

YORK-POQUOSON SOCIAL SERVICES
ADMINISTRATIVE BOARD MINUTES
May 20, 2020

PRESENT: Neil Morgan, York County Administrator
(VIA ZOOM) Randy Wheeler, Poquoson City Manager
Vivian McGettigan, Deputy Administrator
Candace Mickelborough, Assistant Director/Services
Burnette Hendricks, Assistant Director/Benefits

PRESENT: Patti Alderman, Administrative Services Manager
(IN-HOUSE) Richard Verilla, Director

CALL TO ORDER

Meeting was called to order by Chairman Neil Morgan at 11:00am. This Board meeting was held via ZOOM due to the COVID-19 Virus.

ORDERING OF THE AGENDA

No re-ordering of the Agenda.

PERIOD OF PUBLIC COMMENT:

Because of the current pandemic stay-at-home order, this was a virtual meeting, each member joining remotely. Public notices advised those wishing to observe or participate in the meeting contact Tedra Collins by 10:00 AM May 20, 2020. Contact information was provided. No one contacted Ms. Collins. No public comment.

APPROVAL OF THE MINUTES

Mr. Wheeler made a motion to approve the minutes of the April 23, 2020, Board Meeting. Mr. Morgan seconded, with the change of 7.2% to \$7.2M on page 3 of the minutes. So noted; correction made. Motion passed.

OLD BUSINESS

Mr. Verilla reviewed the Virginia Department of Social Services (VDSS) Locality Automated System for Electronic Reimbursement (LASER) Budget Balance report through the month of April 2020. The State's fiscal year ends on May 31, 2020. An update of the Agency's Local Budget Balance report shows a positive balance at the end of the year for both York County and Poquoson.

Mr. Verilla presented the FY20-21 State Compensation Plan for approval. The approved Compensation Plan will be submitted to the VDSS Division of Organizational Development. The state supported increases and local salary increases will be delayed at the point of this submission. If funds become available later, the Compensation Plan can be revised and re-submitted at any time during the fiscal year. There was discussion regarding the on-call for supervisors, and how to compensate for the weeks they are required to be on-call (approximately 10 weeks a year). Mr. Morgan suggested the option of permanently adjusting the Supervisors' base pay to cover \$500 per year for on-call compensation. The Board desires that this change be made effective June 1, 2020. Mr. Verilla pointed out to the Board that both primary and secondary workers would be compensated at \$15.00 per 8-hour shift. A motion was

made by Mr. Wheeler to approve the FY20-21 Compensation Plan with the addition of \$15.00 for both primary and back-up on-call workers, and to add in \$500 to the base salary of on-call Supervisors (except the Director). Mr. Morgan seconded. All approved; motion passed.

Mr. Verilla reviewed the Local Policy Request Form (most recently submitted in FY15). The form is submitted when a change is made in the deviation. Currently, the Agency deviates from State policies in Performance Evaluation, Holiday Schedule, Inclement Weather, and Grievance Procedure. If at any time in the future there are additions to the deviation, the form will be revised and re-submitted.

The list of "Personnel Policies Not Included in the Annual Compensation Plan" were reviewed. A motion was made by Mr. Wheeler to approve the items listed effective June 1, 2020. Mr. Morgan seconded the motion. All approved; motion passed. These policies will be included in the Agency's Employee Handbook.

The Board reviewed the YPDSS HR Conversion plan. Mr. Verilla reminded the Board that, even if we were a jurisdiction-wide deviating agency, there would still be significant oversight by VDSS. A number of items on the Conversion Plan have been addressed in the State's FY20-21 Compensation Plan. Mr. Verilla reviewed the Jurisdiction-Wide self-analysis form that was included in the board book, and compared the Jurisdiction-Wide deviation to the Classification/Compensation-Only deviation. Mr. Morgan asked if the Board decided to only change the hours of operation (37.5 hours to a 40-hour work week, for example), would require a jurisdiction-wide change? Mr. Verilla responded that expanding hours does not require any type of deviation. Mr. Verilla, Ms. McGettigan, and Dave Gorwitz, York County HR Director, will continue to work toward a jurisdiction-wide plan. Mr. Verilla reiterated that jurisdiction-wide agencies still must comply with some standards of personnel policies set forth by VDSS.

