



# Department of Social Services Administrative Board

May 28, 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

Recommend the establishment of a multi-member Administrative Board as follows:

- Seven member board
  - One member from each district
  - One may be a Supervisor, at the Board's discretion
  - Compensation of \$ 400 / month plus \$ 100 / meeting attended
- County Administrator, or his designee, serve as an ex officio / alternate member
  - Would be able to attend and participate in meetings
  - Would only vote if primary member is absent
- Effective January 2020
  - Staggered terms to correspond to appointing Supervisor term



# DSS Administrative Board

Delayed establishment recommended to allow completion of ongoing tasks:

- Provide time to develop and vet by-laws
- Schedule and conduct required training
- Complete outstanding action items:
  - DSS attorney / contract
  - Management reorganization
  - Hire new Deputy Director