PRINCE WILLIAM COUNTY
BOARD OF SOCIAL SERVICES
MEETING MINUTES
February 4, 2014
Powell’s Creek Conference Room – McCoart Building

BOARD MEMBERS PRESENT:
George Orr
Hilda Barg
Margaret Covington
Kevin Raymond
Mary Beth Michos

MEMBERS ABSENT:
Scott Weible
Hammad Khan
Greg White

DEPARTMENT STAFF MEMBERS PRESENT:
Janine Sewell
Kay Taylor
Lisa Tatum
Levi Bass
Phyllis Jennings-Holt
Charles Toothman
Victor Evans
Linda Meier
Julie Ericson
Bud Anglin
John White

Chairman Orr opened the meeting at 6:30 PM.

MINUTES:
MOTION by Ms. Barg and seconded by Mrs. Covington to approve the minutes of January 7, 2014. Motion approved.

CITIZENS’ TIME:
No Citizens present.

PRESENTATION:
VIEW Employment Program and SNAPET Employment Program, Bud Anglin and Julie Ericson, BECC

Lisa Tatum introduced John White, Manager of Employment Programs, and then introduced Bud Anglin and Julie Ericson to the Board.

Bud Anglin, VIEW Program Case Manager, began the presentation explaining what participation rates are, how they are calculated and how they affect the work that VIEW does.
View’s main goal is to help people move into employment. Once a client is referred into the program, workers look at their strengths and assess their goals. In 2013, the View group received 756 referrals and helped over 450 people find employment. Currently, the participation rate for January is 54%. Mr. Anglin explained that the majority of clients they work with are trying hard to move off of welfare and truly want to get jobs.

Julie Ericson, SNAPET Case Manager explained that SNAPET was designed to assist SNAP recipients. She works with recipients to assess their skills and to help them gain employment. Ms. Ericson has become involved with the prison reentry program and is currently working with 5 inmates that have entered the SNAPET program to educate them about employment opportunities, anger management, the healthy family program, substance abuse, immigration services and housing. Hilda Barg would like to have a presentation about the prison reentry mentor program.

**ACTION ITEMS:**

A-1 Approve Board Rules of Procedure

**WHEREAS,** the Board of Social Services recognizes that its meetings are public; and,

**WHEREAS,** the Board of Social Services wishes to permit public access to involvement in the deliberations while at the same time ensuring appropriate order and control;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Social Services, at its meeting on February 4, 2014 does hereby re-affirm the Rules of Procedure for Board meetings.

**FURTHER, BE IT RESOLVED** that the Rules of Procedure shall be reviewed annually in January, and in the event that there is not meeting in January or new rules are not adopted in January, the existing Rules of Procedure shall continue in effect until the Board reaffirms or adopts revised Rules of Procedure.

**MOTION** to approve item A-1 with amended date of February 4, 2014 by Kevin Raymond and seconded by Hilda Barg. Motion unanimously approved.

A-2 Approve Delegation of Authority to Director

**WHEREAS,** the Board of Social Services of Prince William County is charged by the Code of Virginia with administering Social Services Programs in Prince William County, and by the Board of County Supervisors with administering other Human Service Programs such as Residential Services and Emergency Crisis Services for Children; and

**WHEREAS,** the Board believes that to enhance administrative effectiveness, day to day operating responsibilities should be delegated to the Director on a systematic basis; and
WHEREAS, the Board reviews and wishes to review and affirm annually, those powers and responsibilities that it delegates to the Director of Social Services; and

WHEREAS, the Board has expressed a desire to delegate the authority to approve plans for adoption subsidies and the amount of special service payments; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Social Services, at its meeting on February 4, 2014 has reviewed the list of delegations of authority and affirms with those specific powers and responsibilities to be delegated to the Director. The list of delegations to be reviewed annually.

MOTION to approve item A-2 with amended date of February 4, 2014 by Margaret Covington and seconded by Mary Beth Michos. Motion approved by unanimous consent.

