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ON OCTOBER 17, 2023 THE FOLLOWING DIRECTOR'S ACTIONS WERE APPROVED:

Schedule of Actions for Emergency Assistance, General Relief, Auxiliary Grants, Aid to Dependent Children in Foster Care, Special Needs Adoption, Independent Living, and Purchase of Services:

Actions: 142 Pages 18

Disbursements of Special Welfare Funds: \$ 5,621.95

Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, APS, CPS, Foster Care, Grants):

Receipt No's: 1162385 - 162418 \$ 16,116.12

Payment for Payroll and Administrative Payments as follows:

Payroll

SEPTEMBER 15, 2023	\$ 133,592.29
SEPTEMBER 29, 2023	<u>\$ 203,776.15</u>
TOTAL	\$ 337,368.44

Administrative Payments:

Warrant No. 202060 - 202067	\$ 4,085.19
202068 - 202085	\$ 12,129.34
202421 - 202443	<u>\$ 114,194.03</u>
TOTAL	\$ 130,408.56

RATINGS COMPLETED:

Position #:201, Blankenship, Tonya, Family Services Specialist II
Position #:263, Stiltner, Joan, Family Services Specialist IV
Position #:502, Scott, Lora, Fraud Investigator II

4112

INTO CUSTODY:

21216941

OUT OF CUSTODY:

21156131 21185538 (2) 21203074

DISCUSSION HELD:

ADMINISTRATIVE BOARD MEETING HELD ON September 19, 2023:

PRESENT:

Harold H. Fuller, Chairman

Greg Rowe

Lynn Smith

Josh Horn

Tom Mackey

Amanda Blankenship

Vern Presley, Attorney

Marcella Watson, Director

Holly McClanahan, Admin. Clerk

Andrea Randolph, Admin. Services Manager

Rebecca Slone

ABSENT:

Hassell Bailey

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Harold H. Fuller, Chairman called the meeting to order at 6:00 P.M.

Amanda Blankenship made a motion to approve the agenda, seconded by Lynn Smith, and by unanimous voice vote, the motion passed.

Harold H. Fuller, Chairman recognized two new Administrative Board members Josh Horn and Tom Mackey.

Lynn Smith made a motion to approve the August 15, 2023, minutes, seconded by Amanda Blankenship and by unanimous voice vote, the motion passed. Harold H. Fuller, Josh Horn, and Tom Mackey were not present for the August 15, 2023, meeting they abstained.

Josh Horn made a motion to approve agency expenditures, seconded by Greg Rowe, and by unanimous voice vote, motion passed.

Director Watson stated the agency is continuing their efforts on recruiting and retention. She stated the agency has recently received approval for two new positions to help with the Whitewood project and that the two new workers will be emergency workers only and will not receive benefits. This program is a year-to-year basis. Director Watson stated Medicaid unwinding is going well but the agency is handling more appeals which requires staff to work more over time than the agency anticipated.

OLD BUSINESS:

No Old Business.

NEW BUSINESS:

Director Watson stated the agency continues community outreach adding that staff participated in the back-to-school bash and worked the Spirit Fest. Staff will also be working RAM, Octoberfest, and will participate in the Christmas parade. She added that the agency will be participating at the Special Education 2nd Annual bash. Director Watson advised that Holly McClanahan went to the Law School for new students to explain what services Social Services offer.

Director Watson stated she has the County Contract Resolution and Air-Med to discuss with the Board. Director Watson stated the fuel program begins the second Tuesday of October and it will be for coal, heating, and propane and that the clients that apply and are approved will receive their funds in December.

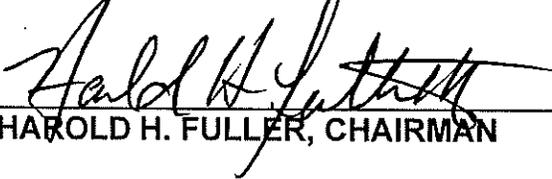
Harold H. Fuller moved to discuss personnel and legal, Amanda Blankenship made a motion for the Board to move into closed session pursuant to 2.2-3711-A1 and 2.2-3711-A8. Lynn Smith seconded this motion, and by unanimous voice vote of the Board, the motion passed.

The Board moved out of closed session upon motion by Lynn Smith, seconded by Amanda Blankenship, and by unanimous roll call vote of the Board stipulated that nothing was discussed in closed session except what the Board went into closed session for.

CERTIFICATION OF CLOSED SESSION

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on September 19, 2023, pursuant to an affirmative-recorded vote in accordance with the provision of the Virginia Freedom of Information; and **WHEREAS**, 2.1-3711 of Virginia requires a certification by the Administrative Board that such closed session was conducted in conformity with Virginia Law.

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies by roll call vote of Greg Rowe, Amanda Blankenship, Lynn Smith, Josh Horn, Tom Mackey, and Harold H. Fuller to the best interest of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed, or considered by the Buchanan County Department of Social Services.



 HAROLD H. FULLER, CHAIRMAN

10-17-23

 DATE

Amanda Blankenship made a motion for Director Watson to allow staff to work an alternate work schedule (7:00 am – 5:30 pm or 9:00 am – 5:30 pm) on a three-month trial basis and the Administrative Board will reconvene in December to discuss whether to continue or halt the alternate schedules. Josh Horn seconded this motion, and by unanimous voice vote, the motion passed.

Josh Horn made a motion to approve the Resolution regarding the Buchanan County Consolidated Group Health Insurance for 2023-2024, Lynn Smith seconded this motion, and by unanimous voice vote the motion passed.

Lynn Smith made a motion to approve the Consolidated Group Health Contract, Amanda Blankenship seconded this motion, and by unanimous voice vote the motion passed.

Josh Horn made a motion to approve the Air-Med care, Amanda Blankenship seconded this motion, and by unanimous voice vote, the motion passed.

The next Board meeting will be October 17, 2023, in the conference room at Social Services.

Amanda Blankenship made a motion to adjourn, Lynn Smith seconded this motion, and by unanimous voice vote, the motion passed.

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A motion to reconvene was made by Amanda Blankenship and Tom Mackey seconded to discuss election of a vice-chairman.

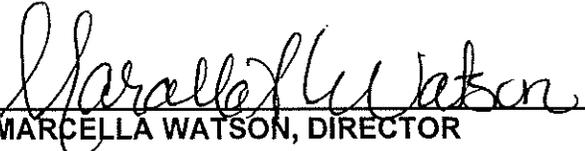
Greg Rowe made a motion for Amanda Blankenship to be the Administrative Board Vice-Chairman, Lynn Smith seconded this motion, and by unanimous voice vote, the motion passed.

Amanda Blankenship made a motion to adjourn, Lynn Smith seconded this motion, and by unanimous voice vote, the motion passed.



HAROLD H. FULLER, CHAIRMAN

10-17-23
DATE



MARCELLA WATSON, DIRECTOR

10-17-23
DATE