

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

April 24, 2018

9:00 AM

Attendance:

Angie Cabell
Carson Tucker
Brad Burdette
Ernestine Taylor
Gay Bartlett
Karen Ylimaki
Bobby Fulcher

Management Team and Staff:

Catherine Pemberton, Director
Sharon Bartley, Operations/Finance Manager
Lynn Murphy, Services Programs Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, CSA Coordinator

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:

There were no announcements at this meeting.

Approval of Minutes:

Due to the absence of a quorum at the March 27, 2018 meeting, both the February and March minutes needed Board approval. Mr. Carson Tucker motioned to approve the minutes of the February 27, 2018 meeting. Mr. Bobby Fulcher seconded and the Board approved the minutes of February 27, 2018. Mr. Carson Tucker motioned to approve the minutes of the March 27, 2018 meeting. Mr. Bobby Fulcher seconded and the Board approved the minutes of the March 27, 2018 meeting.

Administrative Bills, Receipts and Budget Balance Report:

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

April 2018

Bills

Bank of America, CAA meeting/gas bill; FC prevention supplies/foster child lunch; SW appreciation lunch; DV rent payment; gas for agency cars, DSS training and travel; CSA conference	4642.27
Verizon, agency cell phone bill	188.87
National Notary Association, notary renewal – Linda Davis	82.00
Celia Dean, reimbursement for gas for agency vehicle	25.60
Sarah Parrish, reimbursement for gas for agency vehicle	23.93
Everbank, Lexmark copier rental fee	77.00
Xerox, monthly copier maintenance and usage fee	366.24
Ashley Rimmer, reimbursement for foster child dinner	6.73
VITA, Director cell phone	76.22
James River Solutions, Gas Jan/Feb 2018 for agency vehicles	89.54

Receipts

583999	Case # [REDACTED], CSA parental copay	163.00
584000	Donor, donation from Admin staff for BP, FS appreciation pizza lunch	36.83
584001	CAA reimb to Bank of America, CAA meeting	34.75
584002	CSA reimb to Bank of America, conference, Safe and Stable reimb to Donor for clothing allowances	865.59
584003	Case # [REDACTED], SSI April 2018	30.00
584004	VOID	
584005	VOID	
584006	VOID	
584007	Case # [REDACTED], Social Security March 2018	169.00
584008	Case # [REDACTED], Social Security March 2018	169.00
584009	Case # [REDACTED], Social Security March 2018	169.00
584010	Donor, reimb to Bank of America, employee lunch	23.89
584011	Donor, Donation from Christmas Mother	2000.00
584012	IV-E reimb to Donor acct, clothing allowance	194.38
584013	IV-E reimb to Donor acct, clothing allowance	200.58
584014	IV-E reimb to Donor acct, clothing allowance	215.72
584015	Admin reimbursement to Bank of America, no receipt	12.11
584016	Case # [REDACTED], SNAP restitution	20.00
584017	CAA reimbursement to Bank of America, gas bill	312.14

Approval of March and April Expenses:

Due to the lack of a quorum at the March 27, 2018 meeting, both the March and April Expenses needed Board approval. Mr. Brad Burdette motioned to accept the March receipts, budget balance reports and to authorize payment of the administrative bills. Ms. Gay Bartlett seconded the motion and the Board voted to approve the motion. Ms. Gay Bartlett motioned to accept the April receipts, budget balance reports and to authorize payment of the administrative bills. Mr. Brad Burdette seconded the motion and the Board voted to approve the motion.

Ongoing Business:

2018/2019 Budget: Presented to Board of Supervisors March 26, 2018

Ms. Catherine Pemberton discussed the local budget meeting with the Board of Supervisors and questions that were asked pertaining to a position requested in the DSS requested budget in the event that Medicaid expansion passes in the General Assembly. Both Ms. Pemberton and Ms. Phoebe Wright discussed how Medicaid Expansion would impact our current Medicaid caseload. At the moment, it is estimated that Medicaid Expansion will make an additional 560 Powhatan residents eligible for Medicaid. Although the State anticipates automating some of the process, Expansion would still necessitate a position.

Director position:

Ms. Catherine Pemberton excused staff from the Board meeting for closed meeting with the Board to discuss current status on the Director position. Mr. Brad Burdette and Ms. Lynn Murphy recused themselves from the meeting. Ms. Pemberton informed the Board that the telephone interviews have been completed. Further interview processes were discussed with the Board members.

Next Meeting:

The next meeting is scheduled for May 22, 2018 at 9:00am.

Adjournment:

The meeting was adjourned at 9:45am.

Angie Cabell 7-24-18
Chairperson Date

B. Burdette 7-24-18
Secretary Date