

JANUARY

BOARD

MEETING



HENRY-MARTINSVILLE SOCIAL SERVICES BOARD

AGENDA

January 27th, 2025

* **Call to Order**

* **Roll Call**

I. Approval of Minutes

II. Approval and/or Changes/Additions to Agenda

III. Reports of Committees

IV. Review and Approval of Administrative Bills and Expenditures

A. Monthly Bills and Expenditures

B. Mid-Year Budget Review

V. Old Business

VI. New Business

A. HMDSS Board Meeting Dates

B. HMDSS By-Laws Review

C. Budget Committee

VII. Reports

Benefits

- A. Benefit Statistics
- B. Benefit Programs Unit Overview
- C. SNAP Participation Report
- D. VIEW Report

- E. Employment Services & Benefits Trends
- F. Fraud Report

Services

- A. Service Statistics
- B. Emergency Services Report

Others

- A. Reception Log Report
- B. DSS Check-In – Wait Time Report

VIII. General Information

IX. Board Comments

X. Public Comments

XI. Closed Session per Code of Virginia 2.2-3711 (A) (1) and Code of Virginia 2.2-3711 (A) (4)

- A. Personnel Matter
- B. Cases

XII. Adjournment

MINUTES

**HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
DECEMBER 16th, 2024**

PAGE 1

CALL TO ORDER: The meeting was called to order by Board Chair Jean Odachowski.

ROLL CALL: Assistant Director of Services April Evans called the roll. There were five (5) board members in attendance: Paul Kennedy, Jean Odachowski, Sarah Taylor, Richard Harris, and Andrea Robertson. Three (3) board members were absent: Dr. Holland, Willie Scales, and Ricky Walker. We are one member short of a full Board. Others present: Assistant Director of Benefits Lisa Thompson, Administrative Services Manager Bonnie Covington, Administrative Services Manager Susanna Lawrence, Office Supervisor LuAnn Nickelston, Office Supervisor Kimberly King, Benefit Programs Supervisor Jean Hall, Benefit Programs Specialist Lou Self, and Administrative Programs Assistant Randall Taylor.

APPROVAL OF MINUTES: Motion by Kennedy, seconded by Robertson, to approve the minutes of the November 2024 board meeting. Vote – Unanimous.

APPROVAL AND/OR CHANGES/ADDITIONS TO AGENDA:

Lisa Thompson stated only change to agenda was removal of personnel matter for closed session and would revisit that matter during January meeting.

Motion by Harris, seconded by Kennedy, to approve the agenda. Vote – Unanimous.

REPORTS OF COMMITTEES: There were no “Committee Reports”.

REVIEW AND APPROVAL OF ADMINISTRATIVE BILLS AND EXPENDITURES:
Administrative Services Manager Bonnie Covington reviewed the Bills and Expenditures for the month ending November 30th, 2024, to which there was only 1 change to state budget, received \$20,930 for B/L 814 County Fostering Futures to finish out fiscal year.

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

OLD BUSINESS: There was no “Old Business” to report.

NEW BUSINESS:

A. Retirements – Lou Self retired after 25 years of service effective 12/31/2024. Jean Hall retired after 29 years of service effective 12/31/2024. Bonnie Covington retired after 33 years of service effective 12/31/2024. LuAnn Nickelston retired after 39 years of service effective 12/31/2024.

**HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
DECEMBER 16th, 2024**

PAGE 2

REPORTS:

Benefits – Reviewed by Assistant Director of Benefits Lisa Thompson to include the following statistics for November 2024:

The November 2024 Childcare compliance rate was 100%; the Medicaid compliance rate was 93.4 %; the SNAP compliance rate was 98.3% with SNAP issuance for the month of November 2024 at \$2,248,009; and the TANF compliance rate was 93.9%. There was also one Auxiliary Grant application received that was processed on time for 100% compliance.

The November 2024 Benefit Programs Unit Overview included Intake Unit currently has 36% vacancy rate, with 2 members in the new training unit. Ongoing consists of 2 units, and currently there are 5 vacancies for a 42% vacancy rate with 5 members in the training unit. Specialty Unit currently has 20% vacancy rate. Employment Services Unit has no vacancies.

The November 2024 VIEW Participant Profile report reflected 76 VIEW and VIEW Transitional participants. No cases are closing this month, but some are approaching 24-month limit where closure must occur.

The November 2024 Employment Services report reflected 395 Day Care cases; 76 VIEW cases; and 14 SNAPET cases. There is currently a waiting list for Day Care services. The November 2024 Benefit Programs report reflected 25,281 Medicaid cases; 14,265 SNAP cases; and 425 TANF cases.

The November 2024 Fraud report reflected \$16,008.00 in cost savings of finalized investigations and \$2217.54 in recoupment, with cash payments of \$240.00, and expunged benefits of \$149.81. There were \$4272.00 in disqualification savings due to 6 cases being closed for 12 months.

Services – Reviewed by Assistant Director of Services April Evans to include the following statistics for November 2024:

Foster Care Unit: Number of Children in Foster Care – 87; Monthly Foster Care Visits Required – 96%; Monthly Foster Care Visits in Residence – 61%; Congregate Care Placements – 13 at 18%; Kinship Fictive Placements - 13%, Approved Foster Homes – 19 homes; and the Foster Care Vacancy Rate is 25% with 2 vacancies.

Child Protective Services Unit: Total CPS Complaints – 76; CPS Investigations/Family Assessments (Valid) – 25; CFSR Timeliness of First Contact with Victim – 31 at 94%; CPS Referrals Closed Before Due Date – 6 at 26%; and the CPS Vacancy Rate is 38% with 3 vacancies.

**HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
DECEMBER 16th, 2024**

PAGE 3

REPORTS - CONTINUED:

Family Preservation Unit: Family Preservation Cases – 45; In Home Case Contacts Made – 51 at 85%; Family Support Case Contacts Made – 75 at 80%; Current Service Plans – 10 at 83%; and the Family Preservation Vacancy Rate is 10% with only 1 vacancy remaining.

Adult Protective Services Unit: APS Valid Complaints – 36; APS Invalid Complaints – 2; Timeliness of Investigation Initiation – 34 at 100%; Timeliness of Disposition – 33 at 97%; Ongoing APS Monthly Contact Compliance – 3 at 100%; and the Adult Services Unit remains fully staffed.

Purchased Services: Adult Services/Companion – 1 case; VIEW Purchased – 10 cases; SNAPET Purchased – 2 cases; and Family Preservation – 16 cases; for a total of 31 Purchased Services.

Emergency Intake Report: There were 24 clients seen for the City of Martinsville with a total of \$800.00 in expenditures leaving a balance of \$16,246.74. There were 22 clients seen for Henry County with a total of \$800 in expenditures, leaving a balance of \$16,875.51.

Other Reports – Reviewed by Office Supervisor LuAnn Nickelston to include the following statistics for November 2024:

Reception Log Report – For the month of November 2024, we had 2303 visitors in the agency for an average of 136 per day; we received 2,391 incoming phone calls; and we issued 226 EBT cards.

DSS Check-In Wait Time Report – For the month of November 2024, the average wait time was 5 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.

**HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
DECEMBER 16th, 2024**

PAGE 4

ADJOURNMENT:

The meeting adjourned at 3:25 p.m.

Jean Odachowski, Board Chair

Randall Taylor, Recorder

Amy W. Rice, Director

REPORTS
OF
COMMITTEES

BILLS

&

EXPENDITURES

BILLS AND EXPENDITURES

A. Monthly Bills and Expenditures

REPORT #1

LOCAL APPROVED
HENRY-MARTINSVILLE SOCIAL SERVICES
2024/2025 TOTAL BUDGET

FOR SEVEN MONTHS ENDED 12/31/24

CATEGORIES										
	LOCAL	LOCAL	LOCAL	STATE	PROJECTED	ACTUAL	UNDER	UNEXPENDED	STATE	
	APPROVED	CHANGES	REVISED	ALLOCATIONS	EXPENDITURES	EXPENDITURES	BUDGET	BUDGET	BALANCE	% SPENT
AUXILIARY GRANTS	H	230,000		230,000	232,450	134,167	130,778	3,389	99,222	101,672 57%
AUXILIARY GRANTS	M	115,000		115,000	128,113	67,083	74,063	(6,980)	40,937	54,050 64%
AUXILIARY GRANTS - SUPP HOUSING	H	20,000		20,000	32,950	11,667	6,861	4,806	13,139	26,089 34%
AUXILIARY GRANTS - SUPP HOUSING	M	12,000		12,000	30,933	7,000	17,780	(10,780)	(5,780)	13,153 148%
REFUGEE CASH ASSISTANCE	M				9,702	-	-	-	-	9,702
TANF EMERGENCY ASSISTANCE	H				1,500	-	-	-	-	1,500
TANF EMERGENCY ASSISTANCE	M				1,500	-	-	-	-	1,500
TANF MANUAL	H	1,000		1,000	1,000	583	-	583	1,000	1,000 0%
TANF MANUAL	M	1,000		1,000	1,000	583	-	583	1,000	1,000 0%
TANF - WORKING PARENTS	H	1,000		1,000	1,000	583	-	583	1,000	1,000 0%
TANF - WORKING PARENTS	M	1,000		1,000	1,000	583	-	583	1,000	1,000 0%
IVE - FOSTER CARE	H	730,000		730,000	405,558	425,833	232,811	193,022	497,189	172,747 32%
IVE - FOSTER CARE LOCAL ONLY*	H					-	(387)	387	387	387
IVE - FOSTER CARE	M	95,000		95,000	23,175	55,417	629	54,788	94,371	22,546 1%
IVE - FOSTER CARE LOCAL ONLY*	M						-	-	-	-
FOSTERING FUTURES FOSTER CARE	H	13,000		13,000	40,188	7,583	24,559	(16,976)	(11,559)	15,629 189%
FOSTERING FUTURES FOSTER CARE	M	3,000		3,000	-	1,750	-	1,750	3,000	- 0%
STATE ADOPTION ASST-SPEC NEED	H	80,000		80,000	62,864	46,667	36,692	9,975	43,308	26,172 46%
STATE ADOPTION ASST-SPEC NEED	M	10,000		10,000	-	5,833	-	5,833	10,000	- 0%
ADOPTION SUBSIDY FEDERAL IV-E	H	1,250,000		1,250,000	1,159,503	729,167	683,838	45,329	566,162	475,665 55%
ADOPTION SUBSIDY FEDERAL IV-E	M	51,000		51,000	31,266	29,750	18,272	11,478	32,728	12,994 36%
EMERGENCY FUND*	H	23,771		23,771	-	11,886	7,757	4,129	16,014	- 33%
EMERGENCY FUND*	M	21,066		21,066	-	10,533	6,670	3,863	14,396	- 32%
FUEL - LOCAL ONLY*	H	-		-	-	-	-	-	-	-
FUEL - LOCAL ONLY*	M	-		-	-	-	-	-	-	-
ADMIN - BASE POOL FUND	H-M	6,808,964		6,808,964	6,781,655	3,971,896	3,997,017	(25,121)	2,811,947	2784638 59%
ADMIN - NO LOCAL MATCH	H-M	368,460		368,460	333,416	214,935	176,717	38,218	191,743	156699 48%
ADMIN - NO LOCAL NON GOV'T PIPP	H-M				49,582	-	29,910	(29,910)	(29,910)	19672
ADMIN - NO LOCAL MED UNWINDING	h-m									
PASS-THROUGH ADMINISTRATION	H-M	781,112		781,112	178,648	455,649	20,123	435,526	760,989	158,525 3%
OUT STATION ELIG PASS-THRU	H-M	66,175		66,175	-	38,602	-	38,602	66,175	- 0%
COM BOARD/AWARD PRG*	H-M	9,943		9,943	-	4,972	2,727	2,245	7,216	- 27%
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	1,755	3,097	(1,342)	413	- 88%
PURCHASED SER - ALL	H	375,731		375,731	237,218	219,176	74,461	144,715	301,270	117,540 20%
PURCHASED SER - ALL	M	150,471		150,471	95,487	87,775	44,314	43,461	106,157	99,947 29%
								-		
TOTAL		11,222,203	-	11,222,203	9,839,708	6,541,428	5,588,689	952,739	5,633,514	4,274,827 50%

STATE BUDGET						
JUL/TRANSFER 5,000 FROM COUNTY TO CITY B/L 835 IVE PREVENTION POS						
JUL/+ 3,600 B/L 855 BASE ADMIN-12 FAMILY PARTNERSHIP MEETINGS 3/24-5/24						
JUL/+4,030 B/L 851 MEDICAID UNWINDING FOR AUGUST 2024						
JUL/TRANSFER 2,300 FROM COUNTY TO CITY B/L 807 AUX GRANTS-SUPPORTIVE HOUSING						
AUG/+17,780 B/L 807 COUNTY AUXILIARY GRANT SUPPORTIVE HOUSING						
SEP/TRANSFER 1,000 FROM COUNTY TO CITY B/L 830 CHILD WELFARE SUBS ABUSE POS						
SEP/TRANSFER 5,000 FROM COUNTY TO CITY B/L 835 IVE PREVENTION POS						
SEP/+2,000 B/L 855 BASE ADMIN-8 RELATIVE KIN PLACEMENTS						
SEP/+8,100 B/L 855 BASE ADMIN-27 FAMILY PARTNERSHIP MEETINGS 6/24-8/24						
NOV/+20,930 B/L 814 COUNTY FOSTERING FUTURES-PROJECTION F/Y 25						

REPORT #2											
LOCAL APPROVED HENRY-MARTINSVILLE SOCIAL SERVICES 2024/2025 TOTAL LOCAL SHARE BUDGET											
CATEGORIES	LOCAL	LOCAL	LOCAL	STATE	PROJECTED	ACTUAL	(OVER)	UNEXPENDED	STATE	% SPENT	
	APPROVED	CHANGES	REVISED	ALLOCATIONS	EXPENDITURES	EXPENDITURES	UNDER	BUDGET	BALANCE		
AUXILIARY GRANTS	H	46,000		46,000	46,490	26,833	26,158	675	19,842	20,332	57%
AUXILIARY GRANTS	M	23,000		23,000	25,623	13,417	14,812	(1,395)	8,188	10,811	64%
AUX GRANT SUPPORTIVE HOUSING	H	4,000		4,000	6,606	2,333	1,375	958	2,625	5,231	34%
AUX GRANT SUPPORTIVE HOUSING	M	2,400		2,400	6,187	1,400	3,556	(2,156)	(1,156)	2,631	148%
TANF	H	-		-	-	-	-	-	-	-	-
TANF	M	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	H	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE	H	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	H	-		-	-	-	(387)	387	387	387	
TANF - FOSTER CARE	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	H	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	M	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	H	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	M	-		-	-	-	-	-	-	-	-
EMERGENCY FUND*	H	23,771		23,771	-	11,886	7,757	4,129	16,014	-	33%
EMERGENCY FUND*	M	21,066		21,066	-	10,533	6,670	3,863	14,396	-	32%
FUEL - LOCAL ONLY	H	-		-	-	-	-	-	-	-	-
FUEL - LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
ADMIN BASE POOL FUND	H-M	1,055,389		1,055,389	1,051,157	615,644	619,538	(3,894)	435,851	431,619	59%
PASS THROUGH ADMIN	H-M	531,156		531,156	119,694	309,841	13,282	296,559	517,874	106,412	3%
ELIG OUT STATION PASS THRU	H-M	-		-	-	-	-	-	-	-	-
COMP BOARD/AWARD PROGRAM *	H-M	9,943		9,943	-	4,972	2,727	2,245	7,216	-	27%
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	1,755	3,097	(1,342)	413	-	88%
PURCHASED SER - ALL	H	35,441		35,441	28,097	20,674	9,771	10,903	25,670	18,326	28%
PURCHASED SER - ALL	M	22,904		22,904	12,476	13,361	5,404	7,957	17,500	7,072	24%
TOTAL		1,778,580		1,778,580	1,296,330	1,032,648	713,760	318,888	1,064,820	602,821	40%

HENRY COUNTY
ADMINISTRATIVE MONTHLY EXPENDITURE REPORT
BY ACCOUNT
FOR THE MONTH OF DECEMBER 2024

ACCOUNT NAME	EXPENDITURES	ADJUSTMENTS / REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
51100 - SALARIES	387,071.73	0.00	0.00	387,071.73
51200 - SALARIES & WAGES - OVERTIME	19,402.55	0.00	0.00	19,402.55
51300 - PART TIME SALARY	6,082.14	0.00	0.00	6,082.14
52100 - FICA/MEDI	30,770.59	0.00	0.00	30,770.59
52210 - RETIREMENT	53,826.60	0.00	0.00	53,826.60
52300 - HEALTH	63,035.79	0.00	0.00	63,035.79
52410 - GROUP LIFE	4,411.72	0.00	0.00	4,411.72
52500 - LTD CORE	1,567.71	0.00	0.00	1,567.71
53110 - PROFESSIONAL HEALTH SERVICES	168.00	0.00	0.00	168.00
53160 - PROFESSIONAL SERVICES - OTHER	924.35	0.00	0.00	924.35
53312 - REPAIRS & BUILDING MAINTENANCE	265.00	0.00	0.00	265.00
53320 - MAINTENANCE SERVICE CONTRACTS	65.00	0.00	0.00	65.00
53800 - PUR SERVCS FROM OTHER GOV'T	81.00	0.00	0.00	81.00
53908 - CONTRACTED CUSTODIAL SERVICE	2,800.00	0.00	0.00	2,800.00
55110 - ELECTRICAL SERVICES	2,383.94	0.00	0.00	2,383.94
55130 - WATER AND SEWER	191.78	0.00	0.00	191.78
55152 - GARBAGE SERVICE	250.38	0.00	0.00	250.38
55230 - TELECOMMUNICATIONS	3,004.62	0.00	0.00	3,004.62
55410 - LEASE - RENT OF EQUIPMENT	549.68	0.00	0.00	549.68
56001 - OFFICE SUPPLIES	1,907.39	0.00	0.00	1,907.39
56005 - LAUNDRY, JANITORIAL SUPPLIES	1,358.33	0.00	0.00	1,358.33
56008 - VEHICLE & POWER EQUIP - FUEL	454.11	0.00	0.00	454.11
56009 - VEHICLE & POW EQUIP - SUPPLIES	672.38	0.00	0.00	672.38
56014 - OTHER SUPP & LOCAL ONLY TRAVEL	703.37	0.00	0.00	703.37
58005 - MOTOR VEHICLES & EQUIPMENT	32,802.00	0.00	0.00	32,802.00
58007 - ADP EQUIPMENT	839.96	0.00	0.00	839.96
582095 - COMPUTER SOFTWARE	500.00	0.00	0.00	500.00
58311 - BUILDING & IMPROVEMENTS DEPREC	5,766.06	0.00	0.00	5,766.06
 TOTAL EXPENDITURES	 621,856.18	 0.00	 0.00	 621,856.18

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF DECEMBER 2024

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-AGE HENRY - ASSISTED LIVING FACILITIES-AGED	80404	8,624.00	0.00	0.00	8,624.00
089-DIS HENRY - ASSISTED LIVING FACILITIES-DISABLED	80406	10,174.00	0.00	0.00	10,174.00
089-ASH HENRY - AUXILIARY GRANTS SUPPORTIVE HOUSING AGED - AGED	80701	1,223.00	0.00	0.00	1,223.00
089-EF HENRY - EMERGENCY FUND HOUS - HOUSING UTIL - UTILITIES	00630 00630	200.00 1,461.00	0.00 0.00	0.00 0.00	200.00 1,461.00
TOTAL FOR HENRY - EMERGENCY FUND		1,661.00	0.00	0.00	1,661.00
089-SAC HENRY - FEDERAL ADOPTION ASSIST - CHILD CARE REIMB	81201	851.00	0.00	0.00	851.00
089-SAE HENRY - FEDERAL ADOPTION ASSIST - ENHANCED MAINTEN	81203	43,924.00	0.00	0.00	43,924.00
089-SA HENRY - FEDERAL ADOPTION ASSISTANCE - BASIC MAINTEN	81201	55,341.00	0.00	(658.00)	54,683.00
089-FFL HENRY - FOSTERING FUTURES (IV-E) LOCAL FOSTER HOME MAIN - BASIC MAINTENANCE	81402	3,071.00	0.00	0.00	3,071.00
089-CPA HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY CC - FOSTER CARE - CHILD CARE EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN	81108 81112 81108	3,015.00 25,196.39 11,677.55	0.00 0.00 0.00	0.00 0.00 0.00	3,015.00 25,196.39 11,677.55
TOTAL FOR HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY		39,888.94	0.00	0.00	39,888.94
089-FFC HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN TRAV - FOSTER CARE - TRAVEL	81113 81110 81110	6,496.00 6,325.20 578.88	0.00 (121.05) 0.00	0.00 0.00 0.00	6,496.00 6,204.15 578.88
TOTAL FOR HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES		13,400.08	(121.05)	0.00	13,279.03
089-SNA HENRY - STATE ADOPTION ASSISTANCE EMAD - ENHANCED MAINTENANCE FOR ADS MAIN - BASIC MAINTENANCE	81703 81702	3,584.00 1,672.00	0.00 0.00	0.00 0.00	3,584.00 1,672.00
TOTAL FOR HENRY - STATE ADOPTION ASSISTANCE		5,256.00	0.00	0.00	5,256.00

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF DECEMBER 2024

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
690-AGE MARTIN - ASSISTED LIVING FACILITIES-AGED	80404	8,377.00	0.00	0.00	8,377.00
690-DIS MARTIN - ASSISTED LIVING FACILITIES-DISABLED	80406	4,908.00	0.00	0.00	4,908.00
690-ASH MARTIN - AUXILIARY GRANTS SUPPORTIVE HOUSING DIS - DISABLED	80703	2,540.00	0.00	0.00	2,540.00
690-EF MARTIN - EMERGENCY FUND HOUS - HOUSING UTIL - UTILITIES	00630 00630	200.00 1,800.00	0.00 0.00	0.00 0.00	200.00 1,800.00
TOTAL FOR MARTIN - EMERGENCY FUND		2,000.00	0.00	0.00	2,000.00
690-SA MARTIN - FEDERAL ADOPTION ASSISTANCE - BASIC MAINT	81201	2,632.00	0.00	0.00	2,632.00
690-RES MARTIN - IV-E RESIDENTIAL FACILITIES AND GROUP HOM R&B - ROOM & BOARD	81107	250.00	0.00	0.00	250.00
TOTAL EXPENDITURES		204,121.02	(121.05)	(658.00)	203,341.97

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF DECEMBER 2024

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-APS HENRY - ADULT PROTECT SERV (OPS) (895) FEE - GUARDIANSHIP FEES	89501	0.00	(20.00)	0.00	(20.00)
089-COM HENRY - ADULT SERVICE -PAYROLL- COMPANION (833) DIS - SSI - DISABLED	83304	1,078.35	0.00	0.00	1,078.35
089-CWS HENRY - CHILD WELFARE SUPPLEMENTAL SERV (830)	83002	47.67	0.00	0.00	47.67
089-FPR HENRY - FAMILY PRESERVATION - P.S. (IVB2) (866) FAMU - FAMILIES (UNDUPLICATED)	86602	550.00	0.00	0.00	550.00
089-FSU HENRY - FAMILY SUPPORT PUR SERV (IVB2) (866) FAMU - FAMILIES (UNDUPLICATED)	86601	3,719.16	0.00	0.00	3,719.16
089-FS HENRY - FAMILY SUPPORT PURCH SERV (829) FAMU - FAMILIES (UNDUPLICATED)	82904	70.26	0.00	0.00	70.26
089-PP HENRY - IVE PREVENTION PROMISING PRACTICE HFW - HIGH FIDELITY WRAPAROUND (HFW)	83503	4,000.00	0.00	0.00	4,000.00
089-ILP HENRY INDEPENDENT LIVING - PURCHAED SERVICE (862) EDUC - EDUCATION	86201	177.34	0.00	0.00	177.34
089-SNP HENRY SNAPET PURCHASED (844) TRAN - SNAPET PARTICIPANT EXPENSES	84404	695.50	0.00	0.00	695.50
089-TRA HENRY VIEW TRANSPORTATION TRAN - TRANSPORTATION	87207	2,163.00	0.00	0.00	2,163.00
690-PP MARTIN - IVE PREVENTION PROMISING PRACTICE HFW - HIGH FIDELITY WRAPAROUND (HFW)	83503	1,000.00	0.00	0.00	1,000.00
690-APS MARTIN ADULT PROTECTIVE SERVICES (895) FEE - GUARDIANSHIP FEES	89501	0.00	(10.00)	0.00	(10.00)
690-FPR MARTIN FAMILY PRESERVATION - P.S. (IVB2) (866) FAMU - FAMILIES (UNDUPLICATED)	86602	200.00	0.00	0.00	200.00

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF DECEMBER 2024

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS / REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
690-FSU MARTIN FAMILY SUPPORT PUR SERV (IVB2) (#866) FAMU - FAMILIES (UNDUPLICATED)	86601	1,500.00	0.00	0.00	1,500.00
690-SNP MARTIN SNAPET PURCHASED (844) TRAN - SNAPET PARTICIPANT EXPENSES	84404	107.00	0.00	0.00	107.00
690-VSU MARTIN VIEW SUPPORT SERVICES-UNSUBSIDIZED EMP	87202	1,197.00	0.00	0.00	1,197.00
690-TRA MARTIN VIEW TRANSPORTATION TRAN - TRANSPORTATION	87207	3,454.50	0.00	0.00	3,454.50
TOTAL EXPENDITURES		19,959.78	(30.00)	0.00	19,929.78

HENRY COUNTY
MONTHLY EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER 2024

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
GRAND TOTAL		845,936.98	(151.05)	(658.00)	845,127.93

