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**CAMPBELL COUNTY SOCIAL SERVICES BOARD**

Date: *February 15, 2023*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday February 15, 2023 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 (via electronic)  
Kevin Keys  
Caitlyn Enoch  
Kenny Brown (non voting)  
Lisa C. Linthicum, Secretary

**Staff present:** Jill Giuliano, Recording Secretary  
Tim Heck, Assistant Director  
Carol Anne Booth, Family Services Specialist III, Foster Care & Adoption Unit

Chairman Grubba called the meeting to order at 3:33 pm.

**Minutes**

// The minutes of the January 18, 2023 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 3:35 pm to discuss Individual Case Matters, related to Foster Care/Adoption and 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 Ms. Enoch, the Board returned to regular session at 3:57 pm.

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

// 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 (via phone)  
   Aye: Grubba  
   Aye: Dews  
   Aye: Keys  
   Aye: Brown  
   Aye: Enoch  
   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 January increased slightly for Medicaid; new SNAP and TANF applications received in January showed a sharp increase.
2. Data for the CPS Unit shows a sharp increase from 70 referrals in December to 112 referrals in January; the CPS In-Home monthly case count shows an increase to 57 cases.
3. January data shows Foster Care cases remaining steady at 29 and Adult Protective Services referrals increased to 35 new referrals for the month.
4. Monthly EBT Issuance data shows that 100 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of January.
5. Data on Foot Traffic into the agency as well as documents received through the drop box increased in the month of January with 1,016 visits to the agency.

// On MOTION by Mr. Keys, the Board adopted a Resolution declaring March 2023 as Family Services and Housing Specialist Appreciation Month and approved eight hours of administrative leave in the month of March with supervisor approval.

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

**Budget**

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

**Staff Reports**

// The Director reviewed the monthly staff reports.

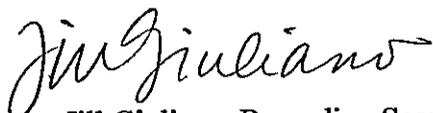
**Next Meeting Date**

// The next regular monthly meeting will be held at Campbell County Department of Social Services on Wednesday March 15, 2023 at 3:30 pm.

**Adjournment**

// On MOTION duly made and accepted, the Board adjourned at 4:23 pm.

Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair