



# Department of Social Services Administrative Board

March 19, 2019

# DSS Administrative Board

## DSS Administrative Board Required by Virginia Code

- Oversees the administration of the Local DSS, duties include:
  - Administer the applicable provisions of law
  - Receive and disburse funds from public grants or private sources
  - Report to DSS Commissioner and Board of Supervisors
  - Submit annual DSS budget to the Board of Supervisors
  - Employ DSS counsel and director
  - Provide child welfare and other services
  - Direct activities of the DSS director, cooperate with JDR court and other agencies
  - Authorized to hold hearings and issue subpoenas
  - Issue emergency payments for public assistance and social services

# DSS Administrative Board

## Two Types of DSS Administrative Boards

- Local governing body (Board of Supervisors) determines
  - Single member Administrative Board
    - Local government official (currently County Administrator)
    - May designate a senior DSS staff person to act in his behalf
    - Must establish Advisory Board
  - Multi-member Administrative Board
    - Residents appointed by Board of Supervisors
    - Three or more members
    - One Supervisor may serve on the Board
    - Appointed to four year terms
    - May serve only two full terms
    - Must receive annual training
  - Members may be suspended or removed for cause by Board of Supervisors

# DSS Administrative Board

## Most Agencies Use Multi-member Administrative Boards

- 78 Multi-member Administrative Boards
- 42 Single Member Administrative Boards with Advisory Boards

## Most Larger Agencies Use Single Member Administrative Boards

- 6 Multi-member Administrative Boards
- 22 Single Member Administrative Boards with Advisory Boards
  - Includes Spotsylvania DSS

# DSS Administrative Board

## Considerations in Establishing Multi-member Administrative Board

- Determine a Date for Transition
- Should be done in consultation with State and Regional DSS, Local DSS, and DSS Attorney
- Number of members
- Develop By-laws
- Frequency of meetings (must meet at least bimonthly)
- Compensation of members
- Training of members (required at least annually)

# DSS Administrative Board

**IF** Multi-member Administrative Board is desired, the following is recommended:

- Seven member board
  - One member from each district
- County Administrator and one Supervisor serve as an ex officio / alternate members
  - Would be able to attend and participate in meetings
  - Would only vote if primary member is absent

# DSS Administrative Board

An alternative would be to fully utilize the current Advisory Board

- Duties of Advisory Boards:
  - Advise in matters pertaining to public assistance and social services
  - Monitor the formulation and implementation of public assistance and social services programs
  - Make recommendations on policy matters
  - Annually report to the Board of Supervisors on the administration of public assistance and social services programs
  - Provide other reports to the Board of Supervisors as needed