

BUCHANAN COUNTY BOARD OF SUPERVISORS

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



Robert Craig Horn
County Administrator

Lawrence L. Moise, III Esq.
County Attorney

MEMORANDUM

TO: Marcie Watson, Director of DSS

Cecil Stiltner
2115 Red Dirt Road
Vansant, VA 24656

FROM: Robert Craig Horn, County Administrator *CRH*

DATE: May 16, 2024

RE: Appointment to DSS Advisory Board

A continued meeting of the Buchanan County Board of Supervisors was held on Monday the 13th day of May 2024. Upon motion by David Rose seconded by Craig Stiltner and with the following roll call vote of seven (7) yeas and zero (0) nays, this board did hereby appoint Cecil Stiltner as Prater District Representative to the Buchanan County Department of Social Services Advisory Board to fill the unexpired term of Josh Horn with a term ending July 2026.

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

4164

ON JUNE 17, 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:

(APRIL EXPENDITURES)

Actions: 108 Pages 16

Disbursements of Special Welfare Funds: \$ 2,554.13

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

Receipt No's: 1163218 - 1163259 \$ 75,580.40

Payment for Payroll and Administrative Payments as follows:

Payroll:

APRIL 15, 2025	\$ 120,715.42
APRIL 30, 2025	<u>\$ 207,893.05</u>
TOTAL	\$ 328,608.47

Administrative Payments:

Warrant No.	
209545 - 209559	\$ 10,513.14
209591 - 209619	\$ 13,438.38
209622	\$ 44,859.00
209812 - 209828	\$ 110,946.41
209880 - 209881	<u>\$ 14,337.02</u>
TOTAL	\$ 194,093.95

RATINGS COMPLETED:

Position #: 607, Justus, Courtney, Self-Sufficiency Specialist II

4166

Administrative Payments:

Warrant No.	
209907 - 209924	\$ 14,787.45
209925	\$ 48,260.00
209930	\$ 943.67
209967 - 209986	\$ 44,781.62
210006	\$ 62.00
210235 - 210256	\$ 140,663.66
210257 - 210273	\$ 12,513.38
TOTAL	\$ 262,011.78

RATINGS COMPLETED:

Position #:113, Hackworth, Bonnie, Human Services Assistant III

INTO CUSTODY:

21230420

OUT OF CUSTODY:

21196118 21238984

DISCUSSION HELD:

ADMINISTRATIVE BOARD MEETING HELD ON June 17, 2025:

PRESENT:

Craig Horn, Administrative Board
Marcella Watson, Director
Holly McClanahan, Administrative Board Clerk
Sandi Foster, Accountant
Tammy Thompson, CSA Coordinator
Desiree Baker, Benefit Programs Specialist Supervisor

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 April 15, 2025, meeting.

4167

Mr. Horn approved agency expenditures.

Director Discussion

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

CSA Coordinator Tammy Thompson stated per CSA the agency will no longer be required to do a supplement request CSA will be doing monthly expenditures effective July 1, 2025. Mr. Horn requested the CSA audit results once Tammy Thompson receives them.

Benefit Programs Specialist Supervisor Desiree Baker stated the TANF and VIEW program has a program called PSP and CWEP. Desiree Baker stated these programs are for volunteers to learn job skills while helping at county offices. Desiree Baker stated TANF and VIEW will send paperwork stating the volunteers have Medicaid. Desiree Baker stated volunteers will not be allowed to work unless they have Medicaid coverage. Mr. Horn stated for Desiree Baker to send a request asking for volunteers to help at the county offices.

Director Marcella Watson presented an ordinance approved by Governor Glenn Youngkin for a one time 1.5% bonus for Department of Social Services. Director Marcella Watson stated if the agency does not receive the one time bonus the money will have to be sent back to the state. Mr. Horn stated the agency must send the ordinance to Sandy Stiltner and request the ordinance to be put on the August 2025 Board agenda.

Old Business

No Old Business

New Business

No New Business

CERTIFICATION OF CLOSED SESSION

WHEREAS, The Buchanan County Department of Social Services Administrative Board has convened on June 17, 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.

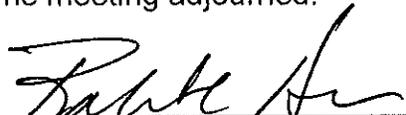
Mr. Horn approved to hire Timothy Oquinn for Benefit Programs Specialist II and Patricia Waynick for Human Services Assistant III position.



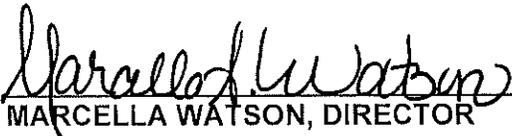
ROBERT C. HORN, ADMINISTRATIVE BOARD 8/19/25
DATE

The next Board meeting will be August 19, 2025, at 10:00 AM in the conference room at Social Services.

The meeting adjourned.



ROBERT C. HORN, ADMINISTRATIVE BOARD 8/19/25
DATE



MARCELLA WATSON, DIRECTOR 8.19.25
DATE