

Prince Edward Department of Social Services
Board of Social Services
August 19, 2026
DSS Conference Room
56 SMI Way, Suite B Farmville, VA

Board Member	Present	Absent	DSS Staff
Gloria Lockett	X		Kimberley Allen, Secretary
Dr. Odessa Pride	X		
Karen Schinabeck	X		
Pamela Snead	X		
Carol Stiff	X		

TOPIC	ACTION
1. Call to Order	Vice Chair, Carol Stiff, called the meeting to order at 1:20pm
2. Introduction	Visitors: N/A
3. Approval of Agenda	Motion was made by Gloria Lockett and seconded by Pamela Snead to approve the agenda, as presented; motion carried unanimously.
4. Minutes of Previous Meeting	Motion was made by Karen Schinabeck and seconded by Gloria Lockett to approve the minutes from July 15, 2026 meeting; motion carried unanimously.
5. Director's Report: Kimberley Allen	Benefits: <ul style="list-style-type: none"> Application, interim, renewal, and case checking data was reviewed; additionally, caseload size per worker was reviewed. July application totals: 118 SNAP (44% increase from previous month), 12 TANF, 66 Medicaid, 14 Childcare, 106 Energy Assistance and 26 PIPP; also completed were 98 SNAP/TANF/Child Care renewals, 82 SNAP interim reports, 122 Medicaid renewals and 307 case checking summaries. The caseloads and monthly workload expectations are slightly higher but comparable to those of other similar sized DSS agencies; these caseloads are constantly evaluated and changes made accordingly. The agency has failed to meet SNAP application compliance in the previous month. Compliance requires 97% timeliness or better for processing SNAP applications; the agency has fallen short of this target and currently sits at 91%. Review of the unit indicates that compliance issues seem to stem from new employees and a lack of prioritization or application of policy. Strategies and training are being considered to assist the few employees who need assistance in this area. With implementation of HR-1, VDSS has multiple priorities related to benefit programs and are in the process of conducting mass reviews. Currently, the agency is working on addressing identified High Risk SNAP cases, which entails reviewing the case review and certification

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process to ensure cases have been completed correctly or have been fixed prior to any additional federal reviews. Additionally, the unit is working on approximately 40 overdue Medicaid renewals identified as part of over 13,000 overdue renewals, statewide.

Services:

Referral and case data was reviewed for both child and family services as well adult services. July referral/case totals: CPS/APS referrals-29 CPS (10 valid-34%) & 14 APS (8 valid-57%); case totals: 6 Adult Services, 55 Guardianship, 12 screenings, 20 Adoption Assistance, 7 Foster Care, 9 In-Home/Prevention, and 15 Energy Share. Caseloads and monthly workload expectations for Family Services workers are currently manageable. The Family Services Supervisor and Director constantly evaluate workload assignments to ensure the agency is meeting timeliness and accuracy measures

Title IV-E QAA New Case Review completed; a payment error was indicated during said review resulting in the agency reimbursing Title IV-E funds with Local Only funds in the amount of \$261.94. The error was a result of the agency failing to include an “Ends Meet” statement in the file.

The Family Services unit is working to redecorate, reconfigure, and reorganize the agency’s visitation room. Purchases have been made using the agency’s Special Welfare Dominion Administration discretionary account. The renovation includes upgraded monitoring equipment and video recording equipment, bookshelves, toy organizers, and supplies for emergency situations (ie. cot, pillow, blanket, pack and play).

Administration:

The agency will be working with County Administration/Finance Director to discuss how to handle the compensation changes for Family Services staff per legislative changes; this may include a restructuring and/or alignment of current staff.

A potential internal alignment should be completed within the next 12-24 months, per recommendation of VDSS.

