

The joint meeting of the Amelia County Social Services Advisory Board and the Administrative Board convened at 8:30 a.m., Wednesday, September 20, 2023, in the County Administration Conference Room.

Advisory Board Members Present: David Felts, Chair, Stanley Wilkinson, Vice-Chair Rose Mastracco, Taylor Harvie, Administrative Board (member *ex officio* of Advisory Board)

Advisory Board Members Absent: James Foster, Debra Adams

Staff Present: Martha Pullen, Director, and Heather Dalton, Administrative Programs Assistant I

Agenda Item I. Call to Order

Mr. Wilkinson called the meeting to order with a quorum present.

Agenda Item II. Approval of Minutes

On a motion made by Mr. Felts and carried, the board approved the July 19, 2023 meeting minutes.

Agenda Item III. Introduction of New Board Member, Debra Adams

Mr. Harvie informed the board that, Ms. Debra Adams (who was unable to attend), had been voted in by the Board of Supervisors to fill Marcie Mann's vacant position. He stated that Ms. Adams had served on the board in previous years and that we were happy to have her serve again.

Agenda Item IV. Introduction of New Staff

Mrs. Pullen deferred to Mrs. Hicks, Family Services Supervisor, for the introduction of the new staff.

Mrs. Hicks introduced Boglarka "Nora" Barta as the new Family Services Specialist I. Ms. Barta comes from Hungary and is fluent in English. She just graduated with a master's degree in psychology. She is a resident of Chesterfield.

Mrs. Hicks also introduced Natasha Wiley as the new Family Services Specialist II. Ms. Wiley is a native of Prince George and retired Army. She has a bachelor's degree in social work and resides in Powhatan. She most recently worked in Louisa DSS.

Agenda Item V. Years of Service Awards

Years of service awards were given to Mrs. Shawn Martin for 10-years of service, Ms. Danielle Robinson for 5-years of service, and Ms. Emma Snowden for 15-years of service. Mr. Harvie presented Mrs. Pullen with her 50-years of service certificate and pin.

Agenda Item VI. Administrative Board Report

A. Actions taken since last meeting

No actions have been taken since the last meeting.

B. Other information

1. The new telephone system is still in the process of being implemented. Mr. Harvie stated that over the next 2 weeks TDS will performing work in preparation for the phone system to go live.
2. The mold issue has been mitigated. There is still some duct work that needs to be done.

Agenda Item VII. Director's Report

A. Personnel

1. A letter of resignation was received from Family Services Specialist, Amber Collins. Mrs. Collins has secured a job with Longwood University at their help desk.

B. Energy Share

1. Mrs. Pullen informed the board that STEPS no longer administers the Energy Share program to the 7 surrounding counties. After speaking with Mr. Harvie, it has been decided that Amelia Social Services will administer the program. Ms. Monica Wilkerson, Program Coordinator, will head up the program with Ms. Danielle Robinson and Mrs. Pullen being back up to Ms. Wilkerson. The program will begin October 1st. This does not replace the energy assistance program through social services. The energy share program will pick up if there isn't enough assistance through the DSS program. Checks will be processed through United Way. Amelia DSS will handle the application process.

Agenda Item VIII. Administrative Bills July 2023 and August 2023

The administrative bills were reviewed and approved by Mr. Harvie.

Agenda Item IX. Schedules of Board Actions July 2023 and August 2023

The Schedule of Board Actions was reviewed and approved by Mr. Harvie.

Agenda X. Closed Session

On a motion made by Mrs. Mastracco, the board approved meeting in closed session pursuant to the code of Virginia Section 2.2-3711.A.4 to discuss personnel matters.

Agenda Item XI. Reconvene in Open Session

After concluding the closed meeting, on motion made and carried, the Chair reconvened the Amelia County Boards of Social Services in open session.

WHEREAS, the Amelia County Boards of Social Services 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 public body that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Amelia County Boards of Social Services hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard discussed or considered by the Amelia County Boards of Social Services.

Results of roll call vote: Mr. Wilkinson – aye, Mrs. Mastracco – aye, Taylor Harvie – aye, Mr. Felts had to leave the meeting

No further action was taken as a result of the closed session.

Agenda Item XII. Date of Next Meeting

The next meeting will be held November 15, 2023, at 8:30 a.m. in the County Administration conference room.

Agenda Item XIII. Adjournment

As there was no further business to come before the Board, the meeting was adjourned.


Chair


Executive Secretary

11/28/2023
Date

11/29/2023
Date