PRINCE WILLIAM COUNTY
BOARD OF SOCIAL SERVICES

REGULAR MEETING
MINUTES

February 1, 2011
McCoart Building—Occoquan Room

BOARD MEMBERS PRESENT:
Ann Wheeler
George Orr
Hilda Barg
Kevin Raymond
Molly Davis
Amelia May
Margaret Covington

MEMBERS ABSENT:
Betty Vanegas

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

MOTION to move Discussion Item D-4 Budget Resolution, to Action Item A-1 by Ms. Barg and seconded by Mr. Raymond. Motion passed.

ELECTION OF OFFICERS:

MOTION by Ms. Barg and seconded by Mr. Raymond to keep the officers as nominated at the last meeting of the Board. There being no other nominations, Ann Wheeler was elected Chairman by acclamation and George Orr was elected Vice-Chair by acclamation.

MINUTES:

MOTION by Ms. Barg and seconded by Ms. Davis to accept the minutes of January 18, 2011 as presented. Motion passed.

CITIZENS’ TIME:
No citizens present.

CONSENT AGENDA:
No items.
ACTION ITEMS:

A-1 Budget Resolution

Charles Toothman discussed with the Board the reconciliation budget document enclosed in their packets. Mr. Toothman requested that the Budget Resolution containing a net expenditure increase of $496,000, be approved by the Board so it can be submitted to the Board of Supervisors for approval. It is currently scheduled to be on the BOCS February 15, 2011 Agenda.

MOTION by Ms. May and seconded by Dr. Davis that the budget resolution be approved. Motion passed.

DISCUSSION:

D-1 Board Stipend – Janine Sewell

Ms. Sewell informed the Board that the Executive Office is not proposing any raise in stipend for any Board for the upcoming fiscal year. Ms. Sewell has requested a copy of a report that was supposedly conducted about how stipends are decided and what other PWC Board members receive as a stipend, but has not received it as of yet. Ms. Wheeler requested that we track down the study for our Board members. Ms. Wheeler also proposed that Board members talk to their Supervisors about a raise in their stipend.

D-2 Annual Report – Janine Sewell

The Board was impressed by as well as really liked the Annual Report. The Board was informed that copies will be mailed to a list of people including the BOCS, County Executives and our contribution agencies, among others. Board members suggested that we also send out to PWC Judges and local churches.

D-3 Volunteers – Kay Taylor, Linda Meier

Linda Meier explained to the Board what process is currently in place by the County for getting volunteers. Basically it is up to each department to write a job description for a needed volunteer, submit it to H.R. for approval, and then interview anyone that might apply for the job. Kay Taylor said that because we do not have an in-house staff volunteer coordinator in place anymore that it could cause a problem as it would be up to already over-taxed staff to do background checks, supervise and manage any volunteers we might get. Terri Stott said that they use volunteers at the Juvenile Detention Center extensively but they are managed by a staff member (Jayne Frelin) and agreed with Kay Taylor that it’s a big job to administer. Lisa Tatum said that BECC uses the Senior Group, the National Council on Aging to do filing, shredding, and other administrative (not confidential) work. Kay uses VCU student interns for her area, but because of workmen’s comp, liability issues language in George Mason University’s intern work program,
cannot use GMU interns. Linda Workman has to manage the interns and they have to have a social work degree. Kay Taylor will follow up with Linda Workman regarding GMU students.

**DIRECTORS’ TIME:**

Janine Sewell told the Board about the Supervisor Training session that was held at the Development Services Building on January 28. We received positive feedback from the staff who also indicated that they would like to have more departmental training sessions conducted for employees.

Ms. Sewell said that we hired 10 new employees in January.

Ms. Sewell met with Terri Stott, Denise Dade and Pat Johansson at the Winter Shelter. The group looked at the video camera protection system in place. The fences have been fixed and there is access to the grounds. The grounds are clean; the staffs at the Winter Shelter have done a great job, and, overall, things are looking good there. Discussion focused on future plans on how DSS can better serve the homeless. ACTS presented a 10-yr plan to end homelessness to the Board (BOCS) today.

Ann Wheeler inquired about the electrical outlet problems at the Winter Shelter and suggested that if the problems with blown electrical outlets keep happening, the outlets that frequently go out should be clearly marked to insure people do not overload them.