A-3 Approve Delegation of Signature Authority

WHEREAS, the Board of Social Services of Prince William County is charged by the Code of Virginia with administering Social Services Programs in Prince William County, and by the Board of County Supervisors with administering other Human Service Programs such as Residential Services and Emergency Crisis Services for Children; and

WHEREAS, the Board believes that to enhance administrative effectiveness, day to day operating responsibilities should be delegated to the Director on a systematic basis; and

WHEREAS, the Board reviews and affirms annually, or as changes occur in personnel, those powers and responsibilities that it delegates to the Director of Social Services; and

WHEREAS, the authority to execute those powers and responsibilities may be needed during the Director’s absence from the local Department for an extended period of time;

NOW, THEREFORE, BE IT RESOLVED that the Board of Social Services, at its meeting on February 4, 2014 does hereby reaffirm the delegation of signature authority in the Director’s absence for signing state and local Department of Social Services' documentation to the following staff:

Personnel, Travel, and Administrative
Janine Sewell, Director
Carlessia Taylor, Deputy Director
Charles Toothman, Administrative Manager
Trac O’Keefe, Senior Accountant
Sandy Keys, Senior Accountant
Linda Meier, Administrative Support Coordinator II
Lisa Tatum, Chief of Benefits, Employment & Child Care
Phyllis Jennings-Holt, Chief of Services
Leviticus Bass, Residential Services Division Chief
Debbie Carter, Manager of Personnel
For Fiscal Management and Administrative
Janine Sewell, Director
Carlessia Taylor, Deputy Director
Charles Toothman, Administrative Manager
Trac O’Keefe, Senior Accountant
Sandy Keys, Senior Accountant

For Residential Services and Homeless Programs:
Janine Sewell, Director
Carlessia Taylor, Deputy Director
Charles Toothman, Administrative Manager
Trac O’Keefe, Senior Accountant
Leviticus Bass, Residential Services Division Chief
Scott Facyson, Juvenile Detention Home Superintendent
LoToya Blake, Homeless Services Coordinator (Homeless Programs only)
William Jackson, Molinari Juvenile Shelter Supervisor

Emergency Crisis Services for Children
Janine Sewell, Director
Carlessia Taylor, Deputy Director
Phyllis Jennings-Holt, Chief of Services
Leviticus Bass, Residential Services Division Chief
Jose Sepulveda, Social Work Manager
Lena Purifoy, Social Work Manager
Gloria Washington, Social Work Manager

MOTION to approve item A-3 with amended date of February 4, 2014 by Mary Beth Michos and seconded by Margaret Covington. Motion approved by unanimous consent.

A-4 Mid-Year Budget Resolution
Charles Toothman went over the mid-year budget reconciliation with the Board. Currently our FY14 spending is a bit less than it was this time last year, though we are still on track to spend the same as last year overall.

WHEREAS, the Department of Social Services (DSS) receives supplemental funding allocations for some program areas from the Virginia Department of Social Services (VDSS), and

WHEREAS, these funds are needed for program services that are time sensitive and should be budgeted and appropriated for the continuation of service delivery at DSS, and

WHEREAS, the Finance department has verified the award of said funds and the need described herein to budget and appropriate $17,786 for services that are time
sensitive and must be budgeted and appropriated for the continuation of service delivery at DSS, and

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of Social Services does hereby accept, budget, and appropriate in the FY14 Department of Social Services budget one-time revenue and expenditure increases of $100,145 which will be used to fund child welfare and other programs and increase on an ongoing basis both the expenditure and revenue budget by $17,786 as follows:

### ONE-TIME REVENUE ADJUSTMENTS

<table>
<thead>
<tr>
<th>OCA</th>
<th>SUB OBJECT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>505081</td>
<td>1432</td>
<td>TANF-Foster Care-State BL811</td>
<td>$10,000</td>
</tr>
<tr>
<td>505081</td>
<td>1719</td>
<td>TANF - Foster Care - Fed BL811</td>
<td>$10,000</td>
</tr>
<tr>
<td>505240</td>
<td>1780</td>
<td>Categorical Aid - Grants</td>
<td>$3,000</td>
</tr>
<tr>
<td>505099</td>
<td>1395</td>
<td>Auxiliary Grant BL 804</td>
<td>$72,000</td>
</tr>
<tr>
<td>503060</td>
<td>1431</td>
<td>Respite Care BL 864</td>
<td>$5,000</td>
</tr>
<tr>
<td>503748</td>
<td>1160</td>
<td>Gifts and Donations private Source</td>
<td>$145</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Net Revenue Adjustments</strong></td>
<td><strong>$100,145</strong></td>
</tr>
</tbody>
</table>

