

4121

ON DECEMBER 19, 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 | 20 |
|----------|-----|-------|----|

|   |             |
|---|-------------|
| Disbursements of Special Welfare Funds: | \$ 6,520.99 |
|---|-------------|

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

|                                 |              |
|---------------------------------|--------------|
| Receipt No's: 1162475 - 1162513 | \$ 38,617.01 |
|---------------------------------|--------------|

Payment for Payroll and Administrative Payments as follows:

Payroll

|                   |                      |
|-------------------|----------------------|
| NOVEMBER 15, 2023 | \$ 126,868.96        |
| NOVEMBER 30, 2023 | <u>\$ 197,065.48</u> |
| TOTAL             | \$ 323,934.44        |

Administrative Payments:

|             |                 |                     |
|-------------|-----------------|---------------------|
| Warrant No. | 202898 - 202902 | \$ 3,653.75         |
|             | 202934 - 202952 | \$ 14,466.66        |
|             | 202953          | \$ 100.00           |
|             | 202954          | \$ 14.35            |
|             | 203215- 203236  | <u>\$103,285.47</u> |
|             | TOTAL           | \$121,520.23        |

RATINGS COMPLETED:

Position #:503, Coleman, Samantha, Benefit Programs Specialist II  
Position #:619, McClanahan, Jami, Benefit Programs Specialist II

4122

INTO CUSTODY:

21224478

OUT OF CUSTODY:

21224478

DISCUSSION HELD:

**ADMINISTRATIVE BOARD MEETING HELD ON November 21, 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  
Jennifer Taylor  
John Taylor

Hassell Bailey

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 Greg Rowe, and by unanimous voice vote, the motion passed.

Lynn Smith made a motion to approve the Emergency minutes on October 5, 2023. Amanda Blankenship was not present for the Emergency called meeting, she abstained.

Amanda Blankenship made a motion to approve the October 17, 2023, minutes, seconded by Josh Horn and by unanimous voice vote, the motion passed.

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

**Director Discussion**

Director Watson provided information on agency events, but nothing was proposed, deliberated, or decided.

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 November 21, 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 Harold H. Fuller, Greg Rowe, Amanda Blankenship, Lynn Smith, Josh Horn, and Tom Mackey 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.

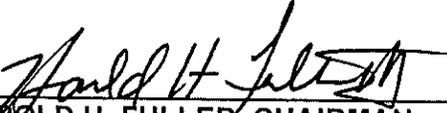
  
 HAROLD H. FULLER, CHAIRMAN

12-19-23  
 DATE

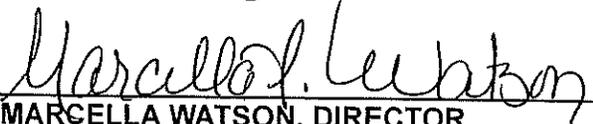
Amanda Blankenship made a motion to change the Administrative Board meeting to December 19, 2023, Josh Horn seconded this motion, and by unanimous voice vote, the motion passed.

Amanda Blankenship made a motion upon the discretion of Director Marcella Watson and state approval to close the agency half of the day on December 15, 2023, for the agency Christmas party, seconded by Tom Mackey, and by unanimous voice vote, the motion passed.

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

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

12-19-23  
DATE

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

12-19-23  
DATE