

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

August 10, 2022

Re: August 2022 Board Meeting

We are inviting you to the board meeting of the Page County Board of Social Services to be held on **Tuesday, August 16, 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** in the agency conference room.

We look forward to seeing you then.

***Page County Board of Social Services***

**PAGE COUNTY BOARD OF SOCIAL SERVICES**  
**AGENDA**  
**JUNE 14, 2022**  
**8:35 A.M.**  
**PAGE COUNTY DEPT OF SOCIAL SERVICES AGENCY**

- I. CALL TO ORDER  
(TIME: \_\_\_\_\_ MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_)
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVE MINUTES OF PREVIOUS MEETING, JUNE 14. 2022  
(MOTION: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_)
- V. ADMINISTRATIVE EXPENDITURES AND REFUNDS AND COLLECTIONS OVERVIEW  
(MOTION: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_)
- VI: STATISTICAL REPORT OVERVIEW
- VII: PROTECTIVE SERVICES UPDATE, FOSTER CARE, STATISTICS
- VIII: PUBLIC COMMENTS
- IX: ADVISORY BOARD COMMENTS
- X: PCDSS DIRECTOR'S REPORT
  - I. GENERAL AGENCY UPDATES
  - II. QUALITY IMPROVEMENT EFFORTS
  - III. STATE INTERACTION
  - IV. OVERALL COMMENTS AND OBSERVATIONS
- XI. ADJOURNMENT  
(TIME: \_\_\_\_\_ MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_)

**PAGE COUNTY BOARD OF SOCIAL SERVICES**  
**DIRECTOR'S REPORT AGENDA**  
**JUNE 14, 2022**  
**8:35 A.M.**  
**PAGE COUNTY DEPT OF SOCIAL SERVICES AGENCY**

**General Agency Updates**

- I. COVID protocols: Changes to front door access
- II. Installation of internal Wi-Fi with guest access
- III. New staff telework protocols, starting Sept 1
- IV. Eliminated paper timesheets and time off requests

**Quality Improvement Efforts**

Conducted Individual meetings with all Page DSS staff to evaluate unit need

- I. Primary areas of Concern
  - i. Communication
  - ii. Inadequate Training and Back-Ups (Including State provided training)
  - iii. Need for Case Aides or Similar Supports
  - iv. Consistency in process, assignments, time-off.  
Etc.

**State Interaction**

- Meetings are scheduled with our local representatives and trainers.
- Making connections with the local DSS Directors in District 7
  - Tamara "Tami" Green - Frederick
  - Jennifer "Jen" Parker - Clarke
  - Jon Martz - Warren
  - Beth DeLullo - Shenandoah
  - Amber Dopkowski - Winchester City
- Planning to attend the Statewide DSS meetings via Zoom in September
- In October a face to face meeting with Virginia League of Social Services Executives (VLSSE) in Newport News

**Overall Comments and Observations**

## PAGE COUNTY LOCAL BOARD OF SOCIAL SERVICES

JUNE 14, 2022

### OPEN SESSION AGENDA

The Page County Advisory Board of Social Services held its regular meeting on June 14, 2022. The following board members were present: Jennifer Foltz, Irma Housden, Del Price, Chris Ponn, Darris Ritenour, 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 8:43 am. The minutes of the April 19, 2022 meeting were approved as presented by Chris Ponn and seconded by Del Price with the addition of the amount of the additional COVID Sage and Stable Families grant amount of \$11,435.00 added and the Board expressed appreciation and well wishes to Pat Koontz for her service. These changes were made to the final minutes.
- II. **Statistical Reports:** The statistical reports for the months of April 2022 and May 2022 were presented for review by Linda McLain. It was noted that \$600.00 was approved for the payment of electric bills for the current cooling program. The additional covid SNAP benefits have also currently been extended through October. Discussion followed.
- III. The Administrative Expenditures for the months of March 2022 and April 2022 were presented to the Board for review. The expenditures were approved as presented by Darris Ritenour and seconded by Chris Ponn.

The Refunds and Collections for the month of March 2022 and April 2022 were presented to the Board for review and approved as presented by Darris Ritenour and seconded by Chris Ponn.

- IV. The Board discussed the status of new hires within the agency; vacant positions, hiring challenges, etc. The Board also requested information regarding the current status of the hiring of a new agency Director. The Board was advised that the hiring process is being handled by VDSS and the County Administrator and updates on the status are limited at this time. Discussion followed.

