

The Accomack County Board of Social Services met at its facility on Tuesday, September 19, 2023, at 9:30 A.M. Present in person were Ms. Reneta Major, Chairman; Mrs. Elsie Mackie, Vice-Chairman; Mr. Robert Martin; Mr. David Whalen; Mr. Jackie H. Phillips; and Vicki Weakley, Secretary.

Ms. Major called the meeting to order and welcomed the Board Members. Mr. Phillips gave the Invocation.

Ms. Major continued to **Item 3 – Approve Minutes of August 15, 2023**. Mr. Phillips made a motion, seconded by Mrs. Mackie, to approve the Minutes as written. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 4 – Introduction of New Employees: Andrea Escalante and Kara Cadena**. Mrs. Weakley introduced Andrea Escalante. Ms. Escalante has been an emergency worker in the benefits unit and is now a full time Benefit Programs Specialist I. She is also bilingual. Next, is Kara Cadena. Mrs. Cadena has been hired as a Fiscal Assistant III in the fiscal department, supervised by Ms. Linton. Ms. Major congratulated both of them on their new positions. The Board in unison expressed the same.

Ms. Major continued to **Item 5 – Fraud Report**. Mrs. Weakley stated that, at the last meeting, clarification was asked on the statement in the 'Referral' section of the Fraud Report about "Fraud Investigator evaluations from superiors in Virginia Beach." Mrs. Weakley stated that Mr. Stratton did not actually stop taking fraud referrals. The statement by Mr. Stratton was worded incorrectly. Mr. Stratton did not complete any referrals until the auditors from Virginia Beach had completed their audit to insure that he was performing his duties correctly. The only issue from the audit was concerning documentation. VACMS (Virginia Case Management System) is the only program that the auditor will audit for pending cases. The benefits worker will make a referral to Mr. Stratton, but does not completely document in the record at that time why the referral was made. When the worker receives the investigation results from Mr. Stratton, then, the worker will document everything. When the auditor audits pending cases, they cannot identify why the case was referred to fraud. A training session will be held to clarify why documentation is important at the time a case is referred for fraud so that during the next audit, the documentation will be in the system. Mrs. Mackie inquired if a paper record was kept in the file. Mrs. Weakley stated, yes, but the worker is not uploading the paperwork until the fraud investigation is complete and the auditors will no longer view paper files. The auditors only view what has been documented in VACMS. Ms. Major inquired if workers upload to DMAS (Department of Medical Assistance Services). Mrs. Weakley state, yes, any paperwork that is scanned in will go to DMAS; however, the form is not being uploaded until the investigation is complete. Mrs. Weakley continued that this was the only issue that was brought back to her regarding the audit. No further questions or concerns were raised.

Ms. Major proceeded to **Item 6 – Director's Notes**. Mrs. Weakley stated that since the last meeting, she attended a CPMT (Community Planning and Management Team) meeting, a Truancy meeting, two Salary Determination Worksheet work groups, a Personnel Committee Meeting, Commissioner's Call, a CPS Appeal (the appeal was upheld and will most likely move to the next level), two student Intern Consults, Supervisor's meeting, an Employee interview for the Family Services Specialist position (the individual has been hired and will begin October 1, 2023), Members Helping Members Board Meeting.

Ms. Major continued to **Item 7 – Back to School Project**. Mrs. Weakley stated that every year the Child Welfare Unit holds a campaign for back to school supplies and clothing for the children of the families they work with and our foster children. A total of 65 children (33 families) were served. Backpacks were supplied to each child and were filled with various school supplies from the school's list. A total of \$2,895.11 was spent for school clothing.

Ms. Major proceeded to **Item 8 & 9 – Purge of Family Services & Benefit Case Records**. Mrs. Weakley stated there are APS, Child Care, Assisted Living assessments,

Nursing Home Care, Companion Care, and Guardianships dating from June 1991 through June 2020 which includes 622 old cases and 451 Benefits records that need to be purged in accordance with State policy. Mr. Martin made a motion, seconded by Mr. Whalen, that the aforementioned items be purged. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 10 – Continuity of Operations Plan & SOP**. Mrs. Weakley stated that this plan is updated each year and is about what would happen in case of a disaster. There were a few rewording changes that were made from last year. No functioning changes were made. Mr. Phillips made a motion, seconded by Mr. Whalen, to approve the changes made to the 2023-2024 Continuity of Operations Plan (COOP) & SOP for Disaster Services. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 11 – Car Policy**. Mrs. Weakley stated that this policy was urged by the auditors and the county administrator. The policy states that agency vehicles cannot be taken home overnight by staff members, primarily, because it creates issues with taxes. A vehicle has only been taken home by a staff member on a rare occasion within the past 5 years because the staff member lived in Northampton County and had training in Virginia Beach early the next day. Mr. Martin inquired if a staff member were to take a car home, would they be insured. Mrs. Weakley stated, yes; however, this is in regards to a tax issue. The federal government considers this to be a benefit to the employee; therefore, the staff member would have to pay taxes on taking the vehicle home. Mr. Phillips stated that he has experienced the same during employment and the company cannot even pay the tax for the staff member. Mr. Whalen made a motion, seconded by Mr. Phillips, to approve the Car Policy as written. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major continued to **Item 12 – Worker Appreciation Event**. Mrs. Weakley stated this is our annual Worker Appreciation Event. It is scheduled for October 6, 2023, at 12:30 p.m. Traditionally, the Board allows staff to leave for the day after the event is complete. The event is scheduled on the Friday before Columbus Day to allow staff to enjoy an even longer weekend. Mrs. Weakley stated that we are having issues finding a caterer that is available on October 6th. Mr. Phillips and Ms. Major offered suggestions of a caterer to Dawn Parks to follow up on. Mrs. Weakley invited Board members to participate in the event. Mr. Phillips made a motion, seconded by Mrs. Mackie, for staff to be allowed to leave for the remainder of the day following the completion of the Worker Appreciation Event. Hearing no discussion, Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

Ms. Major proceeded to **Item 11 – Financial Statement – Administrative Office Manager – Wendy Linton**. Ms. Linton stated the local budget was \$944,084.00. The Year-To-Date Local Expenditures were \$164,936.42, and the Total Local Balance-To-Date is \$779,147.58. Ms. Major inquired if there were any red flags. Ms. Linton stated there were not. Ms. Linton asked if the Board was aware of a date the County may have set for the additional 0.5% to be added to salaries. Ms. Major and Mr. Phillips stated that they had not heard anything, but they will be attending a Board of Supervisor's meeting tomorrow evening and could possibly find out the date.

Closed Session - On motion by Mr. Phillips, seconded by Mr. Whalen, the Board went into Closed Session for the purpose of discussing items stated on the Agenda (EPPE and Director's Consult) as permitted by the Code of Virginia, Section 2.2.3712. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

On motion by Mr. Phillips, seconded by Mrs. Mackie, the Board returned from Closed Session and confirmed the only items discussed were the ones listed on the Board

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Members' Agenda. Ms. Major called a vote (Mrs. Mackie – yes; Mr. Martin – yes; Mr. Whalen – yes; Mr. Phillips – yes; Ms. Major – yes). The motion carried.

Mrs. Mackie made a motion, seconded by Mr. Phillips that the Board accept the EPPE of Mr. Greenley. Ms. Major called a vote for all in favor to signify by Aye. The motion carried.

The next Board Meeting is scheduled for Tuesday, October 17, 2023, at 9:30 A.M. Ms. Major reminded members that they are invited to the staff luncheon on October 6, 2023, and encouraged their attendance.

On motion by Mr. Whalen, seconded by Mr. Phillips, the meeting adjourned at 10:24 A.M.

APPROVED: **Cassandra Reneta Major** _____

ATTEST: **Vicki Weakley** _____