

**CLARKE COUNTY DEPARTMENT OF SOCIAL SERVICES
311 EAST MAIN STREET
BERRYVILLE, VIRGINIA 22611
TELEPHONE (540) 955-3700**

DATE: March 15, 2023
TO: SOCIAL SERVICES BOARD MEMBERS
FROM: JENNIFER PARKER, DIRECTOR
SUBJECT: AGENDA FOR BOARD MEETING

The Clarke County Board of Social Services will meet at the Clarke County Government Center on second floor in Room AB on **Wednesday, March 15, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Approve minutes for February 15, 2023 meeting
 - b. Next meeting date (4/19/23)
 - c. Review expenditures
 - d. Employee Introduction-Lane Carter
 - e. Services report-Toby Austin
 - f. Benefits report- Tiffany Lee
 - g. Director's Update
- 2) Closed Session
- 3) Exit Closed Session
- 4) Adjournment

If you are unable to attend the Board meeting, please call or email to let Jennifer know. Thank you!

Board Minutes
Clarke County Social Services Board

February 15, 2023

In Attendance

Members Present

Gerald Dodson-Chairman
Jim Smith-Member
Barbara Byrd-Member
Laura Dabinett-Member
Doug Lawrence-Member
Maggie Legard-Member
Robin York-Member

Staff Present

Jennifer Parker
Wendy Evans
Toby Austin
Rachael Selman
Tiffany Lee
Claire Spaulding

Call to Order

At 9:31 am, Chairman Dodson called the meeting to order.

Approval of Agenda

Motion by Jim Smith seconded by Barbara Byrd, the Board by voice vote, voted unanimously to approve for the Local Board of Clarke County Social Services Agenda for February 15, 2023.

Approval of Minutes

Motion by Jim Smith seconded by Barbara Byrd, the Board, by voice vote, voted unanimously to approve the January 11, 2023 minutes with the revision to remove Robin York's name and replace it with Jim Smith's for making a motion to adjourn the meeting.

Motion carried.

Adopt all Meeting Dates

A motion by Robin York, seconded by Jim Smith, the Board, by voice vote, voted unanimously to continue meeting on the third Wednesday of the month at 9:30.

Services Report

Mr. Austin briefed the Board on the upcoming closure of an Adult Protective Services case. He also discussed the increase in Child Protective Services cases rising from four to ten in just a month. The agency was also in the process of assisting with a courtesy interview for Fairfax. Mr. Austin would be reviewing the agency's intake procedures with staff to ensure proper screening of all referrals.

Benefits Reports

The state is in the process of determining if Interim Reports or Renewals will be processed for SNAP cases to lessen the workload for benefits staff. Tiffany Lee found a potential for one new in home child care provider in Clarke County. Staff is still learning of what procedures will be followed with the unwinding. They are expected to receive an additional 20-30 extra renewals a month. Staff will have one year to complete overdue renewals. Fraud will not be evaluated for any claims in the past but will begin in March.

Director's Update

Lane Carter was hired as the new Human Services Assistant. Lane will be assisting at the front desk and has enough experience to also register applications and help the benefits department as they begin new processes.

The agency will post the Family Services Specialist I position and begin hiring towards the end of February.

All staff will participate in Crisis Intervention Training with Chief White.

People Inc want to become more present in Clarke County and will present to the Board of Supervisors in July.

Sinclair Health Clinic took a tour of the old DG Cooley building as an option for temporary set-up.

The FY24 Comp Plan will soon be revised to reflect the potential 7% increase for government employees. This would take effect July 1st, 2023. Ms. Parker is also going to lower the probationary increase from 5% to 3%.

Adjournment

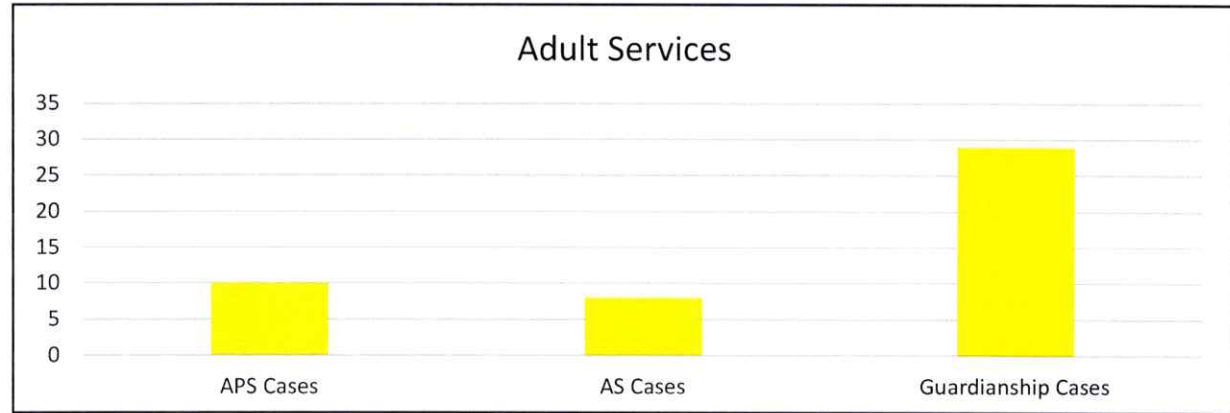
The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Barbara Byrd, seconded by Doug Lawrence, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:30 am. to reconvene on March 15, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director  _____

