

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

**DATE:** April 19, 2023  
**TO:** SOCIAL SERVICES BOARD MEMBERS  
**FROM:** JENNIFER PARKER, DIRECTOR  
**SUBJECT:** AGENDA FOR BOARD MEETING

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The Clarke County Board of Social Services will meet at the Clarke County Government Center on second floor in Room AB on **Wednesday, April 19, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
  - a. Approve minutes for March 15, 2023 meeting
  - b. Next meeting date (5/17/23)
  - c. Review expenditures
  - d. Child Abuse Proclamation
  - e. Employee Introduction- Alex Herrera
  - f. Services report-Jen Parker
  - g. Benefits report- Tiffany Lee
  - h. Director's Update
- 2) 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

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*March 15, 2023*

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In Attendance

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Members Present

Gerald Dodson-Chairman  
Jim Smith-Member  
Barbara Byrd-Member  
Marggie Legard-Member  
Robin York-Member

Staff Present

Jennifer Parker  
Toby Austin  
Rachael Selman  
Tiffany Lee  
Lane Carter

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Call to Order

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At 9:32 am, Chairman Dodson called the meeting to order.

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Approval of Agenda

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

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Approval of Minutes

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Motion by Jim Smith seconded by Robin York, the Board, by voice vote, voted unanimously to approve the February 15, 2023.

Motion carried.

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Services Report

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Sarah Mitchell resigned effective March 13, 2023. Before leaving she closed most of her cases leaving only 2 CPS investigations. Mr. Austin informed the Board of a former foster child who would be getting released from prison in April who would hopefully be eligible to receive a small amount of state funding. This could help the soon to be 21 year old purchase food, clothing, and other basic maintenance supplies. Sarita Emmons was promoted to a Family Services Specialist III and it would be taking effect April 1, 2023.

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Benefits Reports

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Tiffany Lee presented a breakdown of all caseloads for each benefit worker in February. Each worker's caseload was broken into program so the Board could see exact case counts. Ms. Lee also informed the Board that 2,232 Clarke County residents currently receive Medicaid. The benefits department is currently undergoing staffing changes and preparing for the unwinding. Ms. Parker thanked Ms. Lee for her and the rest of the benefit team's continuous dedication to assisting Clarke County residents.

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## Director's Update

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The Child Abuse Prevention event will be held on April 27<sup>th</sup> at Rose Hill Park from 4:00-6:30. The agency will be posting and interviewing for a new Benefit Programs Supervisor, Family Services Specialist II and Benefit Programs Specialist II beginning in mid-March. They would also be searching for a new Fraud worker.

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## Closed Session Pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board

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At 10:22 am, Gerald Dodson, seconded by Robin York, moved to convene in closed session pursuant to §2.2-3711-(A)(1) Specific Employees or appointees of the Board. The motion carried unanimously with Doug Lawrence and Laura Dabinett absent.

At 10:57 am, with the members of the Board of Social Services being assembled in the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Robin York, seconded by Jim Smith, moved to reconvene in open session. The motion carried unanimously with Doug Lawrence and Laura Dabinett absent.

Chairman Dodson further moved to execute the following Certification of Closed Session:

### CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Social Services of the County of Clarke, Virginia, has convened a closed meeting on March 15, 2023, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board of Social Services of the County of Clarke, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Social Services of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of Social Services of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

Barbara Byrd - Aye  
Laura Dabinett- Absent  
Gerald Dodson - Aye  
Robert York- Aye

Doug M. Lawrence - Absent  
Margaret Legard - Aye  
James Smith-Aye

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## Adjournment

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The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Robin York seconded by Marggie Legard, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:30 am. to reconvene on April 19, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director \_\_\_\_\_

Gerald Dodson, Chairman \_\_\_\_\_



Clarke County  
**DEPARTMENT OF SOCIAL SERVICES**  
311 E. Main St.  
Berryville, VA 22611  
540-955-3700  
Fax: 540-955-3958  
***Child Abuse Prevention Month, 2023***  
***Resolution of Recognition***

**WHEREAS**, every child has the right to safe, healthy, and nurturing environments, with equitable access to resources and opportunities to thrive in their communities; and

**WHEREAS**, during child Abuse Prevention Month, the State Board of Social Services, and the Local Board of Clarke County Department of Social Services, recognizes the courage it takes to raise a child and that all parents and families have the right to be treated with dignity, to have economic stability and to receive the support and knowledge that child rearing demands; and

**WHEREAS**, child abuse is considered to be one of our nation's most serious public health problems, with scientific studies documenting the correlation between the abuse and neglect of children and a wide range of medical, emotional, and psychological, and behavioral disorders; and

**WHEREAS**, child abuse affects 133,775 families in Virginia, documented through reports to local departments of social services. During SFY2022, there were 110 completed reports of child abuse accepted by Clarke County Department of Social Services involving 164 children; and

**WHEREAS**, the Virginia Department of Social Services and local department of social services play an integral role in child abuse prevention, keeping children with their families in their communities, and supporting parents and families to successfully thrive in their communities and prevent entry into foster care; and

