

Minutes  
State Board of Social Services  
Prince William County Department of Social Services  
Sudley North Government Center  
April 14-15, 2004

Present

Debra Andrews, Chair  
Julie Christopher, Vice Chair  
Maggi Luca, Secretary  
Carol Ann Coryell  
Robert Spadaccini  
Danny Brown  
Billy Mitchell

Absent

Jean Cobbs  
Phillip Jones

Call to Order

The meeting of the State Board of Social Services was called to order at 9:06 a.m.; Chairman Andrews presiding. Ms. Andrews recognized Keith Sykes, Director of the Prince William County Department of Social Services. Other local directors recognized included Ben Owen and Sam Bush.

Mr. Sykes welcomed the Board to Prince William and then introduced his Board members and staff. A tour of the department and further overview of the agency will be held following public comment.

Ms. Andrews introduced her daughter Lauren. She has to write a paper on attending a public meeting and her schedule permitted her to attend this Board meeting.

Regulation Status Report

Karin Clark, Deputy Regulatory Coordinator for the Office of Legislative and Regulatory Affairs advised Mr. Martin would provide his in-depth report at the June meeting and briefing advised where regulations were since the March meeting.

Fraud Program Overview

Michelle Lauter provided an overview of the Fraud Unit. Although this unit suffered in budget cuts from ten staff down to 3, they're finding innovative ways to continue their important job functions. This unit handles federal reporting; EBT fraud referrals; maintains a website for minutes, calendar, etc. and able to post information to fraud investigators on a daily basis.

Ms. Lauter provided members with a copy of the LFY 2005 Free Budget Allocation report for their information. Members questioned why 4.9 million dollars in fraudulent claims were found with only 1 million dollars collected. It was reported that Virginia compares near the bottom of the list with other states collections. This is due in part to there is no money allocated to employees and no central process for collections. It was

reported that 17 other states have established claim units and tenured employees that understand the area.

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Ms. Lauter provided members with a breakdown of FREE Expenditures advising local agency expenditures are broken down percentage-wise into a state share and a federal share for a total of 100%. The federal government determines what percent of total expenditure will be paid by federal funds. The difference is the percentage that will be paid out of state funds. For FY 2005, the federal share of FREE expenditures is 48.5%. The state share is 51.5%. The federal share of the local agency's expenditures is reimbursed from administrative funds of the various federal assistance programs. The state share of expenditure is reimbursed from the state share of TANF and Food Stamp fraud and household error overpayment recoveries.

The state share of expenditures are paid from the state share of TANF and Food Stamp overpayment recoveries. These recoveries are placed in the Fraud Recovery Special Fund. One hundred percent of a TANF overpayment recovery is considered the state share. The state share of a Food Stamp fraud-related recovery and household error-related recovery is 35% and 20% respectively.

A local agency FREE budget allocation is determined by dividing its state share of collections for a designated year by the percentage of the state share of expenditures. The result produces a budget allocation that the state share of overpayment recoveries can support.

Commissioner Jones stated this program was flawed from the beginning. The theory was that expenditures would equal collections and that is not the case. It was reported that the largest cause of fraud is clients withholding information or misrepresenting themselves on their application.

#### Adult Protective Services Awareness

Terry Smith, Acting Director of the Division of Family Services provided an overview of the Adult Protective Service Program.

The Mission of this department is to protect the elderly and persons with disabilities from abuse, neglect, and/or exploitation; prevent abuse, neglect, and/or exploitation of vulnerable adults; prevent inappropriate institutionalization of impaired adults; assist with appropriate placement of adults; and maximize self-sufficiency.

Ms. Smith reviewed Senate Bill 318/House Bill 952 with the members and provided them a copy.

Mandating reporting was discussed and Ms. Smith advised that doctors, nurses, hospital intern or resident, law enforcement officers, public or private agency employees working with adults, paid caregivers, social workers, and mental health professionals are considered mandated reporters. Failure to report within 24 hours of suspecting abuse can result in a fine up to \$500 for the first failure and not less than \$100 or more than \$1000 for subsequent failures.

