

**Minutes**  
**VA State Board of Social Services**  
**October 19-20, 2005**

**VA Dept. of Social Services – Warrenton Office**

**Members Present**

Julie Christopher, Chair  
Danny Brown, Vice Chair  
Nettie Simon-Owens, Secretary  
Trudy Brisendine  
Peppy Linden  
Maggi Luca

**Members Absent**

William Mitchell  
Marilyn Rigby  
Bela Sood

**Wednesday, October 19, 2005**

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

**Welcome and Introductions**

Jane Clements, Operations Director, Division of Quality Management welcomed the Board to Warrenton. Local Directors were acknowledged and thanked for their attendance.

**Review of Agenda and Regulation Status Report**

Richard Martin advised that as of October 18, 2005, the Department of Social Services has 63 regulations in place. 29 of the 63 are currently in process.

- Of those 63, 18 are in the process of being repealed
- Of those 63, 11 are in the process of being amended
- 11 additional new regulations are in the process of being promulgated

That totals 73 regulations and proposed regulations, 40 of which are currently active.

Currently there are no regulations in public comment. Chairman Christopher asked, and Mr. Martin agreed to advise the Board when public comment on regulations is scheduled.

**Committee Meetings**

*Overview of Neighborhood Assistance Tax Credit Program (NAP)*

Maggie Wilson, Office of Community Services advised the NAP was created in 1981 by the General Assembly to provide tax incentives to business and individuals to encourage their participation in helping alleviate poverty.

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A total of \$8 million in tax credits is available each year. Eligibility is limited to 501 (c)(3) organizations whose primary function is providing assistance for impoverished people in the Commonwealth. An overview of this program was provided to members and is attached to the official minutes housed in the home office.

*22 VAC 40-41, Neighborhood Assistance Tax Credit Program Proposed Regulation was reviewed.* Ms. Wilson will provide information to support 75% numbers that she reviewed in this regulation.

*Status Report on pending regulations 22 VAC 40-201, Permanency Services – Prevention, Foster Care, Adoption, and Independent Living, and 22 VAC 40-705, Child Protective Services was reviewed by Vickie Johnson-Scott, Director of Family Services.*

### Briefing on UAI

*Ms. Johnson-Scott* provided members with an overview of the Uniform Assessment Instrument (UAI). A written presentation and CD were provided to members and a copy is attached to the official minutes housed in the home office.

### Legislative Report Overview

Mr. Martin provided the Board with a copy of the department's legislative reports to be completed in 2005. A copy of this report is attached to the official minutes housed in the home office.

### **Public Comment**

*Tony Hooper*, Deputy County Administrator welcomed the Board to Fauquier County. Members were invited to a reception immediately following recess of today's meeting.

*Gary Oliverie*, representing Fauquier Community Action Committee thanked the Department of Social Services for their continued support; mentioning the good working relationships with Maggie Wilson and Mark Grigsby.

He also commented that the Action Committee does a good job in large part through the working relationship with Jan Selbo.

In closing, he thanked Commissioner Conyers for his leadership.

### **Commissioner's Comments**

Commissioner Conyers advised the department has almost 10 million dollars in earned incentives from the federal government for the Food Stamp Program and for TANF. The department is committed to working with the locals, who were largely responsible for earning the bonuses, to come up with recommended ways of using those funds in the best interest of the people we serve.

Commissioner Conyers expressed his thanks to the Board for their time commitment and the commitment to the Virginia Social Services that was demonstrated by their participation in the recently held Board Retreat.

He advised the Board would have a presentation by JLARC which will summarize their recently completed study of the Social Services System.

He stated that while the study was not perfect in every detail, it did make a reasonably accurate portrait of the system. He advised the recommendations were reasonable and certainly consistent with the direction we have been trying to lead the organization. When one looks at the BPR To Be model, our recent or contemplated organizational changes and the JLARC Report, there are some common threads. The department is committed to working to implement the recommendations of the study. He believes the results would be more role clarity for staff, Board and the Commissioner; stronger strategic directions for locals and a more effective system for clients.

He closed by saying he wants to keep the Board updated as the department continues to fill some key management positions. Interviews for the CFO position have been completed and interviews for the Community Volunteer Services position will be held this week. The Executive Director position for the Commission on National Community Services position will be advertised soon. The department is also preparing to advertise a Planning and Research Director's position to consolidate data management, emergency management, change management and research efforts.

### **Action Items**

22 VAC 40-601, Food Stamp Program; 22 VAC 40-20, Food Stamp Program – Income Conversion Method; 22 VAC 40-540, Allowance of Telephone Costs in the Food Stamp Program; and 22 VAC 40-600, Food Stamp Program – Administrative Disqualification Hearings

Notice of Intended Regulatory Action

***ON MOTION DULY MADE (Nettie Simon-Owens) and seconded (Maggi Luca) moved to approve the Notice of Intended Regulation Action package for 22 VAC 40-601, Food Stamp Program; 22 VAC 40-20, Food Stamp Program – Income Conversion Method; 22 VAC 40-540, Allowance of Telephone Costs in the Food Stamp Program; and 22 VAC 40-600, Food Stamp Program – Administrative Disqualification Hearings 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 40-330, Collection of Overpayments in the Refugee Other Assistance Program  
Notice of Intended Regulatory Action

***ON MOTION DULY MADE (Maggi Luca) and seconded (Nettie Simon-Owens) moved to approve the Notice of Intended Regulation Action package to repeal 22 VAC 40-330, Collection of Overpayments in the Refugee Other Assistance Program 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 40-340, Protective Payments in the Refugee Other Assistance Program  
Notice of Intended Regulatory Action

***ON MOTION DULY MADE (Nettie Simon-Owens) and seconded (Ms. Luca) moved to approve the Notice of Intended Regulation Action package to repeal 22 VAC 40-340, Protective Payments in the Refugee Other Assistance Program 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 40-41, Neighborhood Assistance Tax Credit Program  
Proposed Regulation

***ON MOTION DULY MADE (Danny Brown) and seconded (Trudy Brisendine) moved to approve 22 VAC 40-41, Neighborhood Assistance Tax Credit Program 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 40-901, Community Services Block Grant Program  
Final Regulation***

***ON MOTION DULY MADE (Nettie Simon-Owens) and seconded (Peppy Linden) moved to approve the regulatory package to amend 22 VAC 40-901, Community Services Block Grant Program for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002). Motion carried with all in favor.***

2006 Meeting Schedule

***By consensus, the Board approved the 2006 Meeting Schedule.***

February 15-16, 2006	VDSS Home Office-Richmond
April 19-20	Albemarle DSS
June 14-15	Eastern shore area
August 16-17	Southwest area
October 18-19	Alexandria area
December 20-21	VDSS Home Office-Richmond

**Information Items**

*Jan Selbo*, Director of Fauquier Department of Social Services welcomed members to Fauquier County. She introduced staff in attendance and provided an overview of her department. She also spoke on local public guardianship and how resources impact local agencies and ties to the Strategic Plan. Ms. Christopher asked that an overview of the public guardianship program be arranged for the December meeting. Ms. Rengnerth will work with Ms. Selbo on this. A copy of the local agency organizational chart was provided to members and is attached to the official Minutes housed in the home office.

*Tom Dodson*, Birmingham Green Assisted Living and Nursing Care Facility in Manassas provided an overview of the facility and it's involvement with local agencies.

**Thursday, October 20, 2005**

Operation and Performance of Virginia's Social Services System

Justin Brown, Joint Legislative Audit and Review Commission reviewed the Operation and Performance of Virginia's Social Services System Report dated October 11, 2005. A copy of this report was provided to members and a copy is attached to the official minutes housed in the department's home office.

In closing, the Chair requested and Mr. Brown agreed to provide members a list of measures discussed that will highlight the top 10-20 local agencies in stress.

Commissioner Conyers reiterated that the department is supportive of the recommendations and complimented JLARC on a good job.

Ms. Simon-Owens asked about the Task Force mentioned in the Report and asked if consideration had been given to including the previous Commissioner and past Board members on it so they could provide some history.

Governor's Early Childhood Initiatives

Kathy Glazer, Public Relations and Marketing Manager provided an update/overview on the Governor's Early Childhood Initiatives; mentioning there is a large focus on public and private partnerships, new parent kits to help new moms, Council Conference held in June, and grants awarded to Fairfax, Williamsburg area, and south Hampton Roads that assist with training, and mentoring of children. A brochure on the Virginia Early Learning Council was provided to members and a copy is attached to the official minutes housed in the home office.

Commissioner Conyers stated that Ms. Glazer had recently been assigned oversight of the Head Start Collaboration as well.

