

2383

ON FEBRUARY 10, 2009 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 110 Pages 15

Disbursements of Special Welfare Funds: \$ 10,169.70

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

Receipt No's: 646016 - 646063 \$ 16,432.19

Payment for Payroll and Administrative Payments as follows:

Payroll

JANUARY 15, 2009	\$ 96,268.36
JANUARY 30, 2009	\$ <u>96,435.76</u>
TOTAL	\$192,704.12

Administrative Payments

Warrant No. 141131 - 141163	\$ 11,517.89
141249 - 141273	\$ 75,041.09
141274	\$ <u>1,175.99</u>
TOTAL	\$ 87,734.97

AGENCY RATINGS COMPLETED:

Position #110, Scott, Lora, Child Protective Service Worker
Position #201, Burks, Kimberly, Foster Care Worker
Position #303, McClanahan, Angelia, Sr. Employment Service Worker
Position #308, Johnson, Angela, Account Clerk II
Position #309, Yates, Elizabeth, Account Clerk II
Position #350, Justus, Sherina, Assist, Director

2384

Position #503, Barrett, Celeste, Eligibility Worker
Position #512, Stiltner, Teresa, Eligibility Worker
Position #514, Hurley, Deena, Eligibility Worker
Position #556, Fletcher, Tina, Eligibility Worker
Position #559, Thornsbury, Merle, Eligibility Worker

CAME INTO AGENCY CUSTODY:

5288144

LEFT AGENCY CUSTODY:

DISCUSSION HELD:

**Minutes of Meeting of Buchanan County Department of Social Services
Administrative Board
February 10,2009**

1. The meeting was called to order by Chairman Randall Deel at 6:00 P.M. Board members in attendance were: Mrs. Elswick, Mrs. Hale, Mr. Thornsbury, Ms Cole, Mr. Neo and Mr. Deel.
2. On motion by Ms Cole and second by Mr. Deel, the minutes were approved as amended. The minutes were amended to reflect that the vote for the position of vice-chairman was a 4-3 vote. By a show of hands vote, the minutes were then approved.
3. On motion by Mr. Neo and second by Mr. Thornsbury, the agency bills were approved. Discussion included that the bills were available for examination before the board meeting as well as at the meeting. By roll call vote, the bills were approved.

Mr. Neo Aye
Mr. Thornsbury Aye
Mrs. Elswick Aye
8325

Mrs. Hale Aye
Ms Cole Aye
Mr. Deel Aye

4. The meeting agenda was approved on motion by Ms Cole and second by Mrs. Hale. All members in attendance voted Aye on voice vote.

Discussion included a question about Mr. Bobby May who was on the agenda to speak. Mr. Neo asked if Mr. May followed procedure and Mrs. Holland responded that he had. However, due to a death in his family, Mr. May was unable to attend. The Board will afford him the opportunity at the next meeting.

5. Under Director's items, Mrs. Holland reported on the trip to Richmond which she and Mrs. Hale took. Mrs. Holland reported on both the legislative and League meetings she and Mrs. Hale attended as well as the Legislative Reception.

Mrs. Holland also reported that she had checked on microphones with the school system. The school board's microphones are essentially built right into their recording system, so they will not be helpful to us. However, Mrs. Holland will continue to pursue this matter. She also noted in the area of technology, that our telephone system was down one day and the telephone technician stressed the need for us to begin looking at a replacement system. Mr. Neo suggested we look into a virtual system, which we will do.

Mrs. Holland related the remainder of her schedule for February and also received permission from the Board to attend a Local Director's Learning Experience from March 9-13 in Richmond. Mr. Neo motioned and Mr. Thornsbury seconded that Mrs. Holland attend this training and present a report to the board. Mrs. Holland asked that the report be given orally. After further discussion, Mrs. Hale motioned and Ms Cole seconded that Mrs. Holland would present an oral report of her training and include any appropriate materials as handouts. The amendment passed on roll call vote.

Mrs. Hale	Aye
Ms Cole	Aye
Mr. Neo	Nay
Mr. Thornsbury	Aye
Mrs. Elswick	Aye
Mr. Deel	Aye

The main motion, as amended, was also voted on by roll call vote.

