PRINCE WILLIAM COUNTY
BOARD OF SOCIAL SERVICES

REGULAR MEETING
MINUTES

January 18, 2011
Sudley North – Jean McCoy Room

BOARD MEMBERS PRESENT:
Ann Wheeler
Hilda Barg
Kevin Raymond
Molly Davis
Betty Vanegas
Margaret Covington

MEMBERS ABSENT:
Amelia May
George Orr

STAFF MEMBERS PRESENT:
Janine Sewell
Victor Evans
Lisa Tatum
Kay Taylor
Charles Toothman
Terri Stott
Linda Meier

PRESENTATION:
Sergeant Bassett of the Prince William County Police Department gave an overview as to what has been happening at the Winter Shelter. The Security Guard that was hired by the Shelter does an excellent job evidenced by the fact that there have only been seven (7) service calls made between November 1, 2010 and January 18, 2011, compared to thirty-six (36) service calls that were made during the same period last year. Terri Stott was asked to find out how much the security guard at the shelter costs. Ms. Wheeler asked that we talk about integrating his salary.

MINUTES:

MOTION by Ms. Barg and seconded by Ms. Davis to accept the minutes of January 4, 2011 as presented. Motion passed.

CITIZENS’ TIME:
No citizens present.

CONSENT AGENDA:
No items.
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ACTION ITEMS:

A-1 Draft CSA Letter to Legislators from BOSS

Ms. Sewell asked the board to look in their packets for the revisions Ms. May made and suggested be made to the Draft Letter. Ms. Sewell indicated that she would send a final copy to all the Board Members for them to send to their representatives.

MOTION by Ms. Barg and seconded by Dr. Davis that we forward the letter as revised by Ms. May. Motion passed.

DISCUSSION:

D-1 Services Positions Update – Kay Taylor

Ms. Taylor indicated that all positions are filled except for one employee that is resigning. The hope is to have all the nighttime positions filled by the end of January.

Ms. Taylor also gave a brief description of the Consulting Engagement Report that will be given to the County Board describing how CPS is doing. The consultant is very pleased so far and a third meeting with him has been scheduled. Ms. Taylor will get back to the Board in 2 months with a progress report.

D-2 Overview on how DSS interacts w/Schools – Kay Taylor

Ms. Taylor provided handouts to the Board with answers to the 10 questions asked by Mr. Raymond at the last Board Meeting. The Board was surprised when Ms. Taylor said that ‘thousands’ of calls come each year from the schools. Mr. Raymond asked how we handle all these calls with our limited staff. Ms. Taylor replied “we just do.” Mr. Raymond asked Ms. Taylor if she would follow up with the School Liaison system to see if they have some kind of formal report showing which schools report the most. Dr. Davis asked if there is anything that can or needs to be done to improve the relationship between the schools and DSS to help strengthen their perception that DSS really does take these complaints seriously. Ms. Taylor said we have developed for the schools intake scripts, PowerPoint presentations and have physically gone out to schools to tell them what should be reported. Although we do not have a central reporting system in place, Ms. Taylor explained that we do have procedures to facilitate communication between doctors, teachers, social workers and other professionals. Ms. Sewell said we are in a period of trust building and it is working slowly but surely. Ms. Barg commended Ms. Taylor for all of the work that she has done.

D-3 Budget Staff Report – Charles Toothman

Director’s report for FY 2011 – 2nd quarter handout given to Board. Mr. Toothman went over some of the details in the report and commented that overall, we are in very good shape except for some minor internal adjustments to the budget that still need to be made. Mr. Toothman plans to go into more detail on the budget at the next board meeting. Mr. Raymond asked if it is possible for the Board to get the next budget report before the next meeting. Mr. Toothman said yes and that he would take care of it.

DIRECTORS’ TIME:

Ms. Sewell apologized to Ms. Barg about having not yet submitted the Child Abuse Prevention Nomination. Ms. Sewell received an extension and plans to have nomination in by tomorrow
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(Wednesday, January 19) with letters of recommendation soon to follow. We would also like to nominate program staff at the Hilda Barg Shelter—probably in March.