**WHEREAS**, Virginia's child welfare stakeholders, through pass through funding to Clarke County Social Services, deliver critical services and supports to strengthen familial protective factors to prevent child abuse through programs such as: home visiting services, primary prevention programs, parent support programs, and other evidenced-based strategies;

**NOW THEREFORE BE IT RESOLVED**, on this 19<sup>th</sup> day of April 2023, the Local Board of Clarke County Department of Social Services does hereby recognize April 2023 as Child Abuse Prevention Month; and

**BE IT FURTHER RESOLVED**, the Local Board of Clarke County Department of Social Services recognizes the critical role that local family services workers play in supporting families in stress and protecting children at risk of child abuse and does commend and thank them for their service; and

**BE IT FURTHER RESOLVED**, the Local Board of Clarke County Department of Social Services does hereby call on community partners and community action agency to plan with their partners to recognize April as Child Abuse Prevention Month by promoting and highlighting programs and actions in the community that support families and safeguard and nurture our children utilizing a variety of activities to include the Virginia child abuse prevention toolkit developed by Families Forward Virginia.

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Gerald Dodson, Chair

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Jennifer Parker, Director

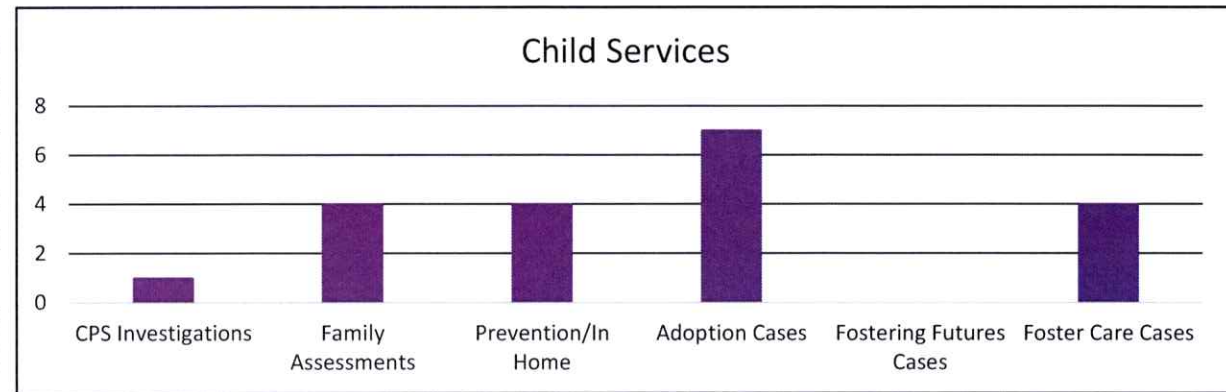
AS of April 12, 2023

APS Cases	3	4
AS Cases	7	14
Guardianship Cases	27	26

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CPS Investigations	1	5
Family Assessments	4	0
Prevention/In Home	4	4
Adoption Cases	7	7
Fostering Futures Cases	0	0
Foster Care Cases	4	4
Courtesy Interviews	0	0
Conflict Cases	0	0



		C/L	APS	AS	Guardian	CPS/INV	FA	In Home	Adoption	Foster F	Foster C
Michael "Toby" Austin	S. Super		20			1	4	4	7	0	4
Alex Herrera	CPS		4	0	0	1	3	0	0	0	0
Sarita Emmons	APS/AS		37	3	7	27	0	0	0		0
Tucker-Ryan	FC/In Ho		12	0	0	0	2	3	3	0	4
Difficult Cases		RL		AV							

## Mar-23

### INTAKE APPLICATIONS

Worker	SNAP	SN/MC	MC	TN	SN/TN	TN/MC	ABD	LTC	N/MC/TI	CC	EAP	Total Apps
Katie	0	10	0	0	0	0	0	0	0	0	0	10
Tiffany	0	10	0	1	0	0	0	0	0	0	0	11
Cortney	0	9	0	0	0	0	0	0	0	0	3	12
Danyale	0	2	0	0	0	0	0	8	0	0	0	10
Wendy	0	0	0	0	0	0	0	0	0	0	0	0
total		31		1				8	0	0	0	43

### Case Load

Worker	SNAP	MC	TANF	EAP	CC	LTC	IV-E	Work Load	Case Load
Katie	101	344	0	55	0	0	1	501	413
Tiffany	90	297	19	0	15	0	0	421	317
Cortney	53	269	0	20	0	0	0	342	295
Danyale	87	247	0	0	0	0	0	334	263
Wendy	101	273	0	0	0	0	0	374	290
total	432	1430	19	75	15		1	1972	1578

### Renewals

Worker	SNAP	MC	TANF	CC	Total
Katie	3	0	0	0	3
Tiffany	4	0	0	0	4
Cortney	4	0		0	4
Danyale	2	0	0	0	2
Wendy	0	0	0	0	0
total	13				

### Interim

A review that occurs at the middle of the certification period

Worker	SNAP
Katie	7
Tiffany	5
Cortney	4
Danyale	7
Wendy	2
total	25