### ONE-TIME EXPENDITURE ADJUSTMENTS

<table>
<thead>
<tr>
<th>OCA</th>
<th>SUB OBJECT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>505081</td>
<td>5722</td>
<td>Child Care - Center Based</td>
<td>$18,000</td>
</tr>
<tr>
<td>505081</td>
<td>5733</td>
<td>Child Care - Family Based</td>
<td>$2,000</td>
</tr>
<tr>
<td>505240</td>
<td>5764</td>
<td>PS - Children</td>
<td>$3,000</td>
</tr>
<tr>
<td>505099</td>
<td>5769</td>
<td>Adoption Subsidy IV-E R&amp;B</td>
<td>$72,000</td>
</tr>
<tr>
<td>503060</td>
<td>5726</td>
<td>Residential Room and Board</td>
<td>$5,000</td>
</tr>
<tr>
<td>503748</td>
<td>5730</td>
<td>Rental Assistance</td>
<td>$145</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Net Expenditure Adjustments</strong></td>
<td><strong>$100,145</strong></td>
</tr>
</tbody>
</table>

### ONGOING REVENUE ADJUSTMENTS

<table>
<thead>
<tr>
<th>OCA</th>
<th>SUB OBJECT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>506128</td>
<td>1924</td>
<td>Trans from Housing &amp; Comm Devel</td>
<td>$9,680</td>
</tr>
<tr>
<td>506240</td>
<td>1500</td>
<td>State Grants</td>
<td>$8,106</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Net Revenue Adjustments</strong></td>
<td><strong>$17,786</strong></td>
</tr>
</tbody>
</table>
ONGOING EXPENDITURE ADJUSTMENTS

<table>
<thead>
<tr>
<th>OCA</th>
<th>Sub Obj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>506128</td>
<td>3720</td>
<td>Cleaning Services</td>
<td>$8,500</td>
</tr>
<tr>
<td>506128</td>
<td>5442</td>
<td>Building Custodial Supplies</td>
<td>$680</td>
</tr>
<tr>
<td>506128</td>
<td>5591</td>
<td>Travel/Subsistence/Lodging</td>
<td>$500</td>
</tr>
<tr>
<td>506240</td>
<td>5555</td>
<td>Rec &amp; Ed Materials &amp; Supplies</td>
<td>$8,106</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Net Expenditure Adjustments</strong></td>
<td><strong>$17,786</strong></td>
</tr>
</tbody>
</table>

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that since sufficient general funds are available in the DSS FY14 budget to meet federal funds matching requirements but must be transferred between funds as follows, the Board of Social Services does hereby authorize said transfer as follows:

**Reduce Expenditure**

<table>
<thead>
<tr>
<th>OCA</th>
<th>Sub-Obj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>506148</td>
<td>5800</td>
<td>Undistributed and Misc.</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**Increase Expenditure**

<table>
<thead>
<tr>
<th>OCA</th>
<th>Sub-Obj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>505009</td>
<td>5769</td>
<td>Transfer to Capital Project</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**MOTION** to approve item A-4 by Margaret Covington and seconded by Mary Beth Michos. Motion approved by unanimous consent.

**DISCUSSION:**

D-1 January 29th PIT Count
Levi Bass informed the Board as to how the PIT count went. We don’t have the final figures yet but expect to have the numbers compiled over the next 30 days or so.

