

**PAGE COUNTY BOARD OF SOCIAL SERVICES
PO Box 47
STANLEY, VA 22851
540-778-1053**

April 14, 2022

Re: April 2022 Board Meeting

We are inviting you to the board meeting of the Page County Board of Social Services to be held on Tuesday, April 19, 2022 @ 8:35 am.

The meeting will be held at the **Page County Department of Social Services office at 215 W. Main St, Ste A, Stanley, VA 22851.**

We look forward to seeing you then.

Page County Board of Social Services

PAGE COUNTY BOARD OF SOCIAL SERVICES

APRIL 19, 2022

AGENDA

- I. CALL TO ORDER (TIME: _____ BY: _____)

- II. ADVISORY BOARD TRAINING & QUESTIONS

- III. APPROVAL OF PREVIOUS MONTH'S MINUTES
(MOTION: _____ 2ND: _____)

- IV. STATISTICAL REPORT

- V. ADMINISTRATIVE EXPENDITURES
(MOTION: _____ 2ND: _____)

- VI. REFUNDS AND COLLECTIONS
(MOTION: _____ 2ND: _____)

- VII: FY 2022/2023 LDSS COMPENSATION PLAN REVIEW

- VIII. DIRECTORS UPDATE TO THE BOARD

- IV. BOARD MEMBER COMMENTS

- X. ADJOURNMENT
(TIME: _____ MOTION: _____
SECONDED: _____)

PAGE COUNTY LOCAL BOARD OF SOCIAL SERVICES

FEBRUARY 15, 2022

OPEN SESSION AGENDA

The Page County Board of Social Services held its regular meeting on February 15, 2022. The following board members were present: Amity Moler, Jennifer Foltz, Irma Housden, Del Price, Chris Ponn, Darris Ritenour, Patricia Koontz, Director, Linda McLain and Theresa Seastrom to take minutes of the meeting.

- I. The motion was made to convene into the regular open session meeting at 8:36 a.m. The minutes of the December 14, 2021 meeting were approved as presented by Darris Ritenour and seconded by Chris Ponn.
- II. **Statistical Reports:** The statistical reports for the months of December 2021 and January 2022 were presented for review by Linda McLain. Discussion followed.
- III. The Administrative Expenditures for the months of November 2021 and December 2021 were presented to the Board for review. The expenditures were approved as presented by Irma Housden and seconded by Darris Ritenour.

The Refunds and Collections for the month of November 2021 and December 2021 were presented to the Board for review and approved as presented by Irma Housden and seconded by Darris Ritenour.

- IV. The Board discussed the Board member training that was recently offered to all board members. Most board members have already completed the online training. Theresa Seastrom will follow up with Will Hoff in regards to some issues with obtaining the certificate of completion for the training.

Amity Moler explained to the Board the local salary increase provided to the agency employees in December 2021. The increase was provided by the County to tenured employees of the agency; 7+ years received \$5,000.00 annual increase and 3 – 5 year employees received \$3,500.00 annual increase. The Director thanked the Administrator on behalf of the agency employees who were very appreciative for this increase.

Discussion followed regarding agency positions, vacancies and caseloads. The Board was advised that the agency has 30 positions. Currently 29 positions are filled with 1 vacant social worker position that is currently open for applications. The Family Services Specialist positions are difficult to fill due to State degree requirements and salary for these positions. The agency and County are working together to perform a salary evaluation of all the agency employees. Employee work history will be collected to perform the evaluation of salaries to determine if employees are receiving an appropriate salary based on experience. This information will be presented to the County Administrator for review and determination of any possible needed adjustments to salaries. The LDSS Annual Compensation Plan was discussed with the Board explaining the State restrictions to salary changes by the Comp Plan. The LDSS is limited to the approved pay changes within the comp plan.

Amity Moler advised that the agency did not currently have a FOIA officer and needed to appoint one. Also the agency needs an updated Continuity Plan. Discussion followed.

- V. The FY 2022/2023 Local Budget was submitted to the Board for review. The Local Budget request for FY 2022/2023 increased \$52,560.00. This increase is due to salary increases and general program increases. The Board recommended the addition to the presented budget the amount of \$5,635.00 for funding of a local children's program to provide financial assistance to local families for activities such as possible contribution to the Sheriff's department summer program. Motion was made by Darris Ritenour to add the amount of \$5,635.00 to the local budget request for Promoting Local Families funds. The motion was seconded by Jennifer Foltz with all in favor. The Local Budget will be updated to reflect this change and presented to the County for review and approval.

VI. Administrative Expenditures:

January 2022

Administration:	\$ 163,687.26
Assistance:	\$ 82,187.42
Purchase of Service:	\$ 1,026.37

February 2022

Administration:	\$ 169,287.90
Assistance:	\$ 65,664.43
Purchase of Service:	\$ 1,215.51

X. Refunds and Collections:

January 2022

Total Special Welfare:	\$ 815.74
Total Public Assistance:	\$ 684.02
Total Purchase of Service:	\$ 0.00
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 94.26

February 2022

Total Special Welfare:	\$ 790.00
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 0.00
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 550.00

XI. Cancellations:

The following checks were cancelled during the period of January 2022 and February 2022:

1. Check #56838, dated December 30, 2021, in the amount of \$8,992.45 payable to County of Page-Finance, BL #855-Staff & Operations. Check was reissued.

