

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

DATE: July 26, 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, July 26, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for June 21, 2023 meeting
 - c. Next meeting date (8/16/23)
 - d. Review expenditures
 - e. Approval of Home Based Care Policy
 - f. Employee Introduction-Danielle Delcid
 - g. Services report-Sarita Emmons
 - h. Benefits report- Tiffany Lee
 - i. Director's Update
- 2) Closed Session
- 3) 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

June 21, 2023

In Attendance

Members Present

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

Staff Present

Jennifer Parker
Toby Austin
Tiffany Lee
Rachael Selman
Mandy Smulik
Caitlin Williams

Call to Order

At 9:30 am, Chairman Dodson called the meeting to order.

Approval of Agenda

Motion by Jim Smith seconded by Robin York, the Board by voice vote, voted unanimously to approve Social Services Board agenda for June 21, 2023.

Approval of Minutes

Motion by Jim Smith seconded by Robin York, the Board, by voice vote, voted unanimously to approve the May 24, 2023 minutes.

Motion carried.

Services Report

Sarita Emmons had brought APS cases down to two and AS cases to 6. Mandy Smulik has taken over the In-Home Services caseload. There are two adoption cases that Mr. Austin is hoping to have completed by the end of summer. Mr. York mentioned the importance of ensuring that citizens knew what each program in Services was intended for. Ms. Parker suggested speaking to the county about rearranging their website to help clients/citizens better navigate each program area.

Benefits Reports

Tiffany Lee explained that many clients are submitting their renewals however the eligibility team has begun closing Medicaid cases. She also gave a quick breakdown of how VIEW funding was spent in FY23. \$50.00 gas cards were purchased for clients to use for transportation to and from work, car repairs were paid for and rental assistance was provided for one client. It was suggested that a class be held on professional etiquette for VIEW clients.

Director's Update

The new Human Services Assistant will be starting July 5th and the Office Associate posting will be posted June 23-June 30.

There will be a full staff meeting on June 30th. The next staff meeting will be at the end of August and the agency will have a "Mental Health Day" where staff participates in Fatigue Compassion Training conducted by another DSS Director. This day will also be used to try some team building exercises and have a staff luncheon.

The agency will be switching cleaning services effective July 1st.

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

At 10:05 am, moved to convene in closed session to discuss personnel matters, as permitted by VA Code §2.2-3711-(A)(1) Specific Employees or appointees of the Board. The motion carried unanimously with Barbara Byrd absent.

At 11:01 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, Jim Smith, seconded by Doug Lawrence, moved to reconvene in open session. The motion carried unanimously with Barbara Byrd 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 June 21, 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 - Absent

Doug M. Lawrence - Aye

Laura Dabinett- Aye

Margaret Legard - Aye

Gerald Dodson - Aye

James Smith-Aye

Robert York- Aye

Adjournment

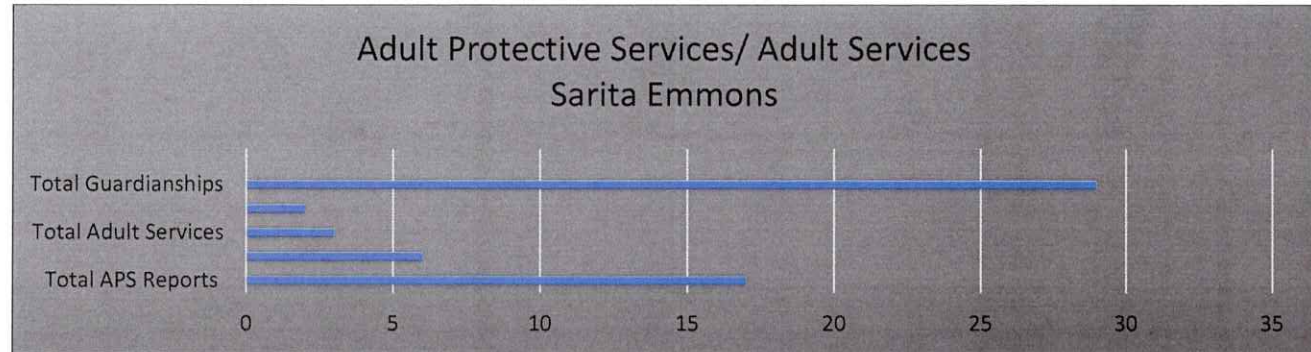
The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Robin York seconded by Jim Smith, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 11:02 am. to reconvene on July 19, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

