

2112

ON JANUARY 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 114 Pages 18

Disbursements of Special Welfare Funds: \$ 18,145.37

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

Receipt No's: 596395 - 596439 \$ 29,146.85

Payment for Payroll and Administrative Payments as follows:

Payroll

DECEMBER 15, 2005	\$ 97,411.00
DECEMBER 30, 2005	\$ <u>96,862.78</u>
TOTAL	\$194,273.78

Administrative Payments

Warrant No's: 126507	\$ 1,455.31
126644 - 126682	\$ 9,936.18
126720 - 126754	\$ <u>84,435.06</u>
TOTAL	\$ 95,826.55

2113

AGENCY RATINGS COMPLETED:

Position #113, HACKWORTH, BONNIE, AIDE II
Position #507, KELLY, ROBERT, FRAUD INVESTIGATOR

CAME INTO AGENCY CUSTODY:

5862960

DISCUSSION HELD:

PRESENT: Tom Holland
Tolbert Prater
Cindy Rife
Sandra Cole
Ruby Ratliff Hale
Emogene Elswick
Kyle McClanahan
Harold McClanahan, DSS Director
Sherina Justus, DSS Assistant Director
Lisa Smith, Reporter

Ron Coleman – The Voice Newspaper

Jeanette Conrad, DSS Eligibility Supervisor
Kathy Deel, DSS Eligibility Supervisor
Cecil Stiltner, Social Work Supervisor
Brenda Jackson, Social Work Supervisor
Tammy Fields, Office Manger

Harold McClanahan, Director of the Department of Social Services called the meeting of the Administrative Board to order at 6:30 PM.

Mr. McClanahan reported that the meeting was going to begin by having introductions at which time each Board Member stated their name and what district they represented and the DSS Supervisors present stated their names and what programs they supervised.

At this time Mr. McClanahan stated that the next item on the agenda was the organization of the Board with first item being election of the Chairperson. Mr. McClanahan called for nominations of Chairperson. Tolbert Prater nominated Tom Holland as Chairperson and Sandra Cole seconded this nomination. Mr. McClanahan asked if there were any other nominations. No other nominations heard. With a voice vote of the entire Board voting, yes none opposed, Tom Holland was hereby appointed Chairman of the Board. At this time Harold McClanahan turned the meeting over to Mr. Holland.

Chairman Tom Holland thanked the Board.

Chairman Tom Holland called for nominations for Vice Chairman. Emogene Elswick nominated Kyle McClanahan as Vice Chairman seconded by Ruby Hale. Chairman, Tom Holland asked if there were any other nominations. Sandra Cole nominated Tolbert Prater for Vice Chairman, seconded by Cindy Rife. At this time Chairman Tom Holland reported that with two nominations the Board could either do a voice vote or a written vote how did the Board want to do it. Chairman Tom Holland asked Harold McClanahan what he thought and Mr. McClanahan recommended a voice roll call vote. Assistant Director Sherina Justus reported that in a roll call vote you have to roll call each member and they need to specify who they wish to vote for. At this time a roll call was conducted: Sandra Cole voting for Tolbert Prater; Tolbert Prater voting for himself; Cindy Rife voting for Tolbert Prater; Ruby Hale voting for Kyle McClanahan; Emogene Elswick voting for Kyle McClanahan; Kyle McClanahan voting for himself; and with a tie 3 to 3 Tom Holland voting for Tolbert Prater making 4 to 3 with Tolbert Prater Vice Chairman.

Chairman Tom Holland reported that the Board needed to adopt Parliamentary Procedures Roberts Rule of Order. Chairman Tom Holland asked if every Board member got a copy of the Roberts Rules of Order? Mr. McClanahan reported that he did not make a copy for everybody because it was a lot of copies, but we would make it available to everyone who wanted one. Chairman Tom Holland reported that he had access to a smaller version of Roberts Rules of Order which includes everything and he will see if he can get a copy for everyone and have it at the next Board meeting. Kyle McClanahan made a motion that the Board adopt Roberts Rule of Order and Vice Chairman Tolbert Prater seconded this motion and by unanimous voice vote of the Board, this motion passed.

At this time Chairman Tom Holland addressed items 5 and 6 on the agenda stating it was the Boards decision as to whether they wanted to appoint such committees because his understanding of Roberts Rules of Order the Board has to approve the committees and then appoint the members. Chairman Tom Holland asks for a motion to appoint a personnel committee and to appoint an insurance committee which will also be a finance committee. Emogene Elswick made a motion that the Board appoint

a personnel committee and insurance/finance committee and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland reported that he thought it was proper that he appoint the committees and he appointed Kyle McClanahan as Chairman of the Insurance and Finance Committee and Emogene Elswick and Ruby Hale to serve on the Insurance and Finance Committee. Chairman Tom Holland reported that he was going to serve as an exofficio member of both committees. On the Personnel Committee he appointed Vice Chairman Tolbert Prater, as Chairman and Cindy Rife and Sandra Cole. Chairman Tom Holland explained that the Personnel Committee does not hire, fire, promote, demote that is a total Board issue, the Personnel Committee is to look into problems and check with personnel and daily procedures. Chairman Tom Holland stated that any appointment to this agency like hiring or disciplinary actions is a total Board thing; the entire Board will do that.

At this time Chairman Tom Holland reported that the Board needed to set a meeting date and time that whole Board would be happy with and entertained discussion regarding such. Emogene Elswick reported that she thought it would be better to have the meeting at the first of the week because Thursday's might interfere with travel plans, and she would prefer having it Monday. Ruby Hale reported that Monday would be great for her due to traveling issues; Chairman Tom Holland reported that he has no preference. Sandra Cole reported that she has a class on Monday nights and she reported that if the Board would meet earlier at maybe 4:00, and Cindy Rife reported that she didn't get off work until 5:00 PM, but she could be here by 5:05 PM. Sandra Cole reported that the Board could set the time on Monday at 5:00 if that is what they wanted to do, but she would have to leave at 6:00 PM in order to get to her class on time. Ruby Hale asked that the Board try meeting on Monday's and if it doesn't work then the Board could change it. After discussion Vice Chairman Tolbert Prater made a motion that the Board meet on the 3rd Monday of the month at approximately 5:00 PM and Ruby Hale seconded this motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan presented each Board member with the Local Board Member Handbooks and reported that it was last revised in July 2003 and it is the current handbook. Mr. McClanahan reported that the handbook does outline the responsibilities and duties of the local Board of Social Services Member and it has a lot of good information and informed them if there is anything that they had any questions about feel free to call him or come by the office and he would be happy to talk with them about it and answer any questions they may have.

Mr. McClanahan informed the Board that the Regional Office does not provide any specific training for Board members, but there is a Southwest Virginia Coalition of Board Members and that may be something the Board may be interested in attending. Mr.

McClanahan reported that he is not really sure when those meetings are held, but they are usually in Abingdon or Bristol and they are usually at night to accommodate most everybody. Mr. McClanahan reported they he will get some information and have it ready at the next Board meeting. Mr. McClanahan reported that he did talk with the Operations Director of Quality Management, Tony Fritz and he said he would come and talk with the Board regarding the duties and responsibilities.

Mr. McClanahan asked the Board what kind of monetary limit they would like to put on the Director as to the amount he can authorize on individual expenditures without coming to the Board and getting approval. Chairman Tom Holland asked if the Board set an amount if he would still have to bring anything that he approved back to the Board for approval. Chairman Tom Holland asked Mr. McClanahan how much money he thought he needed to have. Mr. McClanahan reported that when the previous administrative board was active he was the director and they approved \$1,000.00 limit, but he would like to at least have the authority for \$2,000.00, but it was the Board's discretion. Emogene Elswick asked that since being a new member she was interested in knowing what expenditures he uses that money for? Mr. McClanahan reported that the agency has some ongoing operating expenditures and those are listed in the packet that they received, which are normal bills each month, but for an example if we have a computer to break down and we need to buy a computer or a printer that needs to be purchased those kinds of things would need to be purchased without having to wait until the next board meeting to get it approved and then order it. Kyle McClanahan made a motion that the Director, Harold McClanahan be allowed to approve administrative bills at his discretion up to the amount of \$2,000.00 and Emogene Elswick seconded the motion and by unanimous voice vote of the Board the motion passed.

Sandra Cole made a request that Chairman Tom Holland ask Tony Fritz to come to the agency and provide an in service with the Board; Ms. Cole informed the Board that last time she was on the Administrative Board he came and did a training session and it was very helpful and informative and she would like him to come back again as it was very beneficial. Kyle McClanahan reported that he would like Harold McClanahan to ask that Tony Fritz invite some of the Abingdon personnel, possibly Mary Norris, not at the same time but separate meetings. Harold McClanahan reported that he would take care of the invitations and he would ask Tony Fritz to make arrangements for the Abingdon personnel to come.

Harold McClanahan reported that in the Board packets each member had Organizational Chart of our agency, as well as a copy of a State Organizational Chart and a list of all agency employees and which units they are in. Emogene Elswick asked Mr. McClanahan how many agency employees he had and Mr. McClanahan informed her there were approximately 55 employees.

Harold McClanahan reported that each member had a copy of the Meals and Incidental Travel Expenses policy which changed effective January 17, 2006. Mr. McClanahan reported that this was the state policy and explained that if anybody in the agency has to travel outside the county on agency business then they are reimbursed for the hotel and meals and there are different amounts for what part of the state and city they travel to. Mr. McClanahan informed the Board that he needed them to adopt the new state reimbursement rates for travel. Mr. McClanahan also explained that these are the state rates and the agency does not operate like the state as far as per diem, the state employees get a per diem for travel, but local social services personnel do not get a per diem it's only as used. Sandy Cole made a motion to approve the Meals and Incidental Travel Expenses and Vice Chairman Tolbert Prater seconded this motion and after unanimous voice vote of the Board the motion passed.

At this time Assistant Director Sherina Justus informed the Board Members that they were responsible for completing a Financial Disclosure Statement, which were records kept on file in the County Administrators Office. All members of the Board with the exception of Kyle McClanahan and Cindy Rife informed Ms. Justus that they had already filed this Statement with the County Administrators Office the day they were sworn in. Ms. Justus informed Cindy Rife and Kyle McClanahan that she would be responsible for submitting their completed statements to the County Administrators Office.

Discussion was held regarding payment of the agency monthly expenditures. Mr. McClanahan reported to the Board members a list was provided in their packets. Chairman Tom Holland asked Mr. McClanahan how long would it take for him to go through them and Mr. McClanahan stated that he was not going to go through each page, but suggested they review them themselves and if they see anything they didn't understand he would answer any questions they may have. Chairman Tom Holland stated that the Board needed to get a procedure where the Board can look at the expenditures and spend a little more time with them since they are responsible for approving such bills, and he would like to know what he is approving with a little bit more time to review. Tammy Fields, Office Manager asked if it was possible that someone could be assigned to come to the agency and go over the administrative bills before the checks are printed, more specifically near the middle and the end of the month and then report back to the full Board for approval, she noted this was the procedure used by the previous administrative board. Tammy Fields pointed out that that was how administrative bills were done, we also do assistance, purchase of service, which is program areas, confidential ones. Kyle McClanahan responded that he thinks it should be up to the Chairman of the Board to review the administrative payments and Chairman Tom Holland informed them he would be perfectly happy doing it. Kyle McClanahan made a motion that Chairman Tom Holland come to the agency view administrative payments and Sandra Cole seconded this motion and by unanimous

voice vote of the Board the motion passed. Chairman Mr. Holland reported that he would come whenever appropriate.

Tammy Fields asked the Board that if a check needs to be run in an emergency situation does she need to seek approval of the Board to do so? Chairman Tom Holland asked her how she did it in the past and she replied that we have proceeded and printed the check in an emergency situation with the Director's approval. Chairman Tom Holland informed the Board that they would make bills available an hour prior to the meeting. Ruby Hale reported that she would like to continue this to the next meeting because being a new member of the Board she didn't quite understand all of this right now and was a bit at one time to comprehend. Mr. McClanahan stated that he needed approval and these bills were done in December 2005. Ms. Hale informed the Board that she didn't feel comfortable voting on things when she is not sure what she is voting on. Ms. Hale informed them she would just abstain from the vote. Emogene Elswick also reported that she didn't fully understand the process either. Kyle McClanahan explained further that during the meeting of December 15, 2005 this Board was operating under Advisory, so the expenses made during that period until January Harold McClanahan had to approve on his own. Now this Board will be reviewing all bills in the future for approval an hour ahead of time before the meeting. Vice Chairman Tolbert Prater made a motion to approve the bills and Cindy Rife seconded this motion; 2 abstentions votes Emogene Elswick, Ruby Hale,; vote 5 – 2 motion passed.

At this time Chairman Tom Holland asked if there was any old business?

Chairman Tom Holland reported that the minutes of the December 15, 2005 Advisory Board meeting needed to be approved. Chairman Tom Holland explained that just to legally cover the approval of the minutes he will suggest that the members that was on the Advisory Board to look at the minutes and ask for a motion for approval. Members present: Chairman Tom Holland, Vice Chairman Tolbert Prater, Cindy Rife, Kyle McClanahan. Cindy Rife made a motion to approve the minutes of the December 15, 2005 Advisory Board meeting and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board motion passed.

Chairman Tom Holland asked if there was any new business?

Vice Chairman Tolbert Prater made a motion the Board move into closed session pursuant to Code Sections 2.1-3711A1 – personnel matters; 2.1-3711A4 – client matters; 2.1-3711A7 – legal matters and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.

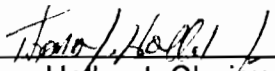
Sandra Cole made a motion that the Board come out of closed session and Kyle McClanahan seconded the motion and by unanimous voice vote of the Board the motion passed.

The Board moved out of closed session and upon motion made by Kyle McClanahan and seconded by Vice Chairman Tolbert Prater and by unanimous voice vote of the Board stipulated that nothing was discussed in closed session except what the Board went into closed session for.

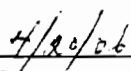
Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on January 19, 2006 pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 of Virginia requires of certification by the 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.



Tom Holland, Chairman



Date

Reports from closed session:

Ruby Hale made a motion to ratify personnel decisions made by the Director from January 09, 2006 until this meeting and Emogene Elswick seconded this motion and by unanimous voice vote of the Board the motion passed.

