

CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *March 15, 2023*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday March 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
Kevin Keys (attended remotely via TEAM)
Caitlyn Enoch
Lisa C. Linthicum, Secretary

Members absent: Kenny Brown (non-voting)

Staff present: Jill Giuliano, Recording Secretary
Tim Heck, Assistant Director
Anna Catherine Havill, Family Services Specialist II,
Foster Care & Adoption Unit

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

Minutes

// The minutes of the February 15, 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 Ms. Davenport, the Board went into Closed Session at 3:32 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

// The Adult Protective Services case review that was originally scheduled was postponed.

Return to Regular Session

// On MOTION by Ms. Enoch, the Board returned to regular session at 3:40 pm.

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

// On MOTION by Ms. Davenport, the Board approved the adoption and adoption subsidy of \$521 for AG #10781681.

The vote was: Aye: Dews, Grubba, Keys, Davenport, 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 February decreased for Medicaid, SNAP and TANF.
2. Data for the CPS Unit shows a decrease from 112 referrals in January to 101 referrals in February; the CPS In-Home monthly case count shows a slight decrease to 55 cases.
3. February data shows Foster Care cases increased by one to 30 and Adult Protective Services referrals increased slightly to 37 new referrals for the month.
4. Monthly EBT Issuance data shows that 124 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of February.
5. Data on Foot Traffic into the agency as well as documents received through the drop box decreased in the month of February with 970 visits to the agency.

// The Director stated that due to the end of the national emergency related to COVID-19 occurring on May 11, 2023, there will be significant processing changes to the Temporary Assistance to Needy Families (TANF) program, Medicaid, the Supplemental Nutrition Assistance Program (SNAP) and the Housing Choice Voucher Program. The impact of this restructuring will require additional administrative duties of staff. Overtime payment will assist the agency in supporting the staff financially.

// On MOTION by Ms. Grubba, The Board approved the request to pay overtime wages for all Eligibility and Service staff effective March 16, 2023 until June 30, 2023. Staff may work no more than ten hours per week of overtime; any overtime requested over 10 hours must have Director's pre-approval.

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

// On MOTION by Mr. Dews, the Board adopted a Resolution declaring April 2023 as Clerical Support and Fiscal Staff Appreciation Month and approved eight hours of administrative leave in the month of April 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 April 19, 2023 at 3:30 pm.

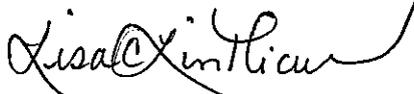
Adjournment

// On MOTION duly made and accepted, the Board adjourned at 4:37 pm.

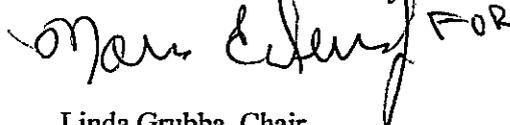
Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair