost-of-living Adjustment in addition to the 3% salary adjustment?  Yes  No
2. If yes, please indicate the effective date: July/01/2004 and the percentage increase: 04%

- C. **Starting Pay.** Please explain the methodology for setting starting salaries for all employees, including probationary, transfer, re-employment, and temporary.

A new employee with exceptional related knowledge, skills, and abilities in the same field as the position entered will start on a step of the local range depending on the level of the knowledge, skills and abilities, and a new employee with exceptional related knowledge, skills, and abilities in a field related to the position entered will start on a step at or below the midpoint of the local range depending on the level of knowledge, skills, and abilities.

A new employee will always start on the first step of the range.

**SECTION IV: SPECIFIC SALARY ADJUSTMENTS (continued)**

**D. Probationary Increases.** *Probationary increases are increases that may be awarded to employees once they have successfully completed their probationary period. The length of the probationary period is established by the local department and may be either six or twelve months. Please indicate: the length of the probationary period for employees of the agency; whether or not the agency will be offering probationary increases; and the amount of the increase.*

What is the length of the probationary period as established by the local department?  6 months  12 months  
Will the agency be offering a probationary increase:  Yes  No  
If Yes, please indicate the percentage: \_\_\_\_\_%.

**E. Promotions and Upward Re-definition:**

1. **A promotion** is when an employee accepts a position in a higher classification and pay grade. No other type of increase (i.e., merit increase, cost of living, or across-the-board increases) may take the place of a promotional increase.
2. **An Upward Redefinition** is when an employee's current position is reclassified to a higher grade.

*No other type of increase (i.e., merit, cost-of-living, across the board salary adjustments, may take the place of an increase for a promotion or upward redefinition increase.*

*The amount chosen for such increases will be no less than 3% or no more than 10% of the employee's current salary. Please indicate below, by checking the appropriate box, the percentage the agency will award in such circumstances.*

3%  4%  5%  6%  7%  8%  9%  10%

**The method chosen must be applied consistently during the fiscal year to all employees regardless of other previous or anticipated increases or class title.**

**F. Demotions.** *A demotion is when an employee accepts or is moved to a position that is in a lower classification and pay grade. Please explain the method for determining an employee's salary upon demotion. Please be sure to include how the agency will address: (1) Voluntary Demotions; and (2) Involuntary Demotions.*

(1) Voluntary Demotions: No adjustments

(2) Involuntary Demotions: No adjustments

**G. Merit Increases.** *Please indicate whether or not Merit Increases will be awarded for the fiscal year 2004-2005.*

Will the agency be offering a merit increase?  Yes  No

If Yes, please indicate the method of determining the merit date (please check one):

One date applies to all employees. The effective date is: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Other (i.e., anniversary of initial appointment; anniversary of permanent status; anniversary of most recent promotion; a combination thereof): Please explain:

If the agency will be offering a merit increase, please indicate the number of one-percent salary steps (Note: Percentages may vary only if the local performance evaluation plan has been approved by the Division of Human Resource Management): \_\_\_\_\_%

## SECTION V: CHILD PROTECTIVE SERVICE PLAN

### A. On-call Compensation. Please check one box and fill in the appropriate blanks.

1. Compensatory time at \_\_\_\_\_ hour for each 8-hour shift (not to exceed 1 hour).
2. Payment of \$ 7.00 for each 8-hour shift (not to exceed \$7.00).
3. Director may choose either comp time at \_\_\_\_\_ hour or payment of \$ \_\_\_\_\_ for each 8-hour shift on a case-by-case basis (not to exceed 1 hour or \$7.00).

### B. Compensation for back-up work prorated for actual time in on-call status. Please check one box and fill in the appropriate blanks if applicable.

1. None provided.
2. Compensatory time at \_\_\_\_\_ hour for each 8 hours of actual on-call time accumulated (not to exceed 1 hour).
3. Payment of \$ \_\_\_\_\_ for each 8 hours of actual on-call time accumulated (not to exceed \$7.00).
4. Director may choose either compensatory time at \_\_\_\_\_ or payment of \$ \_\_\_\_\_ for each 8 hours of on-call accumulated on a case-by-case basis (not to exceed 1 hour or \$7.00).

