

2085

Please note

THE DECEMBER 2004 ADMINISTRATIVE BOARD MEETING WAS CANCELLED.
THE NOVEMBER AND DECEMBER, 2004 EXPENDITURES WILL BE APPROVED AT
NEXT MEETING.

ON JANUARY 20, 2005 THE FOLLOWING DIRECTOR'S ACTIONS WERE
APPROVED:

(NOVEMBER, 2004 EXPENDITURES)

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 164

Pages 25

Disbursements of Special Welfare Funds: \$ 2,443.91

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

Receipt No's: 572760 - 572819 \$ 19,040.90

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2004	\$ 95,079.83
NOVEMBER 30, 2004	\$ <u>94,905.86</u>
TOTAL	\$189,985.69

2086

Administrative Payments

Warrant No's: 120785 - 120813	\$ 6,403.73
120814	\$ 1,032.97
120815	\$ 5,000.00
121099 – 121101	\$ 1,232.25
121102 – 121144	\$ <u>67,902.33</u>
TOTAL	\$81,571.28

CAME INTO AGENCY CUSTODY:

5098310 5460688 5541279

ON JANUARY 20, 2005 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

(DECEMBER, 2004 EXPENDITURES)

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: 223

Pages 32

Disbursements of Special Welfare Funds: \$ 14,849.54

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

Receipt No's: 572820 – 572888 \$ 25,405.14

2087

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 2004	\$ 99,150.85
DECEMBER 30, 2004	\$ <u>97,597.58</u>
TOTAL	\$ 196,748.43

Administrative Payments

Warrant No's: 121432 – 121493	\$ 25,989.31
121495	\$ 1,074.17
121500	\$ 233.38
121548 – 121571	\$ 77,388.94
121572	\$ <u>898.23</u>
TOTAL	\$ 105,584.03

CAME INTO AGENCY CUSTODY:

5584665

LEFT AGENCY CUSTODY:

3157798 4520401 4520406

DISCUSSION HELD:

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

The purpose of the meeting is to approve the following November expenditures: Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grant, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Service, 164 Actions listed on page 2085 of the Minute Book. Also approve disbursements of Special Welfare funds \$2043.91; and approve Welfare Receipts in the amount of \$19,040.90; approve payment for Payroll and Administrative

2088

Payments totaling \$189,985.69 for Payroll and \$81,571.28 for Administrative Payments; approve three cases have come into agency custody listed on page 2086 in the Minute Book.

Also to approve the following December 2004 expenditures 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, 223 Actions listed on 2086 of the Minute Book. Approve disbursement of Special Welfare funds \$14,849.54; approve Welfare Receipts in the amount of \$25,405.14; and approve Payroll in the amount of \$196,748.43; Administrative Payments \$105,584.03 and approve one case coming into agency's custody and three cases leaving agency custody listed on page 2087 of the Minute Book.

Approve amendments to View Program expenditures and submit document titled Buchanan County Department of Social Services View Program Social and Supportive Services to be placed in the Minute Book. The entire document is to become effective June 01, 2005, but items 2.3, 2.5 and 4.11 are to be effective immediately. All others items in the document are to be effective June 01, 2005.

No other business, the meeting was adjourned.

Harold McClanahan
Harold McClanahan, Director

02-17-05
Date

Buchanan County Department of Social Services
View Program
Social and Supportive Services

Social and supportive services are provided to participants of the VIEW Program to remove barriers to the individual's participation and to stabilize employment. The supportive services available to participants of VIEW are child care, transportation, medical and dental services, work related expenses and emergency intervention. Supportive services are provided as needed and available to support participation in orientation, assessment, approved self-initiated education, training and employment activities, or to accept or maintain employment. The provisions of supportive services is contingent upon the availability of funds based on local VIEW allocations, and spending limits for such services will be at the discretion of the agency.

