

YORK-POQUOSON SOCIAL SERVICES
ADMINISTRATIVE BOARD MEETING

November 18, 2020

PRESENT: Neil Morgan, York County Administrator
(VIA ZOOM) Randy Wheeler, Poquoson City Manager
Vivian McGettigan, Deputy York County Administrator
Candace Mickelborough, Assistant Director
Burnette Hendricks, Assistant Director
Margaret Mack-Yaroch

PRESENT: Rick Verilla, YPDSS Director
(IN-HOUSE) Patti Alderman, YPDSS Administrative Services Manager

CALL TO ORDER:

The meeting was called to order by Chairman Neil Morgan at 11:10am. The meeting was held via ZOOM due to COVID-19.

ORDERING OF THE AGENDA:

A new agenda item will be added in NEW BUSINESS for the appointment of the new director.

PERIOD OF PUBLIC COMMENT:

Because of the current pandemic, this was a virtual meeting, each member joining remotely. Public notices advised those wishing to observe or participate in the meeting contact Tedra Collins at YPDSS by 10:00am November 17, 2020. Contact information was provided. No one contacted Ms. Collins. No public comment.

APPROVAL OF THE MINUTES:

A motion was made by Mr. Wheeler to approve the minutes of the October 21, 2020, meeting. Mr. Morgan seconded. All approved; motion passed.

OLD BUSINESS:

Mr. Verilla reviewed the budget tracking forms included in the Board books. There is no significant items for attention on the FY21 budget tracking. Both the State and Local budget balances are on target.

NEW BUSINESS:

The FY22 Budget was presented for preliminary approval. Spreadsheets with the requested FY22 budget figures were included in the Board books. There was discussion regarding the process that would be followed if any changes are recommended by the York County Budget Committee.

A motion was made by Mr. Wheeler to approve the FY22 budget for a total of \$6,141,214 in total expenditures. with a local match of \$2,374,426. Motion was seconded by Mr. Morgan. All approved; motion passed.

Ms. Margaret Mack-Yaroch joined at the Administrative Board meeting via zoom. The Board formally appointed Ms. Mack-Yaroch as the new Director effective December 14, 2020. A motion was made by Mr. Wheeler and seconded by Mr. Morgan to employ Ms. Mack-Yaroch as Director of the York/Poquoson Department of Social Services, pursuant to the offer letter conditions, effective December 14, 2020. She and Mr. Verilla will serve as co-Directors until Mr. Verilla's retirement on December 30, 2020.

Ms. Mack-Yaroch gave a brief overview of her qualifications and aspirations in her new position. She is looking forward to meeting everyone in person. The Board and Mr. Verilla congratulated Ms. Mack-Yaroch on her selection.

Mr. Verilla requested the Board determine the hours of operation when the agency expands to a forty-hour work week on January 1, 2021. A motion was made by Mr. Wheeler to keep the switchboard and reception area hours to 8:00am to 4:00pm daily, to be reviewed in 6 months. Mr. Morgan seconded the motion. All approved, motion passed.

Mr. Verilla discussed the distribution of the FY20 Annual Report. A copy of the report was sent to each Board member. Mr. Verilla suggested the presentation of the Annual Report to the governing bodies at the Board's direction. It was suggested, by the Administrative Board, that this presentation be done sometime in February or March.

PERSONNEL

Mr. Verilla requested direction from the Board regarding the personnel update spreadsheet included in the Board books. The Board would like to continue to have this report submitted in the upcoming Board books as a helpful reference. Candace Mickelborough, Assistant Director (Services), relayed to the Board that 2 new Family Services Specialist have been hired starting December 1st. This occurred after the Board spreadsheet was sent to its members.

Mr. Verilla also updated the Board on the upcoming recruitments and appointments. Because of the hiring freeze during the pandemic, and the subsequent release of that freeze, there are several positions that are being filled at this time.

DIRECTOR'S REPORT:

Mr. Verilla noted that York-Poquoson Social Services requires a national criminal background check on all new employees. This is not a requirement of York County, the City of Poquoson, or the Virginia Department of Social Services; however, this agency is committed to ensuring that all criminal history is checked on all employees. The new Director (Ms. Mack-Yaroch) has passed all Virginia background checks, and will be fingerprinted for the National FBI background check upon her arrival at the Agency

MATTERS PRESENTED BY THE BOARD:

Mr. Wheeler wanted to thank Mr. Verilla on his service to the Agency, and his involvement in the process of selecting the next director. Both Mr. Wheeler and Mr. Morgan expressed their appreciation to Mr. Verilla on his decision to continue as Director until a selection was made.

CLOSED SESSION

No closed session.

A motion to adjourn was made by Mr. Wheeler, seconded by Mr. Morgan. Meeting was adjourned.

The next scheduled meeting of the Administrative Board is December 16, 2020, 11:00am.