Vice Chairman Tolbert Prater made a motion to pay the last months rent to the Baxter Family Irrevocable Trust and cleaning fees of the View building and Cindy Rife seconded the motion and by unanimous voice vote of the Board the motion passed.

Tammy Fields wanted to get clarification on the expenditures as far as the program areas can the Director okay those or do those need to come to the Board. Ms. Fields explained that they will come to the Board anyway, but explained that the checks will have already been mailed. Mr. McClanahan explained that these are categorical things that do not come under scrutiny anyway. Chairman Tom Holland explained that the Board had already decided to have copies of all bills including these available to the Board one hour before each meeting for review.

Director Harold McClanahan informed the Board in looking at the calendar he pointed out that the 3rd Monday in February is a holiday and our office will be closed. Sandra Cole made a motion that the Board meeting be changed to Thursday night and Cindy

Rife seconded this motion. Sandra Cole informed the Board that her class will be over in April and asked Ruby if the Board could meet on Thursday's for the next three meetings and then go to Monday's and Ruby explained that she didn't have a problem with that.

Kyle McClanahan made a motion to rescind the previous motion and Vice Chairman Tolbert Prater seconded this motion and by unanimous voice vote of the Board the motion passed.

Kyle McClanahan made a motion that the Board have a permanent meeting date of the 3rd Thursday of the month at 5:00 PM and Cindy Rife seconded the motion the motion passed with Emogene Elswick voting no.

Assistant Director Sherina Justus asked the Board how far in advance they would like agenda packets? Chairman Tom Holland responded no less than a week.

Cindy Rife made a motion to adjourn and Vice Chairman Tolbert Prater seconded the motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan
Harold McClanahan, Director

2-28-06
Date

Thomas J. Holland
Thomas Holland, Board Chairman

4/20/06
Date

2122

AGENCY RATINGS COMPLETED:

Position #104, ADULT PROTECTIVE SERVICE WORKER
Position #105, ADULT PROTECTIVE SERVICE WORKER
Position #310, ACCOUNT CLERK II
Position #503, ELIGIBILITY WORKER
Position #511, ELIGIBILITY WORKER
Position #514, ELIGIBILITY WORKER
Position #556, ELIGIBILITY WORKER
Position #559, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

4786095 5288143 5288144 5498761 5498762 5787684

LEFT AGENCY CUSTODY:

5669245

DISCUSSION HELD:

PRESENT: Tom Holland, Chairman
Tolbert Prater, Vice Chairman
Ruby Ratliff Hale
Emogene Elswick
Kyle McClanahan
Sandra Cole
Cindy Rife
W. J. Caudill, County Administrator
Harold McClanahan, DSS Director
Sherina Justus, DSS Assistant Director
Lisa Smith, Reporter
Tammy Fields, DSS Office Manager
Cecil Stiltner, DSS Foster Care/Adult Protect Service Supervisor
Kathy Deel, DSS Eligibility Supervisor
Jeanette Conrad, DSS Eligibility Supervisor
Brenda Jackson, DSS Child Protective Service Supervisor
Jerome Vandyke
Anita Blevins
Donnie Breeding

2123

Chairman Tom Holland called the meeting of the Administrative Board to order at 5:02 P.M.

Chairman Tom Holland reported that a citizen from Lester's Fork was present to discuss some issues that he had with the Board. Chairman Tom Holland introduced Mr. Donnie Breeding to the Board. At this time Mr. Breeding addressed the Board with questions and concerns that he had and the community had in reference to social services providing medical cards to law school students over it's own citizens; and Harold McClanahan, DSS Director explained to Mr. Breeding that the eligibility requirements for the residents of Buchanan County are provided by the State of Virginia and if any resident of Buchanan County meets a category for Medicaid they would be approved. Mr. McClanahan also explained that the same criteria applied to the Food Stamp Program as well.

Mr. Breeding also had concerns about the hiring practices of this new Administrative Board. Mr. Breeding asked the Board if this Administrative Board was going to hire based on "who you know" or based on education? Chairman Tom Holland addressed the question and stated that when appointed to the Administrative Board his supervisor addressed the issue and stated that he would prefer to not allow politics play a part in the hiring practices and to only hire the best qualified person for the job and that is what he intended to do. The Board thanked Mr. Breeding for coming and voicing his concerns and invited him back whenever he had any questions or concerns in the future.

Chairman Tom Holland asked Director, Harold McClanahan to add a public comment item to the agenda so the community will feel free to come and voice any opinions or concerns they had with the Administrative Board.

At this time Chairman Tom Holland considered approval of the minutes of the January 19, 2006 meeting. After reviewing the minutes Director, Harold McClanahan made note of one change on page 2119 of the minute book, in the third paragraph from the bottom the motion should read that the last months rent should be paid to the Baxter Family Irrevocable Trust. After discussion Tolbert Prater made a motion that the minutes be approved with the amendment and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland reported to the Board that he had requested a Personnel Committee and Insurance and Finance Committee meeting due to them not having had a chance to meet since the new Board was appointed, and he feels that a couple of issues needed to be addressed by the Personnel Committee one of them having to do with compensatory time. Chairman Tom Holland reported

2124

that if the Insurance and Finance Committee does not have anything they feel they need to discuss that would be fine, they could attend the Personnel Committee meeting.

At this time Chairman Tom Holland called for a recess of the Administrative Board meeting for the purpose of conducting committee meetings.

Chairman Tom Holland reopened the Administrative Board meeting to discuss compensatory time. Chairman Tom Holland asked the Board what they felt or saw as legitimate areas for agency employees to receive compensatory time. Vice Chairman Tolbert Prater explained that he felt that only in emergency situations such as on-call workers, late court cases, clients coming into the agency late etc. and he felt that some of these situations could be solved by time adjustments and wondered how many times this occurs in a month. Chairman Tom Holland suggests to the Board that for actual compensatory time that this agency allows is for on-call workers on the regular rotation schedule or at the supervisor's request. Director Harold McClanahan asked Chairman Tom Holland if the time can be adjusted. Vice Chairman Tolbert Prater reported that you need to adjust all the time you can first.

Kyle McClanahan asked Director Harold McClanahan about the current Annual and Sick Leave Policy. Director Harold McClanahan explained the state policy to the Board with the sick accruals, and explained the annual accruals are based on years of service; and that the sick and annual accrual time is in addition to the compensatory time. After further discussion Sandra Cole stated that she felt this was a very serious issue and she would like to hear from the workers of the agency and made the suggestion that the Personnel Committee look at the compensatory time policy in depth. Director Harold McClanahan reported to Ms. Cole that he had met with the Agency's Supervisors and the proposed plan before the Board was what himself and the Agency's Supervisors had developed and if the Board wanted to make changes to it or discuss it further with the Personnel Committee he would do so. Chairman Tom Holland asked the Board if they would like to table the issue until the next Board meeting based on the input from the staff. Director Harold McClanahan suggested a meeting with the supervisors with the Personnel Committee between this meeting and the next Board meeting. At this time Sandra Cole made a motion that the Personnel Committee meet on Wednesday, February 22, 2006 at 5:00 p.m. at the Buchanan County Department of Social Services with the Department of Social Services Supervisors and Director Harold McClanahan to formulate a policy concerning Compensatory Leave and Vice Chairman Tolbert Prater seconded this motion and by unanimous voice vote of the Board the motion passed.

At this time Chairman Tom Holland informed the Board that they would recess for dinner.

Chairman Tom Holland called the meeting back to order and addressed the next item on the agenda #7 as Director Agenda Items. Director Harold McClanahan reported to the Board that Office Manager Tammy Fields has State and Federal Tax Forms for the Board to sign and return to her and also Confidentiality Forms to be signed as well. Board members signed the forms and returned them to Office Manager Tammy Fields during the meeting.

Director Harold McClanahan handed out information from the Street Law Firm in regards to the Board's legal counsel and explained the agency currently retains the Street Law Firm, specifically Vern Presley to represent not only the agency in matters of contracts and other business but also in court matters involving Child Protective Services and custody matters. Director Harold McClanahan would like for the Board to retain the Street Law Firm as the Administrative Board's representation as well, and continue the services the Street Law Firm provides for the agency. W. J. Caudill made a motion to allow Director Harold McClanahan to hire legal services from the Street Law Firm and Sandra Cole seconded this motion and motion passed with Chairman Tom Holland abstaining from the vote and W. J. Caudill stating he is not a voting member.

At this time Director Harold McClanahan reported that Child Protective Services Supervisor Brenda Jackson has a request of the Board. Ms. Jackson reported that from time to time the services units are approached by individuals of the community who want to perform internships at the agency for their fields of study or for a particular class. Currently the agency has an intern from Tazewell County who is completing a 150 hour internship for a class at Southwest Virginia Community College. The reason she is not doing her internship at Tazewell County Department Social Services is because she was a foster child in Tazewell County and was placed for adoption and the Director of Tazewell County Department of Social Services felt it was a conflict of interest. Ms. Jackson reported that this young lady is very intelligent, motivated, has a lot of insight and relates well to the foster children because she has been there herself. She will finish her internship the first week in March 2006 and she has decided that she loves the field of work so much that she wants to continue as a volunteer at the agency to help gain more experience. Ms. Jackson reported to the Board that her adoptive parents are elderly and have informed her that they will not continue to pay for her gasoline to travel to Grundy after she has completed her internship and she has inquired as to whether the agency could provide funds to purchase a tank of gasoline per week so she can continue volunteering for the agency. W. J. Caudill made a motion to provide a stipend of \$50.00 per week

2126

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

At this time Chairman Tom Holland asked the Board if they had looked over the agency's monthly expenditures. Ruby Ratliff Hale made a motion to approve the agency's monthly expenditures and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland asked the Board if there was any Old Business?

None reported.

Chairman Tom Holland asked the Board if there was any New Business?

Director Harold McClanahan informed the Board that on page 2122 of the minutes he was asking the Board's approval of the agency's performance evaluations and the cases that have come into the agency's custody and the cases who have left the agency's custody with case numbers provided. Chairman Tom Holland asked Director Harold McClanahan if the Board would be allowed to see the ratings before approval and Mr. McClanahan reported that they are available if the Board would like to see them. Sandra Cole made a motion to approve the agency's performance evaluations and custody cases on page 2122 of the minute book and Ruby Ratliff Hale seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland reported that the Board had an issue with a lot of vendors coming into the agency and selling various items, and he didn't like it by the fact that this went on during agency work hours. He stated that our local merchants have establishments and pay taxes and he doesn't feel that this was the appropriate place to allow vendors to sell any items. Chairman Tom Holland's suggestion is to terminate any and all vendors from coming into the agency and soliciting sales immediately. Cecil Stiltner, Foster Care/APS Supervisor asked Chairman Tom Holland if Relay for Life or school fundraisers were included and Chairman Tom Holland reported that they were not included. Chairman Tom Holland reported that the only vendors that he would be in agreement to keeping would be the vending machines; which was the snack and cola machines. Emogene Elswick made a motion that effective immediately, no non-profit vendors are to be allowed to solicit sales within the Agency or its premises; not to include non-profit organizations such as school fundraisers; American Cancer Society fundraisers or the already established vending machines in the Agency and Tolbert Prater seconded this motion and by unanimous voice vote of the Board the motion passed.

2127

Vice Chairman Tolbert Prater made a motion the Board move into closed session pursuant to Code Section 2.1-3711A1 – personnel matters and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.

Vice Chairman Tolbert Prater made a motion that the Board come out of closed session and Ruby Ratliff Hale seconded this motion and by unanimous voice vote of the Board the motion passed.

The Board moved out of closed session and upon motion made by Kyle McClanahan and seconded by Vice Chairman Tolbert Prater and by unanimous voice vote of the Board stipulated that nothing was discussed in closed session except what the Board went into closed session for.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on February 16, 2006 pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 of Virginia requires of certification by the 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.

Tom Holland, Chairman

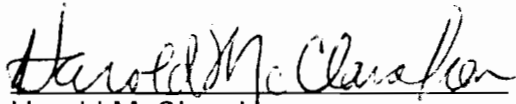
Date

Chairman Tom Holland reported that there was nothing to report from closed session.

The next Board meeting will be March 16, 2006 at 5:00 P.M.

2128

Cindy Rife made a motion to adjourn and Ruby Hale Ratliff seconded the motion and by unanimous voice vote of the Board the motion passed.



Harold McClanahan
Director

3-16-06

Date



Tom Holland, Chairman

3/16/06

Date

**Personnel Committee Meeting of the Administrative Board
February 22, 2006
5:00 p.m.**

Personnel Committee Members Present:

Chairman Tolbert Prater

Sandra Cole

Cindy Rie

Tom Hoiland

Administrative Board Members Present:

Emogene Elswick

W.J. Caudill

Administrative Board Members Absent:

Ruby Ratliff Hale

Kyle McClanahan

Agency Staff Present as requested by the Personnel Committee:

Harold McClanahan, Director

Sherina Justus, Assistant Director

Tammy Fields, Office Manager

Cecil Stiltner, Foster Care Supervisor

Brenda Jackson, Child Protective Service Supervisor

Kathy Deel, Eligibility Supervisor

Jeanette Conrad, Eligibility Supervisor

Agency Staff Present for Observation:

Suzanne Krae Potter – Services

Robert Coleman – Computer Technician

Heather Jewell – Eligibility

Jerome Vandyke – Eligibility

Anita Anderson – Services

Lisa Wagner – Services

Darlene Ashby – Eligibility

The purpose of this Personnel Committee work session, in conjunction with the agency's supervisory staff, is to discuss and make amendments to the current and proposed Work Schedule/Compensation Policy

----- 000 -----

**IN RE: DISCUSSION CONCERNING TIME CLOCK AND
PARAGRAPHS 1 AND 2 OF THE PROPOSED WORK
SCHEDULE/COMPENSATION POLICY**

Paragraphs 1 and 2

Effective March 1, 2006, the work week is defined as 40 hours of work occurring between the hours of 8:00 a.m. Thursday and 7:59 p.m. Thursday of the next week. The work day is defined as hours of work occurring between the hours of 8:00 a.m. to 4:30 p.m.

Employees entering the building prior to their designated work time will not clock in more than five minutes before their designated work time. Employees should clock out for the day within five minutes of their end time.

