

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

March 27, 2018
9:00 AM

Attendance:

Brad Burdette
Carson Tucker
Ernestine Taylor
Gale Lipscomb

Management Team and Staff:

Catherine Pemberton, Director
Sharon Bartley, Operations/Finance Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, CSA Coordinator
Trish Hull, Office Associate

Call to order:

Board Vice Chair, Mr. Brad Burdette called the meeting to order at 9:06 am.

Invocation:

Mr. Carson Tucker 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:

Mr. Carson Tucker motioned to approve the minutes the of the February 27, 2018 meeting. Ms. Gale Lipscomb seconded; however, since a quorum did not exist, this must be done next month.

Administrative Bills, Receipts and Budget Balance Report:

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

March 2018

Bills

Bank of America,	Director travel, gas for agency vehicles, postage, supplies	3117.62
	Family Partnership meetings, View gas cards, oil for CAA client, birth certificates.	
ADT,	Quarterly service fee for alarm system	61.59
Verizon,	agency cell phones	189.14
VLSSE,	League dues	420.00
Murray Automotive,	maintenance and repair of agency vehicles	83.11
Shred it,	shredding of confidential agency documents	62.73
Everbank,	copier lease Lexmark	77.00
Xerox,	copier maintenance and usage	400.29
Powhatan Lock Services,	keys	40.75
Quill,	quarterly supply order	2237.24
VITA,	Director cell phone	73.76
Thomas Brothers,	software update	100.00

Receipts

583982	Purchase of Service, guardianship fee	5.00
583983	CAA, credit card reimbursement	37.20
583984	Donor, energy share donation	1000.00
583985	Case # [REDACTED], Social Security January 2018	169.00
583986	Case # [REDACTED], Social Security January 2018	169.00
583987	Case # [REDACTED], Social Security January 2018	169.00
583988	CAA, credit card reimbursement	300.00
583989	Case # [REDACTED], SNAP restitution	25.00
583990	Case # [REDACTED], Social Security March 2018	30.00
583991	Case # [REDACTED], Social Security February 2018	30.00
583992	Case # [REDACTED], Social Security February 2018	169.00
583993	Case # [REDACTED], Social Security February 2018	169.00
583994	Case # [REDACTED], Social Security February 2018	169.00
583995	CAA, credit card reimbursement	414.12
583996	CAA, credit card reimbursement	1488.36
583997	CAA, credit card reimbursement	2735.00
583998	CAA, credit card reimbursement	243.40

Approval of March Expenses:

Mr. Carson Tucker motioned to accept the March receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Gale Lipscomb seconded the motion; however, since a quorum did not exist, this must be done next month.

New Business and Education:

Approval of Classification and Compensation Plan

Ms. Catherine Pemberton presented the Board with The Classification and Compensation Plan for review and approval. Mr. Carson Tucker motioned for approval of the Classification and Compensation Plan contingent of Ms. Angie Cabell’s approval. Ms. Gale Lipscomb seconded motion; however, since a quorum did not exist, this must be done next month.

Update on Legislation

Ms. Catherine Pemberton updated the Board on Legislation. Out of 144 bills, 39 passed thru Legislation, 13 bills waiting for The Governor’s signature, totaling 52 bills in all.

Ms. Pemberton said that both bills for Medicaid Expansion were defeated in the General Assembly. Legislation is locked on this bill. The Assembly reconvenes on April 11, 2018. The State is taking proactive measures in the event that Medicaid Expansion is passed which will be effective October 1, 2018. Medicaid is 22% of the State General Fund.

Family Services Statistics

Ms. Catherine Pemberton presented to the Board Family Services and Community Action Agency’s Statistics January-March 2018 from Ms. Lynn Murphy, Services Programs Manager. Mr. Carson Tucker proposed a workshop presentation for the Board of Supervisors.

Ongoing Business:

Director Position

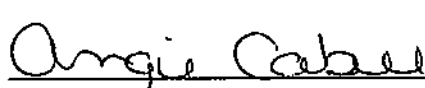
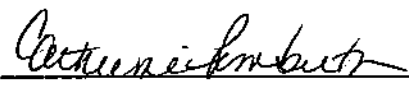
Ms. Catherine Pemberton excused staff from the Board meeting for closed meeting with Board members to discuss process of Director Position. Mr. Brad Burdette recused himself from the meeting due to conflict of interest.

Next Meeting:

The next meeting is scheduled for April 24, 2018 at 9:00am.

Adjournment:

The meeting was adjourned at 9:55am.

	5/15/18		5/15/18
Chairperson	Date	Secretary	Date