Janine Sewell showed the new Evaluation Forms to Board. The new forms will have one county goal, one departmental goal, and three employee goals for each employee. The new forms were also discussed at the supervisor’s training and the point was made that there is a value system to evaluating an employee’s performance regardless if it’s attached to a monetary boost in salary. The Board asked Janine to remind them to set up her goals for her evaluation.

BOCS have asked that new employees, employed after July 1, 2010, begin paying 5% of their salary into the Virginia Retirement System as of July 1, 2011. This could change depending on a vote by the General Assembly. The County Exec (Melissa) felt it was important, because of what is going in the Commonwealth, that employees be informed of this change now. If this change does go through, there might be a merit increase to help alleviate the 5% reduction in employees’ paychecks.

Janine gave the Board a draft staff presentation schedule of programs to be presented at our 1st meeting of each month. The Board thought the topics sounded interesting.

There is not an official Director’s report this meeting as Cheri Sheehan, who prepares the reports, lost electricity in the recent ice storm and did not get it restored in time to finish preparing it. She will have it for the next meeting.
Legislative Report—Lisa Tatum and Janine Sewell went to Richmond to the VLSSE meeting on January 26 & 27. They met with Senator Barker’s aid about restoring our budget. They also had a quick, stand-up meeting with Delegate Torian and a meeting with Del. Lingamfelter’s aid. They did have the opportunity to sit down with Senator Colgan and talk about the money DSS needs. Paperwork was left for (or mailed to) all of the Senator’s and Delegates.

**ANNOUNCEMENTS:**

Kay Taylor met again with Robin Howard regarding the consulting engagement with CPS. Mr. Howard said he feels very pleased about the outcome of his review and wants to put it together as a model for other departments. CPS soft skills are very good; covering, good; and collaboration skills, good. Mr. Howard has begun to write up a report that he will present to BOCS.

Lisa Tatum announced that February is BECC month. A Commendation for the staff celebrating their work was signed by Ann Wheeler.

Alexandra Redman is coming to the BECC office to shadow a worker next Monday at the Manassas office. She indicated that she is happy and willing to do it.

Terri Stott handed out the JDC weekly report to the Board.

Terri Stott told the Board that the COC submitted an annual grant proposal to HUD asking for $680,000+ and recently found out that they had been awarded the grant! A press release about it should be coming out shortly.

Outreach Detention—GED test was taken by one person. The others are just not ready yet. The person who did take it passed and received the 2nd highest score. Terri Stott said that a partnership with the Graffiti Abatement program has been formed. One advantage of this partnership is that it will help kids get community service hours. The Outreach to Detention has landed on a name—Juvenile Pretrial Supervision Program. Terri also informed the Board that PWC Judges have selected June 7 as their meeting date with the BOSS.

The Board asked Terri to have them put on the Winter Shelter weekly report distribution list.

The Security Guard at the Winter Shelter costs about 20K annually. Charles and Terri think we can sustain the cost. Ann Wheeler wants us to get a Security Guard salary incorporated into next year’s budget.

Victor Evans thanked the Board for finalizing the letter to State Legislators’ regarding the Governor’s proposed GY 2012 Budget Related to CSA. CPMT wrote a similar letter to different agencies and has received a lot of support. It’s important to get the message in the hands of elected officials who will also keep us aware of the counter-bills that have been put forward.

Victor Evans discussed with the Board CPMT’s status of residential placements. He went over the PWCA 12-Month Residential Count Chart and explained that the change in the count they
are seeing is due to the fact that we are seeing more and more kids. He also explained that it will be problematic for the budget if we start off next year with lots of children in Residential.

**BOARD MEMBERS TIME**

Since the Federal Government recently released their latest healthy eating guidelines to the public, a discussion ensued about the idea of giving customers a discount with their SNAP card on produce. The WIC program has already changed to make it easier to buy healthy food.

George Orr recently read that baby-boomers percentages are high for people who have lots of experience and who want to give back. Mr. Orr told us about two Federal Government sites you can go to look for volunteer opportunities.

Mr. Orr spent a week at the Hilda Barg Shelter. Some of the facility is going down hill a bit and there are things that need some attention. Hilda Barg is aware of the problems.

**EXECUTIVE SESSION:**

No Executive Session held.

**ADJOURNMENT:**

**MOTION** made by Ms. May and seconded by Mr. Orr to adjourn the meeting at 8:05 p.m. Motion passed. Meeting adjourned.

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

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