### C. Compensation for direct door-to-door services. Please check one box from Question #1 and/or one box from Question #2 as it applies to the agency.

1. For employees exempt from the Fair Labor Standards Act (or for non-exempt employees who do not work more than 40 hours in a given work week), please check one box:
- (a) Regular salary rate for each hour spent in the field.
- (b) One hour of compensatory time for each hour spent in the field.
- (c) Director may choose option 1(a) or 1(b) on a case-by-case basis.
2. For non-exempt employees who physically work more than 40 hours in a given workweek, please check one box:
- (a) For hours physically worked over 40, overtime salary rate (one and one-half times the regular hourly rate) for each hour spent in the field.
- (b) For each hour physically worked over 40, overtime (one and one-half hours of leave) for each hour spent in the field (maximum accrual of 240 hours per employee per year).
- (c) Director may choose option 2(a) or 2(b) on a case-by-case basis.

## SECTION VI: SICK LEAVE ACCUMULATION PAYMENT

As indicated in the Administrative Manual, employees with 5 or more continuous years of service shall be paid no more than 25% of their respective accumulated sick leave balances upon separation from the local department of social services. The local board may choose to pay maximums of either \$2,500 or \$5,000 to eligible employees.

Does the agency deviate from the Sick Leave policy that is included in the Administrative Manual?  Yes  No

If the agency **does not** deviate from the Sick Leave policy that is included in the Administrative Manual, please indicate the maximum dollar amount that the agency will pay employees for unused sick leave balances:

- A. Agency will pay a maximum of \$2,500.
- B. Agency will pay a maximum of \$5,000.

**SECTION VII: SALARIES THAT EXCEED THE MAXIMUM REIMBURSABLE AMOUNT**

*In the space provided, please list: (a) the name of each employee whose salary will exceed the maximum reimbursable amount in the fiscal year 2004-2005; (b) the employee's respective classification title; and (c) a brief explanation as to why the employee's salary will exceed the maximum reimbursable amount. Please attach any additional sheets, if necessary. This question must be answered if any employee's salary will exceed the maximum reimbursable amount in the fiscal year 2004-2005, as this information must be presented to the Virginia State Social Services Board.*

Employee's Name	Classification Title
<i>Example: John Doe</i>	<i>Social Worker</i>
<i>Reason: Mr. Doe is a long-term employee whose salary is at the top of the state reimbursable range. In order for the employee to receive any Cost of Living increase, the agency must exceed the state reimbursable amount.</i>	
1. Robert Kelly	Fraud Investigator
<b>Reason:</b> Mr. Kelly is a long-term employee whose salary is at the top of the state reimbursable range.	
2. Elizabeth Yates	Account Clerk II
<b>Reason:</b> Ms. Yates is a long-term employee whose salary is at the top of the state reimbursable range.	
3. Kathy Viers	Eligibility Worker
<b>Reason:</b> Ms. Viers is a long-term employee whose salary is at the top of the state reimbursable range.	
4. Lucille Owens	APS Worker
<b>Reason:</b> Ms. Owens is a long-term employee whose salary is at the top of the state reimbursable range.	
5.	
<b>Reason:</b>	
6.	
<b>Reason:</b>	

**SECTION VIII: APPROVAL SIGNATURES**

Local Agency Director Signature: <i>Harold McClavahan</i>	Date: <i>June 30, 2004</i>
Local Board Chair Signature: <i>Harold McClavahan</i>	Date: <i>June 30, 2004</i>

**SECTION IX: LETS**

Have classification records been entered into LETS?

Yes     No

If no, when do you anticipate this can be accomplished?

\_\_\_\_/\_\_\_\_/\_\_\_\_

Please be advised your Compensation Plan cannot be reviewed until your agency's classification records are entered into LETS.

**PLEASE RETURN COMPLETED FORM TO:**

Virginia Department of Social Services  
Division of Human Resource Management  
Attention Pamela Giles  
7 North 8<sup>th</sup> Street  
Richmond, Virginia 23219  
Phone: 804.726.7055

**FOR VDSS DHRM OFFICE USE**

Date Compensation Plan Received:

Date Compensation Plan Approved:

Compensation Plan Approved By:

Date Approval Letter Mailed to Local Agency:

CONTINGENCY PLAN  
BUCHANAN COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
GRUNDY, VIRGINIA 24614

**PURPOSE:**

To plan for the orderly and efficient continuation of all programs and services to the citizens of Buchanan County in the event of damage/destruction of the Buchanan County Department of Social Services, whereby the building is rendered uninhabitable.

**PLAN:**

**(A) Relocation of Physical Office:**

- (1) Steps will be taken by administration for securing available properties owned by Buchanan County or other private properties for an interim period to provide a location for interviewing clients until a more permanent location is available.
- (2) Steps will be taken to retrieve all salvageable records and equipment from the Social Services building as an initial step to begin the office/files reconstruction.
- (3) Other measures to be taken – (in no order of priority) include:
  - a. Telephone Installations – Verizon
  - b. VACIS/ADAPT/OASIS Access – Use neighboring localities for emergency data entry.
  - c. Securing office equipment, forms and supplies – State Surplus Warehouse, private vendors, and other county agencies.
  - d. Public announcements – Radio, television and print media of new Location and statement that benefits/services will be continued.
  - e. Skeletal staff and receptionist will be provided to handle walk-in Clients.

**(B) Mandated Service Programs:**

- (1) Immediate set-up of a central staff (as indicated by service supervisor) at the new location to provide intake services for coverage of emergency situations of clients.
- (2) Protective services, (both child and adult), would operate through the beeper system already in existence.
- (3) Foster Care, Adoption, Day Care, VIEW and FSET, as well as ongoing

**Contingency Plan for Buchanan County**  
**Department of Social Services**  
**Page 2**

Services, would operate out of individual staff's home for the first forty-eight hours, or until the new location can accommodate all the service staff. Coordination of work will be provided by the service supervisor.

**(C) Mandated Benefits Program:**

- (1) Immediate set-up of essential staff as indicated by supervisory personnel to new location to provide continual intake coverage of TANF, Food Stamps, Medicaid, Auxiliary Grants, and Energy Assistance Programs.
- (2) Ongoing TANF, Food Stamps, Medicaid and Energy Assistance Programs Cases will resume operation as soon as the new location can accommodate staff.

**(D) Clerical Support:**

- (1) Information Systems Support Specialist will identify staff needed to handle Applications and walk-in clients at the reception desk.
- (2) Clerical staff will be identified by supervisory personnel to provide continued data input capabilities uninterrupted client benefits.
- (3) Other clerical staff will be relocated as soon as work stations and data entry Equipment are made available.

**(E) These areas have been identified where steps can and should be taken to Minimize the reconstruction stock, files and agency records.**

- (1) All case record materials would be maintained, when not in use, in file room or Desk.
- (2) Overpayment/collection ledgers will be kept in a safe nightly.
- (3) Backups/computerized systems, server, work processing, fraud and over-Payment tracking system, payroll and financial payments and reporting system Will be maintained by the office manager and/or computer technician in a secured office premises location. Master program discs will be stored offsite.

**Contingency Plan for Buchanan County**  
**Department of Social Services**  
**Page 3**

**Concluding Statement:**

This plan, which was updated July, 2004 serves as a guide for the temporary emergency Resumption of services and programs to ensure the needs of Buchanan County citizens will not be unduly disrupted.



2078

CAME INTO AGENCY CUSTODY:

4809563  
5257063  
5369614  
5369615  
5480043  
5480044

CAME OUT OF AGENCY CUSTODY:

4978749

DISCUSSION HELD:

Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the following Directors actions: Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living and Purchase of Service total of 148 Actions on 23 pages and disbursement of Special Welfare funds in the amount of \$11,618.32 and approve Welfare Receipts in the amount of \$19,161.92; approve payment for Payroll and Administrative Payments for July totaling \$183,998.12 and approve Administrative Payments in the amount of \$90,224.03.


Approve the following six cases of children who have come into the agency's custody and one case of a child who came out of the agency's custody, those case numbers are listed on page 2078 of the minute book.

Another item was to approve the intent of the agency to contract with EZ Filer for a new case management system incorporating a paperless office system. This is a sole source procurement, notice will be posted on the public bulletin board at the Buchanan County Courthouse for a period of thirty days.

