

YORK-POQUOSON
BOARD OF SOCIAL SERVICES
June 19, 2019

PRESENT: Karen Brown, Chairperson
Roy Staton, Vice-Chairperson
Andrew Engemann
Anne Smith
Vivian McGettigan
Melissa Magowan
Madonna Kreiger
Brendan Hefty, Board Attorney
Aggie Hollingsworth, Administrative Coordinator
Patti Alderman, Administrative Services Mgr
Tom Little, Analyst
Jo Johnson, Assistant Director
Rick Verilla, Acting Director
Jo Ann Wilson-Harfst, DSS Regional Director

ABSENT:

CALL TO ORDER:

Chairperson Karen Brown called the meeting to order at 9:00am.

ORDERING OF THE AGENDA:

No reordering of the Agenda.

PUBLIC COMMENT:

No public comment.

APPROVAL OF THE MINUTES:

A motion was made by Mr. Engemann to approve the minutes of the May 15, 2019 meeting as corrected. Motion was seconded by Roy Staton. All approved; motion passed.

The minutes of the May 24, 2019 meeting will be corrected and resubmitted for approval at the July 17th meeting.

RECRUITMENT AND SELECTION OF AGENCY DIRECTOR:

Jo Ann Wilson-Harfst, VDSS Eastern Regional Director, gave an overview of the process for selecting a Director. She provided the Board with recommendations as well as next steps and addressed questions that the board members had on the process. The Board requested that the VDSS phone screening not be implemented and Ms. Wilson-Harfst stated that she would take that request back to VDSS. The Board appointed a workgroup responsible for recommendations regarding job posting.

Anne Smith made a motion to appoint Karen Brown, Vivian McGettigan, and Roy Staton to the workgroup, with York County HR Director, Dave Gorwitz as an advisory member. Motion was seconded by Andrew Engemann. All approved; motion passed.

DUTIES DELEGATED TO DIRECTOR:

The document was reviewed and Rick Verilla stated he was comfortable taking on the same duties that were approved in February 2018. Melissa Magowan was uncomfortable with portion "D" and suggested adding a "D4," stating "Quarterly meetings with County Administrator and City Manager." Vivian McGettigan recommended that item "I5" be deleted which refers to employing counsel for local board and employees. Format changes included changing the margins of the document, enlarging font, and taking the header off of page 2.

Andrew Engemann made a Motion to accept the amended Duties of the Director document. Motion was seconded by Vivian McGettigan. All approved; motion passed.

PRESENTATIONS:

Tom Little, Analyst, presented the annual employee engagement survey results. Overall, employees are more satisfied at York-Poquoson Social Services than the national average with the agency average at 4.35 out of 5.

ELECTION OF BOARD CHAIR/VICE CHAIR:

Karen Brown informed The Board that she would like to serve another term as Board Chair. Chairperson Brown then turned the meeting over to Attorney Brendan Hefty who called for nominations for Board Chair. Anne Smith nominated Karen Brown. The nomination was seconded and approved. Andrew Engemann nominated Roy Staton. The nomination was seconded and approved. Attorney Hefty moved that the nominations be closed. By a majority vote, Karen Brown was selected as Chair. By a majority vote, Roy Staton was selected as Vice-Chair. Ms. Brown and Mr. Staton's terms begin July 1, 2019 and end June 30, 2020. The meeting was turned over to Chairperson Brown.

BUDGET UPDATE:

Rick Verilla provided a budget update on the state FY 19-20 closeout and stated that the agency stayed within the allocation of every budget line.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Rick Verilla stated he would like to review the practices related to the Board agenda format, reports that are included in the board book, staff presentations, cancelled Board Meetings, and mandates that the Board wishes to review.

Roy Staton commented that he would like a new agenda that is in a matrix format in order to make notes on the sides of the agenda items.

Melissa Magowan state that she would like more clarification on how involved an administrative board is supposed to be.

Motion was made by Anne Smith to reinstate any previously cancelled meetings for 2019. Motion was seconded by Vivian McGettigan. All approved; motion passed.

CLOSED SESSION:

A motion was made by Andrew Engemann and seconded by Melissa Magowan to enter closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia to discuss personnel issues related to an exit interview. All approved; Board moved into closed session.

A motion was made by Andrew Engemann and seconded by Roy Staton to return to open session. A motion was made by Andrew Engemann and seconded by Roy Staton to certify, by roll call vote, that only those matters exempt from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed, or considered in closed session. ROLL CALL VOTE: Roy Staton, AYE; Andrew Engemann, AYE; Madonna Kreiger, AYE; Melissa Magowan, AYE; Anne Smith AYE; Vivian McGettigan, AYE; Karen Brown, AYE.

ADJOURNMENT:

A motion to adjourn was made by Andrew Engemann and seconded by Roy Staton. All approved; meeting was adjourned.

NEXT MEETING:

July 17, 2019 9:00 a.m.