

HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES

July 28th, 2025

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CALL TO ORDER: The meeting was called to order by Kennedy.

ROLL CALL: **Director** Amy Rice called the roll. There were seven (7) board members in attendance: Paul Kennedy, Andrea Robertson, Dr. Holland, Richard Harris, Willie Scales, Jean Odachowski, and Ricky Walker. Sarah Taylor was absent. We are one member short of a full Board. Others present: Director Amy Rice, Assistant Director of Services April Evans, Assistant Director of Benefits Lisa Thompson, Administrative Services Manager Susanna Lawrence, and Administrative Programs Assistant Randall Taylor.

APPROVAL OF MINUTES: Motion by Odachowski, seconded by Kennedy, to approve the minutes as amended of the June 2025 board meeting. Vote – Unanimous.

REPORTS OF COMMITTEES:

The by-laws were proposed to be changed to allow quorum when a temporary or permanent disability, or medical condition of a board member prevents attendance. This extends to medical conditions of a family member that may prevent board attendance. If a board member can attend via remote methods in these situations, this can establish a quorum for conducting the board meeting. The required 30-day review period for the changes had passed and the changes were up for vote.

Motion by Walker, seconded by Odachowski, to approve proposed changes to the by-laws. Vote - Unanimous.

REVIEW AND APPROVAL OF ADMINISTRATIVE BILLS AND EXPENDITURES:

Administrative Services Manager Susanna Lawrence reviewed the Bills and Expenditures for the month ending June 30th, 2025, stating we have spent 7% on allocations for report #1 and 8% for report #2. There were no adjustments as this was the start of the fiscal year. We had total net expenditures of \$553,615.85 for the month of June.

Motion by Scales, seconded by Kennedy, to pay the bills. Vote – Unanimous.

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OLD BUSINESS:

A. Office Occupancy Analysis:

Amy Rice reviewed the number of staff in the office. A breakdown was provided showing 43 staff who were in the agency daily with limited teleworking, while for variable teleworking schedules we have an additional 19 staff on Monday, 21 staff on Tuesday, 16 staff on Wednesday, 13 staff on Thursday, 17 staff on Friday.

Detailed information on executive leadership coverage was provided for the month of June 23rd to July 24th with specifics to be discussed during the closed session.

NEW BUSINESS:

A. Appoint Members to Standing Committees - Budget and By-Laws Committees

The Budget and By-Laws Standing committees require new volunteers following the selection of the new Executive Committee in June. Budget and By-Laws Committees are required to meet at least once per year.

Kennedy, Walker, and Odachowski volunteered for the Budget Committee.

Harris, Robertson, and Dr. Holland volunteered for the By-Laws Committee.

Motion by Scales to accept selected volunteers for committees, Kennedy seconded. Vote – Unanimous.

B. HMDSS Employee Handbook Chapter 3 Section 3.5 Requested Revision

Currently the handbook has leave without pay of 5 days maximum allowed in any rolling twelve-month period. A revision was requested based upon the VDSS Local DSS HR/Administration Manual. An employee may request the use of unpaid leave for a specified period not to exceed 3 months except for an employee on FMLA or Military Leave, and only if the grant of such leave is not burdensome to the agency and if the needs of the agency permit. An employee will only be granted leave without pay if all accrued paid leave available for such purposes has been exhausted. No paid leave will accrue during the absence.

Motion by Scales to update the Handbook, Odachowski seconded. Vote – Unanimous.

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REPORTS:

Benefits – Reviewed by Assistant Director of Benefits Lisa Thompson to include the following statistics for June 2025:

The June 2025 Childcare compliance rate was 98%; the Medicaid compliance rate was 95.8%; the SNAP compliance rate was 98.6% with SNAP issuance for the month of March 2025 at \$2,262,191; and the TANF compliance rate was 100.0%.

The June 2025 Benefit Programs Unit Overview included Intake Unit currently has 10% vacancy rate, with 2 members in the training unit. Ongoing consists of 2 units, and currently there are 8 vacancies for a 33% vacancy rate with 5 members in the training unit. Specialty Unit currently has 30% vacancy rate. The Employment Services Unit has a 10% vacancy rate.

The June 2025 VIEW Participant Profile report reflected 73 VIEW and VIEW Transitional participants.

The June 2025 Employment Services report reflected 393 Day Care cases; 73 VIEW cases; and 15 SNAPET cases. There is currently a waiting list for Day Care services. The June 2025 Benefit Programs report reflected 23,867 Medicaid cases; 13,894 SNAP cases; and 357 TANF cases.