Ms. Sewell went over a document outlining what we do when the Detention Center gets overcrowded. Although overcrowding was an ongoing concern in the 1990’s, we are back down to under 50 detainees with a 10 to 1 staff personnel ratio maintained. Unlike the 90’s, we now make frequent reports to the County about the detention center’s status. Ms. Sewell was asked about the Residential Service Report for the Board. Ms. Stott will provide it to the Board at the next meeting.

Ms. Sewell asked the Board if they would be interested in our periodically bringing in speakers to give presentations on Social Services programs. The Board was enthusiastic and asked that we look at some of our old minutes to see what past speakers have talked about so new areas of interest can be covered.

Ms. Sewell described her recent meeting with Chairman Corey Stewart. He asked many questions about the food stamp (SNAP) program as he has concerns about fraud, able-bodied citizens getting assistance especially since the fed changed the 3 month limit on receiving aid to ongoing. The Board suggested that we invite his aide (Alexandra) to meet and sit with an INTAKE worker so she can see the documentation that must be filled in to qualify for SNAP.

Budget meetings have not been confirmed but are tentatively set for either the 8th or the 22nd of March. Chairman Stewart indicated that he is not going to support our budget request. Dr. Davis and Ms. Barg both made suggestions for informing and educating all the Board of Supervisors about DSS, perhaps even inviting Chairman Stewart or Vice Chairman Caddigan to attend one of our Board Meetings. The Board agreed to table this idea for this Budget cycle.

Ms. Sewell represented that she planned to only offer one written Director’s Report a month to the Board.

Ms. Sewell has been invited and has accepted to serve as CO on the Board of Greater Prince William Community Health Center beginning January 24th.

Ms. Sewell and Ms. Tatum are heading to Richmond to attend the Virginia League of Social Services Executives Board Legislative meeting on January 26th and 27th. In addition, Ms. Sewell hopes to be able to meet with two or three Prince William County Legislators during her time in Richmond.

Ms. Sewell asked if the Board would like us to send them weekly legislative updates. Board members responded, “Yes, they enjoy them.”

**ANNOUNCEMENTS:**

Terri Stott will email to the Board the final version of the Winder Shelter brochure.

Terri Stott announced that 5 kids are getting ready to take their GED’s—she will let the Board know the outcome at next board meeting.

Lisa Tatum met with her Management Team today about moving to technology based solutions. A plan is being made to meet with Fairfax County to look at their system. Ms. Tatum also said that Human Services workers have had a hard time moving from 1 to 2 to 3—but there have been some improvements in that area.

Kay Taylor announced that the CPS hotline has changed to the Protective Services Hotline, to include
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Adult Protective Services. Concerns voiced by the community caused them to make the change and have resulted in far less complaints from the community as well as freeing up some caseworker time.

**BOARD MEMBERS TIME**

MOTION made by Chairman Wheeler and seconded by Ms. Barg to make nominations for the Chair and Vice Chair positions. Motion passed.

Nominations for Chairman; Ms. Barg nominated Ann Wheeler, and Mr. Raymond seconded. Nominations for Vice Chair: Ms. Barg nominated George Orr and Dr. Davis seconded.

Dr. Davis asked if there are ways to use volunteers for some SS jobs? Ms. Tatum said that we used to have a great volunteer program but it got cut.. She is currently looking for opportunities for volunteers.

Ms. Wheeler announced that she received a letter from the PWMA asking for us to recognize someone and asked if we would be interested in doing that. Ms. Barg said that she would get some more information and suggested that we think of someone we would wish to nominate.

Ms. Barg announced that Saturday, March 5th is Community Appreciation Day and called for nominations.

Ms. Wheeler asked if there was any news about the Board stipends. Ms. Sewell said she would find out if it had been presented to the Board of Supervisors.

Ms. Wheeler asked where our annual report it. Ms. Sewell said it should be ready by the end of the month. Ms. Wheeler asked that we not be late with next years’ annual report.

**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;
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NOW, THEREFORE, BE IT RESOLVED that the Prince William County Social Services Board does hereby certify that to the best of each member’s 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 Mr. Raymond and seconded by Dr. Davis to certify this Executive Session. Motion passed.

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

No actions were taken during the Executive Session.

ADJOURNMENT:

MOTION made by Ms. Barg and seconded by Ms. Covington to adjourn the meeting at 8:47 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