



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

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

AGENDA

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

November 3, 2022
3:00 PM

- I. Call to Order
- II. Consideration of Amendments to the Agenda
- III. Approval of Minutes – October 10, 2022 Meeting
- IV. Citizens' Time
- V. Presentations and Agenda Items
 - A. Rules of the Board Pending Discussion Items
 - i. Article II - related to Code § 37.2-500 B
 - ii. Article IV – related to possible expansion to number of Board members
 - 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
 - iv. Article IX – related to the process for Board member involvement in the performance evaluation of the Executive Director
 - B. Additional Revisions for Consideration
 - C. Final Review of Proposed Changes
- VI. Other Items
- VII. Announcements
- VIII. 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

October 10, 2022
10:30 AM

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 Conference Room 15
12300 Washington Highway, Ashland, VA 23005

I. Call to Order

The Committee achieved a quorum and convened at 10:35 AM.

II. Consideration of Amendments to the Agenda

No amendments were offered to the agenda.

III. Rules of the Board Review and Discussion

The Committee selected Mary Butler Eggleston to serve as Chair. Ms. Eggleston led the committee through each section of the current Rules of the Board document. The Committee agreed to the following for further review/discussion or for proposed revision:

Article II – Purpose:

- review Code § 37.2-500 B related to Step-VA services.

Article III – Powers and Duties:

- add “as referenced in Code § 37.2-504” at the end of the paragraph.

Article IV – Membership, Section 2

- With the County’s population growth since the establishment of the CSB, consider the addition of 1 to 3 at-large members. Ms. Eggleston will discuss with Angela Kelly-Wiecek, Chair, Hanover Board of Supervisors, as this will require an ordinance change before the Rules of the Board can be updated.

Article IV – Membership, Section 5

- Delete “are encouraged to” and “including work sessions” in the first sentence.

Article VI – Executive Committee, Section 1

- Add “the board shall appoint” and “Board”; and delete “of the board shall be appointed” in the last sentence.

Article VI – Executive Committee, Section 6

- Delete “The Secretary will serve as a communication liaison between the community and the Board”.

Article VII – Meetings, Section 1

- Add an “s” after date in the third sentence.
- The third paragraph will be reviewed by Ellen Bowyer as related to current State Code; any proposed policy changes will be addressed with the full CSB Board.

Article VII – Meetings, Section 3

- The agenda format is amended to align with the format set forth by the County Administrator’s Office.

Article VII – Meetings, Section 4

- Delete “Public Comments” as a header for this section.
- The committee will consider a revision to the last paragraph to address written comments that are submitted in lieu of in-person comments.

Article IX – Administration

- Committee will consider revisions to clarify how the Board “participates” in the performance evaluation of the Executive Director.

In addition, the Committee discussed concerns about members participating in closed sessions when attending remotely. Ms. Bowyer agreed to look into this matter further and provide additional information to the Committee at the next meeting.

Ms. Eggleston reviewed the next steps, including the opportunity to get feedback from the full CSB Board on several items. To the end, the Committee agreed to hold an additional committee meeting after the next full CSB Board meeting. The Committee would then work to present proposed changes to the full Board at the November 2022 meeting.

IV. Announcements

N/A

V. Adjournment

The Committee adjourned at 12:22 PM.