BILLS AND EXPENDITURES

B. Mid-Year Budget Review

MID-YEAR BUDGET REVIEW			STATE ALLOCATIONS FISCAL YEAR 2024/2025 690							
CITY PROGRAMS			STATE ORIG		EST EXP					
BUDGET #	DESCRIPTION	ALLOCATION	ADJUST	TOTAL	EXP THRU	STRAIGHT	PROJECTION	DIFFERENCE	AMOUNT	BRS REQUEST
804	AUXILIARY GRANTS	89,113		89,113	52,862	126,869	(37,756)		39,000	BRS51367
807	AUXILIARY GRANTS-SUPP HOUSING	25,433		25,433	12,700	30,480	(5,047)		5,500	BRS51368
808	TANF- MANUAL CHECKS	1,000		1,000	0	0	1,000			
810	TANF EMERGENCY ASSISTANCE	1,500		1,500	0	0	1,500			
811	TANF - FC	23,175		23,175	379	909	22,266			
812	ADOPTION SUBSIDY	28,016		28,016	13,008	31,219	(3,203)		3,250	BRS51369
814	FOSTERING FUTURES	0		0	0	0	0			
817	SPECIAL NEEDS ADOPTION	0		0	0	0	0			
819	REFUGEE RESETTLEMENT	9,702		9,702	0	0	9,702			
829	FAMILY PRESERVATION (SSBG)	1,303		1,303	50	120	1,183			
830	CHILD WELFARE SUBSTANCE ABUSE	1,000		1,000	275	660	340			
833	ADULT SERVICES	2,030		2,030	0	0	2,030		(2,030)	BRS51371
835	IV-E PREVENTION SERVICES PRGRM	15,000		15,000	7,300	17,520	(2,520)			
844	SNAPET PS	10,000		10,000	265	636	9,364			
848	TANF - UP MANUAL CHECKS	1,000		1,000	0	0	1,000			
861	EDUCATION TRAINING VOUCHERS	0		0	0	0	0			
862	INDEPENDENT LIVING - PURCHASED	0		0	0	0	0			
866	FAMILY PRES/SUPPORT - SERV	18,000		18,000	1,207	2,897	15,103			
872	VIEW PS	48,225		48,225	23,426	56,222	(7,997)			
895	ADULT PROTECTIVE SERVICES	1,959		1,959	(130)	(312)	2,271			
		276,456	0	276,456	111,342	267,220	9,236			

OLD BUSINESS

NEW BUSINESS

NEW BUSINESS

A. HMDSS Board Meeting Dates

2025 HMDSS Board Meeting Dates

January 27

February 24

March 24

April 28

May 26 *Memorial Day

June 23

July 28

August 25

September 22

October 27

November 24 (Week of Thanksgiving)

December 22 (Week of Christmas Day)

Meeting Dates

Issue

Consideration for Change of the May 2025, November 2025, and December 2025 Board Meeting Dates

Background

The scheduled Henry-Martinsville Social Services Board Meeting for May 26, 2025 is set for, which is a state holiday. In addition, the November 24, 2025 and December 22, 2025 meetings are scheduled on holiday weeks.

Recommendations

It is recommended the HMDSS Board meet on Monday, May 19 at 3:00 p.m. Also, for the Board's consideration and convenience, it is recommended to move the November 24 meeting to November 17 at 3:00 p.m. and the December 22 meeting to December 15 at 3:00 p.m.

NEW BUSINESS

B. HMDSS By-Laws Review

Article XI Amendments

Section 1. These by-laws may be amended at any regularly scheduled or special called meeting of the Board by a two-thirds majority of the membership present, subject to a quorum of members being present, provided the amendment(s) have been submitted to the Executive Committee for review thirty (30) days prior to the meeting date. One copy of the proposed amendment(s) shall be sent by the Executive Committee to each member seven (7) days in advance of said meeting.

Section 2. The chairperson shall annually call for a review of these by-laws at the first meeting of the calendar year by presenting to the full Board an Ad Hoc Committee selected by the Executive Committee. At least one member of this Committee shall be a member of the Executive Committee.



By-laws of Henry-Martinsville Board of Social Services

Article I Name and Location

- Section 1. The name of this organization shall be Henry-Martinsville Board of Social Services, hereinafter referred to as the Board.
- Section 2. The principal office of this Board shall be on the site of the Henry-Martinsville Social Services Department.

Article II Purposes

This Board is subject to the rules and regulations of the Virginia Board of Social Services and the social services laws, related statutes, and supplements of the Code of Virginia, and shall perform all actions in keeping with these same rules and regulations, laws, statutes, and supplements.

- Section 1. To advance fair and efficient social services for Henry County and Martinsville with the objectives of assisting and protecting our clientele.
- Section 2. To complement and improve the social fabric of our community by guiding prompt, efficient, and adequate client financial services (benefits programs) with a focus toward client self-sufficiency; and client essential needs (service programs) designed to protect and support, with a focus toward client well-being.



By-laws of Henry-Martinsville Board of Social Services

- Section 3. To take a positive interest in and provide cooperation with our community in all matters pertaining to the social welfare of our community.
- Section 4. To promote cooperation and communication among: department personnel; local, regional, and state levels of social services; and public, private, and governmental organizations.
- Section 5. To propose and support legislation at appropriate governmental levels which will enhance social services for and promote the general welfare of Henry County and Martinsville.
- Section 6. To prepare, approve, submit, and defend an annual budget, which shall be reported to local governing bodies and the state as required. 63.2-205
- Section 7. To appoint the Director of Henry-Martinsville Social Services, assure acceptable performance standards of the Director, and evaluate the Director's performance annually.
- Section 8. To be dedicated to, supportive of, and ultimately responsible for an effective and equitable Equal Employment Opportunity/Affirmative Action Plan for Henry-Martinsville Department of Social Services.
- Section 9. To provide social services for Henry County and Martinsville which, in all Board actions, recognize client needs, foster client self-reliance, and promote the general welfare of our community while acknowledging without bias cultural variables.



By-laws of Henry-Martinsville Board of Social Services

Article III Board Membership

Section 1. Membership of the Board shall consist of nine (9) persons, six of whom shall be appointed by the Henry County Board of Supervisors (local governing body) and three (3) of whom shall be appointed by the Martinsville City Council (local governing body).

Section 2. Appointments to the Board by the local governing bodies shall be for four-year terms, each four-year term constituting a full term of office except appointments to fill a vacancy, which shall be for the unexpired term. 63.2-301

Section 3. A member who serves two consecutive terms shall be ineligible for reappointment until the end of an intervening two-year period dating from the expiration of the last two consecutive term. 63.2-301 All appointments, except those to fill a vacancy created other than by expiration of a term, shall be deemed a full term of office. 63.2-306

Section 4. A member of the Henry County Board of Supervisors may be a member of the Board. A member of the Martinsville City Council may be a member of the Board. When such person ceases to be a member of the appointing body, that person shall also cease to be a member of the Board. 63.2-306

Section 5. A member shall not enter upon the discharge of duties until: notified in writing by the governing body of member's appointment; member signs an agreement of confidentiality (Appendix C) which shall be kept on file at the agency; member



By-laws of Henry-Martinsville Board of Social Services

takes oath of office administered by Clerk of Court of member's jurisdiction.

- Section 6. Within two weeks of member's appointment or reappointment, Director or Director's designee shall provide a copy of the Virginia Freedom of Information Act (FOIA). Member is obligated to read and become familiar with the FOIA before discharging any member duties.
- Section 7. A member who resigns before completing a term of office shall submit a written resignation to the Executive Committee of the Board and the Chair of the local appointing body.
- Section 8. Any member of the Board may be suspended or removed for cause by the State Board of Social Services or the local appointing body. 63.2-308
- Section 9. Each member shall have one vote. Voting may not be done by proxy.

Article IV Officers of the Board

- Section 1. The Officers of the Board shall be selected annually by the members of the Board from the Board membership at the regularly scheduled meeting of the Board each June. This meeting shall be designated as the Board's annual reorganization meeting.
- Section 2. The Officers of the Board shall be the Chairperson, Vice-Chairperson and Second Vice-Chairperson.



By-laws of Henry-Martinsville Board of Social Services

- Section 3. The Officers of the Board shall constitute the Executive Committee.
- Section 4. The term for all Officers of the Board shall be one (1) year.
- Section 5. The Chairperson and Vice-Chairperson shall serve no more than two (2) consecutive terms in the same office.
- Section 6. A Chairperson, Vice-Chairperson or Second Vice-Chairperson who serves two (2) consecutive one (1) year terms shall be ineligible for reelection to the same Board Officer position until the end of an intervening one-year (1-year) period.
- Section 7. Should a vacancy in the Chairperson office occur, The Vice-Chairperson shall become Chairperson of the Board and complete that term of office. The completion of such unexpired term shall not be counted against election for full consecutive terms of office.
- Section 8. Vacancies in the offices of the Vice-Chairperson and Second Vice-Chairperson shall be filled by the membership at the next regularly scheduled Board meeting.
- Section 9. The Chairperson of the Board shall:
 - chair all Board meetings, develop the agenda of each Board meeting in consultation with Director, guide and mediate all Board actions with respect to organizational
 - priorities and governance concerns, perform other duties as requested by the Board, and in all duties be accountable to the Board,



By-laws of Henry-Martinsville Board of Social Services

oversee and note the separate duties of the Board and department's Director;

monitor finances, budget, and all financial reports;

monitor Board members' attendance as per Article VII – Meetings, Section 2 and 3 of these by-laws;

have the right to informally evaluate the effectiveness of the Board as a unit or of individual Board members;

appoint standing and ad hoc committee members in consultation with the Executive Committee pursuant to subsequent Board approval and serve as an ex officio member of all committees.

Section 10. The Vice-Chairperson of the Board shall report to the Chairperson, perform the responsibilities of the Chairperson when the Chairperson cannot be available, perform duties as requested by the Chairperson, and perform other responsibilities as requested by the Board.

Section 11. The Second Vice-Chairperson shall perform duties as requested by the Chairperson.

Section 12. The Director of the Agency, though not a member of the Board, shall serve as the Secretary of the Board, attend all Board meetings, Executive Committee meetings and other Committee meetings as requested by the Chairperson unless otherwise advised by the Chairperson, and the Secretary of the Board shall:
63.2-332



By-laws of Henry-Martinsville Board of Social Services

be responsible for all Board Committee meeting minutes, ensure their distribution in a timely manner as required, be custodian of all minutes, records and reports and assure their effective management, and oversee distribution of the necessary documents and materials prior to the meeting during which same are to be reviewed by the Board;

with Chairperson's input and advice, develop and present an annual training/orientation for the Board, at a date and time selected by the Executive Committee, and approved by the Board; in compliance with Virginia Freedom of Information Act, post proper notices of all meetings, regular, special, and committee;

be sufficiently familiar with Virginia Department of Social Services laws, statutes, Virginia Freedom of Information Act, and these by-laws to note applicability during meetings.

Article V Executive Committee

- Section 1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson and a Second Vice-Chairperson who shall be elected by the Board during the June meeting.
- Section 2. The Executive Committee shall prepare recommendations for presentation to the membership of the Board.



By-laws of Henry-Martinsville Board of Social Services

- Section 3. The Executive Committee shall act in emergencies between Board meetings.
- Section 4. The Virginia Department of Social Services provides local board member training. The training occurs within the first 90 days of appointment and every four years thereafter. Subject matter experts will provide training on Social Services programs throughout the year. 63.2-312 At least one such meeting a year shall be an orientation and training session for local board members.
- Section 5. The Executive Committee shall monitor Board members' attendance as per Article VII – Meetings, Sections 2 and 3 of these by-laws.
- Section 6. The Executive Committee shall, immediately after the June installment of officers, appoint members to all standing committees and shall advise the Board at the next regularly scheduled Board meeting of members' committee designations.

Article VI Committees

- Section 1. Committees may be created from time to time by the Board. Committees shall be constructed as standing or special (ad hoc) ones.
- Section 2. Members of each committee shall be recommended by the Executive Committee, subject to subsequent approval of the Board.



By-laws of Henry-Martinsville Board of Social Services

- Section 3. Standing Committees are those representing activities which are permanent. They include the Executive and Budget Committee,
- Section 4. A special (ad hoc) committee shall be assigned specific tasks to be accomplished, reported, and shall then be dissolved upon completion of the charge(s).
- Section 5. Committee meetings require written minutes, even if no formal action occurs. Minutes shall be forwarded in a timely manner to the Secretary of the Board under the requirements of the Virginia Freedom of Information Act.
- Section 6. Committees must give notice of every meeting to the Secretary of the Board in compliance with the requirements of the Virginia Freedom of Information Act.
- Section 7. Committees shall be allowed to use electronic mail (e-mail) in accordance with Article VII, Meetings, Sections 16 and 17 of these by-laws.

Article VII Meetings

- Section 1. Monthly meetings of the Board shall be held on the fourth Monday at the Henry-Martinsville Department of Social Services at a time affirmed by the Board at a prior meeting.
 - (i) Remote Participation for In-Person Meeting.

Members may attend and participate in meetings from a remote location by telephone or other audio or video means, provided such attendance complies with the provisions of VA Code Sec. 2.2-3708.2,



By-laws of Henry-Martinsville Board of Social Services

as amended from time to time, and subject to the following requirements:

- (1) On or before the day of a meeting, (A) the requesting member shall notify the Chairperson that the member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
- (2) On or before the day of a meeting, (A) the requesting member shall notify the Chairperson that the member is unable to attend the meeting due to an emergency or a personal matter and the member identifies with specificity the nature of the emergency or personal matter, or (B) the member shall notify the Chairperson that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- (3) The Board shall record in its minutes (A) the disability or other medical condition, or the specific nature of the emergency or personal matter that prevents the member's attendance; and (B) the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.
- (4) Such participation by the absent member shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.



By-laws of Henry-Martinsville Board of Social Services

- (5) A quorum of the Board must be physically assembled at the primary or central meeting location.
- (6) The Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the primary or central meeting location, and the absent member must be present for all of the meeting until adjourned.

(ii) All-Virtual Meetings

The Board may elect to hold an all-virtual meeting in accordance with VA Code Sec. 2.2-3708.3 and subject to the following requirements:

- (1) That the Board unanimously approve an all-virtual meeting by consent of each member in writing via electronic mail to the Director and Chairperson no less than one week prior to the scheduled meeting. Any member may initiate a request for an all-virtual meeting by electronic mail to all members of the Board and the Director no less than two weeks prior to the scheduled meeting, and such request shall include the date and time of the meeting and method of electronic communication requested.
- (2) Prior to final approval of the all-virtual meeting, the Director shall certify to the Board that audio or audio-visual technology is available to accommodate the all-virtual meeting with all requirements for such a meeting being met. If audio or audio-visual technology is not available to accommodate such a meeting, the meeting shall be held in-person as scheduled.
- (3) Upon approval of an all-virtual public meeting, the required meeting notice along with a statement notifying the public that



By-laws of Henry-Martinsville Board of Social Services

the meeting shall be all-virtual shall be posted and given in accordance with the provisions of § 2.2-3707.

- (4) Public access to the all-virtual public meeting shall be provided via notification of the means of communication and log-in or call-in information in the public notice.
- (5) The means of communication used for the meeting shall allow the members and the public to hear the members of the Board and any participants in the meeting, and if audio-visual technology is used, to see members and participants as well.
- (6) A phone number or other live contact information shall be provided to the members of the Board and participants in advance of the meeting to be used in the event that audio or audio-visual transmission of the meeting fails. The public shall be notified of such backup contact information in the public notice.
- (7) Public comment shall be afforded through electronic means, including by way of written comment to be read to the Board during the meeting.
- (8) No more than two members of the Board shall be together at the same physical location during the all-virtual meeting.
- (9) If a closed session is held during the meeting, transmission of the meeting to the public may be cut off but must resume before the Board votes to certify the closed meeting as required by subsection D of VA Code Sec. 2.2-3712.
- (10) The Board shall not convene an all-virtual meeting for consecutive meetings and shall not convene an all-virtual



By-laws of Henry-Martinsville Board of Social Services

meeting more than twenty-five percent (25%) of its scheduled meetings per calendar year.

- (11) Minutes of all-virtual meetings shall be taken as is customary under VA Code Sec. 2.2-3707, and such minutes shall include the fact that the meeting was held by electronic means and the type of electronic communication used.
- (12) Any Board committee or subcommittee, whether standing or ad hoc, may use the individual remote participation and all-virtual public meetings pursuant to the requirements of VA Code Sec. 2.2-3707.

Section 2. Any member who is unable to attend a scheduled meeting shall notify the Chairperson of the Board, an officer of the Board, or the Director of the agency. Absent members shall be listed as "absent" in the minutes of the meeting. Those members who fail to make notification prior to the meeting shall be listed as "absent – no notification" in the minutes of the meeting.

Section 3. Three consecutive "no notification" absences by a member shall be considered excessive absenteeism. The Chairperson shall address the absenteeism with the member. If necessary, the Chairperson shall notify the county administrator or city manager.

Section 4. In lieu of the regularly scheduled monthly meeting, the Board, by affirmation of the body at a prior meeting, may set other dates for meeting.

Section 5. The Chairperson of the Board or five (5) members of the Board have the right to call Special meetings.



By-laws of Henry-Martinsville Board of Social Services

- Section 6. The regularly scheduled April meeting of the Board shall be the annual performance evaluation meeting where the Director's evaluation, if applicable, shall be presented. Director's evaluation is due yearly by April 30th. A probationary Director's evaluation is due at the 11th month of hire.

- Section 7. Chairpersons of committees have the right to establish regular committee meetings or to call for Special committee meetings.

- Section 8. A majority of the members of the Board shall constitute a quorum.

- Section 9. A quorum for the Executive Committee shall be two (2) members present.

- Section 10. The Executive Committee shall meet as determined by the Chairperson of the Board or at the request of two (2) members of the Executive Committee.

- Section 11. For all regular or called Committee Meetings, a quorum shall be a majority of the Committee members.

- Section 12. If no quorum is present at any regular Board meeting or called Board meeting, regular Committee meeting or called Committee meeting, or any Executive Committee meeting, no official action may be taken.

- Section 13. Any Committee or Subcommittee whether standing or ad hoc created by the Board becomes itself a public body and thus



By-laws of Henry-Martinsville Board of Social Services

subject to the requirements of the Virginia Freedom of Information Act.

- Section 14. Any gathering of more than two (2) Board members if the members discuss the business of the Board, and any gathering of two (2) Committee members, shall constitute a meeting as defined by the Virginia Freedom of Information Act.
- Section 15. Electronic mail (hereinafter e-mail) shall be used only as a method of correspondence between one Board member (hereinafter “Sender”) and one other Board member (hereinafter “Recipient.”) Such e-mail is correspondence as defined by the FOIA and the Public Records Act (PRA). Sender shall be responsible for printing one hard copy to be delivered to the Secretary of the Board at the next scheduled meeting. All such hard copies shall be maintained as required by the FOIA and the PRA.
- Section 16. E-mail may be used between one Sender and two or more Recipients for the purpose of Sender asking clarification of or ascertaining positions of Recipients on public business. Recipients shall respond only to Sender; thus, such e-mail is correspondence as defined by the FOIA. Recipients may not choose “respond/reply to all” in an e-mail program; such response constitutes a meeting as defined by FOIA and shall not be allowed. Sender shall be responsible for printing one hard copy to be delivered to the Secretary of the Board at the next scheduled meeting. All such hard copies shall be maintained as required by the FOIA and the PRA.
- Section 17. The HMDSS Board will allow public speakers at monthly board meetings with the stipulations that they notify HMDSS at least



By-laws of Henry-Martinsville Board of Social Services

seven (7) days prior to the board meeting, and their allotted speaking time should not exceed five (5) minutes.

Article VIII Agenda

- Section 1. A copy of the agenda for each Board meeting, along with supporting documentation and pertinent background information for items listed on the agenda, shall be provided to Board members and counsel representing the Board.
- Section 2. To be listed on a Board agenda, any item must be in the hands of the Director at least seven days prior to the meeting at which it is to be discussed.
- Section 3. Any change in a submitted agenda shall require Board approval at the meeting as the first order of business after approval of the minutes.
- Section 4. At least one copy of all agenda packets and supporting materials distributed to members must be made available for public inspection at the time they are distributed. This requirement covers all supporting documents distributed to members with the agenda unless an exemption is properly invoked in accordance with the Virginia Freedom of Information Act.

Article IX Compensation of Board Members 63.2-310

- Section 1. Members shall be paid a monthly compensation at an amount determined by the local governing bodies from non-



By-laws of Henry-Martinsville Board of Social Services

reimbursable administrative monies. Such compensation shall be paid through automatic deposit to members who attend the monthly Board meeting.

- Section 2. The Chairperson may be paid an additional amount each month while serving in that capacity.
- Section 3. Members of the Board shall be compensated at the then current rate until such time as the Member resigns or said Member's term expires.
- Section 4. Members shall be reimbursed for all mileage in the conduct of official business of the Board at a rate specified by the governing bodies. Member's home shall be utilized as a base for mileage reimbursement purposes.
- Section 5. Member expenses for meals and lodging as approved by the Board shall be paid directly or reimbursed to the member in the conduct of official Board of Agency business outside the service area of the Board.
- Section 6. Any other expenses incurred by a member shall require specific action by the Board before payment or reimbursement may be allowed.

Article X Parliamentary Authority



By-laws of Henry-Martinsville Board of Social Services

- Section 1. Robert's Rules of Order, Newly Revised as described in Appendix A shall be the parliamentary authority, when they are not inconsistent with these by-laws.
- Section 2. The agenda of all regularly scheduled Board meetings shall be as listed in Appendix B.

Article XI Amendments

- Section 1. These by-laws may be amended at any regularly scheduled or special called meeting of the Board by a two-thirds majority of the membership present, subject to a quorum of members being present, provided the amendment(s) have been submitted to the Executive Committee for review thirty (30) days prior to the meeting date. One copy of the proposed amendment(s) shall be sent by the Executive Committee to each member seven (7) days in advance of said meeting.
- Section 2. The chairperson shall annually call for a review of these by-laws at the first meeting of the calendar year by presenting to the full Board an Ad Hoc Committee selected by the Executive Committee. At least one member of this Committee shall be a member of the Executive Committee.

Appendix A

PARLIAMENTARY AUTHORITY



By-laws of Henry-Martinsville Board of Social Services

Basic Rules of Order

I. How Motions are Made

- A. Members address the chair as “Mr. Chairman” or “Madam Chairman.” No members should speak unless recognized by the chairperson.
- B. Here is an example of a motion: Mr. Chairman, I move that we cancel this meeting and go out for pizza.” Another member is recognized and seconds the motion by saying, simply, “I second the motion.” No motion can be considered until it is seconded.
- C. The chairperson restates the motion or says, “A motion has been made and seconded that we cancel this meeting and go out for pizza. Is there any discussion?”
- D. The chairperson may speak on a motion provided he/she temporarily leaves the chair for this purpose. If this happens, the chair should ask another officer to take the chair for this period.

II. Amendments or Substitute Motions

- A. During debate, the motion may be unclear or lack general acceptance by the group. At this time, the group can amend the motion or offer a substitute motion. (Either may be offered at any time after the motion has been seconded and before the vote is taken).
- B. An amendment should be stated clearly. The section of the motion to which it applies should be identified. (Amendments are made to change a motion or include more specific information). For example: “I move that we amend the motion to go for Chinese food instead of pizza, so that it reads... we cancel the meeting and go out for Chinese food.” Amendments may add, subtract, or substitute words. Amendments must closely relate to the subject of the motion and should not introduce a new subject or be contrary to the motion. Amendments must be seconded.
- C. Vote – votes should be taken on the amendment (after it is seconded) and then on the main motion. For example, the chairperson may say, “All those in favor of the amendment which changes the motion to Chinese food, indicate by the usual sign.” If an amendment is defeated, another amendment may be made.



By-laws of Henry-Martinsville Board of Social Services

- D. A substitute motion can be amended just as though it was the original motion.
- E. An amendment to an amendment can only be made once and requires a second. (It would be more helpful to offer a substitute motion when the point is reached where amendments are being offered to amendments). After an amendment is seconded, the discussion must take place on the amendment to the amendment. Amendments to amendments, and amendments to the motion must be debated and voted upon step by step in that order. (There cannot be two separate amendments to a motion at one time.) Remember, if there are too many issues being discussed at one time; try to come up with a substitute motion that will be less confusing to the group!

III. Voting

- A. The chairperson reads the motion before the actual vote, then asks, "Are you ready for the question?" or "Is there any opposition to taking a vote?" If no one speaks, a vote may be taken.
- B. For voice votes, the chairperson may say, "All those in favor of this option say aye. Those opposed, say no." If passed, the chairperson may say, "The aye's have it and it is so ordered." If the motion is voted down, the chairperson may say, "the no's have it, the motion is defeated."
- C. Members may vote by a show of hands or by standing up if the chairperson is unsure of whether the motion was passed or not during the voice vote.
- D. Vote by ballot is used for important issues: a ballot makes each vote a matter of record. (A motion to have voting by ballot is not debatable and requires a simple majority).

IV. How Action Takes Place

- A. An issue is brought before the membership.
- B. An individual gets recognition from the chairperson and makes a motion.
- C. The motion is seconded.
- D. The chairperson restates the motion.
- E. There is discussion.



By-laws of Henry-Martinsville Board of Social Services

F. The chairperson restates the motion.

G. Voting follows.

H. The chairperson announces the result.

V. Motions to Help Keep Order

A. Members may raise a point of order to force the chairperson to bring discussion back to the subject. A point of order may also be raised when the by-laws of the organization are being broken.

1. One may raise a point of order when a “privileged motion” is being considered (such as time for the next meeting, adjournment, recess, etc.)

2. A member may call the chairperson’s attention by raising a point of order even though this may interrupt another person who has the floor.

3. The chairperson recognizes the member and can accept or reject the point of order by saying, “Point of order is well taken, or “Point of order is not well taken.”

4. A point of order should not be raised just to:

- a. Slow down the meeting.
- b. Interrupt the speaker.
- c. Make a speech.
- d. Criticize the chairperson.

B. Appealing a decision of the chairperson.

1. If a point of order is not accepted, or a member is otherwise ruled out of order, an appeal to the chairperson may be made; it requires a second and, after discussion, members decide by majority vote.

