

Orientation Presentation

State Board of Social Services

7 N. 8th Street

Richmond, VA 23219

August 5, 2004

Present

Julie Christopher, Chairman

Jean Cobbs, Member

Maggi Luca, Member

Nettie Simon-Owens, Member

Call to Order

The meeting was called to order at 10:00 a.m. by Chairman Julie Christopher. She welcomed Nettie Simon-Owens as the newly appointed member to the Board.

Welcome and Introductions

Ms Simon-Owens has worked at Danville Community College for over 10 years. She joined DCC's Regional Center for Applied Technology and Training in early 2003 and works as Coordinator of Workforce Services. Among other things, her RCATT responsibilities include administering the Performance Consulting Program, which provides various employee assessment and job profiling services. Ms. Simon-Owens has a business administration from Averett University; a Masters of Science degree from Howard University; and a Bachelor of Science degree from Virginia State University.

Presentations

Allen Wilson, Assistant Attorney General provided a handout to members on the Freedom of Information Act.; Confidentiality; and Conflict of Interest. A copy of this presentation is attached to the official copy of Minutes housed in the Home Office.

Mr. Wilson advised he serves as counsel to both the Department and Board members. He reviews all department regulations to ensure they are not in conflict and fit within the Board's purview.

He advised that a meeting is considered when 3 members meet to discuss Board business; meetings must be open; notice must be given 3 working days prior to the meeting; no secret ballots –must be voice or roll call vote; and Minutes are required.

Closed Meetings can only be held for specific purposes. Procedures for going into closed meeting include a Motion made in open meeting that identifies subject matter for closed meeting; states the purpose of the meeting; and makes reference to the specific exemption from the open meeting requirements.

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Notice provisions do not apply to a Closed Meeting. Discussion must be restricted only to those matters specifically identified in the closed meeting motion. No action can be taken on matters discussed in closed meeting, nor can votes be taken. Minutes are not required, but if taken, they are not subject to mandatory public disclosure.

When finished, members must immediately reconvene in an open meeting and vote certifying that only public business matters lawfully exempted from open meeting requirements under FOIA and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the Closed Meeting by the public body.

Board records shall be open to public inspection. There are 94 enumerated exclusions from disclosure requirements. These categories are records of General Application to Public Bodies; Records relating to Public Safety; Records relating to Administrative Investigations; Educational Records and certain Records of Educational Institutions; Health and Social Services Records; Proprietary Records and Trade Secrets; and Records of Public Bodies and certain other limited exemptions.

Mr. Wilson touched on prohibited conduct by members, which includes soliciting or accepting money or other things of values for services performed within the scope of official duties; offer or acceptance of money of other thing of valued for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency; offer or acceptance of money or other thing of valued for or in consideration of the use of your public position to obtain a contract for any person or business with any government al or advisory agency; use for your own economic benefit or that of another party confidential information that he has acquired by reason of your public position and which is to available to the public; accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence you in the performance of official duties; accept a gift from a person who has interests that may be substantially affected by the performance of your official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question your impartiality in the matter affecting the donor; and accept gifts from sources on a basis so frequent as to raise an appearance of the use of your public office for private gain.

Conflict of Interest was reviewed. If you have a personal interest in a matter before the Board, you must disqualify yourself in the matter if the transaction has application solely to property or a business or governmental agency in which you have a personal interest, or a business that has a parent subsidiary or affiliated business entity relationship with the business in which you have a personal interest.

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You may participate in the transaction when a party to the transaction is a client of your firm and you do not personally represent or provide services to that client and you declare your interest by stating the transaction involved; the nature of your personal interest; that you are a member of a business, profession, occupation, or group the members of which are affected by the transaction and that you are able to participate in the transaction fairly, objectively and in the public interest.

Mr. Wilson provided members with a business card and welcomed them to contact him directly if they had any questions regarding regulations.

Mr. Wilson recognized Ms. Rengnerth for her support in setting up Board meetings and providing materials to the Board in a timely manner.

Bylaw Review

Ms. Christopher provided copies of the Board Bylaws. She provided an overview, recognizing Danny Brown as Vice Chair and Maggi Luca as Secretary.

She reminded members that they will receive requests from constituents seeking assistance. Please forward these requests to Pat Rengnerth. She will ensure they are sent to the appropriate area for handling and tracking.

