

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

DATE: May 17, 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, May 17, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Approve minutes for April 19, 2023 meeting
 - b. Next meeting date (6/21/23)
 - c. Review expenditures
 - d. Services report-Toby Austin
 - e. Benefits report- Tiffany Lee
 - f. LDSS Compensation Plan 2023-2024
 - g. 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

April 19, 2023

In Attendance

Members Present

Gerald Dodson-Chairman

Jim Smith-Member

Barbara Byrd-Member

Marggie Legard-Member

Robin York-Member

Doug Lawrence-Member

Laura Dabinett-Member (phone)

Staff Present

Jennifer Parker

Toby Austin

Tiffany Lee

Alex Herrera

Call to Order

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

Approval of Agenda

Motion by Robin York seconded by Barbara Byrd, the Board by voice vote, voted unanimously to approve for the Local Board of Clarke County Social Services Agenda for April 19, 2023.

Approval of Minutes

Motion by Robin York seconded by Marggie Legard, the Board, by voice vote, voted unanimously to approve the March 15, 2023.

Motion carried.

Child Abuse Proclamation

Motion by Robin York seconded by Doug Lawrence, the Board, by voice vote, voted unanimously to approve the Child Abuse Proclamation.

Services Report

Toby Austin introduced the new CPS Worker, Alex Herrera. Alex came to the agency from the Juvenile Detention Center with a bachelor's in criminal justice and is currently working on her Masters. She is listed as the secondary worker on some CPS cases and is in the process of completing her training. There were no drastic increases or decreases in case numbers since March.

Benefits Reports

Tiffany Lee shared that the unwinding process had begun, and the Benefits team had started working May renewals in April. There were discussions of cooking lessons for clients to encourage healthy eating/cooking. This could also help clients budget their monthly SNAP allotments.

Director's Update

Ms. Parker gave an update on security at the agency. Cameras have been purchased and Chris Parker had volunteered to install them. Two monitors would also be installed upstairs and downstairs.

The Child Abuse Prevention event will be held on April 27th at Rose Hill Park from 4:00-6:30.

The state had provided each locality with a small amount of overtime funding for benefit workers. This would give our eligibility team the opportunity to work evenings or weekends and catch up on any work they might feel they feel they have fallen behind on. Each worker has volunteered to take on a few extra hours.

Adjournment

The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Doug Lawrence seconded by Barbara Byrd, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:47 am. to reconvene on May 17, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

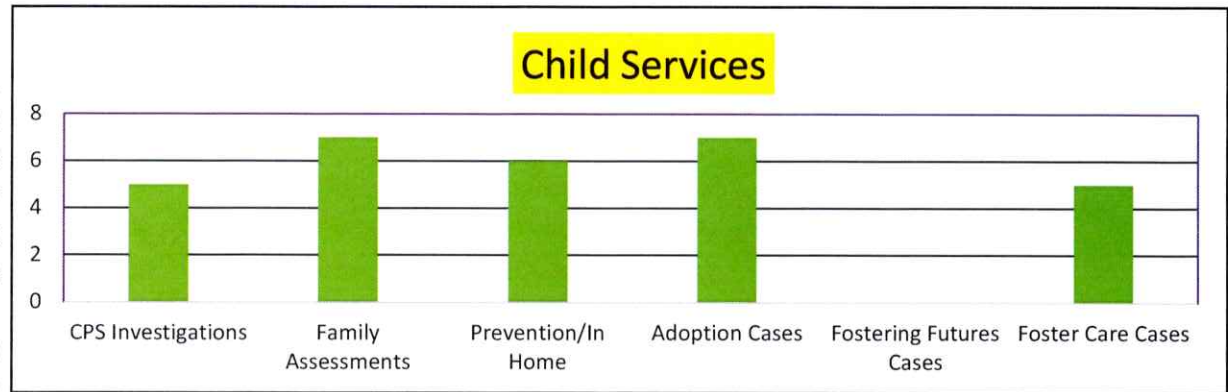
Gerald Dodson, Chairman _____

As of May 12, 2023
Clarke County DSS

APS Cases	2	3
AS Cases	6	7
Guardianship Cases	27	26



CPS Investigations	5	1
Family Assessments	7	0
Prevention/In Home	6	4
Adoption Cases	7	7
Fostering Futures Cases	0	0
Foster Care Cases	5	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	25	2	2		4	3	3	7	0	5
Alex Herrera	CPS	13	0	0	0	4	7	1	0	0	1
Sarita Emmons	APS/AS	33	2	3	27	0	0	1	0		0
Tucker-Ryan	FC/In Ho	12	5	0	0	1	4	3	0	0	4
Difficult Cases			KK	RR							

Apr-23

INTAKE APPLICATIONS

Worker	SNAP	SN/MC	MC	TN	SN/TN	TN/MC	ABD	LTC	SN/MC/TI	CC	EAP	Total Apps
Katie	3	2	1	0	0	0	0	0	0	0	0	6
Tiffany	3	2	2	2	0	0	0	0	0	1	0	10
Cortney	4	2	0	0	0	0	0	0	0	0	0	6
Danyale	0	0	0	0	0	0	8	3	0	0	0	11
Wendy	0	0	0	0	0	0	0	0	0	0	0	0
total	10	6	3	2	0	0	8	3	0	1	0	33

Case Load

Worker	SNAP	MC	TANF	EAP	CC	LTC	IV-E	Work Load	Case Load
Katie	93	346	0	0	0	0	0	439	359
Tiffany	85	304	18	0	16	0	0	423	327
Cortney	52	273	0	0	0	0	0	325	278
Danyale	91	174	0	0	0	75	0	340	266
Wendy	98	275	0	0	0	0	0	373	291
total								1900	1521

Renewals

Worker	SNAP	MC	TANF	CC	Total
Katie	5	17	0	0	22
Tiffany	4	12	2	0	18
Cortney	0	13	0	0	13
Danyale	3	5	0	0	8
Wendy	3	5	0	0	8
total	15	52	2	0	69

Interim

A review that occurs at the middle of the certification period

Worker	SNAP
Katie	9
Tiffany	9
Cortney	12
Danyale	2
Wendy	8
total	40