Policy established in the Virginia Department of Social Services TANF Manual, Chapter 1000 will be the primary reference for providing social and supportive services to VIEW participants. All products and services purchased for VIEW clients must be documented in the case record prior to a payment being made for that product or service. The following guideline which will be included in the amended VIEW Standard Operating Procedure Manual specifies limits to products and services purchased or otherwise provided for VIEW participants. The director, or his designee, has the discretion to approve additional expenditures in situations where there may be special circumstances and the VIEW participant can show legitimate justification for the expenditure.

1. Child Day Care
 1. VIEW participants who need assistance with day care services must apply for day care through the agency's day care program, and all eligibility requirements for that program should be met.
 2. VIEW funds cannot be used to pay the client's portion of the day care cost once the TANF case has been closed and the client is eligible for Transitional Day Care services.
 3. Once the TANF case is closed, and the client is not eligible for Transitional Day Care services, the client may receive assistance for day care services for up to ninety days after the TANF case is closed, if the client remains employed. However, the client must pay ten percent of his/her household income toward the day care cost. The day care provider must meet the same approval criteria as established in Day Care Policy.

2. Transportation and Related Services
 1. This service is provided to enable participants to travel to and from authorized VIEW activities or employment. The client must be making satisfactory progress and regularly attending the component.
 2. Criteria for approval of vehicle repairs
 1. Car repairs will be approved based on the NADA value of the vehicle, and will not exceed 1/3 of the NADA value per fiscal year.

2. The replacement of certain parts will be made one time per case during the period of participation in VIEW. Those parts include
 1. No more than four tires and front end alignment, one time only during period of participation.
 2. Battery, brake pads, muffler, and tailpipe one time only during period of participation.
3. Monthly transportation expense may be reimbursed to the client in an amount not to exceed \$50 if the client is employed in an income producing job or in a CWEP position, participating in an approved educational or training program, or participating in Job Search.
4. Gas vouchers payable to a local fuel vendor in an amount not to exceed \$50 per month may be provided instead of the monthly transportation reimbursement as described in Item 2.3 above. For VIEW participants not employed in an income producing job or CWEP position, participating in an approved educational or training program, or participating in Job Search, authorization for fuel may be given in an amount not to exceed a total of \$50 per month for VIEW participants who are participating in other approved activities.
5. One car payment in an amount not to exceed \$250 may be made directly to the lending institution one time per fiscal year. A copy of the pay stub, bill or other billing statement must be contained in the record. The employee must be participating in income producing employment to qualify for this service.
6. Vehicle insurance in an amount equivalent to 1/12 of the total annual premium, not to exceed \$200 per year, may be made directly to the insurance company one time per fiscal year. A copy of the billing statement must be contained in the record. The employee must be participating in income producing employment to qualify for this service.
7. Car rental may be approved at the discretion of the director or his designee only, after all other alternatives have been explored and exhausted.

3. Medical and Dental Services

Payment for medical and dental services must directly relate to VIEW activities or employment. These are medical services not covered by Medicaid. All other resources must be explored and exhausted before VIEW funds may be used.

1. Medical and mental health evaluations needed by participants to determine whether they have a verified disability that affects program participation, the nature and severity of the disability and its effect on program participation, and the reasonable accommodations needed by the individual directly relate to VIEW activities or employment. These evaluations may be paid for directly to the medical facility in an amount not to exceed \$200.
2. Dental services may be purchased in an amount not to exceed \$1,500 per fiscal year, or \$2,000 maximum during the client's period of participation in VIEW.

3. Eyeglasses may be purchased in an amount not to exceed \$200 during a client's period of participation in VIEW. However, if the need for new glasses is medically justified due to a drastic change in the client's vision, an additional purchase of eyeglass lenses only may be purchased at the discretion of the director or his designee only. Written documentation supporting the need for additional eyeglasses must be provided by the medical professional. Broken or lost eyeglasses will not be replaced after the initial pair is purchased.

4 Work Related Expenses

This service provides assistance to the participant with employment related expenses or expenses incurred through participation in an approved VIEW component.

1. Fees for birth certificates will be paid one time during the client's participation in VIEW.
2. Photo identification costs will be paid one time during the client's participation in VIEW.
3. Fees for criminal history background checks will be paid one time only per fiscal year, not to exceed two times during the client's participation in VIEW.
4. Tuition, books, supplies and testing fees may be paid as needed as long as the participant is making satisfactory progress in the educational or training program. All other grants, scholarships, and financial resources must be explored before VIEW funds are used.
5. Fees for professional testing and license may be paid one time during a client's participation in VIEW, in an amount not exceeding \$100.
6. Driver's license and reinstatement fees not to exceed \$100 may be paid one time during a client's participation in VIEW. VIEW funds may not be used for fines and costs paid to any court, or for reimbursement for such.
7. Driving school and defensive driving classes may be purchased in an amount not to exceed \$100. This expense may be purchased for a client one time during a client's participation in VIEW. Fees for VASAP participation will not be paid.
8. Uniforms, shoes and other work related clothing may be purchased two times per year, in an amount totaling no more than \$200 per year.
9. Steel toe boots required for mining, industrial, construction and transportation employment may be purchased for a participant in an amount not to exceed \$75 one time per fiscal year, but not exceeding two times during the client's participation in VIEW.
10. Tools, equipment, safety equipment, and supplies needed for employment may be purchased in an amount not to exceed \$200, no more than one time during the client's participation in VIEW.
11. Full Assessments, Job Readiness classes and other self improvement classes offered to VIEW participants by agency partners will be purchased on an as needed basis.

12. Relocation assistance may be paid directly to a participant who has participated in the program satisfactorily and wishes to relocate to improve his/her employment opportunities in an amount not to exceed \$1,500, subject to the approval of the director or his designee.

5. VIEW Emergency Intervention Services

This service provides assistance during crisis situations which may affect the individual's participation in an activity or employment. The VIEW coordinator should coordinate with the Eligibility worker, Fuel worker and Services intake worker to ensure that all resources are explored and identified to prevent duplication of efforts.

1. Financial assistance for necessary utilities (electricity, water) may be provided for a VIEW participant one time per fiscal year in an amount not to exceed \$150. Documentation must be found in the record that the participant has a disconnect notice. The account must be in the name of the participant or other household member. If the balance of the account exceeds \$150, the participant must make arrangements for the balance of the bill to be paid before VIEW funds will be authorized.
2. Assistance for a telephone bill may be provided for the VIEW participant one time per fiscal year in an amount not to exceed \$100, which will be applied to basic service only.
3. Rent for one month may be paid no more than two times per year, in an amount totaling no more than \$500 per year, if the participant has received an eviction notice, a copy of which must be documented in the record.
4. Food items only may be purchased for a VIEW participant's household one time per year in an amount not to exceed \$100. The time of the month and size of the household should be considered in determining the amount of food to authorize.

2089

ON FEBRUARY 17, 2005 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, and Purchase of Service :

Actions 268

Pages 30

Disbursements of Special Welfare Funds: \$ 11,972.17

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

Receipt No's: 572889 - 572953 \$ 26,660.18

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 13, 2005	\$ 97,510.32
JANUARY 31, 2005	<u>\$ 98,592.41</u>
TOTAL	\$196,102.73

Administrative Payments

Warrant No's: 121711 – 121712	\$ 46.61
121869 – 121896	\$ 6,535.75
122069 – 122073	\$ 11,429.38
122095 - 122138	\$ 78,646.48
122139	<u>\$ 1,459.18</u>
TOTAL	\$ 98,117.40

2090

AGENCY RATINGS COMPLETED:

Position #305, SMITH, LISA, ACCOUNT CLERK II
Position #308, JOHNSON, ANGELA, ACCOUNT CLERK II
Position #309, YATES, ELIZABETH, ACCOUNT CLERK II
Position #310, ESTEP, DONITA, ACCOUNT CLERK II
Position #312, DOTSON, PRISCILLA, ACCOUNT CLERK II

CAME INTO AGENCY CUSTODY:

5265967
5460688

LEFT AGENCY CUSTODY:

4710758
4948653
5098310
5340113

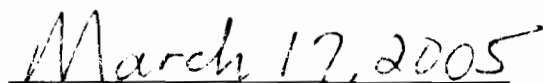
DISCUSSION HELD:

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

The purpose of the meeting is to approve the following Directors Actions: Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, Purchase of Services, 268 Actions; also disbursement of Special Welfare funds, \$11,972.17; approve Welfare Receipts in the amount of \$26,660.18. Approve payroll for month of January totaling \$196,102.73; Administrative Payments totaling \$98,117.40. Approve agency ratings, 5 listed on page 2090 in the Minute Book; approve two cases coming into agency's custody and four cases leaving agency custody listed on page 2090 in the Minute Book.

No further actions the meeting adjourned.


Harold McClanahan, Director


Date

2091

ON MARCH 17, 2005 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, and Purchase of Services:

Actions 265

Pages 31

Disbursements of Special Welfare Funds: \$ 12,529.01

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

Receipt No's: 572954 - 573000 \$ 23,261.71

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 2005	\$ 98,214.27
FEBRUARY 28, 2005	<u>\$ 97,308.41</u>
TOTAL	\$195,522.68

Administrative Payments

Warrant No's: 122339 - 122382 \$ 45,616.77

2092

AGENCY RATINGS COMPLETED:

Position #101, McClanahan, Harriett, Self Sufficiency Case Specialist
Position #104, Owens, Lucile, Adult Protective Service Worker
Position #105, Little, Joanne, Adult Protective Service Worker
Position # 113, Hackworth, Bonnie, Social Work Aide
Position # 114, Looney, Susanna Krae, Child Protective Service Worker
Position #201, Burks, Kimberly, Foster Care Worker
Position #303, Baldwin, Angelia, Senior Employment Service Worker
Position #606, Jewell, Heather, Eligibility Worker

CAME INTO AGENCY CUSTODY:

5159980
5353853

LEFT AGENCY CUSTODY:

5480043
548004
5541279

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, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living and Purchase of Services total of 265 Actions and approve disbursement of Special Welfare funds totaling \$12,529.01; and approve Welfare Receipts totaling \$23,261.71; approve payment for Payroll and Administrative expenses Payroll totaling \$195,522.68 and Administrative totaling \$45,616.77 all of these actions listed on page 2091 of the Minute Book. Approve performance evaluations;

2093

approve two cases coming into agency custody and three cases leaving agency custody listed on page 2092 of the Minute Book.

No further actions the meeting was adjourned.

Harold McClanahan
Harold McClanahan, Director

April 19, 2005
Date

2094

ON APRIL 19, 2005 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, and Purchase of Services:

Actions 224

Pages 32

Disbursements of Special Welfare Funds: \$ 24,295.83

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

Receipt No's: 573001 - 573058 \$ 41,240.00

Payment for Payroll and Administrative Payments as follows:

Payroll

MARCH 15, 2005	\$ 95,761.94
MARCH 31, 2005	\$ <u>98,281.14</u>
TOTAL	\$194,043.08

Administrative Payments

Warrant No's: 122559 - 122582	\$ 68,616.08
122783 - 122839	\$ 19,095.17
122840	\$ 959.99
122895 - 122928	\$ <u>74,426.12</u>
TOTAL	\$ 163,097.36

2095

AGENCY RATINGS COMPLETED:

Position #104, OWENS, LUCILLE, ADULT PROTECTIVE SERVICE WORKER
Position #105, LITTLE, JOANNE, ADULT PROTECTIVE SERVICE WORKER
Position #201, BURKS, KIMBERLY, FOSTER CARE SERVICE WORKER
Position #511, STILTNER, TERESA, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

5159984

LEFT AGENCY CUSTODY:

