

**Minutes**  
**State Board of Social Services**  
**Abingdon State Office VDSS**  
**Abingdon, VA**  
**October 22-23, 2003**

Present

Debra Andrews, Chairman  
Julie Christopher, Vice Chairman  
Maggi Luca, Secretary  
Mamie Locke  
Danny Brown  
Phillip Jones  
Carol Ann Coryell

Absent

Jean Cobbs (family sickness)  
Robert Spadaccini (work-related)

Call to Order

The meeting was called to order at 9:00 a.m., Chairman Debra Andrews presiding.

Welcome and Introductions

Tony Fritz welcomed the Board to Abingdon and highlighted some of the most recent activities, to include an invitation from the Labor Department in Washington DC to talk about their drug free efforts. Mr. Fritz commented on worker simplification that began in this area and noted better policies are needed for a seamless network. Members were encouraged to talk with local directors and staff while they were in this area, as these are the people "in the know". He further stated that local directors in Carroll, Dickerson, and Grayson counties will retire at the end of this year and will be greatly missed. Local directors were introduced to the Board.

Ms. Coryell asked Mr. Fritz about the flood disaster that took place in Hurley last year. Mr. Fritz commented that reconstruction has taken place and the town is looking good.

Chairman Andrews recognized former Board member Shirley Rogers and Child Day Care Council Secretary Lisa Shelburne.

#### Legislative Report

Richard Martin advised he would provide a briefing of the departments 2004 legislative proposals at the December meeting.

A meeting to discuss HJR 159 will be held on November 17 at 3:00 p.m. in the General Assembly Bldg. Steve Martin will co-chair this meeting.

Items for discussion will be the elimination of four legislative studies the department is required to do---it has been found there is no practical use of these studies; and review the membership of the CPS Out-of-Family Advisory Group and possible duplication of work efforts done by the CPS Advisory Group.

#### Regulation Update

Mr. Martin reported that as of October 21, the department has 89 regulations in place. Sixty of the 89 are currently in process. Of those 89, 37 are in the process of being repealed (28 of the repeals relate to AFDC regulations that will be replaced by the new TANF regulation). Of those 89, 14 are in the process of being amended. Eleven additional new regulations are in the process of being promulgated. That totals 100 regulations and proposed regulations.

He advised there are three current regulations in public comment.

22 VAC 40-170, Voluntary Registration of Family Day Homes—Requirements for Contracting Organizations, notice of intended regulatory action, comment period ends November 5.

22 VAC 40-180, Voluntary Registration of Family Day Homes—Requirements for Providers and 22 VAC 40-181, Voluntary Registration of Family Day Homes—Requirements for Providers, notice of intended regulatory action, comment period ends November 5.

22 VAC 40-325, Fraud Reduction/Elimination Effort, notice of intended regulatory action, comment period ends November 5.

Mr. Martin further advised the re-proposed Temporary Assistance for Needy Families Regulation 22 VAC 40-295 will be published on November 17 and public comment will run until December 17.

He advised the December meeting will be light with regulations. Ms. Coryell asked if the second meeting day could be used as a workshop to network as a group. She stated there were many questions about item “C” on the agenda and felt the Board did not have appropriate time to vote on this item today. Mr. Martin advised due to time requirements this regulation would have to be acted on at this meeting as the deadline date is mid December.

October 2003

Minutes

Page 3

Ms. Coryell advised the members had complained to the past two Commissioners about these time constraints and getting this information at the last minute. She stated the importance of Board members networking on regulations prior to a vote. She then mentioned the foster care proposed regulation and asked where it was. Mr. Martin advised staff continues to work on these and hopes to have staff to report as early as February on it.

Commissioner Jones stated the Board should spend some time in December to talk about what is working for them and what areas need improvement.

Mr. Martin advised he could request approval for an extension from the Governor's Office if members collectively felt the need. Chairman Andrews stated she concurred with Ms. Coryell.

#### Regulatory Action

22 VAC 40-191 Background Checks for Child Welfare Agencies and 22 VAC 40-190 Regulation for Criminal Record Checks for Child Welfare Agencies

This action will establish a new regulation 22 VAC 40-191 and repeal an existing regulation 22 VAC 40-190. The new regulation incorporates statutory changes that have been approved since 1995, as well as reorganizes and simplifies the regulation.

#### Discussion:

Wenda Singer was on hand to answer questions.