2. Check #56840, dated December 30, 2021, in the amount of \$23,228.20 payable to Anthem Blue Cross/Blue Shield, BL #855-Staff & Operations. Check was reissued.
3. Check #56899, dated December 30, 2021, in the amount of \$23.06 payable to Business Card, BL #855-Staff & Operations. Vendor lost check – reissued.
4. Check #55289, dated September 15, 2020, in the amount of \$12.00 payable to Kacie Stacks, BL #866-Safe & Stable Families. Check was lost.
5. Check #55657, dated December 31, 2020, in the amount of \$8.82 payable to Tonya Lucas, BL #855-Staff & Operations. Check was lost.
6. Check #55953, dated March 31, 2021, in the amount of \$6.51 payable to Tonya Lucas, BL #855-Staff & Operations. Check was lost.
7. Check #56522, dated September 15, 2021, in the amount of \$30.00 payable to VA Dept of Social Services, BL #855-Staff & Operations. Check was lost.
8. Check #56897, dated December 31, 2021, in the amount of \$1,612.50 payable to Winchester Psychological, BL #866-Safe & Stable Families. Check returned.
9. Check #56216, dated June 1, 2021, in the amount of \$380.00 payable to Betty Smith, BL #804-Auxiliary Grants. Check returned.
10. Check #57007, dated February 1, 2022, in the amount of \$767.00 payable to Frankie Campbell, BL #804-Auxiliary Grants. Check returned.

IX. Adjournment: There being no further business the meeting was adjourned at 9:46 a.m. by Darris Ritenour and seconded by Chris Ponn.

Del Price, Board Chair

Patricia Koontz, Director

CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF FEBRUARY, 2022

PROGRAM	# APPLICATIONS FOR MONTH	# APPLICATIONS YEAR TO DATE	ACTIVE CASES	# RECERTS & REVIEWS
FOOD STAMPS	104	217	1424 cases 2751 recip. 679,231.00 issued	82
TANF	12	18	29	3
MEDICAID	77	208	4363 cases 7297 recip.	363
AUXILIARY GRANTS	0	1	13	--

CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF MARCH, 2022

PROGRAM	# APPLICATIONS FOR MONTH	# APPLICATIONS YEAR TO DATE	ACTIVE CASES	# RECERTS & REVIEWS
FOOD STAMPS	89	306	1456 CASES 2799 RECIP. 694,185.00 ISSUED	78
TANF	5	23	31	3
MEDICAID	65	142	4407 CASES 7374 RECIP.	367
AUXILIARY GRANTS	0	1	11	--

LASER

Date: 17-FEB-22 12:11:17

Local Budget Balance Report

Page: 1

Current Period: JAN-22

Currency: USD

No specific Budget Line requested

Budget Line	FIPS	Budget - YTD	Actual - MTD	Actual - YTD	Funds Available
804 Auxiliary Grants	0139 Page County	76,906.00	7,296.00	57,855.00	19,051.00
808 TANF - Manual Checks	0139 Page County	1,000.00	0.00	0.00	1,000.00
810 TANF - Emergency Assis	0139 Page County	1,500.00	0.00	0.00	1,500.00
811 AFDC - Foster care	0139 Page County	133,005.00	25,406.88	77,146.61	55,858.39
812 Title IV-E Adoption Su	0139 Page County	469,268.00	41,669.00	306,450.00	162,818.00
814 Fostering Futures IV-E	0139 Page County	24,000.00	5,880.00	16,347.69	7,652.31
815 Fostering Futures Fede	0139 Page County	9,500.00	735.00	5,866.00	3,634.00
817 State Adoption Subsidy	0139 Page County	11,001.00	1,200.54	5,291.31	5,709.69
829 Family Preservation an	0139 Page County	1,985.00	0.00	0.00	1,985.00
830 Child Welfare Substanc	0139 Page County	3,153.00	0.00	2,753.09	399.91
833 Adult Services	0139 Page County	10,546.00	916.57	5,941.48	4,604.52
835 IV-E Prevention Well-	0139 Page County	54,307.00	0.00	0.00	54,307.00
847 Current Year Staff & O	0139 Page County	94,061.00	7,102.13	34,692.62	59,368.38
848 TANF - Up Manual Check	0139 Page County	1,000.00	0.00	0.00	1,000.00
849 Staff & Operations - N	0139 Page County	93,833.00	12,049.38	75,416.94	18,416.06
855 Staff & Operations Bas	0139 Page County	1,526,981.00	134,439.01	1,161,975.31	365,005.69
858 Staff & Operations Pas	0139 Page County	230,644.00	0.00	0.00	230,644.00
861 Chafee Education & Tra	0139 Page County	1,173.00	0.00	0.00	1,173.00
862 Independent Living Pro	0139 Page County	3,120.00	0.00	0.00	3,120.00
864 Respite Care for Foste	0139 Page County	375.00	0.00	0.00	375.00
866 Promoting Safe and Sta	0139 Page County	17,675.00	55.54	6,289.26	11,385.74
872 VIEW - Purchased Servi	0139 Page County	21,030.00	29.49	552.67	20,477.33
873 IV-E Foster/Adopt Pare	0139 Page County	4,000.00	0.00	0.00	4,000.00
875 Child Welfare Admin Tr	0139 Page County	2,000.00	0.00	390.00	1,610.00
883 Non-View Day Care 100%	0139 Page County	0.00	0.00	(644.00)	644.00
884 CHAFEE Independent Liv	0139 Page County	23,516.00	0.00	3,017.93	20,498.07
885 CHAFEE EDUCATION AND T	0139 Page County	3,000.00	0.00	0.00	3,000.00
895 Adult Protective Servi	0139 Page County	702.00	0.00	244.33	457.67
896 Adult Protective Servi	0139 Page County	6,560.00	0.00	0.00	6,560.00
898 Adult Protective Servi	0139 Page County	5,723.00	0.00	0.00	5,723.00
Total		2,831,564.00	236,779.54	1,759,586.24	1,071,977.76

