

4116

ON NOVEMBER 21, 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: 379 Pages 47

Disbursements of Special Welfare Funds: \$ 19,286.09

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

Receipt No's: 1162419 - 1162474 \$ 45,817.46

Payment for Payroll and Administrative Payments as follows:

Payroll

OCTOBER 15, 2023	\$ 133,949.37
OCTOBER 23, 2023	\$ 20,701.21
OCTOBER 31, 2023	<u>\$ 198,627.23</u>
TOTAL	\$ 353,277.81

Administrative Payments:

Warrant No. 202496 - 202514	\$ 11,631.23
202515 - 202522	\$ 6,278.59
202847 - 202874	<u>\$ 130,309.47</u>
TOTAL	\$ 148,219.29

RATINGS COMPLETED:

Position #:114, McGeorge, Denise, Program Coordinator  
Position #:500, Barrett, Celeste, Benefit Programs Supervisor

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INTO CUSTODY:

None

OUT OF CUSTODY:

21203971 (2)            21186910            21143945

DISCUSSION HELD:

**ADMINISTRATIVE BOARD EMERGENCY CALLED MEETING HELD ON OCTOBER 5, 2023:**

**PRESENT:**

Harold H. Fuller, Board Chairman  
Greg Rowe  
Lynn Smith  
Josh Horn  
Tom Mackey  
Vern Presley, Attorney  
Reece Hale Robertson, Attorney  
Marcella Watson, Director  
Holly McClanahan, Admin. Clerk

**ABSENT:**

Amanda Blankenship  
Hassell Bailey

Harold H. Fuller, Board Chairman, called the meeting to order at 11:00 A.M.

Harold H. Fuller moved to discuss legal matters, Greg Rowe made a motion for the Board to move into closed session pursuant to 2.2-3711 A8 to discuss legal matters, Josh Horn 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 Tom Mackey, 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 October 5, 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 Lynn Smith, Josh Horn,

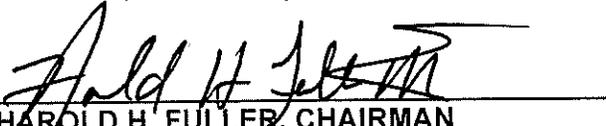
Tom Mackey, Greg Rowe, and Harold H Fuller to the best interest of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed, or considered by the Buchanan County Department of Social Services.

  
HAROLD H. FULLER, CHAIRMAN

\_\_\_\_\_  
DATE

Tom Mackey made a motion to approve the MOU and guidelines for the Whitewood project, Josh Horn seconded this motion, and by unanimous voice vote, the motion passed.

Josh Horn made a motion to adjourn, Tom Mackey seconded this motion, and by unanimous voice vote, the motion passed.

  
HAROLD H. FULLER, CHAIRMAN

11/21/23  
DATE

  
MARCELLA WATSON, DIRECTOR

11/21/23  
DATE

**DISCUSSION HELD:**

**ADMINISTRATIVE BOARD MEETING HELD ON October 17, 2023:**

**PRESENT:**

**ABSENT:**

- Harold H. Fuller, Chairman
- Amanda Blankenship, Vice Chairman
- Greg Rowe
- Lynn Smith
- Josh Horn
- Tom Mackey
- Hassell Bailey
- Vern Presley, Attorney
- Marcella Watson, Director
- Holly McClanahan, Admin. Clerk
- Andrea Randolph Admin. Services Manager
- Rebecca Slone

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

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

Amanda Blankenship made a motion to approve the September 19, 2023, minutes, seconded by Josh Horn and by unanimous voice vote, the motion passed.

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

Office Associate Christina Blankenship came into the meeting and asked to speak with Director Watson. Director Watson advised to the Administrative Board there was a member from the public that would be coming to the meeting.

Director Watson stated the agency has hired Logan Looney as a Program Coordinator to help with the Whitewood Flood Project. Director Watson provided the following updates:

- 122 HeadStart children will be coming through the agency to trick or treat on October 31, 2023.
- Each unit has been decorating their hallway and getting prepared for the HeadStart children to come.
- The agency continues to participate in community outreach and has been offered a table for free at the exotic Elk dinner.
- One DSS employee approached her with a request to start a coat drive, beginning in mid-November through the first of December. DSS will ensure that the coats are handed out to those in need. Local church, Tookland Pentecostal, has indicated their desire to participate in this drive and the agency plans to contact other local churches to see if any others would want to participate; and
- DSS partnered with the Public Library and helped with the Peanut Butter drive for local food banks.

#### OLD BUSINESS:

Director Watson advised that Medicaid unwinding continues, and that Eligibility has used 52% of the funds allocated by the state for that.

#### NEW BUSINESS:

No New Business

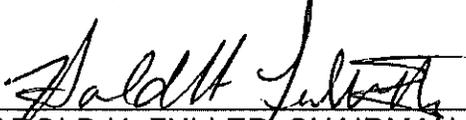
Harold H. Fuller moved to discuss personnel and legal, Josh Horn made a motion for the Board to move into closed session pursuant to 2.2-3711-A1 and 2.2-3711-A8. Amanda Blankenship seconded this motion, and by unanimous voice vote of the Board, the motion passed.

The Board moved out of closed session upon motion by Amanda Blankenship, seconded by Hassell Bailey, 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 October 17, 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, Hassell Bailey 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.

  
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HAROLD H. FULLER, CHAIRMAN

11-21-23  
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Amanda Blankenship made a motion to approve the comp plan for 5% and 2%, Lynn Smith seconded this motion, and by unanimous voice vote, the motion passed.

Hassell Bailey made a motion to approve the amendment to the MOU with DHCD, with repair costs for those properties classified as minor/less than major to 175% of the property value with no limit or \$500,000 cap, based on receipts and estimates, Josh Horn seconded this motion, and by unanimous voice vote, the motion passed.

The next Board meeting will be November 21, 2023, in the conference room at Social Services.

The Administrative Board has changed the December 19, 2023, Board meeting to December 12, 2023.

Greg Rowe made a motion to adjourn, Hassell Bailey seconded this motion, and by unanimous voice vote, the motion passed.

  
\_\_\_\_\_  
HAROLD H. FULLER, CHAIRMAN

11-21-23  
DATE

  
\_\_\_\_\_  
MARCELLA WATSON, DIRECTOR

November 21, 23  
DATE