

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
June 25, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM

Attendance:

Angie Cabell, Chair
Lindia Cox
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:

Ms. Angie Cabell called the meeting to order at 9:00 am.

Invocation:

Ms. Linda Cox provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

Ms. Angie Cabell reminded the Board that this meeting would be her last as Board Chair, however her term continues until December, 31, 2019. Ms. Gay Bartlett has agreed to serve as DSS Board Chair. Ms. Angie Cabell said the Board would need to appoint a new Vice Chair through the fiscal year. The Board's meeting schedule was also discussed and whether meeting every other month would suit the Board's need, gathering as needed during months when a meeting isn't scheduled.

Ms. Angie Cabell suggested bimonthly meetings to begin with the July 23, 2019 meeting.

Ms. Karen Ylimaki motioned to approve the change to the Board's meeting schedule. Mr. Mike Smith seconded and the Board approved new meeting schedule.

Approval of Minutes:

Ms. Karen Ylimaki motioned to approve the minutes of the April 23, 2019 meeting. Mr. Mike Smith seconded and the Board approved the minutes of the April 23, 2019 meeting.

Administrative Bills, Receipts and Budget Balance Report:

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

Ms. Sharon Bartley explained that the Department of Social Services new fiscal year begins on June 1st. She also noted one of the vehicle repairs may indicate the need to sell the vehicle and the Board discussed various avenues for the possible sale.

May 2019

Bills

Bank of America, DSS & CAA training and travel , Car purchase, Daycare, Clothing allowance for foster child, Car repair	\$7187.58
ADT, Security system maintenance	\$21.56
CDW Government, Office supplies	\$110.10
Copy Fax, Monthly copier maintenance and usage	\$129.00
County of Powhatan, Office supplies reimbursement	\$244.80
Powhatan County Schools, agency vehicle gas and car maintenance and repair	\$1147.80
TIAA, Monthly copier maintenance and usage	\$89.86
Verizon, Agency cell phones	\$328.33
VITA, Director cell phone (April, May)	\$128.18

June 2019

Bank of America,	
Copy Fax, Quarterly contract rental	\$666.00
Copy Fax, Monthly copier maintenance and usage	\$129.00
Verizon, Agency cell phones	\$303.14
TIAA, Monthly copier maintenance and usage	\$139.00

Receipts

584090	Case [REDACTED], CSA parental copay	\$180.00
584091	Case [REDACTED], Social Security April 2019	\$771.00
584092	CAA, Bank of America reimbursement	\$65.15
584093	CAA, Bank of America reimbursement	\$80.45
584094	Donor, CSA/SSF Bank of America reimbursement	\$3690.00
584095	Donor, CSA/SSF Bank of America reimbursement	\$1810.00
584096	CAA, Bank of America reimbursement	\$30.61

584097	Case [REDACTED], Social Security May 2019	\$771.00
584098	Case [REDACTED], CSA parental copay	\$163.00
584099	Donor, Christmas Mother donation	\$2000.00
584100	CAA, Bank of America reimbursement	\$413.32
584101	CAA, Bank of America reimbursement	\$334.94
584102	SNAP restitution	\$75.00
584103	Donor, CSA/SSF Bank of America reimbursement	\$1050.00
584104	Donor, CSA/SSF Bank of America reimbursement	\$630.00
584105	Donor, CSA/SSF Bank of America reimbursement	\$202.00
584106	Donor, CSA/SSF Bank of America reimbursement	\$1561.99
584107	Donor, CSA/SSF Bank of America reimbursement	\$100.00

Approval of May/June Expenses:

Mr. Mike Smith motioned to accept the May/June 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:

Transportation Program

Ms. Sharon Rochelle updated the Board about the status of the Transportation Program; with the approval of the budget, beginning July 1, 2019, Office Associate Jayne Lloyd will begin working full time. Once the grant is approved networking to recruit and vet volunteer drivers for the program will begin. Web based Ride Scheduler system will be obtained for coordinating and tracking purposes. The Board discussed different resources for consideration when networking for volunteers.

DSS Handbook

Ms. Sharon Rochelle said that plans for updating the Department of Social Services Handbook are on hold until the updates to the handbook for Powhatan County have been finished.

Workforce Development Grant

Ms. Sharon Rochelle told the Board of an available grant that would provide funds for transitioning youth and giving them valuable work experience. The possibility of collaborating with another county was also discussed.

Caregiver Classes

Ms. Sharon Rochelle updated the Board regarding collaboration between Senior Connections and Powhatan County. Powhatan County has been chosen for the location of the next Caregiver Classes held and taught by the University of Virginia Gerontology Program.