2. On appeals, members can only speak once. The chairperson, however, may speak and also may conclude the discussion.

C. Point of information.



By-laws of Henry-Martinsville Board of Social Services

1. Members should not address one another during the meeting but should ask the chairperson for a point of information.
2. If a member is unclear, the chairperson may ask the person holding the floor to yield, although this cannot be forced. When he yields, the questioner should address his point of information through the chairperson and the answer should be made to the chairperson.

D. Parliamentary inquiry

1. The information the questioner is seeking may be related to parliamentary procedure. For example, the questioner may want to know if a motion he is about to make is in order: "Mr. Chairman, is it in order to move that we hold another meeting tomorrow?"
2. The chairperson's answer cannot be appealed. However, a decision that the chairperson makes after the motion has been brought up would be subject to appeal.

E. Question of privilege

1. A "point of personal privilege" may be raised to call the attention of the chairperson to something which affects the well-being of those present at the meeting. For example, to ask to have the windows opened or closed, to ask a speaker to speak louder, to propose an urgent motion, etc.
2. Questions of privilege are decided by the chairperson and are subject to appeal.
3. The correct form is: "Mr. Chairman, I rise to a question of personal privilege; I move that we..." If the chairperson accepts, the motion is handled like any ordinary motion. Then the meeting continues. Points of personal privilege are usually accepted by unanimous consent. For example, the chairperson may say, "Does anyone object to closing the window?"

VI. Motions for Unusual Actions

Motions, which are intended to help in the handling of action motions, are not debatable. For example, if a motion is made which could cause a serious misunderstanding within the group, any member may rise immediately and say, "Mr. Chairman, I object to the consideration of this question." The chairperson may reply, "There has been an objection



By-laws of Henry-Martinsville Board of Social Services

to this question,” and calls for a vote (no discussion before vote.) If two-thirds of the members vote against considering the question, it cannot be raised again in that meeting.

A. Withdrawing a motion – A member may ask the chairperson to put the question of withdrawing a motion before the members. If no one objects, the motion is withdrawn. If an objection occurs, the motion to withdraw must be put to a vote. (It requires no second and cannot be debated.) It takes a simple majority to withdraw a motion.

B. To table a motion

1. A motion to “table” postpones or delays action. (It requires a second; it cannot be debated, and requires only a majority vote.)

2. While a speaker is in the process of discussing a motion, he cannot move to table it. Moreover, he cannot move to table if he has already spoken on the motion and others still desire to speak.

3. When the motion to table is seconded, the chairperson must act on it immediately.

4. A motion to table cannot have a time limit. (For example, a motion to table until the next meeting is a motion to postpone, which is a debatable motion.)

5. Tables motions can be “removed from the table” if a member requests, but only after some other business has been transacted. This is not debatable and is decided by majority vote.

C. Limit or extend debate

1. Motions to limit debate are made in the usual manner and require a second; member may limit debate by setting a time limit for discussion. A motion to limit debate requires a two-thirds majority. (If the motion to limit debate applies only to the motion being discussed on the floor, it is not debatable. For example, “I move that we spend only ten minutes on Mr. Jones’ motion.” The motion can be amended if the purpose is to establish rules about discussion on all questions coming before the group – such a motion is debatable. For example, “I move that we spend no more than ten minutes on each of the points remaining on our agenda.”)



By-laws of Henry-Martinsville Board of Social Services

2. If members feel debate should be extended after it has been limited, this may be done by a motion to extend debate. (The motion must have a second; it is not debatable.)

D. Move the previous question.

1. A move to call for the “previous question” is a method of stopping debate and forcing a vote. The form is: “I move the previous question,” or, “I move that we close debate and vote on the question.”

2. The motion requires a second and is not debatable. A member may not make such a motion while speaking on the question or if he has spoken and others want the floor. A two-thirds majority is required.

E. Other miscellaneous motions.

1. Motion to reconsider.

a. A motion to reconsider can be made only on the same day that the vote on the motion to be reconsidered was taken or at the next meeting; it must be made by a person who voted with the majority in the first vote.

b. Motions which cannot be reconsidered: motions to adjourn, recess, table, suspend rules, or a previous move to reconsider an action that had been partially acted upon.

c. A motion to reconsider is a privileged motion; the maker can interrupt a speaker and make the motion while other business is on the floor. Debate does not start, however, until work that was on the floor has been completed. For example, “Mr. Chairman, I move that we reconsider the vote on (identifying motion.)” If seconded and passed, the chairperson puts the matter to be reconsidered before the group. A move to reconsider is debatable and requires a majority vote. (No question can be reconsidered twice.)

2. A motion to rescind – may be made to reverse a previous action. It requires a two-thirds vote.

3. A motion to suspend the rules – changes the agenda. It is usually used when time is of importance. Any member may rise and make the motion. It requires a second and needs a two-thirds vote to pass. It is not debatable.



By-laws of Henry-Martinsville Board of Social Services

Parliamentary Motions: Order of Precedence

For ease of reference, the following chart lists the parliamentary motions in order of precedence, beginning with those of highest rank and ending with the lowest. This means that when a motion is pending, all the motions above it on the list should receive precedence. They are also divided into three categories: privileged, incidental, and subsidiary motions.

Motions which are debatable are noted with a (D). Those which require a two-thirds vote are starred.

Privileged Motions:

- Fix Time to Adjourn
- Adjourn
- Take Recess
- Question of Privilege
- Call for Orders of the Day

Incidental Motions:

- Appeal (D)
- Division of Assembly
- Filling Blanks
- Objection *
- Parliamentary Inquiry
- Point of Information
- Point of Order
- Read Papers
- Suspend the Rules *
- Withdraw a Motion

Subsidiary Motions:

- Lay on the Table
- The Previous Questions (Close Debate) *
- Limit or Extend Debate *



By-laws of Henry-Martinsville Board of Social Services

- Postpone to a Definite Time (D)
- Refer to a Committee (D)
- Amend the Amendment (D)
- Amendment (D)
- Postpone Indefinitely (D)
- MAIN MOTION (D)

(Source: Robert's Rules of Order by H.M. Robert, With Commentary by Rachel Vixman, New York: Pyramid Books, 1967.)

Appendix B

PARLIAMENTARY AUTHORITY Agenda Format

1. Call to Order
2. Roll Call
3. Approval of Minutes of last regularly scheduled meeting
4. Approval and/or Changes/Additions to Agenda
5. Reports of Committees
6. Review and Approval of Administrative Bills and Expenditures
7. Matters requiring Board knowledge and for approval, including:
 - a. Old Business
 - b. New Business
 - c. Reports
 - d. General Information
 - i. *Comments from the Board
8. Public Comment
9. Closed Session as needed per appropriate Virginia Code
10. Adjournment



By-laws of Henry-Martinsville Board of Social Services

Appendix C

CONFIDENTIALITY STATEMENT

As a Board Member with the Henry-Martinsville Department of Social Services, I acknowledge that both state and federal legislation recognize the privileged character of information made available to the Department of Social Services and contain specific provisions with respect to disclosure of information regarding applicants for and recipients of assistance and services.

I also acknowledge that mutual trust and confidence between clients and workers is basic to an effective program of assistance and services. I pledge, therefore, to maintain the client's right to expect that personal information given to the agency will be kept CONFIDENTIAL.

Signature_____

Date_____

NEW BUSINESS

C. Budget Committee

BENEFITS REPORTS

RE: December 2024 STATISTICS

- **AUXILIARY GRANT:**

Applications received: 0

Applications Disposed: 1

Compliance Rate: 100%

Customers continued to next month: 31

- **CHILDCARE**

Applications received: 34

Applications Disposed: 29

Compliance Rate: 96.5%

Cases Continued to next month: 286

Customers continued to next month: 479

- **SNAP PROGRAM:**

Applications received: 357

Applications Disposed: 350

Compliance rate: 97.7%

Reviews/ Recertifications disposed: 509

Cases Continued to next Month: 9,653

Participants in December: 14,447

Monthly issuance for December-\$2,295,331

- **MEDICAID PROGRAM**

Applications Received: 343

Applications Disposed: 358

Compliance Rate: 96.2%

Cases Continued to next month: 21,330

Customers continued to next month (money/non-money payment): 25,051

- **TANF PROGRAM**

TANF Applications received: 31

AFDC-FC received: 5

Applications Disposed: 29

Compliance Rate: 96.5%

TANF Cases continued to next Month: 209

TANF Participant Count: 411

AFDC-FC continued to next month: 25

Submitted by: Lisa Thompson Assistant Director- BP

BENEFIT PROGRAMS UNIT OVERVIEW

January 2025

INTAKE – Processes new applications for SNAP & Medicaid

Positions – Supervisor and 10 line staff

2 vacant = 18% vacancy rate

2 in the training unit

36% operating vacancy rate

ONGOING (2 units) – Processes changes, reviews, interim reports

Positions 2 Supervisors & 22 line staff

7 vacant = 29% vacancy rate.

4 in training

46% operating vacancy rate

SPECIALTY UNIT – Long term care, TANF, Energy Assistance, Fraud

Positions Supervisor and 9 line staff

6 = LTC- 2 vacant

1 = TANF

1 = Fraud

1 = Energy Assistance Specialist*

Vacancy rate= 20% vacancy rate

Employment Services Unit – VIEW, SNAP-ET, Childcare

Positions Supervisor & 9 line staff

2 = SNAP-ET

4 = VIEW/TANF

3= Childcare 1 is vacant

Vacancy rate for unit = 11%

Training Unit – BP Supervisor, BPS IV & BPS workers in training (included in counts above)

MISC- 3 Emergency Human Service Assistant positions- Assist with Energy Assistance, scanning, customer service

1 vacant = vacancy rate 33.3%

* All workers evaluate Fuel Assistance applications and Cooling assistance applications. The specialist handles the Crisis applications & the upcoming PIPP applications. The specialist resolves disputes and handles inquiries about the program.

