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ON AUGUST 14, 2024 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:

(JUNE EXPENDITURES)

Actions: 402 Pages 50

Disbursements of Special Welfare Funds: \$ 12,170.66

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

Receipt No's: 1162799 - 1162890 \$ 19,461.33

Payment for Payroll and Administrative Payments as follows:

Payroll:

JUNE 14, 2024	\$ 119,561.68
JUNE 28, 2024	\$ 179,982.29
TOTAL	\$ 299,543.97

Administrative Payments:

Warrant No. 205775 - 205790	\$ 12,298.56
205791 - 205806	\$ 15,608.27
205807	\$ 200.00
206004 - 206019	\$ 95,817.20
TOTAL	\$ 123,924.03

RATINGS COMPLETED:

Position#600, Scammell, Devin, Human Services Assistant II
Position#618, McClanahan, Corenia, Human Services Assistant III

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Cont'd of Administrative Payments:

206498 – 206499	\$ 2,309.48
206500	\$ 24.00
TOTAL	\$ 137,819.04

RATINGS COMPLETED:

Position#:204: O'Keefe, Deanna, Family Services Specialist II
Position#:304, Blankenship, Christina, Office Associate II
Position#:502: Stevenson, Sharon, Human Services Assistant III
Position#:550, Miller, Kayla, Benefit Programs Specialist II
Position#:611, Ratliff, Louella, Custodian
Position#:618, Bowman, Heather, Program Coordinator

INTO CUSTODY

21216831 21218984

OUT OF CUSTODY:

21195203 (2) 21216831 21201798

DISCUSSION HELD:

ADMINISTRATIVE BOARD MEETING HELD ON August 14, 2024:

PRESENT:

Craig Horn, Administrative Board
Marcella Watson, Director
Holly McClanahan, Administrative Board Clerk

Craig Horn called the meeting of the Administrative Board to order at 10:00AM

Mr. Horn approved the agenda as presented.

Mr. Horn approved the minutes of the June 12, 2024, meeting.

Mr. Horn approved agency expenditures.

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Director Discussion

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

Old Business

No Old Business

New Business

Director Marcella Watson stated, the agency has a contract with Michael McCowan, who details the agency vehicles. Director Marcella Watson stated Mr. McCowan is currently being paid \$25.75 per vehicle and is requesting an increase of \$30.75 per vehicle. Mr. Horn approved for the agency to increase Michael McCowan's pay to \$30.75 per vehicle.

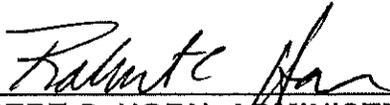
Mr. Horn moved to discuss personnel in closed session pursuant to 2.2-3711-(A)(1).

Mr. Horn moved out of closed session 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 August 14, 2024, 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 Mr. Horn certifies to the best interest of his knowledge only matters identified in the motion convening the closed meeting were heard, discussed, or considered by the Buchanan County Department of Social Services.



ROBERT C. HORN, ADMINISTRATIVE BOARD

11/19/24

DATE

Michael McCowan
2825 Bull Creek Road
Grundy, VA 24614

June 12, 2024

Buchanan County Department of Social Services
3174 Slate Creek Road
Grundy, VA 24614

Dear Buchanan County Department of Social Services
Board of Directors:

As a dedicated contractor committed to delivering quality service, I have consistently demonstrated professionalism and attention to detail in ensuring that each vehicle is thoroughly cleaned and maintained to the highest standards. I take pride in my work and strive to exceed expectations with every task assigned to me.

The economic landscape has changed significantly due to the COVID-19 pandemic and the increase of minimum wage, leading to increased living costs, which includes higher prices for essential supplies and services. Additionally, I am facing the replacement of your older, smaller vehicles, with larger vehicles, which is an add-on to the time and resources required to clean.

In light of the rising cost of living and the additional responsibilities that come with the job, I believe that a pay increase is justified. This adjustment would not only reflect the value of my contributions, but also allow me to continue serving the department with enthusiasm and dedication. I am formally requesting a pay increase for the car washing services provided to the Buchanan County Department of Social Services. Currently, the rate stands at \$25.75 per vehicle, and I am proposing an increase to \$30.75 per vehicle. During the six years of washing vehicles, this is the only request I have submitted for a price increase.

I have researched industry standards and comparable rates for similar services in the area, and I am confident that the proposed increase is reasonable and fair. Moreover, I am open to discussing any further details or considerations regarding this matter.

I sincerely appreciate your attention to this request and look forward to a favorable response. Thank you for your time and consideration.

Warm regards,

Michael McCowan

Michael McCowan

*Request Approved:
by Craig Horn, Admin. Bnd.
8/12/24*

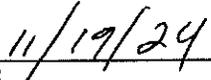
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The next Board meeting will be October 9, 2024, at 10:00AM in the conference room at Social Services.

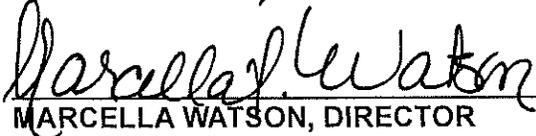
The meeting adjourned.



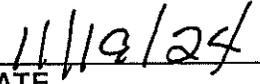
ROBERT C. HORN, ADMINISTRATIVE BOARD



DATE



MARCELLA WATSON, DIRECTOR



DATE