Another item is to approve the Contingency Plan for the Buchanan County Department of Social Services and incorporated into the minute book. This was updated July 2004, and serves as a guide for the temporary emergency resumption of services and program to ensure the needs of Buchanan County citizens will not be unduly disrupted in event of an emergency.

No further actions the meeting was adjourned.

  
\_\_\_\_\_  
Harold McClanahan, Director

  
\_\_\_\_\_  
Date



2080

AGENCY RATINGS COMPLETED:

Position #504, VIERS, KATHY, ELIGIBILITY WORKER  
Position #508, WILLIS, KAREN, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

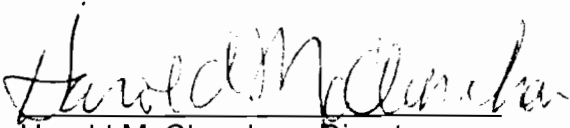
5364813 5369614 5369615 5404360 5404361 5480043  
5480044 5494946 5498761 5498762 5502664

DISCUSSION HELD:

Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the following Director's Actions for Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoptions, Independent Living, Purchase of Services 174 Actions on page 2079 of the Minute Book; and approve Disbursements of Special Welfare funds of \$10,901.63; approve Welfare Receipts totaling \$15,433.72; also approve Payroll for the month of August totaling \$183,998.12; approve Administrative Payments totaling \$74,310.47 and approve 11 children who come into agency's custody listed on page 2080 of the Minute Book.

No further actions meeting adjourned.

  
Harold McClanahan, Director

10-21-04  
Date



2082

CAME INTO AGENCY CUSTODY:

5517877          5517902

LEFT AGENCY CUSTODY:

4486083          4486084                  4486085                  4486087

DISCUSSION HELD:

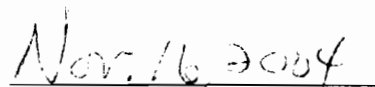
Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the 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 199 Actions; Disbursement of Special Welfare in the amount of \$8,141.00; Welfare Receipts in the amount of \$27,450.19; Payment for Payroll for the month of September 2004 in the amount of \$186,119.27; Administrative Payments in the amount of \$115,170.70.

Two cases who came into the agency's custody and four cases who left the agency's custody listed on page 2082 in the Minute Book.

No further business the meeting adjourned.

  
Harold McClanahan, Director

  
Date

2083

ON NOVEMBER 18, 2004, 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 167

Pages 25

Disbursements of Special Welfare Funds: \$ 9,948.28

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

Receipt No's: 572705 - 572759 \$ 15,695.77

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 2004	\$ 94,539.05
OCTOBER 29, 2004	\$ <u>94,190.25</u>
TOTAL	\$188,729.30

Administrative Payments

Warrant No's: 120151	\$ 14.67
120476 - 120506	\$ 6,927.65
120510 - 120542	\$ <u>66,823.36</u>
TOTAL	\$ 73,765.68

2084

CAME INTO AGENCY CUSTODY:

5446775 5446777 5534854

LEFT AGENCY CUSTODY:

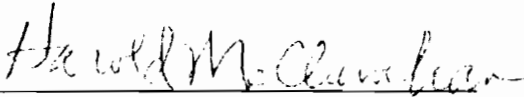
4469989 4485877 4485897 5037413

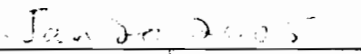
DISCUSSION HELD:

Harold McClanahan called the meeting of the Administrative Board meeting to order. The purpose of the meeting is to approve the following Directors Actions. Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Services total of 167 Actions listed on page 2083 of the Minute Book. Also approve disbursement of Special Welfare funds \$9,948.28; approve Welfare Receipts in the amount of \$15695.77; approve payment for Payroll and Administrative Payments for the month of October in the amount of \$188,729.30; for Payroll and for Administrative Payments in the amount of \$73,765.68. Approve four children who have come into agency's custody and four children who have left agency's custody case numbers listed on page number 2084 of the Minute Book.

Also to approve a revision of the agency's Reduction in Force Policy copy of this policy is included in the Minute Book.

No further actions the meeting adjourned.

