

CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *November 16, 2022*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday November 16, 2022 in the board room of the Social Services agency at 69 Kabler Lane, Rustburg, Virginia.

Members present: Linda Grubba, Chair
Morris Dews, Vice Chair
Shameka Davenport
Kevin Keys
Caitlyn Enoch
Kenny Brown (non voting)
Lisa C. Linthicum, Secretary

Staff present: Jill Giuliano, Recording Secretary
Tim Heck, Assistant Director
Megan Herndon, Family Services Specialist III, Foster Care & Adoption Unit
Kamryn DeCarmo, Family Services Specialist II, Foster Care & Adoption Unit
Savannah Reynolds, Family Services Specialist II, VIEW Program
Brittany Ferguson, Family Services Specialist II, In-Home Services Unit
Sara-Elizabeth Faulkner, Family Services Specialist II, In-Home Services Unit

Chairman Grubba called the meeting to order at 3:30 pm.

Minutes

// The minutes of the October 19, 2022 and the Budget Committee Minutes of November 4, 2022 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 3:34 pm to discuss Individual Case Matters, related to the Schedule of Board Action, A.4.

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

Return to Regular Session

// On MOTION by Mr. Keys, the Board returned to regular session at 3:44 pm.

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

// On MOTION by Ms. Davenport, 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: Grubba
 Aye: Dews
 Aye: Keys
 Aye: Brown
 Aye: Enoch
 Nay: None
 Absent: None

Personnel

// On MOTION by Mr. Dews, the Board approved the resignation of Samantha Easley, Family Services Specialist III, CPS Unit, effective December 9, 2022.

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

// On MOTION by Ms. Enoch, the Board approved the resignation of Annessia Garland, Human Services Assistant III, Clerical Unit, effective December 16, 2022.

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

// Kamryn DeCarmo was appointed to the position of Family Services Specialist II, Foster Care & Adoption Unit, effective November 1, 2022.

// Brittany Ferguson was appointed to the position of Family Services Specialist II, In-Home Services Unit, effective November 1, 2022.

// Sara-Elizabeth Faulkner was appointed to the position of Family Services Specialist II, In-Home Services Unit, effective November 1, 2022.

// Tamera Perkins was appointed to the position of Human Services Assistant III, Clerical Unit, effective December 1, 2022.

// New employees were introduced to the board.

Administrative Report

// The Board reviewed the bills and expenses.

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

1. New applications received in October decreased for Medicaid, SNAP and TANF.
2. October data stays steady for the CPS Unit at a total of 87 referrals; the CPS Ongoing case count shows a decrease of 9 to 39 cases.
3. October data shows Foster Care cases decrease slightly to 33 and Adult Protective Services referrals remain steady at 29 cases.
4. Monthly EBT Issuance data shows that 121 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of October.
5. Data on Foot Traffic into the agency as well as documents received through the drop box rose sharply in the month of October with 1,423 visits to the agency.

// The Director shared a Message from Commissioner Danny Avula acknowledging the month of November as National Adoption Month.

// The Director and the Board Budget Committee met on November 4, 2022 to develop a proposed budget for FY 2023-24 to present to the DSS Board.

// The Director presented the proposed DSS budget for FY 2023-24. Several noteworthy items include:

- A 5% salary increase for staff, which is also in the Governor's budget.
- Other Purchased Services decreased to \$30,000 due to no longer contracting for lawncare services.
- An increase in vehicle repair and maintenance related expenses.
- Furniture and fixtures increase due to cost of office improvements and furniture.
- A decrease in assistance budget lines.

// On MOTION by Ms. Enoch, the Board approved the proposed 2023-24 budget. The proposed budget is submitted to the Board of Supervisors for final approval.

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

// Chairman Grubba thanked Ms. Enoch and Ms. Davenport for their participation on the budget committee.

// On MOTION by Ms. Davenport, the Board accepted the Campbell County Social Services Annual Report for county fiscal year 2021-2022.

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

The Annual Report is submitted to the County Administrator.

// On MOTION by Mr. Dews, the Board approved the Auxiliary Grant rate increase from \$1,609 to \$1,682, effective January 1, 2023.

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

// Plans and menu were reviewed for the agency Holiday Luncheon to be held at the Rustburg Ruritan Club on December 7, 2022 beginning at 12:00 pm. Merredith's Restaurant and Catering will provide a buffet luncheon.

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 December 21, 2022 at 3:30 pm.

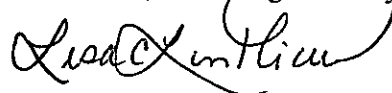
Adjournment

// On MOTION duly made and accepted, the Board adjourned at 4:45 pm.

Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair