

RESUME

CONSIDERATION OF APPOINTMENTS – BOARDS, COMMISSIONS,
COMMITTEES, AUTHORITIES: RESOLUTION OF APPOINTMENT(S):

- A. RESOLUTION; ONE APPOINTMENT (INTERIM TERM); SOCIAL SERVICES ADVISORY BOARD

Ms. Jean Hill-Atkins has resigned from the Social Services Advisory Board. A resolution and applications are attached for your consideration.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10th day of September, 2019:

Present:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-4A

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; ONE APPOINTMENT (INTERIM TERM); SOCIAL SERVICES ADVISORY BOARD

WHEREAS, Jean Hill-Atkins has resigned effective immediately;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of September, 2019 does hereby appoint _____ to the Social Services Advisory Board for a term beginning immediately and ending on September 11, 2021.

A Copy Teste:

Percy C. Ashcraft
County Administrator

Teresa Knott

From: Bolyard-Douglas, Shel <shel.bolyard-douglas@dss.virginia.gov>
Sent: Wednesday, August 07, 2019 5:01 PM
To: Jean Hill-Atkins
Cc: Jean Hill-Atkins; Teresa Knott; Felicia Jones
Subject: Re: Board Resignation

Jean:

Thank you for letting me know. I appreciate your efforts to work with us and balance your work priorities. I will notify the Board of Supervisors of your resignation. God luck on your future endeavors.

Shel Bolyard-Douglas, LCSW- Director
Prince George County Social Services
PO Box 68
6450 Administration Drive
Prince George, VA 23875
804-733-2650 ext. 5272

Prince George County... A global community where families thrive and businesses prosper.

On Wed, Jul 31, 2019 at 8:46 AM Jean Hill-Atkins <jean.hill-atkins@vcuhealth.org> wrote:

Good morning, Shel-

I am writing to inform you of my decision to resign as a Board member of Prince George Social Services Advisory Board. Please consider my resignation effective immediately.

My commitments have become increasingly time-consuming and, over the past year, it has been difficult for me to manage many aspects of my personal life. My departure is not directly related to any specific reason, but simply due to my need to make my extremely strenuous schedule slightly less demanding.

Thank you for the opportunity to be part of such a dedicated team.

Warm regards,

Jean Hill-Atkins

From: Jean Hill-Atkins
Sent: Friday, June 07, 2019 11:34 AM
To: 'shel.bolyard-douglas@dss.virginia.gov' <shel.bolyard-douglas@dss.virginia.gov>
Cc: Jean Hill-Atkins <jean.hill-atkins@vcuhealth.org>; 'Jean Hill-Atkins' <msdutchess@hotmail.com>
Subject: FW: [EXTERNAL] Fwd: Minutes and Agenda (Social Services Advisory Board meeting scheduled for June 10, 2019)

Good morning, Shel-

I apologize in advance, however, due to my work schedule, I will not be able to attend the board meeting this coming Monday. June and December are very busy months for me at work.

I noticed that I am scheduled for training. If online training is an option, please let me know and I will do it after hours or on the weekend.

Thank you,

Jean Hill-Atkins

(804) 720-4106

From: Jean Hill-Atkins [<mailto:msdutchess@hotmail.com>]
Sent: Friday, June 07, 2019 11:03 AM
To: Jean Hill-Atkins <jean.hill-atkins@vcuhealth.org>
Subject: [EXTERNAL] Fwd: Minutes and Agenda

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From: Chambliss, Laura <laura.chambliss@dss.virginia.gov>
Sent: Thursday, June 6, 2019 3:56:08 PM
To: Hill-Atkins, Jean; Jean Grim; Schillinger, James; Wilson, Kimberley

Cc: Bolyard-Douglas Shel jwv07611; Mirely Kennedy; Tina Dixon; Jones, Felicia

Subject: Minutes and Agenda

Please find attached the minutes from the April 8, 2019 meeting and the agenda for the June 10, 2019 meeting.

Laura L. Chambliss

Administrative Support Specialist III

Prince George Department of Social Services

6450 Administration Drive, Bldg. #12 - 2nd Floor

P.O. Box 68

Prince George, VA 23875

(804) 862-5270

(804) 733-2652 fax

Laura.Chambliss@dss.virginia.gov

"We make a living by what we get: we make a life by what we give"

Winston Churchill

COUNTY OF PRINCE GEORGE
Application for Boards, Commissions, and Committees

The Prince George County Board of Supervisors is seeking to fill existing vacancies on County Boards, Commissions, and Committees with qualified and interested County residents who have expressed a desire to serve the community in a special way. An appointment to a County body should receive serious consideration by applicants as the work to be accomplished will help determine the future direction of our community.

You will be contacted before any action is taken by the Board. Incumbents whose terms expire may be considered for reappointment unless they indicate non-interest, preferably in writing. No person is required to supply any of the information requested in order to be considered, and applicants should be aware that all such information supplied shall be available to the general public or press for a period of three (3) years, after which time it will be purged from County records.

(Please type or print the requested information clearly.)