Ms. Christopher referred to page 23 of 42 –A person 14 years of age and older must have a search of the central registry and make the information available for regulatory purposes. The exception is that a person 14 years of age to 18 years of age who is placed in a foster home by a child-placing agency is not required to have a search of the central registry. She wanted to ensure that language should be provided to cover barrier crimes.

Ms. Singer advised that State Police would have information on any child considered to be adults. She also stated the regulation now includes all the rest of the homes not previously listed in the regulation and advised it did not require criminal record history checks.

Ms. Christopher stated she felt this should be changed. Office of the Attorney General representative Al Wilson advised the Board doesn't have the authority to change. A sworn statement from the provider stating to the best of their knowledge, their child hasn't had a felony or barrier crime against them could be suggested.

Mr. Jones stated these could be expanded upon since they are minimum standards.  
October 2003  
Minutes  
Page 4

Ms. Coryell, on behalf of Mr. Spadaccini referred to page 10 and questioned what happened to minor. Ms. Singer advised nothing happened to child. She referred to page 11, item 2 under finger prints. She further advised that in Section 6, fingerprints may be done at the discretion of the facility.

Since it is too late for a legislative change this year, but comments can be taken back and craft proposed changes for next session. This issue will be added to the Board's Rolling Agenda for June 2004.

ON MOTION DULY MADE (Ms. Coryell) and seconded (Ms. Christopher) moved to approve the final regulatory package to establish 22 VAC 40-191 for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2202) and approve the final regulatory package to repeal 22 VAC 40-190 Regulation for Criminal Record Checks for Child Welfare Agencies. Motion carried with all in favor.

22 VAC 40-111 Standards for Licensed Family Day Homes and 22 VAC 40-110  
Minimum Standards for Licensed Family Day Homes

Doris Sherrod provided an overview of the regulation, advising this action will establish a new regulation 22 VAC 40-111 and repeal an existing regulation 22 VAC 40-110. The last major revision of the rules for licensed family day homes occurred in 1993. In addition to incorporating the majority of the provisions from the 1993 version, the new regulation adds requirements that are based on changes in law since that time, findings of research, and changes in practice. These include high school diploma/GED, 3 month programmatic experience, Orientation, Certification in First Aid and CPR, additional square footage for children, fencing requirements, on-site water safety instructor if a pool is on-site, additional resilient surfacing requirements and TB testing for all household members.

Discussion:

Ms. Coryell commended Ms. Sherrod on her work with this regulation. Ms. Coryell stated concern over additional cost to the providers. Ms. Sherrod stated they were aware of some additional costs. Commissioner Jones advised the department is assisting with some of this expense by using training phase-in schedules, increasing training provided in the market place, scholarships, etc. He stated the cost issue will be monitored through public comment, and the ability to change the requirements if needed.

Ms. Sherrod further stated that in cases of undue hardship, waivers can be granted.

October 2003

Minutes

Page 5

Ms. Christopher advised it had been reported at Council meetings that training classes are held with 100% sign up, but only 50% participation the day of the training.

ON MOTION DULY MADE (Ms. Christopher) and seconded (Mr. Brown) moved to approve the proposed regulatory package to establish 22 VAC 40-111 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 40-110 and approve the fiscal impact analysis for distribution to local boards of social services.

22 VAC 40-121 Standards for Licensed Family Day Systems and 22 VAC 40-120 Minimum Standards for Licensed Family Day-Care Systems

Ms. Sherrod provided an overview of this regulatory action. This action will establish a new regulation and repeal an existing regulation. The action will replace the current regulation last revised in 1984 with updated provisions and additional protections for children in care. Other changes include increase in training requirement hours, increased the number of homes an inspector can carry from 25 to 40, and added the requirement that system records are made available to the public.

Discussion:

None

ON MOTION DULY MADE (Ms. Coryell) and seconded (Ms. Christopher) moved to approve establishing a new regulation and repeal an existing regulation 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 40-120 and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.

22 VAC 42-11 Standards for Interdepartmental Regulation of Children's Residential Facilities and 22 VAC 42-10-10 Standards for Interdepartmental Regulation of Children's Residential Facilities.

October 2003

Minutes

Page 6

Mr. Martin advised this action will begin the process to repeal the existing regulation and promulgate a new regulation. The new regulation will meet federal regulations, ensure that services provided to residents are appropriate for their needs, bring the standards in line with current industry stands and needs, clarify frequently misinterpreted standards and delete unnecessary requirements. He further advised this regulation is jointly promulgated by the Boards of Education; Juvenile Justice; Mental Health, Mental Retardation and Substance Abuse Services; and Social Services. These agencies, through the Interdepartmental Regulation Coordinating Committee, have jointed together under a joint agency number in the Virginia Administrative Code to promulgate one set of regulations.

