

The Northampton County Board of Social Services met in the Board Room of the Social Services Building on August 16, 2016. Present were William Denny, Chairman, Edith Johnson, Vice Chair, John Williams, Board Member and Mozella Francis, Secretary.

On a motion by Mrs. Johnson, the minutes of the July 19, 2016 meeting were approved. There was no public comment or correspondence.

The Board was provided a copy of the 2016-17 budget. The Board reviewed the budget and was given a copy of the actual expenditures for the month of July. The actual showed that a total of \$205,170.60 was spent for the month. Upon review, the Board noted no concerns or discrepancies. Mr. Williams made a motion to accept the monthly budget with no contest.

Mrs. Francis informed the Board that the Community Services Board would be providing Mental Health First Aide training to all Northampton County DSS staff on November 9th and 16th from 12:00PM to 4:00PM. The agency would be closed to allow for this in-service. Mrs. Francis explained that this was a needed in-service to help better prepare the staff to work with customers who may suffer from mental illness. Mr. Williams verbalized his support for this necessary training and wanted to know if the agency was prepared to handle a situation pertaining to mental illness if needed or any crisis situation. Mrs. Francis explained that the agency works closely

with the Sheriff's Department and has in-house trainings on customer service and how to diffuse potential hostile situations.

Mrs. Francis informed the Board that she had contacted three applicants and made a job offer. She stated that she is waiting to receive back an official letter of acceptance before announcing to the Board. Mrs. Francis stated that she would give the Board an update at the next meeting.

Mrs. Francis informed the Board as to the condition of the building and reviewed the recent inspection that was performed by the insurance company. Mrs. Francis informed the Board that some staff members were concerned that mold was located in their air vents. During the inspection the inspectors checked for mold. A final report yielded no mold but rather, "carbon dust." Maintenance was scheduled to begin cleaning the ducts. Mrs. Francis noted no major concerns, but that minor adjustments had to be made to meet the mandates of the inspection.

Mrs. Francis informed the Board that the agency attended the webinar for D-SNAP training in the event that D-SNAP would have to be implemented. Mr. Williams wanted to know the protocol to institute D-SNAP. Mrs. Francis informed the Board as to the protocol and stated that the agency is working diligently to be ready if needed. Mrs. Johnson noted that the Eastern Shore has to look at other small communities and be ready for the unexpected. Mrs. Francis informed the Board that she received an

email from Hollye Carpenter, emergency Medical Services Director, that Northampton County High School was determined to not be safe in the event of a hurricane and that she would let her know as soon as possible as to the alternative, in the event that Northampton County Department of Social Services was called upon for shelter duty.

Mrs. Francis informed the Board of a Board of Directors Training that was being offered by the State. The meeting is scheduled for October 19, 2016 at the Regional Office. Mrs. Francis requested the Board's presence and stated that she would give further details at a later date.

Mrs. Francis informed the Board that effective September 6, 2016 the agency's office hours would change from 8:30AM -5:00PM to 8:00AM – 4:30PM.

On a motion by Chairman William Denny, the Board went into Closed Session in accordance with Section 2.1-344 of the Code of Virginia, as amended, for the purpose of discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining appointees or employees of any public body.

The Board returned to Open Session.

On a roll call vote certifying to the best of each member's knowledge, only public matters exempted from the public meeting and in the original motion

were discussed. The vote was Denny: yes; Johnson: yes and Williams: yes.

Mrs. Francis informed the Board that she had a Director's Meeting scheduled for September 12th in Virginia Beach and that she would be attending various training throughout the month of September to prepare for Phase II in regards to VaCMS.

Due to as schedule conflict with Mrs. Francis attending training in Norfolk on September 20, the regularly scheduled Board of Director's Meeting date has been changed to Tuesday, September 13, 2016 at 2:00 p.m.

The meeting was adjourned at 10:00 a.m.

Attested by _____
William Denny, Chairman
September 13, 2016
Mozella F. Francis
Secretary