A Certificate of Recognition from Governor Warner was read, indicating May 2004 as Elder Abuse Prevention Month.

#### Child Abuse Prevention

On behalf of Rita Katzman, Ms. Smith advised that April is recognized as Child Abuse Prevention Month. She read a Certificate of Recognition from Governor Warner.

Ms. Coryell advised it is traditional to recognize the Governor's proclamation with a Board Motion. **ON MOTION DULY MADE** (Ms. Coryell) and seconded (Ms. Luca) moved to recognize the Governor's Proclamation on Child Abuse Prevention Month and Elder Abuse Prevention Month as that of the Board. Motion carried with all in favor.

#### Discussion

Ms. Christopher asked about the Toolkit for new parents. Commissioner Jones advised 100,000 kits (10,000 in Spanish) are available, with 2000 being sent out to pilot sites (Hampton Roads and Southwest Virginia) in March. These kits are free to new parents. Feedback has been positive. The remainder of the kits will be sent out in April. A copy of the kit will be available at the Board's June meeting for anyone wishing to see one. It was advised that Harper Collins Publishers and Freddy Mac were the largest contributors to this campaign.

#### Office Services Support Employees for Social Services Resolution

Teresa Newberry, POSSESS State President asked the Board to recognize the week of April 19-23, 2004 as Office Services Support Employee Appreciation Week, urging all citizens of Virginia to join in recognizing and acknowledging their public service and contributions.

***ON MOTION DULY MADE (Ms. Coryell) and seconded (Mr. Brown) moved to approve the Resolution read by Phyllis Sisk acknowledging April 19-23, 2004 as Office Services Support Employee Appreciation Week. Motion carried with all in favor.***

Approval of Local Salary Range  
Maximum(s) with Contingency  
Caroline County

Phyllis Sisk, Acting Director of Human Resource Management advised that Caroline County had identified one employee whose salary will exceed the State's reimbursable salary range maximums for their respective classification at some point during the fiscal year. Upon approval, this document will be included as part of that agency's Compensation Plan for FY 2003-2004, with the understanding that any compensation paid in excess of the State's reimbursable salary range maximum shall be paid wholly from the funds of such county and any federal funds that are available and appropriate for use.

Discussion:

Ms. Spadaccini questioned if it was usual for the director to submit him/herself for an increase without the signature of the local authority. Ms. Sisk advised the department did not have any problem with this and reminded him that the increase would be from local-only funds.

***ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Coryell) moved to approve the local salary range maximum with contingency. Motion carried with all in favor.***

Greenville/Emporia Request to establish a Temporary Donated Sick Leave Policy

Ms. Sisk advised that Greenville/Emporia had requested to establish a temporary donated sick leave policy and asked the Board to approve the action.

Discussion:

Mr. Spadaccini asked if this policy mirrored the State Policy. Ms. Sisk advised it did not as state staff can only donate annual leave. This policy states annual or sick leave donations.

***ON MOTION DULY MADE (Ms. Coryell) and seconded (Ms. Luca) moved to approve the Greenville/Emporia request to establish a temporary donated sick leave policy. Motion carried with all in favor.***

22 VAC 40-740-10

Adult Protective Services

Final Regulation

This regulatory action will amend 22 VAC 40-740-10 et seq., Adult Protective Services. The amendments to this regulation are technical in nature. They update guidelines used by local departments of social services for investigating reports and protecting the health, safety and welfare of the elderly and adults. Proposed changes are primarily technical in nature to make the regulation consistent with the Code of Virginia and current policy. Update names of agencies, and delete obsolete terms. The regulation provides guidance and expeditat6ions relative to the receipt, investigation and disposition of reports of adult abuse, neglect and exploitation and the provision of services to adults found to need protection.

Discussion:

Ms. Coryell noted that Chairman Andrews name had been misspelled on page 17.

***ON MOTION DULY MADE (Mr. Spadaccini) and seconded (Ms. Coryell) moved to approve regulation 22 VAC 40-740-10 et seq., entitled Adult Protection Services final regulatory package for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002). Motion carried with all in favor.***

22 VAC 40-325-10

Fraud Reduction/Elimination Effort

Proposed Amended Regulation

This regulation is being amended by deleting references to the AFDC Program. Therefore it will apply only to the Refugee Other Assistance Program. Language from this regulation regarding collection of overpayments will be included in the comprehensive regulation for Temporary Assistance for Needy Families. Members were requested to approve the proposed package and the fiscal impact analysis.

Discussion:

A handout on changes to definitions was provided by Karin Clark and reviewed by members.

Mr. Spadaccini asked about public comments received. It was advised two had been received, but more were expected since this is the NOIRA stage.

***ON MOTION DULY MADE (Mr. Spadaccini) and seconded (Ms. Coryell) moved to approve the proposed regulatory package to amend 22 VAC 40-325-10 et seq., Fraud Reduction/Elimination Effort for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002) and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.***

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22 VAC 40-170-10

Voluntary Registration of Family Day Homes

Requirements for Contracting Organizations

Proposed Regulation

This regulatory action amends the Voluntary Registration of Family Day Homes-Requirements for Contracting Organizations. Statutory references are updated throughout the regulation to the new citations in the recodified licensing statute, Title 63.2 along with other revised statutory references since initial adoption. Requirements that have been found to be inefficient or burdensome, including but not limited to, the establishment and duties of the contracting organization's review committee are eliminated. Contracting organization's responsibilities in areas including, but not limited to, training and complaint investigations are clarified. Requirements are added that establish time frames for submission of reports and for notification of the department of certain events and changes. Responsibility for providing certain information to parents and for processing all aspects of adverse enforcement action is transferred from contracting organizations to the department.

Doris Sherod reviewed four minor changes provided in a handout to members.

Discussion:

Mr. Spadaccini referred to page 3 of the Townhall document—item #4 and asked if this was previously done in writing. Ms. Sherod advised it was not. Mr. Spadaccini asked why we would want to eliminate the reporting requirement. Ms. Sherod advised it will be the responsibility of the provider to report in the future versus the contracting organizations.

Under #8, Mr. Spadaccini asked how the public could obtain this information for review if contracting organizations were no longer required to report. Ms. Sherod advised the information is recorded on a violation notice and could be accessed through FOIA.

Under #11; Mr. Spadaccini questioned why CPR training is not mandatory. Ms. Sherod advised there is currently a list of voluntary registered topics. They are proposing to require six hours annually. Since providers choose to participate, they don't want to add too many mandated requirements where providers may choose not to participate voluntarily. CPR and First Aid is mandated in licensed providers. Mr. Spadaccini felt

that CPR requirement is not unduly harsh and a staff CPR certified should be on board. He requested that VADSS enhance this line before it comes back before the Board.

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Ms. Coryell referred to an article in the Washington Post where accident victims had died from people not performing CPR correctly. She urged appropriate CPR training as it differs between how it is delivered to an adult and a child.

***ON MOTION DULY MADE (Mr. Spadaccini) and seconded (Ms. Coryell) moved to approve the proposed regulatory package to amend 22 VAC 40-170-10 et seq., entitled Voluntary Registration of Family Day Homes-Requirements for Contracting Organizations for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002) and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.***

22 VAC 40-661-10

Child Care Program and

22 VAC 40-660-10

Child Day Care Services Policy

Proposed New Regulation and Proposed Repeal

This is a joint action to repeal 22 VAC 40-660 and replace it with the new regulation 22 VAC 40-661. The new regulation eliminates obsolete language and replaces that language with current terms and practices. Substantive changes include a new requirement for families to be referred to the Division of Child Support Enforcement, unless there is good cause why this should not be done; clarification of the receipt of child care subsidies for children of family day home owners or operators; clarification of the receipt of child care subsidies for children of family day home owners of operators; clarification of the length of time background checks will be valid; a requirement for child care provider training and new policies on how to handle suspected fraud.

