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ON APRIL 15, 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:

(DECEMBER EXPENDITURES)

Actions: 249 Pages 34

Disbursements of Special Welfare Funds: \$ 17,889.19

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

Receipt No's: 1163072 - 1163114 \$ 64,876.76

Payment for Payroll and Administrative Payments as follows:

Payroll:

DECEMBER 13, 2024	\$ 113,142.43
DECEMBER 31, 2024	\$ <u>175,024.65</u>
TOTAL	\$ 288,167.08

Administrative Payments:

Warrant No.		
208114 - 208133		\$ 18,628.04
208186 - 208200		\$ 4,858.09
208495 - 208514		\$ <u>116,277.31</u>
TOTAL		\$ 139,763.44

RATINGS COMPLETED:

Position#:516, Owens-Marshall, Joyce, Benefit Programs Specialist II
Position#:620, Tatum, Mandy, Benefit Programs Specialist II

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INTO CUSTODY:

NONE

OUT OF CUSTODY:

21213700 21196118 21238762 (2)

(JANUARY EXPENDITURES)

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:	144	Pages	20
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Disbursements of Special Welfare Funds: \$ 2,910.17

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

Receipt No's: 1163115 -1163160	\$ 29,564.44
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Payment for Payroll and Administrative Payments as follows:

Payroll:

JANUARY 15, 2025	\$ 114,295.53
JANUARY 31, 2025	<u>\$ 181,339.81</u>
TOTAL	\$ 295,635.34

Administrative Payments:

Warrant No. 208580 - 208596	\$ 7,303.03
208597 - 208608	\$ 3,794.63
208630 - 208649	<u>\$ 104,972.04</u>
TOTAL	\$ 116,069.70

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RATINGS COMPLETED:

Position#:305, McClanahan, Holly, Human Resources Specialist
Position#:509, Marshall, Dreama, Benefit Programs Specialist II
Position#:521, Justus, Cynthia, Benefit Programs Specialist II
Position#:558, Lester, Whitney, Benefit Programs Specialist IV
Position#:604, Marshall, John, Information Systems Support Specialist II
Position#:609, Baker, Desiree, Benefit Programs Specialist II
Position#:621, Kelly, Monica, Family Services Specialist II

INTO CUSTODY:

21244099

OUT OF CUSTODY:

21192765 21190545 21226038 21220791

(FEBRUARY EXPENDITURES)

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:	85	Pages	13
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Disbursements of Special Welfare Funds:	\$ 20,138.22
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Welfare receipts (Administration, Fraud, TANF, Fuel Assistance, Medicaid, Food Stamps, General Relief, APS, CPS, Foster Care, Grants):

Receipt No's: 1163161 - 1163196	\$ 63,373.10
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Payment for Payroll and Administrative Payments as follows:

Payroll:

FEBRUARY 14, 2025	\$ 115,120.16
FEBRUARY 28, 2025	<u>\$ 180,749.77</u>
TOTAL	\$ 295,869.93

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Administrative Payments:

Warrant No.	208900 - 208913	\$	3,804.49
	208942 - 208959	\$	6,855.91
	209131 - 209142	\$	<u>119,095.09</u>
	TOTAL	\$	<u>123,585.49</u>

RATINGS COMPLETED:

Position#:514, Hurley, Deena, Benefit Programs Specialist II
Position#:518, Vandyke, Barbara, Benefit Programs Specialist II

INTO CUSTODY:

21244620

OUT OF CUSTODY:

21216941 (2)

(MARCH EXPENDITURES)

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:	103	Pages	15
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Disbursements of Special Welfare Funds: \$ 4,408.28

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

Receipt No's:	1163197 - 1163217	\$	15,690.75
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Payment for Payroll and Administrative Payments as follows:

Payroll:

MARCH 14, 2025	\$ 117,237.49
MARCH 31, 2025	<u>\$ 181,949.17</u>
TOTAL	\$ 299,186.66

Administrative Payments:

Warrant No. 209220 - 209233	\$ 9,821.55
209266 - 209280	\$ 4,698.45
209461 - 209472	<u>\$ 108,412.25</u>
TOTAL	\$ 122,932.25

