

**CARROLL COUNTY DEPARTMENT OF SOCIAL SERVICES  
LOCAL BOARD MEETING**

**November 15, 2022  
6:00pm**

- 1- Call to Order**
- 2- Public Comments**
- 3- Approval of Minutes of October 18, 2022**
- 4- Agency Expenditures for October 2022**
- 5- Director's Report**
- 6- Closed Session to Discuss Personnel**
- 7- Scheduling of the Next Meeting**
- 8- Adjournment**

MINUTES  
CARROLL COUNTY, VIRGINIA  
Board of Social Services  
October 18, 2022

Susan Clark Chairman of the Board, called the October 18, 2022 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: Mr. Robbie McCraw, Ms. Lisa Gardner, Mr. David Clontz, and Mr. Fred Bobbitt. Also present was Teresa Isom, Director of Carroll County Department of Social Services and Jessica Crotts, Administrative Services Manager of Carroll County Department of Social Services.

No one was present for public comment.

On a Motion of Mr. Bobbitt, seconded by Mr. McCraw, and unanimous vote, the Board approved as submitted the Board Minutes of the regular meeting on September 20, 2022.

On Motion of Mr. McCraw, seconded by Mr. Clontz, and unanimous vote, the Board approved the Administrative and Program expenditures and refunds:

Payroll: September – \$300,937.84; Administrative Expenditures: September – \$28,797.90;  
Assistance Expenditures: September– \$216,550.24; Purchase of Service Expenditures:  
September – \$17,139.31.

The first order of business discussed during the Director's Report was setting up a free clothing closet in the main lobby of the Department, this idea came up due to a client who had passed

away and the family donated her clothing. Mr. McCraw suggested that passing the request for clothing throughout the complex would increase the amount of clothing offered. It was also discussed to contact Maintenance to request shelving be put up instead of buying racks that were not affixed to the wall. It was recommended that the clothes be cycled out if not chosen after a few months.

Ms. Isom informed the Board of the mandated All Staff meeting on October 4, 2022, where Trauma Informed Training was conducted by the Family Resource Center. The training was well received by all employees, with multiple workers contacting the Family Resource Center to set up services for themselves.

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Ms. Isom informed the Board that there are currently 64 children in Foster Care, and 89 open Adoption cases. It was also reported that the process of obtaining Christmas presents for foster children is underway. HSA Smith has been in contact with local donors and is working with the foster families to obtain the Christmas list from the children in care.

Next, Ms. Isom discussed the 2022 FUEL Assistance program, currently there are 113 applications received, and CRISIS will begin on November 1, 2022 and end on January 1, 2023.

Ms. Isom reported that 38 computers are coming to the Department due to computer refresh. This process will begin in the first quarter of 2023.

The agency will be having a Halloween snack and costume day on Monday, October 31, 2022.

Ms. Isom reported two new employees have started within the Services Unit, Scott Kilpatrick is a Family Services Specialist who will be working with Foster Care Prevention and CPS In Home.

Next, Victoria Testerman was also hired as a Family Services Specialist, she is also working with Foster Care Prevention and CPS In Home.

Ms. Isom informed the Board that in the month of September, 11 children placed through diversion of Foster Care are receiving TANF Relative Placement funds, this total \$2,200 in funds.

On a motion of Ms. Clark seconded by Mr. McCraw, and unanimous vote, the Board went into Closed Session as authorized but the Virginia Code Section 22-3711(A) 1, 8, 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 Mr. McCraw, seconded by Mr. Clontz: and unanimous vote, the Board reconvened back into open meeting. Following the closed session meeting a Motion was made by Mr. Bobbitt seconded by Mr. McCraw; and unanimous vote for Ms. Isom to speak to legal counsel about a letter to be drafted to the Governor of Virginia.

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On a Motion of Mr. McCraw, seconded by Mr. Clontz, having no further business, by unanimous consent the meeting adjourned at 7:50 pm.

The next scheduled meeting of the Board will be held on November 15, 2022 at 6pm.