Mary Ward reviewed changes requested by Secretary Woods regarding training and length of background checks.

Discussion:

Mr. Spadaccini referred to page 3 of the Townhall document regarding cases referred to DCSE. He asked what the projected impact and growth would be on DCSE. Ms. Ward

advised that in SFY03, 18,000 families were served in Fee Program. Referrals to DCSE were between 12-14,000 families. The approximate increase will be on 3-4%.

Ms. Coryell asked if this is a new federal mandate to include DCSE. Ms. Ward advised it was not. The request came from many local departments of social services as having an official order in place leads to self-sufficiency.

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Ms. Luca asked and it was confirmed that Head Start is included.

***ON MOTION DULY MADE (Ms. Coryell) and seconded (Ms. Christopher) moved to approve the revised proposed regulatory package to establish 22 VAC 40-661-10 et seq., Child Care Program for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002); approve the proposed regulatory package to repeal 22 VAC 40-660-10 et seq., Child Day Care Services Policy, and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.***

22 VAC 40-293-10  
Locality Groupings  
Final Adoption

This regulation establishes criteria for local departments of social services to change Temporary Assistance for Needy Families (TANF) locality groupings. Each local area is placed in a locality grouping which determines payment levels for recipients of TANF in that locality. This regulation indicates the required data and the criteria to determine if a locality may switch to another locality grouping and change TANF payments levels.

Mark Golden reviewed the changes on the handout provided to members.

Discussion:  
None

***ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Christopher) moved to approve the final regulatory package for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002). Motion carried with all in favor.***

Commissioner Comments

Commissioner Jones advised that as of April 18; 95 VADSS employees had their food stamp application reviewed. Initially, employees were put on pre-disciplinary leave. Ten



investigations have been completed and forwarded for prosecution. Nine employees have been exonerated and invited to return to work. Seventy-six employees are in some stage of investigation. P-14 and contract staff (approximately 25 applications) still have to be reviewed.

Chairman Andrews asked if the 500 local employees had been put on paid leave. Commissioner Jones could not speak for the local staff; however, Ben Owen advised locals are taking the initiative to move forward on the applications. He advised the state office has been helpful in providing names to local agencies when needed.

Mr. Brown commended the Commissioner on his approach to this problem.

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Ms. Luca questioned if reviewing applications of state employees was a federal requirement. Commissioner Jones advised it was and they also had to do 1% of the general population.

Ms. Christopher asked how long it would be before all applications are reviewed and determinations made. It was advised it may take 3 or more months.

Mr. Mitchell asked what specific areas the discrepancies being found. Commissioner Jones advised they were income; resources available (banking/checking); number of people in the household and expenses that people paid in connection with replacing damaged items.

Mr. Spadaccini asked if child support payments were included as income. There were some cases noted where local agency staff did not tell clients that support payments needed to be included. It was stated that payments received from child support were considered part of the applicant's income. The Commissioner stated that if a local agency inadvertently provided information contrary to this, the applicant would not be penalized for the lack of or misreporting of child support payments.

Ms. Coryell asked what measures are being taken to prevent this in the future. Commissioner Jones advised that training is always needed, ensure obvious areas are reviewed prior and include verification requirement of payment stubs. Because of the intense review now being done, he doesn't feel this will happen again in the future.

Ms. Luca asked if the feds will make any changes to prevent future fraud. Mr. Jones advised the feds will be open to us and suggest more up-front reviews.

Organization Chart

Commissioner Jones provided copies of the department organization chart to members.

Local Team Initiative

Commissioner Jones provided a draft copy of the Virginia Department of Social Services Local Teams Initiatives. In order to strengthen partnerships and improve the quality and timeliness of services to local departments of social services, VADSS is forming cross-functional teams. Each local department will be assigned a team composed of representatives able to address the information, policy, and technical assistance requests of local department staff. These cross-functional support teams will provide points of contact for each local department and be expected to respond to each inquiry and request for assistance within 24 hours. Additionally, the teams are charged with identifying and providing the necessary assistance to help make LDSS perform at the highest level possible. The teams will be led by program managers from units throughout VADSS and meet on a regular basis to review the performance, requests for assistance and level of services provided to the local department.

