

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES**  
**August 24, 2021 9:00 AM**  
**PDSS Conference Room with Phone Conference Option**

**Attendance:**

Gay Bartlett, Board Chair  
Mike Smith, Vice Chair  
Neil Stout  
Brad Burdette  
Karin Carmack

**Management Team and Staff:**

Sharon Rochelle, Director  
Phoebe Wright, Benefit Programs Manager  
Audra Morris, Children's Services Manager  
Meghan Carroll, Family Services Manager  
Jayne Lloyd, Program Coordinator

**Call to order:**

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

**Invocation:**

Mr. Mike Smith provided the invocation.

**Public Comment Period:**

There were no public comments at this meeting.

**Announcements:**

Brad Burdette announced his resignation from the Powhatan County Board of Social Services, but that it had been a pleasure to work with everyone. Sharon Rochelle said he would be missed as well as the insight with which he discussed Social Services matters.

**Approval of Minutes:**

Mr. Mike Smith motioned to approve the minutes of the June 22, 2021 meeting. Ms. Gay Bartlett seconded the motion and the Board approved the minutes of June 22, 2021 meeting.

**Administrative Bills, Receipts and Budget Balance Report:**

Sharon Rochelle presented the July and August administrative bills, receipts and budget balance report.

## July and August 2021 Bills and Receipts

### July 2021

Bank of America, BPRO membership \$240; office equipment \$255.82 breakfast/board meeting \$44.49; client lodging \$370.47; security system for client \$289.29	\$1200.07
Verizon, agency cell phone bill	\$769.21
Deal and Lachenev, legal services	\$4000.00
Copy Fax, yearly service contract, monthly copier maintenance and usage	\$997.25
Powhatan County Public Schools, agency car maintenance and repair	\$819.25
Powhatan Lock Services, service call and new door and file cabinet keys	\$174.75
Quill, office supplies	\$45.99
Shred It, shredding of confidential agency documents	\$89.68
Thomas Brothers, software update	\$500.00
Toshiba, monthly copier maintenance and usage	\$169.00

### August 2021

Bank of America, office supplies and travel \$203.53	\$203.53
Deal and Lachenev, legal services	\$4000.00
Verizon, agency cell phone bill	\$832.49
Quill, office supplies	\$264.76
VITA, Director cell phone bill	\$63.12
County of Powhatan, phone bill	\$183.55

### Receipts

584288	Hope House, donation	\$50.00
584289	Purchase of Service, guardianship fee	\$5.00
584290	Purchase of Service, guardianship fee	\$5.00
584291	RAS, expenditure reimbursement	\$206.00
584292	RAS, donation	\$500.00
584293	Case # [REDACTED], SNAP restitution	\$338.00
584294	Hope House, Donation	\$250
584295	Purchase of Service, FICA refund	\$98.10
584296	RAS, Donation for exercise equipment	\$500
584297	Quill, reimbursement	\$1561.02
584298	RAS deposit for cash account	\$375.00
584299	Purchase of Service, guardianship fee	\$5.00
584300	CSA reimbursement for Bank of America	\$255.82
584301	RAS, expenditure reimbursement	\$1484.00
584302	RAS, donation	\$10.00
584303	Domestic Violence, donation	\$1500.00

**Approval of July and August Expenses:**

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

Ms. Gay Bartlett motioned to accept the July and August receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Neil Stout seconded the motion and the Board voted to approve the motion.

**New Business and Education:**

Sharon Rochelle told the Board additional positions had been requested and reviewed with Ned Smither, County Administrator. She explained that PCDSS hadn't had an increase in the number of cases in Family Services Unit, nor the number of staff in the agency. While there should've been an incremental growth through those years along with the growth of the county, now caseloads have increased considerably and new, excessive mandates have had strong impact on each unit.

Meghan Carroll, Phoebe Wright, and Audra Morris each gave an extensive overview of their units' staff, workload, and positions needed for sustainable compliance, due to the increase in case numbers and case management being more complicated and more time consuming.

Karin Carmack added that she will meet again with Ned Smithers and follow up regarding the request and that the Board of Supervisors is aware of the challenges faced by DSS. She noted the request may be submitted for a budget workshop for further discussion.

Sharon Rochelle shared that the Sheriff Department and Powhatan County School System have both recognized the increase in cases worked by PDSS as well; she asked the Board of Social Services to vote regarding their support of the staffing request even though the decision lies with the Board of Supervisors.

Ms. Gay Bartlett noted that when localities cannot maintain compliance, high costs are incurred.

Mr. Mike Smith motioned to support the positions requested. Mr. Neil Stout seconded the motion and the Board voted to approve and support the request for additional positions.

Sharon Rochelle asked Jayne Lloyd to update the Board on the Mobility Matters project. Jayne Lloyd said she'd begun purchasing elements of the project to be funded through AARP Community Challenge Grant. The project will include two additional park benches along stretches of village sidewalk, and a covered trailer to house four 3-wheeled senior beach cruiser bicycles. This portion of the project will be staffed by volunteers, enabling seniors to come to the trailer to borrow bicycles for use in the village area. She told the Board the intent of the project was to create an additional resource for seniors at no cost. The project will also give them a way to enjoy continued mobility as well as enjoy thriving in their community – both necessary for successful aging in place.

**Next Meeting:**

The next meeting is scheduled for Tuesday, October 26, 2021 at 9:00am to be held as a hybrid meeting. The meeting will take place in the Social Service conference room, and those more comfortable meeting via phone conference will be accommodated with phone-in information.

**Adjournment:**

Ms. Gay Bartlett motioned to adjourn the meeting. Mr. Mike Smith seconded the motion and the Board voted to adjourn. The meeting was adjourned at 10:15 am.

Gay Bartlett  
Chairperson  
Date  
10/29/2021

Sharon Rochelle 11-12-2021  
Secretary  
Date