

CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *October 15, 2025*

The regular meeting of the Campbell County Department of Social Services was held on Wednesday, October 15, 2025 in the board room of the Social Services agency at 69 Kabler Lane, Rustburg, Virginia.

Members present: Linda Grubba, Chair
Morris Dews, Vice Chair
Shameka Davenport
Kevin Keys
Caitlyn Enoch
David Smith
Kenny Brown (nonvoting)
Lisa C. Linthicum, Secretary

Staff present: Elizabeth McGann, Recording Secretary
Tim Heck, Assistant Director II
Mary Morris, Assistant Director I
Charmagne Cook, Family Services Supervisor, Resource Unit
Felicia Crouch, Family Services Supervisor, Adult Services/
Adult Protective Services Unit
Kristen McGann, Office Supervisor
Sara Elizabeth Faulkner, Family Services Specialist III, Adult
Services/Adult Protective Services Unit
Kendra Coleman, Fraud Investigator II
Priscilla Johnson, Housing Specialist
Shaun Dixon, Human Services Assistant III, Clerical Unit
Tabitha Hernandez, Human Services Assistant III, Clerical Unit

Chairman Grubba called the meeting to order at 3:30 pm.

Minutes

// The minutes of the September 17, 2025 meeting were approved as submitted and copies distributed prior to meeting.

Closed Session

// In accordance with Section 2.2-3711 of the Code of Virginia of 1950, on MOTION by Ms. Davenport, the Board went into Closed Session at 3:31 pm to discuss Individual Case Matters, related to Housing/Rental Assistance, the Schedule of Board Action, A.4 and Personnel, A.1.

The vote was: Aye: Grubba, Dews, Davenport, Keys, Enoch, Smith
 Nay: None
 Absent: None

Return to Regular Session

// On MOTION by Mr. Dews, the Board returned to regular session at 3:54 pm.

The vote was: Aye: Grubba, Dews, Davenport, Keys, Enoch, Smith
 Nay: None
 Absent: None

// On MOTION by Mr. Keys, the Board gives certification of the following:

WHEREAS, the Campbell County Social Services Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 [D] of the Code of Virginia of 1950 requires a certification by the Campbell County Social Services Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Social Services board hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the MOTION convening the closed meeting were heard, discussed or considered by the Campbell County Social Services Board.

The roll call vote was: Aye: Grubba
 Aye: Dews
 Aye: Davenport
 Aye: Keys
 Aye: Enoch
 Aye: Smith
 Aye: Brown
 Nay: None
 Absent: None

Personnel

// On MOTION by Mr. Dews, the Board accepted the resignation of Lyndsay Via, Benefit Programs Specialist II, Ongoing Unit, effective October 2, 2025.

The vote was: Aye: Grubba, Dews, Davenport, Keys, Enoch, Smith
 Nay: None
 Absent: None

// On MOTION by Mr. Smith, the Board accepted the separation of Jennifer Bass, Human Services Assistant III, Clerical Unit, effective October 9, 2025.

The vote was: Aye: Grubba, Dews, Davenport, Keys, Enoch, Smith
 Nay: None
 Absent: None

// On MOTION by Ms. Enoch, the Board accepted the resignation of Alyssa Cleveland, Family Services Specialist II, Foster Care and Adoption Unit, effective October 17, 2025.

The vote was: Aye: Grubba, Dews, Davenport, Keys, Enoch, Smith
 Nay: None
 Absent: None

// Kendra Coleman was appointed to the position of Fraud Investigator II, effective October 1, 2025.

// Shaun Dixon was appointed to the position of Human Services Assistant III, Clerical Unit, effective October 1, 2025.

// Tabitha Hernandez was appointed to the position of Human Services Assistant III, Clerical Unit, effective October 1, 2025.

// Sara Elizabeth Faulkner was promoted to the position of Family Services Specialist III, Adult Services/Adult Protective Services, effective November 1, 2025.

// The following employees were introduced to the Board: Kendra Coleman, Shaun Dixon, Tabitha Hernandez, and Sara Elizabeth Faulkner.

Administrative Report

// The Board reviewed the bills and expenses.

// The Director shared an informational item regarding the implementation of the Energy Assistance Program for 2025. The Fuel Assistance program began October 14, 2025 and ends November 14, 2025. This component of the Energy Assistance Program helps eligible households with the costs of heating their homes.

// The Director provided information received from VDSS Commissioner Erskine regarding the new *Temporary Assistance for Needy Families (TANF) Pilot Program*. The federal government selected Virginia as one of just five states to participate in the program which will address persistent barriers to family economic mobility and self-sufficiency. This initiative will advance a high-touch case management model, targeted sector-based job training, and holistic supports for barriers such as child care and behavioral health.

// The Director presented a Proclamation by Governor Youngkin acknowledging the month of October as Youth Voices of Foster Care Month.

// The Director provided a Proclamation by Governor Youngkin acknowledging the month of October as Cybersecurity Awareness Month.

// The Board reviewed the CCDSS 2026 Board Meeting Schedule.

Budget

// The Director reviewed the monthly VDSS budget report and the County budget report.

Staff Reports

// The Director reviewed graphs that depict social services trends. Highlights are as follows:

1. The number of new applications received in September reflected an increase in Medicaid and SNAP and a decrease in TANF assistance.
2. Data for the CPS Unit showed an increase with 91 referrals in August and 109 referrals in September; the CPS In-Home monthly case count remained unchanged at 34 in August and in September.
3. September data shows Foster Care cases increased to 57 children in care. There were 39 new Adult Protective Services referrals in August and 58 new Adult Protective Services referrals in September.
4. Monthly EBT Issuance data shows that 84 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of September.
5. Data on Foot Traffic into the agency and documents received through the drop box decreased in the month of September with 942 visits to the agency.

Next Meeting Date

// The next regular monthly meeting will be held at Campbell County Department of Social Services on Monday, November 24, 2025 at 3:30 pm.

Adjournment

// On MOTION duly made and accepted, the Board adjourned at 4:23 pm.

Respectfully,

Elizabeth E. McGann

Elizabeth E. McGann, Recording Secretary

Lisa C. Linthicum

Lisa C. Linthicum, Secretary

Mrs. Linda Grubba for

Linda Grubba, Chair *Linda Grubba*