

**Minutes**  
**VA State Board of Social Services**  
**VDSS**  
**Chesterfield/Colonial Heights Department of Social Services**  
**9501 Lucy Corr Circle**  
**P.O. Box 430**  
**Chesterfield, Virginia 23832-0430**

**Wednesday, June 20, 2012**

**Attending:** Bela Sood (Chair), Robert Spadaccini (Vice Chair), Michelle Larkin (Secretary), Reverend Dr. Ray Johnson, Trudy Brisendine, Heidi Metcalf-Little, Barbara Manuel, Willie Greene, Sr., Allen Wilson, Commissioner Martin Brown.

**Absent:** N/A

**Call to Order**

The meeting was called to order at 9:07a.m., by Vice Chair Robert Spadaccini.

**Welcome and Introductions**

Vice Chair Spadaccini welcomed members and introduced Mr. James J. L. Stegmaier, Chesterfield County Administrator, the first guest speaker in attendance, who provided a statistical overview and a brief history of Chesterfield County.

Chair Sood welcomed and introduced the following guest speakers; Sarah Snead, Deputy County Administrator – Human Services, and Marsha Sharpe, Director, Chesterfield/Colonial Heights DSS.

**Agenda Review**

Karin Clark, Regulatory Coordinator in the Office of Legislative and Regulatory Affairs, reviewed the agenda.

**Information Items**

**Comments from Commissioner of Social Services, Martin D. Brown.**

Commissioner Brown greeted Board Members and thanked Ms. Marsha Sharpe for hosting the Board at Chesterfield/Colonial Heights DSS. Commissioner Brown provided a brief review of key program data and activities.

**Licensed Child Day Centers**

Mrs. Debra O'Neill, Licensing Consultant for Children's Programs, provided a presentation on Licensed Child Day Care Centers. Handouts were distributed to Board Members and a copy of the presentation is attached to the official meeting minutes housed at VDSS Home Office.

#### **Title IV-E**

Mr. Paul McWhinney, Deputy Commissioner-Programs, provided an in-depth review of Title IV-E Foster Care, State Supervised, and Locally Administered. A copy of the presentation is attached to the official meeting minutes housed at VDSS Home Office.

#### **Public Comment**

The following individuals addressed the Board with concerns regarding Licensing issues that impede the quality of care that they are able to provide their residents:

Linwood Russell, Assisted Living Facility Provider  
Tawana Bryant, Assisted Living Facility Provider  
Ms. Brenda Searl, Assisted Living Facility Provider  
Ms. Blanche Faulk, Medication Management Trainer  
Mr. Dominique Duvall, Assisted Living Facility Provider

Ms. Sarah Snead, Deputy County Administrator-Human Services, presented the importance of the County and the State working together as a partnership for the common good of the citizens of the Commonwealth of Virginia.

#### **Comments from Virginia League of Social Service Executives**

Mr. Carl Ayers, President-Elect, provided a brief presentation on some of the issues facing the social services system that impacts job performance.

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

Mr. Jim Schuyler, Director, VCAP, acknowledged the recent passing of Mrs. Patricia Rengnerth, Administrative Staff Specialist, Commissioner's Office, and Mr. Mark Grigsby, Director of Community Services, VDSS. He provided a presentation on the status of VACAP (Virginia Cash Campaign).

#### **Recess**

The Child Fatality Committee convened at approximately 2:45 p.m.

**Thursday, June 21, 2012**

#### **The Board Reconvened at 9:00a.m.**

**Attending:** Bela Sood (Chair), Robert Spadaccini (Vice Chair), Michelle Larkin (Secretary), Reverend Dr. Ray Johnson, Trudy Brisendine, Heidi Metcalf-Little, Barbara Manuel, Willie Greene, Sr., Allen Wilson, Commissioner Martin Brown.

**Absent:** N/A

Board members were led on a guided tour of the Chesterfield/Colonial Heights DSS facility by Ms. Marsha Sharpe, Director, Chesterfield County DSS.

