

POWHATAN COUNTY BOARD OF SOCIAL SERVICES
APRIL 27, 2021 9:00 AM
Phone Conference Meeting

Attendance:

Gay Bartlett, Board Chair
Michael Smith, Vice Chair
Lindia Cox
Neil Stout
Karin Carmack

Management Team and Staff:

Sharon Rochelle, Director
Sharon Bartley, Finance and Operations Manager
Phoebe Wright, Benefit Programs Manager
Audra Morris, Children's Services Manager
Jayne Lloyd, Office Associate

Call to order:

Ms. Gay Bartlett called the meeting to order at 9:03 a.m.

Invocation:

There was no invocation at this meeting.

Public Comment Period:

There were no public comments at this meeting.

Announcements:

There were no announcements at this meeting.

Approval of Minutes:

Mr. Michael Smith motioned to approve the minutes of the February 23, 2021 meeting. Ms. Linda Cox seconded the motion and the Board approved the minutes of February 23, 2021 meeting.

Administrative Bills, Receipts and Budget Balance Report:

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

March and April 2021 Bills and Receipts

March 2021

Bank of America, postage	\$110
Copy Fax, yearly copier contract	\$835
County of Powhatan, phone bill	\$181.56
Deal and Lacheney, legal services	\$4000
DMV, ID badge for new employee	\$10
Quill, quarterly office supply order	\$2667.79
Shred it, confidential agency document destruction	\$89.68
Toshiba, monthly copier usage and maintenance	\$169
Verizon, agency staff cell phones	\$775.88
VITA, Director cell phone	\$62.26
VLSSE, Virginia League of Social Service Executives, yearly dues	\$760.00
XZact Printing, business cards	\$120
Powhatan County Public Schools, agency vehicle gas and maintenance/repair	\$1353.12

April, 2021

Bank of America, foster child meal/supplies \$109.43, RAS Microsoft office Subscription, \$99; Office supplies, postage \$484.37	\$692.80
BMS Direct, checks for payables	\$205.49
Deal and Lacheney, legal services	\$4000

Receipts

584230	Purchase of Service, guardianship fee	\$10.00
584231	Purchase of Service, guardianship fee	\$5.00
584232	RAS, anonymous donation	\$200.00
584233	RAS, expenditure reimbursement	\$451.00
584234	CAAA, reimbursement from Curtis Grant	\$293.32
584235	SNAP restitution payment	\$40.00
584236	Hope House, donation	\$150.00
584237	Purchase of Service, guardianship fee	\$5.00
584238	Purchase of Service, guardianship fee	\$5.00
584239	Purchase of Service, guardianship fee	\$5.00
584240	Hope House, donation	\$25.00
584241	Hope House, donation	\$50.00
584242	Hope House, donation	\$100.00
584243	Hope House, donation	\$500.00
584244	Hope House, donation	\$100.00
584245	Hope House, donation	\$1000.00

584246	Hope House, donation	\$500.00
584247	Hope House, donation	\$5000.00
584248	Purchase of Service, guardianship fee	\$5.00
584249	Hope House, donation	\$50.00
584250	RAS, expenditure reimbursement	\$217.00
584251	Purchase of Service, guardianship fee	\$5.00
584252	Hope House, donation	\$25.00
584253	Hope House, donation	\$50.00

Approval of March and April Expenses:

The March and April bills, receipts and budget balance report were reviewed. Sharon Bartley told the Board there was one addition to the April bills, the agency cell phone Verizon bill in the amount of \$776.13, and that some of the expenses from the Hope House project were being covered by Hope House donations. Sharon Bartley also supplied three legal invoices for the month of March. She explained if services are higher than \$4000, then the agency is billed for services. If services are lower than \$4000, Deal & Lachenev P.C. reimburses the agency.

Mr. Michael Smith motioned to accept the March and April 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 updated the Board on the use of the Hope House. The first family is living in the Hope House until June. She shared there are many cases with the same type of need but having a safe place to offer at least one case is a step in the right direction.

Sharon Rochelle said she has been working to bring Powhatan County Department of Social Services Comp Plan into compliance.

Sharon Rochelle also referenced that the legal fees that are being invoiced to the agency are consistent due to the higher number and complexity of current and recent cases in Child Protective Services and Adult Protective Services. She updated the Board on Family Services Specialist Kelsey Elton's maternity leave and an upcoming departure of Renee Cotton, Family Services Unit intern.

Jayne Lloyd explained the purpose for the Powhatan County Department of Social Services Home Based Services Policy document revision. With help from Virginia Department of Aging and Rehabilitative Services, the policy has been rewritten to include an evaluation structure for determining eligibility for Companion Services. She submitted the document to the Board for vote. Ms. Gay Bartlett asked if there were any questions on the policy.

Ms. Gay Bartlett motioned to accept the Powhatan County Home Based Care Services Policy; Mr. Michael Smith seconded the motion and the Board voted to approve the motion.

Next Meeting:

The next meeting is scheduled for Tuesday, June 22, 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. Ms. Lindia Cox seconded the motion and the Board voted to approve the motion; the meeting was adjourned at 9:45 am.

Gay Bartlett
Chairperson Date

Sharon Pochelle 7-19-2021
Secretary Date