

## CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *July 20, 2022*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday July 20, 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  
Kenny Brown (non voting)  
Lisa C. Linthicum, Secretary

**Staff present:** Jill Giuliano, Recording Secretary  
Tim Heck, Assistant Director  
Tiffany Baker, Family Services Supervisor, CPS Unit  
Charmagne Cook, Family Services Supervisor, Employment Svcs. Unit  
Shannon Carhart, Family Services Supervisor, Adult & Family Unit  
Briana Cook, Family Services Specialist III, CPS Unit  
Alexis Robinson, Family Services Specialist III, Adult & Family Unit  
Savannah Reynolds, Family Services Specialist II, Employment Svcs. Unit  
Catherine Vanecko, Family Services Specialist II, Employment Svcs. Unit

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

### Minutes

// The minutes of the June 15, 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 3:32 pm to discuss Individual Case Matters, related to Employment Services and the Schedule of Board Action, A.4.

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

### Return to Regular Session

// On MOTION by Ms. Davenport, the Board returned to regular session at 3:59 pm.

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

// 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: Grubba  
                                      Aye: Dews  
                                      Aye: Keys  
                                      Aye: Brown  
                                      Nay: None  
                                      Absent: None

### **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 June increased for Medicaid, SNAP and TANF.
2. June data shows a decrease of 12 referrals in CPS; the CPS Ongoing case count increased by one to 47 cases.
3. Foster Care cases increased by 5 to 35 and Adult Protective Services referrals showed a sharp increase from 19 to 32 cases in the month of June.
4. Monthly EBT Issuance data shows that 101 Electronic Benefits Transfer (EBT) cards for the SNAP program were picked up at the agency in the month of June.
5. Data on Foot Traffic into the agency as well as documents received through the drop box increased in the month of June, with 1116 visits to the agency.

// The Director reviewed the Quarterly Agency Dashboard Report which contains measures and performance data related to public assistance, family services, human resources and finance. Local agency results are compared to statewide and regional results as well as results for other agencies of similar size. For the Third Quarter of SFY 2022, data shows that Medicaid application processing was below target as compared to other level II agencies; however surpassed the target on TANF application processing. Targets were exceeded in several key measures for CPS and Foster Care services.

**Personnel**

// On MOTION by Ms. Davenport, the Board approved the resignations of the following personnel effective July 8, 2022: Kendra Warrick, Family Services Specialist III, CPS Unit; Kristen Boynton, Benefit Programs Specialist II, Ongoing Benefits Unit; Wyaneka Brown, Benefit Programs Specialist II, Ongoing Benefits Unit.

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

// On MOTION by Mr. Dews, the Board approved the retirement of Jennifer Moon, Benefit Programs Specialist II, Benefits Intake Unit, effective September 9, 2022.

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

// Joseph Toney was appointed to the position of Fraud Investigator II, effective August 1, 2022.

**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 August 17, 2022 at 3:30 pm.

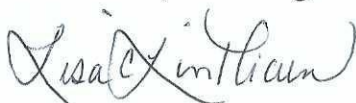
**Adjournment**

// On MOTION duly made and accepted, the Board adjourned at 4:50 pm.

Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair