

**CAMPBELL COUNTY SOCIAL SERVICES BOARD**

Date: *August 18, 2021*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday August 18, 2021 in the Boardroom of the Social Services agency at 69 Kabler Lane, Rustburg, Virginia.

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

**Members absent:** Marilyn Gadomski, Chair  
Morris Dews

**Staff present:** Jill Giuliano, Recording Secretary  
Tim Heck, Assistant Director  
Jenifer Schier, Administrative Office Manager  
Megan Herndon, Family Services Specialist III, Foster Care & Adoption Unit  
Shakia Malone, Family Services Specialist III, Child Protective Services Unit  
Rebecca Rathe, Administrative Program Assistant II, Fiscal Unit  
Kaylena Crabtree, Family Services Specialist II, Adult & Family Unit  
Anna Catherine Havill, Family Services Specialist II, Foster Care & Adoption Unit

Vice Chairman Grubba called the meeting to order at 3:41 pm.

**Minutes**

// The minutes of the July 28, 2021 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 Ms. Martin, the Board went into Closed Session at 3:42 pm to discuss Individual Case Matters, related to Benefit Programs and the Schedule of Board Action, A.4.

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

**Return to Regular Session**

// On MOTION by Ms. Davenport, the Board returned to regular session at 4:06 pm.

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

// On MOTION by Mr. Keys, 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: Martin  
  Aye: Grubba  
  Aye: Hardie  
  Aye: Keys  
  Nay: None  
  Absent: Dews, Gadomski

### **Administrative Report**

// The Board reviewed the bills and expenses.

// The Director reviewed graphs that depict social services trends. Highlights are as follows:

1. For new applications received in July: TANF shows a decrease, Medicaid is steady and SNAP shows an increase.
2. Data shows a decrease in CPS referrals; however, CPS Ongoing and In-Home Services have steadily increased since 2019.
3. Foster Care cases continue to show a slight decrease since 2020.
4. APS Referrals remain steady since June 2021.
5. Data on Foot Traffic into the agency as well as documents received through the drop box remains steady.

// On MOTION by Mr. Keys, the Board approved the final Smoking Policy to replace the current policy in the Campbell County Social Services Employee Handbook.

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

// The Director shared information from the Virginia League of Social Services Executives (VLSSE) Lobbyist, Mr. James Pickeral regarding the Virginia Overtime Wage Act (VOWA). Mr. Pickeral clarified the language related to VOWA, which passed during a special session and allows for compensatory time in lieu of wages by public agencies.

// On MOTION by Mr. Keys the Board approved the proposed Change in On-Call Work Week Schedule to a calendar week of Monday to Monday instead of Wednesday to Wednesday to accommodate staff schedules.

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

**Personnel**

// Vanessa Purvis, Benefit Programs Specialist II submitted her retirement effective November 1, 2021.

// Bernadette Watts, Benefit Programs Specialist II submitted her retirement effective November 1, 2021.

// The following new employees were introduced to the Board: Rebecca Rathe, Kaylena Crabtree, and Anna Catherine Havill.

**Budget**

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

**Staff Reports**

// The Director reviewed the monthly staff reports.

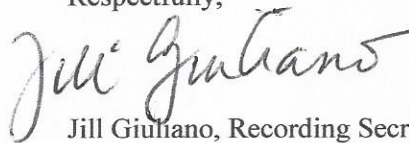
**Next Meeting Date**


// The next regular monthly meeting will be held at Campbell County Department of Social Services on Wednesday September 15, 2021 at 3:30 pm.

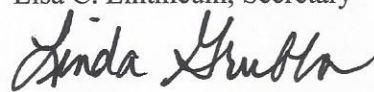
**Adjournment**

// On MOTION duly made and accepted, the Board adjourned at 4:43 pm.

Respectfully,

  
Jill Giuliano, Recording Secretary

  
Lisa C. Linthicum, Secretary

  
Linda Grubba, Vice Chair