Ms. Christopher spoke of her desire to divide the Board into two separate working groups that will handle specific regulations. This will ensure a greater depth of knowledge and more involvement with the regulations. She will address this further at the August Meeting.

She mentioned the February 2004 meeting and the lack of a quorum. She advised there are only 9 members on the Board and the importance for everyone attending to ensure the business of the state can be transacted

Regulatory Process Overview

Richard Martin, Legislative and Regulatory Coordinator introduced his staff and provided an overview of job functions within his office. Staff included Karin Clark-Deputy Regulatory Coordinator; Jan Sigler-Attorney; Charlene Vincent-Coordinator for Interdepartmental Licensure; Pat Rengnerth-Board Liaison; and Phyllis Dalton-Administrative Assistant.

He also provided members with a department organization chart.

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The Governor's Executive Order 21 regarding the development and review of regulations proposed by state agencies was provided and reviewed. Mr. Martin also provided a copy of the Regulatory Process outlining the Notice of Intended Regulatory Action, the Proposed Action and the Final Regulation; highlighting Board involvement in each category.

A copy of this presentation is attached to the original Minutes housed in the Home Office.

Mr. Martin advised he is currently working on legislative proposals with a laundry list of approximately 19 ideas. Ms. Luca shared her concern that members are consumed with legislation but had no involvement or input in the proposals.

Ms. Christopher reminded Mr. Martin that Commissioner Jones had promised to submit a proposal regarding foster care placements in a home where resident children may have a sexual felony charge against them. She asked that he review this to ensure it is submitted on the "laundry list".

Mr. Martin provided members with a glimpse of the department website and location of Board information on members, meetings, minutes, etc. He asked that members review their personal information and advise if there are any changes required.

Commissioner Comments

Commissioner Maurice Jones welcomed Nettie Simon-Owens to the Board. He advised he had known Ms. Simon-Owens for a number of years and welcomed her expertise to this Board.

Several members asked Commissioner Jones about the Washington Post article that stated he was the top contender for the position of DC school superintendent. Mr. Jones advised he had been interviewed for the position once, found the duties appealing, but had not been offered the job.

Commissioner Jones advised that Assisted Living Facilities and Family Day Homes are two big issues that will come before the Board in the upcoming year. He stated it would be advantageous to the Board if they visited both large and small Assisted Living Facilities in their respective areas since this regulation is coming before them for review. Lynne Williams, Assistant Director for Licensing Programs will work with Ms. Rengnerth in arranging visits.

Mr. Jones advised there had been 2 new hires in the department. Solomon Abaugh is the Hearings Director and Vicki Johnson Scott will direct Family Services.

Child Support Enforcement

Nick Young, Director for the Division of Child Support Enforcement provided an overview of the division, stating that it is 100 percent federally funded. He advised his division delivers services to 484,000, or one-fourth of Virginia's children.

His office is responsible for locate; establishing paternity; establishing and enforcing orders; and collecting and distributing support.

Services include wage withholding; driver license suspension; passport denial; tax intercept, etc.

Mr. Young stated that staff collect and distribute approximately \$2 million per day. He advised 10,000 cases are closed each month; however, with out-of-wedlock births and 50 percent divorce rate, cases continue to grow.

Mr. Young thanked members for the opportunity to orient them to his division and offered to provide updates whenever requested.

Family Services Overview

Rita Katzman, Child Protective Services Program Manager provided an overview of the division. It consists of CPS; Family Preservation; Foster Care, Adoptions, and Independent Living; Adult Protective Services; Domestic Violence; and Interstate-Inter-country Placement.

Ms. Katzman advised that child safety is first priority in CPS and briefly touched on the Differential Response Family Assessment. There were 31,209 reports in fiscal year July 02-03. Of these, 4,286 were founded; 8,473 were unfounded, and 18,450 received family assessment services.

Of these figures, 57 percent were physical neglect; 23 percent were physical abuse; 16 percent were sexual abuse; 3 percent were medical neglect; and 2 percent were mental abuse/neglect.

She reviewed the purpose of foster care as providing temporary room, board, and maintenance to children who cannot remain at home on a 24-hour basis. In June 2004, there were 8,021 children in foster care. Of this figure, 46 percent were African-American; 49 percent Caucasian; and 4 percent multiracial. Statistics further showed that 52 percent were male and 48 percent female. Twenty percent were under the age of 5; 24 percent were between the ages of 6-12; 51 percent were between ages 13-18 and 5 percent were age 19 or over.

She advised permanency planning goals include always returning the child home. If this is not an option; then placement with relatives; placement in foster care; and adoption is sought.

She advised that the purpose of adoption is to create families for children who can't be raised by their birth parents. The average stay in foster care is about forty months. As of June 04, 6,496 children received adoption assistance.

Ms. Katzman provided a briefing on Domestic Violence.

She provided an overview of Adult Protective Services advising that in 2003, self neglect represented 43 percent; neglect 24 percent; abuse 8 percent and exploitation 5 percent (20 percent of the people could be both abused and neglected). Characteristics included 72 percent over the age of 60; 28 percent between the age of 18-69; 64 percent were female and 73 percent male.

Ms. Christopher stated she wanted all Board Members to visit an ALF in their respective areas. Lynne Williams will work with Ms. Rengnerth in locating facilities in the area. An ALF visit is being planned for members attending the August meeting in Newport News.

Benefit Programs

Skip Steinhauer, Assistant Director of Benefit Programs provided an overview of his division. The Mission Statement of Benefit Programs is to design and implement financial assistance programs that provide quality services to assist needy low-income Virginians. He advised that Virginia is a state-supervised, locally administered social services system (1 of 12 nationwide).

Assistance Programs include Temporary Assistance to Needy Families (TANF); Food Stamps; Medicaid; and General Relief.

He advised that possible upcoming Board actions may include TANF reauthorization; 2005 Legislation; Medicare Part D; and TANF Locality Groupings. A copy of Mr. Steinhauer's presentation is attached to the Official Minutes housed in the Home Office.

Licensing Program Overview

Lynne Williams, Assistant Director of Licensing Programs advised the Mission of Licensing Programs is to protect the health, safety and well-being of children and vulnerable adults in day and residential care.

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She spoke of current challenges for DOLP which included inadequate information (DOLPHIN will soon correct this); increased risks in care settings; under-protective regulations; and revenue shortfall.

Program responsibilities include developing regulations for the State Board of Social Services and Child Day Care Council; enforcing regulations and licensing laws; and increase knowledge and skills of providers and consumers.

Ms. Williams advised the two highest sanction areas are medication and supervision. He also advised that since the Planning council did not apply to renew their contract, the job functions will now fall at the state level where more inspectors will need to be hired.

Child Care

Dottie Wells, co-director, provided an update on her division. She advised the Child Day Care Fund is targeted to provide child care for low income families; some of which will have a co-pay that is 10 percent of their income. TANF families do not have a co-pay; however, there are set levels so they have to contribute. There is not enough money for everyone so there is a waiting list with 3,700 families awaiting child care.

She advised that 52,328 children were served in fiscal year 02; 55,497 in fiscal year 03; and 58,235 children in fiscal year 04.

She further advised that 4 percent of the overall grant has to be used for quality enhancement. This assists the Scholarship Fund and quality initiative grants in local agencies.

Ms. Wells provided new members with a New Parent Toolkit and highlighted the contents.

She also advised that the division conducts a survey every two years asking for provider input on training areas needed. In fiscal year 03, 243 sessions were provided to trainers with 8,317 people trained statewide; 264 providers completed the video and test training module. The Scholarship Program provided scholarships to 3,268 people. This division also provides three technical assistance mailings per year.

Human Resources

Phyllis Sisk, Acting Director provided an overview of Human Resources. She advised they serve 1,648 state and 8,000 local staff in the areas of classification and compensation; recruitment and selection; employee relations; and benefit administration (for state staff only).

She advised her division screened 11,200 applications in fiscal year 03.

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Major actions that will come before the Board this year include the Local Administration Manual that local agencies work from. They are working in consort with local directors and the Virginia League of Social Services Executives.

Finance

David Mitchell, Chief Financial Officer advised his staff of seventy processes \$2 million daily. He ensures this money is spent both legally and properly within procurement guidelines. Members were provided copies of DSS funding sources and spending by major activity.

Interdepartmental Regulation Program for Children's Residential Facilities

Charlene Vincent, Coordinator for this office was introduced. She provided members with an overview of the Office, which will be attached to the official Minutes housed in the Home Office.

Ms. Christopher asked Ms. Rengnerth to provide copies of the Strategic Plan and Mission Statement to members at the August meeting.

She thanked everyone for coming to Orientation, and thanked the department staff for providing their division overviews.

Meeting adjourned at 3:45 p.m.

Respectfully submitted by Pat Rengnerth