

**Minutes**  
**Commonwealth of Virginia**  
**State Board of Social Services**  
**600 Main Street Centre**  
**Richmond, VA 23219**

**October 20-21, 2010**

**New Member Orientation**  
**9-1:00 PM**

**Members Present**

Bela Sood, Trudy Brisendine, Ray Johnson, Heidi Metcalf Little, Willie Greene, Teri Kiser-Williams, Michelle Larkin, Barbara Manuel, and Robert Spadaccini.

**Absent**

Barbara Manuel-Thursday

**CALL TO ORDER**

Chair Bela Sood called the meeting to order at 1:15 p.m.

**WELCOME AND INTRODUCTIONS**

*Dr. Sood* welcomed new members y Johnson, Heidi Metcalf Little, Teri Kiser-Williams, and Robert Spadaccini.

**REVIEW OF THE AGENDA**

*Margaret Ross Schultze*, Deputy Commissioner reviewed the agenda. Due to time constraints, the remainder of division overviews and travel guidelines not covered in orientation will be presented on Thursday. The report on Workload Simplification and Efficiencies in Virginia's Local Human Services Delivery System will be presented at the December meeting. Agenda approved with amendment.

**Comment Period**

**Comment from the Public**

Bill Griffin, Southwest Rural Community Assistance Program, spoke on the work his agency is providing to people in need. A handout was provided to members and is attached to the official minutes housed in the home office.

Carl Ayers, Director of Floyd County DSS, spoke to the Board on workload efficiency recommendations made to the state that will be incorporated in a report Dr. Erik Beecroft will share with the Board in December. Mr. Ayers will share a copy of his portion to members via email.

**Comment from Local Boards and Directors of Social Services**

None

## **Comment from Boards and Directors of Community Action Agencies**

None

### **Comment from the Virginia League of Social Service Executives**

*Susan Clark*, President of the VLSSE, thanked the Board for the opportunity to speak. She said the League was formed in the 1960s as an advocacy unit for the people we serve, which includes the Department, local agencies, the State Board, and citizens.

She advised that 25 percent of their population in Galax is elderly and 43 percent of the households receive food stamps. Local agencies need the support of the Board and VDSS, remarking on the awesome relationship with both. She reminded that the League is just a phone call away whenever needed.

Ms. Brisendine asked if the League has their legislative agenda available. Ms. Clark will share it in December.

### **Comment from the Virginia Community Action Partnership**

*Jim Schuyler*, Executive Director of Virginia Community Action Partnership, advised they had received two non-competing continuation funding grants that will allow strategic planning and coordination activities funded by ARRA and spoke of two smaller grants for training and economic development.

He shared his attendance at the Leadership Summit on Family Financial Stability.

He reported that as of now, the Governor's FY 2012 budget contains no state CSBG or TANF funding for community action. He stated his office will continue to work with the Governor's Office and the General Assembly to ensure that there is a reasonable funding level for community action in FY 2012. A complete copy of his remarks is attached to the official minutes housed in the home office.

### **Comment from the Commissioner of Social Services**

*Commissioner Brown* stated the VDSS Vision Statement is to become the best-in-class social services delivery system in the country...strengthening families at every client contact.

VDSS 2010 Annual Goals:

- Executive Order Number 2
- Prisoner Re-entry
- Health System Reform
- Family Strengthening Practice Model
- Child Services Transformation
- Business Process Re-engineering
- Accountability

He reported the following:

- Caseloads continue to increase in Benefit Program areas
- Caseloads continue to decline in child protective services caseloads
- More children are being adopted in Virginia than ever before
- Child support cases remain static
- LIHEAP registration has begun and closes in November
- Health System Reform will expand eligibility for estimated 250,000-475,000 individuals
- Application process will include a worker and customer portal

State of the Commonwealth Statistical Overview

Medicaid	831,642
SNAP	826,277
Children Served by DCSE	425,548
TANF/TANF UP	86,291
Foster Care Children	6,161
Foster Care Children age 13 and older	3,243
Reunified within 12 months	61.1%
Adoption cases	5,300
Assisted Living Facilities & adult day care	621
Child Care providers	6,421

A copy of the remarks is attached to the Official Minutes housed in the home office.

**ACTION ITEMS**

**Approval of Minutes**

***ON MOTION DULY MADE*** (Ms. Brisendine) and seconded moved to approve the minutes from the October 2010 meeting as presented. Motion approved, Mr. Spadaccini abstained.

Discussion  
None

**Meeting Schedule**

***ON MOTION DULY MADE*** (Mr. Spadaccini) and seconded, moved to approve the 2011 meeting schedule. Motion approved with all in favor.

