

PRINCE WILLIAM COUNTY  
BOARD OF SOCIAL SERVICES

REGULAR MEETING  
MINUTES

March 15, 2011  
Sudley North Government Center – Jean McCoy Conference Room

**BOARD MEMBERS PRESENT:**

Ann Wheeler  
Hilda Barg  
Kevin Raymond  
Margaret Covington  
Betty Vanegas

**MEMBERS ABSENT:**

George Orr  
Molly Davis  
Amelia May

**STAFF MEMBERS PRESENT:**

Janine Sewell  
Victor Evans  
Charles Toothman  
Terri Stott  
Linda Meier

Chairman Wheeler opened the meeting at 6:37 p.m.

**MINUTES:**

**MOTION** by Ms. Barg and seconded by Ms. Covington to accept the minutes of March 1, 2011 as presented. Motion passed.

**CITIZENS' TIME:**

No citizens present.

**CONSENT AGENDA:**

**C-1 Child Abuse Prevention Month**

**MOTION** by Ms. Barg and seconded by Ms. Covington to approve item C-1 as presented. Motion approved.

**ACTION ITEMS:**

None.

**DISCUSSION:**

**D-1 Budget Work Session Presentation to BOCS (Draft)—Ann Wheeler**

Janine Sewell discussed the upcoming March 22<sup>nd</sup> Budget presentation to BOCS with the Board. Janine reported that BOSS' changes to the PowerPoint presentation have been incorporated as well as some other changes that were made by PWC legal staff. Janine pointed out the 'typical DSS customer' profile that was included in the meeting packets, as per Chairman Wheeler and Dr. Davis' previous request. To aid with presentation preparation, Janine informed Ann Wheeler and the Board that questions/answers are being written up in anticipation of questions that may be asked by BOCS members. Ann Wheeler asked that we remind Lisa Tatum to gather information on the number of BECC employees that were employed 10 years ago. Janine reminded the Board members that the BOCS Board Meeting will begin at 2 PM.

**D-2 FY11 Financial Report Update – Charles Toothman**

Charles discussed the FY11 Financial Report Update through the end of February. The big surprise was internal services which came in over budget at 182%. All Departments' are assessed fees for computer services that we have to pay—we have no control over the amount. DSS is working with the County to see what alternatives we have. We think that the County will increase our budget allocation to cover that overrun. Ann Wheeler asked if fees are going up next year. Charles Toothman said yes and that additional monies have been added to the budget to try to prepare for the increase. Charles said that DSS is doing pretty well on revenues though we haven't gotten all funds due from the federal government yet --but we will. Charles also said that he is keeping a close eye on agency administration and residential services right now. Janine reminded the Board that they can go on the County website to see the FY12 budget, though it currently does not show the extra money for the new BECC employees we are asking for.

**D-3 At Risk Youth Administrative Budget – Janine Sewell**

Janine informed the Board that we have sent an email to BOCS asking to transfer money DSS has in its budget for At Risk Youth to the 'At Risk Youth' budget. The budget transfer to the At Risk Youth budget should result in portraying their true budget as all money should be under one umbrella for the At Risk Youth Program. Ann Wheeler worried that by doing this their budget will stick out and we risk losing money from budget cuts, etc. Victor Evans thinks it's a good plan to consolidate the At Risk Youth Budget. Charles Toothman agreed and said that Victor's department's budget is currently not aligned in any logical way.

**DIRECTORS' TIME:**

**DT-1 Director's Monthly Report**

Janine went over highlights for the month including the BECC Celebration (which was a great success); the upcoming Social Work Appreciation Month Celebration occurring on March 24<sup>th</sup>; and, the March 5<sup>th</sup> Award Ceremony at Mt. Zion Church which honored, among others, DSS' Stephen Blakely who won the Vernon Williams Jr. Young Person of the Year Award. Janine also told the Board about the Cooperative Council of Ministries Meeting she attended that took place at St. Francis of Assisi Church in Triangle on March 12. Ms. Sewell announced the

upcoming Valor Award ceremony which will take place on March 23<sup>rd</sup> from 11:00 AM to 2:00 PM. Kevin Sorrell, from the Juvenile Detention Center will be receiving the Bronze Valor and Janine will be presenting it to him. Kevin put himself in harm's way by stepping in and defusing a gang situation that occurred at the JDC a while back. Jim Vance of NBC Channel 4 will be the moderator.

Janine told the Board that we are still in the process of interviewing for the Deputy Director position. Michelle Kuhn was promoted to Human Services Manager (Project Manager) for BECC.