At this time Administrative Board Chairman Tom Holland stated that he would like to see the time clock used only as an indication of arriving to and departing from work rather than determining when an employees work day started and ended.

William J. Caudill stated in order to prevent workers from clocking in earlier and later than their scheduled hours of work the proposed policy should specify that workers are not allowed to clock in prior to 8:00 a.m. or work later than 4:30 p.m.

Sandra Cole asked if the time clock was not already being used to record the beginning and ending of a work day. She stated that she felt the time clock was an instrument designed for bookkeeping purposes to make keeping records of time easier.

Mr. Caudill stated that a record of time worked is needed and is as much for the protection of the worker as it is for the agency. He added that if you do not use a time clock for the purpose of recording time worked, then some means of keeping track of workers time will have to be developed.

Upon further discussion concerning the time clock, Cindy Rife stated that she would like to continue to use the time clock.

Personnel Committee Chairman Tolbert Prater stated that he would like to do away with the time clock and instead have the workers check in and out with their supervisors. Ms. Rife stated that it is her understanding if a worker does clock in 10 minutes early the proposed policy states they must have written justification and permission from their immediate supervisor to do so.

Upon discussion of proposed changes to the current method of keeping record of time worked with the suggestion of using it as an instrument to record arrival and departure only or doing away with it completely, Mr. Caudill suggested the Committee adjourn this meeting in order to have the agency's attorney present to advise the Board on personnel decisions concerning the proposed methods of recording time.

Ms. Cole stated that she felt the time clock was a good means of recording workers time for bookkeeping purposes and the main issue was avoiding accumulating an excessive amount of unnecessary compensatory time that is not being used where it should be. She added the proposed policy grants the supervisors the right to make that determination in the future.

Mr. Prater again stated that he does not feel a time clock is needed and workers should report to their supervisors instead. Ms. Cole elaborated as to why she feels a time clock would be more feasible in noting there may be occasions when the supervisor may not always be readily available for the worker to report in or out. Ms. Cole and Mr. Caudill both agreed the time clock was needed as much for the workers as the agency. Mr. Prater stated that using the time clock had its advantages and disadvantages. Mr. Caudill added that it had fewer disadvantages than advantages.

At this point in the discussion Sandra Cole, Cindy Rife and W.J. Caudill had all expressed they were in favor of keeping the time clock. Mr. Holland stated that he did not intend for his statement or recommendation to create this big of an issue and he withdrew his recommendation.

Ms. Cindy Rife explained another method of recording arrival to and departure from work was the method currently used at her place of employment, the Virginia Employment Commission, by signing in on your personal computer the computer keeps record of when you begin and end the work day.

----- 000 -----

**IN RE: DISCUSSION CONCERNING PARAGRAPH 3 – LUNCH
AND 15 MINUTE BREAKS**

Paragraphs 3

The work day will contain a duty free lunch period of at least 30 minutes unless the employee is required to be on duty and the specific assignment is approved by the supervisor. The lunch period should be taken between the hours of 11:30 AM and 1:30 PM. The workday will also contain two break periods of no more than 15 minutes each. The break periods should be taken before 11:00 AM and after 2:00 PM.

At this time Mr. Caudill suggested the committee follow suite with the Board of Supervisors and allow the workers at D.S.S a one hour lunch break.

Mr. McClanahan stated that although he appreciated the recommendation, by state regulations D.S.S. staff must work 8 hours a day. He added that although there are some agencies in the region who do not work 40 hour work weeks, they must justify not doing so with the State and Human Resource Department, due to agencies being reimbursed based on a 40 hour work week.

Mr. Prater asked if the 15 minute breaks were included in the 8 hour work day and Mr. McClanhan stated "yes". Foster Care Supervisor Cecil Stiltner stated that even if his workers are on lunch or on their 15 minute break they continue to take calls and see clients.

At this time Mr. Caudill withdrew his recommendation.

-----000-----

**IN RE: DISCUSSION CONCERNING PARAGRAPH 4, 5 AND 6
DISCUSSING ALTERNATE WORK SCHEDULE AND THE
USE OF COMPENSATORY TIME.**

Paragraphs 4, 5 and 6

Employees also have the flexibility to use time earned within the work week thereby decreasing the amount of compensatory time accumulated and will have the option of taking one hour for lunch. All employees making any changes related to this policy will be required to develop a three month contract with their supervisor regarding their work schedule.

Employees are expected to attend scheduled meetings and training sessions required by the supervisor and will observe a normal 8 hour workday for these activities instead of any contracted workday. Any employee not participating in an altered work schedule will not be required to report to work before 8:00 a.m. or work after 4:30 p.m. without appropriate compensation.

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

Mr. Holland stated that in referring to paragraph four of the proposed policy he would like to replace the word “flexibility” with “encourage”. Ms. Rife stated that the Committee did not want to punish those workers who have not abused the system.

At this time Foster Care worker Anita Anderson asked what time frame were they looking at allowing workers to take the compensatory time earned. Ms. Rife stated that the policy reads by the end of the next pay period.

In referring to paragraph five, Mr. McClanahan asked if the workers were going to be allowed to flex or alternate their work schedules as long as they work 8 hour days. Mr. Holland stated that he feels this would also be a means of cutting down on compensatory time.

Ms. Rife stated that services and eligibility are two different jobs and obviously some jobs within the agency require workers to be here at a specific time to meet the needs of the public and their clients.

Eligibility worker Heather Jewell stated that on occasion eligibility staff may need to work late to complete an interview or application already in progress or to better serve the working clients after their work hours.

Mr. Prater stated, with Ms. Elswick agreeing, the public knows the operating hours of the agency and it is the client’s responsibility to visit the agency during its operating hours.

Eligibility Supervisor Kathy Deel stated they do have clients who work and although workers encourage the clients to make their appointments during operating hours; workers will on occasion make exceptions to meet the needs of those clients. Mr. Holland stated that in a case like this the supervisor has the discretion to approve the overtime if they feel it is necessary. Ms. Deel added that this does not happen very often but may on occasion.

Mr. McClanahan explains that eligibility workers are required to do a lot of paper and application work beyond talking to someone during the interview process at a desk. Ms. Rife noted that although the

Committees main interest was eliminating the accumulation of compensatory time from being abused they understand it is not fair to the honest worker to eliminate it completely.

Supervisor Kathy Deel added that it was not very often an eligibility worker would receive any compensatory time, for example this situation may occur once every 6 months.

At this time Mr. Holland requested that all future compensatory time earned be presented to the Board on a monthly basis with explanation as to why the time was received and how much.

Mr. Prater stated that all compensatory time should ultimately be approved by the Director who would have the final determination, and agreed that the Board needs documentation of what is being granted.

Ms. Cole agreed that time earned must be approved by the worker's supervisor and the Director. Mr. Holland added that once the Board sets the policy it is the Director's responsibility to run the agency and the Board needs to allow him to do so.

----- 000 -----

IN RE: PARAGRAPH 7 CARRING OVER TIME

Paragraph 7

Any compensatory time earned within a pay period will have to be used by the end of the next pay period. Employees are only allowed to carry a maximum of 40 hours accrued compensatory leave at any time. Employees with accrued compensatory leave above 40 hours will be required to use compensatory leave before annual leave and sick leave.

In reference to paragraph 7, Mr. Holland asked for explanation as to why anyone would be allowed to carry over 40 hours of compensatory time if the Board is instructing personnel to use this time before taking any other type of leave. Mr. McClanahan stated that being allowed to carry over 40 hours only pertains to time previously accrued prior to

the adoption of the new policy. In defense of this amount being considered a fair and reasonable amount, CPS Supervisor Brenda Jackson noted the Human Resource Manual currently allows for 240 hours to be carried over.

At this time Mr. Holland asked Mr. McClanahan how many workers currently have compensatory time accumulated. Mr. McClanahan presented each Board member with a list of the compensatory time already earned by workers within the agency, with exception of those individuals' names due to confidentiality purposes relating to personnel.

Mr. Caudill suggested the wording in the seventh paragraph be reworded to specify previously earned time when allowing 40 hours to be carried over.

Eligibility Supervisor Kathy Deel explained to the Committee that she currently has two workers she is allowing to work late on occasion due to one needing to be off for surgery and the other planning a pregnancy. She elaborated in saying that some of her workers have not been at the agency long enough to accumulate a lot of annual and sick leave, therefore she has on occasion allowed them to work late in order to earn a little extra time. Mr. Holland stated this sounds as though you are manufacturing compensatory time for future use or future emergencies.

At this time there was a brief discussion concerning the agency's current Leave Sharing Policy. It was specified to the Committee that workers could only donate annual time to someone who has exhausted all their time and are off work due to a sickness or on family medical leave.

Mr. Caudill asked if the worker on the list presented to them, who currently has 257 hours of compensatory time earned, does not cut those hours down to 240 by the end of the fiscal year will the Agency have to pay that worker for any compensatory time over 240 hours. Mr. McClanahan stated "yes", and added that is why workers are being asked to take the time in order to cut the hours down to only 40 by the end of the fiscal year.

Mr. Prater asked if it was against the law to give the Personnel Committee the names of the workers who have accumulated the time presented to them. Mr. Holland explained in order to release such confidential personnel information the Committee would need to go into closed session. Mr. Caudill had suggested the committee not enter into closed session due to the meeting being a committee meeting rather than an Administrative Board meeting.

Mr. Caudill stated that should the Board wish to revisit the policy in the future they could do so and make any changes or amendments they deem necessary.

Ms. Cole asked if the agency had personnel to cover the job duties of those workers who are being asked to take time off in order to decrease their accumulated compensatory time. CPS Supervisor Brenda Jackson stated they currently have back up workers to cover other workers when they need to be off.

Mr. Holland made the statement that he feels the Board is going to be a lot more liberal when visiting the Flex Policy than what they have been with the Compensatory Time Policy. He added they want a policy that will accommodate the needs of the workers as well as the agency.

----- 000 -----

IN RE: DISCUSSION CONCERNING PARAGRAPHS 8, 9, and 10

Paragraphs 8, 9 and 10

No employee will be permitted to work on weekends and holidays without prior approval from the Supervisor or the Director.

For compensatory time to be approved, the employee has to turn in a compensatory time request form to the supervisor. The request will be approved by the supervisor and the director or his designee. The employee will need to turn in a leave request form to the supervisor before leave is

taken, or, in case of an emergency, as soon as possible after the leave is taken. Each unit supervisor has the authority to limit the number of employees who request or take leave for the same period of time.

If an employee accrues leave without prior approval, the employee will be subject to disciplinary action. Approval after the fact, in case of a service related emergency will be at the discretion of the supervisor.

Mr. Holland stated that in reference to the last paragraph he would like for this paragraph, especially the first sentence, to be omitted because he feels this has already been addressed previously in other paragraphs.

At this time Mr. Prater asked the Supervisors and Mr. McClanahan during the time the compensatory time was accrued did the Agency have any documentation as to where the workers were when they accumulated this time? Child Protective Service Supervisor Brenda Jackson explained there were several forms of documentation as to where the worker was the day they accumulate compensatory time, the first being the workers specifying case numbers on their time cards and in doing so the worker can refer to the second form of documentation actual case records where specifics are noted in the narrative section of the cases. Ms. Jackson also noted that a vehicle log which specifies when the vehicle left and returned as well as the date and whereabouts they traveled was also kept on file in the office.

Mr. Prater stated that he wanted a compensatory time request form which requires approval of both the Supervisor and the Director. He added that he wants to see it on paper each month. Office Manager Tammy Fields added that reasons for acquiring overtime are often specified on the workers time card. Ms. Fields further explained that time cards are reviewed on a weekly basis by the Supervisor and must be signed off on prior to submitting them to the Time Card Clerk Lisa Smith. She added that Supervisors are currently aware if one of their workers receives compensatory time and for what reasons.

Ms. Cindy Rife added it is the Supervisors responsibility to monitor the over time accumulated by their workers. Mr. Prater added that he feels if the Supervisor tells a worker they can not get compensatory time without approval and they continue to do so, after three strikes disciplinary action should be taken.

At this time there were several ongoing brief discussions between Board members and agency staff members while the meeting adjourned at approximately 6:30 p.m.

Harold McClanahan, Director

Tolbert Prater, Vice Chairman of the Board and
Personnel Committee Chairman

Thomas Holland, Chairman of the Board

----- 000 -----

Per Mr. Holland the policy will officially take effect immediately following the Administrative Board's approval and adoption at the March 16, 2006 board meeting.

The following is a copy of the current proposed Work Schedule/Compensation Policy after changes were made per the Personnel Committee's request:

----- 000 -----

Buchanan County Social Services
Work Schedule/Compensation Policy

Effective March 17, 2006, the work week is defined as 40 hours of work occurring between the hours of 8:00 a.m. Friday and 7:59 a.m. Friday of the next week. The work day is defined as hours of work occurring between the hours of 8:00 a.m. to 4:30 p.m.

Employees entering the building prior to their designated work time will not "clock in" more than five minutes before their designated work time. Employees should "clock out" before the day within five minutes of their end time.

The work day will contain a duty free lunch period of at least 30 minutes unless the employee is required to be on duty and the specific assignment is approved by the supervisor. The lunch period should be taken between the hours of 11:30 AM and 1:30 PM. The workday will also contain two break periods of no more than 15 minutes each. The break periods should be taken before 11:00 AM and after 2:00 PM.

Employees are encouraged to use time earned within the work week thereby decreasing the amount of compensatory time accumulated and will have the option of taking one hour for lunch. All employees making any changes related to this policy will be required to develop a three month contract with their supervisor regarding their work schedule.

Employees are expected to attend scheduled meetings and training sessions required by the supervisor and will observe a normal 8 hour workday for these activities instead of any contracted workday. Any employee not participating in an altered work schedule will not be required to report to work before 8:00 a.m. or work after 4:30 p.m. without appropriate compensation.

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

Any compensatory time earned within a pay period will have to be used by the end of the next pay period. Employees are only allowed to carry a maximum of 40 hours previously accrued compensatory leave at any time. Employees with accrued compensatory leave above 40 hours will be required to use compensatory leave before annual leave and sick leave.

No employee will be permitted to work on weekends and holidays without prior approval from the Supervisor or the Director.

