

MINUTES OF THE ADMINISTRATIVE BOARD MEETING OF THE BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES, APRIL 21,2009

Those in attendance included all Board members – Mrs. Elswick, Mrs. Hale, Mrs. Cole, Mr. Farmer, Mr. Neo, Mr. Thornsbury, and Mr. Deel. Others in attendance included some staff members, some members of the public, and members of the press.

The meeting was called to order by Chairman Deel at 6:00 P.M. Mr. Neo called for a point of order as to whether the Board was in compliance with the Virginia Freedom of Information Act in changing this meeting date. Mr. Deel asked the Board Attorney, Mr. Presley, if we were in compliance and Mr. Presley stated yes. Mr. Neo stated that the Board was on notice that this matter will be pursued if need be by a court of law because we are in violation of the FOIA policy.

Mr. Thornsbury motioned and Mrs. Cole seconded approval of the minutes of the March 17,2009 meeting. By roll call vote, the minutes were approved.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Neo	Aye
Mr. Farmer	Aye
Mr. Deel	Aye

Mr. Deel called for approval of the Special Called meeting of April 9th. Mr. Thornsbury motioned for approval and Mrs. Cole seconded the motion. There was no discussion and on roll call vote, the minutes were approved.

Mr. Thornsbury	Aye
Mrs. Elwick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Mr. Deel	Aye

The next item was approval of the bills. Mr. Farmer motioned for approval and Mrs. Elswick seconded. On roll call vote, all ayes were recorded.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Hale	Aye
Mrs. Cole	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Mr. Deel	Aye

In discussion of approval of the agenda, Mrs. Cole asked that under new business, acceptance of the county holiday schedule be added. Mrs. Holland asked the Chairman to add consideration of adding Board members to the Workman's Compensation policy under New Business. Mr. Neo asked that under New Business that the Board consider someone other than the Director to take minutes at the Board meeting. Items 9, Closed Session – Personnel, and 10 Certification of Closed Session were stricken from the agenda, since there was no need for them at this meeting. Mr. Neo motioned and Mrs. Cole seconded approval of the agenda as amended. On voice vote, the motion carried.

Mrs. Holland then presented Director items. Mrs. Elswick motioned and Mrs. Hale seconded a motion to approve the Director to attend the Virginia League of Social Services Executives Spring Conference in Lynchburg on May 5, 6, 7. Mr. Neo requested that as much material as possible be provided to the board at the next Board meeting. On roll call vote, all ayes were recorded.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Mr. Deel	Aye

Mrs. Holland sited the American Recovery and Reinvestment Act material included in Board packets and how it might affect the state VDSS and local agencies. Mrs. Holland noted that there might be some additional funding for local agencies in the Food Stamps administration area. Mrs. Holland also provided a copy of a flyer advertising the Youth Diabetes Camp to be held at Keene Mountain Park this summer. Mrs. Hale spoke to this activity, noting that there were about 75 children who attended the camp last summer and that there are diabetic children in all of our schools.

At this time, Mrs. Holland presented the budget sheets to the Board. Mrs. Holland noted that we will end in the black for the end of this year. She also noted that the new budget figures will not be out until the beginning of May. Mrs. Holland pointed out the reduction in budget lines 853,854 due to the 2% raise not being given in July or December of 2008.

Mr. Farmer asked for a date for the Finance Committee meeting. No date was set, and Mrs. Holland suggested that she would call the budget committee as soon as the figures come in.

Mr. Deel noted there were no items under Old Business.

Under New Business, the Board was presented with a request to update building security by placing key pads at door entrances. Mr. Neo asked for additional quotes and Mr. Farmer agreed. Mr. Farmer suggested that we put this in next year's budget and discuss it in the Finance Committee. Mrs. Hale wondered if ADT would want to do the complete

building or would they be interested in doing this small job. The request was made to table any action until such time as other bids were given and the consensus was to do so.

The next item was consideration of the proposed Travel Policy. Discussion involved what the key differences were in the proposed policy and the current policy. The Director responded that the current policy is outdated. The state policy has been updated several times, while the agency policy has not. This proposal varies from the state's in meal expenses in that an employee can combine expenses for different meals as long as they do not go over the limit set by the state for that area. Incidental expenses also differ from the state. An expense voucher for the agency has been developed. Use of personal automobile must be pre-approved and if it is for the convenience of the employee, will be reimbursed at whatever the state rate is for the same policy. (Currently that is \$.246/mile.) Mrs. Cole motioned and Mr. Neo seconded approval of the travel policy as presented. On roll call vote, all ayes were recorded.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Mr. Deel	Aye

The next item on the agenda was the holiday schedule. Mrs. Cole motioned and Mr. Neo seconded that the agency revert to the county holiday schedule. Mrs. Elswick asked how it was changed. Mr. Deel noted that it was changed from the county policy to the state policy due to some concern as to whether the board would have to reimburse the state if we took more days than the state. On roll call vote, the motion passed pending state approval.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Mr. Deel	Aye

The Director pointed out that currently the Board is not covered by the agency's Workman's Compensation Policy. For \$13.64 the Board can be covered. In discussion, Mr. Farmer expressed disapproval of this proposal. Mrs. Hale motioned and Mrs. Elswick seconded acceptance of the proposal. On roll call vote the vote was 5-2 and the motion carried.

Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mrs. Cole	Aye
Mrs. Hale	Aye
Mr. Farmer	Aye

Mr. Neo No
Mr. Deel No

Mr. Neo spoke to getting a verbatim of transcription of these meetings. He motioned that either through some software system or allow for a synopsis of the meetings to be included but attached to that some type of digital record of the entire meeting so that we have a clear understanding that the digital recording will constitute the official minutes of the meeting. Second by Mrs. Cole. In discussion, Mr. Farmer agreed with the idea. The Chairman stated that he thought it was 'overkill'. Mr. Presley pointed out that the Code of Virginia names the Director as Secretary of the Board. On roll call vote, the motion was defeated 4-3.

Mr. Thornsby No
Mrs. Elswick No
Mrs. Cole Aye
Mrs. Hale No
Mr. Farmer Aye
Mr. Neo Aye
Mr. Deel No

Mr. Bobby May spoke to the Board about the process of requesting to be heard by the Board. He objected to the process and asked the Board to reconsider. Upon completion, Mr. Deel thanked Mr. May for his remarks.

The next meeting was scheduled for May 12, 2009 at 6:00 P.M. Mr. Neo made a motion to approve this date as the next regularly scheduled meeting. Mrs. Cole seconded the motion. On voice vote, the motion carried.

Mr. Neo motioned and Mrs. Hale seconded a motion to adjourn. There being no objection, the motion carried and the meeting adjourned.

Chairman, Randall Deel

Date

Director, Judith C. Holland

Date