

The joint meeting of the Amelia County Social Services Advisory Board and the Administrative Board convened at 8:30 a.m., Wednesday, July 19, 2023, in the County Administration Conference Room.

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

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**

The minutes of the May 17, 2023, meeting was approved as read.

**Agenda Item IV. Administrative Board Report**

A. Actions taken since last meeting

Mr. Harvie deferred to Mrs. Pullen for the compensation plan.

B. Other information

1. The new phone system for the County offices has arrived and will be scheduled to be installed within the next couple of months. Mr. Harvie stated that Ms. Maribeth Smith will be setting up times for a “train the trainer” session with each department before the phone system is implemented.
2. The building mold mitigation has been completed in the basement. There are vents and duct work that still need to be serviced which will include the “new” section of the social services space and has been scheduled for Monday, August 7, 2023.
3. Mr. Harvie shared with the board the New State Laws Affecting Local Government in Virginia which came from Mr. Gore the County attorney, some of which would affect social services.

**Agenda Item V. Director’s Report**

A. Personnel

1. The Family Services Specialist II position that was vacated by Kaelah Freeman, was filled by Pamela Ferguson on June 1, 2023.
2. Due to family circumstances, Megan Stitzer, Family Services Specialist II, resigned effective June 16, 2023. The position has been posted and to date there are 3 eligible candidates that will be interviewed in person on August 8, 2023.
3. Mrs. Pullen stated that they are still holding off on the hiring of a Benefit Programs Specialist to fill a vacant position to determine the agency’s need after the completion of the bandwidth upgrade.

Mrs. Mastracco asked if the compensation plan still includes a raise for those that have finished probation and if it also included the ability to give a counteroffer to employees seeking employment elsewhere. Mrs. Pullen confirmed that employees that successfully complete their probationary period will receive a raise. She also confirmed that should employees receive a bona fide offer of employment from another employer that is verified, we have the option to make a one-time counteroffer.

**Agenda Item VI. Administrative Bills May 2023 and June 2023**

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

**Agenda Item VII. Schedules of Board Actions May 2023 and June 2023**

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

**Agenda Item VIII. Date of Next Meeting**

The next meeting will be held September 20, 2023, at 8:30 a.m. in the County Administration conference room.

**Agenda Item IX. Adjournment**

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

*Rhyle Harvie*

Chair

*Martha Pullen*

Executive Secretary

*October 11, 2023*

Date

*October 11, 2023*

Date