



HANOVER COUNTY
COMMUNITY SERVICES
BOARD –
RULES OF THE BOARD
REVIEW COMMITTEE

COMMUNITY SERVICES BOARD
Sue Randolph – Chair
Citizen
Angela Kelly-Wiecek
Board of Supervisors

AGENDA

Hanover CSB
Atlee Commons
9734 Atlee Commons Drive
Ashland, VA 23005

September 25, 2023
5:30 PM

- I. Call to Order
- II. Consideration of Amendments to the Agenda
- III. Approval of Minutes – November 3, 2022
- IV. Citizen's Time
- V. Rules of the Board Review and Discussion
- VI. Announcements
- VII. Adjournment



HANOVER COUNTY
COMMUNITY SERVICES
BOARD –
Rules of the Board
Review Committee

COMMUNITY SERVICES BOARD
Anne Cross – Chair
Citizen
Angela Kelly-Wiecek
Board of Supervisors

MINUTES

November 3, 2022
3:00 PM

Members Present:

Mary Butler Eggleston, Chair; Gary D. Perkins; Linda Wilkinson

Staff Members Present:

Ellen Bowyer, Senior Assistant County Attorney, Hanover County Attorney's Office; Ivy Sager, Executive Director, Hanover County Community Services Board; Jim Taylor, Deputy County Administrator, County Administrator's Office

Additional Attendees:

N/A

Presenters:

N/A

Location:

Hanover County Human Services Center – CSB Board Room
12300 Washington Highway, Ashland, VA 23005

I. Call to Order

The Committee achieved a quorum and convened at 3:04 PM.

II. Consideration of Amendments to the Agenda

No amendments to the agenda were offered.

III. Approval of Minutes – October 10, 2022 Meeting

The minutes from the October 10, 2022, meeting approved as presented.

IV. Citizen's Time

None

V. Presentation and Agenda Items

A. Rules of the Board Pending Discussion Items

- i. Article II - related to Code § 37.2-500 B: no changes needed related to the Code reference.
 - ii. Article IV – related to possible expansion to number of Board members: the Committee agreed to present this a separate action item for the full Board’s consideration as a change will require the Board of Supervisors to amend a county ordinance.
 - iii. Article VII – related to remote participation, including remote participation in closed sessions; and additional language to address the handling of written comments and limits to interactive nature of the public comment period during board meetings: In Section 1, the Committee agreed to add language indicating that members cannot participate remotely in a closed session. In Section 4, the following was added: “Out of respect for the citizens’ time, Board members will not directly respond during the comment period.”; and information about handling of written comments was added to the last paragraph in this section.
 - iv. Article IX – related to the process for Board member involvement in the performance evaluation of the Executive Director: two additional paragraphs were added to provide clarity on the process for Board member involvement.
- B. Additional Revisions for Consideration
- i. The Committee considered and agreed to a number of grammatical, use of voice, and punctuation changes throughout the document.
 - ii. The Committee agreed on revisions to Article IV, Section 4 to make that section clearer.
- C. Final Review of Proposed Changes – Ellen Bowyer indicated to the Committee that she would draft the FOIA related changes for Article VII, Section 1, make any additional revisions needed and send the document back to the Committee for review. The Committee agreed on all the changes being recommended to the full CSB Board.

VI. Other Items

Linda Wilkinson raised a question about the roles and responsibilities of Board members. The Committee engaged in further discussion of this topic ultimately agreeing that no additional edits to the Rules of the Board were needed at this time.

VII. Announcements

None

VIII. Adjournment

The Committee adjourned at 4:36 PM.