Ms Cole	Aye
Mrs. Hale	Aye
Mr. Neo	Aye
Mr. Thornsbury	Aye
Mrs. Elswick	Abstain
Mr. Deel	Aye

Mrs. Holland pointed out to the board that February was Eligibility Appreciation Month. Certificates of appreciation will be prepared and given to each eligibility worker and a two hour lunch.

Mrs. Holland also told the board of the need for car seats for our children. If they know of anyone who has one, we would appreciate the donation. Mr. Neo suggested we need to look at liability. It was suggested that the expiration date of a car seat is on the back of the seat and they can be brought to the state police to inspect. Ms Cole asked that the agency check with the sheriff's department to see if they still have a program which they had in the past in cooperation with certain businesses that donated car seats.

6. Old Business

Mr. Neo brought the issue of public speaking back up since Mrs. Hale had indicated at the last meeting she wanted time to review it some more. Mrs. Hale responded that she did not see any reason to change the procedure.

Appointment of Committees was done by Mr. Deel. The committees are as follows:

Personnel

Mr. Thornsbury
Ms Cole
Mrs. Hale

Finance and Insurance

Mr. Farmer
Mrs. Elswick
Mr. Neo

The Chairman serves on both committees in an ex-officio capacity.

7. New Business

Mr. Neo related that he had digitized the past minutes of the Board back to 1993. Mr. Neo motioned and Ms Cole seconded that we post digitized versions of the Board meetings onto the BCDSS site. Mr. Deel asked if our agency site had that capability. Mr. Robert Coleman, IT staff member for BCDSS, was attending the meeting and he voiced concern about the amount of space on our website. At this point Mr. Neo amended his motion to placing the minutes on his website, free of charge. All the agency needs to do is a standard HTML link to the site. Ms Cole seconded the amended motion. On roll call vote, the amended motion passed.

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

In additional discussion, Mr. Neo made it clear that no recording would take place in closed session and that the proceedings of closed session would not be posted

in any format. Mr. Neo put that in the form of a motion and it was seconded by Ms Cole. In discussion of this motion, Mrs. Holland suggested an evaluation of this project occur after three months. The final motion was that a link on the Department of Social Services website to MP3 files be made, which would include discussion at these meetings and a form for people to provide community feedback to be submitted via e-mail to Mr. Neo. An evaluation of the feedback after three months will occur, at which time the board will make a determination as to whether to continue the link.

Ms Cole seconded that motion.

In discussion, Mrs. Holland asked that a link for the feedback also come to her so she could prepare the responses for the board meeting. Mr. Neo did not feel that could be done at this time.

After additional discussion, the Chairman called for a vote. On roll call vote, the motion passed.

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

Mr. Neo presented his thoughts on the current policy that staff follow to talk to the board. No action was taken.

Mr. Neo then motioned that the board require expressed written permission for the director to attend board of supervisor meetings to discuss any Department of Social Services business, period. There was no second to the motion, so no vote was taken.

Mr. Neo motioned that the board chair attend meetings with the director at the board of supervisor sessions , if the board chair cannot be available, then the board can select a proxy to go in attendance with the director to Board of Supervisor meetings. There was no second to this motion, so no vote was taken, the motion died on the table.

At this time, Mrs. Holland asked the Chairman for a moment of personal privilege and was granted it. Mrs. Holland spoke to the distaste and inappropriateness with which she viewed the previous two motions.

8. Closed Session. There was no motion to go into closed session.
9. Next meeting. Mrs. Holland requested that the next board meeting be held on March 17th since she will be out of town at the Director's Learning Experience on

2388

March 9th. Mr. Neo motioned and Mrs. Hale seconded the March 17th meeting date for the next board meeting. On roll call vote, motioned passed.

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

10. Adjournment . Mr. Neo motioned and Mrs. Hale seconded adjournment. There being no objection, the meeting was adjourned.

CHAIRMAN

DATE

JUDITH C. HOLLAND, DIRECTOR

DATE