Date: MARCH 26, 2019

Full Name: HELEN B. LEONARD
Preferred Name (e.g. Nickname, if applicable) _____

Physical Residential Address: 21103 HORSESHOE RD CARSON VA 23830
Postal Mailing Address: _____

Voter Registration Precinct (If known): _____ Election District (If known): _____

Email Address: CARSONCGL@WILDBLUE.NET
Home telephone: 434 246 3821 Work telephone: _____
Cell telephone: 434 430 1290 Facsimile (FAX): _____

Occupation: PUBLIC ADMINISTRATOR - 40⁺ YEARS STATE & LOCAL GOVERNMENT
Retired: Yes No

Education or training: DEGREE HISTORY/SOCIOLOGY; SYSTEMS TRAINING RELATED TO VIRGINIA'S SOCIAL SERVICES AND MEDICAID PROGRAMS; EXECUTIVE REPORT WRITING
Professional and Community activities: _____

FORMERLY SUSSEX SOCIAL SERVICES DIRECTOR; PROGRAM MANAGER FOR VIRGINIA DEPT OF SOCIAL SERVICES & MEDICAL ASSISTANCE SERVICES; POLICY ANALYST & PLANNER AT BOTH ABOVE; CAREER WORKFORCE DEVELOPMENT DIRECTOR

What are your specific qualifications at they relate to the Boards, Commissions or Committees you have requested to serve on. What will you bring to the table to make that Board, Commission or Committee serve the County citizens better: DEDICATION TO IMPROVING THE LIVES AND HEALTH TO VIRGINIANS PARTICULARLY RESIDENTS OF PRINCE GEORGE COUNTY.

Have you ever been convicted of a felony? If so, please provide details (including date, court, crime and sentence):
NO

I, the undersigned applicant, do hereby certify that the above information given above by me for the purposes stated herein, is correct to the best of my knowledge.

Signature: Helen Leonard

Listed below are boards, commissions, and committees currently in existence. Please check no more than three, ranking in order of preference as 1, 2, and 3. Return this form in person to the Office of the County Administrator, County Administration Building, 6602 Courts Drive, Prince George, Virginia, or by facsimile to (804) 732-3604, or by mail to: Office of the County Administrator, County Administration Building, P. O. Box 68, Prince George, Virginia 23875. For additional information on these positions, or for more blank forms, please contact the County Administrator's office at (804) 722-8600. (This form may also be downloaded from Prince George County website at: www.princegeorgeva.org, then click on key words "County Government.")

- Appomattox Regional Library Board of Trustees
- Board of Equalization of Assessments
- Board of Grievance Appeals
- Board of Zoning Appeals
- Central Virginia Waste Management Authority Board of Directors
- Clean Community Systems Committee
- Comprehensive Services Act for At-Risk Children, Youth and Families Management and Planning Team
- Crater Disability Services Board
- Crater District Area Agency on Aging Board of Directors
- Crater District Planning Commission
- Crater Youth Care Commission
- District 19 Community Services Board
- Emergency Medical Services Advisory Council
- Friends of the Lower Appomattox River Association
- Industrial Development Authority
- John Tyler Community College Local Advisory Board
- Planning Commission
- Planning Commission Capital Improvement Plan Sub-Committee (Planning Commission appointment)
- Recreation Advisory Commission
- Regional and Local Building Code Appeals Boards
- Regional Tourism Corporation
- Riverside Community Criminal Justice Board
- Social Services Advisory Board
- South Centre' Corridors Resource Conservation and Development Council
- Virginia Gateway Region Board of Directors (business-affiliated member)

The members of the Prince George County Board of Supervisors appreciate your interest in serving the citizens of Prince George County in this capacity.

[Rev. 07/06]

Helen B. Leonard

21103 Horseshoe Road, Carson VA 23830 – 434-246-3821 – carsoncgl@wildblue.net

Reason for Submitting Resume: To contribute to improving the lives of citizens of Prince George County Virginia by serving as appointee to human services boards and projects.

Highlights of Qualifications: Professional and administrative experience in program development and oversight at the state and local levels including directing social services, writing state and local program regulations, managing staff, communicating with the public to explain and assist with program enhancement.

- Managed Medicaid funded long-term services and supports (LTSS) at the Department of Medical Assistance Services (DMAS)
- Wrote executive level reports, proposals for funding and legislative amendments, reports for the Virginia General Assembly in the areas of LTSS, adult protective services and domestic violence
- Applied for and managed federal and state grants for the Virginia Department of Social Services and the counties of Sussex and Prince George
- Developed curricula at the Virginia Commonwealth University Institute for Social Services Training Academy for adult protective services investigations in facilities (nursing and assisted living facilities, hospitals and schools) and advanced investigation of financial exploitation of incapacitated and older adults
- Directed, marketed and trained staff and board member at the Crater Regional Workforce Investment Board to facilitate economic development and job training for the cities of Hopewell, Petersburg and Emporia and the counties of Prince George, Sussex, Surry, Greensville and Dinwiddie

Work History Summary:

2007 – 2017: Administrative Manager at the Department of Medical Assistance Services

2005 – 2007: VCU Curriculum Developer

2001 – 2002: Director Crater Workforce Investment Board

1997 – 2001: Manager Welfare to Work Program at the Henrico Social Services Dept.