**Benefit Programs Specialists Appreciation Month Resolution**

*Tammy Smith*, BPRO Vice President, requested the Board to recognize the month of February 2011 as Benefit Programs Specialists Appreciation Month. Secretary Larkin read the Resolution and ***ON MOTION DULY MADE*** and seconded, the Board approved the request.

Discussion

Board members thanked the Benefit Program Specialists for their dedication and service to citizens of the Commonwealth.

**Delegation of Authority**

Regulatory actions taken by the Board must undergo executive review by the Department of Planning and Budget, Secretary of Health and Human Resources, and Governor's Office. During the course of review, technical, non-substantive edits may be needed in order for the actions to continue moving forward in the process. To facilitate efficient movement of regulatory actions through the process, the Board was requested to approve delegation of authority, authorizing the Regulatory Coordinator to make necessary changes. The Board would be provided a summary of any technical changes made at the following meeting.

***ON MOTION DULY MADE*** (Ms. Brisendine) and seconded, moved to approve the VDSS Regulatory Coordinator to make technical, non-substantive changes to regulations that are necessary for executive review and approval. The changes will be made only with the concurrence of the Board's counsel. Motion approved with all in favor.

Discussion

None

**22 VAC 40-901, Community Services Block Grant**

This action completes the periodic review of the regulation as required by § 2.2-4017 and Executive Order 14 (2010).

***ON MOTION DULY MADE*** (Ms Larkin) and seconded, moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 14 (2010). Motion approved with all in favor.

Discussion

Mr. Spadaccini voiced his concern regarding the lack of public comment on this regulation, even though the department went to great efforts to receive it.

Ms Metcalf Little questioned if an evaluation form could be used to receive feedback.

**22 VAC 40-745, Assessment in Assisted Living Facilities**

The amendments to this regulation are intended to ensure that regulation definitions and text conform to current Department of Social Services licensing regulations; clarify content; and incorporate person-centered language.

***ON MOTION DULY MADE*** (Mr. Spadaccini) and seconded, moved to approve the Notice of Intended Regulatory Action to amend 22 VAC 40-745 for publication in the

*Virginia Register subject to approval under the provisions of Executive Order Number 14 (2010). Motion approved with all in favor.* Discussion

Mr. Spadaccini shared his concern that a public hearing was being omitted.

Mr. Wilson pointed out that this is a NOIRA and may be premature to add a public hearing—it may be more appropriate at the proposed stage.

Gail Nardi reminded the members that the department was not promulgating a new regulation; but conforming to licensing regulations. There are no substantive changes that the department is requesting at this time.

### **22 VAC 40-180, Voluntary Registration of Family Day Homes, Requirements for Providers**

To assist the Department in preparing the proposed regulation for consideration by the Board, the Department requested Regulatory Advisory Panels (RAPs) be established to advise the Department and the Board in the development of the proposed regulation. The provision for the RAP and its establishment is set out in the Public Participation Guidelines, 22 VAC 40-12-70.

***ON MOTION DULY MADE*** (Ms. Brisendine) and seconded, moved to approve the establishment of Regulatory Advisory Panels to advise the Department and the Board in the development of the proposed regulations. Motion approved with all in favor.

Discussion

None

### **22 VAC 40-411, General Relief Program**

Subsequent to the State Board of Social Services' approval at their last meeting, the department was informed that FMAP funds were extended, eliminating the need for the Emergency Regulation and Notice of Intended Regulatory Action approved on August 18.

***ON MOTION DULY MADE*** (Mr. Spadaccini) and seconded moved to withdraw the Emergency Regulation and Notice of Intended Regulatory Action for 22 VAC 40-411, General Relief Program approved on August 18. Motion approved with all in favor.

### **Recess**

**October 21, 2010**

Reconvened at 9:00 a.m.

### **Information Items**

**Overview of Community Services**

*Jack Frazier, Division Director*, provided an overview of the division. A copy of this presentation can be found in the Orientation Book. **Overview of Child Support Enforcement**

*Phyllis Sisk, Assistant Director*, provided an overview of the division. A copy of this presentation can be found in the Orientation Book.

### **Overview of the Division of Finance**

*J.R., Chief Financial Officer*, provided an overview of the division. A copy of this presentation can be found in the Orientation Book.

Dottie Wells, Division Director, provided an overview of the division. A copy of this presentation can be found in the Orientation **Commissioner Comments**

*Commissioner Brown* shared a memo from the Chief of Staff regarding 2, 4, and 6 percent budget cut recommendations. He advised this will affect legislative priorities. The Department will look at funding mission critical items. He will speak further to this issue at the December meeting.