2145

Approved -
3/16/06 2145

Buchanan County Social Services
Work Schedule/Compensation Policy

Effective April 1, 2006, the work week is defined as 40 hours of work occurring between the hours of 2:00 a.m. Thursday and 1:59 a.m. Thursday of the next week. The work day is defined as hours of work occurring between the hours of 8:00 a.m. to 4:30 p.m.

Employees entering the building prior to their designated work time will not "clock in" more than five minutes before their designated work time. Employees should "clock out" for the day within five minutes of their end time.

The work day will contain a duty free lunch period of at least 30 minutes unless the employee is required to be on duty and the specific assignment is approved by the supervisor. The lunch period should be taken between the hours of 11:30 AM and 1:30 PM. The workday will also contain two break periods of no more than 15 minutes each. The break periods should be taken before 11:00 AM and after 2:00 PM.

Employees are encouraged to use time earned within the work week thereby decreasing the amount of compensatory time accumulated and will have the option of taking one hour for lunch. All employees making any changes related to this policy will be required to develop a three month contract with their supervisor regarding their work schedule.

Employees are expected to attend scheduled meetings and training sessions required by the supervisor and will observe a normal 8 hour workday for these activities instead of any contracted workday. Any employee not participating in an altered work schedule will not be required to report to work before 8:00 a.m. or work after 4:30 p.m. without appropriate compensation.

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

Any compensatory time earned within a pay period will have to be used by the end of the second pay period. Employees are only allowed to carry a maximum of 40 hours previously accrued compensatory leave at any time. Employees with accrued compensatory leave above 40 hours will be required to use compensatory leave before annual leave and sick leave.

No employee will be permitted to work on weekends and holidays without prior approval from the Supervisor or the Director.

For compensatory time to be approved, the employee has to turn in a compensatory time request form to the supervisor. The request will be approved by the supervisor and the

director or his designee. The employee will need to turn in a leave request form to the supervisor before leave is taken, or, in case of an emergency, as soon as possible after the leave is taken. Each unit supervisor has the authority to limit the number of employees who request or take leave for the same period of time.

2149

ON MARCH 10, 2006 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 107 Pages 17

Disbursements of Special Welfare Funds: \$ 7,162.28

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

Receipt No's: 596499 - 596538 \$ 19,277.95

Payment for Payroll and Administrative Payments as follows:

Payroll

FEBRUARY 15, 2006	\$ 97,968.86
FEBRUARY 28, 2006	\$ <u>102,828.55</u>
TOTAL	\$ 200,797.41

Administrative Payments

Warrant No's: 127380 - 127419	\$ 12,368.70
127530 -127549	\$ 75,519.75
127550	\$ <u>990.16</u>
TOTAL	\$ 88,878.61

2150

AGENCY RATINGS COMPLETED:

Position #201, FOSTER CARE WORKER
Position #304, ACCOUNT CLERK II
Position #305, ACCOUNT CLERK II
Position #308, ACCOUNT CLERK II
Position #309, ACCOUNT CLERK II
Position #503, ELIGIBILITY WORKER
Position #520, ELIGIBILITY WORKER
Position #520, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

4976595 5895885

LEFT AGENCY CUSTODY:

5446775 5446777 5792025 5862960

DISCUSSION HELD:

PRESENT: Tom Holland, Chairman
Tolbert Prater, Vice Chairman
Ruby Ratliff Hale
Kyle McClanahan
Emogene Elswick
Nathan Harper
Cindy Rife
Sandra Cole
W. J. Caudill, County Administrator
Harold McClanahan, DSS Director
Sherina Justus, DSS Assistant Director
Lisa Smith, Reporter
Cecil Stiltner, DSS Foster Care/Adult Protective Service Supervisor
Brenda Jackson, DSS Child Protective Service Supervisor
Jeanette Conrad, Eligibility Supervisor

2151

PRESENT: CONTINUED:

Kathy Deel, Eligibility Supervisor
Tammy Fields, Office Manager
Rebecca Slone
Connie Barnett
Erica Stepp
Deena Hurley
Lisa Wagner
Heather Jewell
Jerome Vandyke
Bob Coleman
Tina Fletcher
Harriet McClanahan
Angelia Baldwin
Larry Ashby

Chairman Tom Holland called the meeting of the Administrative Board to order at 5:32 P.M.

Chairman Tom Holland introduced Nathan Harper to the Board and reported that he will be representing the Town of Grundy and Board members welcomed him.

At this time Chairman Tom Holland asked the Board for a motion to approve the minutes of the February 16, 2006 meeting and Sandra Cole made that motion and the motion was seconded by Ruby Ratliff Hale and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland considered approval of the minutes of the Personnel Committee meeting on February 22, 2006 regarding compensatory time. Emogene Elswick made a motion to approve the minutes of the Personnel Committee meeting and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.

At this time Chairman Tom Holland reported that the Board had added a Public Comment section to the agenda to allow comments and discussion from the public and or agency staff if anyone had anything they would like to bring to the Board for discussion. Agency employee Connie Barnett asked the Board if it would be possible for the agency to have payroll checks direct deposited. Chairman Tom Holland asked Tammy Fields, Office Manager if it was possible? Ms. Fields informed Chairman Tom Holland that it was something she could check on, and also stated that the agencies checks are printed at the courthouse.

Ms. Fields reported that the agency had checked into the direct deposit procedure before and the agency voted on it and the majority did not want to do it, but she would definitely check into it. Chairman Tom Holland asked Director Harold McClanahan to check into the matter and let the Board know if it was possible and get some feed back from the agency employees to see how many would be interested in doing it.

Larry Ashby was present to represent Appalachian Region Community Services Incorporated. Mr. Ashby reported that they are a new state chartered non profit community service action corporation for Buchanan County. Mr. Ashby noted they are all citizens from Buchanan County and working for the Buchanan County community. Mr. Ashby and his staff hope as they grow they can secure grants and funding from the state and federal government, and also enter into some partnership efforts with the Department of Social Services. Mr. Ashby reports that they are just now getting started and he wanted to make the Board aware of their services and hopes to get to work with the Department of Social Services to help the people of Buchanan County. Chairman Tom Holland thanked Mr. Ashby for attending the meeting.

Chairman Tom Holland informed the Board that he had asked Assistant Director Sherina Justus to send the Board a copy of the agency's Flex Policy and asked the Board if they had any comments or questions about it. At this time Chairman Tom Holland reported that he did not know if the Board needed to change anything, but he wanted the Board to be aware of what the policy is and why the agency has one. Chairman Tom Holland added that the Flex Policy compliments the Compensatory Time Policy and benefits the employees as well as the agency.

Director Harold McClanahan reported that the issue the Board had discussed previously was changing the work week from Friday to Friday to essentially have a Monday through Friday work week. During the discussion Chairman Tom Holland informed the Board that since several Board members did not receive the Flex Policy nor have had a chance to review it he would suggest tabling the matter until the next Board meeting. Sandra Cole reported to the Board that she didn't see anything wrong with the Flex Policy the only issue that she had was changing the work week. Director Harold McClanahan stated that it made sense to make the work week Monday through Friday because the workers who are having to work on the weekends, the on-call workers especially, would have five days to adjust their time so compensatory time would not be accumulated. Sandra Cole reported that she had received several calls concerning the compensatory time issue and the concerns are that the way the Personnel Committee has the Work Schedule/Compensation Policy worded at this time is

that the pay periods are on the 15th and the last day of the month and workers may have a hard time taking their time earned within one pay period and she requests that be changed to two pay periods. After discussion the Board agreed to amend the policy to two pay periods and leave the work week as the agency has it now with the work week being Thursday to Thursday. At this time Cindy Rife made a motion to adopt the Work Schedule/Compensation Policy with the noted changes to be effective April 01 2006 and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Director Harold McClanahan reported that all Board members were required to watch a Conflict of Interest video and Board members who previously served on the Advisory Board have already seen the video. Mr. McClanahan informed the new Board Members that he would order DVD's from the Attorney General's office for them to see. Assistant Director Sherina Justus reported that she had a VHS video and a DVD if anyone would like to take it home to watch.

Director Harold McClanahan informed the Board that Brenda Jackson, CPS Supervisor had some things she would like to request from the Board. Ms. Jackson reported that she is requesting that the Board hire two new social workers for the service units. Ms. Jackson reported that one position is for the Day Care Program which has been vacant for quiet some time and the case load has been shared by two different workers. The agency gets administrative funds each year for the Day Care Program and reported there is funding in the budget to pay the salary. At this time Chairman Tom Holland informed the Board that he has a suggestion when the Board enters into closed session that would satisfy the Day Care position if the Board is in agreement.

The second position requested would be for the Foster Care Unit. Ms. Jackson reported that Foster Care has 72 children in custody, 55 Adoption Subsidy cases, they approve and manage all foster care homes and complete a lot of the home studies that are ordered by the court. Ms. Jackson reports that with the new demands that are put on foster care workers by the federal government and the state, and as a result of the federal review that was done about two years ago; plus the Program Improvement Plan requirements, the foster care workers are having difficulty getting things done especially in view of the fact that they spend a lot of time out in the field. Ms. Jackson reported that she believes that there are funds available through 4-E pass through that the agency receives on an annual basis. Chairman Tom Holland asked Ms. Jackson if she felt the agency had the funds available without asking the Board of Supervisors for additional funding to hire an additional foster care worker. Director Harold

2154

McClanahan informed the Board that the Program Improvement Plan funds of \$63,425.00 was 100% federal money and the agency has discretion on how the funds may be used and stated they are currently being used to supplement the salaries of the social worker staff. After discussion Tolbert Prater made a motion to request a Foster Care Worker position from the State Department of Social Services and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Brenda Jackson informed the Board that Larry Ashby had previously worked with the out of school youth program with People Incorporated, and Amanda Justus previously worked with Occupational Enterprise as a Case Manager working with the agency's View Program. Recently Mr. Ashby approached her about providing services that we have not been able to obtain previously, such as case management, job readiness, GED and other services. Ms. Jackson is requesting guidance from the Board about forming a request for proposal to advertise publicly for another agency or individual to provide services to our agency's view clients. W. J. Caudill made a motion to allow the agency to advertise a request for proposal for services to be provided to agency clients and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland considered approval of the agency monthly expenditures. Sandra Cole made a motion to approve the agency's monthly expenditures and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

At this time Chairman Tom Holland asked if there was any old business.

None noted.

Chairman Tom Holland asked if there was any new business.

Chairman Tom Holland informed Director Harold McClanahan that it has been brought to his attention that there may be some confusion after Board meetings about what policy changes might have come into effect and he recommends that he have an agency staff meeting soon after every board meeting with the entire staff and go over any policy changes or anything pertinent to their employment. Director Harold McClanahan asked Chairman Tom Holland if an e-mail was not sufficient and Chairman Tom Holland reported that he would like for him to have a meeting so the staff can ask questions if they had any at that time.

2155

At this time Sandra Cole made a motion the Board move into closed session pursuant to Code Section to 2.1-3711A1 – personnel matters and Vice Chairman Tolbert Prater seconded this motion and by unanimous voice vote of the Board the motion passed.

Nathan Harper made a motion that the Board come out of closed session and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

The Board moved out of closed session and upon roll call vote each member certified that nothing was discussed in closed session except what the Board went into closed session to discuss.

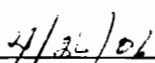
Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on March 16, 2006 pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 of Virginia requires of certification by the 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.



TOM HOLLAND, CHAIRMAN



DATE

Nathan Harper made a motion to raise the emergency custodian to the wage of \$8.00 per hour and Vice Chairman Tolbert Prater seconded this motion and by unanimous voice vote of the Board the motion passed.

Emogene Elswick asked Director Harold McClanahan some questions regarding the agency's bills. Mr. McClanahan answered any questions the Board had and Chairman Tom Holland invited any and all Board members to come to the agency with him at any time to review the bills if they had any concerns or questions.

Chairman Tom Holland reported that next month the Board is getting ready to look at the budget and compare last years figures to the request this year.

2156

Director Harold McClanahan reported that the State will not have their budget presented to him until the first of May, but the Board of Supervisors needs preliminary figures to work on their budget and that is what this Board will be working on in April. W. J. Caudill reported that the Department of Social Services is requesting a local match of \$1,126,468.00 an increase of \$100,000.00. W. J. Caudill asked Director Harold McClanahan if the Board needed to discuss the budget with the Board at this time, and he reported that the figures was for him to present to his committee and at the next Administrative Board meeting the budget will be discussed.

The next Board meeting will be April 20, 2006 at 5:00 P.M.

W. J. Caudill made a motion to adjourn and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

Harold McClanahan
HAROLD MCCLANAHAN, DIRECTOR

April 20, 2006
DATE

Thomas J. Holland
THOMAS HOLLAND, BOARD CHAIRMAN

4/20/06
DATE

Finance Committee Meeting of the Administrative Board

April 17, 2006
4:00 p.m.

Present: Chairman, Kyle McClanahan
Thomas Holland
Tolbert Prater
Emogene Elswick
Harold McClanahan, Director
Lisa Smith, Reporter

Voice Representative, Linnie Hackworth

Chairman Kyle McClanahan called the Finance Committee meeting of the Administrative Board to order.

The purpose of the meeting is to discuss the budget of the Buchanan County Department of Social Services for the fiscal year of 2007. Chairman Kyle McClanahan informed the committee that during this meeting if anyone had any questions regarding the operation of the agency or increases in costs for the new fiscal year that Director, Harold McClanahan would try to answer them.

At this time Harold McClanahan passed out to the committee a spreadsheet of the proposed budget for the new fiscal year.

Emogene Elswick asked Harold McClanahan who made up the budget. Mr. McClanahan reported that at this time he has compiled the spreadsheet himself for the Buchanan County Board of Supervisors. Harold McClanahan reported that the state figures will not be ready until the middle of May 2006. Mr. McClanahan stated that he prepared the spreadsheet based on what the agency has used in the past and what the projected expenses will be; some line items are set by the state and cannot be changed. Tom Holland asked Mr. McClanahan about the budget increase of \$100,000.00 for the Department of Social Services that was mentioned in the

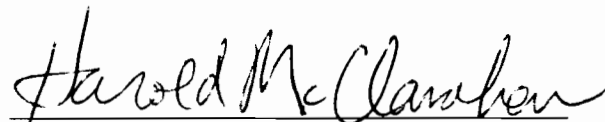
paper and Mr. McClanahan explained that particular amount was a local portion which represented a 12% increase.