The Board was advised that the agency currently has 30 foster children in care.

Thanks were given to Linda McLain for her recent attendance at the local Forum to provide information about the agency and benefit programs.

The Board requested information in regards to the salary study that the County was considering for our agency staff. This remains a consideration of the County and information needed is still being determined.

The Board was advised that the agency has completed the switch out of desktop computers to laptops. The laptops were provided with COVID to promote teleworking. The workers now exclusively use the laptops which can be used for teleworking when needed.

**V. Administrative Expenditures:**

**May 2022**

Administration:	\$ 191,246.10
Assistance:	\$ 66,938.43
Purchase of Service:	\$ 9,171.27

**June 2022**

Administration:	\$ 169,439.82
Assistance:	\$ 60,491.21
Purchase of Service:	\$ 6,809.37

**X. Refunds and Collections:**

**May 2022**

Total Special Welfare:	\$ 805.44
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 0.00
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 1,648.56

**June 2022**

Total Special Welfare:	\$ 790.00
Total Public Assistance:	\$ 330.00
Total Purchase of Service:	\$ 537.36
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 620.00

**XI. Cancellations:**

The following checks were cancelled during the period of May 2022 and June 2022:

1. Check #57433, dated May 31, 2022, in the amount of \$2,688.00 payable to William and Melissa Seal, BL #812-Adoption Subsidy. Check lost in mail.
2. Check #57451, dated May 31, 2022, in the amount of \$2,475.00 payable to William and Melissa Seal, BL #812-Adoption Subsidy. Check lost in mail.
3. Check #57469, dated May 31, 2022, in the amount of \$1,445.20 payable to Lisa Lonas, BL #811-IV-E Foster Care, Correction to payment calculation.
4. Check #57474, dated May 31, 2022, in the amount of \$848.40 payable to William and Melissa Seal, BL #811-IV-E Foster Care. Correction to payment calculation.
5. Check #57491, dated June 1, 2022, in the amount of \$ 544.00 payable to Lucy Jeffries, BL #804-Auxillary Grants. Check returned – no longer in facility.

**IX. Adjournment:** There being no further business the meeting was adjourned at 9:16 a.m. by Chris Ponn and seconded by Jennifer Foltz.

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Del Price, Board Chair

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Kurt Emmerling, Director

LASER

Date: 21-JUN-22 11:31:55

Local Budget Balance Report

Page: 1

Current Period: MAY-22

Currency: USD

No specific Budget Line requested

Budget Line	FIPS	Budget - YTD	Actual - MTD	Actual - YTD	Funds Available
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Budget Line					
804 Auxiliary Grants	0139 Page County	84,406.00	6,171.00	82,411.17	1,994.83
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	15,469.91	126,066.72	6,938.28
812 Title IV-E Adoption Su	0139 Page County	470,768.00	40,098.02	468,006.02	2,761.98
814 Fostering Futures IV-E	0139 Page County	32,000.00	3,607.04	31,444.66	555.34
815 Fostering Futures Fede	0139 Page County	9,500.00	735.00	8,806.00	694.00
817 State Adoption Subsidy	0139 Page County	11,001.00	746.50	9,096.21	1,904.79
829 Family Preservation an	0139 Page County	1,985.00	1,964.26	1,964.26	20.74
830 Child Welfare Substanc	0139 Page County	3,153.00	220.00	2,973.09	179.91
833 Adult Services	0139 Page County	10,546.00	839.79	9,019.13	1,526.87
835 IV-E Prevention Well-	0139 Page County	54,307.00	0.00	0.00	54,307.00
843 Central Service Cost A	0139 Page County	58,533.50	0.00	58,533.50	0.00
847 Current Year Staff & O	0139 Page County	94,061.00	33,507.20	94,061.00	0.00
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	0.00	93,833.00	0.00
855 Staff & Operations Bas	0139 Page County	1,526,981.00	0.00	1,526,981.00	0.00
858 Staff & Operations Pas	0139 Page County	280,644.00	147,689.29	258,663.11	21,980.89
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	45.00	3,075.00
864 Respite Care for Foste	0139 Page County	100.00	0.00	0.00	100.00
866 Promoting Safe and Sta	0139 Page County	17,675.00	9.68	16,518.06	1,156.94
868 Promoting Safe and Sta	0139 Page County	11,435.00	2,137.54	4,050.77	7,384.23
872 VIEW - Purchased Servi	0139 Page County	21,030.00	0.00	825.34	20,204.66
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	(1,495.39)	1,495.39
884 CHAFEE Independent Liv	0139 Page County	23,516.00	4,128.75	13,146.68	10,369.32
885 CHAFEE EDUCATION AND T	0139 Page County	3,000.00	(128.75)	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
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Total		2,968,257.50	257,195.23	2,805,583.66	162,673.84
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LASER