NEW BUSINESS

Mr. Verilla reviewed the State Department of Social Services Annual Budget Letters and preliminary allocations, to be effective June 1, 2020. Mr. Verilla pointed out that the 1.5% salary increase that was previously approved by the General Assembly was un-allotted in the VDSS budget. If state revenues can support the proposed salary increases later in the fiscal year, the Department of Planning and Budget will release the appropriations to the Virginia Department of Social Services.

Mr. Verilla recognized Quin Winston, Family Services Specialist III. Ms. Winston submitted her resignation effective May 19, 2020. Ms. Winston received her LCSW a few months ago. Her expertise will be greatly missed. There are other employees who are contemplating retirement within the near future. Mr. Verilla will keep the Board apprised of any upcoming departures that will affect the Agency.

Mr. Verilla made note that once the unemployment benefits expire for the local workforce, the Agency expects an influx of benefits applications. With the current vacancies in the Benefits area, it may be necessary to fill some positions during the current hiring freeze. Mr. Morgan assured Mr. Verilla that whatever is necessary to keep services to the community will have his support. Mr. Wheeler agreed.

Mr. Verilla gave an overview of the current Career Ladder for the Family Services class codes. When a Family Services Specialist I is employed here at the Agency, there are required trainings that must be completed before a worker can move into a Family Services II position. The career ladder provides an opportunity for a Family Services Specialist II to be promoted to an FSS III without having to wait until a FSS III vacancy occurs. Mr. Morgan and Mr. Wheeler confirmed that they are familiar with career ladders and agree on the concept. A motion was made by Mr. Wheeler to approve the current career ladder;

Mr. Morgan seconded. All approved; motion passed. The current career ladder will continue in its current form.

DIRECTOR'S REPORT

Currently, Phase I of the COVID-19 has not changed the current work standards or office coverage (as in Phase 0). There was discussion regarding how the Agency will move forward with PHASEs II and III. Public access to the work area and staff, safety equipment, and social distancing are some of the issues that will be addressed. The agency is preparing for areas that would maintain the social-distancing protocols. The Agency will provide masks to employees and clients on an as-needed basis. ZOOM meetings will continue as needed.

MATTERS PRESENTED BY THE BOARD:

Both Mr. Morgan and Mr. Wheeler are very mindful of how the Phases II and III may impact the public. All precautions will be taken to protect the public and the staff in each locality.

CLOSED SESSION

No closed session at this time.

ADJOURNMENT/NEXT MEETING:

The next meeting of the Advisory Board will be on Thursday, June 11, 2020, at 9:00am. Mr. Wheeler requested (with Mr. Morgan's support) that the meetings remain virtual until further notice. A motion was made by Neil Morgan to adjourn; motion was seconded by Randy Wheeler. Meeting adjourned AT 12:35.

**York-Poquoson
Social Service Advisory Board
Minutes
Wednesday, September 16, 2020**

Present:

Board Members: Roy Staton, Chair
James Tucker, Vice-Chair
Michael Chandler
Lourdes Guidicelli-Gadea
Vivian McGettigan
Mary Ann Meyer

Absent: Carolyn Griffith

Other Attendees: Richard Verilla, Director
Randy Wheeler, Poquoson City Manager
Tedra Collins, Administrative Assistant to the Director
Burnette Hendricks, Assistant Director-Benefit Programs
Candace Mickelborough, Assistant Director-Services
Patti Alderman, YPDSS Administrative Services Manager
Dave Gorwitz, Director of Human Resources
Tom Little, Administrative Analyst
Vicki Krusie, Self-Sufficiency Supervisor

Call to Order:

The meeting was called to order at 9:04 a.m. by Mr. Staton.

Ordering of the Agenda:

There were no changes to the agenda.

Public Comment Period:

Because of the current pandemic stay-at-home order, this was a virtual meeting, each member joining remotely. Public notices advised those wishing to observe or participate in the meeting contact Tedra Collins. Contact information was provided. No one contacted Ms. Collins. No public comments for this meeting.

Approval of Minutes:

Mr. James Tucker made a motion to approve the minutes of the August 19, 2020, meeting. Mr. Chandler seconded the motion. All approved; motion passed.

Presentation:

Ms. Burnette Hendricks, Assistant Director-Benefit Programs, presented a summary of Virginia's Temporary Assistance for Needy Families (TANF). This program is based on Title IV-A of the Social Security Act as amended by the Personal Responsibility and Work Opportunities Reconciliation Act (PRWORA) of 1996, the TANF State Plan, and the Virginia Code, Sections 63.2-600 through 63.2-618. PRWORA enables states to define program specifications in any manner that would reasonably achieve the objective of TANF.