Discussion:

On behalf of Mr. Spadaccini, Ms. Coryell asked how the departments are referenced in voting procedure. Mr. Martin advised Social Services is first, with Juvenile Justice last. Each agency must take a vote, if they differ from the vote taken today; he will have to bring this regulation back at the December meeting with comments from other agencies.

Ms. Coryell confirmed with Commissioner Jones that he will be the eyes and ears for the Board on this regulation.

ON MOTION DULY MADE (Ms. Luca) and seconded (Mr. Brown) moved to approve the Notice of Intended Regulatory Action 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 40-661 Child Care Program and 22 VAC 40-660 Child Day Care Services Policy

Mary Ward provided an overview of the regulation noting that this will establish a new regulation 22 VAC 40-661 and repeal an existing regulation 22 VAC 40-660. The new regulation supports current child care policy and practice, much of which is mandated by the federal government. Substantive changes include requirements for referral to child support enforcement and procedures for handling suspected fraud.

Discussion:

Ms. Coryell began discussion with comments from Mr. Spadaccini. Mr. Jones called for the question. Further comments from Mr. Spadaccini could not be entered.

October 2003

Minutes

Page 7

ON MOTION DULY MADE (Ms. Christopher) and seconded (Ms. Coryell) moved to approve the proposed regulatory package to establish 22 VAC 40-661 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 and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.

22 VAC 40-705-60 and 130 Child Protective Services

Mr. Martin advised the amended regulation implements Chapters 508 and 634, Acts of General Assembly. The Board approved a NOIRA for this action on August 20, 2003. Subsequently, it was determined this action was exempt from the normal requirements of the Administrative Process Act pursuant to 2.2-4006 (A) (4) (a) of the Code of Virginia. He confirmed this regulation reads no differently than it did at the NOIRA stage in August.

Discussion:

Ms. Coryell noted that the pronoun “him” was listed on pages 1 and 2 and not “her”. Mr. Wilson advised the standard form used in Code is “him” although it could refer to a female as well.

As a housekeeping measure, the Board was requested to withdraw NOIRA action on this regulation.

Discussion:

None

ON MOTION DULY MADE (Mr. Jones) and seconded (Ms. Christopher) moved to withdraw the Notice of Intended Regulatory Action on 22 VAC 40-705-60 and 130. Motion carried with all in favor.

22 VAC 40-730-115 Investigation of Child Abuse and Neglect in Out of Family Complaints

Mr. Martin advised the Board had approved a NOIRA for this action on August 20. Subsequently, it was determined that this action was exempt from the normal requirements of the Administrative Process Act pursuant to 2.2-4006 (A) (4) (a) of the Code of Virginia.

ON MOTION DULY MADE (Mr. Jones) and seconded (Ms. Luca) moved to approve the exempt final regulatory package for publication in the Virginia Register subject to

approval under the provisions of Executive Order 21 (2002) and the Administrative Process Act. Motion carried with all in favor.

October 2003

Minutes

Page 8

#### 22 VAC 40-771 Local Department Approved Provider Standards and 22 VAC 40-770 Standards and Regulations for Agency Approved Providers

Mr. Martin advised the Board approved the proposed regulation for this action on June 18. Subsequently, as part of the executive review of this action, the Secretary of Health and Human Resources asked that you consider making revisions to those provisions that concern criminal background checks and provider training.

Discussion:

None

ON MOTION DULY MADE (Ms. Christopher) and seconded (Ms. Coryell) moved to approve establishing the proposed regulation for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002), approve the proposed package to repeal and approve the fiscal impact analysis for distribution to local boards of social services. Motion carried with all in favor.

#### 22 VAC 40-250 Agency Placement Adoptions—AREVA

Mr. Martin advised the amendments to this regulation conform to 22 VAC 40-260 Agency Placement Adoptions—Subsidy and made technical corrections. He further advised the regulation had not changed since the Board approved the proposed stage.

Discussion:

None

ON MOTION DULY MADE (Ms. Christopher) and seconded (Ms. Coryell) 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.

#### 22 VAC 40-260 Agency Placement Adoptions—Subsidy

Mr. Martin advised the action will revise the special needs criteria, add an appeals provision, clarify several existing requirements, and improve accountability in the administration of the subsidy program.