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Commissioner Jones advised he has heard both positive and negative feedback from many local agencies. They feel they may lose the experts they now have. Commissioner Jones reassured them this will not happen—they will actually gain more experts. He also advised the most resistance is coming from state staff.

#### Assisted Living Facility Update

Lynn Williams provided an update on Bryces Villa in Hanover. She advised the VA Office of Protection and Advocacy shared a copy of their complaint against this facility. Licensing continues to monitor the facility.

#### Public Comment

Julie Shuell with Northern Virginia Family Services spoke on Regulation 22 VAC 40-661-10. and provided members with a position paper.

NVFS has been a federal Early Head Start grantee for six years and is funded to serve 240 children in Prince William, Arlington and Loudoun Counties as well as the Cities of Manassas and Manassas Park. They are predominately a home base program but have operated an EHS center for 22 children in Arlington County since 2003. They were awarded \$190,000 in federal funding to build a new EHS center in the City of Manassas for 24 children. The building is near completion and expecting to open on May 17, 2004. NVFS is seeking to access subsidy funding from VADSS for the childcare portion of their program—the licensed daycare provided to infants/toddlers from 8 a.m. to 6 p.m.

NVFA is working with VADSS to allow subsidies to pay for the childcare portion of the program (the care children receive for 8-9 hours per day) while using the federal funds to pay for the extra things required by the Head Start Performance Standards. However, VADSS has strictly defined the use of all subsidy funds for EHS families to those hours before/after Head Start core hours. Mary Ward has indicated that she plans to stick

closely to the Head Start definition of full day which is 5.5 hours. In our program, that would mean that only 2-3.5 hours of our childcare would be covered by subsidy leaving us with a \$60-\$100,000 deficit in both communities. The core hour's concept is not definable in EHS the way it is in Head Start nor are all EHS programs in the state consistent in their hours of operation or hours of child care subsidy they need to access.

Unlike preschool Head Start, EHS grantees do not operate according to a part-day or full-day program option. These DHHS defined models prescribe the number of hours classroom services must be delivered to preschool Head Start children. Early Head Start programs were funded based on community need and vary widely in operating hours. Grantees are asked to look at their community assessment and, if they choose a center-based option, provide the year-round hours of service necessary for families to work or attend school. In Arlington and Manassas, that means providing care for 9 hours per day, 50 weeks per year.

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In addition, we must serve children at a 4:1 ratio. EHS is not allowed to have a Teacher/Teacher Aide model like preschool Head Start. Each adult that is responsible for a group of four children must be teacher qualified, which is currently a Child Development Associate or AA degree. The high cost of living in Northern Virginia further exasperates this situation as we must pay \$27-29,000 per year to recruit teachers with these credentials who also have willingness/experience to work with infants. Our annual cost per child is between \$18-21,000 per year in our two center-based programs. Other EHS/HS grantees may have lower costs depending upon the amount of cash/in-kind support they receive from their locality and/or grantee agency.

EHS is the childcare provider of choice for these low-income families who, without EHS would have to quit work or school because they are not on TANF and the fee-based subsidies have waiting lists; leave their children with friends/neighbors in unregulated care; or receive subsidies (from the fee-based or TANF pots) and use them at other lower quality childcare centers in their communities.

Additional, quality childcare is a stated priority to the Warner administration. It seems a shame the additional federal dollars for low-income infant/toddler childcare brought to our state in the form of EHS dollars could not be paired with adequate subsidy funding to allow these programs to break even financially. The portion of Virginia Child Care Fund dedicated to Head Start enrolled families has been historically under-spent and this funding is meant for the poorest of the poor.