The purpose of TANF is to provide assistance to families in need so that children can be cared for in their own homes or in the homes of their relatives. The program aims to end the reliance of

needy parents on government benefits by encouraging job planning, employment and marriage. The program also strives to avoid and reduce the occurrence of out-of-marital pregnancy; and to promote the production and maintenance of two-parent families. The TANF program is subsidized by a federal block grant and by State funds approved by the General Assembly.

The local agency must complete the initial application process by the 30th calendar day of the application receipt date. The beginning date of the assistance is the application receipt date as long as all verifications to determine eligibility are received within 30 days. If a delay is caused by the applicant the beginning date of assistance shall be the first of the following month (month following the application receipt date).

Criteria for children/youth eligibility include (1) 18 years of age or if 18, but not yet 19, is enrolled and attends secondary or vocational / technical school and meets the enrolment and attendance requirements as determined by the local school board, (2) live in the home of a parent or a relative or, under certain conditions, is in foster care, (3) resident of Virginia, and (4) a U.S. citizen or an eligible immigrant.

Eligibility factors for the parent or caretaker include (1) a social security number or evidence of application submission, (2) enrollment in the Virginia Initiative for Education and Work Program (VIEW) unless otherwise exempted, (3) declaration of nationality or alien status, (4) Compliance with the provision of compulsory school attendance and (5) identification of the parents.

Old Business:

Virtual Local Board Training:

VDSS Local Board Member Training will take place from 10 a.m. to noon on 24 September 2020. All members of the board who are attending the training should have received information from Google Hangout via e-mail. Ms. Collins will forward information of the google hangout to all members of the board. Updated board member books will be mailed to Mr. Staton and Ms. McGettigan along with the board training insert.

New Business:

TANF Work Participation Rate

Mr. Verilla was pleased to report that with a rate of 40.5%, Virginia has successfully met the TANF overall work participation rate for that time period of October 2018 to September 2019. Congratulations to all staff across the state that have made it possible for Virginia to successfully meet the rate.

Director Position Recruitment & Selection

Ms. McGettigan reported that Mr. Verilla will be with the agency until end of December. It is hoped to have some overlap with new Director. Mr. Verilla confirmed with the State that this overlap would be reimbursed at the same rate. The Administrative Board approved the overlap. The goal is to introduce the new director to the Advisory Board at the November 18, 2020 meeting.

The position has been posted and will close on September 25, 2020. Recruitment is carried out through the State Recruitment System. Virginia Department of Social Services will screen applicants and provide the highest qualified applicants to the local interview team. Interviews should occur around the first week in November.

Statistical Reports:

Mr. Verilla answered questions regarding the reports. Statistical Reports stand as submitted.

Director's Report:

Child Care:

Mr. Verilla reported that since school has begun and children are being educated virtually, child care has become an issue with many families with working families. Supervision of students participating in virtual education is a challenge. Additional support is provided from the State Department of Social Services in the form of child care subsidies, as well as additional resources for providers. The agency has no waiting list for the Child Care Program, which is good news; however, this program is for lower-income families and does assist most middle-income families.

The United Way of the Virginia Peninsula is undertaking an initiative to assist middle income families.

United Way has requested Cares funds from the areas it serves, including York County and the City of Poquoson. Other peninsula locations, Gloucester and Mathews. This is a three million dollar proposal.

Board Presentation:

Mr. Verilla asked if the Board would be interested in a program report on the foster care program. Names of our foster children would not be shared. This report would give the Board background of the children and services provided. The Board would go into closed session if information about a specific child/youth is requested. Board members indicated their approval for such a presentation at October's meeting.

Vacant Positions:

Some of the frozen positions have been lifted. The agency has eight vacancies. Six vacancies have been advertised and staff is in the process of qualifying and interviewing applicants for these vacancies. The Board will be notified of new hires as they arise.

Next Board Meeting:

Mr. Staton would like to have an in person meeting in October, as long as local positivity rates are less than 7%. Mr. Verilla clarified that having an in person meeting everyone is required to wear a mask. Mr. Verilla will be communicating with the Board, to get a feel from the group about an in person meeting. The next meeting October 21, 2020.

Adjournment:

Hearing no further business for discussion, Ms. McGettigan made a motion to adjourn the meeting and Mr. Tucker second. Motion passed. The meeting adjourned at 10:18 a.m.

Respectfully submitted by:
Richard M. Verilla, Secretary