

**Meeting of the Board of Social Services
Sussex County, Virginia
Newsome Building Conference Room
Minutes – March 17, 2020**

- I. Call to Order
Mrs. Wyche called the DSS Board meeting to order at 10:06 AM.
- II. Roll Call/Determine Quorum
The following members were present: Cynthia Pegram-Wyche, Vice-Chair, Mae Mason, Jannette Green, Debbie Jones and Bertha Judge, Director. Attorney Richard Mathews was present. Norfleet Givens, Chair, Evelyn Giles and Gayle Bain was absent.
- III. Amendments to the Agenda
None
- IV. Approval of the Board meeting Agenda March 2020
A motion was made by Mrs. Green, and seconded by Mrs. Mason, to approve the Agenda for March 2020. Motion approved.
- V. Approval of the Minutes February 2020 and Administrative Expenditures and statistical reports for February 2020
A motion was made by Mrs. Mason, and seconded by Mrs. Green to approve the Minutes February 2020 and Administrative Expenditures and Statistical reports for February 2020. Motion approved.
- VI. Guests
None
- VII. Comments from the Public
None
- VIII. Old Business
Discussed the adjustments to the budget proposed to the County. The County denied a part-time position requested. The purchase of the van has been moved to the next fiscal year. Only one full time prevention position was approved that was in the Governor's Budget.

New Business

Mrs. Judge provided details on the contingency plan being put in place due to COVID-19. Employees will have no face-to-face contact with clients and/or customers. A drop box will be placed outside the building along with two additional boxes to pick up applications and instructional material. Mrs. Judge shared what the Interim County Administrator discussed regarding guidance on how DSS will do business if the agency closed to the public. We will use best practice to ensure our client's needs are met.

Director's Report

Mrs. Judge proposed Flex Scheduling, Telework and No Public Access to be approved by board. Flex scheduling will be implemented during COVID-19 pandemic until June 30, 2020. Teleworking will be implemented on a continuous basis at the discretion of the Director.

The agency will close to the public in support of the Governor's Executive Order of no meetings or groups congregating of more than ten people.

A motion was made by Mrs. Green, and seconded by Mrs. Jones, to approve Flex Schedules through June 30, 2019, Telework under director's discretion, and No Public Access during COVID-19 pandemic. Motion approved.

A memo was shared from the Virginia Department of Social Services Commissioner. It was regarding the Vision for Partnership, Collaboration and Improved Outcomes across Human Services. It explains the relationship between the Commissioner and Agency, his mission and the changes of leadership and structure.

The Continuous Quality Improvement (CQI) model describes how they will conduct audits of Local Department of Social Services to help understand the needs and support of all programs and all levels of the workforce. Directors will be asked to sign a MOU with Virginia Department of Social Services.

The agency Dashboard report was shared. The agency is not making the targets (timeliness, benefits, and family service programs). The agency is implementing plans to improve target goals. Benefits will train senior workers to do intake. All workers will eventually process the entire benefit application.

- 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.

At 11:08 AM, a motion was made by Mrs. Mason, and seconded by Mrs. Green to convene into Closed Session.

- X. Reconvene into Open Session and Certification
At 11:26 AM, a motion was made by Mrs. Green, and seconded by Mrs. Jones to reconvene into Open Session.

- XI. Action(s) Resulting from the Closed Session (if any)
No items to certify.

- XII. Adjournment
The Board meeting was adjourned.

CHAIR

SECRETARY/DIRECTOR