  
Harold McClanahan, Director

  
Date

<b>NAME</b>	<b>TITLE</b>	<b>HIRED</b>	<b>"REDUCTION IN FORCE" CLASS</b>
<b>ADMINISTRATION</b>			
Harold McClanahan	Director	3/22/1971	Administration
Sherina Justus	Asst. Director	1/1/2000	Social Worker
Tammy Fields	Office Manager	5/1/1994	Clerical
Angela Johnson	Clerk	1/23/1984	Clerical
Marlene Owens	Clerk	9/1/1984	Clerical
Elizabeth Yates	Clerk	10/29/1979	Clerical
Lisa Smith	Clerk	3/1/1993	Clerical
Donita Estep	Clerk	6/3/1994	Clerical
Tina Fletcher	Receptionist	2/1/2002	Clerical
Robert Kelly	Fraud Investigator	10/1/1976	Eligibility
Robert Coleman	Info Syst Supp Tech	3/10/1985	Eligibility
<b>ELIGIBILITY 01</b>			
Jeanette Conrad	Supervisor	6/18/1990	Eligibility
Karen Willis	Elig. Worker	1/18/1988	Eligibility
Connie Hurley	Sr. Elig Worker	10/16/1978	Eligibility
Nadine Thornsby	Elig. Worker	3/1/1983	Eligibility
Celeste Blankenship	Elig. Worker	7/1/2001	Eligibility
Kathy Viers	Elig. Worker	9/6/1979	Eligibility
Geraldine Whitt	Elig. Worker	10/1/1988	Eligibility
Shelia Sisk	Elig. Worker	10/15/1992	Eligibility
Debbie Bostic	Elig. Worker	11/12/1996	Eligibility
Heather Boyd	Elig. Worker	5/1/2000	Eligibility
Jerome Vandyke	Elig. Worker	10/16/2001	Eligibility
<b>ELIGIBILITY 02</b>			
Kathy Deel	Supervisor	5/1/1977	Eligibility
Darlene Ashby	Elig. Worker	1/21/1986	Eligibility
Teresa Stiltner	Elig. Worker	9/1/1989	Eligibility
Barbara Belcher	Elig. Worker	12/1/2001	Eligibility
Regina Street	Elig. Worker	10/1/1984	Eligibility
Juanita Edwards	Elig. Worker	4/17/1995	Eligibility
Kimberly Smith	Elig. Worker	9/3/1996	Eligibility
Connie Barnett	Elig. Worker	10/1/1998	Eligibility
Heather Looney	Elig. Worker	5/1/2000	Eligibility
Deena Hurley	Elig. Worker	7/1/1999	Eligibility
Erica Bartley	Elig. Worker	12/17/2001	Eligibility
<b>SERVICES 01</b>			
Brenda Jackson	Supervisor	10/1/1982	Social Worker
Ruth Horn	Sr. Social Worker	2/1/1991	Social Worker
Bradford Johnson	Social Worker	6/1/1993	Social Worker
Patricia Whited	Social Worker	10/1/1988	Social Worker
Lisa Wagner	Social Worker	1/1/2000	Social Worker
Elizabet Vencill	Social Worker	2/16/2001	Social Worker
Suzanna Potter	Social Worker	7/16/2001	Social Worker
Vacant	Day Care Worker		
Joan Reynolds	S.W. Aide	2/1/2001	Aide

**SERVICES 02**

Cecil Stiltner	Supervisor	7/5/1988	Social Worker
Joanne Little	Social Worker	11/1/1985	Social Worker
Lucille Owens	Social Worker	3/1/1979	Social Worker
Anita Blevins	Social Worker	10/1/1988	Social Worker
Kimberly Burks	Social Worker	7/1/1988	Social Worker
Connie Freman	Social Worker	8/18/1986	Social Worker
Rebecca Slone	Social Worker	10/1/1991	Social Worker
Michelle Harbin	Social Worker	12/2/1996	Social Worker
Bonnie Hackworth	S.W. Aide	5/1/2000	Aide

**VIEW**

Angelia Baldwin	Sr. Empl. Serv. Wkr.	9/18/1995	Social Worker
Harriet McClanahan	Self Sufficiency Wkr.	9/1/1992	Eligibility
Debby Blankenship	Self Sufficiency Wkr.	9/2/1979	Eligibility
Friscilla Looney	Clerk	12/16/1997	Clerical