PRINCE WILLIAM COUNTY
BOARD OF SOCIAL SERVICES
MEETING MINUTES
June 21, 2011
McCordt Building, Occoquan Room

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

MEMBERS ABSENT:
George Orr

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

Chairman Ann Wheeler opened the meeting at 7:00 PM.

MINUTES:
MOTION by Ms. Barg and seconded by Mr. Raymond to accept the minutes of June 7, 2011 as presented. Motion passed.

CITIZENS' TIME:
No citizens present.

CONSENT AGENDA:
None.

ACTION ITEMS:
A-1 Approve the request to provide funding of approximately $2300.00, as outlined in the request to extend the hours at the Drop-In center during the summer of 2011, to make possible its use as a cooling center for the homeless.

WHEREAS, the Prince William County Board of Social Services has received a request by James M. Tefft of the Cooperative Council of Ministries (CCOM) for funding to provide additional hours as needed for the Drop-In Center to make possible its use as a cooling center; and
WHEREAS, the estimated cost to keep the Drop-In Center open additional hours during the months of July and August 2011 is $2,300.00;

NOW THEREFORE BE IT RESOLVED that the Prince William County Board of Social Services does hereby accept, budget and appropriate $2,300.00 to the Drop-In Center to for the purpose of extending its hours as needed for operation as a cooling center, as outlined by James Tefft.

MOTION by Mr. Raymond and seconded by Mrs. Covington to approve Action item A-1 as presented. Motion passed.

DISCUSSION:
D-1 Board Retreat Recap – Ann Wheeler

Ann Wheeler discussed sources of money and resources that the Board could tap. She asked DSS Staff to come up with a list, over the next week or so, of any needs they see, within the department, that Board Members may be able to help with by obtaining outside services. Chairman Wheeler asked that we put ‘Outside Resources’ as a discussion item on the July agenda.

Ann Wheeler went over the action items in the Board Retreat notes. Janine Sewell told the Board that Desiree Wolfe is going devise a strategy to facilitate a conversation about a media plan for the Department. Ann Wheeler asked Janine to bring the media plan the Leadership Team wrote up to the next Board meeting. Ann also asked Linda Meier to remind her and Kevin Raymond to get together over the next couple of months’ to revamp the Director’s Report. Ann Wheeler asked Janine if she would ask Michelle Casciato to come to the July 19 BOSS meeting to talk about the Budget Congress Process.

The Board would like to further refine the goals they have been working on at the July 19 meeting and complete their goals in September.

D-2 FY12 Budget Briefing – Mark Veney

Mark Veney presented an overview of the 2012 budget. There is an overall reduction of 1.1M in our budget due to a reduction of state and fed government monies. We do have an offset from an increase in county money which will result in an overall reduction of 566k for FY12. In six months we will be able to see what our actual expenditures are.

Kevin Raymond asked if the reduction will effect the hiring of the 8 new BECC positions. Lisa Tatum said no and that she is starting interviews this coming Friday. There have been many applicants, and she is feeling confident about getting all positions filled -- hopefully by the end of July.
Mark Veney explained how the County uses the ‘Snapshot method’ to anticipate salaries for the budget.

Janine was asked about the ‘turnback’ money and she told the Board that we won’t know the results of our proposal for that money until the end of July. The ‘turnback’ money we are requesting is local money that we hope to use for certain infrastructure needs at the JDC; air conditioning, venting, locks and new cameras.

Hilda Barg asked, if money was appropriated to purchase cameras earlier this year, why we don’t have enough of them? Janine Sewell told the Board that we only replaced the DVR’s (not cameras) needing urgent replacement. The cameras were not replaced and it was not known that they needed to be until after the DVR replacement. Ann Wheeler, as well as the rest of Board thought that the cameras were part of the replacement. Terri Stott said that a task force has looked at how other needed equipment can be phased in and has identified the costs of obtaining new equipment—the issue has been the lack of money to purchase all needed equipment. The top priority at the time replacement money was appropriated was to replace the DVR’s knowing that, by having carry-over money this year, we would be able to get the cameras plus other needed equipment and infrastructure repairs.

Ann Wheeler asked that we talk about the ‘turn-back’ money at the next Board meeting. Hilda Barg said that if JDC does not have the cameras needed and something happens, the Board will be blamed. Ms. Barg believes that we should go to the BOCS and tell them that we have an emergency.

Janine Sewell told the Board that she will send them the document that DSS sent to the BOCS to ask for ‘turnback money’.

Hilda suspects that their might be grant money out there somewhere for cameras.
The Board sees this as a RISK issue and wants to go on record with that.

Kevin Raymond asked if there are other things we need for the Molanari Shelter and/or other DSS buildings?

Ann Wheeler asked Terri Stott to find out how much footage the police were able to get when they had the gang attack incident at JDC since it turns out the DVR that recorded the incident was malfunctioning.

**DIRECTOR’S TIME:**

*DT-1 Cooling Center*

Jim Tefft of CCOM has requested funding from DSS to extend the hours at the Drop-In Center during July and August, so as to use it as a cooling center. Terri Stott prepared a cost analysis which Janine Sewell went over with the Board. Terri worked up another request for extended hours at the Winter Shelter. Janine asked the Board for their input and what they think DSS should do. Ann Wheeler doesn’t think it unreasonable to help the homeless when it is hot. Kevin
Raymond thinks we should keep it open as long as we can and get money shuffled around in order to do it. The Board says do it! When Board members suggested that some of the extended hours might be shifted to the afternoon when temperatures are the hottest, Terri Stott explained that volunteers are on a schedule to provide meals as well as a system of other services. The Drop In Center will provide additional hours over and above what they do at present to provide a cooling center for the homeless when it is over 95 degrees outside. This item is being added to these Minutes as an Action Item (A-1).

The Board decided to table the winter shelter proposal for now and will put it in a future budget discussion.

DT-2 July Calendar of Events & Talking Points

Janine gave an update to the Board on the status of the Homeless Task Force. Lingamfelter wants to have a central intake process for the homeless to provide single occupancy units.

Hilda Barg would like to be informed when the Task Force is planning to meet next. She requested that we send the Board an email when we have the information.

Janine informed the Board that DSS sent out a press release describing the cooling assistance program.

Lisa Tatum put together information on the additional BECC positions for the Board and gave them a handout. DSS is trying to find additional space in the Ferlazzo Building to house more staff.

ANNOUNCEMENTS
Lisa Tatum told the Board that at the July 19th meeting we are planning to have a presentation on the child care automation pilot program.

Kay Taylor spoke about abused Adults and APS. Kay is going to ask for another APS worker and 2 treatment workers. Kay Taylor was asked about the ‘aging of the population’ and said she would get that information from Lynda Workman. Hilda Barg asked how many APS cases are currently being worked on. Kay Taylor said 28 (64 calls of which 28 were screened out). Kay also said that we are behind on processing UAI’s as they have had 44 come in and they each take 4 hours to process.

BOARD MEMBER’S TIME
Ann Wheeler asked Linda Meier to look through past Board Minutes and find out what time Board Meetings have ended over the last two years.

Ann Wheeler asked about the Foster Parent presentation at BOCS today. Mark Veney said it went very well and that pictures were taken.
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 member; 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. Barg and seconded by Mrs. Covington to certify this Executive Session. Motion passed.

MOTION made by Mr. Raymond and seconded by Dr. Davis 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. Vanegas to adjourn the meeting at 8:42 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