

**YORK-POQUOSON SOCIAL SERVICES
ADMINISTRATIVE BOARD MEETING MINUTES**

April 21, 2021

11:00am

PRESENT: Neil Morgan, York County Administrator

(All VIA ZOOM) Randy Wheeler, Poquoson City Manager

Vivian McGettigan, Deputy York County Administrator

Candace Mickelborough, Assistant Director

Burnette Hendricks, Assistant Director

PRESENT: Margaret Mack-Yaroch, YPDSS Director

(In-House) Patti Alderman, YPDSS Administrative Services Manager

Tom Little, Business Analyst

CALL TO ORDER:

The meeting was called to order by Chairman Randy Wheeler at 11:00am. The meeting was held via ZOOM due to COVID-19.

ORDERING OF THE AGENDA:

No re-ordering of the Agenda.

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 April 20, 2021. Contact information was provided. No one contacted Ms. Collins. No public comment.

APPROVAL OF THE MINUTES:

A motion was made by Neil Morgan to approve the minutes of the December 16, 2020, meeting and the January 20, 2021, meetings. Motion was seconded by Randy Wheeler. All approved; motion passed.

OLD BUSINESS:

Ms. Mack-Yaroch reviewed the VDSS LASER budget report as well as the local expenditure summary. There were no outstanding issues to report. Budget expenditures are on track to return local dollars to both York County and Poquoson City at the end of the fiscal year.

Ms. Mack-Yaroch reminded the Board they must meet bi-monthly according to Code, and asked if the Board would like to include attendance at the Advisory Board meeting to meet the requirement. Both Mr. Morgan and Mr. Wheeler agreed that they would attend the Advisory Board to meet the requirement for the months the Administrative Board does not meet. Staff will ensure that the minimum meeting requirements are met during a calendar year.

NEW BUSINESS:

Ms. Mack-Yaroch briefed the Board on the State of the Agency meeting that took place on March 5, 2021. The Regional Director (Peter Gezzi) along with several other State personnel presented the report. York-Poquoson DSS continues to be a top performing Agency in most areas. The Agency continues to bolster the statistics for the region by meeting and exceeding benchmarks. One area of concern was the number of vacant positions in the State DSS LETS (Local Employee Tracking System). Although these positions are not budgeted, they have remained on the list as active. Corrections have already been made in this system, and the stagnant positions eliminated. The State committee was very complimentary of the work that is being performed at York-Poquoson DSS.

The FY22 Annual Compensation Plan was reviewed for approval. Ms. McGettigan requested that there be a disclosure on the 2nd increase (Section B, Local Salary Increase) that designates this is a \$1500 increase (or pro-rated based on FT or PT). The form does not allow an option for a flat-rate dollar amount; only a percentage amount. A cover letter will be included with the Plan submission explaining the \$1500 increase.

It was noted that there will be a change in Section R that gives the Director the authority (along with York County Human Resources assistance) to make adjustments as needed for critical skills (such as licenses, advanced degrees, or language interpreter certifications).

The CSP/APS after hours on-call pay has been increased to \$25 per eight-hour shift. This is in replacement of the previous procedure, which was 2 workers on-call (one at \$15 and a back-up worker at \$10). The State allows for the maximum \$25 per eight-hour shift.

Randy Wheeler made a motion to approve the FY22 VDSS Annual Compensation Plan as submitted and outlined above, and authorized Neil Morgan to sign as the local Board Chair. Mr. Morgan seconded. All approved; motion passed.

Ms. Mack-Yaroch updated the Board on the collaboration between the Agency and the York-Poquoson Sheriff's office. The Sheriff's office volunteered to have 2 Little Libraries constructed and installed in front of the building, and one installed in Poquoson. The Little Libraries have been dedicated with plaques and can serve both adults and children. The Agency is also collaborating with the Sheriff's office to become part of their onboarding process for new deputies in educating about working with Social Service's staff. Mr. Wheeler requested that Ms. Mack-Yaroch contact the Chief of Police in Poquoson, and set up a similar process for their staff. Mr. Wheeler suggested that an onboarding could be done with current staff at the next Police Department's "All-Hands" meeting.

The Director drew attention to the Child Abuse Prevention Month (April) and the upcoming Elder Abuse Prevention and Awareness Month (May). A pinwheel ceremony to recognize Child Abuse Prevention took place at the entrance to the Agency on April 2nd, with participation from Fire & Life Safety, Sheriff's Office, and 911. There was also a group from Poquoson Exchange Club that was in attendance. Pictures have been placed on the webpage for the Agency.

PERSONNEL

Ms. Mack-Yaroch recognized the 2 newest staff members that were hired since the last Administrative Board meeting: Ms. Shaniece Wynn, Family Services Specialist I in Child Welfare; and Mr. Dolapo Yesufu, Human Services Assistant II in the Adult unit. Both were introduced at the Advisory Board meeting on March 17, 2021.

There are several active recruitments in the Agency at this time in child welfare, adult services, and the intake unit. Plans are to have these positions filled within the next month

DIRECTOR'S REPORT:

Planning is in process to bring back as much staff as necessary. Currently, there is over 50% of the staff in the office each day. Some areas of work (such as Benefit Programs) can do work remotely with no impact on client services. Other positions are being asked to be in the office more frequently. The Director would like to see about 75% of the staff back in the office by the end of the summer.

MATTERS PRESENTED BY THE BOARD:

There were no specific matters presented by the Board.

ADJOURNMENT:

A motion was made by Mr. Morgan to adjourn. Mr. Wheeler seconded; meeting adjourned.

NEXT MEETING: July 21, 2021 11:00am