

Department of Social Services

Advisory Board

Charter

Purpose: To promote the mission of the Department of Social Services (DSS) by keeping apprised of the ongoing business, matters and issues that affect the Department.

Objective and Scope:

To be a supportive representative of DSS throughout the County and State.
To advocate, advise and facilitate community connections.

Accountability:

- to BOCS appointer by advocating for the needs of DSS and those served in its programs;
 - to PWC citizens by advising DSS based on one's expertise and knowledge;
 - to the DSS Director by facilitating community connections helpful to fulfilling DSS' mission;
 - to DSS Employees by supporting DSS in the community; and,
 - To local residents and the services they need provided by DSS.
1. Any DSS AB member requesting that the DSS AB advocate for an issue with the BOCS, VDSS Board, DJJ Board, and/or other appropriate bodies should provide in writing the request to the DSS AB Chair at least ten days in advance of a meeting for placement on the upcoming meeting agenda. If an immediate issue arises, the Chair may decide whether to amend an agenda for immediate discussion.
 2. The DSS AB will discuss the issue under Chairman's Time and decide by vote whether there is support of the DSS AB to advocate for the issue.
 - a. If there is a not a majority vote, the issue will not be continued. The DSS AB member bringing forth the issue, may do their own advocacy on their own and not on behalf of the DSS AB.
 - b. If there is a majority vote, the DSS AB will decide which method should be used to express the opinion of the DSS AB.
 - i. Written letter to be mailed or emailed; and/or
 - ii. In person comment at a public meeting. (The DSS AB Chair will serve as the representative of the DSS AB at any public meeting with the Vice Chair as an alternate, unless the Chair appoints someone else.)
 - iii. All members are encouraged to support a majority vote by signing on to the message and, if person, members are encouraged to attend the meeting in which the message is being delivered.
 3. Once the issue and the method(s) are identified, the DSS AB Chair will appoint a member, which could include the Chair, to draft a message. The message will be

emailed to the entire DSS AB for approval by electronic vote. It is acceptable for the DSS AB to approve a message for immediate approval at the meeting.

Team Membership:

- BOCS Appointees

Term Limits:

- Term limits are set in the Code of Virginia 63.2-305.

Team Member Roles:

- Input
- Advise
- Advocate
- Support
- Facilitate community connections

Group Values and Norms:

- Attendance
 - Quorum = 1 over ½ appointed
 - If cannot attend, notify Clerk (Linda)
 - Weather – Chair & Director decide
 - 6:30 PM start time for meetings
- Actions
 - Review Charter annually or as needed
 - Attend Scheduled Meetings
 - Be available to staff when requested to offer expertise
 - To attend and participate when available:
 - Annual Full Staff Meeting
 - Adoption day
 - Judges Dinner
 - Child Abuse Prevention Month Pinwheel Garden Celebration
 - Other Department Functions
- Behaviors
 - Robert’s Rule of Order
 - Confidentiality

Meeting Structure:

- Frequency
 - Meeting dates will be decided and voted on at the first DSS Advisory Board meeting of the calendar year (usually January). Additional meetings can be convened as necessary, by notifying the Clerk at least 5 business days prior, so

- to provide sufficient time to publicly advertise an unscheduled meeting. Meetings will begin at 6:30 PM and end by 8:00 PM, unless otherwise noted, and take place on the third Tuesday of any given month.
- Meeting locations vary throughout the County and will be noted on the official meeting schedule distributed to board members and posted to the PWC website.
- Officers
 - A Chair and Vice Chair shall be elected by Advisory Board Members at the first meeting of the calendar year.
 - The Director shall serve as secretary to the board.
 - Agenda
 - Chair and/or Vice Chair meet with Director to set
 - Agenda sent out 1 week prior to meetings and will include:
 - Public Comment
 - Director's Time
 - Executive Session
 - Board Member's Time
 - Voting
 - Quorum
 - Minutes
 - Clerk will take and record
 - Minutes from previous meeting sent out 1 week before meetings
 - Remote Participation
 - In accordance with Virginia Code §2.2-3708.2, a member can participate in a meeting using electronic means under the following conditions;
 - Member is unable to attend a meeting due to a temporary medical condition and/or a temporary or permanent disability that prevents their physical attendance.
 - Member has a specifically identified a personal matter preventing their attendance at a meeting. Under this condition, member is limited to two meetings each calendar year.
 - A *Request to Participate Remotely Through Electronic Communication Means* form must be filled out and submitted for approval to both the DSS Advisory Board Chair and the DSS Advisory Board Clerk by NO LATER THAN 12:00 NOON on the Monday before the scheduled meeting.
 - A request can be approved if a quorum will be physically assembled at a central meeting location and arrangements have been made for the member participating remotely to be able to both hear and be heard by all persons at the primary meeting location.
 - A request can be disapproved if such participation would violate the policy in place or any provision of the Virginia Freedom of Information Act.

- Disaster Protocol
 - If for any reason an emergency is declared by State, County or Federal authorities, the following protocol will be in effect:
 - A majority of members must be physically present at a meeting to be considered a quorum for our Board, according to VAC (Code of Virginia) regulations.
 - As long as there is a majority of members physically present at a meeting, other members, that may not be able to physically attend for whatever reason, will be allowed to participate in the meeting from a remote location, through the use of internet meeting software or by conference call, and will be allowed full voting rights.

Communication Expectations:

- The team will communicate between meetings by:
 - contacting the Director or the Clerk via
 - Email – do not ‘reply all’
 - Telephone
 - Adhere to FOIA

- The team will communicate in meetings:
 - In person
 - By telephone if approved by Chair