

**POWHATAN COUNTY BOARD OF SOCIAL SERVICES
DEPARTMENT OF SOCIAL SERVICES CONFERENCE ROOM
3908 OLD BUCKINGHAM ROAD, SUITE 2**

January 23, 2018

9:00 AM

Attendance:

Angie Cabell, Chair
Carson Tucker
Gay Bartlett
Ernestine Taylor
Gale Lipscomb

Management Team and Staff:

Sharon Bartley, Operations/Finance Manager
Lynn Murphy, Services Programs Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, CSA Coordinator
Linda Davis, Information Systems Support Specialist
Trish Hull, Office Associate

Call to order:

Board Chair, Ms. Angie Cabell called the meeting to order at 9:00 am.

Invocation:

Mr. Carson Tucker provided the invocation.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

Ms. Gay Bartlett commended the outcome of Powhatan Social Services office interior improvements, the carpet and painting.

Approval of Minutes:

Ms. Gale Lipscomb motioned to approve the minutes the of the November 28, 2017 meeting. Mr. Carson Tucker seconded and the Board approved the minutes of November 28, 2017.

Administrative Bills, Receipts and Budget Balance Report:

Ms. Sharon Bartley, Operations/Finance Manager presented the December 2017 and January 2018 administrative bills, receipts and budget balance report.

December 2017

Bills

Bank of America,	Director, travel; clothing/meal for foster child; gas cards/ hotel fees for foster child visits; CAA gas cards/gift cards; office supplies; employee training and travel	2379.40
CDW Government,	Replacement computer battery backup	204.72
Electronic Systems,	Office supplies	155.00
Murray Automotive,	Maintenance and repair of agency vehicles	835.72
Quill,	Office supplies, quarterly supply order	3089.83
Shred It,	Shredding of confidential agency documents	62.73
Traco Business Systems,	Coding label book for client file folders	133.79
Verizon,	Agency cell phones	190.06
VITA,	Director cell phone	91.96
Xerox,	Monthly copier maintenance and supplies	389.22

January, 2018

Bank of America,	Director, travel; employee training and travel; water bill for client; CAA meeting; CAA membership fees/ gift cards; DV gift cards	1463.40
Verizon,	agency cell phones	190.34
VITA,	Director cell phone	91.96
Department of State Police,	criminal history checks	40.00
County of Powhatan,	phone bill June 2017 – Dec 2017	685.80
Xerox,	Monthly copier maintenance and supplies	483.21
Copy Fax,	Monthly copier maintenance and supplies	375.00
Shred It,	Shredding of confidential agency documents	62.73

Receipts

583959	Purchase of Service, Guardianship fee	10.00
583960	Case # [REDACTED], Social Security Oct 2017	165.00
583961	Case # [REDACTED], SNAP restitution	20.00
583962	CAA, Bank of America reimbursement	2383.23
583963	CAA, Bank of America reimbursement	275.77
583964	Case # [REDACTED], Social Security Nov 2017	165.00
583965	Case # [REDACTED], Social Security Dec 2017	30.00
583966	CAA, Bank of America reimbursement	350.00
583967	Case # [REDACTED], SNAP restitution	20.00
583968	Case # [REDACTED], Social Security	1155.00

583969	Case # [REDACTED], Social Security	1155.00
583970	Case # [REDACTED], CSA Parental Copay	347.19
583971	CAA, Bank of America reimbursement	261.19
583972	Case # [REDACTED], Social Security Jan 2018	30.00

Approval of December 2017 and January 2018 Expenses:

Mr. Carson Tucker motioned to accept the December 2017 and the January 2018 receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Angie Cabell seconded the motion and the Board voted to approve the motion.

Reorganization of Board

Ms. Angie Cabell reminded the Board of the reorganization of the Powhatan Department of Social Service Board Chair and Vice Chair.

Mr. Carson Tucker nominated Ms. Angie Cabell as Chair of the Powhatan Department of Social Services Board. Mr. Carson motioned nomination. Ms. Gay Bartlett seconded the motion. All Board members voted to elect Ms. Cabell, who accepted her election as Chair.

Ms. Cabell nominated Mr. Brad Burdette as Vice-Chair of the Powhatan Department of Social Services Board. Mr. Carson Tucker motioned nomination. Ms. Gale Lipscomb seconded the motion. All Board members voted to elect Mr. Burdette as Vice-Chair.

Ongoing Business:

Resource Council

Ms. Linda Davis spoke to the Board about the Resource Council. Ms. Davis said she sends 150 emails out with meeting time and place along with the Agenda. The Council is currently working on a new Resource Directory for online in addition to the paper Directory. The next meeting is scheduled for 2/13/2018 at 10am at the Powhatan Rescue Squad Training Center.

New Business and Education:

Approval of FY18 PDSS Budget

Ms. Sharon Bartley presented the Board with the FY18 PDSS Budget request for review. Ms. Bartley requested Boards approval for submission to the Board of Supervisors.

Mr. Carson Tucker motioned to approve FY18 PDSS Budget to be submitted to the Board of Supervisors for review. Ms. Angie Cabell seconded the motion and the Board approved motion.

