

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES**  
**February 22, 2022 9:00 AM**  
**PDSS Conference Room with Phone Conference Option**

**Attendance:**

Mike Smith  
Neil Stout  
Lindia Cox  
Karin Carmack Board of Supervisors Vice Chair District 5 Representative  
Gay Bartlett

**Also in Attendance:**

Michael Byerly, Board of Supervisors Chair, District 3 Representative  
David Williams, Board of Supervisors, District 1 Representative  
Ned Smither, County Administrator  
Tom Lacheney, County Attorney  
Laura McFarland, Powhatan Today Managing Editor

**Management Team and Staff:**

Meghan Carroll, Interim Director  
Sharon Bartley, Finance and Operations Manager  
Phoebe Wright, Benefit Programs Manager  
Cathy James, Benefit Programs Supervisor  
Audra Morris, Children's Services Manager  
Jayne Lloyd, Program Coordinator

**Call to order:**

Mike Smith called the meeting to order at 9:03 a.m.

**Invocation:**

Mike Smith provided the invocation.

**Public Comment Period:**

There were no public comments at this meeting.

**Announcements/Additions to Agenda:**

Mr. Neil Stout requested additions to agenda: discussion on State audit of PDSS cases, and discussion on PDSS Board advisory vs. administrative.

**Approval of Minutes:**

Mr. Mike Smith motioned to approve the minutes of the January 25, 2022 meeting. Mr. Neil Stout seconded the motion and the Board approved the minutes of January 25, 2022 meeting. Ms Gay Bartlett abstained.

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

Sharon Bartley presented the January and February administrative bills, receipts and budget balance report.

### January 2022

County of Powhatan, telephone bill	\$181.86
Verizon, agency cell phones	\$816.33
X-Zact Printing, business cards for new employees	\$120
Shred-It, confidential agency document shredding	\$95.96
Linda Davis, reimbursement for supplies	\$7.94

### February 2022

County of Powhatan, telephone bill	\$155.42
Bank of America, electric bill, Hope House; Staff outerwear, desk for new worker; security alarm for DV client; therapy dog insurance; gift cards	\$2347.79
VRSA, workers comp insurance	\$2620.00
Shred it, confidential agency document shredding	\$95.96
Quill, office supplies	\$2550.57

### Receipts

584363	CAA, Reimbursement to Bank of America card	\$200.00
584364	RAS, Donation	\$10.00
584365	Purchase of Service, Guardianship fee	\$5.00
584366	Purchase of Service, Guardianship fee	\$5.00
584367	Case # [REDACTED], SNAP restitution	\$25.00
584368	Purchase of Service, Guardianship fee	\$5.00

### Approval of January and February Expenses:

The January and February bills, receipts and budget balance report were reviewed.

Mr. Mike Smith motioned to accept the January and February 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.

### Updates:

Introductions were given of all in attendance.

Ms. Gay Bartlett motioned that Mr. Mike Smith be Chair of PDSS Board after confusion over dates for end of terms for multiple board members. Mr. Neil Stout seconded the motion and the Board voted to approve the motion.

Mr. Mike Smith motioned that Mr. Neil Stout be Vice Chair of PDSS Board. Ms. Gay Bartlett seconded the motion and the Board voted to approve the motion.

Mr. Neil Stout referenced his discussions with former Director, Sharon Rochelle, regarding legal representation for PDSS. He said he had expressed desire for another meeting to discuss further. He recalled being notified Gretchen Brown had been hired and Sharon Rochelle forwarded the contract for Ms. Brown's legal representation. He said the issue with the contract is that it was open-ended and not granular enough.

Mr. Neil Stout said it seemed to be an opportune time to consider an audit of PDSS cases. He shared his desire for an audit stemmed largely from Sharon Rochelle acting outside legal capacity and in an administrative roll.

Mr. Mike Smith said there were occasions when Sharon Rochelle did not inform the Board or did not gain Board's approval on matters prior to action. He also reviewed several dates and circumstances between August 2018 through January 2022 when either PDSS Board was not informed of issues or processes, or the Powhatan County Board of Supervisors were not informed of vacancies on PDSS Board. He also reviewed information chronologically from January 25, 2022 when PDSS Board was informed of Sharon Rochelle's exit from PDSS and employment with the state, to current date: emails of misinformation, confusion over Board Member term dates going back to errors made in 2018 by employee no longer with County Administration, irregular handling of Board Member notifications etc.

Mr. Neil Stout interjected and reminded the Board that there was still the matter of a motion for an audit of cases. Meghan Carroll noted monthly audits are done and all information is documented. Mr. Neil Stout said concerns regarding discrepancies in statements need to be resolved before a new PDSS Director is hired. Audra Morris suggested to request the state provide the current audit. Mr. Neil Stout said he was told incorrectly by PDSS staff that he could not access any information in case files. He said he found out through contact with the state, he is permitted providing he sign a confidentiality agreement.

Mr. Neil Stout motioned to request a financial and case audit of PDSS based on unclear information given by former Director. Mr. Mike Smith seconded the motion and the Board voted to approve the motion.

Mr. Ned Smither, County Administrator, noted the general nature of both administrative boards and advisory boards. He said in looking forward, PDSS has good people in place to do the work. Mr. Neil Stout requested the Board of Supervisors to consider a workshop to allow for more dialogue regarding whether PDSS Board would be administrative or advisory without being confined to a public comment

period. Mr. Tom Lacheney gave a detailed overview of the roles both types of Boards would play in the work carried out by PDSS.

Mr. Mike Smith spoke further about confusion regarding Board Member term dates. Mr. Neil Stout said going forward the importance should be PDSS Board being changed to an administrative board. He asked Sharon Bartley of the five resumes received from the state if that would be the final number of resumes for the PDSS Board to review. Sharon Bartley answered -yes. Mr. Neil Stout mentioned Sharon Bartley being the liaison between PDSS and the state and asked her if they were to find no suitable candidate, could the posting be reopened. Sharon Bartley answered -typically. Mr. Neil Stout asked Sharon Bartley to find out definitively.

Ms. Gay Bartlett said she was troubled that a past director of PDSS was involved in discussions about current PDSS Board circumstances. Mr. Mike Smith said the discussion was for guidance. Ms. Gay Bartlett stated that there was enough experience among those involved with the Board currently, and that the former director consulted is not a resident of Powhatan County therefore it was inappropriate. Meghan Carroll agreed adding that Mr. Smith could have contacted her (Meghan Carroll) directly and she could have put him in touch with a more appropriate advisor, such as a state consultant.

Mr. Neil Stout motioned to have a closed session Board meeting Friday, February 25, 2022 at 9:15 to review and assess resumes. Mr. Mike Smith seconded the motion and the Board voted to approve the motion.

**Next Meeting:**

The next regular PDSS Board meeting is scheduled for Tuesday, March 22, 2022 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:**

Mr. Mike Smith adjourned the meeting at 10:29 am.

Karin Carmak      4/8/22  
Chairperson                      Date

meghan carroll      4/18/22  
Secretary                              Date