

CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *October 18, 2023*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday October 18, 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
David Smith
Kenny Brown (non-voting)
Lisa C. Linthicum, Secretary

Members absent: Caitlin Enoch

Staff present: Jill Giuliano, Recording Secretary
Tim Heck, Assistant Director
Joseph Toney, Fraud Investigator
Bethany Strange, Family Services Specialist II, Childcare/VIEW Unit
Melissa Dorsett, Family Services Specialist II, Foster Care/Adop. Unit
Natasha Thomas, Benefit Programs Specialist II, Benefits Intake Unit
Brandy Haynes, Benefit Programs Specialist II, Benefits Intake Unit

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

Minutes

// The minutes of the September 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 Mr. Dews, the Board went into Closed Session at 3:32 pm to discuss Individual Case Matters, related to Fraud Investigation, the Schedule of Board Action, A.4., and Personnel Matters (A.1.).

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

Return to Regular Session

// On MOTION by Mr. Keys, the Board returned to regular session at 4:14 pm.

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

// On MOTION by Mr. Smith, 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: Smith
 Nay: None
 Absent: Enoch

Personnel

// Melissa Dorsett was appointed to the position of Family Services Specialist II in the Foster Care and Adoption Unit, effective October 9, 2023.

// New employees, Brandy Haynes and Melissa Dorsett were introduced to the Board.

Administrative Report

// The Board reviewed the bills and expenses.

// On MOTION by Mr. Smith, the Board supports planning a presentation to a local organization to discuss the Game Changer Prevention Education Program. Mr. Smith and Mr. Keys will take the lead in identifying community partners' interest. Further discussion and timeframe will be outlined at the board meeting on November 15, 2023.

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

// The Director reviewed the Budget Timetable for Fiscal Year ending June 30, 2025. Board members Linda Grubba, Morris Dews, and David Smith volunteered to serve on the Budget Committee and work with the Director to develop the FY 2024-25 budget. The Budget Committee will meet in the boardroom of the agency at 9:00 am on Monday November 6, 2023. The proposed budget will be presented to the DSS Board for approval at its regularly scheduled meeting on November 15, 2023. The deadline to submit the final budget proposal to the county administrator is Tuesday December 5, 2023.

On MOTION by Ms. Davenport, the board approved the selection of Linda Grubba, Morris Dews, and David Smith to the Budget Committee to assist with the development of the FY 2024-25 budget.

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

// The Director shared a communication from VDSS regarding the Governor's approval of an additional 2% State Supported Local Increase (COLA) for full-time staff effective December 1, 2023. An amended Section A as well as the Signature Page of the LDSS Comp Plan for 2023-2024 will be submitted to State Human Resources.

// On MOTION by Mr. Smith, The Board approved the additional 2% State Supported, Local Increase (COLA) for full-time staff effective December 1, 2023.

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

// On MOTION by Mr. Keys, the Board accepted the Campbell County Social Services Annual Report for county fiscal year 2022-2023.

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

// The Director shared an informational item regarding the implementation of the Fuel and Crisis Assistance Program for 2023. The Fuel Assistance program begins on October 10, 2023 and ends on November 13, 2023. This component of the Energy Assistance Program helps eligible households with the costs of heating their homes. The Crisis Assistance program begins on November 1, 2023 and ends March 15, 2023. This component helps households with security deposits and repair/replacement of heating equipment.

// On MOTION by Mr. Smith, the Board approved the designation of funds to the Agency Functions budget line to support the 2023 Agency Appreciation Holiday Luncheon for CCDSS staff. Board members may bring their donation to the next Board meeting.

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

// The Director stated that the Strategic Plan meeting is scheduled for December 4, 2023. The agency's Management Team will be participating with the assistance of a contracted facilitator.

// The Director shared a proposal for the Social Services Building Space study which was an item of concern noted in the Strategic Plan questionnaire. The Director met with the Director of Public Works and an architect to review ways to reorganize and restructure the second floor of the social services building to utilize the space more efficiently. Further discussion regarding timing and budget will be necessary.

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

1. New applications received in September remained steady for Medicaid and decreased sharply for SNAP. New applications received for TANF increased slightly.
2. Data for the CPS Unit shows a slight increase from 76 referrals in August to 82 referrals in September; the CPS In-Home monthly case count shows a decrease of 1 from 53 cases in August to 52 cases in September.
3. September data shows Foster Care cases remained steady at 42 cases. Adult Protective Services referrals decreased to 25 new referrals for the month.
4. Monthly EBT Issuance data shows that 109 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of September.
5. Data on Foot Traffic into the agency as well as documents received through the drop box decreased in the month of September with 952 visits to the agency.

Budget

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

Staff Reports

// The Director reviewed the monthly staff reports.

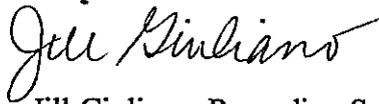
Next Meeting Date

// The next regular monthly meeting will be held at Campbell County Department of Social Services on Wednesday November 15, 2023.

Adjournment

// On MOTION duly made and accepted, the Board adjourned at 5:20 pm.

Respectfully,



Jill Giuliano, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair

CAMPBELL COUNTY SOCIAL SERVICES BOARD
Budget Committee
November 6, 2023

Members present were: Linda Grubba, Chairman
Morris Dews, Vice Chairman
David Smith

Staff present: Lisa Linthicum, Director
Jenifer Schier, Administrative Office Manager

Minutes

// Ms. Grubba, Chairman, convened the Budget Development meeting at 9:00 am.

// The Director presented the proposed FY 2024-2025 Operating Budget to the Board Budget Committee.

// The Budget committee discussed the Director's proposed budget in detail. By consensus, the Committee voted to present the proposed budget to the DSS Board on November 15, 2023.

// The Budget Committee adjourned at 10:50 am.

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa C. Linthicum". The signature is fluid and cursive, with the first name "Lisa" and last name "Linthicum" clearly distinguishable.

Lisa C. Linthicum, Secretary