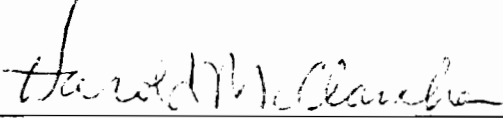
4509034 4520286 4982864 5205040 5205041 5210193
5498761 5498762

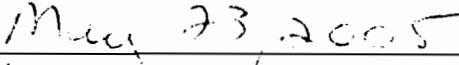

DISCUSSION HELD:

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

The purpose of the meeting is to approve the following Director's Actions: Emergency Assistance, General Relief, Auxiliary Grant, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living and Purchase of Services 224 Actions and total of disbursement of Special Welfare funds in the amount of \$24,295.83; approve Welfare Receipts in the amount of \$41,240.00; approve payment for Payroll in the amount of \$194,043.88; approve Administrative Payments in the amount of \$163,097.36; approve agency performance evaluations listed on page 295 of the Minute Book; approve 1 case coming into agency's custody and approve 8 cases leaving agency's custody.

No further actions the meeting was adjourned.


Harold McClanahan, Director


Date 

2097

CAME INTO AGENCY CUSTODY:

5230988 5230995 5686644 5669245 5069248 5039248
5694358 5670062

LEFT AGENCY CUSTODY:

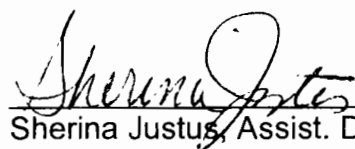
4024678 5353858

DISCUSSION HELD:

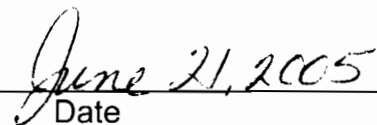
Sherina Justus called the meeting of the Administrative Board to order on May 18, 2005 in the absence of the Director, Harold McClanahan.

On May 18, 2005 the following Directors Actions were approved: Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Children, and Purchase of Services; Actions 146, Page 22; Disbursements of Special Welfare funds, \$12,528.19, Welfare Receipts in the amount of \$20,202.76, payment for Payroll in the amount of \$193,073.32 and Administrative Payments in the amount of \$92,577.58; seven cases came into agency's custody and two cases left the agency's custody.

No further business the meeting was adjourned.



Sherina Justus, Assist. Director



Date

2098

ON JUNE 23, 2005 THE DIRECTOR, HAROLD MCCLANAHAN, 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, and Purchase of Services:

Actions 210

Pages 30

Disbursements of Special Welfare Funds: \$ 4,892.23

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

Receipt No's: 573124 - 573173 \$ 21,060.23

Payment for Payroll and Administrative Payments as follows:

Payroll

MAY 13, 2005	\$ 97,486.08
MAY 31, 2005	\$ <u>97,128.91</u>
TOTAL	\$ 194,614.99

Administrative Payments

Warrant No's: 123760 - 123808	\$ 21,543.52
123945 - 123978	\$ <u>97,579.28</u>
TOTAL	\$ 119,122.80

2099

RATINGS COMPLETED BY AGENCY:

Position #512, OWENS, MARLENE, ACCOUNT CLERK II

CAME INTO AGENCY CUSTODY:

5694358 5697396 5697658 5698940 5698939 5697657

LEFT AGENCY CUSTODY:

5517902 5517877

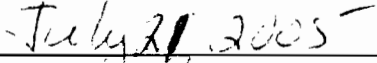
DISCUSSION HELD:

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

The purpose of the meeting is to approve the following Directors Actions: Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living and Purchase of Services; 210 Actions totaling \$4892.23, that includes the disbursements of Special Welfare funds. Approve Welfare Receipts \$21,016.23; approve payroll for May totaling \$194,614.99; approve Administrative Payments, \$119,122.80; approve one employee rating; approve six cases come into agency's custody; approve two cases who left agency custody.

No further actions the meeting adjourn.


