

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

October 15, 2021

Re: October 2021 Board Meeting

We are inviting you to the board meeting of the Page County Board of Social Services to be held on **Tuesday, October 19, 2021 @ 8:35 am**. This will be an in person meeting and will be held in the lobby of the agency to provide social distancing. Board members who have been vaccinated do not need to wear a facial covering unless they choose to do so. Members who have not been vaccinated will be asked to wear a mask during the meeting which follows the Page County DSS's facial covering policy.

We look forward to seeing you then.

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

**PAGE COUNTY BOARD OF SOCIAL SERVICES**

**OCTOBER 19, 2021**

**AGENDA**

- I. CALL TO ORDER (TIME: \_\_\_\_\_ BY: \_\_\_\_\_)**
  
- II. APPROVAL OF PREVIOUS MONTH'S MINUTES  
(MOTION: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_)**
  
- III. STATISTICAL REPORT**
  
- IV. ADMINISTRATIVE EXPENDITURES  
(MOTION: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_)**
  
- V. REFUNDS AND COLLECTIONS  
(MOTION: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_)**
  
- VI. DIRECTORS UPDATE TO THE BOARD**
  
- VII. BOARD MEMBER COMMENTS**
  
- VIII. ADJOURNMENT  
(TIME: \_\_\_\_\_ MOTION: \_\_\_\_\_  
SECONDED: \_\_\_\_\_)**

## PAGE COUNTY LOCAL BOARD OF SOCIAL SERVICES

AUGUST 17, 2021

### OPEN SESSION AGENDA

The Page County Board of Social Services held its regular meeting on August 17, 2021. The following board members were present: Ted Booker, Jennifer Foltz, Irma Housden, Morgan Phenix, Chris Ponn, Del Price, Patricia Koontz, Director and Theresa Seastrom to take minutes of the meeting.

- I. The motion was made to convene into the regular open session meeting at 8:40 a.m. by Ted Booker. The minutes of the June 15, 2021 meeting were approved as presented by Irma Housden and seconded by Morgan Phenix.
- II. **Statistical Reports:** The statistical reports for the months of May 2021, June 2021 and July 2021 were presented for review. Discussion followed.
- III. The Administrative Expenditures for the months of May 2021 and June 2021 were presented to the Board for review. The expenditures were approved as presented by Morgan Phenix and seconded by Chris Ponn. The Refunds and Collections for the months of May 2021 and June 2021 were presented to the Board for review and approved as presented by Jennifer Foltz and seconded by Chris Ponn.
- IV. The Director provided a Director's Report to the Board as of August 15, 2021. The Director discussed the recent covid-19 State employee vaccination mandate. As of this date this mandate does not apply to local agencies. The agency currently has (2) known covid-19 employee contact exposures. These employees have been quarantined for 10 days as a precaution.

The agency does enforce a mask mandate for all employees (vaccinated and non-vaccinated) within all common areas of the agency. The agency also has masks available in the agency lobby for the public when accessing the building as well as screening and temperature check before entering.

Cubicles are being installed in the agency lobby for meeting with clients as the agency begins reopening to the public.

The agency continues to have staffing issues. The agency has several vacancies open for application and hope to fill these positions as quickly as possible. Discussion followed.

The Director advised that the agency currently has 23 children in foster care.

The Director advised that employees did receive a State funded 5% salary increase effective July 1, 2021. The County advised of a request for Hazard Pay bonuses under the Cares Act funding that would include our agency if approved. We are still awaiting information regarding the possible approval of this bonus.

**V. Administrative Expenditures:**

**July 2021**

Administration:	\$ 156,124.84
Assistance:	\$ 57,827.81
Purchase of Service:	\$ 2,194.43

**August 2021**

Administration:	\$ 148,869.95
Assistance:	\$ 55,345.44
Purchase of Service:	\$ 3,127.53

**VI. Refunds and Collections:**

**July 2021**

Total Special Welfare:	\$ 38.61
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 1,062.66
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 1,228.39

**August 2021**

Total Special Welfare:	\$ 25.74
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 0.00
Total Administrative:	\$ 318.97
SNAP Over issuance:	\$ 474.26

**VII. Cancellations:**

There were no cancelled checks during the period of July 2021 and August 2021.

**IX. Adjournment:** There being no further business the meeting was adjourned at 9:35 a.m. by Morgan Phenix and seconded by Irma Housden.

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Chairperson

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Patricia Koontz, Director

**CASELOAD STATISTICAL REPORT BY PROGRAM**  
**FOR THE MONTH OF AUGUST, 2021**

<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>634</b>	<b>1211 2288 RECIP. \$523,589.00 ISSUED</b>	<b>67</b>
<b>TANF</b>	<b>4</b>	<b>41</b>	<b>25</b>	<b>2</b>
<b>MEDICAID</b>	<b>64</b>	<b>602</b>	<b>4198 CASES 7008 RECIP.</b>	<b>350</b>
<b>AUXILIARY GRANTS</b>	<b>1</b>	<b>7</b>	<b>12</b>	<b>—</b>