The cost of the center base program option and the limited per child funding given to us by the Head Start Bureau has forced us to seek additional revenue to support our center-based programming in Arlington and Manassas. To date, neither of these localities has provided any local dollars to support the ongoing operations of the EHS program while

our counterpart Head Start grantees receive a significant amount of cash or in-kind from the localities. While we fully anticipate these localities providing support in the future, we are looking to access Wrap-Around and/or other childcare subsidies funding through VADSS to pair with our federal funds to make the program financially solvent. This is the expectation placed on EHS grantees by the federal government as started in several Child Care Bureau communications to state CCDF agencies.

Ms. Luca asked long early heard start had been in existence. Ms. Shuell advised formally since 1997-98.

Commissioner Jones confirmed that she had received \$190,000 from the feds and asked what it had paid for. Ms. Shuell advised it had paid for operating expenses. He also asked if other states were doing this. Ms. Shuell confirmed that Pennsylvania and Delaware are. He further confirmed that she had received \$600,000 from state DSS.

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Ms. Luca asked how this change would have to come about. Ms. Shuell advised it would have to be done in regulation separating 1-3 and not using 0-5.

#### VLSSE

Ben Owens, League President said it was unfortunate that the fraud regulation had come before the Board during the fraud crisis. He is in hopes we can work through this. The League doesn't have a Fraud Committee, but as fraud crosses many areas, it is important to have someone serve on a committee. He will provide a name to the Commissioner very soon.

He advised Susan Clark will forward copies of conference information to Ms. Rengnerth and she can provide to members. He apologized it had not been sent earlier. The conference will be held in Bristol May 5-7.

Mr. Owen mentioned that a budget had not been passed by the General Assembly and advised locals would be asking for guidance early in May as their dollars run out one month prior to the state budget.

He mentioned that JLARC would be studying the form and functions of DSS in all aspects (2-year study) and will also be studying the CPS program. He is in hopes that the JLARC will enforce the locals view. He looks forward to this study as he has found JLARC to be very fair and impartial.

Mr. Owen advised the League will work with Delegate Morgan to improve workforce development.

Prince William Department Tour

Keith Sykes provided an overview of the agency and its functions. State Board members were treated to a walking tour of the agency and were fortunate to meet with staff and local Board member Dr. Myra Crouch/

Members were provided a copy of the department's Mission Statement and annual report.

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**Thursday, April 15, 2004**  
**Reconvene at 9:05 a.m.**

Child Support Enforcement Program Overview

Nick Young, Deputy Commissioner provided an overview of the Child Support Program. He advised there are two private CSE offices in Hampton and Chesapeake that are doing very well. The CSE program is designed so the same services delivered in the eastern part of the state will be the same as in the western and central locations.

He reported that DCSE is collecting \$7 for every \$1 dollar spent (federal benchmark is \$5). CSE nationwide stats show Virginia ranks number 6 in cost effectiveness, ranks 11<sup>th</sup> in collections, ranks 12 in caseloads, ranks 14 in cases with orders and ranks 18<sup>th</sup> in collections per case.

The age of the oldest client in Virginia is 76 years old.

Ms. Coryell asked Mr. Young to review the Board's responsibility for emails received from disgruntled clients. Mr. Young advised it is up to the members to decide, but he would suggest they be attentive and advise they can't personally help them but will forward it to DCSE for action.

Members were invited to attend the grand opening of the Arlington DCSE Office on April 29 at 3:00 p.m.

Legislative Report

Ms. Clark provided members with a handout on 2004 Social Services Related Legislation for their review. Mr. Martin will provide a final comprehensive report at the June Board Meeting.

In follow-up to the March meeting, a briefing on training activity was provided to members.

#### Minutes

Mr. Spadaccini asked that minutes reflect he was not present at the March meeting as it was a one-day emergency meeting that was scheduled at the last minute and he could not attend due to a prior commitment.