**Commonwealth of Virginia
Department of Social Services
SNAP MONTHLY PARTICIPATION REPORT**

For the Month of: December

Report Id: RP-040

Report Run Date: 01/02/2025

Report Run Time: 2:31:03 AM

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Central	Amelia County	007	130	805	935	151	1588	1739	20,681.00	247,733.00	268,414.00
Central	Buckingham County	029	245	1266	1511	272	2508	2780	38,223.00	399,358.00	437,581.00
Central	Caroline County	033	270	1886	2156	379	3927	4306	58,398.00	682,415.00	740,813.00
Central	Charles City County	036	51	463	514	66	870	936	9,951.00	141,944.00	151,895.00
Central	Chesterfield County	041	1821	12896	14717	2722	29451	32173	495,966.00	5,803,000.00	6,298,966.00
Central	Colonial Heights City	570	204	1150	1354	314	2560	2874	57,559.00	503,211.00	560,770.00
Central	Cumberland County	049	151	837	988	212	1750	1962	33,550.00	288,971.00	322,521.00
Central	Essex County	057	161	885	1046	205	1816	2021	29,026.00	298,693.00	327,719.00
Central	Fluvanna County	065	118	771	889	160	1739	1899	27,443.00	279,271.00	306,714.00
Central	Goochland County	075	93	649	742	108	1307	1415	15,840.00	210,730.00	226,570.00
Central	Hanover County	085	382	2751	3133	538	5732	6270	84,052.00	972,986.00	1,057,038.00
Central	Henrico County	087	2679	15922	18601	4629	33748	38377	775,817.00	6,362,612.00	7,138,429.00
Central	Hopewell City	670	709	2963	3672	1083	6074	7157	185,509.00	1,127,719.00	1,313,228.00
Central	King and Queen County	097	87	527	614	108	1006	1114	16,859.00	168,795.00	185,654.00
Central	King William County	101	97	755	852	139	1519	1658	21,402.00	245,500.00	266,902.00
Central	Lancaster County	103	86	678	764	122	1354	1476	19,448.00	208,684.00	228,132.00
Central	Lunenburg County	111	223	996	1219	253	2091	2344	32,853.00	331,035.00	363,888.00
Central	Middlesex County	119	96	713	809	128	1406	1534	19,340.00	228,384.00	247,724.00
Central	New Kent County	127	74	633	707	109	1370	1479	19,120.00	237,719.00	256,839.00
Central	Northumberland County	133	111	696	807	133	1401	1534	18,956.00	217,110.00	236,066.00
Central	Nottoway County	135	336	1238	1574	452	2537	2989	66,093.00	404,234.00	470,327.00
Central	Petersburg City	730	1343	5186	6529	2012	9588	11600	355,603.00	1,877,232.00	2,232,835.00
Central	Powhatan County	145	94	606	700	107	1304	1411	15,011.00	193,061.00	208,072.00
Central	Prince Edward County	147	320	1500	1820	385	3122	3507	57,181.00	478,324.00	535,505.00
Central	Richmond City	760	4424	18074	22498	6566	32125	38691	1,104,007.00	6,952,736.00	8,056,743.00
Central	WARSAW AREA -Richm159	167	519	686	204	1085	1289	1289	26,303.00	164,823.00	191,126.00
Central	Westmoreland County	193	193	1416	1609	248	2964	3212	37,783.00	497,483.00	535,266.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Eastern	Accomack County	001	475	2503	2978	635	5128	5763	91,241.00	858,017.00	949,258.00
Eastern	Brunswick County	025	317	1640	1957	413	2942	3355	58,620.00	479,216.00	537,836.00
Eastern	Chesapeake City	550	1814	9156	10970	2447	19291	21738	387,372.00	3,467,068.00	3,854,440.00
Eastern	Dinwiddie County	053	320	2046	2366	394	4160	4554	61,002.00	755,373.00	816,375.00
Eastern	Emporia City	595	194	813	1007	293	1608	1901	45,641.00	288,085.00	333,726.00
Eastern	Franklin City	620	267	1147	1414	369	2370	2739	62,603.00	425,875.00	488,478.00
Eastern	Gloucester County	073	322	1797	2119	431	3509	3940	66,981.00	593,554.00	660,535.00
Eastern	Greenville County	081	171	954	1125	259	1843	2102	38,105.00	318,001.00	356,106.00
Eastern	Hampton City	650	1667	9622	11289	2390	19788	22178	403,950.00	3,578,947.00	3,982,897.00
Eastern	Isle of Wight County	093	303	1743	2046	381	3393	3774	65,423.00	558,605.00	624,028.00
Eastern	James City County	095	328	1901	2229	542	4063	4605	91,463.00	680,421.00	771,884.00
Eastern	Mathews County	115	48	429	477	58	804	862	8,338.00	130,676.00	139,014.00
Eastern	Newport News City	700	2989	14492	17481	4788	30081	34869	767,020.00	5,514,843.00	6,281,863.00
Eastern	Norfolk City	710	3745	17809	21554	5214	34622	39836	824,704.00	6,473,260.37	7,297,964.37
Eastern	Northampton County	131	281	1118	1399	343	1969	2312	51,699.00	308,104.00	359,803.00
Eastern	Poquoson City	735	21	210	231	33	462	495	5,323.00	80,057.00	85,380.00
Eastern	Portsmouth City	740	2140	9978	12118	2893	20168	23061	483,586.00	3,820,430.00	4,304,016.00
Eastern	Prince George County	149	223	1600	1823	330	3574	3904	55,751.00	657,587.00	713,338.00
Eastern	Southampton County	175	208	1063	1271	260	2098	2358	41,467.00	325,223.00	366,690.00
Eastern	Suffolk City	800	1248	4838	6086	1752	10139	11891	283,650.00	1,805,431.00	2,089,081.00
Eastern	Surry County	181	97	429	526	152	842	994	24,171.00	143,611.00	167,782.00
Eastern	Sussex County	183	191	977	1168	262	1857	2119	36,163.00	325,256.00	361,419.00
Eastern	Virginia Beach City	810	2761	14848	17609	3630	31029	34659	575,133.00	5,554,646.00	6,129,779.00
Eastern	Williamsburg City	830	102	605	707	156	1137	1293	30,217.00	209,186.00	239,403.00
Eastern	York County	199	196	1427	1623	270	3147	3417	43,326.00	506,634.00	549,960.00
Northern	Alexandria City	510	1130	4841	5971	2164	10156	12320	351,271.00	1,932,691.00	2,283,962.00
Northern	Arlington County	013	1321	4532	5853	1579	8328	9907	222,798.00	1,475,618.00	1,698,416.00
Northern	Clarke County	043	71	416	487	85	777	862	12,799.00	130,661.00	143,460.00
Northern	Culpeper County	047	377	2041	2418	487	4386	4873	78,467.00	740,225.00	818,692.00
Northern	Fairfax City	600	138	546	684	181	966	1147	29,416.00	184,136.00	213,552.00
Northern	Fairfax County	059	5944	23031	28975	8541	48631	57172	1,341,499.00	8,893,317.00	10,234,816.00
Northern	Falls Church City	610	46	184	230	64	373	437	10,272.00	74,458.00	84,730.00
Northern	Fauquier County	061	284	1497	1781	363	3028	3391	54,346.00	518,089.00	572,435.00
Northern	Frederick County	069	373	2799	3172	485	6218	6703	74,510.00	1,039,343.00	1,113,853.00
Northern	Fredericksburg City	630	362	1857	2219	663	3855	4518	103,624.00	673,172.00	776,796.00
Northern	Greene County	079	120	870	990	146	1919	2065	23,899.00	313,047.00	336,946.00
Northern	Harrisonburg City	660	409	2173	2582	617	4551	5168	81,597.00	754,857.00	836,454.00
Northern	King George County	099	121	918	1039	183	1903	2086	30,886.00	287,403.00	318,289.00
Northern	Loudoun County	107	1433	5405	6838	2116	11995	14111	333,613.00	2,148,074.00	2,481,687.00
Northern	Louisa County	109	287	1878	2165	361	3957	4318	50,129.00	655,526.00	705,655.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Northern	Madison County	113	67	493	560	80	1089	1169	11,673.00	163,535.00	175,208.00
Northern	Manassas City	683	192	1642	1834	282	3713	3995	46,311.00	646,254.00	692,565.00
Northern	Manassas Park City	685	80	634	714	112	1412	1524	16,247.00	251,000.00	267,247.00
Northern	Orange County	137	238	1465	1703	302	3199	3501	44,659.00	499,846.00	544,505.00
Northern	Page County	139	238	1296	1534	290	2602	2892	40,853.00	407,768.00	448,621.00
Northern	Prince William County	153	2521	13239	15760	4490	30628	35118	763,127.00	5,486,646.00	6,249,773.00
Northern	Rappahannock County	157	34	190	224	39	430	469	5,072.00	65,063.00	70,135.00
Northern	Rockingham County	165	353	2454	2807	463	5487	5950	63,744.00	821,039.00	884,783.00
Northern	Shenandoah County	171	310	2219	2529	397	4793	5190	64,241.00	772,825.00	837,066.00
Northern	Spotsylvania County	177	802	5236	6038	1233	12160	13393	208,564.00	2,122,808.00	2,331,372.00
Northern	Stafford County	179	735	4306	5041	1493	10902	12395	242,078.00	1,924,743.00	2,166,821.00
Northern	Warren County	187	228	1990	2218	322	3993	4315	56,264.00	694,520.00	750,784.00
Northern	Winchester City	840	302	1776	2078	502	3472	3974	81,689.00	608,628.00	690,317.00
Piedmont	Albemarle County	003	502	2759	3261	846	5761	6607	139,959.00	983,508.00	1,123,467.00
Piedmont	Alleghany County	005	214	1061	1275	283	2188	2471	44,805.00	335,313.00	380,118.00
Piedmont	Amherst County	009	290	1735	2025	362	3699	4061	57,644.00	552,070.00	609,714.00
Piedmont	Appomattox County	011	220	1116	1336	264	2453	2717	43,436.00	369,306.00	412,742.00
Piedmont	Augusta County	015	426	2921	3347	598	5915	6513	94,135.00	901,017.00	995,152.00
Piedmont	Bath County	017	22	173	195	24	359	383	2,826.00	46,560.00	49,386.00
Piedmont	Bedford County	019	452	3048	3500	546	6388	6934	80,173.00	978,409.00	1,058,582.00
Piedmont	Botetourt County	023	131	831	962	176	1846	2022	24,113.00	284,610.00	308,723.00
Piedmont	Buena Vista City	530	99	446	545	117	982	1099	15,405.00	146,291.00	161,696.00
Piedmont	Campbell County	031	537	3162	3699	672	6578	7250	106,620.00	1,017,595.00	1,124,215.00
Piedmont	Charlotte County	037	242	950	1192	300	1872	2172	42,069.00	280,444.00	322,513.00
Piedmont	Charlottesville City	540	586	2092	2678	1014	4015	5029	146,310.00	706,844.00	853,154.00
Piedmont	Covington City	580	113	570	683	133	1250	1383	19,254.00	183,481.00	202,735.00
Piedmont	Craig County	045	36	202	238	45	410	455	6,990.00	52,293.00	59,283.00
Piedmont	Danville City	590	1257	6135	7392	1683	11527	13210	259,066.00	2,064,369.00	2,323,435.00
Piedmont	Franklin County	067	452	3092	3544	594	6501	7095	94,209.00	990,627.00	1,084,836.00
Piedmont	Halifax County	083	617	2713	3330	775	5478	6253	115,442.00	875,786.00	991,228.00
Piedmont	Henry County	089	657	4786	5443	769	9535	10304	115,885.00	1,496,932.00	1,612,817.00
Piedmont	Highland County	091	7	97	104	10	169	179	1,813.00	24,818.00	26,631.00
Piedmont	Lexington City	678	39	204	243	48	371	419	6,572.00	53,501.00	60,073.00
Piedmont	Lynchburg City	680	1254	5657	6911	1743	11451	13194	278,514.00	1,919,069.00	2,197,583.00
Piedmont	Martinsville City	690	353	2038	2391	429	3714	4143	65,395.00	617,119.00	682,514.00
Piedmont	Mecklenburg County	117	476	2204	2680	589	4434	5023	87,554.00	686,428.00	773,982.00
Piedmont	Nelson County	125	138	814	952	172	1568	1740	24,098.00	244,445.00	268,543.00
Piedmont	Pittsylvania County	143	708	4198	4906	870	8421	9291	127,105.00	1,320,206.00	1,447,311.00
Piedmont	Roanoke City	770	2182	9644	11826	3100	19324	22424	493,547.00	3,367,386.00	3,860,933.00
Piedmont	Roanoke County	161	691	3913	4604	955	7970	8925	152,811.00	1,285,129.00	1,437,940.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Piedmont	Rockbridge County	163	209	1058	1267	245	2273	2518	33,004.00	336,698.00	369,702.00
Piedmont	Staunton City	790	288	1473	1761	375	2802	3177	58,225.00	443,598.00	501,823.00
Piedmont	Waynesboro City	820	247	1572	1819	379	2996	3375	59,521.00	493,731.00	553,252.00
Western	Bland County	021	46	291	337	50	563	613	6,985.00	74,003.00	80,988.00
Western	Bristol City	520	448	2086	2534	614	3890	4504	90,768.00	685,985.00	776,753.00
Western	Buchanan County	027	675	2304	2979	820	4235	5055	101,468.00	720,149.00	821,617.00
Western	Carroll County	035	364	2264	2628	471	4386	4857	67,765.00	643,235.00	711,000.00
Western	Dickenson County	051	458	1261	1719	572	2522	3094	66,369.00	381,456.00	447,825.00
Western	Floyd County	063	108	770	878	135	1604	1739	20,640.00	238,752.00	259,392.00
Western	Galax City	640	153	770	923	187	1538	1725	25,480.00	243,614.00	269,094.00
Western	Giles County	071	266	955	1221	351	1895	2246	51,732.00	287,461.00	339,193.00
Western	Grayson County	077	177	1304	1481	227	2449	2676	33,936.00	353,201.00	387,137.00
Western	Lee County	105	775	2271	3046	1108	4477	5585	146,764.00	719,174.00	865,938.00
Western	Montgomery County	121	546	2771	3317	712	5738	6450	109,396.00	941,020.00	1,050,416.00
Western	Norton City	720	143	466	609	190	939	1129	28,982.00	142,743.00	171,725.00
Western	Patrick County	141	216	1347	1563	276	2662	2938	38,945.00	396,693.00	435,638.00
Western	Pulaski County	155	461	2588	3049	539	4736	5275	83,321.00	783,631.00	866,952.00
Western	Radford City	750	149	790	939	185	1637	1822	28,079.00	268,800.00	296,879.00
Western	Russell County	167	586	2264	2850	762	4627	5389	101,876.00	727,057.00	828,933.00
Western	Scott County	169	459	1560	2019	554	3319	3873	68,885.00	475,994.00	544,879.00
Western	Smyth County	173	509	3109	3618	711	5693	6404	106,945.00	888,024.00	994,969.00
Western	Tazewell County	185	884	3155	4039	1152	6396	7548	149,761.00	966,910.00	1,116,671.00
Western	Washington County	191	808	3167	3975	1040	6495	7535	140,205.00	1,055,956.00	1,196,161.00
Western	Wise County	195	996	3422	4418	1324	6928	8252	183,647.00	1,111,183.00	1,294,830.00
Western	Wythe County	197	375	2203	2578	447	4268	4715	60,795.00	638,443.00	699,238.00

— *VIEW Participant Profiles* —

Henry-Martinsville Social Services • Employment Services Unit
Statistics for the Month of December 2024----Report January 2025