Harold McClanahan, Director


Date

2100

ON JULY 21, 2005 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

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

Actions 341

Pages 47

Disbursements of Special Welfare Funds: \$ 8,016.22

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

Receipt No's: 573174 – 573223 \$ 20,774.55

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 2005	\$ 98,121.22
JUNE 30, 2005	\$ <u>93,833.41</u>
TOTAL	\$ 191,954.63

Administrative Payments

Warrant No's: 124211 - 124253	\$ 12,949.09
124257 - 124289	\$ 76,129.33
124486	\$ <u>1,476.48</u>
TOTAL	\$ 90,554.90

Joanne Little
P O Box 362
Hurley Virginia 24620

August 2, 2005

Harold McClanahan, Director
Buchanan County Department of Social Services
RR 5 Box 108 E
Grundy Virginia 24614

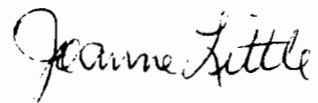
RE: Part-Time Employment

Dear Mr. McClanahan:

I am requesting permission to work as a part-time caterer. All catering business will be done after work at the agency, on weekends and/or on approved leave days.

Thanking you in advance for your consideration in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Joanne Little".

Joanne Little

2101

CAME INTO AGENCY CUSTODY:

5708629 5708631 5708634 5722520 5722520

LEFT AGENCY CUSTODY:

4976617

DISCUSSION HELD:

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

The purpose of the meeting is to approve the following Directors Actions: Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living and Purchase of Services; 341 Actions and also the disbursement of Special Welfare funds in the amount of \$8016.22 and approve Welfare Receipts in the amount of \$20,774.55; approve Payroll for the month of June in the amount of \$199,954.63; Administrative Payments in the amount of \$90,554.90; approve 5 cases coming into agency's custody and one leaving the agency's custody.

One additional item on July 20, 2005 a committee composed of myself, Assistant Director, Sherina Justus, Supervisor's Cecil Stiltner, Kathy Deel and Tammy Fields met regarding the bids for washing and cleaning the agency's it was decided that the bid be awarded to Dennis Blankenship, even though both bids were the same, \$30.00 per vehicle Mr. Blankenship's bid included washing the vehicle's on agency's property.

No further items the meeting was adjourned.

Harold McClanahan
Harold McClanahan, Director

Aug 18, 2005
Date

2102

ON AUGUST 18, 2005 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, and Purchase of Services:

Actions 132

Pages 20

Disbursements of Special Welfare Funds: \$ 4,339.36

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

Receipt No's: 573224 - 596169 \$ 12,350.76

Payment for Payroll and Administrative Payments as follows:

Payroll

JULY 15, 2005	\$ 96,898.52
JULY 29, 2005	\$ <u>97,243.86</u>
TOTAL	\$ 194,142.38

Administrative Payments

Warrant No's: 124487	\$ 5,000.00
124640 - 124643	\$ 400.00
124644 - 124689	\$ 22,194.52
124690	\$ 3,561.32
124693 - 124714	\$ 66,077.92
124770 - 124778	\$ <u>2,463.82</u>
TOTAL	\$ 99,697.58

2103

CAME INTO AGENCY CUSTODY:

5583514 5583515

LEFT AGENCY CUSTODY:

5583515

DISCUSSION HELD:

Board
1

Harold McClanahan called the meeting of the Administrative ~~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 Adoptions, Independent Living and Purchase of Services, 132 Actions; approve the disbursement of Special Welfare funds \$4339.36; approve Welfare Receipts in the amount of \$12,350.76; approve payment for Payroll and Administrative Payments in the amount of \$194,142.38 for the month of July that amount was for Payroll, and Administrative expenses \$99,697.58; approve 2 cases that came into agency's custody and 1 case leaving agency's custody.

Approve a request from agency employee, Joanne Little, requesting permission to work as a part time caterer, all business will be done after work and on weekends or on approved leave days, and approve request for outside employment.

No further business the meeting adjourned.


