

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

**September 19, 2023
6:00pm**

- 1- Call to Order**
- 2- Public Comments**
- 3- Approval of Minutes of August 15, 2023**
- 4- Agency Expenditures for August 2023**
- 5- Director's Report**
- 6- Scheduling of the Next Meeting**
- 7- Adjournment**

Carroll County DSS

September 19, 2023, Board Meeting

Payroll: August 2023 - \$216,954.51

Administrative Expenditure: August 2023 - \$21,500.07

Assistance Expenditures: August 2023 - \$185,417.84

Purchase of Service Expenditures: August 2023 – \$7,073.90

CPS Cass

Locality	Closed Before Due Date	Closed But Overdue	Total Closed In Month	% Closed Before Due Date	Total Referrals Still Overdue
Bland	5	0	5	100%	0
Bristol	22	4	26	85%	1
Buchanan	11	2	13	85%	0
Carroll	17	2	19	89%	0
Dickenson	14	2	16	88%	3
Floyd	6	0	6	100%	0
Galax	7	1	8	88%	2
Giles	18	0	18	100%	0
Grayson	6	0	6	100%	0
Lee	23	0	23	100%	0
Montgomery	36	3	39	92%	4
Norton	10	1	11	91%	0
Patrick	4	14	18	22%	86
Pulaski	24	1	25	96%	1
Radford	10	0	10	100%	0
Russell	24	0	24	100%	0
Scott	14	1	15	93%	0
Smyth	21	0	21	100%	0
Tazewell	23	5	28	82%	1
Washington	43	0	43	100%	1
Wise	37	1	38	97%	0
Wythe	29	0	29	100%	0

CPS Cases

Locality	Contact Made Timely	Contact Not Made Timely	Tota Contacts	% Contacted Timely
Bland	3	0	3	100%
Bristol	45	3	48	94%
Buchanan	15	1	16	94%
Carroll	17	0	17	100%
Dickenson	4	0	4	100%
Floyd	9	0	9	100%
Galax	8	5	13	62%
Giles	19	7	26	73%
Grayson	9	0	9	100%
Lee	41	0	41	100%
Montgomery	38	6	44	86%
Norton	14	0	14	100%
Patrick	15	19	34	44%
Pulaski	27	0	27	100%
Radford	3	0	3	100%
Russell	46	1	47	98%
Scott	31	1	32	97%
Smyth	23	0	23	100%
Tazewell	23	6	29	79%
Washington	26	3	29	90%
Wise	40	2	42	95%
Wythe	27	0	27	100%
	0	0		

September 2023 Board Report

CPS:

Family Assessments: 22

Investigations: 7

Courtesy: 3

CPS In Home: 4

Foster Care Prevention: 0

Children Diverted From Foster Care: 1

APS:

Long Term Screenings Requested: 23

Long Term Screenings Completed: 16

FC:

Foster Care - 39

2 - Therapeutic foster care placement

10 – Residential Placement

14 – Locally approved foster home

7 – Fostering Futures Program

4 – Trial Home Placement

1 – Detention

1 - Runaway

Adoption Subsidies:

104 – Youth receiving Adoption Subsidy

13 - Foster Care Youth eligible for IV-E funding

17 - Youth w/foster care goal of adoption

F&C:

SNAP: 100

Medicaid:37
 TANF: 16
 Child Care: 26

IVE Referrals: 1

FRAUD:

Locality: Carroll County (035)

Investigator:

Report Run Date: 09/15/20:

Action	Count
<u>Front End and Ongoing Cases</u>	
Referral Received:	4
Investigation Completed:	4
Initiate ADH:	1
Referred for Prosecution:	0
Unsubstantiated:	3
Cancelled:	0
Court Decisions:	0
Convicted-Incarcerated:	0
Convicted-Suspension:	0
Convicted-Other:	0
Dismissed:	0
Acquitted:	0
Nolle Prossed:	0
Pending in Court System:	0
ADH's:	0
Waiver Signed:	0
Sustained:	0
Reversed:	0
Disqualification Savings:	\$0.0
Ongoing Cost Savings:	\$2820.0
<u>Front End Cases Only</u>	
Referral Received:	3
Investigation Completed:	3
Cancelled:	0
Final Disposition(Withdrawn):	0
Final Disposition(Denied):	0
Final Disposition(Approved/Reduced):	0
Final Disposition(Approved/Full):	3
Investigation Savings:	\$0.0
Disqualification Savings:	\$0.0
Total Savings:	\$0.0

ABD:

SNAP: 30

Medicaid: 31

ENERGY ASSISTANCE:

We are getting ready for the fuel assistance. The program begins October 17, 2023.

ADMIN:

Hiring of a new Office Associate III, Elaina Bowers, she will begin on October 2, 2023. Attended career fair at Carroll County High School. Facilitated computer refresh for 12 new computers.

MINUTES
CARROLL COUNTY, VIRGINIA
Board of Social Services
August 22, 2023

Susan Clark Chairman of the Board, called the August 22, 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: Mr. Jody Early, Mr. Roger Cooley, Mr. Fred Bobbitt, and Ms. Janice Crotts. 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.

No one was present for public comment.

On a Motion of Mr. Bobbitt, seconded by Mr. Cooley, and unanimous vote, the Board approved as submitted the Board Minutes of the regular meeting on July 18, 2023.

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

Payroll: July – \$201,052.58; Administrative Expenditures: July - \$24352.97; Assistance Expenditures: July 2023– \$201,982.21; Purchase of Service Expenditures: July 2023 – \$9,810.32.

The first order of business discussed during the Directors Report was informing the board members of the Continuity of Operations plan. The plan is reviewed every August as of what the Agency would do in an emergency. The Agency has a memorandum of understanding with Carroll County High School, Smyth County and Wythe County. Mr. Bobbitt made a motion to approve the Continuity of Operations plan. Mr. Cooley seconded the motion. The Continuity of Operations was approved by unanimous consent.

Ms. Isom informed the Board of the Dashboard data for Fiscal Year 2023 3rd Quarter. Ms. Isom chose similar in size agencies to compare the ratings. The data looks at CPS referrals timeliness, Medicaid Applications, Childcare Applications and SNAP Applications. The Childcare Program was at 100%, which is notable because that program has one worker who is part-time.

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Ms. Isom shared with the Board she has placed a sign in the lobby to reiterate the Agency is appointment only. This is due to the influx of work with Medicaid unwinding.

Ms. Isom informed the Board of a new Family Services Specialist worker who will start on September 1, 2023.

Ms. Isom shared with the Board, the agency will be leasing three new copiers to replace the current outdated ones.

Ms. Isom informed the Board, the Services Unit will be having its annual retreat the upcoming Friday and Benefits and Clerical Units will have their combined annual retreat the Friday following.

Ms. Isom explained to the Board she is still waiting to hear back from a location on the Agency Picnic.

On a motion of Ms. Clark seconded by Mr. Bobbitt, and unanimous vote, the Board went into Closed Session as authorized but the Virginia Code Section 22-3711(A) 8, 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. Cooley; and unanimous vote, the Board reconvened back into Open Session. 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 Mr. Early having no further business, by unanimous consent the meeting adjourned at 6:51 pm.

The next scheduled meeting of the Board will be held on September 19, 2023 at 6pm.

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Signed: _____

Susan Clark, (Chairperson)

Signed: _____

Teresa Isom (Secretary)

JLC

Typed: September 15, 2023