Local Budget Balance Report

Current Period: FEB-22

Currency: USD

No specific Budget Line requested

Budget Line	FIPS	Budget - YTD	Actual - MTD	Actual - YTD	Funds Available

Budget Line					
804 Auxiliary Grants	0139 Page County	76,906.00	6,529.00	64,384.00	12,522.00
808 TANF - Manual Checks	0139 Page County	1,000.00	0.00	0.00	1,000.00
810 TANF - Emergency Assis	0139 Page County	1,500.00	0.00	0.00	1,500.00
811 AFDC - Foster care	0139 Page County	133,005.00	13,632.00	90,778.61	42,226.39
812 Title IV-E Adoption Su	0139 Page County	469,268.00	40,486.00	346,936.00	122,332.00
814 Fostering Futures IV-E	0139 Page County	24,000.00	3,798.68	20,146.37	3,853.63
815 Fostering Futures Fede	0139 Page County	9,500.00	735.00	6,601.00	2,899.00
817 State Adoption Subsidy	0139 Page County	11,001.00	483.75	5,775.06	5,225.94
829 Family Preservation an	0139 Page County	1,985.00	0.00	0.00	1,985.00
830 Child Welfare Substanc	0139 Page County	3,153.00	0.00	2,753.09	399.91
833 Adult Services	0139 Page County	10,546.00	510.08	6,451.56	4,094.44
835 IV-E Prevention Well-	0139 Page County	54,307.00	0.00	0.00	54,307.00
847 Current Year Staff & O	0139 Page County	94,061.00	7,102.13	41,794.75	52,266.25
848 TANF - Up Manual Check	0139 Page County	1,000.00	0.00	0.00	1,000.00
849 Staff & Operations - N	0139 Page County	93,833.00	12,049.38	87,466.32	6,366.68
855 Staff & Operations Bas	0139 Page County	1,526,981.00	139,592.54	1,301,567.85	225,413.15
858 Staff & Operations Pas	0139 Page County	230,644.00	0.00	0.00	230,644.00
861 Chafee Education & Tra	0139 Page County	1,173.00	0.00	0.00	1,173.00
862 Independent Living Pro	0139 Page County	3,120.00	0.00	0.00	3,120.00
864 Respite Care for Foste	0139 Page County	375.00	0.00	0.00	375.00
866 Promoting Safe and Sta	0139 Page County	17,675.00	156.35	6,445.61	11,229.39
868 Promoting Safe and Sta	0139 Page County	11,435.00	450.00	450.00	10,985.00
872 VIEW - Purchased Servi	0139 Page County	21,030.00	99.08	651.75	20,378.25
873 IV-E Foster/Adopt Pare	0139 Page County	4,000.00	0.00	0.00	4,000.00
875 Child Welfare Admin Tr	0139 Page County	2,000.00	0.00	390.00	1,610.00
883 Non-View Day Care 100%	0139 Page County	0.00	0.00	(644.00)	644.00
884 CHAFEE Independent Liv	0139 Page County	23,516.00	0.00	3,017.93	20,498.07
885 CHAFEE EDUCATION AND T	0139 Page County	3,000.00	0.00	0.00	3,000.00
895 Adult Protective Servi	0139 Page County	702.00	0.00	244.33	457.67
896 Adult Protective Servi	0139 Page County	6,560.00	0.00	0.00	6,560.00
898 Adult Protective Servi	0139 Page County	5,723.00	0.00	0.00	5,723.00

Total		2,842,999.00	225,623.99	1,985,210.23	857,788.77
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