

YORK-POQUOSON SOCIAL SERVICES BOARD MEETING

MINUTES

MARCH 12, 2020

PRESENT: Mr. Neil Morgan, York County Administrator, Board Member  
Mr. Randy Wheeler, Poquoson City Manager, Board Member  
Mr. Rick Verilla, YPDSS Director  
Ms. Candace Mickelborough, YPDSS Assistant Director  
Ms. Patti Alderman, YPDSS Administrative Services Manager  
Ms. Vivian McGettigan, York County Deputy County Administrator  
Mr. Dave Gorwitz, York County Human Resources Director

**CALL TO ORDER:**

The meeting was called to order by the acting Chairman Morgan.

**ORDERING OF THE AGENDA:**

There was no re-ordering of the Agenda.

**MINUTES:**

A motion was made by Mr. Wheeler to approve the minutes from the January 15, 2020, Advisory Board meeting. Mr. Morgan seconded. Motion passed.

**PUBLIC COMMENT:**

There was no public comment

**STAFF INTRODUCTION:**

Mr. Verilla introduced Ms. Burnette Hendricks to the Board. Ms. Hendricks was selected for the vacant position of Assistant Director at the Agency. Ms. Hendricks will begin employment at YPDSS on April 1, 2020. She brings with her a wealth of knowledge and experience from not only a local agency, but the State Department of Social Services as well. The Board welcomed Ms. Burnette and look forward to working with her.

**2020-21 LOCAL BUDGET:**

Mr. Verilla presented a PowerPoint to the Board regarding the budget and reimbursement processes. The information included historical information for FY19.

The YPDSS budget request and the recommendation from the York County Budget Committee were reviewed. The department submitted a request for \$6,312,873 (\$2,129,431 York local match and

\$344,210 Poquoson local match). The York County Budget Committee recommended \$6,013,375 (\$2,028,405 York local match and \$327,880 Poquoson local match).

#### **2019-20 BUDGET TRACKING**

The Board reviewed expenditures through January 31, 2020.

#### **2020-21 VIRGINIA DEPARTMENT OF SOCIAL SERVICES COMPENSATION PLAN**

Information was reviewed for the upcoming FY20-21 Compensation Plan that will be due to the State Department of Social Services by April 30, 2020. The Board recognized that this information would need to be reviewed and approved at the April board meeting.

There was discussion regarding the FY20-21 budget request for the department. Staff is awaiting completion of the Governor's budget to review the amount of increase to be given to employees.

#### **YPDSS ADVISORY BOARD BYLAWS**

By Laws for the Advisory Board were reviewed by the Administrative Board for their approval. A signature page will be added for Mr. Morgan and Mr. Wheeler to sign.

#### **BENEFITS PROGRAM STAFF RECOGNITION**

The Board reviewed the Resolution from the Board for Benefits Appreciation Month. A signed copy will be distributed to recognized staff.

#### **NEW BUSINESS:**

A directive will be forthcoming on the effects the COVID-19 virus will have on County operations. This may include the cancellation of all non-essential gatherings of staff.

A motion was made by Mr. Wheeler to adjourn the meeting. Next scheduled meeting will be April 15, 2020.

Respectfully submitted by:  
Richard M. Verilla, Secretary

**York-Poquoson  
Social Service Advisory Board  
Minutes  
February 19, 2020**

**Present:**

Mr. Roy Staton, Vice Chair  
Ms. Carolyn Griffith  
Ms. Madonna Krieger  
Ms. Vivian McGettigan  
Ms. Mary Ann Meyer

**Absent:**

Ms. Karen Brown, Chair  
Mr. Andrew Engermann

**Others in Attendance:**

Mr. Richard Verilla, Director  
Ms. Tedra Collins, Assistant to the Director  
Ms. Candace Mickelborough, Assistant Director  
Ms. Brooke Wright, Benefit Programs Supervisor  
Ms. Kristen Lawrence, Benefit Programs Specialist IV

**Call to Order:**

The meeting was called to order at 9:00 a.m. by Mr. Roy Staton.

**Ordering of the Agenda:**

There were no changes to the agenda.

**Public Comment Period:**

There was no public comments.

**Introduction of New Board Member:**

Introductions and background information was shared by Ms. Mary Ann Meyer.

**Approval of Minutes:**

Ms. Vivian McGettigan motioned to approve the minutes of the January 15, 2020, Board meeting. MS. Carolyn Griffith seconded the motion. All approved; motion passed.

**Presentation:**

Mr. Verilla introduced Ms. Kristen Lawrence, Fraud Investigator (Benefit Program Specialist IV) and Ms. Brooke Wright, Benefit Programs Supervisor. Ms. Lawrence and her supervisor, Ms. Wright presented an overview of the fraud program and duties. Ms. Lawrence gave scenarios of fraud calls our agency received and how they are handled.

**New Business:**

Mr. Verilla reviewed the Local Department Agency Profile Report and Data Informed Approach to Policy.

In recognition of Benefit Programs Specialist Appreciation Month a resolution of appreciation was reviewed and accepted. Ms. Carolyn Griffith made a recommendation to forward to administrative board for final approval. Ms. Vivian McGettigan second the motion.

**Old Business:**

Bylaws were reviewed and approved. Ms. Vivian McGettigan made a recommendation to forward to administrative board for final approval. Ms. Carolyn Griffith second the motion.

Upcoming local board member training will be held, on Friday March 20, 2020 at James City County DSS. Registration is due at least 30 days prior to training date. At this time the following are planning on attending: Mr. Roy Staton, Ms. Carolyn Griffith, Ms. Madonna Krieger, Ms. Vivian McGettigan, and Ms. Mary Ann Meyer.

**STATISTICAL REPORTS:**

The Director reviewed statistical reports.

**Adjournment:**

Hearing no further business for discussion, Ms. Vivian McGettigan made a motion to adjourn the meeting and Ms. Carolyn Griffith second the motion. The motion to adjourn was approved unanimously. The meeting adjourned around 11:15 a.m.

Respectfully submitted by:  
Richard M. Verilla, Secretary

