

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES  
JANUARY 22, 2019 9:00 AM  
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM**

**Attendance:**

Angie Cabell, Chair  
Gay Bartlett  
Karen Ylimaki  
Mike Smith  
Lindia Cox

**Management Team and Staff:**

Sharon Rochelle, Director  
Sharon Bartley, Operations/Finance Manager  
Lynn Murphy, Services Programs Manager  
Phoebe Wright, Benefit Programs Manager  
Audra Morris, Children's Services Manager  
Jayne Lloyd, Office Associate

**Call to order:**

Board Chair, Ms. Angie Cabell called the meeting to order at 9:01 a.m.

**Invocation:**

Mr. Gay Bartlett provided the invocation.

**Public Comment Period:**

There were no public comments at this meeting.

**Announcements:**

There were no announcements at this meeting.

**Approval of Minutes:**

Board Chair, Ms. Angie Cabell, motioned to approve the minutes of the November 27, 2018 meeting.  
Mr. Mike Smith seconded and the Board approved the minutes of the November 27, 2018 meeting.

**New Business and Education:**

**Virginia State Foster Care System**

Ms. Sharon Rochelle, Director and Ms. Lynn Murphy discussed with the Board about their meeting with Delegate Ware regarding the JLARC Report. The pros and cons of a Bill being proposed regarding the State of Virginia Foster Care System were discussed. Ms. Sharon Rochelle will bring the findings of the Needs Assessment to the attention of the Board of Supervisors.

**SNAP Early Issuance**

Ms. Phoebe Wright, Benefit Programs Manager, informed the Board that February benefits were issued in January, however clients were not made aware of the early issuance directly. Powhatan Department of Social Services has taken measures to notify clients as well as bolster the emergency food supply.

**Donation to Services Unit**

Ms. Lynn Murphy, Services Programs Manager, reported a donation of car seats for use in Agency vehicles and diapers that was made by a local group to the Services Unit.

**Children Services Audit**

Ms. Audra Morris, Children's Services Manager, updated the Board on the findings from the audit performed in December. The Children's Services Program was found in 100% compliance. The audit covered financials as well as case load and the next audit will be in three years.

**VaCMS Issues**

Ms. Phoebe Wright, Benefits Programs Manager, updated the Board on state-wide system VaCMS issues and the ways in which the work done by Benefits workers is affected.

**Benefits Applications**

Ms. Phoebe Wright spoke on the numbers of November and December applications being so high due to Medicaid Expansion.

**Transportation Project**

Ms. Sharon Rochelle updated the Board regarding the initial stages developing a program providing transportation to the county's elderly population unable to drive to medical appointments and pharmacy needs.

**Administrative Bills, Receipts and Budget Balance Report:**

Ms. Sharon Bartley, Operations/Finance Manager presented the December and January administrative bills, receipts and budget balance report.

**December 2018/January 2019**

**Bills**

**December 2018:**

Bank of America, Daycare, Rent, Board training, FAPT training, foster child	4240.15
Clothing allowance, Employee training and travel	
Quill, Office supplies	2061.12
ICU Investigations, Foster child mandated monthly visit (Utah)	150.00
Shred it – Shredding of confidential agency documents	127.22
Tara Hatcher Law Firm, legal fees – July – Dec 2018	17557.75
Thomas Brotheres Software, Software update	650.00
Toshiba Financial, Copier maintenance and usage (2 months)	523.90
Verizon, Agency cell phone bill	189.18
VITA, Director cell phone bill	64.09
Xerox, Copier maintenance and usage	243.98

**January 2019:**

Bank of America Daycare, Staff training, client car repair, VICAP conference	1365.33
XZact – Employee business cards	583.00
ICU Investigations, Foster child mandated monthly visit (Utah)	150.00
Toshiba Financial, Copier maintenance and usage	169.00
Shred it, Confidential shredding of agency documents	92.29

**Receipts**

584064	Case # [REDACTED], CSA Parental copay	163.00
584065	CAA, Reimbursement to Bank of America	1377.75
584066	Case # [REDACTED], IVE reimbursement	34.00
584067	Case # [REDACTED], IVE reimbursement	900.00
584068	Case # [REDACTED], IVE reimbursement	450.71
584069	Case # [REDACTED], IVE reimbursement	196.60
584070	Case # [REDACTED], IVE reimbursement	450.71
584071	Case # [REDACTED], IVE reimbursement	229.60
584072	Case # [REDACTED] Social Security December 2018	750.00
584073	POS, Guardianship fee	10.00
584074	CAA, Reimbursement to Bank of America	150.00

**Approval of December Expenses:**

Ms. Karen Ylimaki motioned to accept the December and January receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Mike Smith seconded the motion and the Board voted to approve the motion.

**Next Meeting:**

The next meeting is scheduled for February 26, 2019 at 9:00am.

**Adjournment:**

The meeting was adjourned at 10:24 a.m.

Angie Caber 3/22/19      Sharon Forhelle 3/22/19  
Chairperson                      Date                      Secretary                      Date