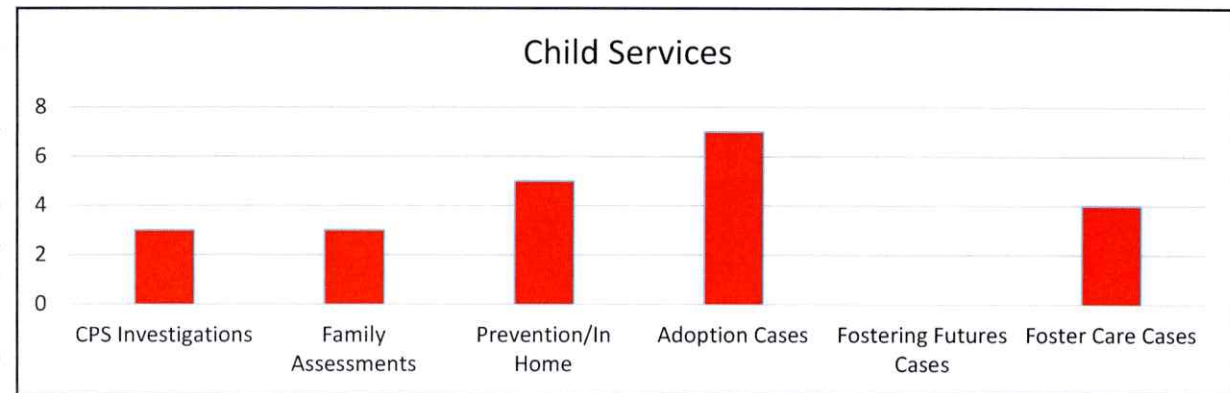
Gerald Dodson, Chairman _____

As of 03/09/2023

| | | |
|--------------------|----|----|
| APS Cases | 10 | 13 |
| AS Cases | 8 | 7 |
| Guardianship Cases | 29 | 29 |



| | | |
|-------------------------|---|----|
| CPS Investigations | 3 | 10 |
| Family Assessments | 3 | 3 |
| Prevention/In Home | 5 | 4 |
| Adoption Cases | 7 | 7 |
| Fostering Futures Cases | 0 | 0 |
| Foster Care Cases | 4 | 4 |
| IL Case (Indept) | 1 | 0 |
| Courtesy Interviews | 0 | 1 |
| Conflict Cases | 0 | 0 |



| | APS | AS | Guardian | CPS/INV | FA | In Home | Adoption | Foster F | Foster C | | |
|-----------------------|----------|------|----------|---------|------|---------|----------|----------|----------|---|---|
| Michael "Toby" Austin | S. Super | IL-1 | 10 | 8 | 29 | 0 | 1 | 2 | 7 | 0 | 4 |
| Sarah Mitchell | CPS III | | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 |
| Sarita Emmons | APS/AS | | 10 | 8 | 29 | 0 | 0 | 0 | 0 | | 0 |
| Tucker-Ryan | FC/In Ho | | 0 | 0 | 0 | 1 | 2 | 5 | 0 | 0 | 4 |
| Difficult Cases | LB/AR | | | AFCAR | FUND | | | | | | |

**Feb-23
Intake Applications**

| Worker | SNAP | SN/MC | MC | TN | SN/TN | TN/MC | ABD | LTC | SN/MC/TN | CC | EAP | Total Apps |
|--------------|------|-------|----|----|-------|-------|-----|-----|----------|----|-----|------------|
| Katie | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Tiffany | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Cortney | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 18 |
| Danyale | 1 | 0 | 2 | 0 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 8 |
| Wendy | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Total | | | | | | | | | | | | 35 |

Case Load

| Worker | SNAP | MC | TANF | EAP | CC | LTC | IV-E | Work Load | Case Load |
|---------|------|-----|------|-----|----|-----|------|-----------|-----------|
| Katie | 92 | 332 | 0 | 54 | 0 | 0 | 6 | 484 | 404 |
| Tiffany | 86 | 297 | 19 | 0 | 15 | 0 | 0 | 417 | 317 |
| Cortney | 51 | 268 | 0 | 23 | 0 | 0 | 0 | 342 | 295 |
| Danyale | 87 | 173 | 0 | 0 | 0 | 73 | 0 | 333 | 263 |
| Wendy | 98 | 260 | 0 | 0 | 0 | 0 | 0 | 358 | 278 |

Renewals

| Worker | SNAP | MC | TANF | CC | Total |
|---------|------|----|------|----|-------|
| Katie | 4 | 0 | 0 | 0 | 4 |
| Tiffany | 3 | 0 | 0 | 1 | 4 |
| Cortney | 4 | 0 | 0 | 0 | 4 |
| Danyale | 2 | 0 | 0 | 0 | 2 |
| Wendy | 2 | 0 | 0 | 0 | 2 |

Interim

A review that occurs at the middle of the certification period

| Worker | Total |
|--------------|-----------|
| Katie | 3 |
| Tiffany | 11 |
| Cortney | 3 |
| Danyale | 1 |
| Wendy | 2 |
| Total | 20 |