At this time Harold McClanahan explained the budget spreadsheet and each line item to the committee and answered any questions they had at that time. Mr. McClanahan also reported to the Board that he had included a 3% raise for employees to be effective December 01, 2006.

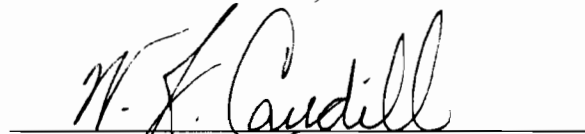
Kyle McClanahan thanked Harold McClanahan for all his hard work on the budget.

Tom Holland made a recommendation to Chairman Kyle McClanahan that at the next Administrative Board meeting to inform the Board of the budget proposal and suggest the Board vote on the budget at that time.

At this time Chairman Kyle McClanahan adjourned the meeting.


Harold McClanahan, Director

6-14-06
Date


W.J. Caudill
Chairman of the Administrative Board

6.14.06
Date

2159

Buchanan County Department of Social Services
Administrative Board

Special Called Meeting

April 17, 2006
5:00 p.m.

Present: Thomas Holland, Chairman
Tolbert Prater, Vice Chairman
Cindy Rife
Emogene Elswick
Kyle McClanahan
Harold McClanahan, DSS Director
Lisa Smith, Reporter

Voice Representative: Linnie Hackworth

Chairman Tom Holland called the meeting of the Administrative Board to order at 5:05 p.m.

Chairman Tom Holland reported that he had requested a meeting in order to discuss a personnel issue in the agency.

At this time Tolbert Prater made a motion the Board move into closed session pursuant to Code Section 2.1-3711A1 – personnel matters and Emogene Elswick seconded this motion and by unanimous voice vote of the Board the motion passed.

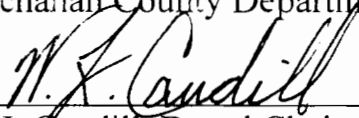
Emogene Elswick made a motion that the Board come out of closed session and Kyle McClanahan seconded this motion and by unanimous voice vote of the Board the motion passed.

The Board moved out of closed session and upon roll call vote each member certified that nothing was discussed in closed session except what the Board went into closed session to discuss.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on April 17, 2006 pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 of Virginia requires of certification by the 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 heard discussed or considered by the Buchanan County Department of Social Services Administrative Board.

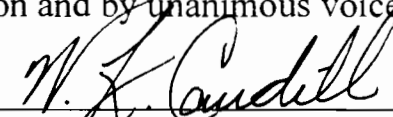


W.J. Caudill, Board Chairman

6.14.06
Date

Tom Holland reported that there was nothing to report from closed session.

Kyle McClanahan made a motion to adjourn and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.



W.J. Caudill, Board Chairman

6.14.06
Date



Harold McClanahan, Director

6-14-06
Date

2162

CAME INTO AGENCY CUSTODY:

5397744 5521536 5916702 5916705 5916714 5917720
5119871

LEFT AGENCY CUSTODY:

4606243

DISCUSSION HELD:

PRESENT: Tom Holland, Chairman
Tolbert Prater, Vice Chairman
Kyle McClanahan
Emogene Elswick
Ruby Ratliff Hale
Nathan Harper
Cindy Rife
Sandra Cole
Harold McClanahan, Director
Lisa Smith, Reporter
Earl Cole, Voice Representative
Linnie Hackworth, Voice Representative
Beth Vencill
Lisa Wagner
Erica Stepp
Kathy Deel
Connie Barnett
Patty Whited
Jerome Vandyke
Deena Hurley
Bob Coleman

Chairman Tom Holland called the meeting of the Administrative Board to order at 5:30 p.m.

Chairman asked the Board for a motion to approve the minutes of the March 16, 2006 meeting and Cindy Rife made that motion and the motion was seconded by Ruby Ratliff Hale and by unanimous voice vote of the Board the motion passed.

At this time Chairman Tom Holland addressed item number three (3) on the agenda which is Public Comments.

No comments to report.

Chairman Tom Holland reported that Harold McClanahan has some Director's items to discuss with the Board.

Director Harold McClanahan reported that a copy of the Buchanan County Department of Social Services Progress Report of 2005 prepared by Assistant Director, Sherina Justus for the Virginia Mountaineer. Mr. McClanahan reported that the Virginia Mountaineer requests the Progress Report every year, and that this report was basically a compilation of statistics of what the agency has done in the past year.

At this time Chairman Tom Holland reported that the Finance Committee had a meeting on April 17, 2006 on the budget for the next fiscal year. Harold McClanahan handed out a spreadsheet of the proposed budget to the Board members to review. Kyle McClanahan, Chairman of the Finance Committee reported to the Board that all the line items in the proposed budget seem to be in line with the 2006 budget. Emogene Elswick asked Harold McClanahan if the proposed budget included a raise for the employees. Harold McClanahan stated that the state will include enough in their administrative allocation whenever the state budget is passed, and a 3% raise is proposed, but the budget has not been voted on yet. Harold McClanahan reported that the 3% raise is included in his proposed budget. Kyle McClanahan, Chairman of the Finance Committee recommends the proposed budget as presented. Ruby Ratliff Hale made a motion to approve the proposed budget for the fiscal year 2007 as presented and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland considered approval of the agency monthly expenditures. Sandra Cole made a motion to approve the agency's monthly expenditures and Nathan Harper seconded this motion and by unanimous voice vote of the Board the motion passed.

Chairman Tom Holland asked if there was any old business.

None noted.

Reports from closed session:

Chairman Tom Holland reported that Office Manager, Tammy Fields had requested the Board upgrade the Receptionist 1 position to a Receptionist 2 position; which involves a \$2,000.00 increase in salary and will take effect immediately upon approval of the Board. Nathan Harper made a motion to upgrade the Receptionist 1 position to a Receptionist 2 position and this motion was seconded by Sandra Cole. Roll call vote: Nathan Harper, Ruby Ratliff Hale, Tom Holland, Sandra Cole, Kyle McClanahan, Emogene Elswick all voting yes; Tolbert Prater and Cindy Rife voting no. The motion passed.

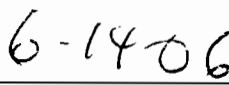
At this time Harold McClanahan announced to the Board that he will be retiring on July 1, 2006. Chairman Tom Holland thanked Mr. McClanahan for his service and stated that he has been an excellent Director for the Department of Social Services. Chairman Tom Holland asked the Board for a motion to request to fill the Director's position. Tolbert Prater made a motion to accept Harold McClanahan's resignation and start the necessary procedures to fill the Directors position and Cindy Rife seconded this motion and by unanimous voice vote of the Board the motion passed.

Nathan Harper made a motion to change the Board meeting date to the second Monday of each month beginning with May 08, 2006 and Sandra Cole seconded this motion and by unanimous voice vote of the Board the motion passed.

Cindy Rife made a motion to adjourn and Ruby Ratliff Hale seconded this motion passed and by unanimous voice vote of the Board the motion passed.



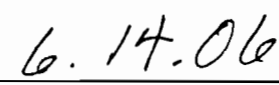
HAROLD MCCLANAHAN, DIRECTOR



DATE



W.J. CAUDILL, BOARD CHAIRMAN



DATE

2167

AGENCY RATINGS COMPLETED:

Position #100, FOSTER CARE SUPERVISOR
Position #500, ELIGIBILITY SUPERVISOR
Position #604, AUTOMATED SYSTEMS SPECIALIST

COMING INTO AGENCY CUSTODY:

5913444 5942920

DISCUSSION HELD:

PRESENT: W. J. Caudill, County Administrator
Tom Holland
Tolbert Prater
Sandra Cole
Emogene Elswick
Ruby Ratliff Hale
Kyle McClanahan
Cindy Rife
Harold McClanahan, DSS Director
Lisa Smith, Reporter
Kathy St. Clair, Virginia Mountaineer Representative
Linnie Hackworth, The Voice Representative

W. J. Caudill, County Administrator informed the Administrative Board that effective today May 08, 2006 the Buchanan County Board of Supervisors had dissolved the Buchanan County Department of Social Services Administrative Board and named the County Administrative as the local Administrative Board. Mr. Caudill informed the Board that the Buchanan County Board of Supervisors resolved that an Advisory Board be appointed for the Department of Social Services and the appointees are as follows:

Hurricane District	Ruby Ratliff Hale	1 Year Term
Knox District	Tolbert Prater	3 Year Term
North Grundy District	Kyle McClanahan	3 Year Term

2168

Prater District	Cindy Rife	4 Year Term
Rock Lick District	Emogene Elswick	2 Year Term
South Grundy District	Thomas S. Holland, Jr	1 Year Term
Garden District	Sandra Cole	4 Year Term
Town of Grundy	Nathan Harper	1 Year Term

The Buchanan County Board of Supervisors also resolved that the Director of the Department of Social Services shall be an ex officio member, without vote. Mr. Caudill provided each member will a copy of the resolution the Buchanan County Board of Supervisors adopted.

W. J. Caudill the meeting of the Administrative Board to order.

At this time W. J. Caudill informed Department of Social Services Director, Harold McClanahan that the approval of the minutes of last months meetings he would have to approve and he would like more time to read them more thoroughly. Mr. Caudill informed Director Harold McClanahan that agenda items 2, 3, 4, 6, 8 will be discussed at the continued meeting of the Administrative Board on May 11, 2006 at 3:00 pm.

W. J. Caudill asked if there was any old business.

None noted.

W. J. Caudill asked if there was any new business.

None noted.

No further discussion the meeting was adjourned.

05/11/06 Continued Administrative Board Meeting

PRESENT: W. J. Caudill, County Administrator, Executive Director
Administrative Board
Harold McClanahan, DSS Director
Lisa Smith, Reporter
Earl Cole, The Voice Representative

2169

W. J. Caudill called the meeting of the Administrative Board to order.

At this time the Board did hereby approve the minutes of the April 17, 2006 Finance Committee Meeting, Buchanan County DSS Special Called Administrative Board Meeting of April 17, 2006 and the regular Buchanan County DSS Administrative Board meeting of April 20, 2006.

W. J. Caudill asked for any public comments or discussion.

None noted.

Director Harold McClanahan requested permission to lease four (4) new vehicles for agency use and explained that these will be purchased under state contract and the vehicles will be delivered some time in June 2006. Mr. McClanahan explained that after the agency receives the new vehicles the agency will transfer ownership of four (4) of the agency's older vehicles to the county for sale and/or extended use. W. J. Caudill approved the request and instructed Mr. McClanahan to transfer ownership of the older vehicles to the county upon receiving the new ones.

At this time the Board did approve payment of the agency's monthly expenditures and approved the agency's performance evaluations.

W. J. Caudill asked if there was any Old Business.

None noted.

W. J. Caudill asked if there was any New Business.

None noted.

The next Board Meeting will be June 13, 2006 at 1:00 PM at the Buchanan County Department of Social Services.

2170

No further discussion the meeting adjourned.


HAROLD MCCLANAHAN, DIRECTOR

06-14-04
DATE


W. J. CAUDILL, COUNTY ADMINISTRATOR
ADMINISTRATIVE BOARD

6.26.06
DATE

2171

BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES
CELL-PHONE POLICY

All agency cell-phones are to be kept in the offices of the unit's Supervisor for which the phone or phones are being used. Phones must be signed out by a worker with their Supervisor upon obtaining a phone for work purposes. Agency cell-phones are to be used for work related calls only and only calls relating to agency matters are permitted. Personal calls are not permitted, unless emergency circumstances are involved.

In the event an employee uses a cell phone for personal reasons he or she must notify the Office Manager of such use and reimburse the agency of the cost as determined by the Office Manager.

Adopted this the 14th day of June, 2006.



William J. Caudill, Administrative Board

6.14.06

Date

- 4/7/06
1. To interest itself in all matters pertaining to the public assistance and social services needed by people of the political subdivision or subdivisions served by the local department;
 2. To monitor the formulation and implementation of public assistance and social services programs by the local department;
 3. To meet with the local government official who constitutes the local board (County Administrator) at least six times a year for the purpose of making recommendations on policy matters concerning the local department;
 4. To make an annual report to the governing body or concurrent with the budget presentation of the local department, concerning the administration of the public assistance and social services programs; and
 5. To submit to the governing body from time to time, other reports that the Advisory Board deems appropriate.

LET 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 §63.2-310 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 May 2006.

**G. ROGER RIFE, CHAIRMAN OF THE
BUCHANAN COUNTY BOARD OF SUPERVISORS**

ATTEST:

W. J. CAUDILL, COUNTY ADMINISTRATOR

2173

ON JUNE 14, 2006 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	Pages
---------	-------

Disbursements of Special Welfare Funds:	\$ 9,229.49
---	-------------

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

Receipt No's: 596638 - 596687	\$ 31,769.95
-------------------------------	--------------

Payment for Payroll and Administrative Payments as follows:

Payroll

MAY 15, 2006	\$ 96,630.88
MAY 31, 2006	\$ <u>97,334.86</u>
TOTAL	\$ 193,965.74

Administrative Payments

Warrant No's: 128710 - 128764	\$ 34,795.19
128765	\$ 150.00
128983 - 129001	\$ <u>107,096.39</u>
TOTAL	\$ 142,041.58

2174

CAME INTO AGENCY CUSTODY:

5975502

CAME OUT OF AGENCY CUSTODY:

4978749 5119871 5973600

DISCUSSION HELD:

PRESENT: W. J. Caudill, County Administrator
Harold McClanahan, DSS Director
Lisa Smith, Reporter

W. J. Caudill called the meeting of the Administrative Board to order.

The first item on the agenda is the following Director's Actions page 2173 of the Minute Book, the Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, ADC/FC, Special Needs Adoption, Independent Living, Purchase of Services totaling \$9229.49; and Welfare Receipts totaling \$31,769.95. After discussion W. J. Caudill did hereby approve these Director's Actions.

Harold McClanahan requested approval for payment for Payroll in the amount of \$193,965.74 and Administrative Payments totaling \$142,041.58. Mr. Caudill asked if these bills have been checked and if auditors came in and looked at them they would be no problem and Director, Harold McClanahan informed him they were fine. At this time W. J. Caudill approved payment for Payroll and the Administrative Payments.

