

Essex County Department of Social Services  
Board Meeting – January 20, 2022  
Location: Virtual

Call to Order

Mr. Wright Andrews, Chairman called the meeting of Thursday, January 20, 2022 to order. The Chairman asked the Director to call out the Roll; a quorum was met.

In attendance were:

Essex County Social Services Board

Mr. Wright Andrews, Chairman  
Ms. Ella Johnson, Vice-Chairman  
Sidney Johnson, Board Member  
Mrs. Mary Alice Passagaluppi, Board Member

Essex County Social Services Staff

Mrs. Candace Mickelborough, Director  
Ms. Heather Graf, Administrative Office Manager  
Mrs. Hope Hale, Benefit Programs Supervisor  
Ms. Angela Dodson, Services Supervisor

Meeting Agenda

**MOTION:**

Ms. Johnson moved to approve the meeting agenda as presented. Mr. Johnson seconded the motion. The motion carried unanimously.

Nomination and Election of Essex County Social Services Board Officers

**MOTION:**

Ms. Johnson moved to nominate Mr. Wright Andrews to serve as Social Services Board Chairman.

The motion carried unanimously.

Mr. Johnson moved to nominate Ella Johnson to serve as Social Services Board Vice Chairman.

The motion carried unanimously.

Approval of Minutes

**MOTION:**

Mr. Johnson moved to approve the minutes of the December 9, 2021 regular Board Meeting as presented. Ms. Johnson seconded the motion. The motion carried unanimously.

Public Comment Period

None

Old Business

None

New Business

- A. Ms. Mickelborough requested ideas to incentivize vaccinations of DSS Staff Members. Ms. Mickelborough requested the Board allow the Director the ability to give unvaccinated staff 7 hours of Administrative Leave if they choose to get vaccinated. The Board requested that Ms. Mickelborough have these discussions with staff members individually.

- B. Ms. Mickelborough met with the management team and requested that any staff with the capability to work from home do so. This is due to an increase in COVID cases in Essex County. The three staff members at the front desk are separated as one staff member has been temporarily relocated to an empty office. Services Staff have less capability to work from home but are encouraged to do so when their caseloads allow for it. Staff are encouraged to wear PPE in shared office areas if they are not fully vaccinated.
- C. Ms. Mickelborough presented the proposed Dress Code Policy. She asked that it be included in the agency's Standard Operating Procedures Manual. The Board requested to review the policy and discuss at February's Board Meeting.
- D. Ms. Mickelborough informed the Board that the agency's budget was due to the county by January 3, 2022. The preliminary budget has been submitted to the county but not presented to the Board of Supervisors. Most budget line requests were estimated based on historical expenditures.

### Director's Report

The Director and Board reviewed the current fiscal year's budget and statistics as of December 2021.

### Division Updates

#### Administration

One administrative support person resigned recently. He accepted a promotion at a local agency. We will be recruiting for that position in the near future

#### Benefit Programs Unit

The agency's Self Sufficiency Specialist took a Supervisor Position at another local agency. We will be recruiting for that position in the near future.

#### Family Services Unit

The Services Team worked hard to deliver Christmas Gifts to foster care youth. The community made donations that the staff have used to fill goody bags for Adult clients. The Services Team is recruiting for two positions. The positions are actively open and the agency is reviewing applications.

#### Children's Services Act (CSA)

The Director notified the Board of Supervisors that the CSA program will likely need nearly \$600,000 to finish out the CSA program for FY 22.

#### Director's recruitment report:

Addressed above

#### Closed Meeting Requested

Closed Meeting Requested Pursuant to §2.2-3711.A.1 of the Code of Virginia for the following:

To discuss personnel matters related to and involving personnel of Essex County Department of Social Services.

#### **MOTION:**

Mr. Johnson moved to enter Closed Meeting Pursuant to §2.2-3711.A.1 of the *Code of Virginia* to discuss personnel matters related to and involving specific personnel of Essex County Department of Social Services. Ms. Johnson seconded the motion. The motion carried unanimously.

#### **MOTION:**

Mr. Johnson moved to end the Closed Meeting and reconvene the regular meeting. Ms. Johnson seconded the motion. The motion carried unanimously.

Mrs. Mickelborough read the following certification of closed meeting compliance:

**Certification of Closed Meeting Compliance**

WHEREAS, the ESSEX County Social Services Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section § 2.2-3712 D of the Code of Virginia requires a certification by the ESSEX County Social Services Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the ESSEX County Social Services Board on this the 20<sup>th</sup> day of January, 2022, hereby certifies that, to the best of each member's knowledge, (1) 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 (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the ESSEX County Social Services Board.

Certification of Board Members:	Ms. Johnson	AYE
	Mrs. Passagaluppi	AYE
	Mr. Johnson	AYE
	Mr. Andrews	AYE

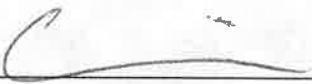
**Other Business of the Board:**

None

**MOTION:**

Mr. Johnson moved to adjourn, Ms. Johnson seconded, all in favor, meeting was adjourned.

The next regular meeting of the Essex County Social Services Board will be held Thursday, February 17, 2022 at 9:00 a.m.  
Location: Essex County Department of Social Services.

  
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Secretary

  
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Chairman