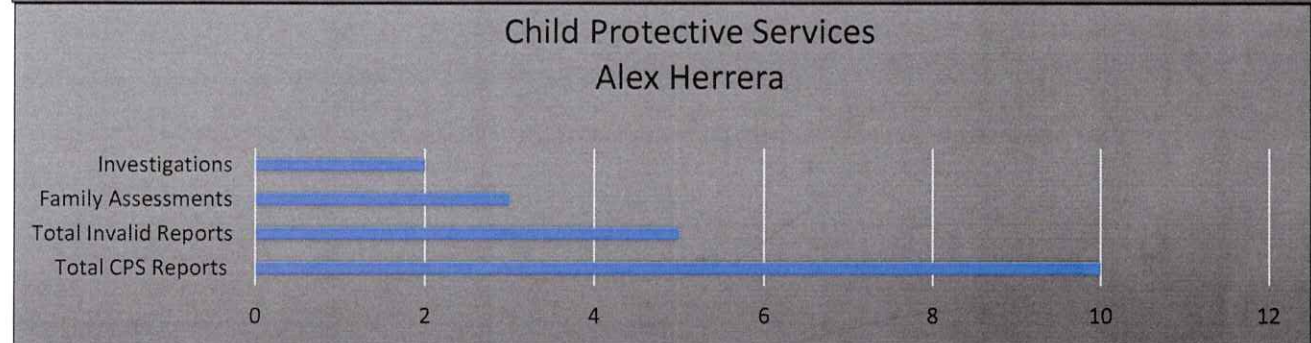
Gerald Dodson, Chairman _____

Clarke County DSS June 2023

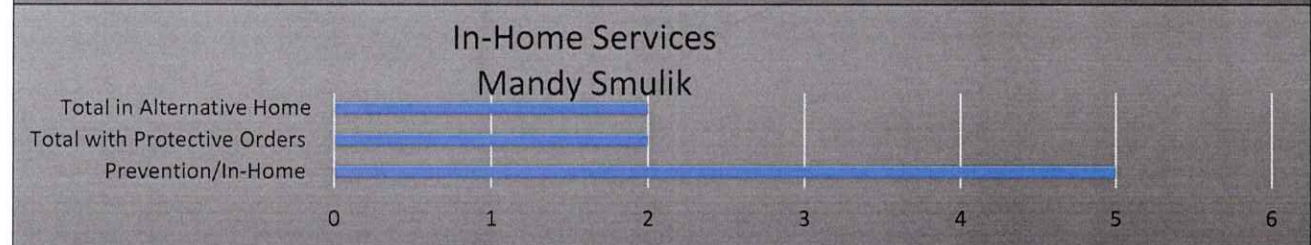
Total APS Reports 17
Total Invalid Reports 6
Total Adult Services 3
Total Screenings 2
Total Guardianships 29



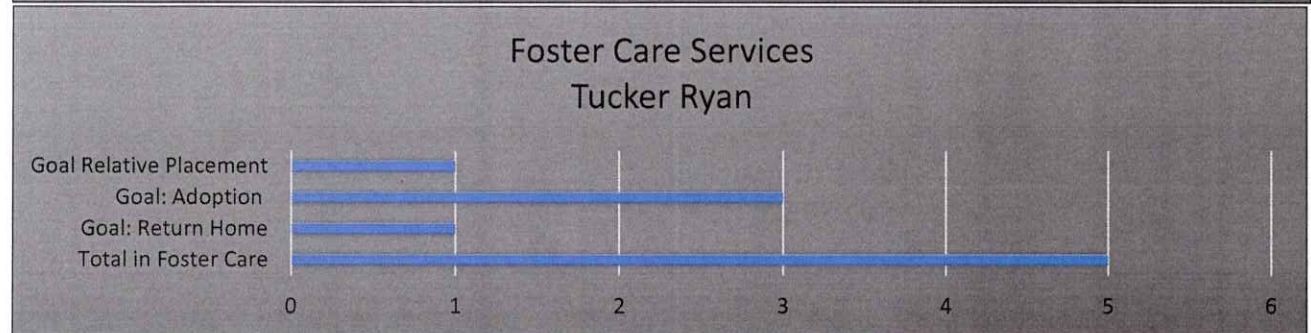
Total CPS Reports 10
Total Invalid Reports 5
Family Assessments 3
Investigations 2



Prevention/In-Home 5
Total with Protective Ord 2
Total in Alternative Hom 2



Total in Foster Care 5
Goal: Return Home 1
Goal: Adoption 3
Goal Relative Placement 1



Adoption Subsidies 7