Harold McClanahan requested approval for 1 case that came into agency's custody and 3 cases leaving agency's custody listed on page 2174 in the minute book and W. J. Caudill approved such cases listed on page 2174 of the minute book.

2175

Director, Harold McClanahan reported that the Board needed to take action in appointing an Interim Director for the Department of Social Services effective July 01, 2006. At this time W. J. Caudill appointed Sherina Taylor Justus as the Acting Interim Director effective July 01, 2006 until the new Director is hired and brought to the facility.

Director Harold McClanahan requested that the Board add Avon to the list of approved vendors of the agency and the request was denied.

After accepting the resignation of Eligibility Worker #504, and Social Worker #114, Director Harold McClanahan requested that the Board allow him to advertise to fill the vacant full time positions. W. J. Caudill did hereby approve this request.

At this time Brenda Jackson came before the Board to discuss Ameri Corp designee to give consents. Brenda Jackson reported that Occupational Enterprise has been doing applications for the Department of Social Services for all of the agency's that participate in their programs and they are getting ready to do the applications again and requests that the Board appoint a designee of the agency to give consents. W. J. Caudill instructed Interim Director, Sherina Justus to sign documents and take the necessary steps to procure an Ameri Corp employee beginning July 01, 2006.

Brenda Jackson reported that the Buchanan County Department of Social Services received one application from Appalachian Regional Community Services who is Larry Ashby. The application came in Friday, June 09, 2006 at 4:04 P.M. After reviewing the proposal and discussion the Board asked that Ms. Jackson negotiate with Appalachian Regional Community Services and compare their proposal to last years and prepare a recommendation for the Board and the Board will continue the meeting to June 26, 2006.

Harold McClanahan reported that an Agency Cell Phone Policy had been prepared for Board approval. W. J. Caudill reviewed the policy and approved it as submitted.

At this time the Board went into closed session pursuant to Section 2.1-3711A1 to discuss personnel.

The Board moved out of closed session and certified that nothing was discussed in closed session except what the Board went into closed session to discuss.

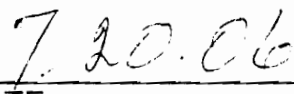
Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on 06/14/06 Pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 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 hereby 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.



 W. J. CAUDILL, ADMIN. BOARD



 DATE

At this time the meeting is continued to June 26, 2006 at 10:00 A.M.

JUNE 26, 2006: CONTINUED ADMINISTRATIVE BOARD MEETING

PRESENT: W. J. Caudill, County Administrator
 Harold McClanahan, DSS Director
 Sherina Justus, DSS Assistant Director
 Cathy St. Clair, Virginia Mountaineer Representative
 Lisa Smith, Reporter

W. J. Caudill called the meeting of the Buchanan County Department of Social Services Administrative Board to order.

The purpose of the meeting is to review the RFP and at this time from recommendations of Director Harold McClanahan due to cost reviews the Board will be reviewing the proposal more in depth until the next Administrative Board Meeting which will be held on July 19, 2006 at 10:00 A.M.

2177

Director Harold McClanahan requested from the Board that the interviews be scheduled for the new established Foster Care Social Worker position. W. J. Caudill instructed Interim Director Sherina Justus to set up an interview panel of Cecil Stiltner, Brenda Jackson, herself and the new director and have the applicants interviewed by the next Administrative Board meeting which is July 19, 2006.

Harold McClanahan presented W. J. Caudill with a letter of request from Angelia Baldwin who is the agency's Red Cross representative that she be able to continue to serve as the agency's liaison for the Red Cross due to her being trained and already affiliated with disaster relief and upon recommendation of Director Harold McClanahan, W. J. Caudill did hereby approve that Angelia Baldwin serve as the Red Cross liaison for the agency.

No further actions the meeting was adjourned.

Sherina Justus - Interim Director
HAROLD MCCLANAHAN, DIRECTOR

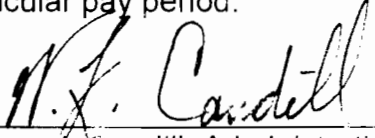
7.20.06
DATE

W. J. Caudill
W.J. CAUDILL, ADMIN. BOARD

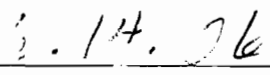
7.20.06
DATE

Personnel Action taken at the June 14th, 2006 Administrative Board Meeting:

I, William J. Caudill, Administrative Board for the Buchanan County Department of Social Services, do hereby give Elizabeth Yates permission to work overtime for the purpose of making up time in order to receive her 40 hours a week due to her special circumstances with Mother's illness; effective immediately. No compensatory time is to be accumulated with the overtime worked within a particular pay period.



William J. Caudill, Administrative Board



Date:

2179

ON JULY 20, 2006 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 203 Pages 28

Disbursements of Special Welfare Funds: \$ 3,069.52

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

Receipt No's: 596688 - 596735 \$ 31,780.44

Payment for Payroll and Administrative Payments as follows:

Payroll

JUNE 15, 2006	\$ 97,718.45
JUNE 30, 2006	<u>\$136,938.67</u>
TOTAL	\$234,657.12

Administrative Payments

Warrant No's: 129134 - 129178	\$ 14,019.39
129351 - 129368	\$ 54,893.95
129369 - 129370	<u>\$ 19,282.73</u>
TOTAL	\$ 88,196.07

2180

CAME INTO AGENCY CUSTODY:

5970781 5814929 5898988

CAME OUT OF AGENCY CUSTODY:

4976595 5834301 5898514

DISCUSSION HELD:

PRESENT: W. J. Caudill, County Administrator
Sherina Justus, DSS Interim Director
Lisa Smith, Reporter

W. J. Caudill called the meeting of the Buchanan County Department of Social Services Administrative Board to order.

At this time W. J. Caudill did hereby approve the minutes of the June 14, 2006 meeting as well as the June 26, 2006 meeting as presented.

W. J. Caudill did hereby approve the agency expenditures for the month of June 2006 in which he reviewed.

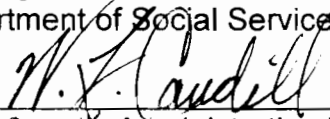
At this time the Administrative Board moved into closed session pursuant to Section 2.2-3711A1 to discuss personnel.

The Board moved out of closed session and stipulated that nothing was discussed in closed session except what the Board went into closed session to discuss.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on July 20, 2006 Pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-344 of Virginia requires of certification by the 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.



W. J. Caudill, Administrative Board

8.23.06
Date

At this time W. J. Caudill asked Interim Director Sherina Justus what agenda items she had to discuss.

Interim Director Sherina Justus informed W. J. Caudill that interviews were held for the vacant Social Worker Position and presented him the packets with letters. Mr. Caudill informed Ms. Justus that a decision may be made on August 08, 2006. Mr. Caudill asked Mr. Justus if there were other vacancies within the agency and Ms. Justus advised him there were two other vacancies which were a Child Protective Service Worker and an Eligibility Worker.

At this time Interim Director Sherina Justus asked Brenda Jackson to join the meeting to discuss the RFP for GED for the agency's VIEW clients. Ms. Jackson reported that she had contacted Larry Ashby with the Appalachian Regional Community Services and asked him to consider reducing the cost of providing GED instruction to VIEW clients and he informed Ms. Jackson that he would have to meet with his Board to do so. Ms. Jackson reported that Mr. Ashby contacted her on July 19, 2006 and Mr. Ashby reported that his Board declined to lower their rates of their current proposal, Mr. Ashby did inform Mr. Jackson that they did, however lower the amount they were offering the Job Readiness from \$8,000.00 to \$7,000.00, however the Job Readiness piece is contingent upon our current provider no longer being able to provide Job Readiness instruction so this may or may not happen. W. J. Caudill asked Ms. Jackson what her recommendation was. Ms. Jackson informed Mr. Caudill that \$39,000.00 is too much to pay for 18 hours of Job Readiness. Mr. Caudill asked Ms. Jackson why the agency asked for the program. Ms. Jackson explained that so the agency could have better accountability for agency clients who attend GED classes as part of their work activity, however if the proposal is rejected the agency would go to the local GED instructors who are already in the county. Mr. Caudill asked what would happen to the funding if the proposal is rejected. Ms. Jackson explained it would go to other services such as car repairs, other instructions such as private school, nursing etc.

At this time Interim Director Sherina Justus informed Mr. Caudill that upon motion of the Advisory Board they requested she make a request to him on their behalf to make a decision to accept the only proposal submitted from Appalachian Regional Community Services to provide GED instruction to the Agency's View clientele. W.J. Caudill asked Ms. Jackson how many jobs would the proposal produce and Ms. Jackson informed Mr. Caudill that she only saw in the proposal 1 person. Ms. Jackson explained that in the proposal the \$39,000.00 would cover salary, testing materials, classroom space, supplies, instructional material and internet services etc. After extensive discussion W. J. Caudill respects Brenda Jackson and the Buchanan County Department of Social Services Advisory Board's recommendation under the circumstances knowing that the proposal will provide at least one job and they are using facilities located in Buchanan County and this is the first proposal submitted as well as them being a new organization trying to get started by Buchanan County citizens the Board will approve the RFP at \$39,000.00 for one year. Mr. Caudill stated that if the services were not sufficient the agency will have it stated in a contract that the agency has 30 days to reject the RFP.

Interim Director Sherina Justus reported that the Advisory Board had concerns with their checks they receive each month as to why they receive them differently now as an Advisory Board as opposed to an Administrative Board. Office Manager Tammy Fields joined the meeting to explain why this is happening. Ms. Justus explained further to Mr. Caudill that the Advisory Board use to get their checks 2 or 3 days after meeting and now they receive it with payroll. Mr. Caudill explained that the Advisory Board should have been getting their checks with payroll, that they are part time employees. Office Manager Tammy Fields explained to Mr. Caudill that the reason that the Advisory Board members are receiving their checks later is because they are being paid through payroll and they have to be paid on the last day of the month because she has to be aware who was in attendance before she can pay them. Mr. Caudill said that this was fine.

Interim Director Sherina Justus stated that a correction needed to be made in the Eligibility Position Salary advertised in the newspaper. Ms. Justus informed Mr. Caudill that the salary advertised was wrong due to a clerical error. Mr. Justus asked Mr. Caudill how he wanted her to handle the situation. Mr. Caudill instructed Mr. Justus that all of the applicants certified from the State Department to be interviewed to send them a certified letter to each individual stating that clerical error in the salary description and list the correct salary and to contact the agency if they wish to continue with the interview process.

2083

Interim Director Sherina Justus hereby requests that the agency purchase pulleys for our current flag poles or new flag poles and also purchase outdoor flags and W. J. Caudill did approve these requests.

Interim Director Sherina Justus informed Mr. Caudill that she had spoke with Craig Horn about having the parking lot sealed and striped as well as requesting the spaces out back be a little wider due to workers complaining they are presently too narrow. She informed Mr. Caudill that she also asked Mr. Horn if it would be possible to have the building pressure washed and he informed her he would take care of getting it done.

Interim Director Sherina Justus requested permission to have the weeds around the building at the edge of the parking lot cut and further explain that in the past the former Director Harold McClanahan paid a staff member to cut the weeds after hours. She further noted that she had asked Craig Horn if it would be possible for him to have the weeds cut and he stated that he did not know when someone could get around to doing it. She noted the agency staff member who had cut them in the past informed her that he would be willing to cut the weeds again, using his own equipment for \$75.00. Mr. Caudill stated that he did not have a problem with someone from the agency doing this maintenance around the building providing they do not do it and be paid on agency time; it must be done after hours, preferably on the weekends. The request was approved.

Ms. Justus asked Mr. Caudill to sign Affirmative Action Documents as well as Interim Director time records.

Interim Director Sherina Justus informed Mr. Caudill that the agency had a buggy parked out back behind the building that is rusting and asked if the County had somewhere it could be stored to prevent even further damage. Mr. Caudill asked Mr. Justus to contact Keith Baldwin, 498-4343 and request that he come and get it.

The next Administrative Board Meeting will be August 23, 2006 at 10:00 AM.

No further actions the meeting adjourned.



W.J. CAUDILL, ADMIN. BOARD

8.23.06

DATE

2184

ON AUGUST 23, 2006 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 152 Pages 22

Disbursements of Special Welfare Funds: \$ 11,326.78

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

Receipt No's: 596736 - 596793 \$ 30,446.55

Payment for Payroll and Administrative Payments as follows:

Payroll

JULY 14, 2006	\$ 94,286.43
JULY 31, 2006	\$ <u>100,016.39</u>
TOTAL	\$ 194,302.82

Administrative Payments

Warrant No's: 129511 - 129540	\$ 6,560.99
129568	\$ 2,725.25
129570	\$ 79.00
129571 - 129598	\$ <u>68,209.67</u>
TOTAL	\$ 77,574.91

2185

CAME INTO AGENCY CUSTODY:

NONE

CAME OUT OF AGENCY CUSTODY:

1175115

DISCUSSION HELD:

Present: W. J. Caudill, Administrative Board
Sherina Justus, Interim Director
Lisa Smith, Reporter

W. J. Caudill called the meeting of the Administrative Board to order at 10:12 A.M.

At this time W. J. Caudill did hereby approve the minutes of the July 20, 2006 meeting as presented.

W. J. Caudill did hereby approve the agency expenditures for the month of July 2006 upon reviewing them in the office of Elizabeth Yates.

At this time W. J. Caudill addressed Interim Sherina Justus' agenda items.

Interim Director Sherina Justus presented Mr. Caudill with a written request from Angelia Baldwin to teach a Red Cross Class at the Regional Office and this request was approved by the Administrative Board.

Interim Director Sherina Justus presented Mr. Caudill with a request from Brenda Jackson to attend a Microsoft Power Point Workshop and this request was approved.

Interim Director Sherina Justus requested permission to hire two workers for the agency's Eligibility units from the pool of applicants already certified to be interviewed to fill a vacancy in Jeanette Conrad's unit. Ms. Justus informed the Board that the additional person hired will fill the vacancy in Kathy Deel's unit. This request was approved by the Administrative Board.