ID #	Sex	Age	Number Of Children	Job Title	Place Employed	Education	Hourly Wage & Hours Worked		Months in VIEW
01	F	29	3	Customer Service	Fas Mart 104	12 th	\$12.50	39hrs/wk.	5
02	F	23	2	Production	Monogram	12 th	\$17.20	40hrs/wk.	VTP
03	M	36	2	Production	VA Glass and Mirror	12 th	\$15.00	30hrs/wk.	VTP
04	F	35	3	Clerical	Sovah Health	12 th	\$17.06	20hrs/wk.	TT
05	F	36	3	Driver / Food Services	PJ Operations, LLC (Papa John's Pizza)	12 th	\$12.00	18hrs/wk.	TT
06	M	38	1	Landscaping	D. White	12 th	\$12.00	34hrs/wk.	TT
07	F	24	3	Food Services	Applebee's	12 th	\$12.00	30hrs/wk.	23
08	F	40	1	Clerical	Anywhere Works Inc.	12 th	\$15.00	30hrs/wk.	4
09	F	31	1	Production	Ply Gem	A.S.	\$18.50	42hrs/wk.	13
10	F	26	1	Customer Services	HHS Sovah	12th	\$13.00	40hrs/wk.	VTP
11	F	23	1	Medical	Care Advantage	12 th	\$12.00	30hrs/wk.	11
12	F	30	2	Management	A & D of Greensborough	12 th	\$17.50	37hrs/wk.	VTP
13	F	25	1	Food Services	DIANDREW, INC-Works in North Carolina	12 th	\$10.50	39hrs/wk.	VTP
14	F	35	2	Computer Operations	Concentrix	12 th	\$15.00	39hrs/wk.	13
15	M	39	2	Customer Service	Stone Ridge Foundation and Khesed Wellness	MS	\$19.52	33hrs/wk.	2
16	F	29	1	Sales	Marshall's	12 th	\$13.62	34hrs/wk.	TT
17	F	33	1	Medical	R. Hankins	GED	\$12.00	30hrs/wk.	TT
18	F	30	1	Sales	Family Dollar	12 th	\$12.50	15hrs/wk.	20
19	F	34	2	Computer Operations	Helpware Inc.	12 th	\$15.50	38hrs/wk.	VTP
20	F	34	1	Production	Debbie Staffing	12 th	\$13.60	31hrs/wk.	8
21	F	39	3	Sales	Dollar General	12 th	\$15.00	30hrs/wk.	11
22	F	43	2	Housekeeping	Quality Inn	12 th	\$12.00	26hrs/wk.	TT
23	F	30	1	Customer Service	Dutch Inn	12 th	\$12.00	32hrs/wk.	11

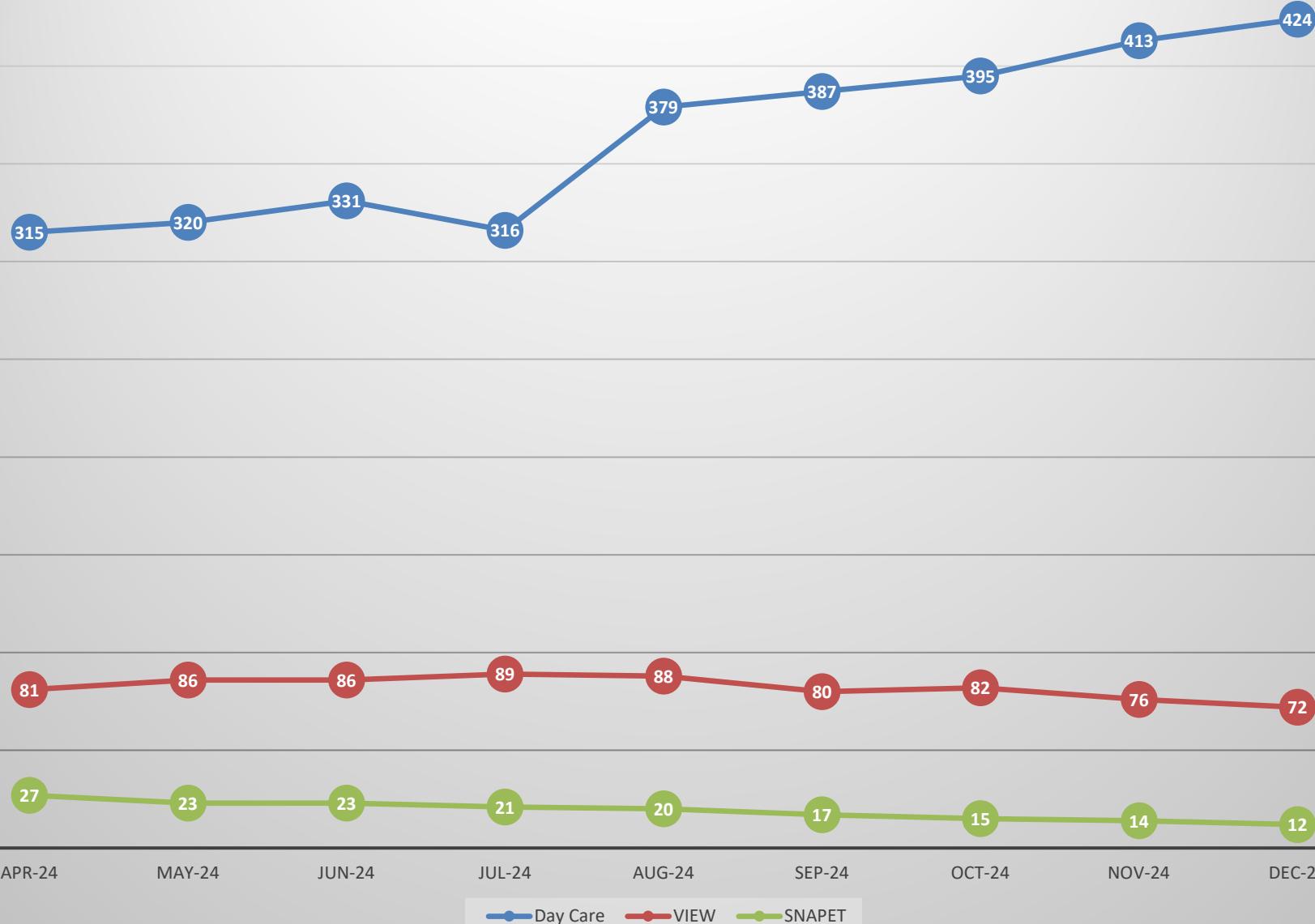
Current Statistics

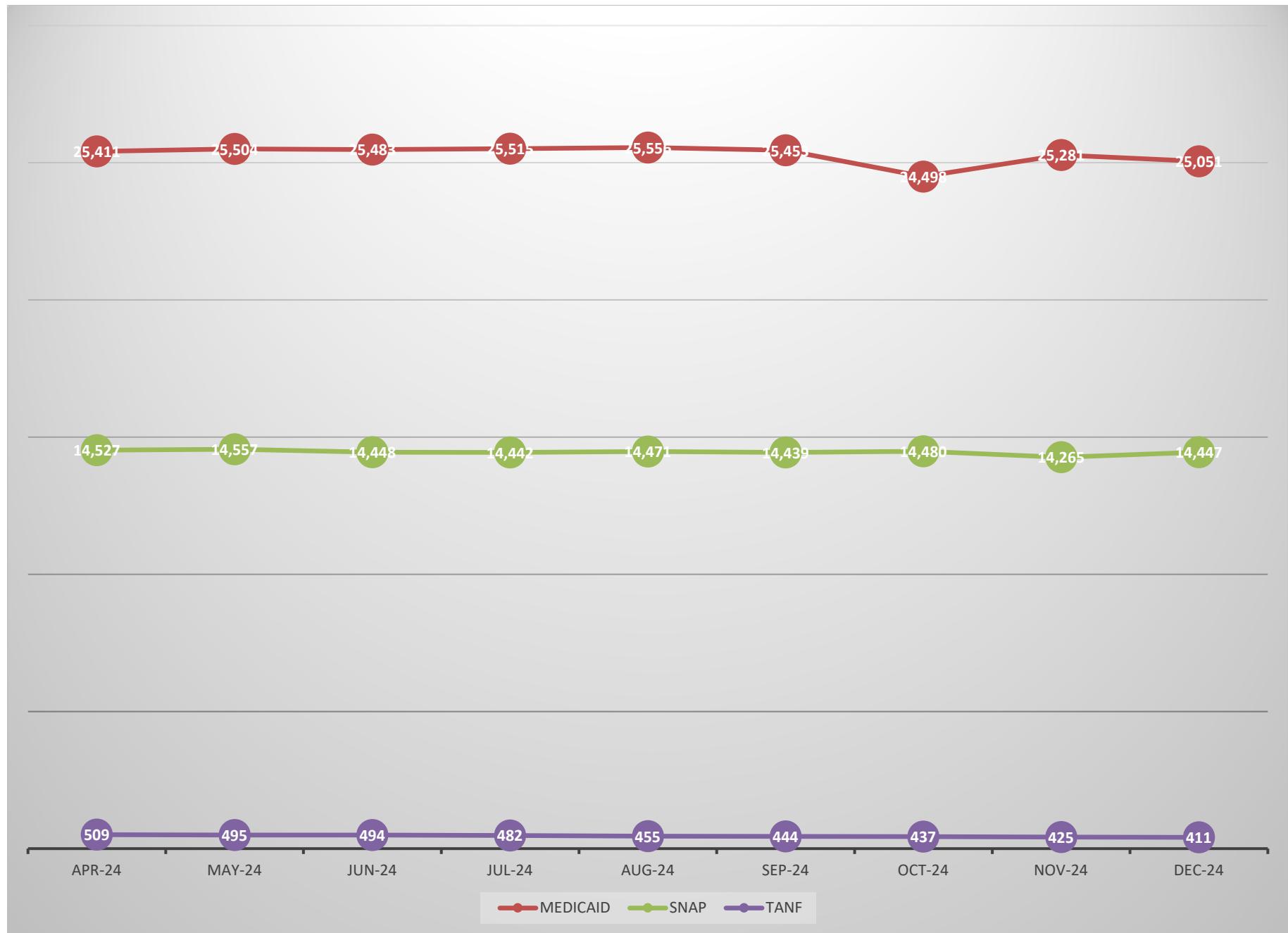
- *VIEW Participants Working (including Transitional services)*

<u>VIEW 24 month Clock</u>	<u>Demographics</u>	<u>Employment and Wages</u>		
1-8 months on clock	4	Average Age -	32.26	Voc Ed and PSP n/a
9-16 months on clock	5	Average Number of Children-	1.74	Full Time — \$10.50 - \$19.52 At least 30 hours/week 19
17-24 months on clock	2	Average Hourly Wage-	\$14.13	Job Search / Job Readiness n/a
Transitional 12 months-	12	Female – 86.9% Male – 13.1%	Part-time – \$12.00 - \$17.06	At least 12 hours/week 4

Total VIEW and VIEW Transitional Participants – 72

Employment Services Unit





Employment Services

Day Care	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Henry County	220	227	234	223	222	215	210	207	205
Martinsville	95	93	97	93	91	87	81	81	81
HC waitlist	NA	NA	NA	NA	53	67	78	93	103
MC waitlist	NA	NA	NA	NA	13	18	26	32	35
Total	315	320	331	316	379	387	395	413	424
VIEW	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Henry County	42	52	51	55	54	47	49	44	45
Martinsville	39	34	35	34	34	33	33	32	27
Total	81	86	86	89	88	80	82	76	72
SNAP/ET	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Henry County	15	11	11	9	7	12	10	11	10
Martinsville	12	12	12	12	13	5	5	3	2
Total	27	23	23	21	20	17	15	14	12

Benefit Programs

Medicaid	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Total	25,411	25,504	25,483	25,515	25,556	25,453	24,498	25,281	25,051
SNAP	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Total	14,527	14,557	14,448	14,442	14,471	14,439	14,480	14,265	14,447
TANF	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Total	509	495	494	482	455	444	437	425	411

HENRY MARTINSVILLE DEPARTMENT OF SOCIAL SERVICES

FRAUD REPORT

SUMMARY OF ACTION

12/01/2024-12/31/2024

INVESTIGATIONS

REFERRALS RECEIVED

4 Intra-Agency/outside source/**CIP** 3 – County 1- City

Completed (Pre-eligibility determination/post eligibility determination)

4 unsubstantiated Initiate ADH/Prosecution substantiated 3- County 1 - City

\$ 1625.00 over issuance/payment amount

\$ 5464.00 cost savings of finalized investigations

INTENTIONAL PROGRAM VIOLATIONS

Program	Waiver Signed/ADH	Disqualification Period	Disqualification Savings
TANF	0	0	0
SNAP	2	12 months each	\$2117.00

3 Pending in Court System/ADH Process

3 Home Visits 0 Court hours 2 Total Fraud Investigator In-Field Hours

AGENCY RESTITUTION

	TANF	SNAP	MEDICAID	DAYCARE	ENERGY	TOTAL
Recoupment	0.00	2577.00	0.00	0.00	0.00	\$2577.00
Cash/Check/Money Order Payment	0.00	850.00	0.00	0.00	0.00	\$850.00
Debt Set Off/ Restoration Offset	0.00	248.38	0.00	0.00	0.00	\$248.38
Expunged	0.00	3.91	0.00	0.00	0.00	\$3.91

Respectfully submitted,

Katie Athey

Fraud Investigator

01/21/2025

SERVICES

REPORTS

Foster Care Unit:

	Target	Dec 23	Jan. 24	Feb. 24	Mar. 24	April 24	May 24	June 24	July 24	Aug. 24	Sept 24	Oct. 24	24-Nov	24-Dec
Number of Children in Foster Care														
Henry County		83	77	73	73	81	77	81	79	80	82	79	77	73
Martinsville		8	10	10	10	10	10	10	10	10	10	10	10	10
Total		91	87	83	83	91	87	91	89	90	92	89	87	83
Monthly Foster Care Visits														
% required	>95% *	95%	97%	99%	98%	96%	96.0%	84.0%	99.0%	71.0%	83%	99%	96%	74%
In Residence	>50% **	70%	68%	68%	68%	67%	64.0%	64.0%	63.0%	62.0%	62%	61%	61%	61%
Congregate Care Placements														
Count		21	21	23	24	24	24	22	16	15	15	14	13	16
%	<16% ***	29%	30%	34%	34%	31%	30%	27%	21%	20%	16%	20%	18%	19%
Kinship/Fictive Placements														
Count		1	0	1	1	4	4	0	3	3	10	11	11	11
%		1%	0%	1%	1%	4%	5%	0%	3%	3%	11%	12%	13%	13%
Approved Foster Homes														
Henry County		19	19	19	19	19	20	20	16	15	16	16	17	17
Martinsville		2	2	2	2	2	2	2	2	2	2	2	2	2
Total		21	21	21	21	21	22	22	18	17	18	18	19	19
Foster Care Staff Vacancy Rate														
Filled Positions		6	5	6	6	6	7	7	7	7	7	7	6	5
Vacant Positions		2	3	2	2	2	1	1	1	1	1	1	2	3
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		25%	38%	25%	25%	25%	13%	13%	13%	13%	13%	13%	25%	38%

* how many children received at least one face-to-face contact client foster care contact for each whole calendar monththey were in placement.

