

Minutes
Commonwealth of Virginia
State Board of Social Services

Department of Social Services
7 North 8th Street
Richmond, Virginia

October 7, 2008

Members Present

Trudy Brisendine, Michelle Larkin, and Barbara Manuel

Members Absent

Danny Brown, Shirley Culpepper, Brenda Hornsby, Peppy Linden, Maggi Luca, and Bela Sood

NEW MEMBER ORIENTATION

The State Board of Social Services met in special session beginning at 9:00 a.m. on October 7, 2008, to orient new members Michelle Larkin and Barbara Manuel. Richard Martin, Manager of the Office of Legislative and Regulatory Affairs, briefed the new members on the organization and purpose of the Department of Social Services, local departments of social services, local community action agencies, and the Virginia Social Services System.

Allen Wilson, Senior Assistant Attorney General and counsel to the State Board of Social Services, explained the Board's responsibilities and under the Freedom of Information Act and the Conflict of Interest Act to the new members. At 10:30 a.m., the new members joined the Department of Social Services' Leadership Team's meeting for a brief time of introductions.

Mr. Martin, with the assistance of Jan Sigler, a senior policy analyst in the Office of Legislative and Regulatory Affairs, briefed the new members on a number of topics including travel and pay procedures, the Virginia regulatory process, and the statutes and regulations governing the work of the State Board of Social Services.

Trudy Brisendine, chair of the State Board of Social Services, reviewed the Board current meeting procedures and provided background information on all of the current Board members. She also briefed the new members on the Board's powers, duties and responsibilities. Additionally, Ms. Brisendine shared the initiatives for FY 2009 that the Board adopted at their August meeting.

Submitted by:
Richard Martin
October 21, 2008