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ON DECEMBER 09, 2008 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 127 Pages 17

Disbursements of Special Welfare Funds: \$ 6,711.24

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

Receipt No's: 645945 - 645972 \$ 4,248.6

Payment for Payroll and Administrative Payments as follows:

Payroll

NOVEMBER 14, 2008	\$ 93,514.38
NOVEMBER 26, 2008	\$ <u>93,401.26</u>
TOTAL	\$186,915.64

Administrative Payments

Warrant No. 140294	\$ 7.40
140388 - 140415	\$ <u>9,939.96</u>
TOTAL	\$ 9,954.76

AGENCY RATINGS COMPLETED:

Position #: 602, Hackworth, Bonnie, Aide II

Position #: 606, Boyd, Heather, Eligibility Worker

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CAME INTO AGENCY CUSTODY:

4885775      6414097      6607567      6789428      6789467

LEFT AGENCY CUSTODY:

5694358

DISCUSSION HELD:

**Minutes of Meeting of Buchanan County Department of Social Services  
Administrative Board**

**December 9, 2008**

1. The meeting was called to order by Chairman Tolbert Prater at 6:00 P.M. Board members in attendance were Randall Deel, Emogene Elswick, Ruby Hale, Harold Thornsbery, and Tolbert Prater. Some staff, Terry Hall of the Board of Supervisors, the press, and members of the public were also present.

2. The minutes of the previous meeting of November 18, 2008 were approved on motion by Mrs. Hale and a second by Harold Thornsbery. All members voted Aye.

3. Agency bills were approved on motion by Emogene Elswick and second by Harold Thornsbery. On roll call vote, all Ayes were recorded.

Mrs. Elswick	Aye
Mr. Thornsbery	Aye
Mrs. Hale	Aye
Mr. Deel	Aye
Mr. Prater	Aye

4. A report of the Finance Committee was provided. A discussion of agency health insurance took place. On recommendation and motion by Mr. Deel and second by Mr. Thornsbery the agency accepted Anthem Health Key Care 15 Plus with one change. The drug card was changed to reflect a \$10/30/>\$50/20%. On roll call vote, all Ayes were recorded.

Mr. Deel	Aye
Mr. Thornsbery	Aye

Mrs. Hale	Aye
Mr. Prater	Aye

#### 5. Director's Items

Mrs. Holland informed the Board of her schedule for the remainder of the month. She also reminded the Board of the agency schedule for the remainder of the month.

In addition, Mrs. Holland recommended to the Board that no Americorps position be filled this year. She would be hiring a temporary Aide, who would fill a number of the tasks an Americorps worker would fill.

Mrs. Holland asked the Board to take action to approve a practice at the agency that had apparently been a long standing practice for which she could find no board motion. On motion by Mr. Thornsbury and second by Mrs. Hale, the board approved an additional \$10 for on-call workers on holidays, for a total of \$40 for the three eight hour shifts instead of the usual \$30 for three eight hour shifts. This additional \$10 will come out of local funds.

On roll call vote, all Ayes were recorded.

Mr. Thornsbury	Aye
Mrs. Hale	Aye
Mrs. Elswick	Aye
Mr. Deel	Aye
Mr. Prater	Aye

#### 6. There was no Old Business

7. The New Business items were the change and approval of health insurance and the approval of on-call pay. Both items were passed above.

8. The Board voted, on motion by Mrs. Hale and second by Mr. Thornsbury to go into Closed Session under Section 2.2-3711-A1 of the Code of Virginia to discuss Personnel, particularly, perspective employment. By roll call vote, all Ayes were recorded.

Mrs. Hale	Aye
Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mr. Deel	Aye
Mr. Prater	Aye

At this time, Mr. Terry Hall introduced Mr. Flux Neo as the new appointee from Knox District as Mr. Prater's term expires on December 31,2008.

9. On motion by Mrs. Hale and second by Harold Thornsbury, the Board voted to come out of Closed Session. All Ayes were recorded on roll call vote.

Mrs. Hale	Aye
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Mr. Deel	Aye
Mrs. Elswick	Aye
Mr. Prater	Aye

### Certification of Closed Session

WHEREAS the Buchanan County Department of Social Services Administrative Board convened on December 09, 2008 pursuant to an affirmative recorded vote in accordance with the provision of the Freedom of Information, and WHEREAS 2.1, 37-12 of Virginia requires 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 interest 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, that is, only discussion of perspective candidates for employment took place.

\_\_\_\_\_  
Tolbert Prater, Chairman

\_\_\_\_\_  
Date

All Board members certified in the affirmative.

#### 10. Report of Personnel Committee

On motion by Mrs. Hale, Chairwoman of the Personnel Committee, and second by Randall Deel, Krystal Dawn Hurley was recommended for the position of Social Worker, Foster Care and Adoptions Unit, at a starting salary of \$29,930 to begin on January 5, 2009. On roll call vote, all Ayes were recorded.

Mrs. Hale	Aye
Mr. Deel	Aye
Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mr. Prater	Aye

11. Request to be heard – Mr. Bobby May had submitted a request to be heard on a previous Board resolution which was passed, but he was not present at the meeting.

Mr. Prater spoke to the Board about his appreciation of them and their ability to work together as a Board. He recognized Mr. Neo as the new member, who will begin in January, 2009. Mr. Prater also stated how much he enjoyed his work on the Board and wished everyone well in their future service to the agency.

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12. Mr. Prater announced that the next Board meeting is scheduled for January 13, 2009 at 6:00 P.M.

13. Mr. Thornsbury motioned and Mrs. Hale seconded the motion to adjourn. Without objection, the meeting was adjourned at 6:35 P.M.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
JUDITH C. HOLLAND, DIRECTOR

\_\_\_\_\_  
DATE