



KING WILLIAM COUNTY

Department of Social Services
King William, Virginia 23086

Rickard E Waugh Jr., Director

The King William County Department of Social Services (KWDSS) held a meeting of its Advisory Board on May 15, 2025, at the King William County Administrative Building (Board Room). The following board members were present:

Dr. Tara Temple – Chair, 5th District/Mangohick
Candice Zimmerman – Vice Chair, 5th District/Mangohick
Veda Fraizer – 2nd District/Sweet Hall & Courthouse
Tim Vaughn – 5th District/Mangohick
Keith Fogg – 5th District/Mangohick
Stacey Davenport – King William County Administrator

The following board members were absent:

None

The following staff members of King William Department of Social Services were in attendance:

Rick Waugh – Director
Candace Carey – Benefit Programs Supervisor
Latoria Carey – Program Coordinator

The following Staff members were absent:

Wanda Ambrose – Administrative Services Manager

A quorum for the meeting was established.

Board Information and Discussion:

- I. Call to Order & Welcome – Chair, Dr. Tara Temple welcomed the Advisory Board members to the meeting. The meeting was called to order at 5:33pm.

County Administrator Stacey Davenport introduced Rick Waugh as the new Director of King William Department of Social Services.

- II. Introductions – County Administrator Stacey Davenport introduced Rick Waugh as the new Director of King William Department of Social Services. Mr. Waugh gave a brief description of his background and a quick summary of his vision and need for DSS transparency to the public and the Board. Today is his first day on the job.
 - Public Comments – Citizen of Aylett, Ms. June Shelton spoke on the challenges she experienced within the DSS agency indicating that with her 2 grandchildren whom she has custody of, getting answers to her questions with her benefit specialist has been difficult and untimely.
- III. Review of prior minutes – Dr. Tara Temple indicated that no minutes were provided and asked if minutes were made of the March 20th 2025 meeting. Minute taker Ms. Latoria Carey indicated she did



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not produce the minutes. Mr. Rick Waugh indicated that Minutes should be prepared within 10 working days after the meeting to allow for timely review, corrections and accurate recall of discussion points. Rick Waugh also indicated that today's minutes and the minutes from the March 20th 2025 meeting will be provided before the end of June.

IV. Statistical and Budget Report

- a. Finance – (given by Director Rick Waugh in place of absent Wanda Ambroase): Agency has used \$178776.46 or 48.44% usage of local County Funds for FY 25 (as of latest report 3/31/25).
 - i. Total County appropriation is \$369,085.
 - ii. Administration appropriation used is 56.66%
 - iii. Assistance appropriation used is 57.13%
 - iv. Purchase of Service appropriation used is 5.6%

Mr. Rick Waugh indicated that some of the benefit numbers of applications received are misleading as some of the numbers may be duplicated in some of the reports.

Informed that budget by BOS didn't get passed on the 12th for DSS – indicating the Board asked for an extension. The BOS meets next week to discuss further.

- b. Benefit Programs – Given by Candace Carey
 - i. Crisis program is now completed. Reported several overdue Crisis applications were misplaced or processed late resulting in local money having to be used.
 - ii. Two new employees joined benefits team earlier this month and starting June 1st. No prior benefit experience.
 - iii. Still posted for 2 more BPS staff and a Self Sufficiency specialist.
 - iv. Went over benefit numbers. Mr. Rick Waugh indicated that some of the benefit numbers of applications received are misleading as some of the numbers may be duplicated in some of the reports.
 - v. Ms. Candace Carey and Ms. Michelle Hunt attended BPRO Conference on April 29th.
- c. Family Services – Given by Stacey Davenport
 - i. Caroline County did not extend their Family Service agreement beyond April.
 - 1. New Kent DSS has agreed to stay on from May through August unless a Family Services Supervisor is hired on by then.
 - 2. Family Services is the weakness of the agency; currently interviewing and recruiting to hire for positions.
 - ii. New Kent has agreed to provide training for our new hires.



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- d. Director's Report – Given by Stacey Davenport
 - i. Stacey introduced Rick Waugh as the new Director of KWDSS – today is his first day.
 - ii. Mentioned the new hire for HSA.
 - iii. Ideas on why DSS can't hire for available services positions due to low starting pay being the major issue and the compensation with the State.
 - iv. Board asked questions on what is going to be done to get things turned around regarding hiring and salary concerns.
 - v. Stacey apologized saying she was sorry that she count oversight DSS more due to her other responsibilities as Administrator.

V. Updates –

- a. The Advisory Board appointment terms expiration dates are provided as follows:
 - i. Veda Fraizer: Sept 2025
 - ii. Dr. Tara Temple: Sept 2026
 - iii. Keith Fogg: Sept 2027
 - iv. Tim Vaughn: Sept 2027
 - v. Candace Zimmerman: Sept 2028

VI. Closing Comments –

- a. The Board personally introduced themselves and welcomed Rick Waugh as the new Director of KWDSS.
- b. Board thanked KWDSS staff for all they do with the limited help provided. Advised to ask the Board at anytime if anything is needed.
- c. Dr. Tara Temple asked Rick to research and define the difference between Administrative Board vs Advisory Board for DSS.
- d. Rick is also asked to find the last bylaws that were approved.

VII. Next Meeting – The next meeting of the King William Social Service Advisory Board will be July 24th, at 5:30 p.m. in the King William County Administrative Building (Board Room).

VIII. Adjournment – There being no further business the meeting was adjourned at 6:49 p.m.