

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
SEPTEMBER 24, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM**

Attendance:

Gay Bartlett
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 Services Manager
Jayne Lloyd, Office Associate

Call to order:

Ms. Gay Bartlett called the meeting to order at 9:13 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:

Minutes of the July 23, 2019 meeting were presented but unable to approve due to no quorum.

Administrative Bills, Receipts and Budget Balance Report:

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

Ms. Sharon Bartley explained the expense noted for legal fees was a total incurred since February 2019.

September 2019

August Bills

| | |
|---|---------|
| Bank of America, CAA lunch, conference, lodging, clothing allowances, therapy training/conference | 3095.35 |
| ADT Security, quarterly maintenance | 21.56 |
| CDW Government, computer backup battery | 55.05 |
| Linda Davis, reimbursement for office supplies | 22.96 |
| ICU Investigations, foster child visit | 245.00 |
| Powhatan Public Schools, agency car maintenance and repair | 246.34 |
| Jayne Lloyd, reimbursement for supplies | 27.00 |
| Senior Connections, luncheon | 120.00 |
| TIAA Bank, monthly copier maintenance (Xerox) | 199.72 |
| Toshiba Corp, monthly copier maintenance (Toshiba) | 169.00 |
| Verizon, agency cell phones | 389.36 |
| Xzact Printing, business cards | 35.00 |

September Bills

| | |
|---|----------|
| Bank of America, clothing allowances, laptops (IL), lodging, therapy, travel for foster child | 6328.25 |
| CMRS - POC, postage for postage meter | 2000.00 |
| Linda Davis, reimbursement for supplies | 4.15 |
| Quill, office supplies | 174.99 |
| VITA, Director cell phone | 64.09 |
| Powhatan Public Schools, agency car maintenance and repair | 95.13 |
| Electronic Systems, postage meter ink | 155.00 |
| Shred It, confidential agency document shredding | 78.31 |
| Tara Hatcher, legal fees 2/19 - 8/19 | 12245.00 |
| Toshiba Corp, monthly copier maintenance (Toshiba) | 169.00 |
| Verizon, agency cell phones | 312.75 |

Receipts

| | | |
|--------|---|---------|
| 584116 | CAA reimbursement to Bank of America | 41.69 |
| 584117 | Case ██████, CSA parental copay | 67.00 |
| 584118 | CAA reimbursement to Bank of America | 389.76 |
| 584119 | CSA reimbursement to Bank of America | 8818.47 |
| 584120 | CAA reimbursement to Bank of America | 240.00 |
| 584121 | Case ██████████, Social Security August | 771.00 |
| 584122 | POS, guardianship fee | 5.00 |
| 584123 | VOID | |
| 584124 | POS, Guardianship fee | 5.00 |
| 584125 | DV, donation from CAA | 5000.00 |
| 584126 | CSA reimbursement to Bank of America | 5248.02 |
| 584127 | Case ██████, CSA parental copay | 80.00 |
| 584128 | Case ██████████, reimb for car repair | 213.47 |

Approval of August and September Expenses:

The August and September bills, receipts and budget balance report were reviewed but unable to approve due to no quorum.

New Business and Education:

Transportation Program Update

Jayne Lloyd updated the Board with information about program documents and applications being finalized, subscription to online ride scheduling and data tracking system obtained, subscription for criminal history background check to be obtained once there are drivers in place, and the type of AARP safe driving course that will be held for the drivers. There are no options for a nearby classroom course available; Jayne Lloyd has applied to volunteer to be an instructor for the course and as a result she will be able to hold a class anytime the need arises and as more drivers sign up. Drivers also have the option to take the course online themselves but the classroom setting will be less cost. Drivers successfully approved to provide transportation for the program will be reimbursed for the cost of obtaining their own Motor Vehicle Report as well as the cost for the AARP safe driving course. Jayne Lloyd shared that she will begin networking to recruit volunteers.

Personal Care Aide Classes

Ms. Sharon Rochelle updated the Board on an introductory meeting that took place Saturday, September 21, 2019 for the course. Dr. Anne Welleford will postpone the scheduling of class dates due to low participation. Originally eight participants were signed up but four individuals had family circumstances that kept them from participating in the class schedule originally intended. Ms. Sharon Rochelle told the Board that Dr. Anne Welleford expressed willingness to go to any group to talk about the program and help spread the word. Ms. Sharon Rochelle welcomed any ideas from the Board for ways to spread the word and said she hopes this unique opportunity remains extended to Powhatan County.

Adoption Finalization

Ms. Lynn Murphy shared recognition the Family Services Unit received from the State on timely adoptions. Montgomery and Powhatan Counties were recognized for having 100% accuracy of finalized adoptions over the period of November 2018-August 2019.

Next Meeting:

The next meeting is scheduled for November 19, 2019 at 9:00am.

Adjournment:

The meeting was adjourned at 9:45 am.

Jayne Bartlett 5/19/20
Chairperson Date

Sharon Rochelle 5-19-20
Secretary Date