

BUCHANAN COUNTY BOARD OF SUPERVISORS

Craig Stiltner, Chairman
Rocklick District
Tim Hess, Vice-Chairman
Hurricane District
Lee Dotson
North Grundy District
David Rose
Prater District
Jeff Cooper
Garden District
G. Roger Rife
South Grundy District
Trey Adkins
Knox District



Robert Craig Horn
County Administrator

Lawrence L. Moise, III Esq.
County Attorney

MEMORANDUM

TO: Marcie Watson, Director of
Buchanan County Department of Social Services
Hassel Bailey
Bev Tiller, Circuit Court Clerk

FROM: Robert Craig Horn, County Administrator *CRH*

DATE: September 10, 2025

RE: Reappointment to DSS Advisory Board

A regular meeting of the Buchanan County Board of Supervisors was held on Monday the 8th day of September 2025. Upon motion by Trey Adkins seconded by Jeff Cooper and with a roll call vote of seven (7) yeas and zero (0) nays, this board did hereby reappoint Hassel Bailey as representative for the Knox Magisterial District to the Advisory Board for the Buchanan County Department of Social Services for a four (4) year term ending July 6th, 2029.

If you have any questions, please contact me. Thank you.

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MEMORANDUM

TO: Marcie Watson, Director of the
Buchanan County Department of Social Services
Bev Tiller, Circuit Court Clerk's Office

FROM: Robert Craig Horn, County Administrator *CAH*

DATE: October 7, 2025

RE: Resolutions

A regular meeting of the Buchanan County Board of Supervisors was held on Monday the 6th day of October 2025. Upon motion by Tim Hess seconded by Lee Dotson and with a roll call vote of six (6) yeas and one (1) nay, this board did hereby adopt the enclosed Resolution regarding the dissolution of the Local Government Official Administrative Board and Dissolution of the Advisory Board of the Buchanan County Department of Social Services.

Upon motion by Jeff Cooper seconded by Tim Hess and with a roll call vote of seven (7) yeas and zero (0) nays, this board did hereby adopt the enclosed Resolution regarding the appointment of an Administrative Board for the Buchanan County Department of Social Services.

If you have any questions, please contact me. Thank you.

RESOLUTION

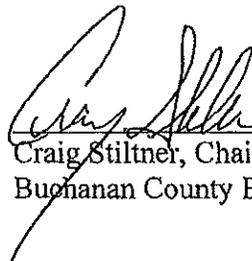
IN RE: THE DISSOLUTION OF THE LOCAL GOVERNMENT OFFICIAL
ADMINISTRATIVE BOARD AND DISSOLUTION OF THE
ADVISORY BOARD OF THE BUCHANAN COUNTY
DEPARTMENT OF SOCIAL SERVICES

THAT WHEREAS, the Buchanan County Board of Supervisors this date having determined to dissolve both the local government official Administrative Board and the Advisory Board for the Buchanan County Department of Social Services and by separate resolution appoint the new members from each magisterial district to an Administrative Board for the Buchanan County Department of Social Services; and

NOW THEREFORE, BE IT RESOLVED, by the Buchanan County Board of Supervisors pursuant to section 63.2-302 of the 1950 Code of Virginia, as amended, that both the Advisory Board and the local government official Administrative Board for the Buchanan County Department of Social Services are hereby dissolved, as of 7:20 pm o'clock p.m. on October 6th, 2025; and that by separate resolution the Board of Supervisors shall appoint new members from each magisterial district to an Administrative Board for the Buchanan County Department of Social Services.

This Resolution was adopted on the 6th day of October 2025 by the following roll call vote:

G. Roger Rife NAY
Lee Dotson yea
David Rose yea
Tim Hess yea
Trey Adkins yea
Craig Stiltner yea
Jeff Cooper yea



Craig Stiltner, Chairman of the
Buchanan County Board of Supervisors

ATTEST:



Robert Craig Horn, County Administrator
and Clerk to the Board

RESOLUTION

**IN RE: APPOINTMENT OF AN ADMINISTRATIVE BOARD FOR THE
BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES**

THAT WHEREAS, on October 6th, 2025, by separate resolution, the Buchanan County Board of Supervisors dissolved both the Advisory Board for the Buchanan County Department of Social Services and the Administrative Board for the Buchanan County Department of Social Services consisting of a local government official; and

THAT WHEREAS, the Buchanan County, Va., Board of Supervisors has determined that it is in the best interests of the County to appoint an Administrative Board for the Buchanan County Department of Social Services consisting of seven residents of Buchanan County, to wit: a resident from each of the magisterial districts; and

THAT WHEREAS, the Buchanan County, Va., Board of Supervisors has determined that it is not necessary for at least one member of the Board of Supervisors to serve on the Administrative Board for the Buchanan County Department of Social Services; and

