

The Northampton County Board of Social Services met in the Board Room of the Social Services Building on May 17, 2016. Present were William Denny, Chairman, Edith Johnson, Vice Chair, John Williams, Board Member and Mozella Francis, Secretary.

On a motion by Ms. Johnson, the minutes of the April 19, 2016 meeting were approved. There was no public comment or correspondence.

The Board was provided a copy of the 2015-16 predicted budget along with the preliminary 2016-17 budget. The Board reviewed both budgets and noted no apparent discrepancies or issues of concern surrounding the budget.

Ms. Francis reviewed with the Board the open positions that are available with the agency and announced that one of the Benefit Program Specialist II positions had been filled by Dyshonna Sheppard, our current Fraud Investigator I worker. Ms. Francis informed the Board of the plan to fill the other two Benefit Program Specialist II positions and the current Fraud Investigator I position now available with the agency. Ms. Francis informed the Board that Dyshonna started her first day in her new position on May 9, 2016.

Ms. Francis reported on the outcome of the Work Readiness Workshop that was conducted in May. Mr. Williams was pleased and felt that this was a much needed workshop for the success of

participants who are attempting to secure gainful employment. The other members agreed and offered suggestions for the future.

Ms. Francis reviewed the Dress Code Policy with the Board again, requesting their input. The Board was unanimous that the Dress Code Policy for Northampton County needed to be implemented but did amend certain parts. With the suggested changes noted, Ms. Johnson made a motion to accept the Dress Code Policy for Northampton County Department of Social Services and Mr. Williams seconded the motion. The Dress Code Policy was unanimously accepted and scheduled to go into effect on June 1, 2016.

Ms. Francis informed the Board that at the next scheduled meeting, she would provide an update on the happenings of NCDSS and have an overview of the Benefit Programs Department.

Ms. Johnson informed the Board that it was time to conduct the six month evaluation on Mozella Francis, Director of Northampton County Department of Social Services. Mr. Williams asked Ms. Francis for input as to how best to conduct the evaluation. Ms. Francis informed the Board that she will provide a copy of her evaluation form to each member and suggested that the Board of Directors contact Judy Robbins, Office Administrator, to set up appointments with staff that the Board would like to

gain input from. The Board was in agreement and stated that the six month evaluation would be conducted following the June 14, 2016 Board Meeting.

On a motion by Chairman William Denny, the Board went into Closed Session in accordance with Section 2.1-344 of the Code of Virginia, as amended, for the purpose of discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining appointees or employees of any public body.

The Board returned to Open Session.

On a roll call vote certifying to the best of each member's knowledge, only public matters exempted from the public meeting and in the original motion were discussed. The vote was Denny: yes; Johnson: yes and Williams: yes.

Ms. Francis informed the Board that there were no scheduled off shore meetings at this time and that she would provide her schedule update at the next Board Meeting.

The next meeting was scheduled for Tuesday, June 14, 2016 at 9:00 a.m.

The meeting was adjourned at 10:10 a.m.

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Attested by \_\_\_\_\_  
William Denny, Chairman  
June 14, 2016  
Mozella F. Francis  
Secretary