

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

Attendance:

Brad Burdette
Lindia Cox
Gay Bartlett
Angie Cabell
Mike Smith

Management Team and Staff:

Lynn Murphy, Services Programs Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, Children Services Manager
Jayne Lloyd, Office Associate

Call to order:

Ms. Gay Bartlett called the meeting to order at 9:07 am.

Invocation:

Ms. 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:

Ms. Angie Cabell motioned to approve the minutes of the June 25, 2019 meeting. Mr. Mike Smith seconded and the Board approved the minutes of June 25, 2019.

Administrative Bills, Receipts and Budget Balance Report:

The administrative bills, receipts and budget balance report for July were reviewed.

July 2019

Bills

Bank of America, DV Gas Card, CAA Travel and conference Auto repair, Lodging for client, Daycare	\$7825.12
Shred it, Confidential shredding for agency documents June/July	\$235.33
Neopost, yearly postage rental	\$306.00
PAIV, P.Wright, C. James, membership fee	\$40.00
VRSA, workers comp premium	\$2894.00
TIAA, copier maintenance and rental	\$109.86
BPRO, membership fee for Benefit Program staff	\$210.00
Quill, office supplies	\$1729.24

Receipts

584108	Case [REDACTED] Social Security June 2019	\$771.00
584109	Donor, overpayment refund	\$467.62
584110	Case [REDACTED] SNAP restitution	\$25.00
584111	Case [REDACTED] CSA Parental copay	\$67.00
584112	Case [REDACTED] CSA Parental copay	\$67.00
584113	CAA, Bank of America reimbursement	\$2131.51
584114	CAA, Bank of America reimbursement	\$1434.31
584115	Case [REDACTED] Social Security July 2019	\$771.00

Approval of July Expenses:

Ms. Angie Cabell motioned to accept the July receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Brad Burdette seconded the motion and the Board voted to approve the motion.

New Business and Education:

Transportation Program Update

Jayne Lloyd updated the Board with regard to information gathered and measures taken to prepare for volunteer drivers; she has requested a quote from the Department of Risk Management, requested a number of temporary disabled placards for volunteer vehicles, began training on the web-based program that will be used to track all details of the entire program, as well as obtained quotes for criminal history background check and identity verification. The program will have a dedicated phone number and email address.

Caregiver Classes

Ms. Gay Bartlett asked the status on the Caregiver Classes to be held in Powhatan. Jayne Lloyd replied that there was not a date set. Ms. Gay Bartlett shared information about a Caregiver Support Group that is held at the church she attends, Powhatan United Methodist Church.

School Supplies

Ms. Angie Cabell asked if Community Life Church is running the same school supply program this year for school children. Ms. Lynn Murphy confirmed they are and commented on how well the program is run.

Return of Staff from Leave

Ms. Phoebe Wright updated the Board about Benefits Specialist Mary Fleming; she has been back in the Agency for two weeks after four months leave and is doing very well.

Next Meeting:

The next meeting is scheduled for September 24, 2019 at 9:00am.

Adjournment:

The meeting was adjourned at 9:38 am.

Gay Bartlett
Chairperson

Date
5-19-20

Sharon Rochelle 5-19-20
Secretary

Date