**VLSEE Update**

Ben Owen, President of the League thanked members for the opportunity to participate in their Retreat, and for their interest in the League's Award Program. He advised that award notification will be provided in December and welcomed Board participation. This information will be provided to Ms. Rengnerth for distribution to members.

Mr. Owen advised performance bonuses had been received from the feds. He is working with DSS in hopes that local budgets can be increased with these funds.

He advised that Justin Brown will provide an abbreviated JLARC Report to the League at their next business meeting.

He provided clarification to members on exactly what local administrative costs consist of, mentioning social worker salaries, gas for cars that social workers drive, etc. (80% of this budget is for direct-client cost).

He spoke of the \$36 million shortfall and thanked the Commissioner for his commitment to reduce the impact on local agencies.

A copy of the League's public policy and legislative plan of action for 2006 was provided to members. He stated that staff is available to provide more in-depth information on this study if requested. A meeting is planned for December 12 at 10:00 a.m. in Senate Room A on self-sufficiency (3<sup>rd</sup> part of JLARC Report). Ms. Christopher shared her interest in attending this meeting. A copy of this report is attached to the official minutes housed at the home office.

He advised that workload measures are not just a system to distribute dollars. Local agencies need a workable automated report to ensure that work is distributed equitably.

Members were encouraged to attend the League Conference November 8, 9, 10.

In closing, Mr. Owen advised the League will have a new president in May.

**Other Items**

***Approval of Minutes***

***ON MOTION DULY MADE (Nettie Simon-Owens) and seconded (Maggi Luca) moved to approve the Minutes as presented. Motion carried with all in favor.***

**Future Meeting Schedule**

December 14-15, 2005 Chesterfield/Colonial Heights DSS

The Chair requested that when local directors provide an overview of their department, they will include how they feel about BPR and how it applies to them and to tie back, if anyway, to the state's Strategic Plan.

**Unfinished Business**

Chair Christopher advised that the department conducts local board orientation; however, at this point, the State Board has no interaction. A schedule was provided to members should they want to attend.

November 14	Warrenton VDSS Office	10-3 PM	Chair will attend
November 21	Henrico VDSS Office	10-3 PM	

Ms. Clements welcomed the Board's participation at the local board orientation and appreciated their interest in attending.

**New Business**

None

**Committee Reports**

Update on SBSS Retreat – Chair Christopher thanked members for their attendance and participation. Notes from the Retreat were reviewed by members. Members were encouraged to visit local agencies and get to know their needs and desires.

Ms. Christopher will work with Commissioner and staff to arrange a joint department meeting. The December meeting date will be reviewed as a possibility.

Chair Christopher requested that Peppy Linden serve as liaison to the CPS Out-of-Family Advisory Group since this committee meets in Charlottesville.

Trudy Brisendine will serve as Chair of the Board's Child Committee.

Ms. Christopher will continue to serve as liaison to the Child Day Care Council.

Maggi Luca will serve as liaison to the Strategic Plan Committee.

Chairman Christopher advised that since Bylaws prohibit her to serve again as Chair, she will work on desktop procedures to assist easing the next Chair into the position.

Ms. Brisendine and Ms. Linden will tentatively hold a subcommittee meeting following the Board meeting on Wednesday, December 14 to look at the poverty issue in Virginia. (#2 under Board Work mentioned in Retreat Notes).

**Board Member Comments**

Danny Brown thanked Jan Selbo and Jane Clements for their wonderful hospitality and to the Board for an informative meeting.

Trudy Brisendine thanked Jan Selbo and Jane Clements for their wonderful hospitality and to the department for the exceptional staff work that the Board receives.

Maggi Luca advised this meeting was a turning point; the information provided was wonderful. She stated the JLARC Report was an important part of Social Services and is excited about the commitment and changes that can be made. She thanked the local agency and state office for their hospitality while in Warrenton.

Nettie Simon-Owens thanked Jan Selbo and Jane Clements for their hospitality. She thanked the Board Chair for the visionary Retreat. She thanked the Commissioner for his holistic approach and to being responsive to the local agencies and League. She thanked members for their open discussions to reduce the learning curve and keeping focused.

Peppy Linden thanked the host for their hospitality. She stated that each meeting assists her in learning more and closing the learning curve. She is in hope that meetings in various regions of the state will keep locals informed.

Julie Christopher thanked Jan Selbo and Jane Clements for their hospitality. She thanked members for their impact on these meetings and encouraged them to visit with local agencies.

Jane Clements offered her assistance in setting up visits to local agencies.

**Adjournment**

12:17 p.m.