**CASELOAD STATISTICAL REPORT BY PROGRAM**

**FOR THE MONTH OF SEPTEMBER, 2021**

<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>88</b>	<b>722</b>	<b>1252</b> 2341 RECIP. \$568,942.00 ISSUED	<b>84</b>
<b>TANF</b>	<b>7</b>	<b>48</b>	<b>25</b>	<b>2</b>
<b>MEDICAID</b>	<b>52</b>	<b>654</b>	<b>4224 CASES</b> <b>7057 RECIP.</b>	<b>352</b>
<b>AUXILIARY GRANTS</b>	<b>0</b>	<b>7</b>	<b>12</b>	<b>—</b>

# OVERPAYMENT STATISTICAL REPORT BY PROGRAM

AS OF 9/30/2021

<b>PROGRAM</b>	<b># OF CASES WITH ACTIVE CLAIMS</b>	<b>CLAIMS TOTAL AMOUNT OWED</b>	<b># IRMS ACTIVE (NO PAYMENTS FOR 90 DAYS)</b>
<b>FOOD STAMPS</b>	<b>47</b>	<b>\$122,883.89</b>	<b>21</b>
<b>TANF</b>	<b>14</b>	<b>\$9,413.00</b>	<b>12</b>
<b>MEDICAID</b>	<b>DMAS PROCESSES</b>	<b>—</b>	<b>—</b>
<b>DAYCARE</b>	<b>3</b>	<b>\$4,817.41</b>	<b>3</b>
<b>ENERGY ASSISTANCE</b>	<b>2</b>	<b>\$2,223.10</b>	<b>2</b>

**IRMS = VIRGINIA TAX INTEGRATED REVENUE MANAGEMENT SYSTEM. POLICY ONLY ALLOWS CASES TO BE ENTERED IF NO PAYMENT HAS BEEN MADE FOR 90 DAYS. 2021 INTERCEPT INFO. = INTERCEPTED FOR 8 CASES IN AMOUNT OF \$2,914.82.**

**TOPS = TREASURY OFFSET PROGRAM (INTERCEPT FROM FEDERAL TAX). THIS IS ADMINISTERED BY HOME OFFICE IN RICHMOND, LOCAL AGENCIES DO NOT HAVE ACCESS.**

LASER

Date: 17-AUG-21 12:21:52

Local Budget Balance Report

Page: 1

Current Period: JUL-21

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	76,906.00	7,869.00	13,214.00	63,692.00
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	8,944.00	17,810.00	115,195.00
812 Title IV-E Adoption Su	0139 Page County	404,268.00	37,008.00	74,437.00	329,831.00
814 Fostering Futures IV-E	0139 Page County	9,000.00	1,470.00	2,957.25	6,042.75
815 Fostering Futures Fede	0139 Page County	8,000.00	735.00	735.00	7,265.00
817 State Adoption Subsidy	0139 Page County	11,001.00	1,245.88	1,545.88	9,455.12
829 Family Preservation an	0139 Page County	1,985.00	0.00	0.00	1,985.00
830 Child Welfare Substanc	0139 Page County	2,364.00	206.20	206.20	2,157.80
833 Adult Services	0139 Page County	10,546.00	538.68	1,355.13	9,190.87
835 IV-E Prevention Well-	0139 Page County	53,833.00	0.00	0.00	53,833.00
847 Current Year Staff & O	0139 Page County	94,061.00	0.00	0.00	94,061.00
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	0.00	93,833.00
855 Staff & Operations Bas	0139 Page County	1,525,781.00	155,258.74	297,098.11	1,228,682.89
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
866 Promoting Safe and Sta	0139 Page County	17,675.00	913.30	1,091.16	16,583.84
872 VIEW - Purchased Servi	0139 Page County	21,030.00	151.25	176.25	20,853.75
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	390.00	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	5,000.00	555.93	555.93	4,444.07
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
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Total		2,722,987.00	215,285.98	411,172.24	2,311,814.76
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LASER

Date: 22-SEP-21 09:49:20

Local Budget Balance Report

Page: 1

Current Period: AUG-21

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	76,906.00	7,469.00	20,683.00	56,223.00
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	8,944.00	26,754.00	106,251.00
812 Title IV-E Adoption Su	0139 Page County	404,268.00	36,371.00	110,808.00	293,460.00
814 Fostering Futures IV-E	0139 Page County	9,000.00	1,540.44	4,497.69	4,502.31
815 Fostering Futures Fede	0139 Page County	8,000.00	721.00	1,456.00	6,544.00
817 State Adoption Subsidy	0139 Page County	11,001.00	300.00	1,845.88	9,155.12
829 Family Preservation an	0139 Page County	1,985.00	0.00	0.00	1,985.00
830 Child Welfare Substanc	0139 Page County	2,364.00	775.00	981.20	1,382.80
833 Adult Services	0139 Page County	10,546.00	646.83	2,001.96	8,544.04
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	0.00	0.00	94,061.00
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	12,401.15	12,401.15	81,431.85
855 Staff & Operations Bas	0139 Page County	1,525,781.00	135,572.21	432,670.32	1,093,110.68
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
866 Promoting Safe and Sta	0139 Page County	17,675.00	350.69	1,441.85	16,233.15
872 VIEW - Purchased Servi	0139 Page County	21,030.00	124.01	300.26	20,729.74
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	5,000.00	1,231.00	1,786.93	3,213.07
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
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Total		2,723,461.00	206,446.33	617,618.57	2,105,842.43
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