Mr. Spadaccini remarked that the Division of Legislative and Regulatory Affairs was not listed on the Organization Chart and was concerned where the Board would be located since it fell under this office. He confirmed the Board will fall under the Office of the Commissioner and advised that Karin Clark assumed the duties of Regulatory Coordinator and other duties parceled out.

Mr. Spadaccini requested information on the Board budget and was advised that they continue to have their own. Ms. Rengnerth manages their budget and was requested to prepare expenditure reports on a regular basis.

### **Regulatory Update**

*Karin Clark* advised there are 61 regulations currently in place. A copy of the Regulatory Status Report was provided. A copy is attached to the official minutes housed in the home office.

### **Discussion**

Members were concerned that several regulations are still on hold in various locations and have not been returned to the Department. There was discussion that perhaps a letter should be sent. Commissioner Brown reminded the Board that the Governor's Office is still in transition and has been assured items are moving forward; Board appointments are confirmation of that. The Chair suggested revisiting this issue in December. **Chairman Comments**

*Dr. Sood* thanked the staff for their assistance to her with the new member Orientation Program and to the Commissioner for his tenure and being Best In Class.

### **Future Agenda Items**

- Board would like to have a conversation regarding VITA (December 2010)
- Have the VLSSE IT committee discuss VITA impact and improvements on local agencies (December 2010)

- Child Care Automation Update (January 2011)
- Study on Workload Simplification and Efficiencies in Virginia's local Human Service delivery system
- Review Betty Wade Coyle correspondence with Mr. Abah (December 2010)
- Department Legislative Priorities List (December 2010)
- Recognize Ms. Hornsby and Mr. Culpepper for service (December 2010)
- Reconvene Poverty Committee and have Mr. Cassidy share strategies moving forward
- League Legislative Proposals (December 2010)
- Court Improvement Project Update
- Quality Services Review
- Disaster Planning (December)

(Gavel passed to Vice Chair Brisendine)

#### **Division of Family Services /Child Welfare Update**

*Paul McWhinney*, Director, said VDSS has been working on child system transformation to strengthen safety for at-risk children and increase permanency for children in foster care. A complete copy of this presentation is attached to the official minutes housed in the home office.

Mr. McWhinney will give an in-depth review of the Quality Service Review at a future meeting. In addition, he will arrange for Lelia Hopper to speak on the Court Improvement Project.

Ms. Brisendine asked if the number of cases listed in the report include unfounded cases. Mr. McWhinney will consult with Ms. Katzman and advise the Board.

#### **Board Member Comments**

*Ms. Larkin* welcomed new members. She looks forward to delving into the role of VITA under the leadership of Commissioner. She felt parents should be engaged with their children, raising the bar and being held accountable.

*Mr. Greene* said it was a smooth transition with the new members and welcomed them. He further stated he understands the importance of advocacy and spoke to the Board about VITA and his concern. He felt we should not move into an area that is not within the Board's charge. He looks forward to serving with new members.

*Ms. Brisendine* had no further remarks.

*Ms. Metcalf Little* thanked the Department for the prep work prior to the meeting. She thanked Commissioner for strengthening families and looks forward to being on the team to accomplish this.

*Mr. Spadaccini* asked for a copy of Mr. McWhinney's August presentation and backup material on the RAP discussed at the August meeting. He requested a presentation on Disaster Planning in December.

He asked the Department to provide options on how the board could return to communities to hold their meetings. He expressed his concern that local directors and staff may have budget restrictions for travel and meeting in Richmond places hardships on service providers and our clients outside of Richmond to access the Board meetings. A suggestion he offered to Department was to consider having Board presentations by staff via videoconference and only minimal staff would accompany the Board as done in previous meetings. It was also suggested that Board packets and information could be sent via e-mail to reduce printing, mailing and preparation costs for the Department.

He thanked the Board for their welcome and openness to be engaged members. He thanked the Commissioner and staff for all they contribute to ensure the Board is ready for their meeting.

*Ms Kiser-Williams* said she was impressed with everyone she has met and offered her appreciation to the presenters and to Dr. Hazel for speaking with them at Orientation. She said there are many wonderful things going on and is enthusiastic about working on this Board.

*Ray Johnson* said it was good to meet everyone. He has both a policy and law background and appreciates the opportunity to serve on this Board as it looks at meeting the needs of people during the economic shifts.

With no further business to discuss, the meeting adjourned at 12:50 p.m.

Respectfully submitted by Pat Rengnerth