

**CAMPBELL COUNTY SOCIAL SERVICES BOARD**

Date: *September 18, 2019*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday September 18, 2019 in the Boardroom of the Social Services agency at 69 Kabler Lane, Rustburg, Virginia.

**Members present:** Marilyn Gadomski, Chair  
Shameka Davenport  
Sandi Martin  
Kevin Keys  
Linda Grubba  
Morris Dews  
Jon Hardie (non voting)  
Lisa C. Linthicum, Secretary

**Members absent:** James Nowlin, Vice Chair

**Staff present:** Jill Giuliano, Recording Secretary  
Tim Heck, Assistant Director  
Carol Anne Booth, Family Services Specialist II, Foster Care & Adoption Unit  
Megan Herndon, Family Services Specialist III, Foster Care & Adoption Unit  
Jequetta Owens, Administrative Office Manager  
Tisharna Ferguson, Administrative Program Assistant II, Fiscal Unit  
Ashley Kohinke, Human Services Assistant III, Services Units

Chairman Gadomski called the meeting to order at 3:00 pm.

**Minutes**

// The minutes of the August 21, 2019 meeting were approved as submitted and copies distributed prior to meeting.

**Closed Session**

// In accordance with Section 2.2-3711 of the Code of Virginia of 1950, on MOTION by Mr. Dews, the Board went into Closed Session at 3:02 pm to discuss Individual Case Matters, related to Foster Care/Adoption, the Schedule of Board Action, A.4., and Personnel Matters, A.1.

The vote was: Aye: Dews, Gadomski, Grubba, Keys, Martin, Davenport  
Nay: None  
Absent: Nowlin

**Return to Regular Session**

// On MOTION by Ms. Grubba, the Board returned to regular session at 3:50 pm.

The vote was:                   Aye: Dews, Gadomski, Grubba, Keys, Martin, Davenport  
                                      Nay: None  
                                      Absent: Nowlin

// On MOTION by Mr. Dews, the Board gives certification of the following:

WHEREAS, the Campbell County Social Services Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 [D] of the Code of Virginia of 1950 requires a certification by the Campbell County Social Services Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Social Services board hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the MOTION convening the closed meeting were heard, discussed or considered by the Campbell County Social Services Board.

The roll call vote was:        Aye: Davenport  
                                      Aye: Gadomski  
                                      Aye: Martin  
                                      Aye: Grubba  
                                      Aye: Dews  
                                      Aye: Hardie  
                                      Aye: Keys  
                                      Nay: None  
                                      Absent: Nowlin

// On MOTION by Mr. Keys, the Board approved the adoption and adoption subsidy of \$1,730 per month for DT #9179612.

The vote was:                   Aye: Dews, Gadomski, Grubba, Keys, Martin, Davenport  
                                      Nay: None  
                                      Absent: Nowlin

// On MOTION by Ms. Davenport, the Board approved the adoption and adoption subsidy of \$2,484 per month for DB #8472573.

The vote was:                   Aye: Dews, Gadomski, Grubba, Keys, Martin, Davenport  
                                      Nay: None  
                                      Absent: Nowlin

## **Administrative Report**

// The Board reviewed the bills and expenses.

// The Director reviewed the Campbell County Social Services Affirmative Action Plan, which is submitted on a biennial basis. The report describes efforts to examine current positions, future requirements, and recruitment of a diverse workforce.

// On MOTION by Mr. Dews, the Board approved the Campbell County Social Services Affirmative Action Plan.

The vote was:                      Aye: Dews, Gadomski, Grubba, Keys, Martin, Davenport  
  Nay: None  
  Absent: Nowlin

// The Director discussed concerns regarding high staff turnover and vacancy rates, considered high by VDSS data analyses compared to surrounding localities. The Director proposed the formation of a Board subcommittee to explore an internal salary alignment, as outlined in the Local Classification and Compensation Plan for 2018-19. The subcommittee is comprised of Ms. Davenport and Mr. Dews. Additional information will be forthcoming regarding tasks and objectives.

// The Director shared the Campbell County Local Agency Dashboard for the Fourth Quarter FY 2019 which provides performance measures from the Virginia Department of Social Services (VDSS) on Public Assistance, Finance, Family Services and Human Resources.

## **Personnel**

// Christine Bell, Administrative Program Assistant II, Fiscal Unit, separated effective September 12, 2019.

// Tisharna Ferguson, Administrative Program Assistant II, Fiscal Unit and Ashley Kohinke, Human Services Assistant III, Services Unit, were introduced to the Board.

## **Budget**

// The Director reviewed the monthly VDSS budget report and the County budget report.

## **Staff Reports**

// The Director reviewed the monthly staff reports.

## **Information**

// The Director shared a flyer for Lynchburg Daily Bread's food distribution on Tuesday's in Campbell County.

**Next Meeting Date**

// The next regular monthly meeting will be held at Campbell County Department of Social Services on Wednesday October 16, 2019 at 3:00 pm.

**Adjournment**

// On MOTION duly made and accepted, the Board adjourned at 4:40 pm.

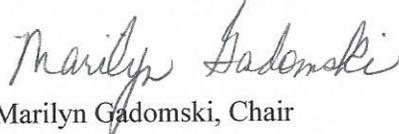
Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Marilyn Gadomski, Chair