

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

December 10, 2021

Re: December 2021 Board Meeting

We are inviting you to the board meeting of the Page County Board of Social Services to be held on **Tuesday, December 14, 2021 @ 8:30 am.**

This will be an in person meeting and will be held in the **board room** of the **Page County Government building** located at **103 S. Court Street, Suite F, Luray, VA 22835**. We look forward to seeing you then.

Page County Board of Social Services

PAGE COUNTY BOARD OF SOCIAL SERVICES

DECEMBER 14, 2021

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. DIRECTORS UPDATE TO THE BOARD

- VIII. BOARD MEMBER COMMENTS

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

PAGE COUNTY LOCAL BOARD OF SOCIAL SERVICES

OCTOBER 19, 2021

OPEN SESSION AGENDA

The Page County Board of Social Services held its regular meeting on October 19, 2021. The following board members were present: Jennifer Foltz, Irma Housden, Amity Moler, Morgan Phenix, Del Price, 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 8:33 a.m. The minutes of the August 17, 2021 meeting were approved as presented by Morgan Phenix and Darris Ritenour.
- II. Due to the end of term for Ted Booker requests were made for a new Board Chairperson and Co-Chairperson. Del Price was nominated and approved as Board Chair. Irma Housden was nominated and approved as Co-Chair.
- III. The Board began discussion in regards to the recent change from an Administrative Board to an Advisory board. Amity Moler, County Administrator/Administrative Board advised that most LDSS agencies have Advisory boards. Under the change to Advisory Board the County will assume responsibility for DSS programs and operations. The Board members in attendance requested training between Amity Moler and all board members to review duties and expectations as an Advisory Board. The date of December 14, 2021 was suggested as a possible date to hold the December meeting and board member training at the County office building board room. We will follow up with more detailed information. Discussion followed.
- IV. Amity Moler presented to the Board the "Ordinance to Add Chapter 133 (Social Services) to the Page County, Virginia Code" to disestablish the Administrative Board and adopt the Advisory Board for the Page County Department of Social Services to be reviewed. Discussion followed. Motion was made to approve by Morgan Phenix and seconded by Darris Ritenour.
- V. **Statistical Reports:** The statistical reports for the months of August 2021 and September 2021 were presented for review. Linda McLain explained the available programs and processing of applications. An overpayment (fraud) statistical report was provided with claims information as of September 30, 2021. Discussion followed.
- VI. The Administrative Expenditures and the Refunds and Collections for the months of July 2021 and August 2021 were presented to the Board for review. The expenditures were approved as presented by Irma Housden and seconded by Jennifer Foltz.
- VII. The Director provided a Director's Report to the Board as of October 19, 2021. The Director advised, as previously discussed, the Board change from Administrative to Advisory with the County Administrator being the Administrative Board. No changes are to occur to current employee work schedules or agency operations. The agency was advised that agency employees will be eligible for the County hazard bonus.

The agency has current staff changes to report. Due to recent vacancies the agency has four new employees on staff; Cynthia Good, Human Services Assistant III, Bryton Dean, Family Services Specialist I, Tari Richards, Benefit Programs Specialist I and Amy Huffman, Administrative Program Assistant I. The agency is still recruiting for two Family Services Specialist I/II positions. Due to degree requirements and inability to match competitive offers these positions have been difficult to fill. Discussion followed.

The Director advised that effective October 1, 2021 the agency will have a soft opening in response to covid-19. The agency will allow client walk-ins during the hours of 9:00 am – 11:00 am, M-F. In agency appointments can be scheduled during the hours of 1:30 pm – 3:00 pm, M-F. The agency has a drop box located outside the front entrance as well as an intercom system for client accessibility. The agency has resumed in-agency Foster Care family visits.

The Director advised that the agency currently has 23 foster children. Nine (9) foster children have adoptions in progress with four (4) to hopefully be finalized by January 2022. Discussion followed.

VIII. Administrative Expenditures:

September 2021

Administration:	\$ 156,825.64
Assistance:	\$ 57,306.38
Purchase of Service:	\$ 2,524.63

October 2021

Administration:	\$ 164,094.70
Assistance:	\$ 52,413.05
Purchase of Service:	\$ 1,212.98

X. Refunds and Collections:

September 2021

Total Special Welfare:	\$ 12.87
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 0.00
Total Administrative:	\$ 188.98
SNAP Over issuance:	\$ 1,194.33

October 2021

Total Special Welfare:	\$ 0.00
Total Public Assistance:	\$ 0.00
Total Purchase of Service:	\$ 320.00
Total Administrative:	\$ 0.00
SNAP Over issuance:	\$ 320.00

XI. Cancellations:

The following checks were cancelled during the period of September 2021 and October 2021.

