

**BUCHANAN COUNTY DEPARTMENT OF SOCIAL SERVICES  
ADMINISTRATIVE BOARD MEETING MINUTES OF JANUARY 19, 2010**

Present at the meeting: Dr. Looney, Mr. Neo, Mr. Farmer, Ms Viers (formerly Cole), Mr. Thornsby, Mrs. Hale, Mr. Deel, Mr. Ben Street for Street Law Firm, some staff and members of the public.

The meeting was called to order by Secretary of the Board, Judy Holland. Mrs. Holland announced that this was an organizational meeting and as such, the first order of business was election of a Board Chairman. Ms Viers nominated Randall Deel. Mr. Neo nominated Henry Farmer and Mr. Farmer nominated April Viers. On Roll Call Vote, Mr. Deel was elected Chairman.

Roll Call vote:

Mr. Deel – self

Mrs. Hale – Mr. Deel

Mr. Thornsby – Mr. Deel

Ms Viers – Mr. Deel

Mr. Farmer – Ms Viers

Mr. Neo – Ms Viers

Dr. Looney – Mr. Deel

Mr. Deel thanked the board for the confidence they have shown him.

Mr. Deel then opened the floor for nominations for Vice Chair of the board. Mrs. Hale nominated April Viers (Cole). There being no further nominations, Mr. Neo moved to close nominations and Mr. Thornsby seconded the motion. Mrs. Hale motioned that Ms Viers be nominated by acclamation.

Assignment of committees was the next order of business. Mr. Deel stated that the committees would remain the same as last year with the request of the Chair for Dr. Looney to serve as a new member of the Finance Committee. Mr. Neo requested that he be moved from Finance to Personnel Committee. Mr. Deel stated that he would leave the committees as they are by the Chair's discretion. Mrs. Hale was named Chair of the Personnel Committee and Mr. Farmer was named Chair of the Finance Committee.

The minutes had one correction on page 4. The word 'new' should have been 'Neo'. Ms Viers moved and Mr. Thornsby seconded approval of the minutes as corrected. By voice vote, the motion was approved.

The administrative bills were approved as presented on motion by Mrs. Hale and second by Mr. Thornsbury.

Roll Call vote:

Mrs. Hale	Aye
Mr. Thornsbury	Aye
Ms Viers	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Dr. Looney	Aye
Mr. Deel	Aye

The approval of the agenda was the next order of business. On motion by Ms Viers and second by Mr. Neo and by a voice vote, the agenda was approved as presented.

Mrs. Hale motioned and Ms Viers seconded a motion to go into closed session according to Code of VA 2.2- 3711A1- Personnel. A roll call vote was recorded.

Roll Call

Mrs. Hale	Aye
Mr. Thornsbury	Aye
Ms Viers	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Dr. Looney	Aye
Mr. Deel	Aye

Ms Viers seconded a motion by Mrs. Hale to come out of closed session. A roll call vote was recorded.

Roll Call

Mrs. Hale	Aye
Mr. Thornsbury	Aye
Ms Viers	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Dr. Looney	Aye
Mr. Deel	Aye

### **Certification of Closed Session**

WHEREAS the Buchanan County Department of Social Services Administrative Board convened on January 19, 2010 pursuant to an affirmative recorded vote in accordance with the provision of the Freedom of Information, and WHEREAS 2.1, 37-12 of Virginia requires certification by the Administrative Board that such closed session was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Buchanan County Department of Social Services Administrative Board certifies that, to the best interest of each member's knowledge only matters identified in the motion convening the closed meeting were heard, discussed, or considered by the Buchanan County Department of Social Services Administrative Board, that is, only discussion of perspective candidates for employment took place.

All board members certified by roll call vote

Mrs. Hale	Aye
Mr. Thornsbury	Aye
Ms Viers	Aye
Mr. Farmer	Aye
Mr. Neo	Aye
Dr. Looney	Aye
Mr. Deel	Aye

At this time, Mrs. Holland gave Director's items. She presented the Board with a copy of an article that was published on SPARK, the internal website of DSS. Mr. Neo suggested this be placed on the local BCDSS website. Mrs. Holland called on staff member Angie McClanahan to give a report on the Red Cross Shelter in which the agency participated. Then Mrs. Holland presented her schedule and made a brief comment on the status of telephone quotes, which she hope will be available for the board to vote on at the next meeting.

There were no items under Old or New Business.

A member of the community had requested to speak at the meeting but he was not present. Another member of the community stated that Mr. Justus had a death in his family, explaining his absence.

The board set its meeting for the third Tuesday of the month at 6:00 P.M. The next meeting is February 16, 2010.

There being no further business, the meeting adjourned on motion by Mr. Thornsbury and second by Mrs. Hale with a voice vote of aye.