D-2 2nd Quarter Director’s Report for BECC, Services and Residential
Lisa Tatum went over the highlights of the BECC 2nd FY14 quarterly report. Affordable Care Act has had an impact in that there has been a tremendous increase in Medicaid applications since October 1. Lisa explained that, due to the increase, BECC is only 50 to 60% timely in processing applications.
Phyllis Jennings-Holt -- reviewed Services Division’s numbers with the Board. Informed the Board about the donated baskets they received for the holidays.

Levi Bass began by reviewing the Residential Services report. Molinari is receiving a SMART Board donated by PWC Schools! 14 GED’s at JDC. Instructor is working with 8 or 9 more kids getting them ready to take the test. In addition, some kids doing college prep.

Homeless Services- the application for the HUD Grant that they have been working on since December has been completed and submitted. We should hear back shortly—it is a grant that we get every year. The Coc HSG grant we are currently applying for should be worth close to $1M dollars for the County.

DIRECTOR’S TIME

DT-1 Community Resource Fairs and Events
The BOCS Chairman issued a directive inquiring if VDSS or PWC DSS encourage citizens to apply for benefits. Ms. Ericson, who gave a presentation earlier this date on SNAPET applicants, attends Resource Fairs at the Adult Detention Center. We also participate with the Prison Reentry Council and work with inmates to give them information as well. Janine asked our Board if they thought our participation in these kinds of events could be construed as ‘recruiting’. Hilda Barg thinks we need to get out the information to those that might need it—it is up to them to decide if they want to apply—we are not recruiting—just informing. Janine wanted to make sure BOSS supported the Department to participate in community resource fairs and events.

DT-2 March 4th meeting at HBC
The March 4th BOSS meeting will be held at the Hilda Barg Center.

DT-3 BOCS Budget Amendment – February 11, 2 PM
The presentation to BOCS will be next Tuesday. It will not be listed under consent agenda and we are not sure where it will be on the agenda at this time.

DT-4 Legislative update
Earlier, Janine emailed Board members 28 pages of updates for their information for their review.

ANNOUNCEMENTS:
Lisa Tatum -past two Saturdays, earned income tax prep has been offered at the Ferlazzo Building. It has been very well organized and well done.

Levi Bass- thanked Hilda for coming to the Drop-in Center/Winter Shelter during the time the hours were extended due to weather. FEMA grant- we will receive about $54k for emergency services this year for food supplies and equipment. We are posting an ad in the paper with an announcement hoping to get people to apply so we can get these funds. Also in the process of applying for VJJSA funds-it is time to apply for 2016. George Orr would like a list of grants that we apply for.
Levi also explained that it has been a very active year for extending the time at the shelter. We are projecting another 15 days between now and the end of March that hours will have to be extended. During this period, the population at the shelter has averaged about 43. We have only had two days that we were at full capacity. The estimated cost for extended hours as if now is $4300.00. They estimate an additional $3400.00 if another 15 days of extended hours are used. There will be a Town Hall meeting, organized by CCOM, at the Drop in center. There is concern about the rules and how they are applied and the want to explain to the clients just how they work. George Orr wants for us to look at CCOM’s rules manual to make sure we are operating in a similar fashion.

Phyllis Jennings-Holt - we only have 2 vacancies at the moment.

Janine - There are only 14 vacancies for the whole department for the month of January.

We are approved for the facility dog! Sarah Weatherford is in NY getting matched up to a dog! There will be a Press release sent out to the media. There will also be trainers coming in April.

Victor Evans - Department is doing major upgrading of computer systems—mainly ‘Harmony’—Victor is involved with this. In March, premier training for sex trafficking victims begins.

**BOARD MEMBER’S TIME:**
Margaret Covington stopped by SERVE and they have been busy.

Hilda Barg thanked Levi for showing her around the shelter. Never saw a bunch of people so appreciative for having a place to be. Very clean and in good shape.

George Orr would like the board members to be prepared for an executive work session at next meeting.

**ADJOURNMENT:**
**MOTION** by Mrs. Barg and seconded by Mr. Raymond to adjourn the meeting at 8:26 p.m. Motion passed. Meeting adjourned.

George H. Orr, Chairman  
Prince William County  
Board of Social Services

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