

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
FEBRUARY 26, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM**

Attendance:

Angie Cabell, Chair
Brad Burdette
Gay Bartlett
Karen Ylimaki
Mike Smith

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 9:02 am.

Invocation:

Mr. Mike Smith 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:

Mr. Brad Burdett motioned to approve the minutes of the January 22, 2019 meeting. Ms. Karen Ylimaki seconded and the Board approved the minutes of the January 22, 2019 meeting.

New Business and Education:

Benefits Participation Report Comparison

Ms. Phoebe Wright presented the Board with 2017/2018 Benefits Participation Report Comparison. The results were reviewed and Ms. Sharon Rochelle congratulated the Benefits Unit on the number of applications processed.

**Please see attached report*

Benefits Proposed Work Requirements

Ms. Phoebe Wright updated the Board on the upcoming proposed work requirements to possibly begin in October 2019 for SNAP and January 2020 for Medicaid. Although there are various exemptions to the work requirements, clients would be required to participate in Employment Services Programs to maintain receipt of benefits.

Community Needs Assessment

Ms. Sharon Rochelle presented the Board with The Powhatan Community Action Needs Assessment. An overview was discussed regarding the needs found in Powhatan County: nutrition, transportation and housing. The report will be reviewed further at the Board meeting scheduled for March 26, 2019.

Administrative Bills, Receipts and Budget Balance Report:

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

February 2019

Bills

Bank of America VIEW,	\$2299,	\$6871.88
Admin, Toll/travel \$68.78, Postage \$16.69,		
Daycare (CSA to reimburse) \$1680, CAA – VACAP conference and		
reservations/CAA meeting \$2807.41		
ADT, Alarm system quarterly maintenance		\$21.56
Toshiba Financial Services, Copier monthly maintenance		\$169.00
Quill, Replaced printer, Toner, various office supplies		\$1899.42
Verizon, Agency cell phones		\$189.42
County of Powhatan, Telephone bill July '18 – Dec '18		829.77
TIAA, Toshiba copier lease		89.86

Receipts

584075	Case # [REDACTED], Social Security 1/19	\$771.00
584076	Billing error, payment refund	\$20.28
584077	CSA credit card reimb. training refreshements	\$183.81
584078	CSA credit card reimb. Case # [REDACTED] Sheriff transport of child to Florida \$499.90 Parental assessment of child's father \$900	\$1399.30
584079	Credit card reimb to Safe and Stable Families for Case # [REDACTED], rental deposit and rent for safe housing.	\$1337.62
584080	Domestic Violence/Donor acct, donation from Women's club.	\$4000.00

Approval of February Expenses:

Ms. Karen Ylimaki motioned to accept the February receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Gay Bartlett seconded the motion and the Board voted to approve the motion.

Budget Balance Report:

Ms. Sharon Bartley submitted additional reports to the Board to provide a full review of the financial process each month. Presented was a year to date budget balance report which reflects detail of all DSS budget lines, year to date expenditures and current budget balance. Ms. Bartley discussed the monthly reporting of expenses to LASER (state reporting financial system) and then presented a summary report for that month that indicates federal, state and local portions of expenditures. Additionally, information was provided on reconciliation of all numbers with both the State and Local finance departments. A final report shared with the Board detailed the federal and state revenue that the County receives after the LASER process is finalized for the month.

Ms. Bartley then presented the 2019/2020 local budget submitted to the County for approval. After discussion of how different the different budget lines are allocated and increased requests to increase a part time position to full time and to add 9 more hours to a current 20 hour position. Mr. Mike Smith made a motion to approve the budget. Mr. Brad Burdett seconded the motion and the Board voted to approve the motion.

**Please see attached report and requests*

Next Meeting:

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

Closed Session:

At 10:13am staff was excused and a closed session convened.

Participation Report Comparison 2017/2018

2017

SNAP	Households	Persons	Benefits	Quarterly Total
January	**65**	**133**	*17182	**No complete data - numbers are from VaCMS only
February	**89**	**173**	*23402	
March	530	**318**	\$126,394	\$166,978
April	528	1,108	\$125,710	
May	513	1,088	\$123,948	
June	525	1,112	\$129,741	\$379,399
July	516	1,109	129,426	
August	507	1,087	126,440	
September	515	1,125	129,474	\$385,340
October	502	1,092	129,623	
November	513	1,097	125,677	
December	501	1,060	119,231	\$374,531
			TOTAL	\$1,306,248

2018

SNAP	Households	Persons	Benefits	Quarterly Total
January	507	1,073	121,433	
February	509	1,077	121,424	
March	517	1,082	122,700	\$365,557
April	518	1,083	125,309	
May	518	1,075	125,486	
June	528	1,103	124,310	\$375,105
July	524	1,084	124,717	
August	515	1,066	120,822	
September	508	1,037	120,019	\$365,558
October	505	1,052	122,415	
November	512	1,074	122,040	
December	500	1,047	119,979	\$364,434
			TOTAL	\$1,470,654

TANF

2017 TANF Monthly payments only. Figures do not include partial months.

Month	Households	Persons	Benefits	Quarterly Total
January	32	64	8,557	
February	31	67	8,425	
March	30	65	7,979	\$4,884
April	30	65	7,784	
May	30	62	7,631	
June	28	53	7,240	\$17,109
July	30	56	7,412	
August	27	51	6,641	
September	28	53	7,089	\$21,689
October	28	50	6,878	
November	31	55	8,006	\$22,898
December	30	51	7,317	\$66,580
			TOTAL	

No data from the state

Medicaid	Households	Persons	Benefits	Quarterly Total
January	1085	2019	\$946,102.97	
February	1103	2047	\$1,020,974.90	
March	1099	2037	\$1,077,061.86	\$3,044,139.73
April	1101	2057	\$951,552.18	
May	1097	2051	\$1,007,515.21	
June	1111	2091	\$909,525.86	\$2,868,593.25
July	1116	2097	\$986,093.41	
August	1104	2095	\$966,322.83	
September	1119	2114	\$1,127,048.05	\$3,079,464.29
October	1117	2104	\$1,133,978.46	
November	1122	2122	\$1,160,585.52	\$3,496,069.56
December	1143	2147	\$1,201,505.58	\$12,488,266.83
TOTAL				

Participation Reports 2016

Auxiliary Grant	Households	Persons	Benefits	Quarterly Total
January	7	7	\$3,284	
February	7	7	\$3,284	
March	7	7	\$3,284	\$9,852
April	7	7	\$3,284	
May	7	7	\$3,284	
June	7	7	\$3,284	\$9,852
July	7	7	\$3,284	
August	8	8	4925	
September	7	7	3595	\$11,804
October	7	7	3595	
November	8	8	3991	\$11,313
December	8	8	3727	\$42,821
TOTAL				

Medicaid	Households	Persons	Benefits	Quarterly Total
January	1143	2161	1,080,535.74	
February	1149	2167	1,152,966.03	
March	1152	2163	1,187,080.90	\$3,420,582.67
April	1153	2159	1,307,437.78	
May	1167	2192	1,434,530.23	
June	1152	2148	1,230,785.94	\$3,972,753.95
July	1152	2148	1,199,295.44	
August	1141	2142	1,669,943.24	
September	1151	2169	1,303,909.76	\$4,173,148.44
October	1157	2172	1,398,852.94	
November	1158	2169	1,326,233.99	\$2,725,086.93
December	1328	2394		\$14,291,571.99
TOTAL				

Participation Reports 2017

Auxiliary Grant	Households	Persons	Benefits	Quarterly Total
January	8	8	3,727	
February	9	9	5,389	
March	9	9	4,217	\$13,333
April	9	9	5,457	
May	11	11	\$4,962	
June	11	11	4724	\$15,143
July	10	10	4737	
August	10	10	4772	
September	10	10	4523	\$14,032
October	9	9	4191	
November	9	9	4191	\$13,751
December	10	10	5369	\$56,259
TOTAL				

Month	Count	Amount
January	9	\$13,063.24
February	2	\$1,400.00
March	5	\$15,714.23
April	6	\$8,657.00
May	7	\$24,567.00
June	2	\$1,400.00
July	2	1,400.00
August	6	10,251.90
September	6	2,018.96
October	6	14,983.49
November	6	5,095.00
December	3	595.05
TOTAL		

\$30,177.47

\$34,624.00

\$13,670.86

\$20,673.54

\$99,145.87

Total Crisis paid 11/1/16-03/15/17

\$2906.70 - 7 approved

Total Cooling paid for season

\$13,320.32 54 approved

Total Fuel Assistance Approved

\$43,046.44 108 approved

Month	Count	Amount
January	1	
February	2	
March	3	
April		
May		
June	31	
July	34	
August	14	
September		46-Fuel
October		41-Fuel
November	2016=5 Cr	43-Fuel
December	2016=0	

Month	Count	Amount
January	2	\$2,488.26
February	7	11,668.24
March	4	5,215.00
April	5	8,511.40
May	5	\$6,241.00
June	2	\$1,871.00
July	2	1,871.00
August	5	4,146.00
September	7	9,983.00
October	7	11,487.53
November	7	6,412.59
December	7	6,607.76
TOTAL		

\$19,371.50

\$16,623.40

\$16,000.00

\$24,507.88

\$76,502.78

CRISIS 2018

January	4
February	11
March	6

Total Crisis paid for season = 11/1/2017 - 3/15/2018

\$4,346.59 11 approved

COOLING 2018

June	
July	113
August	

Total Cooling paid 6/15-08/15/2018

\$15,044.83 67 approved

FUEL 2018

October	
November	139
December	

Total Fuel Assistance Approved for season

\$43,878.95 113 approved

Powhatan County Social Services 2019/2020 Budget Request

ASSISTANCE PROGRAMS

Budget Line	Funding Percentage				Federal	State	Local	Total
	F	S	L					
804		80	20		40000	10000	50000	
808	51	49		510	490		1000	
810	51	49		255	245		500	
811	50	50		25000	25000		50000	
812	50	50		60000	60000		120000	
814	50	50		12500	12500		25000	
861	80	20		2400	600		3000	
862	80	20		1545.6	386.4		1932	
TOTAL				102210.6	139221.4	10000	251432	

PURCHASE OF SERVICE PROGRAMS

Budget Line	Funding Percentage				Federal	State	Local	Total
	F	S	L					
829	84	0.5	15.5	1985.76	11.82	366.42	2364	
830	0	84.5	15.5	0	2380.37	436.63	2817	
833	80		20	4000		1000	5000	
848		100		1000			1000	
866	75	9.5	15.5	15000	1900	3100	20000	
872	50	34.5	15.5	11000	7590	3410	22000	
895	84.5		15.5	1690		310	2000	
TOTAL				34675.76	11882.19	8623.05	55181	

ADMINISTRATIVE PROGRAMS

Budget Line	Funding Percentage				Federal	State	Local	Total
	F	S	L					
849	50	34.5	15.5	20000	13800	6200	40000	
855	50	34.5	15.5	321500	221835	99665	643000	
858	33		67	249150		505850	755000	
858 **	33		67	2211		4489	6700	
858 **	33		67	6930		14070	21000	
TOTAL				579791	221835	624074	1425700	
				FEDERAL	STATE	LOCAL	TOTAL	
				716677.36	372948.59	642697.05	1752313	

** See attached pages for position increases.

TOTAL BUDGET

\$1,732,313

FED/STATE REVENUE

\$1,089,615.95

TOTAL COUNTY EXPENSE

\$642,697.05

**Powhatan County
 FY 2020 Operating Budget Request Forms
 Personnel Request - Part Time Positions**

Please enter information in the gray cells

Department: DSS/CSA
Priority Ranking:
Mandated:
If yes, site Code or Law
Position Title:

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 6,500
Part time benefits - FICA 7.65%		497
Total Personnel Costs		\$ 6,997

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. Capital Costs (one-time costs)		
Computer		
Vehicle if applicable		
Other		
Total Capital Costs		\$ -

4. Total operating (ongoing) request for new position **\$ 6,997**

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 6,997

6. Justification for position:
 The Children's Services department has obtained 100% compliance in second audit (every 3 years); in part due to the assistance of the CSA Office Associate position. However, more

7. Impact if not funded?
 The greatest risk is cost to the locality in the Children's Services Program lies in the potential charge-back in the event of a negative audit.

NOTE: We are only adding 11 hrs/week plus benefits. Salary cost to add \$7939 + benefits of \$12992 = \$20992

**Powhatan County
 FY 2020 Operating Budget Request Forms
 Personnel Request - Full Time Position**

Please enter information in the gray cells

Department: DSS
Priority Ranking: _____
Mandated: _____
If yes, site Code or Law _____
Position Title: Office Associate

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 28,870
Benefit Costs 45% (if full time)		12,992
Total Personnel Costs		\$ 41,862

2. Operating Costs (monthly charges)	<u>Monthly</u>	<u>Annual</u>
Phone	\$ -	\$ -
Cell phone if applicable	\$ -	\$ -
Other	\$ -	\$ -
Total Operating Costs	\$ -	\$ -

3. Capital Costs (one-time costs)		
Computer		
Vehicle if applicable		
Other		
Total Capital Costs	\$ -	

4. Total operating (ongoing) request for new position	\$ 41,862
5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 41,862

6. Justification for position:
Increase in office support for Medicaid expansion/transportation program coordinator

7. Impact if not funded?