***ON MOTION DULY MADE (Ms. Coryell0 and seconded (Mr. Mitchell) moved to approve the minutes with the correction noted by Mr. Spadaccini that he could not be present at the one-day emergency meeting due to a prior commitment and it's last minute scheduling. Motion carried with all in favor.***

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#### Future Meeting

The June meeting will be held in Lynchburg at the local LDSS agency. The meeting is scheduled for June 16-17, 2004. Ms. Andrews is in homes that a visit to the Central Virginia Training Facility can be arranged.

The August meeting will be held in Newport News. Plans are currently being finalized.

#### Unfinished Business

CPS OOF Letter from Chairman Timoney

Chairman Timoney requested assistance from the Board as to future directions they should move toward. Chairman Andrews needs to fill 6 positions on this committee. Members were asked to think of items this group should discuss and provide names for the vacancies.

The committee is to have 15 members effective July 1, 2004.

Code requires the following:

|  |                 |
|--|-----------------|
| DSS local Agency                                 | VACANT          |
| Public School employee                           | Irv Beard       |
| Hospital for Children                            | VACANT          |
| Licensed Child Care Center                       | Vernon Holloman |
| Juvenile Detention Home                          | VACANT          |
| Public/Private Residential Facility              | Ramon Pardue    |
| Family Day Home                                  | VACANT          |
| Religious Organization with program for Children | Dr. Jack Knapp\ |

Plus 6 citizen members

1. Maria Timoney
2. Keli Meredith
3. Kearthy Hearn
4. Betty Munsey
5. Holly Korte
6. VACANT

It was discussed that since a new Board chair will be elected in June, perhaps it would be best to wait and let him/her make the appointments since there may be changes. It was suggested that the Board invite the Chairman of the CPS OOF Group to the June meeting and discuss this issue further on the first meeting day. Ms. Clark and Ms. Rengnerth will work with Ms. Andrews in writing the letter to Ms. Timoney.

Ms. Andrews read a lovely note from Ray Goodwin for his appreciation of the engraved Revere Bowl given to him upon his retirement from VADSS.

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#### Nominating Committee

Ms. Andrews advised she had hoped to have the same committee as last year but she was unable to reach Mr. Jones. Mr. Spadaccini suggested Ms. Coryell fill the vacancy. Chairman Andrews advised she had asked Ms. Coryell and she had gladly accepted to serve along with Ms. Luca and Mr. Brown. Mr. Brown is to serve as chair.

#### Committee Reports

None

#### Comments

Mr. Mitchell thanked Mr. Sykes and Prince Williams LDSS for hosting the meeting. He found it to be informative and educational.

Ms. Christopher echoed Mr. Mitchell's remarks.

Mr. Spadaccini echoed these remarks and said he was impressed with the job services program here. He said Happy Birthday to Mr. Jones, Ms. Luca and announced the birth of his first granddaughter Gabriella Elizabeth on April 14<sup>th</sup> at 12:42 p.m.--weighing in at 6 pounds 11 ounces and 19 1/2 inches in length.

Ms. Luca advised she was very appreciative of this educational meeting. She thanked Prince William LDSS for their hospitality. She advised she enjoyed meeting Nick Young and hearing about the Child Support Program.

Mr. Brown thanked the Prince William Department of Social Services for their hospitality. He commended Karin Clark on a job well done filling in for Mr. Martin. He also announced the birth of his granddaughter Carly Grace now twelve days old.

Ms. Coryell said it was great to have Mr. Rengnerth back on the job as she was an asset to the department and Board. She thanked Prince Williams LDSS for their hospitality and mentioned how impressed she was with their one-stop program.

Ms. Andrews commended Ms. Clark and Ms. Rengnerth on doing great jobs and was in hopes this would be passed to Mr. Martin. She was appreciative to the hospitality shown to her daughter Lauren who sat in on the meeting so she could write a paper on how public meetings are conducted.

***With no further business and ON MOTION DULY MADE (Mr. Spadaccini) and seconded (Ms. Christopher) moved to adjourn the meeting at 11:06 a.m. Motion carried with all in favor.***

Submitted by Pat Rengnerth  
Approved June 2004