RATINGS COMPLETED:

Position#: 102, Vencill, Elizabeth, family Services Specialist IV
Position#: 103, Boyd, Heather, Family Services Specialist II
Position#: 110, Lundy, Colon, Family Services Specialist IV
Position#: 308, Foster, Sandi, Accountant
Position#: 506, McGraw, Bridgett, Family Services Supervisor
Position#: 508, Rife, Angelina, Benefit Programs Specialist II
Position#: 512, Back, Marlene, Fiscal Manager
Position#: 520, Justus, Leslie, Benefit Programs Specialist II
Position#: 616, Ward, Karen, Office Associate III

INTO CUSTODY:

21229279

OUT OF CUSTODY:

20374787 21192765 (2) 21188606 (3)

DISCUSSION HELD:

ADMINISTRATIVE BOARD MEETING HELD ON April 15, 2025:

PRESENT:

Craig Horn, Administrative Board
Marcella Watson, Director
Holly McClanahan, Administrative Board Clerk
Sandi Foster, Accountant

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

Mr. Horn approved the agenda as presented.

Mr. Horn approved to adopt parliamentary procedures-Roberts Rules of Order.

Mr. Horn approved Buchanan County Consolidated Group Health Insurance.

Mr. Horn approved County Resolution, the agency will follow the county calendar and pay periods.

Mr. Horn approved the minutes of the December 10, 2024, meeting.

Mr. Horn approved agency expenditures.

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 presented the compensation Plan to Mr. Horn. Director Marcella Watson stated Regional Human Resources; Missy Osborne suggested that the agency remove the percentages in the compensation plan.

Director Marcella Watson stated Governor Glenn Youngkin will be signing on May 2, 2025, for the agency to start taking applications for the Helene Flood project. Director Marcella Watson stated an MOU will have to be in place before the agency can start taking applications. Director Marcella Watson requested for Mr. Horn to approve for the agency to have Attorney Vern Presley to draft an MOU like the Whitewood and Hurley Flood project. Mr. Horn approved of Attorney Vern Presley to draft an MOU for the agency to begin taking applications for the Helene Flood project.

Director Macella Watson stated the agency postage machine is outdated and the agency will be paying \$994.00 per quarter. Mr. Horn approved for the agency to have the new postage machine.

Director Marcella Watson asked Mr. Horn to approve for the agency purchasing new printers for all employees from Brothers Printers. Mr. Horn approved for the agency to purchase new printers for all employees.

Director Marcella Watson stated the agency received \$47,533.00 allocated to the PIPP program. Director Marcella Watson asked Mr. Horn to approve for the agency to purchase a vehicle with \$20,000.00 from the PIPP program and the other funds from the agency funding. Mr. Horn approved the agency to purchase a vehicle with the PIPP and agency funding.

Director Marcella Watson stated the agency received a bill from Comfort Inn in the amount of \$14,000 for flood victims. Mr. Horn approved the agency to pay Comfort Inn in the amount of \$14,000 for housing flood victims.

Mr. Horn approved for the agency to pay employees overtime for working shelters during the February flood.

Mr. Horn approved for the agency to give employees 3% raise from the state.

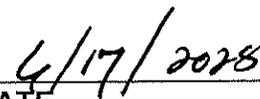
CERTIFICATION OF CLOSED SESSION

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on April 15, 2025, 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



DATE

The next Board meeting will be June 17, 2025, at 10:00AM in the conference room at Social Services.

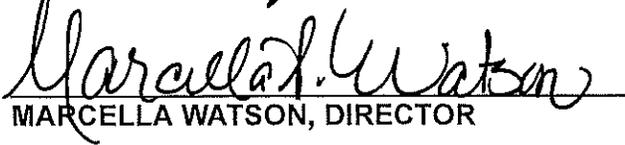
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The meeting was adjourned.



ROBERT C. HORN, ADMINISTRATIVE BOARD

6/17/2025
DATE



MARCELLA WATSON, DIRECTOR

6.17.25
DATE