

Essex County Department of Social Services  
Board Meeting – February 17, 2022  
Location: Essex Social Services  
772 Richmond Beach Road  
Tappahannock, Virginia

### Call to Order

Mr. Wright Andrews, Chairman called the meeting of Thursday, February 17, 2022 to order.  
In attendance were:

#### Essex County Social Services Board

Mr. Wright Andrews, Chairman  
Ms. Ella Johnson, Vice-Chairman  
Mr. Rob Akers, Board Member  
Mrs. Mary Alice Passagaluppi, Board Member  
Mrs. Denise Hammond

#### 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:**

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

### Approval of Minutes

#### **MOTION:**

Ms. Hammond pointed out that the minutes reflect that the January meeting location was Essex Social Services, but will need to be changed to virtual. With that correction, Ms. Passagaluppi moved to approve the meeting minutes. Ms. Johnson seconded the motion. The motion carried unanimously.

### Public Comment Period

None

### Old Business

Vaccination incentive update-To date, only one employee chose to be vaccinated after being offered an incentive of seven hours paid administrative leave.

### New Business

- A. FY 23 Budget discussion-Mrs. Mickelborough presented the proposed FY23 budget. Mr. Akers recommended that capital items be paid for through the County's operational budget. If the county is receiving reimbursement for the agency's recently purchased vehicle, the vehicle will not be paid off using the County's operational budget. Mr. Akers moved to approve the proposed FY23 budget request. Mrs. Hammond seconded the motion. The motion carried unanimously.
- B. Ms. Mickelborough informed the Board that the Agency's Compensation Plan is due to the state in the upcoming months. Ms. Mickelborough is proposing minimum and maximum percentages be applied to internal promotions. The completed proposed Compensation Plan will be presented at March's Board Meeting. Mr. Akers moved to approve Ms. Mickelborough's request to change the Compensation Plan for internal promotions. LMs. Passagaluppi seconded the motion. The motion carried unanimously.

- C. **Child Welfare COVID Grant**-Mrs. Mickelborough applied for a Child Welfare COVID grant. The Agency was awarded \$6435.
- D. **Transportation Assistance Grant**-Ms. Dodson applied for a Transportation Assistance Grant and was awarded \$6,172.
- E. **Dress Code Policy**-Mr. Akers motioned to approve the Dress Code Policy as presented. Ms. Hammond seconded the motion. The motion carried unanimously.
- F. **Appreciation months**-In recognition of Administrative Professionals, Social Work, and Benefits Appreciation Months, Ms. Mickelborough requested the award of two hours of paid Administrative Leave. Ms. Passagaluppi moved to approve the motion. Ms. Hammond seconded the motion. The motion carried unanimously.
- G. **State of the Agency Report**-Mrs. Mickelborough, Mr. Wright, and Mr. Lombardo participated in the State of the Agency meeting with state personnel. The report highlighted areas of strengths and potential areas of improvement. Overall, it was a positive report. This report as discussed with supervisors.

**Director's Report**

The Board was presented with current statistics and the agency's budget information.

**Division Updates**

**Administration**

No updates from Ms. Graf.

**Benefit Programs Unit**

Ms. Mickelborough reported that Medicaid and SNAP renewals will likely begin in the near future. Ms. Mickelborough has joined the League's Benefits Program Committee to learn more about benefits programs and be better informed about upcoming policy and practice changes.

**Family Services Unit**

Ms. Dodson reported that the Services Unit has two vacancies and are busy.

**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. Ms. Mickelborough has made a request to the Board of Supervisors.

**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. Akers 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. Hammond seconded the motion. The motion carried unanimously.

**MOTION:**

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

Mr. Akers 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 17<sup>th</sup> day of February, 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.**

<b>Certification of Board Members:</b>	<b>Ms. Johnson</b>	<b>AYE</b>
	<b>Mrs. Passagaluppi</b>	<b>AYE</b>
	<b>Mr. Akers</b>	<b>AYE</b>
	<b>Mr. Andrews</b>	<b>AYE</b>
	<b>Mrs. Hammond</b>	<b>AYE</b>

**Other Business of the Board:**  
**None**

**MOTION:**  
**Mr. Wright moved to adjourn, Mr. Akers seconded, all in favor, meeting was adjourned.**

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



**Secretary**



**Chairman**