Harold McClanahan, Director

9-15-05
Date

2105

CAME INTO AGENCY CUSTODY:

4486083 4486087 5446639 5571755 5583514 5583515 5766656

LEFT AGENCY CUSTODY:

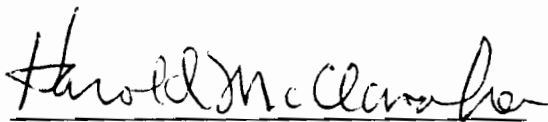
4486083 5127140 5127142 5159980 5725685 5583515

DISCUSSION HELD:

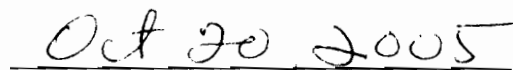
Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the following Director's Actions: Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living and Purchase of Services, 131 Actions; approve the disbursement of Special Welfare funds in the amount of \$\$4881.55; approve Welfare Receipts in the amount of \$15,093.67; approve payment for Payroll in the amount of \$198,569.89 for August; approve payment for Administrative Payments in the amount of \$81,211.90; approve seven cases that came into agency's custody and approve six cases that left the agency's custody.

No further business the meeting adjourned.



Harold McClanahan, Director


Date

2107

CAME INTO AGENCY CUSTODY:

5446639
5694358
5766656

LEFT AGENCY CUSTODY:

4809563 4982167 4982169 4982172 5032820 5032821 5032822
5067769

DISCUSSION HELD

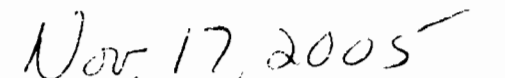
Harold McClanahan called the meeting of the Administrative Board to order.

The purpose of the meeting is to approve the Director's Actions Emergency Assistant, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoptions, Independent Living and Purchase of Services 118 Actions; also approve the Disbursements of Special Welfare funds \$28,643.97; approve Welfare Receipts in the amount of \$36,689.00; also approve payments for Payroll in the amount of \$195,215.55; approve Administrative Payments in the amount of \$88,344.94. Approve 3 cases coming into agency's custody and 8 cases leaving agency's custody, listed on page 2107 in the minute book.

Approve the awarding of the bid for gasoline services to Service Fuel Inc. of Vansant, the bid was the only bid submitted and it was for average rate price at 7 cents rate plus 5 cents profit per gallon.

No further items the meeting adjourned.


Harold McClanahan, Director


Date

2109

AGENCY RATINGS COMPLETED:

Position #113, HACKWORTH, BONNIE, SERVICES AIDE II
Position # 504, VIERS, KATHY, ELIGIBILITY WORKER
Position # 506, JACKSON, BRENDA, SERVICES SUPERVISOR
Position #508, WILLIS, KAREN, ELIGIBILITY WORKER
Position #510, DEEL, DONNA KATHY, ELIGIBILITY SUPERVISOR
Position #518, EDWARDS, JUANITA, SENIOR ELIGIBILITY WORKER
Position #558, HURLEY, CONNIE, SENIOR ELIGIBILITY WORKER
Position #561, JOHNSON, HEATHER, ELIGIBILITY WORKER
Position #606, JEWELL, HEATHER, ELIGIBILITY WORKER

LEFT AGENCY CUSTODY:


4486083 5108942 5227067 5404360 5404361 5722520 5722521

DISCUSSION HELD:

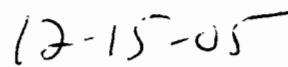
Harold McClanahan called the Administrative Board Meeting to order.

The purpose of the meeting is to approve the following Director's Actions: Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, and Purchase of Services 111 Actions; also approve disbursement of Special Welfare in the amount of \$17,039.80, approve Welfare Receipts in the amount of \$10,663.80; approve payment for Payroll for the month of October in the amount of \$194,523.60 and approve Administrative Payments in the amount of \$20,802.10. Approve 9 performance evaluations and 7 cases leaving the agency's custody these listed on page 2109 in the minute book.