Discussion:

None



October 2003

Minutes

Page 9

ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Coryell) moved to approve the final regulatory 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 40-270 Agency Placement Adoptions—Appeals

Mr. Martin advised provisions for appeals are being incorporated into 22 VAC 40-260-120 Agency Placement Adoptions—Subsidy.

Discussion:

None

ON MOTION DULY MADE (Ms. Luca) and seconded (Ms. Coryell) moved to approve the final repeal of this regulation 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 40-25 Auxiliary Grants Program: Levels of Care and Rate Setting

Mr. Martin advised the amended regulation updates the regulation and establishes guidelines regarding requirements to participate in the program, minimum services to be provided, and reimbursable rates and reporting requirements.

Discussion:

None

ON MOTION DULY MADE (Ms. Christopher) and seconded (Ms. Coryell) moved to approve the amended proposed regulatory package 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.

#### 22 VAC 40-745 Assessment in Adult Care Residences

Mr. Martin advised the amended regulation brings the regulation into compliance with changes in the State Board's regulation on licensure of assisted living facilities and with the Department of Medical Assistance Services' administrative policy for reimbursement of assisted living services. He also stated the term "adult care residence" has been replaced with "assisted living facility" throughout.

October 2003

Minutes

Page 10

Discussion:

Ms. Coryell advised she would provide Mr. Martin with questions from Mr. Spadaccini and asked that he follow up with Mr. Spadaccini on them.

ON MOTION DULY MADE (Ms. Coryell) and seconded (Ms. Christopher) moved to approve the proposed regulation 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.

Commissioner Comments

Commissioner Jones applauded the efforts of social service offices statewide for the assistance they provided to citizens following the hurricane. He further stated that local departments were at the heart of the state's efforts, mentioning they ran shelters, administered disaster food stamp programs, operated 24-hour resource centers, and provided food and water. These were the same people that experience devastation from the hurricane themselves.

Commissioner Jones spoke of long lines at social service agencies with the "working poor" and commented on their lost wages from the devastation of the hurricane. He stated it is our job to make these people self-sufficient.

He advised there were 53 agencies that had applied for and operated disaster food stamp centers. These centers ran for seven days. Three of the 53 centers (Portsmouth, Norfolk, and Newport News) requested 3-day extensions.

Commissioner Jones advised that \$471,743.00 had been issued to replace food that had been lost due to the hurricane. There were 132,019 new household cases. \$49,715,635 federal dollars was provided to citizens in Virginia.

Commissioner Jones advised the EBT card stock was almost depleted. Commissioner Jones flew to Chicago to pick up 65,000 cards as they were too heavy and costly to transport via the roadways. Numerous staff drove the cards to agencies as needed.

Commissioner Jones gave special appreciation and applauded the efforts of local directors, and local and state staff who worked long hours and for their attitudes of doing what was needed to get the job done.

Chairman Andrews and the Board also thanked state and local staff and suggested a letter be sent to everyone for going the extra mile to assist Virginia's citizens during this crisis.

Ms. Luca stated that names of the people should be mentioned. Commissioner Jones agreed to provide the information to Ms. Rengnerth so a letter could go out on the Board Chair's signature.

October 2003

Minutes

Page 11

ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Christopher) moved to send a letter to local and state staff that assisted during the hurricane crisis. Motion carried with all in favor.

Commissioner Jones advised the Board that Central Office would move in the near future to one building that would consolidate all employees. The move will be completed by 12/31/03. Further details will be shared as they are developed.

Commissioner Jones stated that Cathleen Newbanks will be leaving the department for a position as Deputy Secretary for Family Services in Florida. Her last day of employment will be 11/3/03. The Board shared their congratulations to Ms. Newbanks and said she will be missed.

Chairman Andrews confirmed that a replacement for Ms. Newbanks will be at the December Board meeting.

#### Child Fatality Report

Cathleen Newbanks provided members with a copy of the Child Fatality Report. Ms. Newbanks thanked the Board for the opportunity to work with them. She stated she is in hopes that the Fatality Report will be used to reach out in housing developing communities, action agencies, faith-based organizations and others to let them know what child abuse is and that assistance is available from social services.

She advised this report is a draft but plans to complete it before she leaves and can be given at the December Board meeting. The Child Fatality Summit is being held on December 18. Two-thirds of all fatalities come from the Hampton area. Members were asked to review the draft and provide feedback.