	<p>process to ensure cases have been completed correctly or have been fixed prior to any additional federal reviews. Additionally, the unit is working on approximately 40 overdue Medicaid renewals identified as part of over 13,000 overdue renewals, statewide.</p> <p>Services:</p> <p>Referral and case data was reviewed for both child and family services as well adult services. July referral/case totals: CPS/APS referrals-29 CPS (10 valid-34%) & 14 APS (8 valid-57%); case totals: 6 Adult Services, 55 Guardianship, 12 screenings, 20 Adoption Assistance, 7 Foster Care, 9 In-Home/Prevention, and 15 Energy Share. Caseloads and monthly workload expectations for Family Services workers are currently manageable. The Family Services Supervisor and Director constantly evaluate workload assignments to ensure the agency is meeting timeliness and accuracy measures</p> <p>Title IV-E QAA New Case Review completed; a payment error was indicated during said review resulting in the agency reimbursing Title IV-E funds with Local Only funds in the amount of \$261.94. The error was a result of the agency failing to include an “Ends Meet” statement in the file.</p> <p>The Family Services unit is working to redecorate, reconfigure, and reorganize the agency’s visitation room. Purchases have been made using the agency’s Special Welfare Dominion Administration discretionary account. The renovation includes upgraded monitoring equipment and video recording equipment, bookshelves, toy organizers, and supplies for emergency situations (ie. cot, pillow, blanket, pack and play).</p> <p>Administration:</p> <p>The agency will be working with County Administration/Finance Director to discuss how to handle the compensation changes for Family Services staff per legislative changes; this may include a restructuring and/or alignment of current staff.</p> <p>A potential internal alignment should be completed within the next 12-24 months, per recommendation of VDSS.</p>
6. Old Business: Vacancies	The agency continues to have vacancies within the Benefits unit; however, the Self Sufficiency I/II position has been filled with the new hire starting September 1, 2026. The agency will continue to attempt to fill the other vacancies through rotating requisitions/postings.
7. New Business: Staff Development Closure	The agency would like to close the office to the public on September 25, 2026 in order to hold staff development training; more specifically, the agency would like to host VDSS Mass Care Manager, Emma DeJong, and Prince Edward

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	<p>Emergency Manager, Trey Pyle, for a day of training and planning related to Mass Care and Sheltering. The day will also include an employee appreciation lunch and an afternoon of protected time for employees to catch up on work, organize work areas, purge files, etc.</p> <p>A motion was made by Gloria Lockett and seconded by Pamela Snead to authorize the agency to close to the general public on Friday September 25, 2026 for the purpose of staff development and training; the motion carried unanimously.</p> <p>The FY27 Compensation Plan has been update to reflect the changes to the state-supported local increase of 3.5% effective July 1, 2026 and the 1% additional local increase effective July 1, 2026.</p> <p>A motion was made by Karen Schinabeck, seconded by Gloria Lockett, to approve the state-supported and local increases to 3.5% and 1% respectively; the motion carried unanimously.</p> <p>A consent for adoption was presented to the Board for signature by the Board Chairperson; the consent was signed and will be presented to the Family Services Specialist to allow the adoption process to continue.</p>
8. Finance Report: Kimberley Allen	<p>After reviewing Dr. Odessa Pride to approve the Report of Collection for the month of July 2026; motion carried unanimously.</p>
9. Closed Session: Personnel	<p>Carol Stiff motioned, “Pursuant to Section 2.2-3711 (A) Code of Virginia, the Board convene to a closed meeting for the purpose of discussion of personnel matters exempted from open session as authorized by Section 2. 2-3711 (A) (1) Code of a Virginia,” seconded by Pamela Snead; the motion carried unanimously.</p> <p>Upon exiting closed session, Carol Stiff made motion that the “Board provide certification be approved stating the Prince Edward County Board of Social Services, while in closed session, discussed only public business matters lawfully exempted from the open meeting requirements as stated in Virginia Law and that only such public matters, as were identified in the motion convening the closed meeting were heard, discussed, or considered,” with the motion seconded by Dr. Odessa Pride. A roll call vote was taken:</p> <p>Dr. Odessa Pride-aye Gloria Lockett-aye Pamela Snead-aye Carol Stiff-aye Karen Schinabeck-aye</p>

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10. Adjournment	Motion made by Pamela Snead and seconded by Gloria Lockett to adjourn meeting; motion carried unanimously.
11. Next meeting date	Next Board meeting is scheduled to meet on Wednesday September 16, 2026 at 1:00pm.

APPROVED BY:

Carol Stiff, Board Chair

Kimberley Allen, Board Secretary/Agency Director