Interim Director Sherina Justus requested permission to submit a letter to the Board of Supervisors requesting an additional appropriation in the amount of \$13,000.00 to assist the agency in funding its annual Christmas party for the Child Protective Service, Foster Care and Adult Service clients. W. J. Caudill instructed Ms. Justus to prepare a letter requesting the additional appropriation for the Board to consider and have this request added to their upcoming meeting's agenda.

Ms. Justus requested permission for agency workers to be allowed to send out letters requesting donations from local businesses for the annual Christmas party and this request was approved by the Administrative Board.

Interim Director Sherina Justus requested approval from Mr. Caudill after presenting him with additional information regarding an agreement Brenda Jackson and Lue Elsworth with the Appalachian School of Law had reached regarding the agency being allowed to use one of the schools vacant class rooms for its JRT classes in one of their vacant classrooms. This request was approved.

Ms. Justus requested permission to research upgrading the agency's current phone system. This request was approved.

At this time the Administrative Board moved into closed session pursuant to Section 2.2-3711A1 to discuss personnel.

The Board moved out of closed session and stipulated that nothing was discussed in closed session except what that Board went into closed session to discuss.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on August 23, 2006 Pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.2-344 of Virginia requires of certification by the 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 members 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.

W.J. CAUDILL, ADMIN. BOARD

DATE

Interim Director Sherina Justus reported that the Eligibility Worker interviews will be held on Friday, August 25, 2006 beginning at 10:00 AM and the CPS Worker interviews will be held on August 31, 2006 beginning at 10:00 AM.

Due to information Ms. Justus had received earlier that Mr. Caudill had informed a clerical staff member the agency would no longer provide meals for the Advisory Board Meetings; Interim Director Sherina Justus asked W. J. Caudill if there was any discussion concerning the meals provided for the Advisory Board. Mr. Caudill stated that he has eliminated the meals due to the Advisory Board meetings not lasting long enough to warrant meals, but to provide drinks such as water and coffee.

Ms. Justus informed Mr. Caudill that Brenda Jackson and Tammy Fields requested permission from the Board to celebrate National Banana Split Day on Thursday, August 24, 2006 for agency workers. The Board did approve the request providing there is no cost to the agency.

At this time Interim Director Sherina Justus presented her work records to Mr. Caudill for his approval and this concluded the Interim Director Agenda items.

The Board asked if there was any Old Business.

None noted.

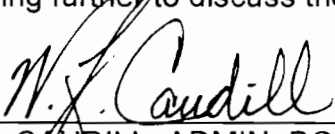
The Board asked if there was any New Business.

W. J. Caudill stated that due to Sherina Justus being in the capacity of Interim Director for an excess of thirty (30) days that her salary be adjusted to \$57,784.00 providing policy will allow such. W. J. Caudill stated that the Interim Director Sherina Justus did not request the salary adjustment and the Administrative Board does have the authority to make the adjustment.

2188

The next Administrative Board meeting is scheduled for September 13, 2006, but Mr. Caudill would like to change it to September 27, 2006.

Nothing further to discuss the meeting adjourned at 10:40 AM.



W. J. CAUDILL, ADMIN. BOARD

9.27.06

DATE

2190

CAME INTO AGENCY CUSTODY:

NONE

CAME OUT OF AGENCY CUSTODY:

4786100
4786095
4752956

DISCUSSION HELD:

Present: W. J. Caudill, Administrative Board
Sherina Justus, Interim Director
Tammy Fields, Reporter

W. J. Caudill called the meeting of the Administrative Board to order at 10:25 A.M.

At this time W. J. Caudill did hereby approve the minutes of the August 23, 2006 meeting as presented to him in writing.

W. J. Caudill did hereby approve the agency expenditures for the month of August, 2006, as presented to him for his review.

At this time W. J. Caudill asked Interim Director Sherina Justus what agency items she had to discuss.

Interim Director Sherina Justus asked the Administrative Board Mr. Caudill to consider making the following revisions to the agency's current Cell Phone Policy (bold letters stipulate revisions to current policy):

BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES
CELL-PHONE POLICY

All agency cell-phones are to be kept in the offices of the unit's Supervisor **or designee** for which the phone or phones are being used. Phones must be signed out by a worker with their Supervisor **or designee** upon obtaining a phone for work purposes. Agency cell-phones are to be used for work related

2191

calls only and only calls relating to agency matters are permitted. Personal calls are not permitted, unless emergency circumstances are involved.

In the event an employee uses a cell phone for personal reasons he or she must notify the Office Manager **in writing** of such use and reimburse the agency of the cost as determined by the Office Manager, **with exception of calls lasting within one minute.**

* * * * *

Upon reviewing a copy of the current policy and a copy of the policy with the above stated revisions, Mr. Caudill did hereby approve the Department's Cell-Phone Policy be amended to reflected the such changes.

Interim Director Sherina Justus presented Mr. Caudill with a letter from Child Protective Service and View Supervisor Brenda Jackson requesting permission for the Agency to enter into an arrangement with OEI regarding transportation for the Agency's View clients at a cost of \$12,000 per year.

After discussing the matter further with View worker Angela Baldwin and speaking with Brenda Jackson, via conference call, Mr. Caudill did hereby approve for the Agency to enter into the agreement, providing someone from Buchanan County, preferably a View client, be hired to fill this position.

Interim Director Sherina Justus presented another letter from Ms. Jackson requesting permission to continue to serve on the Buchanan County Youth Incorporated Board. Ms. Jackson stated in her letter that although some of the meetings were evening meetings, she would not accumulate any compensatory time for attending. Mr. Caudill did hereby approve for Ms. Jackson to continue to represent the Agency in serving on the Buchanan County Youth Incorporated Board.

At this time Interim Director Sherina Justus requested permission to ask for an additional \$25,000 in federal funds for mandated Head Start Day Care services with no local money being involved. Mr. Caudill did hereby give Ms. Justus permission to do so.

Ms. Justus also requested permission to ask for an additional \$35,000 in federal money for View Day Care, which is also a mandated service, and added that although these funds consist of a 10% local match, she was informed those funds are currently in the budget and no additional local money will be requested from the county.

2192

At this time Interim Director Sherina Justus requested a closed session pursuant to Section 2.2-3711A1 to discuss personnel. Mr. Caudill approved to enter into closed session to discuss personnel matter relating to the Department of Social Services.

The Board moved out of closed session and stipulated that nothing was discussed in closed session except what that Board went into closed session to discuss.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on August 23, 2006 Pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.2-344 of Virginia requires of certification by the 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 members 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.

W.J. CAUDILL, ADMIN. BOARD

DATE

At this time the Interim Director provided Mr. Caudill with information concerning additional funds approved for the Agency's View program; a broadcast announcing an increase in the budget for Emergency Assistance Administration and noted the Advisory Board meeting for October had been re-schedule for the 12th day of October, 2006 to begin at 5:00 p.m.

At this time Interim Director Sherina Justus presented her work records to Mr. Caudill for his signature as well as a Travel Expense Voucher requesting reimbursement in the amount of \$20.00 for the use of her personal funds to purchase gas for an agency vehicle when returning from Day Care Training in Abingdon on the 14th day of August, 2006.

The Board asked if there was any Old Business.

2193

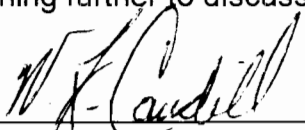
None noted.

The Board asked if there was any New Business.

None noted.

Mr. Caudill re-scheduled the next Administrative Board meeting for Wednesday, October 11, 2006 to begin at 10:00 a.m. in the conference room of the Buchanan County Department of Social Services.

Nothing further to discuss the meeting adjourned at 10:45 AM.



W. J. CAUDILL, ADMIN. BOARD

10.11.06

DATE



SHERINA JUSTUS, INTERIM DIRECTOR

10-11-06

DATE

2194

ON OCTOBER 11, 2006 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 105

Pages 13

Disbursements of Special Welfare Funds: \$ 28,805.40

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

Receipt No's: 590844 - 596900 \$ 8,766.03

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 2006	\$ 92,625.35
SEPTEMBER 29, 2006	\$ <u>93,193.38</u>
TOTAL	\$185,818.73

Administrative Payments

Warrant No's: 130261 - 130302	\$ 11,313.94
130307 - 130328	\$ <u>72,381.22</u>
TOTAL	\$ 83,695.16

2195

AGENCY RATINGS COMPLETED:

Position #106, WHITED, PATTY, CHILD PROTECTIVE SERVICE WORKER
Position #110, JOHNSON, BRAD, CHILD PROTECTIVE SERVICE WORKER
Position #508, WILLIS, KAREN, ELIGIBILITY WORKER
Position #513, STEPP, ERICA, ELIGIBILITY WORKER
Position #517, WAGNER, LISA, CHILD PROTECTIVE SERVICE WORKER
Position #558, HURLEY, CONNIE, ELIGIBILITY WORKER
Position #560, VANDYKE, BARBARA, ELIGIBILITY WORKER
Position #600, JOAN REYNOLDS, AIDE II

CAME INTO AGENCY CUSTODY:

NONE REPORTED

CAME OUT OF AGENCY CUSTODY:

NONE REPORTED

DISCUSSION HELD:

PRESENT: W. J. Caudill
Sherina Justus, Interim Director
Lisa Smith, Reporter

W. J. Caudill called the meeting of the Buchanan County Department of Social Services Administrative Board to order at 10:30 and apologized for being late as he was in an attorney's office discussing county business.

W. J. Caudill did hereby approved the minutes of the September 27, 2006 meeting as presented in writing.

W. J. Caudill did hereby approve the agency expenditures for October 13, 2006 as reviewed by him prior to this meeting.

W. J. Caudill asked Interim Director, Sherina Justus if she had any agenda items she would like to discuss with the Board.

Interim Director, Sherina Justus reported that she had a request from Don ta Estep and Office Manger, Tammy Fields to enter into a contract to rent an additional copy machine for the agency at \$160.70 a month. Mr. Caudill asked Ms. Justus if this would be a state contract and Ms. Justus stated that she sure it was. The Administrative Board did hereby approve this request providing it is a state contract or procurement was completed related the department of social services procurement policy and it will be accumulative more than \$1,000.00.

Ms. Justus reported to the Mr. Caudill that the Buchanan County Department of Social Services Advisory Board meeting has been rescheduled to October 19, 2006.

Interim Director, Sherina Justus had questions regarding workers donating annual leave for FMLA. Ms. Justus asked Mr. Caudill that when workers are allowed to donate leave to individuals requesting it due to FMLA local policy states that compensatory time has to be taken before anything else; state policy states that when you donate FMLA time only annual leave can be donated. Mr. Caudill explained that the state policy overrides local policy; when it comes to FMLA, only annual time may be donated.

At this time the Administrative Board moved into closed session pursuant to Section 2.2-3711-A1 to discuss personnel.

The Administrative Board moved out of closed session and certified that they did not discuss anything during the closed session other than the matters they identified to be discussed.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on October 11, 2006 pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.1-3711 of Virginia requires a certification by this Administrative Board that such closed session was conducted in conformity with Virginia Law;

2198

ON NOVEMBER 9, 2006 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 92

Pages 14

Disbursements of Special Welfare Funds: \$ 11,059.89

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

Receipt No's: 596901 - 596954 \$ 13,656.45

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 13, 2006	\$ 92,369.12
OCTOBER 31, 2006	\$ <u>93,105.42</u>
TOTAL	\$185,474.54

Administrative Payments

Warrant No's: 130645 - 130668	\$ 9,212.51
130719 - 130748	\$ 72,084.06
130749	\$ <u>3,086.36</u>
TOTAL	\$ 84,382.93

2199

AGENCY RATINGS COMPLETED:

Position #113, HACKWORTH, BCNNIE, AIDE II
Position #202, BLEVINS, ANITA, FOSTER CARE SERVICE WORKER
Position #204, SLONE, REBECCA, FOSTER CARE SERVICE WORKER
Position #606, JEWELL, HEATHER, ELIGIBILITY WORKER

CAME INTO AGENCY CUSTODY:

5418659 6109318

CAME OUT OF AGENCY CUSTODY:

5159980

DISCUSSION HELD:

PRESENT: W. J. Caudill
 Sherina Justus, Interim Director
 Lisa Smith, Reporter

W. J. Caudill called the meeting of the Buchanan County Department of Social Services Administrative Board to order at 10:00 AM.

Ms. Justus presented Mr. Caudill with a Freedom of Information request from an applicant for their scores from their interview conducted by the interview panel and this request was approved and instructed Interim Director Sherina Justus to provide the applicant with such information.

W. J. Caudill did hereby approve the minutes of the October 11, 2006 minutes as presented in writing.

W. J. Caudill did hereby approve the agency expenditures for the month of November, 2006 as presented to him for his review.

At this time W. J. Caudill asked the Interim Director Sherina Justus what agency items she had to discuss.

2200

Ms. Justus presented the Board with a letter from Regional Specialist Sharon Craft to let the agency know what a good job the Eligibility Workers are doing.

Ms. Justus reported that the agency had received a letter from Anthem regarding the agency's health insurance renewal proposal. At this time Ms. Justus reported that Mr. Caudill might want to meet with Tammy Fields, Office Manager on this issue and invited Ms. Fields to the meeting. W. J. Caudill asked Ms. Fields what the renewal rate increase was, and Ms. Fields reported an 8.1% increase with a renewal date of January 2007. Mr. Caudill reported that the renewal needed to be minus 2%. Mr. Caudill stated that the renewal had to be done at the December board meeting. Mr. Caudill stated that he would like for the Department of Social Services to come in line with a consolidated effort with the county he feels it would save money. Mr. Caudill instructed Office Manager, Tammy Fields to call Ralph Modena and ask him to give her a proposal of renewal with the same insurance policy configuration as the consolidated effort of the Buchanan County Public School, the Buchanan County Board of Supervisors and the PSA. Mr. Caudill stated that a committee consisting of Interim Director, Sherina Justus, Office Manager, Tammy Fields and himself would need to meet the first week of December to discuss the proposal and a decision would have to be made at that time for payroll purposes.

Ms. Justus requested permission to purchase a new microwave for the kitchen and this request was approved.

Ms. Justus reported that Office Manager, Tammy Fields had ordered \$300.00 worth of boxes to be placed on the wall in each workers office for time card purposes and this was approved.

Ms. Justus requested permission to purchase an additional safe to separate EBT material from the administrative material and this request was approved.

