

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

DATE: June 21, 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, June 21, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Approve minutes for June 21, 2023 meeting
 - b. Next meeting date (7/19/23)
 - c. Review expenditures
 - d. Employee Introduction-Caitlin Williams
 - 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

May 24, 2023

In Attendance

Members Present

Gerald Dodson-Chairman
Barbara Byrd-Member
Robin York-Member
Doug Lawrence-Member
Laura Dabinett-Member (phone)

Staff Present

Jennifer Parker
Toby Austin
Tiffany Lee
Rachael Selman

Call to Order

At 9:37 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 May 24, 2023.

Approval of Minutes

Motion by Doug Lawrence seconded by Robin York, the Board, by voice vote, voted unanimously to approve the April 19, 2023 minutes.

Motion carried.

Services Report

Sarita Emmons is in the process of spending down APS and AS funding for the current fiscal year. June 1st, a new In-Home Services worker will start from Rappahannock who is fully trained. They will be able to carry a full caseload allowing Tucker Ryan to focus solely on Foster Care. Alex Herrera is currently listed as secondary on most cases and is still training in CPS.

Ms. Parker recognized the services team for working together during a particularly difficult CPS case in the beginning of May.

Benefits Reports

Caitlin Williams started as the new Benefit Programs Specialist II from Warren County on May 22nd. She will be assisting Tiffany with training and case readings/authorizations. With the PHE ending, Tiffany explained that staff had been given strict guidance not to close any cases until the end of May. The workers were giving clients notice before cut-off.

FY 24 Compensation Plan

Ms. Parker presented the FY24 Compensation Plan. The only changes made was the decrease in probationary increases to 3% and the critical skills decrease to 3%.

Motion by Doug Lawrence seconded by Robin York, the Board, by voice vote, voted unanimously to approve the FY24 Compensation Plan.

Director's Update

The agency has purchased the security cameras and are currently waiting on installation. Signs will be posted informing clients and staff that recording is in progress. Ms. Parker also briefed the Board that the agency now has a special emergency text alert for all staff that Lane Carter will be responsible for.

Human Services Assistant III, Tina Maseda's last day is May 26th. This led to a discussion of exit interviews which the state does not allow. The Board reminded Ms. Parker to let staff know that they are available.

Ms. Parker proposed a new organizational chart. This plan would eliminate the Administrative Services Manager role and create an Assistant Director. The Board requested a job description of an Assistant Director before the next meeting so they can discuss it further in closed session in June.

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 10:35 am. to reconvene on June 21, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

Gerald Dodson, Chairman _____

