

**HANOVER COUNTY
BOARD OF SOCIAL SERVICES
MINUTES
July 26, 2016**

The Hanover County Board of Social Services meeting was scheduled for July 26, 2016; however, no quorum was achieved as of 4 p.m. (30 minutes after the scheduled start time of the meeting, 3:30 p.m.) According to the Board's rules, the meeting was canceled.

The items on the July 26, 2016 Agenda will be considered at the September 27, 2016 Board meeting.

Board members present: Robert Barnette, Bernadette Cornelius, Sheila Crossen-Powell.

Also in attendance: Jim Taylor, Deputy County Administrator; Dennis Walter, Deputy County Attorney; Tamara Temoney, Assistant Director; Jacque Althizer, Budget Management Analyst, Senior; Ginny Ferguson, Quality Assurance Coordinator; Daricka Jackson, Program Coordinator II; Laura Mellott, Benefit Programs Supervisor; Amanda Payne, Benefit Programs Supervisor; Jackie Hatton, Benefit Programs Specialist; Avala Rose, Benefit Programs Specialist; Jacqueline Suits, Benefit Programs Specialist; Kim Tyler, Benefit Programs Specialist and Robin Riley, Administrative Assistant.

Introduction of New Staff:

The following Benefit Programs Specialists (BPS) were introduced:

Ms. Jackson introduced Ms. Laura Mellott, Benefit Programs Supervisor, promoted from BPS Worker III on June 16, 2016. Prior to Hanover, Ms. Mellott was with Henrico DSS.

Ms. Mellott introduced Ms. Jacqueline Suits, BPS I, formerly with Roanoke DSS who started with HDSS last Monday and Ms. Kim Tyler, BPS I, formerly with Richmond City/MCV outstation, with HDSS since June 16, 2016.

Ms. Payne introduced Ms. Jackie Hatton, BPS III, formerly with Henrico DSS, with DSS since June 1, 2016 and Ms. Avala Rose, formerly with Petersburg DSS, with DSS since July 1, 2016

Mr. Barnette asked if the agency was fully staffed. Dr. Crossen-Powell said there will be a new BPS worker on August 16, 2016 and an offer will be made to another BPS candidate soon. A new position, Family Services Specialist – Intake, will start August 1, 2016.

Mr. Barnette and Ms. Cornelius welcomed the new employees.

Dr. Crossen-Powell presented the Director's update:

- The Cooling Assistance program began June 15, and the Benefit Programs staff held a "Cooling Kickoff" to prepare the workers. There are eight workers handling this program.
- Staff members have been attending the Ashland Open Door meetings re: people living in motels working toward permanent housing.
- The County is moving toward the Kronos time management system which is an automated program for attendance and leave. DSS has volunteered to be a pilot agency for both desktop and mobile application programs.
- Beahill Construction is working on reconfiguration of the front desk area, and this work is ongoing. The front check-in window will have a triage setup with two mini-offices for clients to discuss private, HIPPA-related information. These offices will be wheelchair accessible.
- Dr. Temoney attended State DSS leadership training.

- The agency is preparing for a SNAP, TANF and Medicaid audit.
- An orientation was held for new BPS workers. Thank you to Ms. Jackson for organizing. It was very helpful to the new employees.
- Several children, including a pregnant teen and a 3-year old were placed in DSS' custody.
- Dr. Crossen-Powell attended the VLSSE's Family and Children's Services Committee meetings.
- Ms. Ferguson has been attending Mass Care committee meetings which have to do with emergency sheltering. She also participated in Hanover Food Network meetings.
- The DSS employee appreciation event/picnic was held at Poor Farm Park.
- Much time was spend preparing the annual performance evaluations and all were submitted timely.
- Final interviews were held for the BPS Supervisor position and Ms. Mellott was promoted from BPS Worker III to this position. Ongoing interviews are being held for open BPS positions.
- Dr. Crossen-Powell attended the Homeward retreat at the Richmond Times-Dispatch building downtown. A consultant group facilitated the meeting and it was an excellent retreat.
- Energy share funds are almost depleted with only a small amount remaining. No additional allotment has been received.
- DSS is tracking the Child Welfare Reform bill, which has bi-partisan support and is designed to keep children out of foster care and to put conditions on placing children in congregate care. The bill is in Congress but was no signed before their summer recess. Once passed, it will not go into effect until 2019.
- The CSA Coordinator arranged two retreats, one for CPMT which was held on July 12, and one scheduled in August which will be for CPMT and FAPT members. A facilitator from VCU was hired to conduct the retreats.
- Dr. Temoney attended the State Executive Council meeting.
- A preliminary draft of the Child and Family Services review was received. Two of the three findings were challenged (out of 18). One case belonged to Chesterfield DSS who did not respond in a timely manner. For every variable that does not meet criteria, a performance improvement plan must be written.
- Ms. Ferguson hosted the Hanover Strategic Plan-Caring Hanover meeting. The committee is looking for additional members and has started recruiting with Ashland Open Door and other groups.
- Three children were recently adopted.
- Ms. Ferguson was volunteered to go to Chesterfield DSS to discuss their interest in having a QA person and how to implement the position there.
- The Ruritans donated a check for \$3,000 which was split between the HECC and DSS Special Welfare.

- The CSA vendor fair was held which was for community-based service providers. It was a great success and very well attended.
- Dr. Crossen-Powell, the CSA Coordinator and Finance Department personnel attended a meeting to develop a process for CSA clients to access budget line 829 for drug screens for some CSA recipients who have been court ordered for services. The State provided additional money.

Mr. Taylor suggested having Board members confirm their attendance for the next meeting.

Ms. Cornelius asked about the November 22nd meeting date which falls during Thanksgiving week. That meeting date is usually voted to be moved up a week and will be an item on the September agenda.

The next SSAB meeting will be held September 27, 2016, 3:30 p.m.