Interim Director reported Advisory Board member Cindy Rife resigned from the Board. W. J. Caudill reported that the Buchanan County Board of Supervisors accepted Ms. Rife's resignation and he as well will accept her resignation and requested a letter be sent to the Board of Supervisors for a replacement. Mr. Caudill stated that he would like to send Ms. Rife a letter expressing his thanks for a job well done while serving on the Administrative Board and the Advisory Board and he appreciated her tander, her guidance and her rational decision making process.

Ms. Justus reported a 4% raise for employees in December 2006.

2201

Ms. Justus reported that the agency has an additional worker taking medical leave, and three workers that have returned from medical leave and two workers on intermediate medical leave.

Ms. Justus reported that the agency had a clean up day and dinner last month and some workers dressed up for Halloween and our agency as a whole trick or treated children from several of the Head Start Centers.

Ms. Justus asked Craig Horn to install an electrical outlet outside for the use of the people who wash the agency vehicles after hours on Fridays.

The Board asked if there was any New Business.

Mr. Caudill stated that concerning the last episode with the Department of Social Services DUID, not in a Department of Social Services vehicle, but she was at the Department of Social Services at the time, it could possibly been that she could have had some kind of foreign substance that she was not suppose to have in her system, and due to this the Board would like to start a random drug testing policy for anyone with a Commonwealth of Virginia drivers license that drives a Department of Social Services vehicle for the purpose of department business or their personal vehicle for Department of Social Services business.

At this time the Board moved into closed session pursuant to Section 2.2-3711A1 to discuss personnel.

The Board moved out of closed session and stipulated that nothing was discussed in closed session except what the Board went into closed session to discuss.

Certification of Closed Session

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on November 09, 2006 Pursuant to an affirmative recorded vote in accordance with the provision of the Virginia Freedom of Information; and WHEREAS, 2.2-344 of Virginia requires of certification by the Administrative Board that such closed session was conducted in conformity with Virginia Law;

2202

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best of each members 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.



W.J. CAUDILL, ADMIN. BOARD

12.5.06
DATE

The Board asked if there was any Old Business.

The next board meeting will be December 05, 2006 at 10:00 AM at which time the Insurance Committee will meet also.

No further actions the meeting adjourned.



W. J. CAUDILL, ADMIN. BOARD

12.5.06
DATE

2023

RESOLUTION

IN RE: The Payment of the Debts of Buchanan County Upon the Authorization of the County Administrator

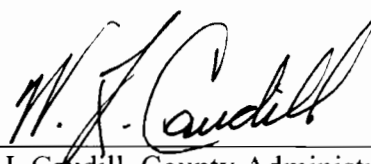
BE IT RESOLVED by the Buchanan County Department of Social Services (DSS) that the Department of Social Services Director is authorize to make payment of and pay the following types of debts of Buchanan County Department of Social Services upon their determination that such debts are just, due and unpaid debts of Buchanan County Department of Social Services and upon their further determination that any such debt should be paid prior to its specific approval by the Buchanan County Department of Social Services Advisory/Administrative Board:

1. Electric;
2. Telephone, T.V., and internet;
3. Water and sewage;
4. Propane and/or natural gas;
5. Procured health insurance cost (hospitalization and dental);
6. Procured necessary insurances for the daily operation of the Department of Social Services;
7. Salaries of Department of Social Services employees and Advisory or Administrative board members;
8. Benefits and/or payments related to standard payroll requirements;
9. Postage and postal services for Buchanan County Department of Social Services;
10. Procured necessary general supplies (examples paper, news papers, legal services, cleaning services, food, etc.) and/or late bills budgeted for departments which have been approved by the department head and which are necessary for the continued operation of such department;
11. Travel and education meeting expenses authorized by a department head and which are within the DSS's budget; and

BE IT FURTHER RESOLVED, that the Department of Social Services Director has the power to pay such debts in the future until such power has been revoked by the Buchanan County Department of Social Services Administrative Board: and

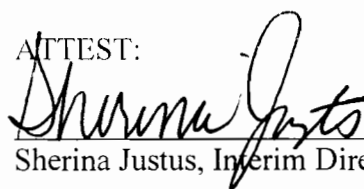
BE IT FURTHER RESOLVED, that the Director shall present the bills representing such debts which have been paid pursuant to this Resolution to the Buchanan County Department of Social Services Administrative Board for their review and ratification.

This Resolution was adopted on the 5th day of December, 2006 by the Administrative Board.



W. J. Caudill, County Administrator and
Administrative Board

ATTEST:



Sherina Justus, Interim Director

2015

RESOLUTION

BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES RETIREE HOSPITALIZATION PREMIUM ASSISTANCE PROGRAM POLICY

BE IT HEREBY RESOLVED, that Buchanan County Department of Social Services of Grundy, Virginia, acting by and through the Administrative Board, does hereby begin a Retiree Hospitalization Premium Assistance Program for those employees retiring under Buchanan County's Virginia Retirement System (VRS) program that are not eligible for Medicare, as follows:

An active employee retiring under VRS service retirement, 30/50 rule, on or after December 5th, 2006 and who is age fifty-five (55) years or older, may retain eligibility for his/her coverage, with employer premium assistance, for a period of ten years, or upon reaching Medicare eligibility, whichever comes first, provided the employee has been an active member of Buchanan County Department of Social Services' retirement plan (VRS Group No. 55113) for a minimum of five (5) years and does not defer his VRS retirement annuity. Buchanan County Department of Social Services' shall pay the employer assistance portion of the employee's present coverage upon his/her retirement. Upon the retiree satisfying the aforementioned provisions, the retiree shall be eligible to receive hospitalization benefits pursuant to the rules and regulations of the group health insurance program with a single individual policy for one year for every year of experience beyond thirty (30) years of experience, which the deceased employee had, up to five (5) years, after death of the deceased employee or until the surviving spouse is eligible for Medicare, whichever first occurs. The retiree or surviving spouse shall also be required to notify the County when he/she has received notification of their Medicare eligibility date. Failure to notify the County of this event will result in the retiree or surviving spouse being liable for all premium assistance funds paid by the County after the Medicare eligibility date or potential retraction of claims from the carrier.

If an employee chooses non-participation in the program upon retirement, he/she shall forever forfeit participation in the group health plan at a later date by either the retiree or surviving spouse.

A retired employee must not have been suspended from work for disciplinary reasons at the time of his or her retirement, nor have released from employment for disciplinary purposes prior to retirement to be eligible to receive the Retiree Hospitalization Premium Assistance Program.

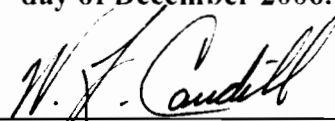
An active employee retiring under VRS disability, who also meets the service retirement requirements of ten (10) years with VRS and five (5) of those years as an active employee with Buchanan County Board of Supervisors (VRS Group No. 55113), shall be provided the same aforementioned benefits as service retirees not to exceed two (2) years provided the employee has maintained continuous coverage in the group health plan pursuant to the rules and regulations of the group health plan.

An active employee retiring under VRS disability, who does not meet the VRS or Buchanan County's service retirement requirements, shall be eligible for their hospitalization benefits without premium assistance pursuant to the rules and regulations of the group health plan.

BE IT FURTHER RESOLVED, that any retiree whose spouse works for one of the entities that participate in the Buchanan County, Virginia consolidated Group Health Insurance, shall not be eligible for the Retiree Hospitalization Premium Assistance Program described herein.

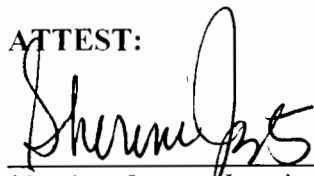
BE IT FURTHER RESOLVED, that all other organizations participating in Buchanan County's retirement and hospitalization plan, shall abide by all rules and regulations of this program and that of the group health plan and are responsible for the funding of any provisions thereof.

APPROVED by Buchanan County Department of Social Services
Administrative Board of Buchanan County, this 5th day of December 2006.



William J. Caudill, Chairman of
The Buchanan County Department of
Social Services

ATTEST:



Sherina Justus, Interim Director

2207

ON DECEMBER 5, 2006 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 187 Pages 26

Disbursements of Special Welfare Funds: \$ 12,252.87

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

Receipt No's: 596955 - 597010 \$ 24,247.91

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 15, 2006	\$ 93,297.28
NOVEMBER 30, 2006	<u>\$ 95,435.14</u>
TOTAL	\$188,732.42

Administrative Payments

Warrant No's: 131034 - 131069	\$ 14,002.70
131121 - 131141	<u>\$ 71,799.18</u>
TOTAL	\$ 85,801.88

2208

AGENCY RATINGS COMPLETED:

Position #512, OWENS, MARLENE, ACCOUNT CLERK II

CAME INTO AGENCY CUSTODY:

5418659

CAME OUT OF AGENCY CUSTODY:

NONE

DISCUSSION HELD:

PRESENT: W. J. CAUDILL, ADMINISTRATIVE BOARD
SHERINA JUSTUS, DSS INTERIM DIRECTOR
TAMMY FIELDS, DSS OFFICE MANAGER
LISA SMITH, REPORTER

W. J. Caudill called the meeting of the Buchanan County Department of Social Services Administrative Board to order at 10:00 AM.

At this time W. J. Caudill did hereby approve the minutes of the November 09, 2006 Administrative Board meeting as presented to him in writing.

W. J. Caudill did hereby approve the agency expenditures for the month of December 2006 in which he reviewed.

Discussion was held regarding the agency's health insurance renewal. Tammy Fields, DSS Office Manager provided Mr. Caudill with four renewals options with our current provider. Mr. Caudill noted that several options were less than a 1% increase versus an 8.1% increase and a 4.48% decrease, which was a Key Care 15. Mr. Caudill discussed the agency consolidating with the Buchanan County Board of Supervisors which would allow the agency to have a 1% increase in premiums; or a 4.48% decrease with Key Care 15 Plus which would give employees a decrease in coverage. After discussion W. J. Caudill did approve that the agency change to Anthem #2 on recommendation sheet which is a

2209

4.48% decrease in the cost of the health insurance coverage effective January 01, 2007.

DSS Office Manger, Tammy Fields presented Mr. Caudill with a quote for upgrading the agency's telephone system. Ms. Fields explained that the quote just to upgrade our system due to it being so outdated the cost would be \$11,000.00. Ms. Fields explained that if we would like to add voice mail the cost would be \$13,578.37. W. J. Caudill did hereby approve for the agency's phone system to be upgraded and voice mail be added at a cost of \$13,578.37.

Interim Director, Sherina Justus presented W. J. Caudill with a request from Brenda Jackson. Ms. Jackson was requesting that two workers attend training in Portland, Oregon and the agency provide flight travel at a cost of \$2,000.00 per person to attend such training. This request was denied.

Office Manager, Tammy Fields explained that the agency needed to get some VIEW funds down because the agency is spending more in administration than we are in purchases so the agency went ahead and allotted \$25,000.00 to OEI since we will be doing it anyway, before the mid year review comes up.

W. J. Caudill asked Office Manager, Tammy Fields how much money has she spent in CSA funds year to date. Ms. Fields reported that the agency has \$128,000.00 and she has her based on the \$335,000.00 the original allocation. Ms. Fields reported that this amount does not include the \$40,554.00 she is requesting. Mr. Caudill reported that when he does the budget, he puts in \$250,000.00 of state and federal money; and \$85,000.00 of local which is in the CSA budget. Ms. Fields explained that Vonda Slone is calling and telling her that we do not having enough money for payments and she doesn't feel that she is giving us credit for our refunds that come back in. W. J. Caudill asked that Ms. Fields get with Vonda Slone and sort out the discrepancies in their totals by December 18, 2006 and submit a letter for an additional appropriation including the local amount and state and federal amount at the Board of Supervisors meeting on December 18, 2006.

At this time W. J. Caudill did hereby adopt The Payment of the Debts of Buchanan County upon the Authorization of the County Administrator Resolution as corrected on December 05, 2006.

2210

W. J. Caudill did hereby appoint a committee of Elizabeth Yates and Office Manager, Tammy Fields to review all bills prior to payment and ratification until the next regular scheduled Buchanan County Department of Social Services Administrative Board meeting.

W. J. Caudill did hereby adopt The Buchanan County Department of Social Services Retiree Hospitalization Premium Assistance Program Policy Resolution as correction on December 15, 2006.

Interim Director, Sherina Justus informed W. J. Caudill that she contacted Tony Fritz and he told her that the agency already had in place policy which would cover drug testing for the agency. Mr. Caudill informed Sherina Justus that he would like to do random drug testing of all employees that drive agency vehicles or their personal vehicle while conducting Department of Social Services business effective January 01, 2007.

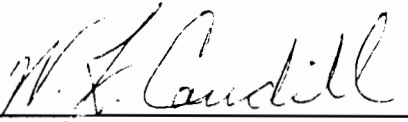
At this time Jeanette Conrad, Eligibility Supervisor and Darlene Ashby, Eligibility Worker joined the meeting to address the Board. Ms. Conrad informed W. J. Caudill that the State had sent a Fuel allocation in amount of \$35,523.50 to be used to pay for a fuel worker and since the eligibility workers are doing the work they would like to request that they receive this money in a form of a bonus. W. J. Caudill reported that the Board of Supervisors or the Department of Social Services or any local Government cannot give a bonus or it can only be considered a raise or overtime. Ms. Conrad asked if there is anything that the Board can do for the eligibility workers with some of the money. Mr. Caudill reported that the Department of Social Services has a policy about overtime and cannot even pay overtime. Ms. Fields explained that in the past the money was used for part time workers to do the fuel work. Ms. Conrad asked that since the Neighbor to Neighbor Program, Primary Fuel and Crisis all starts and runs through March if the agency could look at hiring a part time worker from January to March. After discussion the request was denied due to state laws and hiring a part time worker was not considered due to Ms. Conrad and Ms. Ashby not agreeing.

The next Administrative Board meeting will be January 10, 2006 at 10:00 AM.

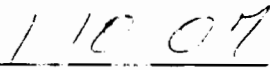
Lisa Smith asked the Board if the agency could be closed all day on the December 22, 2006. The request was denied.

2211

Nothing further to discuss the meeting adjourned.



W.J. CAUDILL, ADMIN. BOARD



DATE