No further actions the meeting is adjourned.



Harold McClanahan, Director



Date

2110

ON DECEMBER 15, 2005 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, and Purchase of Services:

Actions 05 Page 11

Disbursements of Special Welfare Funds: \$ 10,064.68

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

Receipt No's: 596325 - 596394 \$ 45,682.67

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2005	\$ 97,507.44
NOVEMBER 30, 2005	<u>\$ 97,385.21</u>
TOTAL	\$ 194,892.65

Administrative Payments

Warrant No's: 125962 - 125995	\$ 74,557.12
125996	\$ 1,096.25
126116 - 126117	\$ 200.00
126269 - 126298	\$ 11,906.42
126438	\$ 990.16
126439 - 126465	<u>\$ 55,981.01</u>
TOTAL	\$ 144,730.96

2111

AGENCY RATINGS COMPLETED:

Position #350, JUSTUS, SHERINA, ASS. ST. DIRECTOR
Position #518, EDWARDS, JUANITA, SR. ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

5159980 5739405 5835305 5837649 5837657

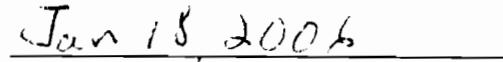
DISCUSSION HELD:

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, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, and Purchase of Services; Disbursement of Special Welfare funds in the amount of \$10,064.68; Welfare Receipts in the amount of \$45,682.67; Payment for Payroll in the amount of \$194,892.65; Administrative Payments in the amount of \$144,730.96.

Approve 2 performance evaluations, and approve 5 cases that came into agency's custody all listed on page 2111 in the Minute Book.

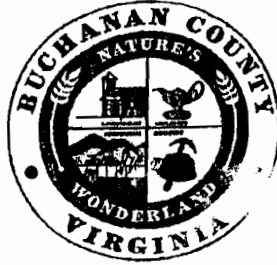
No further actions the meeting was adjourned.


Harold McClanahan, Director


Date

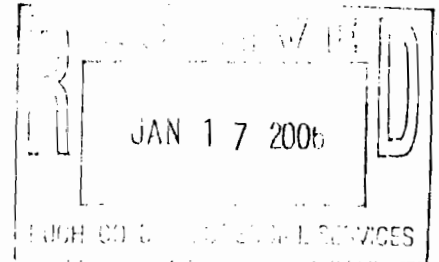
BUCHANAN COUNTY BOARD OF SUPERVISORS

Gregory Roger Rife, Chairman
North Grundy District
K. Lindsay, Vice-Chairman
South Grundy District
Pat Justus
Knox District
Harold H. "Buddy" Fuller
Garden District
Joseph "Joe" Keene
North Grundy District
William P. Harris
Hurricane District
David Franklin Ratliff
Rocklick District



William J. Caudill
County Administrator

Michael G. McGlothlin, Esq.
County Attorney



Harold McClanahan, Director
Department of Social Services
RR 5, Box 108E
Grundy, VA 24614

Dear Harold:

At an organizational meeting of the Buchanan County Board of Supervisors held on Monday the 9th day of January 2006. Upon motion of William P. Harris seconded by W. Pat Justus and with a roll call vote of seven (7) yeas and zero (0) nays, this board did hereby appoint the following individuals to the Buchanan County Department of Social Services Administrative Board of Directors:

Emogene Elswick, representative for the Rocklick District

Ruby Ratliff Hale, representative for the Hurricane District

Cindy Rife, representative for the Prater District

Thomas J. Holland, representative for the South Grundy District

Kyle McClanahan, representative for the North Grundy District

Sandra Cole, representative for the Garden District

Tolbert Prater, representative for the Knox District

W. J. Caudill, Buchanan County Administrator

If you have any questions, please let me know. Thank you.

Sincerely yours,

W. J. Caudill
County Administrator

Administrative Office P. O. Drawer 950, GRUNDY, VIRGINIA 24614
Telephone (276) 935-6500
Fax: (276) 935-4479