**ANNOUNCEMENTS:**

Victor Evans is working to provide more visibility to youth in the community. A food drive to help the various food pantries in the community will be run by kids in the elementary, middle and high schools' –the kids will be totally in charge and will be running the drive like a business. Victor remarked that 'our youth are a good resource' and it should be a great learning opportunity and an empowering experience for them. The various school levels also plan to have a penny drive to raise money for food. The winning schools (one from each level) will get a free pass to the water parks.

Terri Stott -- Sad news, Ms. Marceron, a teacher at the Juvenile Detention Center passed away. Terri and other staff attended her funeral on March 3. Terri told the Board that she and other JDC Staff were brainstorming on lasting ways to commemorate an employee and came up with the idea of naming Ms. Marceron's old classroom at the JDC after her. Terri would like to invite our Board members to a ceremony and present the honor of naming the classroom to Ms. Marceron's family sometime later this year. Hilda Barg suggested on planting a tree in her name as well.

Janine Sewell—told the Board that she would like to suggest that at the next Board meeting we discuss the planned June 4<sup>th</sup> Board Retreat. Janine has gotten a facilitator, Desiree Wolfe, for the meeting.

**BOARD MEMBERS TIME**

Betty Vanegas- asked if we are doing something with housing vouchers. Janine Sewell said we are using the FUP vouchers that were allocated to the Housing Authority and who are collaborating with DSS to be used for qualifying families. Hilda Barg said that she serves on the Housing Board as a representative for DSS.

Kevin Raymond- Thanked Janine for coming to St. Francis for the CCom meeting. Everyone very much appreciated her being there.

Kevin asked if the Contribution Agencies are getting the same amount of money they were allocated last year? Kevin also wondered if they are getting same amount of donations from private sources.

Hilda Barg- Asked if we had done anything by way of a letter or plaque to thank Stephen Blakely for his community service. Janine said that we had.

Ann Wheeler- mentioned that she got an invitation to the Scan Luncheon occurring on Friday April 1---Ann gave her invitation to Betty Vanegas.

Ann Wheeler said she had also received an invitation to the Social Worker Appreciation Month Celebration which will be held at the Potomac Library on March 24<sup>th</sup>.

**MOTION** made by Hilda Barg and seconded by Betty Vanegas to move into Executive Session at 7:30 PM. Motion passed.

**EXECUTIVE SESSION:**

**WHEREAS**, the Social Services Board desires to discuss in Executive Session matters relating to confidential personnel issues; and

**WHEREAS**, pursuant to Section 2.2-3711 VA Code such discussions may occur in Executive Session;

**NOW, THEREFORE, BE IT RESOLVED** that the Social Services Board does hereby authorize discussion of the afore-stated matter in Executive Session:

**MOTION** made by Ms. Barg and seconded by Ms. Vanegas that the meeting move into Executive Session to protect the privacy of individuals involved in personal matters not related to public business. Motion passed.

**CERTIFICATION:**

**WHEREAS**, the Social Services Board has this day adjourned into Executive Session in accordance with a formal vote of the Board and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, the Freedom of Information Act requires certification that such Executive Session was conducted in conformity with the law;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Social Services Board does hereby certify that to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Executive Session to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Executive Session was convened were heard, discussed or considered by the Board. No member dissents from the afore-stated certification.

**MOTION** made by Ms. Vanegas and seconded by Mr. Raymond to certify this Executive Session. Motion passed.

**MOTION** made by Ms. Barg and seconded by Ms. Covington to move out of Executive Session. Motion passed.

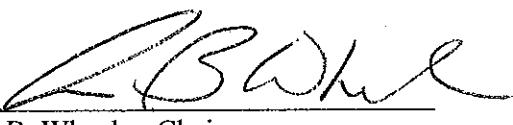
No actions were taken during the Executive Session.

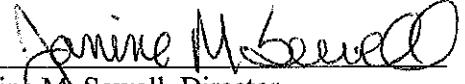
**BOARD MEMBER'S TIME (cont.)**

Hilda Barg asked Terri Stott about the Emergency Preparedness of the Juvenile Detention Center. Hilda wondered if there is enough food and supplies for the kids in case of an emergency. Terri said that yes, there is extra food, blankets and water, in addition to a first aid kit.

**ADJOURNMENT:**

**MOTION** made by Ms. Barg and seconded by Ms. Covington to adjourn the meeting at 7:58 p.m. Motion passed. Meeting adjourned.

  
Ann B. Wheeler, Chairman  
Prince William County  
Board of Social Services

  
Janine M. Sewell, Director  
Prince William County  
Department of Social Services