Date: 20-JUL-22 17:32:24

Local Budget Balance Report

Page: 1

Current Period: JUN-22

Currency: USD

No specific Budget Line requested

Budget Line	FIPS	Budget - YTD	Actual - MTD	Actual - YTD	Funds Available
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Budget Line					
804 Auxiliary Grants	0139 Page County	85,845.00	5,627.00	5,627.00	80,218.00
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	121,038.00	10,620.04	10,620.04	110,417.96
812 Title IV-E Adoption Su	0139 Page County	462,581.00	38,932.00	38,932.00	423,649.00
814 Fostering Futures IV-E	0139 Page County	26,862.00	3,675.01	3,675.01	23,186.99
815 Fostering Futures Fede	0139 Page County	8,801.00	735.00	735.00	8,066.00
817 State Adoption Subsidy	0139 Page County	7,700.00	902.15	902.15	6,797.85
829 Family Preservation an	0139 Page County	1,985.00	114.56	114.56	1,870.44
830 Child Welfare Substanc	0139 Page County	2,364.00	414.27	414.27	1,949.73
833 Adult Services	0139 Page County	10,546.00	837.48	837.48	9,708.52
835 IV-E Prevention Servic	0139 Page County	54,307.00	0.00	0.00	54,307.00
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	97,647.00	12,156.53	12,156.53	85,490.47
855 Staff & Operations Bas	0139 Page County	1,700,363.00	147,367.68	147,367.68	1,552,995.32
858 Staff & Operations Pas	0139 Page County	208,443.00	20.68	20.68	208,422.32
861 Chafee Education & Tra	0139 Page County	757.00	0.00	0.00	757.00
862 Independent Living Pro	0139 Page County	3,300.00	250.00	250.00	3,050.00
864 Respite Care for Foste	0139 Page County	750.00	0.00	0.00	750.00
866 Promoting Safe and Sta	0139 Page County	1,115.00	293.76	293.76	821.24
868 Promoting Safe and Sta	0139 Page County	7,384.00	223.55	223.55	7,160.45
872 VIEW - Purchased Servi	0139 Page County	25,704.00	24.82	24.82	25,679.18
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	0.00	2,000.00
884 CHAFEE Independent Liv	0139 Page County	10,369.00	4,650.26	4,650.26	5,718.74
895 Adult Protective Servi	0139 Page County	702.00	0.00	0.00	702.00
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
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Total		2,860,346.00	226,844.79	226,844.79	2,633,501.21
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# CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF JUNE, 2022

<b>PROGRAM</b>	<b># APPLICATIONS FOR MONTH</b>	<b># APPLICATIONS YEAR TO DATE</b>	<b>ACTIVE CASES</b>	<b># RECERTS &amp; REVIEWS</b>
<b>FOOD STAMPS</b>	<b>109</b>	<b>625</b>	<b>1510 Cases 2896 Persons 727,962.00 issued</b>	<b>52</b>
<b>TANF</b>	<b>2</b>	<b>42</b>	<b>29</b>	<b>3</b>
<b>MEDICAID</b>	<b>49</b>	<b>323</b>	<b>4470 Cases 7472 Recip.</b>	<b>350</b>
<b>AUXILIARY GRANTS</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>—</b>

## CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF JULY, 2022

<b>PROGRAM</b>	<b># APPLICATIONS FOR MONTH</b>	<b># APPLICATIONS YEAR TO DATE</b>	<b>ACTIVE CASES</b>	<b># RECERTS &amp; REVIEWS</b>
<b>FOOD STAMPS</b>	<b>90</b>	<b>715</b>	<b>1513 Cases 2935 Persons 714,808.00 Issued</b>	<b>95</b>
<b>TANF</b>	<b>3</b>	<b>45</b>	<b>30</b>	<b>3</b>
<b>MEDICAID</b>	<b>79</b>	<b>402</b>	<b>4497 Cases 7531 Recip.</b>	<b>374</b>
<b>AUXILIARY GRANTS</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>—</b>