

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
April 23, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM

Attendance:

Brad Burdette
Lindia Cox
Karen Ylimaki

Management Team and Staff:

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

Call to order:

Mr. Brad Burdette called the meeting to order at 9:08 am.

Invocation:

Ms. Karen Ylimaki 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:

Ms. Karen Ylimaki motioned to approve the minutes of the March 26, 2019 meeting. Ms. Linda Cox seconded and the Board approved the minutes of March 26, 2019.

Administrative Bills, Receipts and Budget Balance Report:

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

Ms. Sharon Bartley said there would be a slight increase in the Verizon bill going forward, as the goal is to provide individual social workers engaging in home visits cell phones so their personal phones aren't utilized.

April 2019

Bills

Bank of America Training and travel/Admin, \$1568, Birth certificates/daycare/ gift cards/clothing for foster children, Donor Acct \$2707.79; Conference/Meetings CAA, \$433.03	\$4708.82
VITA, Director cell phone, Jan/Feb	\$128.18
Quill, quarterly office supply order	\$1057.68
Verizon, Agency cell phones	\$189.00
Toshiba Financial Services, Monthly copier usage and maintenance	\$169.00
Powhatan County Public Schools, Gas for agency vehicles	\$111.39
Shred It, Confidential agency document shredding	\$297.01

Receipts

584087	Case [REDACTED], CSA parental copay	\$161.00
584088	CAA, Bank of America reimbursement	\$225.37
584089	Admin, Overpayment refund	\$1783.44

Approval of March Expenses:

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

New Business and Education:

2019-2020 Compensation Plan

Ms. Sharon Rochelle told the Board she amended the Compensation Plan to include the option for employees working a surplus of 40 hours per week to choose between taking it as comp time or time and a half. The Previous Compensation Plan allowed for comp time only. Ms. Lindia Cox motioned to approve the 2019-2020 Compensation Plan. Ms. Karen Ylimaki seconded and the Board approved the 2019-2020 Compensation Plan.

Strategic Planning Update

Ms. Sharon Rochelle updated the Board regarding the response from Universities that carry a Strategic Planning program but their help wouldn't be available until fall. Ms. Lynn Murphy had suggested the possibility of Powhatan County Department of Social Services Strategic Planning need be combined with the Strategic Planning to be done for Community Action. Ms. Sharon Rochelle and Ms. Karen Ylimaki commented on the three needs outlined in the Needs Assessment done for Powhatan County being housing, transportation, and nutrition. Ms. Sharon Rochelle said it seemed shortsighted that Powhatan Department of Social Services is still waiting on approval for a current part time position to change to full time and be increased by 11 hrs/wk of which the county would only absorb a 15.5% of that increase cost; transportation is a great need in Powhatan and the agency is ready to move forward and address it.

April / Child Abuse Prevention Month

Ms. Lynn Murphy presented the Board with an overview of the child abuse prevention program. Powhatan County has one worker dedicated to prevention focusing on early intervention. Early intervention contact is sometimes made through a follow up after an invalid Child Protective Services call. Help and resources are offered to the family if there are indicators of need. Ms. Murphy explained that sometimes child abuse prevention may be court mandated as well.

Ms. Murphy's unit carries between 5-12 cases, has good relationships with schools and law enforcement, and their goal is to keep children in their homes and in the community.

Benefits Unit Recognized

Ms. Phoebe Wright updated the Board that the Benefits Unit was recognized by the State: their Case and Procedural Error Rate - last fiscal year reflected 0%.

Next Meeting:

The next meeting is scheduled for May 28, 2019 at 9:00am.

Adjournment:

The meeting was adjourned at 9:43 am.

<i>Angie Cabell</i>	<i>4/25/19</i>	<i>Sharon Rochelle</i>	<i>7-29-19</i>
Chairperson	Date	Secretary	Date