

CAMPBELL COUNTY SOCIAL SERVICES BOARD

Date: *November 24, 2025*

The regular meeting of the Campbell County Department of Social Services was held on Monday, November 24, 2025 in the board room of the Social Services agency at 69 Kabler Lane, Rustburg, Virginia.

Members present: Morris Dews, Vice Chair
Shameka Davenport
Kevin Keys
Caitlyn Enoch
David Smith
Lisa C. Linthicum, Secretary

Members absent: Linda Grubba, Chair
Kenny Brown (nonvoting)

Staff present: Elizabeth McGann, Recording Secretary
Tim Heck, Assistant Director II
Jenifer Schier, Administrative Office Manager
Carol Anne Booth, Family Services Specialist III, Foster Care and Adoption Unit
Elizabeth Reynolds, Family Services Specialist II, Foster Care and Adoption Unit

Board of Supervisors Member present: Charlie Watts II

Vice Chair Dews called the meeting to order at 3:30 pm.

Minutes

// The minutes of the October 15, 2025 meeting and the Budget Committee minutes of October 16, 2025 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 3:32 pm to discuss Individual Case Matters, related to Foster Care/Adoption, the Schedule of Board Action, A.4 and Personnel, A.1.

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

Return to Regular Session

// On MOTION by Mr. Keys, the Board returned to regular session at 3:45 pm.

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

// On MOTION by Mr. Smith, 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: Dews
 Aye: Davenport
 Aye: Keys
 Aye: Enoch
 Aye: Smith
 Nay: None
 Absent: Grubba, Brown

// On MOTION by Mr. Smith, the Board approved the adoption and adoption subsidy of \$580.00 per month Basic Maintenance and \$600.00 per month Child Care for a total subsidy of \$1,180.00 and an amount not to exceed \$2,000.00 for adoption order legal expenses for EM # 11269592.

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

Personnel

// Samantha Faust was appointed to the position of Benefit Programs Specialist II, Ongoing Unit, effective November 1, 2025.

// Jessica Little was appointed to the position of Human Services Assistant III, Clerical Unit, effective November 1, 2025.

// Ashley Alam was appointed to the position of Benefit Programs Specialist II, Ongoing Unit, effective November 17, 2025.

// On MOTION by Ms. Enoch, the Board accepted the resignation of Tiffany Goad, Benefit Programs Specialist II, Intake Unit, effective October 24, 2025.

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

Administrative Report

// The Board reviewed the bills and expenses.

// The Director presented the proposed DSS budget for FY27. Several noteworthy items include:

- A 3% Cost of Living (COLA) salary increase for staff.
- Increased Legal Fees for increase in children entering foster care.
- Motor Vehicle Insurance increase due to increased cost estimate provided by county staff.

// On MOTION by Ms. Davenport, the Board approved the proposed DSS FY27 budget. The proposed budget is submitted to the Board of Supervisors for final approval.

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

// The Director shared an informational item regarding Governor Youngkin's Executive Order Fifty-Four (2025) which was a declaration of a state of emergency to protect hungry Virginians during the federal government shutdown. The *Virginia Emergency Nutrition Assistance (VENA) Program* was implemented to provide funding for the federal *Supplemental Nutrition Assistance Program (SNAP)* to help Virginians buy food for their families.

// The Director provided information received from Virginia Housing notifying participants and landlords of possible delays in monthly Housing Assistance Payments (HAP) due to the federal government shutdown.

// The Director presented a Proclamation by Governor Youngkin acknowledging the month of November as Adoption Awareness Month.

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 October reflected a decrease in Medicaid, an increase in SNAP, and the TANF assistance count remained the same as in September.
2. Data for the CPS Unit showed a decrease with 109 referrals in September and 94 referrals in October; the CPS In-Home monthly case count remained unchanged at 34 in September and in October.
3. October data shows Foster Care cases decreased to 55 children in care. There were 58 new Adult Protective Services referrals in September and 34 new Adult Protective Services referrals in October.
4. Monthly EBT Issuance data shows that 90 Electronic Benefits Transfer (EBT) cards for the SNAP program were issued at the agency in the month of October.
5. Data on Foot Traffic into the agency and documents received through the drop box increased in the month of October with 1,409 visits to the agency.

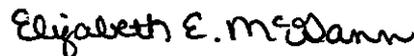
Next Meeting Date

// PLEASE NOTE: The next regular monthly meeting will be held at Campbell County Department of Social Services on Wednesday, December 10, 2025 at 10:30 am, which is one and a half hours before the holiday luncheon scheduled for 12:00 pm at the Rustburg Ruritan Club.

Adjournment

// On MOTION duly made and accepted, the Board adjourned at 4:50 pm.

Respectfully,



Elizabeth E. McGann, Recording Secretary



Lisa C. Linthicum, Secretary



Linda Grubba, Chair