

The Northampton County Board of Social Services met in the Board Room of the Social Services Building on June 14, 2016. Present were William Denny, Chairman, Edith Johnson, Vice Chair, John Williams, Board Member and Mozella Francis, Secretary.

On a motion by Ms. Johnson, the minutes of the May 17, 2016 meeting were approved. There was no public comment or correspondence.

The Board was provided a copy of the 2015-16 predicted budget along with the preliminary 2016-17 budget. The Board reviewed both budgets and noted no apparent discrepancies or issues of concern surrounding the budget.

Ms. Francis informed the Board that the Benefits Specialist II positions were re-opened in an attempt to recruit additional applicants. Ms. Francis addressed the need to find applicants who are bilingual to meet the need of the agency. Applications are being accepted from June 8, 2016 through June 22, 2016.

Ms. Francis informed the Board of the situation surrounding the agency credit cards that were administered through PNC. Ms. Francis reported to the Board that the current cards were issued under the name of the former DSS Director and that the line of credit was issued using his personal credit. She requested that the Board sign a resolution allowing

credit cards to be secured through SunTrust Bank for agency use. Ms. Johnson made a motion to allow the County to secure credit cards for Northampton County Department of Social Services. Mr. Williams seconded and all were in agreement.

Selene Brown, Benefit Programs Supervisor, provided an overview of the Benefits Department and provided statistical data in regards to the number of Medicaid and SNAP applications processed in Northampton County. Ms. Brown reported that as of June 13, 2016 there were 3,128 Medicaid recipients and 2,001 active cases for Northampton County. As of June 13, 2016 there were 1,269 SNAP cases and that number is expected to increase significantly due to the work waiver. The Work Waiver forfeits the minimal 20 hour work week requirement to apply for SNAP. Ms. Brown discussed the continued challenges of timely processing with the increase of applicants and the shortage of staff. Ms. Francis informed the Board of the great job that Ms. Brown and her staff does and thanked the Board for their ongoing support to hire qualified staff, provide support to current staff and their openness to listen and make changes as needed to meet the needs of the agency.

Ms. Francis updated the Board on the building security measures that were in process that include installation of a panic button in all of the offices throughout the building. In addition, the building is to receive a new server that will handle the IT upgrades needed to maintain security for several years. Ms.

Francis stated that the agency is installing an electronic sign-in pad which should help significantly with maintaining customer confidentiality. She explained the current process and how the new process will differ. This I-Pad will also help with building security because there will be an electronic record that records when the customer signs in and when the customer is signed out. This data is retrievable as needed. Presently, this data is all maintained on paper.

On a motion by Chairman William Denny, the Board went into Closed Session in accordance with Section 2.1-344 of the Code of Virginia, as amended, for the purpose of discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining appointees or employees of any public body.

The Board returned to Open Session.

On a roll call vote certifying to the best of each member's knowledge, only public matters exempted from the public meeting and in the original motion were discussed. The vote was Denny: yes; Johnson: yes and Williams: yes.

Ms. Francis informed the Board of her upcoming schedule.

The next meeting was scheduled for Tuesday, July 19, 2016 at 9:00 a.m.

The meeting was adjourned at 9:55 a.m.

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Attested by \_\_\_\_\_  
William Denny, Chairman  
July 19, 2016  
Mozella F. Francis  
Secretary