

Frederick County Board of Social Services
January 28, 2015

Present: Joanne Leonardis, Red Bud District
Frank Heisey, Gainesboro District
Linda Martenson, Member, At-Large
Susan Marsh, Stonewall District
Lisa Carper, Back Creek District
Karen Kimble, Shawnee District
Tami Green, Director
Linda Gibson, Assistant Director
Delsie Butts, Administrative Services Manager

Absent: James Stephens, Opequon District
Gary Lofton, Board of Supervisors Representative

Call to Order. The meeting was called to order at 8:30 a.m. by Ms. Joanne Leonardis.

I. Minutes: Ms. Karen Kimble made a motion to accept the minutes as submitted, Ms. Lisa Carper seconded the motion. The minutes of the December 16, 2014 meeting were approved as presented.

II. Closed Session: The Board discussed going into closed session to receive an update on a personnel matter.

On motion duly made and seconded, the Board voted unanimously to go into Closed Meeting for the purpose of discussing case actions that are confidential by law as permitted by subsection (a), paragraph (1 and 4) of Section 2.1-344 of the Code of Virginia. Motion carried with all in favor.

Following this discussion, the Board voted unanimously to return to Open Session with the following statement:

WHEREAS, the Frederick County Board of Social Services has convened a closed session meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, 2.1-344 of the Code of Virginia required a certification by the State Board of Social Services that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Social Services hereby certified that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered.

III. Financial Report: Ms. Delsie Butts reported that for the month of December 2014, collections for Special Welfare were \$11,211.16 and \$2,760.00 for Public Assistance for a total of \$13,971.16. Total disbursements from the Special Welfare Fund were \$5,373.02 for December, 2014. She explained that the large sum in Special Welfare was due to payments made by other localities who participate in the CCQI Childcare program – we are the fiscal manager so we pay out of our funds and they reimburse the agency for their

portion. She also reported that there were more fraud SNAP funds received in the month of December.

Ms. Butts reported that for the month of December 2014, there were no terminations, retirements, resignations or promotions. There was one new hire, Koryn Rooks, Human Services Assistant I and 3 open positions – two Family Services Specialist II and one Benefit Programs Specialist IV position.

Ms. Butts also went over the quarterly budget numbers comparing the budget to the actual expenses and also comparing to last year's budget. She reported that the numbers are in line with where they should be and there were no surprises to report.

III. Action Items: The results of the salary study were reviewed with the Board.

This included looking at the actual numbers provided by the vendor, the adjustments made by Tamara Green, Linda Gibson and Delsie Butts with justification for each adjustment made, a graph with each staff member and how the adjustment would affect their yearly salary and how long it would take to get all staff in line with the recommendations. Budget numbers were reviewed and discussion took place of the financial impact of approving the realignment of salaries.

Mr. Frank Heisey made a motion to go into Executive Closed session to discuss the information presented.

On motion duly made and seconded, the Board voted unanimously to go into Closed Meeting for the purpose of discussing case actions that are confidential by law as permitted by subsection (a), paragraph (1 and 4) of Section 2.1-344 of the Code of Virginia. Motion carried with all in favor.

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In open session, Ms. Leonardis said that the Board voted unanimously to approve the salary realignment as presented effective February 1 with an exception to the following positions: Director and Assistant Director (additional 10%) and Administrative Services Manager and Family Services CPS/APS Supervisor (additional 5%) – those increases to begin effective June 1.

V. Programs: There were no questions on the CPS/APS statistics that were prepared by Craig Cline and emailed to the Board prior to the meeting.

VI. Director's Report: Tami Green reviewed the powerpoint presentation that was emailed to the Board prior to the meeting reviewing the first two strategic

directions of the Strategic Plan. She went over progress on the directions and plans to continue to improve upon them. She will review Directions 3 and 4 at the next meeting.

There were 3 candidates for Employee of the Quarter. After discussion, it was decided by the Board that BJ Dove was the winner for the 4th Quarter of 2014.

Tami handed out a report on the 2014 Frederick County DSS Holiday Project that was put together by Shaie Hofmann who coordinates the project.

Ms. Green explained to the Board that a copy of the Grievance Policy was emailed to the Board at this meeting. She encouraged everyone to review the policy as she would like to discuss the possibility of looking into switching to the county's grievance policy in the future. This discussion was tabled until the next Board meeting due to time constraints.

Tami also let the Board know that Vickie Johnson Scott was willing to come to Frederick County to conduct the new Board member training. She shared the dates that would work best for Ms. Johnson Scott. The Board members will email Linda Gibson their availability and a date will be picked that works best for the majority.

VII. Chairman's Comments: Ms. Joanne Leonardis thanked the Board for moving the meeting. She also said that, at this time, they will be tabling the idea of doing a formal Board review. They may revisit it at a future time.

VIII. Adjournment: There being no further business, the meeting was adjourned at 10:50 am by Ms Joanne Leonardis.

Secretary _____ Tamara Green,
Joanne Leonardis, Chairman