PRINCE WILLIAM COUNTY
BOARD OF SOCIAL SERVICES
MEETING MINUTES
July 10, 2012
Sudley North Government Center – Jean McCoy Room

BOARD MEMBERS PRESENT:
George Orr
Margaret Covington
Scott Weible
Gregory White
Hammad Khan
Kevin Raymond
Muneer Baig
Hilda Barg

MEMBERS ABSENT:
All present.

STAFF MEMBERS PRESENT:
Kay Taylor
Lisa Tatum
Charles Toothman
Phyllis Jennings-Holt
Victor Evans
Linda Meier

The meeting was formally convened at 6:30 p.m. by Chairman George Orr.

MINUTES:
MOTION by Ms. Barg and seconded by Mr. Weible to accept the minutes of June 5, 2012. Motion passed.

CITIZENS’ TIME:
No citizens present.

CONSENT AGENDA:
C-1 Linda Moore, Disability Services Board – Human Rights Awardee 2011

MOTION by Ms. Barg and seconded by Mr. White to approve. Motion passed.

C-2 Pat Johanson, Supervisor, Homeless Programs

MOTION by Mrs. Covington and seconded by Mr. Raymond to approve. Motion passed.
Mr. Raymond asked about Pat Johanson’s replacement. Levi Bass is waiting to discuss a candidate he has in mind with Janine Sewell before he makes an offer for the position. Kevin Raymond asked that we email the Board when the candidate is hired/approved.

**ACTION ITEMS:**
A-1 Accept, Budget and Appropriate in the FY 2013 Department of Social Services Budget Ongoing Net Revenue and Expenditure Increases of $1,109,099 To Reconcile Differences between the County’s Current Budget and Actual State Funding Allocations

Charles Toothman explained that this is part of the annual reconciliation process—an annual exercise to true-up the County budget with the allocations of the state. Charles went over the adjustments needed to true-up the accounts.

**MOTION** by Ms. Barg and seconded by Mr. White to approve item A-1. Motion passed.

**DISCUSSION:**
D-1 Monthly Budget Update – Charles Toothman
Charles went over FY12 financial statement ending May 31. DSS is under spent by $200,000 and still does not have all revenues in. Salary and fringes are more on target this year then they have been the last two years. Muneer Baig asked Charles to explain seat management fees and why they are so hard to project. Charles explained that we have changed providers this year which has helped a lot. It was suggested that we invite Tom McQuillian to one of the Board meetings to explain IT and seat management fees.

D-2 Board Member’s Assignment to Program Area of Interest
Hammad Khan explained his idea about assigning each Board Member to take responsibility for one subject area (of which they have some expertise) to benefit the Department. Asked members that they think about what they would like to focus on over the break. Hilda Barg wants to discuss a plan for the board members in depth at a board meeting in September.

**DIRECTOR’S TIME:**
DT-1 Federal Title 4-E Foster Care Reviews and Subsequent Repayments
Kay Taylor sat in for Janine Sewell in her absence. Kay explained to the Board that DSS’ across the State are starting to have a lot of reviews of their cases. There has been some talk about pay backs which could be 100’s of thousands of dollars if these cases are not worked correctly. We are having a title 4E review starting next Monday. Carmen Pruitt has 2 workers that process all the paper work. One worker was sent to the State to learn everything DSS needs to do. Prior to Monday, workers have pulled and reviewed
all the cases and have checked with finance to make sure they are all correct. If they
spotted something that did not look correct, they went back to workers to get more
information. They have already reviewed 20+ jurisdictions. Overall, PWC DSS seems
to be in pretty good shape—we will keep the Board updated. Kevin asked how much we
could be fined. It varies and depends upon the case.

DT-2 FY14 Budget Report
Kay Taylor informed the Board that the Budget Congress will meet tomorrow. The first
meeting will focus on unmet critical needs and another section called, ‘have to do’s’.
One of DSS’s have to do’s has to do with our VOA contract. We are asking for 10 ½
positions throughout the department. Kay explained that they are categorized as legal,
financial, of benefit to community, and overall risk to quality of life. Last week,
contribution agencies were added to it so we had to rate them. Victor Evans explained
that this exercise is leading up to six 5-yr plan scenarios that will be presented to the
Supervisors at the end of September. Eventually we will have some finality and we will
keep the Board informed.

DT-3 Cooling Center Update
On June 30 we opened a cooling center in two of the high schools due to the massive
power outages as a result of the Derecho. On Monday, July 2 we had one high school
open in the west side of the County and the Ferlazzo Gym in the east side open and
available. Nobody really used them.

We had a fire that displaced 90 people (apartments in Woodbridge). We spoke with the
Red Cross about opening a shelter, but the Red Cross was able to help all the displaced
relocate and we did not open a shelter.

Discussion around opening vs not opening a shelter ensued.

ANNOUNCEMENTS
Lisa Tatum informed the Board that DSS will be vendors at the ADA Fair in Manassas
on Saturday. DSS is doing more things to connect to the community.

SNAP is going to a staggered schedule beginning Oct. 1. CommonHelp demo will be
given at end the of September for community partners.

BOARD MEMBER’S TIME
Thanks for the work on the budget congress-Gregg White
ADJOURNMENT:  
MOTION by Mr. Raymond and seconded by Mr. White to adjourn the meeting at 8:00 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