Please see attached report

FY18 CSA Budget CSA Budget

Ms. Audra Morris presented the Board with the FY18 CSA Budget. Ms. Morris noted that IEP placements are raising budget costs. The average private day placement and provider rates increased by 21% from 2012-2017.

Please see report attached

Ms. Morris and Ms. Belinda Farmham, CSA Office Associate, are currently working on a Resource and Training Day for school personnel. This will focus on children placed in private day placements through their IEPs. It will assist in locating additional facilities for placements as well as the most efficient and effective programs.

Legislation

Ms. Lynn Murphy presented and discussed with the Board the Legislative Bills pertaining to DSS.

Next Meeting:

The next meeting is scheduled for Tuesday February 28, 2018 at 9:00am.

Adjournment:

The meeting was adjourned at 9:50am.

Angie Cabee 4/24/18
Chairperson Date

Patricia Johnson 3/28/18
Secretary Date

**Powhatan County Social Services
2018/2019 Budget Request**

ASSISTANCE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
804 Auxiliary Grants		80	20		32000	8000	40000
808 TANF Manual Checks	51	49		510	490		1000
810 TANF Emergency Assistance	51	49		255	245		500
811 ADC/FC	50	50		62500	62500		125000
812 Adoption Subsidy IV-E	50	50		75000	75000		150000
814 Fostering Futures	50	50		11000	11000		22000
861 Education and Training	80	20		3170.4	792.6		3963
862 Independent Living	80	20		1545.6	386.4		1932
TOTAL				153981	182414	8000	344395

PURCHASE OF SERVICE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
829 Family Preservation (SSBG)	84	0.5	15.5	1985.76	11.82	366.42	2364
830 Child Welfare Substance Abuse	0	84.5	15.5	0	2380.37	436.63	2817
833 Adult Services	80		20	3600		900	4500
848 TANF UP Manual Checks		100		1000			1000
866 Safe & Stable Families	75	9.5	15.5	15000	1900	3100	20000
872 VIEW - Purchase of Service	50	34.5	15.5	11000	7590	3410	22000
895 Adult Protective Service	84.5		15.5	1690		310	2000
TOTAL				34275.76	11882.19	8523.05	54681

ADMINISTRATIVE PROGRAMS

Funding Percentage

Budget Line	F	S	L	Federal	State	Local	Total
855 Administration	50	34.5	15.5	320002.5	220801.73	99200.77	640005
858 Administration Pass Thru	33		67	214301.34		435096.66	649398
TOTAL				534303.84	220801.73	534297.43	1289403
GRAND TOTAL				FEDERAL 722560.6	STATE 415097.92	LOCAL 550820.48	TOTAL 1688479

TOTAL BUDGET \$1,688,479
FED/STATE REVENUE \$1,137,658.52
TOTAL COUNTY EXPENSE \$550,820.48

Powhatan County
Expenditure Detail
CSA

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Amended	FY 2019 Requested	Increase (Decrease) from FY 2018 Adopted	FY 2019 Proposed	FY 2018 YTD Thru 12/31/17	FY 2019 Adopted	FY 19 In FY 18
Total Personnel	\$ 41,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Costs	\$ 7,645	\$ 551	\$ 2,015	\$ 995	\$ 1,616	\$ 1,200	\$ 1,200	\$ 2,000	\$ 800				
Services	1,548,138	1,700,222	1,802,612	1,907,898	1,591,800	1,755,288	1,755,288	1,825,846	70,558				
Total Operating	\$ 1,555,883	\$ 1,700,773	\$ 1,804,627	\$ 1,908,893	\$ 1,593,416	\$ 1,756,488	\$ 1,756,488	\$ 1,827,846	\$ 71,358	\$ -	\$ -	\$ -	\$ (1,200)
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,808,200)
Total Department	\$ 1,597,393	\$ 1,700,773	\$ 1,804,627	\$ 1,908,893	\$ 1,593,416	\$ 1,756,488	\$ 1,756,488	\$ 1,827,846	\$ 71,358	\$ -	\$ -	\$ -	\$ (1,808,200)

of Employees / FTEs

	0	0	0	0	0	0	0	0	0	0	0	0	0
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Revenues:

State revenue	\$ 6,732	\$ 818,039	\$ 958,687	\$ 777,040	\$ -	\$ 895,197	\$ -	\$ 895,197	\$ -	\$ 895,197	\$ 197,125	\$ 895,197	
Federal revenue	90,215	3,180	24,996	78,507	-	-	-	-	-	-	-	-	
Total Revenues	\$ 96,947	\$ 821,219	\$ 983,683	\$ 855,547	\$ -	\$ 895,197	\$ -	\$ 895,197	\$ -	\$ 895,197	\$ 197,125	\$ 895,197	

Amount Funded by Local Tax

	(96,947)	879,554	820,944	1,053,346	861,291	932,649		(895,197)	(197,125)	(895,197)			
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% Funded by Local Taxes

#DIV/0!	51.71%	51.71%	45.49%	55.18%	49.03%	51.02%		#DIV/0!	#DIV/0!	#DIV/0!			
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