It was stated that a National Report on Child Fatalities is available at [www.ICAN-NCFR.ORG/SHAME](http://www.ICAN-NCFR.ORG/SHAME).

Ms. Newbanks advised that fatalities are also high in Western region of Virginia. She stated that we need to do more with family advocate in the military.

The "800" Child Abuse Hotline is also being reviewed for possible ways to assist in prevention.

"Never Ever Shake a Baby" videos have been sent to local agencies and have been provided to Child Support Offices by Director Nick Young.

Mr. Jones thanked Ms. Newbanks for her role in drawing attention to this issue.

October 2003

Minutes

Page 12

#### Public Comment Period

William (Bill) Shanks, Member of Bristol LDSS Board and Coalition, provided the following remarks on the characteristics and outcomes of the VIEW Program:

Virginia is ranked fourth in the country for high performance and success in the workforce.

The Virginia Department of Social Services was awarded a TANF bonus in the amount of \$15,828.518 for their success in Employment Services in 2001 and 2002.

Local Department of Social Services is present in every locality in the Commonwealth providing access to TANF Employment Programs.

Local Department of Social Services works with all participants, regardless of their multiple barriers.

Local department of Social Services provides a whole family focus, providing a bridge from Welfare to Work.

VIEW is a Work First Program that provides Job Readiness, Job Development, Education Guidance and Workforce Development.

Successful implementation of soon-to-be federally mandated TANF Universal Engagement will increase the number of mandatory participants. Achieving success in this effort will be most likely to occur in an experienced organization.

Mr. Shanks stated that it is the Coalition's view that the responsibility of TANF should remain with the Department of Social Services and not be moved as discussions have indicated. He further stated that Social Services has proven to be a very experienced organization throughout Welfare Reform and asked for Board support regarding this issue.

Ms. Christopher asked where this responsibility be moved. It was mentioned that it could be moved to new and improved one-stop centers, although other ideas have been proposed.

Barbara Bryan-As part of public comment, the following information was received by fax on October 22:

Because words, as well as actions, have consequences, I regret that family concerns require my being in North Carolina and not with you in Abingdon.

October 2003

Minutes

Page 13

I refer to the same kinds of words used in expressions which, while they sound good and create “no cost to the Commonwealth”, quite often leave unbearable expense to children, families, and also to the frail in assisted living facilities.

Perhaps these words that mask different kinds of actions and shifted accountability—the same kind that underlay *Robertson v. Jackson*—over time led to the extensive and unpleasant scrutiny HHS/OIG has brought to Virginia.

For example, how would a CPS regulation (22 VAC 40-705-60 and 130), Exempt Final Adoption, “strengthen and support the rights of parents” who have just had children taken from them; no matter how the proposed notification is shortened?

Why is Section 130’s extra constitutional three-fold time frame retention of out-dated assessment information asserted as “also supportive of families in that the change allows a longer retention of vital information regarding parents’ ability to protect their child from maltreatment, etc.”

Knowing science concerning adverse reactions of vaccines in many infants and children could prevent problems to vulnerable babies as well as unwarranted prosecutions of innocents, particularly with scientifically baseless “Shaken Baby.” Instead, day care providers and parents remain likely diversionary targets.

Out of family complaints handling (22 VAC 40-730-115) is too late for the never advised and falsely accused Roanoke teacher whose suicide funeral was Monday.

How in the world will “adult home” (assisted living facility) operators, who for years have brought bottom line constructively bankrupting expense figures to the Board and legislators, survive a shifted “annual audit” at considerable extra cost?

Somewhere within the VDSS mission and among components of common sense, Constitutional safeguards (both State and US all members swear to uphold), as well as expected compassion from agents of the state, it is not unreasonable to look to agents of the State and to the Administration for accountability to those who want and need to be served while acting as good stewards of taxpayers. If it takes federal oversight and exposure to gain that, my only regret is that my words of the past two decades were insufficient to prevent embarrassment.

A copy of the news article from the Roanoke Times entitled “Teacher’s family demands answers” was attached and is part of the official Minutes housed in Central Office.

#### Closed Meeting

It was felt that a closed meeting was not necessary to discuss the CPS letter between The Virginia Department of Social Services and a local department, since names, etc. were not used. The letter was reviewed. Any changes or comments in this draft should be emailed to Ms. Rengnerth and forwarded to Ms. Newbanks.