1994 – 1997: Regional Administrator for the Division of Child Support Enforcement at the Virginia Department of Social Services (VDSS)

1980 – 1994: Administered Adult Protective Services and Domestic Violence Program at VDSS, served as loaned executive to the office of the Secretary of Health and Human Services to develop LTSS for the Commonwealth

1972 – 1980: Administrative and case management staff for the departments of social services in the City of Hopewell and the Counties of Prince George and Sussex

Education: Virginia Commonwealth University Bachelor of Arts 1972, continuing education in management and information systems through the employers shown above.

Certificates and Letters of Commendation: Department of Medical Assistance Services; Prince George County EMS and Fire; Max Bornstein, Henrico County Department of Social Services,

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

This certificate is awarded to

HELLEN LEONARD

In Recognition of

*Being Nominated for a 2016 Governor's Award
for Teamwork
November 29, 2016*

Gerry A. Smith
Division Director

Karen Kinsey
Deputy Director

Cynthia B. Jones
DMAS Director

Subj: John Randolph Foundation
Date: 12/28/2006 7:48:18 AM Eastern Standard Time
From: MBornstein@princegeorgeva.org
To: baarton@princegeorgeva.org, pthompson@princegeorgeva.org,
efrankenstei@princegeorgeva.org, sminor@princegeorgeva.org, hleonard@princegeorgeva.org,
browens@princegeorgeva.org, Carsoncgl@cs.com
File: winmail.dat (3756 bytes) DL Time (TCP/IP): < 1 minute
Received from Internet: [click here for more information](#)

All,

I have just received official notification from the John Randolph Foundation that they have awarded our department a grant for the Life Safety House and Project SAFE in the amount of \$40,000. I would like to thank all who helped make this a successful grant, especially Helen Leonard. We will still need approximately \$10,000 to complete the project and will begin the process the first of the year to raise the additional funds. Again, thank you for all of your help and support.

Max

Max Bornstein

Director, Prince George Fire, EMS & Emergency Management

6602 Courts Drive

P. O. Box 68

Prince George, Virginia 23875

Office 804-722-8614

Fax 804-733-2769



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO
DEPARTMENT OF SOCIAL SERVICES

BETTIE S. KIENAST, A.C.S.W.
DIRECTOR

May 17, 2001

Mrs. Helen Leonard
21103 Horseshoe Road
Carson, VA 23830

Dear Helen:

I want to thank you for your four years with us as our Employment Services Supervisor and the Supervisor who provided oversight for our Day Care Program. You came just as we were beginning to implement Welfare Reform and you have done an outstanding job of making both our Welfare Reform and Child Care Programs two of the very best in the State of Virginia.

Not only have you provided outstanding leadership to your unit and peers but to our community partners as well. The "Hard to Serve" Grant, the Section 8 Voucher Program with MH/MR, GREAT, Goodwill, CATC, C-Van, Head Start and the schools are just a few of the relationships you have cultivated to make services for our customers so much better.

You have been a most ideal and exceptional employee in your professionalism, high standards, ethical behaviors, sense of urgency, ability to anticipate problems before they occur, high energy level and by assisting me in any way possible.

The new position will no doubt allow you more time with your family. I know they will be glad to see more of you and I really appreciate them sharing you with us.

I will certainly miss you. I know you will do your usual outstandingly exceptional good job as the Director of the Crater District Work Force Investment Act Board.

Sincerely,

Bettie S. Kienast
Director

Library

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(Please type or print the requested information clearly.)

Date: 8/11/2018

Full Name: Juanita Rodgers Thorne

Preferred Name (e.g. Nickname, if applicable): Juanita

Physical Residential Address: 9240 Old Stage Rd. Prince Geo.

Postal Mailing Address: same

Voter Registration Precinct (If known): Bland Election District (If known): District 2
Cong 03 Sen 015 HSE 064

Email Address: JRT426@COMCAST.NET

Home telephone: 804-446-5915 Work telephone: N/A

Cell telephone: 804-731-2890 Facsimile (FAX): _____

Occupation: _____
Retired: Yes No

Education or training: AS; BS Information Technology, Organizational MGT.

Professional and Community activities: P. G. MASTEE GARDNER, Church
OUTREACH PROGRAMS

What are your specific qualifications at they relate to the Boards, Commissions or Committees you have requested to serve on. What will you bring to the table to make that Board, Commission or Committee serve the County citizens better: Good communication skills, logical approach to planning/problem solving; interest in community & library's role

Have you ever been convicted of a felony? If so, please provide details (including date, court, crime and sentence):
NO

I, the undersigned applicant, do hereby certify that the above information given above by me for the purposes stated herein, is correct to the best of my knowledge.

Signature: Juanita R. Thorne

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[Rev. 07/06]