Signed: \_\_\_\_\_

Susan Clark, (Chairperson)

Signed: \_\_\_\_\_

Teresa Isom (Secretary)

THI

Typed: November 15, 2022

## **November 2022 Board Report**

### **CPS:**

Family Assessments: 19

Investigations: 5

New CPS In Home: 1

New Foster Care Prevention: 3

Courtesy: 0

Children Diverted from Foster Care: 1

### **APS:**

Adult Protective Services Reports: 20

Valid Adult Protective Services Reports: 8

Long Term Care Screenings Requested: 20

Completed Screenings: 23 – some of the completed screenings were from last month's request

### **FC:**

Current Open Foster Care Cases: 64

10 – Therapeutic Foster Care Placement

15 – Residential Placements

28 – Locally Approved Foster Homes

10 – Foster Futures Program

1 – Trial Home Placements

### **Adoption Subsidies:**

Youth Receiving Adoption Subsidy: 88

Foster Care Youth Eligible for IV-E Funding: 25

Youth w/ Foster Care Goal of Adoption: 24

**F&C:**

Snap: 81

Medicaid: 30

TANF: 18

Child Care: 11

**IVE Referrals: 0**

**FRAUD**

**Front End and Ongoing Cases**

Referral Received:	7
Investigation Completed:	5
Initiate ADH:	0
Referred for Prosecution:	0
Unsubstantiated:	5
Cancelled:	0
<b>Court Decisions:</b>	1
Convicted-Incarcerated:	0
Convicted-Suspension:	0
Convicted-Other:	1
Dismissed:	0
Acquitted:	0
Nolle Prossed:	0
Pending in Court System:	0
<b>ADH's:</b>	0
Waiver Signed:	0
Sustained:	0
Reversed:	0
Disqualification Savings:	\$4500.0
Ongoing Cost Savings:	\$0.0

**Front End Cases Only**

Referral Received:	5
Investigation Completed:	5
Cancelled:	0
Final Disposition(Withdrawn):	0
Final Disposition(Denied):	0
Final Disposition(Approved/Reduced):	0
Final Disposition(Approved/Full):	5

Investigation Savings:	\$0.0
Disqualification Savings:	\$0.0
Total Savings:	

**ABD:**

Snap: 52

Medicaid: 25

**ENERGY ASSISTANCE:**

291 applications. With home office deciding not to send out preprinted applications, the clients are just now realizing they must get their applications turned in. That is an influx of applications being received now that would have normally already been received.

Last year, 2021, by this time we had 598 applications. In November 2020 for the same time period, 606 applications had been received.

The last day to accept fuel applications is 11/14/2022. The Crisis program for repair or replace of equipment started November 1, 2022.

This change may cause some clients to miss the application deadline. In January when crisis begins for help with fuel, it is expected the agency will have an increase for those applications at that time.

**ADMIN:**

Fiscal Assistant is out on extended medical leave.

The Clerical Unit met with the Benefit Programs Supervisors to discuss ways the unit could offer more support to the Benefit's Unit. Two Office Associates will be trained on issuing EBT cards for clients.

At the request of the Finance Director, a report was completed of Labor and Parts expenses of the agency vehicles.



CARROLL COUNTY SOCIAL SERVICES FY 2023

<u>PERIOD</u>	<u>TOTAL LASER EXPENDITURES</u>	<u>FED/STATE REIMBURSEMENTS</u>	<u>LOCAL</u>	<u>CSA ADMIN</u>
22-Jul	452,798.58	411,311.09	41,487.49	1,040.68
22-Aug	456,206.14	416,721.93	39,484.21	1,574.10
22-Sep	563,377.29	505,652.81	57,724.48	2,361.15
22-Oct	364,071.85			787.05
22-Nov				
22-Dec				
22-Jan				
22-Feb				
22-Mar				
22-Apr				
22-May				
22-Jun				
<b>FY23 Totals</b>	<b>1836453.86</b>	<b>1333685.83</b>	<b>138696.18</b>	<b>5762.98</b>
		<b>0.72622888</b>		
<b>County Budget</b>	<b>6,176,749</b>	<b>5,566,734</b>	<b>610,015</b>	<b>18,906</b>
		<b>0.901240118</b>	<b>0.098759882</b>	
<b>Difference</b>	<b>4,340,295</b>	<b>4,233,048</b>	<b>471,319</b>	<b>13,143</b>

Carroll County DSS

October 18, 2022 Board Meeting

Payroll: October 2022 - \$15,017.97

Administrative Expenditure: October 2022 - \$32,250.06

Assistance Expenditures: October 2022 - \$208,770.66

Purchase of Service Expenditures: October 2022 - \$18,033.16