



2439

AGENCY RATINGS COMPLETED:

Position #518, Edwards, Juanita, Benefit Programs Specialist II

CAME INTO AGENCY CUSTODY:

NONE

LEFT AGENCY CUSTODY:

NONE

DISCUSSION HELD:

Minutes of the Buchanan County Department of Social Services  
Administrative Board Meeting of October 20, 2009

1. The meeting was called to order by Chairman Deel at 6:00 P.M.
2. The first order of business was approval of the minutes of the Board Meeting of September 8, 2009 and the Special Called Board Meeting of October 6, 2009. On motion by Mrs. Hale and second by Mr. Thornsby, the minutes of the September 8<sup>th</sup> meeting were approved by a show of hands with all members voting in the affirmative.
3. On motion by Mrs. Cole and second by Mr. Neo, the minutes of the Special Called meeting of October 6, 2009 were approved by a show of hands with all members voting in the affirmative.
4. The agency bills were approved with a motion by Mrs. Cole and a second by Mr. Thornsby. A roll call vote was recorded with all members voting 'Aye'

Roll Call vote:

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

5. On a motion by Mrs. Cole and a second by Mr. Neo, the agenda was approved as amended. The addition to the agenda was under New Business, a closed session requested by Mr. Neo for a specific personnel issue with the absence of Mrs.

Holland and Board's counsel.

6. Director items were presented. Mrs. Holland presented a Family Medical Leave Act (FMLA) packet. She asked the board to affirm five practices the agency has used for which she could find no record in previous Board minutes. The practices are :

Family Medical Leave Act

1. When an employee is eligible for Family Medical Leave, it has been the practice of this agency to require the employee to utilize accrued leave ( sick, annual, compensatory) during the length of time the Family Medical Leave lasts.

2. Eligibility for the 12 weeks of Family Medical Leave in a 12 month period is calculated as the 12 month period forward from the date of the first FMLA leave usage.

3. Members of the agency who are on Family Medical Leave may be asked to update their medical status every 30 days while on leave.

4. Determination for eligibility for Family Medical Leave is based on a twelve month period from the date of one's first Family Medical Leave.

5. The agency does require a fitness-for-duty certification at the end of the leave. The Board added a number 6 which states:

Mr. Neo suggested the addition of a 6<sup>th</sup> provision.

6. These practices are in effect as long as they are consistent with for WH 380E, revised Jan. 2009. The intent is that should there be changes in the law, the procedures would come back to the board to adjust local procedures as needed. On motion by Mr. Neo and second by Mr. Farmer, the procedures were adopted on roll call vote.

Roll call:

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

Mr. Neo also asked that the form be added to the minutes. (attached)

The Director continued with her items for the Board.

Mrs. Holland presented her calendar through Nov. 12<sup>th</sup>. She requested approval for two out-of-town meetings, one being part two of the local directors' learning experience and the second the Virginia League of Social Service Executives Fall Conference. Discussion reflected Mr. Neo's concern that no general conference should be approved given the current budget. Mr. Deel recommended that the

conference should be attended, as did Mrs. Hale, adding that the training would be of value to the agency. On motion by Mrs. Hale and a second by Mr. Thornsbury that Mrs. Holland attend both meetings, a roll call vote resulted in 6 Ayes and one no.

Roll call:

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

Mrs. Holland presented the Board with a statement related to the Americorps worker in the amount of \$3,003.30 cents. She noted that Leiana Hughes is filling that position and will be serving a total of 1700 hours. On motion by Mr. Neo and second by Mrs. Hale, the board approved the invoice by Occupational Enterprises, Inc. for the agency portion of the Americorps worker stipend. On roll call vote, all ayes were recorded.

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

Mrs. Holland informed the Board that Krystal Hurley, foster care social worker, is providing mandated foster care training to our foster care parents on several Saturdays.

7. Under Old Business, Mrs. Holland informed the board that she had added one camera to the system better view the lobby area.  
The e-mail has been refreshed and Mrs. Holland presented a sample to the board. She also updated the board on Northrupp/Gruman and our order for computers for employees who were not here when the refresh of computers took place. She noted that this could take up to three weeks and it is beyond our control.
8. A motion to go into closed session under the Code of Virginia, 2.2 -3711-A1 for the purpose of discussion or consideration of employment, assignment, appointment, promotion, demotion, salaries, disciplining or resignation of an employee with the absence of the Director and Board attorney was made by Mrs. Hale and seconded by Mr. Thornsbury. On roll call vote, all ayes were recorded.

Mrs. Hale	Aye
Mr. Thornsbury	Aye

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

A motion was made by Mrs. Cole and seconded by Mr. Neo to come out of closed session. A roll call vote resulted in all Ayes recorded.

Roll call:

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

#### **Certification of Closed Session**

WHEREAS the Buchanan County Department of Social Services Administrative Board convened on October 20, 2009 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.

On roll call vote, all ayes were recorded.

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

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Randall Deel, Chairman

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Date

9. On motion by Mrs. Hale and second by Mr. Thornsby, a second personnel session was held with the inclusion of Mr. Presley, Board Attorney, and Mrs. Holland, Director. The motion was made in accordance with the Code of VA sited in agenda number eight above.

On roll call vote,  
all ayes were recorded.

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

By motion of Mr. Farmer and second by Mr. Neo and by roll call vote, the board came out of closed session.

On roll call vote,  
all ayes were recorded.

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

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\_\_\_\_\_  
Randall Deel, Chairman

\_\_\_\_\_  
Date

Mrs. Hale motioned that the Board hire Ms Rebecca Vance as Receptionist (Office Worker II) at a starting salary of \$19,707 annually beginning November 16, 2009.

Mrs. Cole seconded the motion. A roll call vote resulted in all ayes.

On roll call vote, all ayes were recorded.

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

Board Chairman, Randall Deel, noted that the other position that was advertised and for which the board interviewed several candidates would not be filled .

Mr. Neo motioned that the board implement the panel decision on the suspension of Rebecca Slone and that she receive ten days of salary and benefits. Mr. Thornsbury seconded the motion.

On roll call vote,

all ayes were recorded.

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

Chairman Deel announced the next meeting for November 17, 2009 at 6:00 P.M.

Mr. Thornsbury motioned and Mr. Farmer seconded that the Board adjourn. On voice vote, no objections were recorded.

\_\_\_\_\_  
Randall Deel, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judith C. Holland, Director

\_\_\_\_\_  
Date