1. Check #56544 dated September 30, 2021, in the amount of \$10.00 payable to VA Dept of Social Services, BL #855-Staff & Operations.

IX. Adjournment: There being no further business the meeting was adjourned at 9:38 a.m. by Morgan Phenix and seconded by Irma Housden.

Chairman

Patricia Koontz, Director

CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF OCTOBER, 2021

PROGRAM	# APPLICATIONS FOR MONTH	# APPLICATIONS YEAR TO DATE	ACTIVE CASES	# RECERTS & REVIEWS
FOOD STAMPS	128	850	1273 CASES 2413 RECIP. 584,596.00 ISSUED	90
TANF	9	57	29	2
MEDICAID	73	727	4252 CASES 7107 RECIP.	354
AUXILIARY GRANTS	0	7	12	--

CASELOAD STATISTICAL REPORT BY PROGRAM

FOR THE MONTH OF NOVEMBER, 2021

PROGRAM	# APPLICATIONS FOR MONTH	# APPLICATIONS YEAR TO DATE	ACTIVE CASES	# RECERTS & REVIEWS
FOOD STAMPS	120	970	1331 CASES 2544 RECIP. 623,261.00 ISSUED	95
TANF	8	65	31	3
MEDICAID	121	848	4260 CASES 7118 RECIP.	355
AUXILIARY GRANTS	0	7	12	—

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Date: 21-OCT-21 16:55:15

Local Budget Balance Report

Page: 1

Current Period: SEP-21

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	7,469.00	28,152.00	48,754.00
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	9,505.38	36,259.38	96,745.62
812 Title IV-E Adoption Su	0139 Page County	404,268.00	37,092.00	147,900.00	256,368.00
814 Fostering Futures IV-E	0139 Page County	9,000.00	1,470.00	5,967.69	3,032.31
815 Fostering Futures Fede	0139 Page County	8,000.00	1,470.00	2,926.00	5,074.00
817 State Adoption Subsidy	0139 Page County	11,001.00	300.00	2,145.88	8,855.12
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	267.50	1,248.70	1,115.30
833 Adult Services	0139 Page County	10,546.00	770.08	2,772.04	7,773.96
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	12,750.07	25,151.22	68,681.78
855 Staff & Operations Bas	0139 Page County	1,525,781.00	143,213.01	575,883.33	949,897.67
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	181.72	1,623.57	16,051.43
872 VIEW - Purchased Servi	0139 Page County	21,030.00	74.33	374.59	20,655.41
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	3,017.93	1,982.07
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

Total		2,723,461.00	215,794.09	833,412.66	1,890,048.34
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Date: 29-NOV-21 12:36:24

Local Budget Balance Report

Page: 1

Current Period: OCT-21

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	7,469.00	35,621.00	41,285.00
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	4,878.00	41,137.38	91,867.62
812 Title IV-E Adoption Su	0139 Page County	404,268.00	37,092.00	184,992.00	219,276.00
814 Fostering Futures IV-E	0139 Page County	9,000.00	1,470.00	7,437.69	1,562.31
815 Fostering Futures Fede	0139 Page County	8,000.00	735.00	3,661.00	4,339.00
817 State Adoption Subsidy	0139 Page County	11,001.00	769.05	2,914.93	8,086.07
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	24.75	1,273.45	1,090.55
833 Adult Services	0139 Page County	10,546.00	764.33	3,536.37	7,009.63
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	6,320.44	6,320.44	87,740.56
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	12,716.07	37,867.29	55,965.71
855 Staff & Operations Bas	0139 Page County	1,526,681.00	144,120.24	720,003.57	806,677.43
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	359.65	1,983.22	15,691.78
872 VIEW - Purchased Servi	0139 Page County	21,030.00	74.25	448.84	20,581.16
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	0.00	3,017.93	1,982.07
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
Total		2,724,361.00	216,792.78	1,050,205.44	1,674,155.56