The June 2025 Fraud report reflected \$8,376.00 in cost savings of finalized investigations; and \$1,867 in recoupment, with cash payments of \$634.97, and Restoration offset of \$412.39 for total of \$2,914.36 in agency restitution.

Services – Reviewed by Assistant Director of Services April Evans to include the following statistics for June 2025:

Foster Care Unit: Number of Children in Foster Care – 73; Monthly Foster Care Visits Required – 99%; Monthly Foster Care Visits in Residence – 62%; Congregate Care Placements – 13 at 19%; Kinship Fictive Placements - 13%, Approved Foster Homes – 18 homes; and the Foster Care Vacancy Rate is 38% with 3 vacancies.

Child Protective Services Unit: Total CPS Complaints – 59; CPS Investigations/Family Assessments (Valid) – 16; CFSR Timeliness of First Contact with Victim – 23 at 100%; CPS Referrals Closed Before Due Date – 11 at 65%; and the CPS Vacancy Rate is 25% with 2 vacancies.

Family Preservation Unit: Family Preservation Cases – 43; In Home Case Contacts Made – 49 at 96%; Family Support Case Contacts Made – 68 at 78%; Current Service Plans – 7 at 78%; and the Family Preservation Vacancy Rate is 10% with 1 vacancy.

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Services Continued -

Adult Protective Services Unit: APS Valid Complaints – 62; APS Invalid Complaints – 9; Timeliness of Investigation Initiation – 53 at 100%; Timeliness of Disposition – 52 at 98%; Ongoing APS Monthly Contact Compliance – 0 at 100%, there are no ongoing cases at this time; and the Adult Services Unit remains fully staffed.

Purchased Services: Adult Services/Companion – 1 case; VIEW Purchased – 32 cases; SNAPET Purchased – 1 case; Adult Protective Services – 1, and Family Preservation – 9 cases; for a total of 44 Purchased Services.

Emergency Intake Report: There were 39 clients seen for the City of Martinsville with a total of \$2,993.79 in expenditure leaving a balance of \$3,599.60. There were 33 clients seen for Henry County with a total of \$2,372.21 in expenditure, leaving a balance of \$9,566.77.

Foster Care Placements: There are currently 16 in independent living, 11 in local foster homes, 8 in Foster Home Kinship, 13 in Congregate Care, 24 in Therapeutic Foster Homes, 1 in a Trial Home Visit, and 1 AWOL.

Other Reports – Reviewed by Administrative Services Manager Susanna Lawrence to include the following statistics for June 2025:

Reception Log Report – For the month of June 2025, we had 2783 visitors in the agency for an average of 99 per day; we received 3,899 incoming phone calls; and we issued 301 EBT cards.

DSS Check-In Wait Time Report – For the month of June 2025, the average wait time was 6.42 minutes.

GENERAL INFORMATION – There was no “General Information” to report.

BOARD COMMENTS – There were no “Board Comments” this month.

PUBLIC COMMENTS – There were no “Public Comments” this month.

CLOSED SESSION:

Motion by Kennedy, seconded by Scales, to adjourn to Closed Session per Code of Virginia 2.2-3711 (A) (1) and 2.2-3711 (A) (4) for the purpose of discussing Personnel Matters and Cases.

Vote

– Unanimous.

Motion by Scales, seconded by Odachowski, to reconvene in General Session. Vote – Unanimous

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Closed Session Continued-

CERTIFICATION OF CLOSED SESSION: WHEREAS, The Henry-Martinsville Board of Social Services has convened in the closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provision of the Virginia Freedom of Information Act, and **WHEREAS**, 2.2-3711 (A) (1) and 2.2-3711 (A) (4) of the Code of Virginia required certification by the Henry-Martinsville Department of Social Services that such a closed meeting was conducted in conformity with Virginia Law. **NOW THEREFORE BE IT RESOLVED** that to the best of each member's knowledge; (i) only public business matters lawfully exempt from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (ii) only such business matters were identified in the motion convening the closed meeting were heard, discussed, or considered by The Henry-Martinsville Board of Social Services.

Motion by Odachowski, seconded by Scales, to approve the adoptions for Case #20482928.
Vote - Unanimous

Motion by Scales, seconded by Odachowski to approve the adoptions for Case #21178048. Vote - Unanimous

ADJOURNMENT:

The meeting adjourned at 4:15 p.m.

Paul Kennedy, Board Chair

Randall Taylor, Recorder

Amy W. Rice, Director