

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
NOVEMBER 19, 2019 9:00 AM
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM**

Attendance:

Gay Bartlett
Karen Ylimaki
Angie Cabell

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:

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:

Minutes of the July 23, 2019 and September, 24, 2019 meetings 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 October and November administrative bills, receipts and budget balance report.

October/November 2019

October Bills

| | |
|---|---------|
| Bank of America, CAA luncheon/gift cards; foster child clothing allowance/daycare; therapy; electric bill; training/travel; office supplies | 4699.98 |
| Quill, office supplies | 1270.98 |
| Shred it, confidential agency document shredding | 78.31 |
| Thomas Brothers Software, software update | 500.00 |
| Toshiba Financial Corp, copier maintenance and supplies | 169.00 |
| Verizon, agency cell phones | 313.17 |

November Bills

| | |
|--|---------|
| Bank of America, RAS fliers and software startup fee; program fee; CAA training/giftcards; client electric bill; reconnect ; training/travel | 9323.21 |
| VITA, Director phone bill | 60.99 |
| Quill, Office supplies | 946.38 |
| Shred it, confidential agency document shredding | 78.31 |

Receipts

| | | |
|--------|---------------------------------------|----------|
| 584129 | CAA reimbursement to Bank of America | 1377.77 |
| 584130 | Purchase of Service, guardianship fee | 5.00 |
| 584131 | CAA reimbursement to Bank of America | 74.76 |
| 584132 | Purchase of Service, guardianship fee | 5.00 |
| 584133 | CAA reimbursement to Bank of America | 720.02 |
| 584134 | CAA reimbursement to Bank of America | 362.06 |
| 584135 | Donor, Case [REDACTED] maintenance | 1207.00 |
| 584136 | CAA reimbursement to Bank of America | 233.74 |
| 584137 | CAA reimbursement to Bank of America | 3013.53 |
| 584138 | Purchase of Service, guardianship fee | 5.00 |
| 584139 | Purchase of Service, guardianship fee | 5.00 |
| 584140 | CAA donation to RAS, transportation | 10000.00 |

Approval of August and September Expenses:

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

New Business and Education:

Introduction – New Staff Member

Phoebe Wright introduced Self Sufficiency Specialist, Cindy McDaniel, who began working November 1, 2019 and has focused largely on SNAP, Child Care, and VIEW cases with employment requirements. The Board welcomed Cindy McDaniel.

