

MINUTES

CARROLL COUNTY, VIRGINIA

Board of Social Services

February 21, 2023

Susan Clark Chairman of the Board, called the February 21, 2023 meeting to order at 6:00 p.m. in the conference room of the Carroll County Department of Social Services with a quorum present. Board members present were: Ms. Lisa Gardner, Mr. Jody Early, Ms. Janice Crotts, Mr. Roger Cooley and Mr. Fred Bobbitt. Also present was Teresa Isom, Director of Carroll County Department of Social Services (CCDSS), and Jessica Crotts, Administrative Services Manager (ASM) of Carroll County Department of Social Services.

A community member was present for public comment. The community member stated the board minutes for October, November, and December had not been posted to the DSS website, and asked why this was since according to code the minutes needed to be published. The citizen reported to the new board members that she has been to multiple meetings voicing concerns about her grandson. The citizen stated she was denied a closed session meeting, and was forced to provide a Child Protective Services report in open session. The citizen reported concerns that the information provided in the November 2022, was not provided in its entirety to Roanoke County DSS. The citizen asked if the breakdown in communication was by Carroll County DSS or the judicial members of the building. Ms. Clark informed the citizen that she was present when the information was provided to the Juvenile and Domestic Court and the information provided was accurate to the information provided by the citizen. The citizen then proposed that the juvenile court had miscommunicated the information, and Ms. Clark could not speak to that. The citizen stated she had personal knowledge of an Emergency Removal obtained by CCDSS where a child stated she had been sexually exploited and then recanted her

statement, the citizen asked if all children were treated equally or were children of DSS employee's treated differently. The citizen stated she had provided pictures of the alleged abuse and nothing was done, she expressed concern that this because the mother of the child is a CCDSS employee. Ms. Clark made a general statement of if a report was received on a DSS employee, the information was taken to the J&DR judge and the report was assigned to an outside agency. The citizen stated she expected answers for the questions she had presented to the board. Ms. Clark thanked the citizen for her comments and the public comment portion of the meeting was completed.

2901

On a Motion of Mr. Cooley seconded by Ms. Gardner, Mr. Early and Ms. Crotts abstained from voting due to not being in attendance at the January 2023 meeting. The remaining member of the Board approved as submitted the Board Minutes of the regular meeting on January 24, 2023.

On Motion of Ms. Gardner, seconded by Mr. Bobbitt, and unanimous vote, the Board approved the Administrative and Program expenditures and refunds:

Payroll: January - \$106,379.97; Administrative Expenditures: January - \$24,431.54; Assistance Expenditures: January - (\$1,518.00); Purchase of Service Expenditures: January - \$8,533.46.

Ms. Crotts explained that the assistance expenditures did not include the expenditures for January due to the date of the check run. Ms. Crotts reported that the assistance expenditures for February would have January and February expenditures.

The first order of business discussed during the Director's Report was to discuss the FY 21-22 audit conducted by Robinson, Farmer, Cox Associates, PLLC. Ms. Isom stated Ms. Crotts and Mr. Martin had discussed a spreadsheet to be used for reconciliations. This process will start as soon as the new Fiscal Assistant is able to take on her duties. The next subject of the audit was the Special Welfare Funds, and that the funds needed to be remitted timely to the Treasurer.

Ms. Isom stated again that once the new Fiscal Assistant was trained this issue would be remediated. Ms. Isom spoke to the late charges on the credit card statement, this was due to the delay of the Bank of America statement, in reference to the check run. This issue has been remediated by changing to Truist for the agency credit card. Next, the auditors had cited an issue with the Adoption Assistance program, and that a supervisor needed to review the cases. Ms. Isom stated that Ms. Roberts holds the Adoption Assistance cases, and that Ms. Isom signs the case actions for payments. Ms. Clark stated there was a form used previously for this process, and Ms. Isom stated the Department would attempt to find the form and implement the review within the case file. Lastly, there was a finding with the Children's Services Act (CSA) not having three vendor contracts. Ms. Isom explained that CSA policy does not require vendor contracts, however, Ms. Roberts, CSA Coordinator makes every attempt to obtain contracts from all of the vendors.

Next, Ms. Isom informed the Board that Kelly Hutchens had started on this day as the new Fiscal Assistant III. Ms. Hutchens was the previous Energy Assistance Program worker, so she has DSS experience and is eager to learn her new duties.

February is Benefit Program Specialist Appreciation Month, in honor of this the other units within the office will provide lunch, which consists of a potato bar.

2902

On February 14, 2023 an All Staff meeting was conducted. During this meeting Ms. Isom discussed ensuring worker safety while in the field. Ms. Isom stated there was a recent attack on an ACCESS crisis worker, where the worker was made to take the life of the client who had attacked him during a home visit. Ms. Isom stated that if the agency receives a report with any concerning safety issues, local law enforcement will conduct the home visit with the workers.

Ms. Isom reported there are three open CPS In Home positions. This is due to three resignations received the first week of the month. The recruit for the hiring of these positions are currently on the state website.

Ms. Isom reported that on February 17, 2023 a 2022 Chevrolet Trax was purchased for the Department. The cost of the Trax was \$22,136, which falls under the amount \$25,000 that requires the Department to capitalize the asset. Ms. Isom stated it has been an ongoing project to increase the DSS fleet.

On a motion of Ms. Clark seconded by Ms. Gardner, and unanimous vote, the Board went into Closed Session as authorized but the Virginia Code Section 22-3711(A) 1, and, 7 to discuss personnel issues.

Ms. Clark made the following motion: I move for Certification that: the closed meeting was conducted in compliance with Virginia Law, and only public business matters exempt from open meeting requirements and identified in the motion to convene the closed meeting were heard, discussed, or considered in the closed meeting.

On a Motion of Ms. Clark, seconded by Mr. Early; and unanimous vote, the Board reconvened back into open meeting. The Board certified that only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

On a Motion of Mr. Bobbitt, seconded by Gardner having no further business, by unanimous consent the meeting adjourned at 8:00 pm.

The next scheduled meeting of the Board will be held on March 21, 2023 at 6pm.

Signed: _____

Susan Clark, (Chairperson)

Signed: _____

Teresa Isom (Secretary)

THI

Typed: February 22, 2023