NOW THEREFORE, BE IT RESOLVED, by the Buchanan County Board of Supervisors that pursuant to Va. Code section 63.2-301 and section 63.2-302 the following persons are appointed as an Administrative Board for the Buchanan County Department of Social Services for the terms following their names:

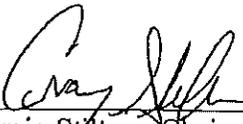
| <u>DISTRICT</u> | <u>APPOINTED MEMBER</u> | <u>INITIAL TERM</u> |
|-----------------|-------------------------|---------------------|
| HURRICANE | Tom Mackey | Four-year term |
| KNOX | Hassell Bailey | Three-year term |
| NORTH GRUNDY | | Four-year term |
| PRATER | Cecil Stiltner | Two-year term |
| ROCK LICK | Amanda Blankenship | Three-year term |
| SOUTH GRUNDY | | One-year term |
| GARDEN | | Two-year term |

BE IT FURTHER RESOLVED that each of such Administrative Board members be paid the sum of \$100.00 per month for each month in which he or she attends a regular meeting of the Board, as compensation for his or her services as a member in addition to

his or her reasonable and necessary expenses pursuant to §63.2-310 of the 1950 Code of Virginia, as amended. Such sums shall be paid from the funds that were budgeted for Administrative Board Members.

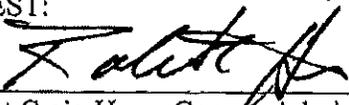
This Resolution was adopted on the 6 day of October, 2025 by the following roll call vote:

G. Roger Rife yea
Lee Dotson yea
David Rose yea
Tim Hess yea
Trey Adkins yea
Craig Stiltner yea
Jeff Cooper yea



Craig Stiltner, Chairman of the
Buchanan County Board of Supervisors

ATTEST:



Robert Craig Horn, County Administrator and
Clerk of the Board

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ON NOVEMBER 18, 2025 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: | 138 | Pages | 19 |
|----------|-----|-------|----|

| | |
|---|-------------|
| Disbursements of Special Welfare Funds: | \$ 1,861.10 |
|---|-------------|

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

| | |
|---------------------------------|--------------|
| Receipt No's: 1163388 - 1163412 | \$ 88,899.00 |
|---------------------------------|--------------|

Payment for Payroll and Administrative Payments as follows:

Payroll:

| | |
|------------------|----------------------|
| OCTOBER 15, 2025 | \$ 123,901.55 |
| OCTOBER 31, 2025 | <u>\$ 190,850.95</u> |
| TOTAL | \$ 314,752.50 |

Administrative Payments:

Warrant No.

| | |
|-----------------|--------------------|
| 211797 | \$ 1,770.78 |
| 211798 - 211812 | \$ 7,246.30 |
| 211838 - 211859 | \$ 9,427.75 |
| 212039 - 212054 | \$ 119,671.40 |
| 212115 - 212121 | \$ 3,838.61 |
| 212122 | <u>\$ 1,500.00</u> |
| TOTAL | \$ 156,954.84 |

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RATINGS COMPLETED:

Position#: 114, McGeorge, Denise, Program Coordinator Supervisor
Position#: 500, Barrett, Celeste, Benefit Programs Specialist Supervisor
Position#: 507, Coleman-Stiltner, Christie, Fraud Investigator

INTO CUSTODY:

21190291 (3) 21248172 (3) 21256644

OUT OF CUSTODY:

20995581 21202378 21205812 (2) 21206683

DISCUSSION HELD:

Administrative Board Meeting on November 18, 2025

Present:

Amanda Blankenship, Board Chairman
Tina Compton, Vice Chairman
Hassell Bailey
Tom Mackey
Lynn Smith
Cecil Stiltner
Whitney Breeding
Vern Presley, Agency's Attorney
Marci Watson, Director
Marlee Back, Fiscal Manager
Desiree Baker, Eligibility Supervisor
Celeste Barrett, Eligibility Supervisor
Bridgett McGraw, CPS Supervisor
Kandi Campbell, Foster Care Supervisor

Marci Watson, Director called the meeting to order at 6:00 P.M.

Amanda Blankenship made a motion to approve the agenda, seconded by Hassell Bailey, and by unanimous voice vote by the board, the motion passed.

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Lynn Smith made a motion to nominate Amanda Blankenship for Board Chairman, seconded by Hassell Bailey, and by unanimous vote by the board, the motion passed. Lynn Smith made a motion to nominate Tina Compton as Vice Chairman, second by Tom Mackey, and by unanimous voice vote by the board, the motion passed.

Amanda then asked for a motion to adopt the Parliamentary Procedures – Roberts Rule of Order. Tina Compton made a motion to adopt the procedures, seconded by Cecil Stiltner, and by unanimous voice vote, the motion passed.

Amanda asked for a motion to be considered to set the date and time for the Board Meetings each month. Lynn Smith made the motion to have the meetings every third Tuesday at 6:00 P.M., seconded by Hassell Bailey, and by unanimous voice vote, the motion passed.

Amanda Blankenship asked for a motion to approve the agency's expenditures. Cecil Stiltner made a motion to approve the agency's expenditures, Tina Compton seconded the motion, and by unanimous voice vote, motion passed.

DIRECTOR'S DISCUSSION:

Marci Watson introduced the BCDSS Supervisors to the Administrative Board and each supervisor introduced themselves and gave statistical reports for their department and explained what each department provides to the clients and the agency.

OLD BUSINESS:

Marci Watson, Director, informed the board that the agency employees have been involved in many outreach activities throughout the community such as the Back to School Bash, Spirit Fest, October Fest, and the Haunted Halloween Walk, and treated 150 Head Start kids at the agency on Halloween.

NEW BUSINESS:

Marci informed the board that we have an old server that is not compatible with the most recent security updates by the State on agency laptops which has prevented workers from accessing an application that is used on workers' computers. Due to the age of the server, we are unable to update the server to make it compatible with the newest security requirements and therefore a new server is required. Marci informed the board that Eric Marshall, IT Specialist had checked on the quotes for a new server and software which totaled 6,300.00.

Vern Presley, Agency Attorney introduced himself to the new board members and suggested that the Board should adopt the BCDSS Procurement Policy like the county up to \$50,000.00. Lynn Smith made a motion to adopt the BCDSS Procurement Policy, seconded by Cecil Stiltner, and by unanimous vote, the motion passed. Amanda asked for a motion to approve the purchase of a new server. Lynn Smith made a motion to approve the purchase of a new server, seconded by Hassell Bailey, and by unanimous vote, the motion passed. Vern also gave each Board member documents for the FOIA policy.

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Marci Watson, Director, informed the Board that the agency has a Red Ford Escape that has been to the county garage numerous times for repairs but the engine is damaged and the county garage recommended selling the vehicle. Marci stated that Benji Looney over the county garage will auction the vehicle off the Government website and then we are reimbursed the money from the sale. Hassell Bailey made the motion to auction off the Escape, seconded by Cecil Stiltner, and by unanimous voice vote, motion passed.

Marci explained that the agency had purchased a 2025 Ford Explorer from Freedom Ford and The vehicles has been plagued with problems. Freedom Ford has agreed to let the agency Trade the vehicle in for another 2025 Ford Explorer if we pay a balance for \$4,300.00. A motion was made by Hassell Bailey to pay the balance and get the new vehicle, seconded by Cecil Stiltner, and by unanimous voice vote, motion passed.

Marci Watson stated that the agency was planning a Thanksgiving Dinner on November 21st and requested that we close from 12:00 -1:00 for training purposes and dinner. Tina Compton made a motion to allow the time for the Thanksgiving dinner and training, seconded by Cecil Stiltner, and by unanimous voice vote, motion passed.

Marci stated that the agency's Christmas dinner is dated for December 12th and requested that The agency be closed from 12:00 – 2:00 for dinner, then allow the employees to go home with supervisors staying until 4:30.

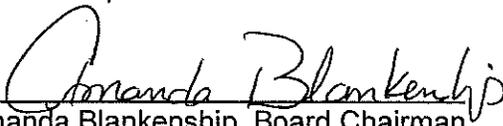
Marci stated that Noah Horn will be donating Christmas dinners for 100 families.

Marci gave the Board an update on the Coal Miner's Christmas Program and stated that Celeste Barrett has been working very hard on this program.

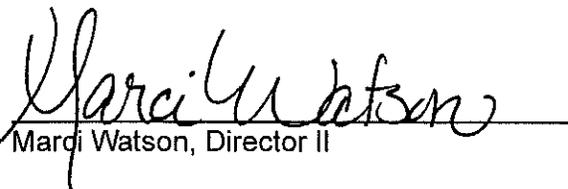
Marci stated that Pastor Hovey is planning on donating toys for needy families in the county, that Bridgett usually travels to Roanoke to pick up the toys and they will be given out at Grundy Baptist before Christmas.

The next Board meeting is scheduled for December 16th at 6:00 P.M.

Cecil Stiltner made a motion to adjourn, seconded by Hassell Bailey and by unanimous vote, the motion passed.


Amanda Blankenship, Board Chairman

12-16-25
Date


Marci Watson, Director II

12-16-25
Date