

**Meeting of the Board of Social Services
Sussex County, Virginia
Newsome Building Tele-Conference
Minutes – January 19, 2021**

- I. Call to Order
Mrs. Wyche called the DSS Board meeting to order at 10:03 AM.
- II. Roll Call/Determine Quorum
The following members were present: Cynthia Pegram-Wyche, Chair, Mae Mason, Vice-Chair, Jannette Green, Evelyn Giles, Debbie Jones and William Hagy, Director. Attorney Richard Matthews was present. Gayle Bain was absent.
- III. Amendments to the Agenda
None
- IV. Approval of the Board meeting Agenda January 2021
A motion was made by Mrs. Jones, and seconded by Mrs. Green, to approve the Board Agenda for January 2021. Motion approved.
- V. Approval of the Minutes, Administrative Expenditures and Statistical Reports for December 2020.
A motion was made by Mrs. Jones, and seconded by Mrs. Green, to approve the Minutes, Administrative Expenditures and Statistical reports for December 2020. Motion approved.
- VI. Guests
None
- VII. Comments from the Public
None
- VIII. Old Business
None

New Business

Manager's Reports

Administrative Expenses Report presented by Jeannell Jones
Benefit Program's Report presented by Justina Rose
Family Services Report presented by LaTonya Gordon

Director's Report

Will reported that the agency filled two Benefit Programs Specialist positions. Imani Dillard is a new hire and Sherice Hines was promoted.
The agency will continue to be closed to the public along with all other Sussex County Departments. The COVID vaccine has been offered to agency employees. All interested employees have been registered to receive the vaccination.
There is \$21,000 still available to provide COVID assistance to Sussex residents.
The new security system was installed by Petersburg Alarm Company and is working great.

There will be a Board Member training on February 23, 2021 from 3 PM to 5 PM.
On February 5, 2021 from 9 AM to 12 Noon the Eastern Regional Offices will host a State of the Agency Meeting.

The CSA audit conducted in December 2020 revealed errors which will be a top priority to address. The Quality Assurance and Accountability (QAA) Review noted that IV-E should be commended for their outstanding work.

The Human Services Assistant and Program Coordinator/CSA positions have been posted. Interviews for the Human Services Assistant position has been completed. Waiting on approval from State HR to proceed with the interviews for the Program Coordinator/CSA position. Sherry Gill has been contracted as the Agency's attorney for Family Services. The contract agreement is for 6 months.


Agency phones has been down since January 7, 2021. The County Administrator approved a new phone system and the agency lines were disconnected in error. Jeannell is working to have the old phones reinstated until the new phones can be installed. Benefit workers are working with clients that may not be able to reach us via email.

Budget requests for FY 21/22 include new carpeting for the secure area and a \$58,788 year new position with no local match.

- IX. Convene into Closed Session to discuss personnel matters, or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, applicable Code Section 2.2-371(A) and to child welfare cases applicable to Code Section §2.2-3712. A motion was made by Mrs. Jones, and seconded by Mrs. Mason, to convene into closed session at 10:46 AM. Motion approved.
- X. Reconvene into Open Session and Certification
A motion was made by Mrs. Mason, and seconded by Mrs. Jones, to reconvene into open session at 11:05 AM. Motion approved.
- XI. Action(s) Resulting from the Closed Session (if any)
A motion was made by Mrs. Green, and seconded by Mrs. Jones, to approve the personnel actions as discussed. Motion approved
- XII. Adjournment
A motion was made by Mrs. Jones, and seconded by Mrs. Mason to adjourn. Motion approved. The Board meeting adjourned at 11:12 AM.



CHAIR



SECRETARY/DIRECTOR