

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES**  
**March 22, 2022 9:00 AM**  
**PDSS Conference Room with Phone Conference Option**

**Attendance:**

Connie Thompson  
Lynne LaPierre  
Gay Bartlett  
Lindia Cox  
Karin Carmack, District 5 Supervisor Representative  
Neil Stout, Chair  
Ned Smither, County Administrator

**Management Team and Staff:**

Meghan Carroll, Interim Director  
Sharon Bartley, Finance and Operations Manager  
Phoebe Wright, Benefit Programs Manager  
Cathy James, Benefit Programs Supervisor  
Audra Morris, Children's Services Manager  
Jayne Lloyd, Program Coordinator

**Call to order:**

Mr. Neil Stout called the meeting to order at 9:19 a.m.

**Invocation:**

Ms. Lindia Cox provided the invocation.

**Public Comment Period:**

There were no public comments at this meeting.

**Announcements/Additions to Agenda:**

Mr. Neil Stout requested additions to agenda: Board vote on change in PDSS Board type, and a closed session to review PDSS Director applicants.

**Approval of Minutes:**

Ms. Gay Bartlett motioned to approve the minutes of the February 22, 2022 meeting. Ms. Lindia Cox seconded the motion and the Board approved the minutes of February 22, 2022 meeting.

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

Sharon Bartley presented the March administrative bills, receipts and budget balance report.

Mr. Neil Stout inquired about the range in dollar amounts under the Auxilliery monthly payments. Cathy James explained the process involved for calculations, that the state refunds the county for 80% of expenditures in these cases.

Connie Thompson asked for clarification on these cases – the populations they provide for. Cathy James explained the nature and need and added that the payments are paid directly to the individuals, not the facility.

Various other budget lines were reviewed. Sharon Bartley explained the Special Welfare account and how it's used.

### March 2022 Expenses

**ADMINISTRATIVE – Budget Lines 847/849/855/858**

Bank of America, BPRO conference & dues \$675; Office supplies \$679.35	\$686.10
AA printer ink \$84.78	
County of Powhatan, telephone bill	\$183.88
Gretchen Brown, legal services January/February	\$10,000
Powhatan County Public Schools, agency vehicle gas, maintenance and repair	\$3567.64
Verizon, agency cell phone bill	\$884.75
Shred it, confidential agency document shredding	\$95.96
Quill, office supplies	\$1984.19
Copy Fax, freight cost for toner	\$10
Diamond Springs	\$88.85

**ASSISTANCE – Budget Line 804**

**AUXILIARY GRANTS: Monthly ongoing payments**

Case # [REDACTED]	\$245
Case # [REDACTED]	\$787
Case # [REDACTED]	\$708
Case # [REDACTED]	\$406
Case # [REDACTED]	\$850
Case # [REDACTED]	\$239
Case # [REDACTED]	\$1130
Case # [REDACTED]	\$850
Case # [REDACTED]	\$829
Case # [REDACTED]	\$850

**ADULT PROTECTIVE SERVICES – Budget line 895,896**

Case # [REDACTED], Puroclean of Richmond	\$1250
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**Subsidized Adoption Assistance: Monthly ongoing enhanced and basic maintenance payments**

Case #21049037, Client # [REDACTED]	\$2737
Case #21049037, Client # [REDACTED]	\$2737
Case #20033039, Client # [REDACTED]	\$2716
Case #21070027, Client # [REDACTED]	\$1016
Case #21070027, Client # [REDACTED]	\$1016
Case #21070027, Client # [REDACTED]	\$1240

**FOSTER CARE IV-E: Budget Line 811 Monthly ongoing payment**

Case # [REDACTED], Client # [REDACTED]	\$1924
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**RESPITE CARE:**

Case # [REDACTED], Day care payment	\$900
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## Special Welfare Expenses

<b>Donor:</b> Bank of America, BPS Appreciation/drug kits \$370.73; Amazon supplies \$28.57	
<b>Therapy Dog:</b> Bank of America, pet insurance	\$42.21
<b>CAA:</b> Bank of America, printer ink	\$84.78
<b>Hope House:</b> Verizon, phone bill	\$82.12
<b>RAS:</b> Verizon, phone bill	\$69.93

## Receipts

584368	RAS, Donation	\$10
584369	RAS, DRPT reimbursement for expenses	\$448
584370	POS, Guardianship Fee	\$5
584371	POS, Guardianship Fee	\$5
584372	POS, Guardianship Fee	\$5
584375	POS, Guardianship Fee	\$5

### Approval of March Expenses:

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

### Updates:

Introductions were given of all in attendance.

Meghan Carroll updated the Board on the re-advertisement for a new Adult Protective Services worker and discussed the PDSS organizational chart. (See attachment)

Due to comments during recent Board of Supervisors meeting regarding the 'red' content on the Dashboard, she added thorough explanation on the meaning behind compliance statistics. She gave examples of accurate reporting – the time required and extent to which a case worker or team of case workers have to go in carrying out their due diligence. Meghan Carroll reviewed that staff members are diligently documenting any reason timeliness is not met. Reasons can range from not being able to put eyes on every child involved in a case within the hours available, to emergency situations taking priority.

Ms. Gay Bartlett interjected recalling a previous review of the Dashboard numbers and the ways they are not a true reflection of the PDSS agency work. She said a previous review of Dashboard and Phoebe Wright's explanation of scenarios that are beyond PDSS Benefits Unit control. For example, a person may apply for Medicaid online, and PDSS may not receive the forwarded application from Central Processing Unit until day 45 or 46; processing must be completed by day 45.

Mr. Neil Stout noted the contract with attorney Gretchen Brown does not require itemization of her representation and the complications that could present. Meghan Carroll reiterated the agency's need for her knowledge in court.

Mr. Neil Stout said he had met with Ms. Diaz and discussed the case audit that will be performed.

Mr. Neil Stout stated PDSS Board is currently an administrative board and that an advisory board makes policy decisions yet does not see day to day operations.

Ms. Karin Carmack said she felt it prudent to the Board being the best advisory board possible with programming and advocacy.

Ms. Lindia Cox asked why the change is eminent now; in her experience she was hired as an administrative board member and would like to have the opportunity to do that correctly before the change.

Ms. Karin Carmack added that Board Members are responsible to know appropriate agency information, oversee concerns and connect with the Director if they have any dissatisfaction with communication.

Mr. Neil Stout asked all to consider whether County Administration or 5 citizens are best equipped to handle things going forward.

Ms. Lindia Cox motioned to recommend the PDSS Board remain as administrative in nature. Mr. Neil Stout seconded the motion and the Board voted to approve the motion. Ms. Lynne LaPierre abstained.

**Next Meeting:**

The next regular PDSS Board meeting is scheduled for Tuesday, April 26, 2022 at 9:00am to be held in the PDSS conference room.

*PDSS Board will go into a Closed Session in accordance with Section 2.2-3711 (A) (4) of the Code of VA for the protection of the privacy of individuals in personal matters not related to public business. In accordance with the Code of Virginia Section 2.2-3712 (D), that during Closed Session only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed.*

**Adjournment:**

Mr. Neil Stout adjourned the meeting at 10:00 am.

Karin Carmack      5-24-22      meghan carroll      4/27/22  
Chairperson                      Date                      Secretary                      Date