### **Election of Officers**

Chair Sood called upon Heidi Metcalf Little, Chairman of the Nominating Committee, to present the slate of officers for the 2012-2013 fiscal year. Recommendations were: Mr. Robert Spadaccini as Chair, Mr. Willie Greene as Vice Chair, and Ms. Michelle Larkin as Secretary. Ms. Larkin's would remain in the position until such time that she is reappointed or replaced on the Board. ON MOTION DULY MADE by the Nominating Committee Chair Ms. Little, the slate was open to the floor for discussion. There being no discussion, the Chair called for a vote. Motion approved with all in favor.

### **Regulatory Update**

Ms. Karin Clark provided an update on regulatory actions since the April 18, 2012 meeting.

### **Action Items**

#### **Minutes**

ON MOTION DULY MADE (Mr. Spadaccini) and seconded, by Ms. Heidi Metcalf Little, moved to approve the April 18, 2012 minutes. Motion approved with all in favor.

#### **Approval of Changes to Local Department of Social Services' Salary Range Maximums**

Nancy Flanagan, Director of Human Resources, VDSS and Acting Director of the Central Regional VDSS Office, provided a presentation on the changes to the Local Department of Social Services' Salary Range Maximums.

ON MOTION DULY MADE (Mr. Spadaccini) and seconded, by Ms. Trudy Brisendine, moved to adjust these salary ranges. Motion approved with all in favor.

#### **22 VAC 40-191, Background Checks for Child Welfare Agencies – Periodic Review**

Ms. Karin Clark reviewed the status of this review and Mr. Allen Wilson, Senior Attorney General, explained that this regulation is still in review. This action item was tabled.

#### **22 VAC 40-90, Regulation for Criminal Record Checks for Assisted Living Facilities and Adult Day Care Centers - Exempt**

Ms. Karin Clark indicated that this regulation was due for periodic review in addition to the need for the exempt action, and asked the board to approve. ON MOTION DULY MADE (Ms. Trudy Brisendine) and seconded, by Ms. Michelle Larkin, moved to approve this regulation. Motion approved with all in favor.

#### **22 VAC 40-740, Adult Protective Services - Exempt**

ON MOTION DULY MADE (Ms. Larkin) and seconded, by Vice Chair Spadaccini, moved to approve this regulation. Motion approved with all in favor.

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

ON MOTION DULY MADE (Vice Chair Spadaccini) and seconded, by Mr. Willie Greene, moved to approve this regulation. Motion approved with all in favor.

**22 VAC 40-705, Child Protective Services - Exempt**

Per Ms. Karin Clark, there were some changes made to this regulation regarding updated language. ON MOTION DULY MADE (Ms. Brisendine) and seconded, by Ms. Heidi Metcalf Little, moved to approve this regulation. Motion approved with all in favor.

**22 VAC 40-771, Adult Services Approved Providers**

Ms. Karin Clark reviewed the status of this review and Mr. Allen Wilson, Senior Attorney General, explained that this regulation is still in review. This action item was tabled.

**Service Resolution for Pat Rengnerth**

Chair Sood presented a resolution to recognize Patricia Rengnerth, who recently passed away and had assisted the board for the past thirty-five years. All Board members recognized Mrs. Rengnerth with words of kindness and fond memories. Ms. Manual read the resolution aloud of the other members and guests.

ON MOTION DULY MADE (Vice Chair Spadaccini) and seconded, by Ms. Brisendine, moved to adopt this resolution in honor of Mrs. Patricia Rengnerth. Motion approved with all in favor.

**Board Member Comments**

Ms. Metcalf Little and Ms. Brisendine presented their experience in participating in a trial of living SNAP benefits and having to seriously budget for several months while participating in this trial.

Mr. Spadaccini requested that the resolution for Ms. Rengnerth be presented to Mr. Rengnerth at the August 2012 Board meeting, and that former Board members be invited.

Chair Sood closed the meeting by thanking Marsha Sharpe, Director of Chesterfield/Colonial Heights DSS and her staff for hosting the Board and she thanked Ms. Margaret Schultze for the Department's look at the feedback to the consumer which is the bottom line when it comes to the quality of people's lives.

Meeting Adjourned at 12:00p.m.