#### VA League of Social Service Executives Update

Ben Owen, League President provided a position paper on Workforce and training program for recipients of temporary assistance for needy families:

The Virginia League of Social Service Executives is a professional organization of the directors and assist directors of local Departments of Social Services. The League focuses on professional staff development for the directors and employees of local departments and seeks to inform and educate local and state officials and community partners on human service needs in local communities and the programs of the Social Services system.

The League's members are Virginia's experts on the structure and administration of local Social Services departments and programs. Its knowledge of and experience with employment services for public assistance recipients have enabled the success of Virginia's welfare reform program in moving families toward self-sufficiency.

#### Issue

The Virginia Department of Social Services success with Virginia's TANF Welfare Reform Work Program, VIEW, providing Job Readiness and Workforce Development outcomes to customers supports the need to continue the program responsibility with the Virginia Department of Social Services to maintain a continuity of services to all 120 localities in the Commonwealth.

Background information on –Virginia's Welfare Reform Program, Workforce Investment Act, and Current Environment were reviewed (copy of this entire document is attached to the Official Book of Minutes located in Central Office).

#### Summary and Recommendations

There is a need and opportunity for strengthening partnerships between the Virginia Department of Social Services Welfare-to-Work Program, VIEW, with other community workforce development services to provide more efficient and effective service delivery in the provision of workforce development services. Transfer of the VIEW program, however, to a Central Workforce Development Organization would result in a negative

impact on an Established Work First Program in Virginia that is highly recognized by the United State Department of Health and Human Services.

October 2003  
Minutes  
Page 15

The League strongly supports the position that TANF and VIEW remain the responsibility of the Virginia State Department of Social Services and that current VIEW appropriations remain within the Department of Social Services budget. These programs should continue to be administered by local departments of social services based on their unprecedented success in moving people from welfare to work and their proven ability to provide effective supportive services targeted to the particular needs of low-income TANF recipients.

The legislative reception will be January 28.

Minutes

ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Luca) moved to approve the Minutes from the August 2003 meeting. Motion carried with all in favor.

Future Meeting Schedule

Members commented they needed to be more educated on functions within social services and felt the second day could be a refresher for seasoned members and orientation for new members.

Mr. Martin stated the second meeting day could also be used to visit with local agencies or other businesses of interest. Ms. Andrews and Ms. Coryell advised this had been done in the past.

Proposed Calendar of Meetings

January 29	1 day legislative meeting	Central Office
February 18-19		Central Office
April 14-15		Northern Area
June 16-17		Piedmont Area
August 18-19		Eastern Area
October 20-21		Western Area
December 15-16		Central Area

ON MOTION DULY MADE (Ms. Coryell) and seconded (Mr. Jones) moved to accept the 2004 meeting schedule. Meeting carried with all in favor.

Unfinished Business

Subcommittee Structure-it was decided to remove the Finance Subcommittee as it was a newly formed subcommittee without a function since Ms. Rengnerth serves as cost center manager for the Board.

Bylaws-Mr. Jones asked that this item be dropped from the agenda since many months had past and members were unclear as to the discussion.

October 2003

Minutes

Page 16

Mr. Wilson advised there several items in the bylaws that should be amended. He will work with Ms. Rengnerth to update the bylaws and ensure they are put on the December agenda.

#### Rolling Agenda

Chairman Andrews reminded members to review the Rolling Agenda and let Ms. Rengnerth know of any additions.

#### Committee Reports

#### Comments

Ms. Christopher thanked Mr. Fritz for hosting the meeting.

Ms. Coryell thanked Mr. Fritz for hosting the meeting and asked Mr. Martin about his and Ms. Rengnerth's EWPs. Mr. Martin responded they had already been done but comments could be mailed to him.

Mr. Jones advised it was good to be here and see everyone and thanked Mr. Fritz and local directors for hosting the meeting.

Ms. Luca thanked everyone for their part in ensuring this meeting was successful.

Mr. Brown advised that both Richard Martin and Pat Rengnerth should receive an "A" on their EWPs for their job performance.

Ms. Andrews thanked Mr. Fritz and local directors. She also thanked Ms. Rengnerth, Mr. Martin and Mr. Goodwin for their extraordinary efforts serving the Board.

***ON MOTION DULY MADE (Mr. Spadaccini) and seconded (Ms. Luca) moved to adjourn the June meeting of the Board of Social Services. Motion carried with all in favor.***

Submitted by Pat Rengnerth