** Compliance is based on whether the contact occurred in the client's residence.

*** The congregate care placements measure provides the percentage of children in foster care residing ingroup settings.

Child Protective Services:

	Target	Dec 23	Jan. 24	Feb. 24	Mar. 24	April 24	May 24	June 24	July 24	Aug. 24	Sept. 24	Oct. 24	24-Nov	24-Dec
CPS Complaints (Valid & Invalid)														
Henry County		58	62	80	64	55	77	39	59	32	61	73	64	48
Martinsville		21	12	30	19	8	10	10	9	16	20	23	12	13
Total		79	72	110	83	63	87	49	68	48	81	96	76	61
CPS Investigations/Family Assessment (valid)														
Henry County		18	23	39	27	17	34	18	23	15	16	16	21	13
Martinsville		6	10	13	7	2	3	2	6	6	6	10	4	4
Total		24	33	52	34	19	37	20	29	21	22	26	25	17
CFSR Timelines of First Contact w/ victim	(completed contact)													
Count		22	31	50	38	36	68	30	31	25	21	29	31	20
%	> 95%*	85%	80%	94%	86%	100%	96.0%	91.0%	97%	93%	81%	97%	94%	100%
Timeliness of First Contact w/victim	(completed and attempted contact)													
Count		25	34	50	42	36	68	29	31	25	23	29	31	20
%	> 95%	96%	87%	94%	96%	100%	96%	88%	97.0%	93%	89%	97%	94%	100%
CPS Referrals Closed before due date														
Count		8	10	13	21	21	5	10	5	21	1	9	6	9
%	>85%**	53%	56%	26%	49%	43%	24%	48%	26%	66%	11%	43%	26%	26%
CPS Staff Vacancy Rate														
Filled Positions		6	6	6	6	6	6	6	4	4	6	6	6	6
Vacant Positions		1	2	1	1	2	2	2	4	4	3	3	3	2
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		13%	25%	13%	13%	25%	25%	25%	50%	50%	38%	38%	38%	25%

* The number of CPS referrals which had a first contact with the alleged victim made within the assigned response priority limits per the federal CFSR requirement.

** The measure demonstrates the local department's capacity to respond to, investigate or assess, and then close a CPS case by the assigned due date. Please refer to § 63.2-1505 of the Code of Virginia for more information.

*Position number omitted by error on vacancy sheet

Family Preservation Unit:

	Target	Dec. 23	Jan. 24	Feb. 24	Mar. 24	April 24	May 24	June 24	July 24	Aug 24	Sept 24	Oct. 24	Nov 24	Dec 24
Family Preservation Cases														
Family Support Services Cases		36	37	36	45	42	48	39	38	33	34	32	28	24
In Home Service Cases		28	28	32	35	30	28	25	18	15	19	17	17	13
Total # of cases		64	65	68	80	72	76	64	56	48	53	50	45	37
In Home Case Contacts made														
Count		78	65	49	82	83	75	73	50	50	50	43	51	45
%	>90%*	85%	84%	57%	88%	94%	96%	92%	86%	91%	98%	98%	85%	96%
Family Support Case Contacts made														
Count		77	61	79	79	94	104	99	89	87	82	88	75	63
%	>90%**	92%	91%	89%	90%	90%	86%	89%	85%	87%	88%	96%	80%	83%
Service Plan Current														
Count		12	10	11	11	11	16	18	15	15	12	8	10	13
%	>90%***	46%	48%	52%	52%	41%	72%	69%	80%	94%	92%	67%	83%	87%
Family Preservation Staff Vacancy Rate														
Filled Positions		6	6	6	7	6	6	7	6	6	6	6	6	8
Vacant Positions		2	2	2	1	1	1	1	2	2	2	2	2	0
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate (real time)		25%	25%	25%	10%	10%	10%	10%	25%	25%	25%	25%	25%	0%

* One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

**One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

*** Cases must have an initial service plan completed within 30 days of the case type start date. For existing service plans, a service plan review must occur every 90 calendar days.

* CSA Coordinator moved to Director for supervision & 1 vacancy filled on 2-17-22

Adult Services Unit:

APS Complaints	Target	Dec 23	Jan. 24	Feb. 24	Mar. 24	April 24	May 24	June 24	July-24	Aug 24	Sept. 24	Oct. 24	Nov 24	Dec 24
Henry County		26	34	29	24	29	28	32	35	30	46	30	24	29
Martinsville		12	12	16	13	22	11	9	22	14	8	20	12	15
Total		43	46	45	37	51	39	41	57	44	54	50	36	44
APS Valid Complaints														
Henry County		23	33	27	21	27	22	29	30	25	30	26	22	27
Martinsville		17	11	11	13	20	9	9	20	12	7	20	12	14
Total		40	44	38	34	47	31	38	50	37	37	46	34	41
Timeliness of Investigation Initiation	*>95%													
Count		40	44	38	36	47	31	38	50	37	37	46	34	41
(%)		100%	100%	100%	97%	100%								
Timeliness of Disposition	**>95%													
Count		39	43	38	37	47	31	25	49	36	36	46	33	29
(%)		98%	98%	100%	100%	100%	100%	100%	97%	97%	97%	100%	97%	100%
Ongoing APS Monthly Contact	***>95%													
Count		3	0	3	0	5	6	2	1	2	2	5	3	2
(%)		100%	0%	100%	100%	100%	100%	75%	100%	100%	100%	100%	100%	67%
APS Staff Vacancy Rate														
Filled Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacant Positions		0	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacancy Rate		0%												

*Timeliness of Investigation Initiation (%) - The LDSS shall determine the validity of such report and shall initiate an investigation within 24 hrs of the time of the report is received in the LDSS.

**Timeliness of Disposition (%) - The investigation shall be completed no later than 45 days from the date the report was received.

***Ongoing APS Monthly Contact Compliance (%) - The number of cases with at least one visit occurring during that month

Purchased Services

	23-Dec	Jan. 24	Feb. 24	Mar. 24	April 24	May-24	Jun-24	Jul-24	Aug. 24	Sept. 24	Oct-24	24-Nov	24-Dec
Adult Serv/Companion	1	1	1	1	1	1	1	1	1	1	1	1	1
VIEW Purchased	20	32	27	42	35	50	16	24	33	44	22	10	38
SNAPET Purchased	4	7	4	7	4	8	1	2	1	7	8	2	8
Adult Protective Services	0	0	2	2	0	0	0	1	0	1	0	2	0
Family Preservation	15	13	18	19	13	6	10	22	14	27	11	16	19
Total	40	53	52	71	53	79	28	50	49	80	75	31	66

December 2024

Martinsville City (690)

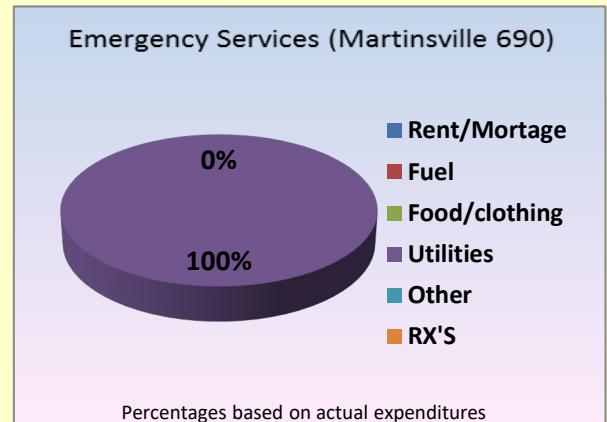
Total Clients Seen 23

Request	Amount spent	Customers Seen
Rent/Mortgage	\$0.00	3
Fuel	\$0.00	0
Food/clothing	\$0.00	2
Utilities	\$1,200.00	18
Other	\$0.00	0
RX'S	\$0.00	0
Total	\$1,200.00	
Total pledged but not spent	\$0.00	

Action Taken

Assisted Emergency Fund	6
Waiting balance to be paid	0
Pantry /Closet	2
Denied & others	15
Total	23

Martinsville City Emergency Fund Starting Balance	\$16,246.74
Martinsville City Emergency Fund Ending Balance	\$15,046.74



December 2024

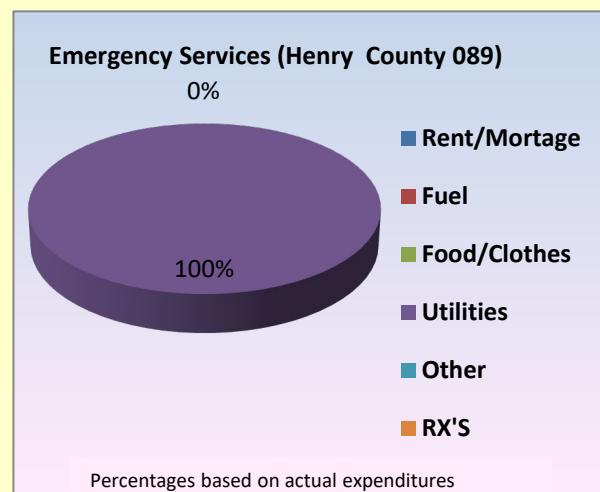
Henry County (089)

Total Clients Seen 29

Request	Amount spent	Customers Seen
Rent/Mortgage	\$0.00	4
Fuel	\$0.00	0
Food/Clothes	\$0.00	5
Utilities	\$1,061.00	20
Other	\$0.00	0
RX'S	\$0.00	0
Total	\$1,061.00	
Total pledged but not spent	\$0.00	

Action Taken

Assisted Emergency Fund	6
Waiting to be paid	0
Pantry/Closet	5
Denied & other	18
Total	29



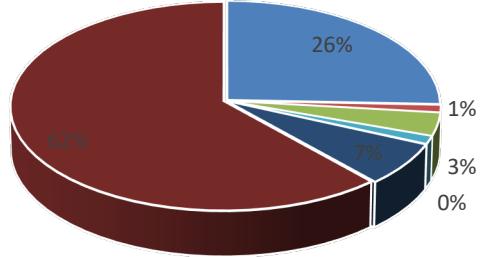
County Emergency Fund Starting Balance	\$16,875.51
County Emergency Fund Ending Balance	\$15,814.51

OTHER REPORTS

RECEPTION LOG REPORT

DECEMBER 2024

Apply/Drop Off/Pick Up Information	1498
Apply/Drop Off/Pick Up for Energy	68
Pick Up EBT/Vault Card	209
Appointments with Benefits for Intake/Ongoing	0
Service Related Appointments	73
Make a Payment	4
Other (FAPT Team/Job Interview/Other Meeting)	391
Daily Incoming Phone Calls(not included in total visitors)	3603
Average Visitors in Lobby per day (20 days)	115



- Apply/Drop Off/Pick Up Information
- Apply/Drop Off/Pick Up for Energy
- Pick Up EBT/Vault Card
- Appointments with Benefits for Intake/Ongoing
- Service Related Appointments
- Make a Payment
- Other (FAPT Team/Job Interview/Other Meeting)
- Daily Incoming Phone Calls(not included in total visitors)

Total Visitors	2292	
DayofWeek	Count	Percent
Monday	767	33.46%
Tuesday	465	20.29%
Wednesday	390	17.02%
Thursday	394	17.19%
Friday	276	12.04%

Hour of Day	Count	Percent
7AM	1	0.04%
8AM	174	7.59%
9AM	247	10.78%
10AM	323	14.09%
11AM	268	11.69%
Noon	270	11.78%
1PM	267	11.65%
2PM	252	10.99%
3PM	299	13.05%
4PM	190	8.29%
5PM	1	0.04%

DSS Check In

Henry Martinsville Dept. of Social Services

Wait Times Report 2024/12/01 to 2024/12/31

TOTAL VISITORS 2292

Wait Time	Count	Percent
Under 5	1532	66.99%
5 to 10	435	19.02%
10 to 15	192	8.40%
15 to 20	61	2.67%
20+	67	2.93%

AVERAGE WAIT TIME 4.82

GENERAL INFORMATION

BOARD COMMENTS

PUBLIC COMMENTS

**CLOSED
SESSION**

CLOSED SESSION

A. Personnel Matters

CLOSED SESSION

B. Cases

ADJOURNMENT