

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

DATE: August 23, 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, August 23, 2023, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for July 26, 2023 meeting
 - c. Next meeting date (9/20/23)
 - d. Review expenditures
 - e. Services report-Sarita Emmons
 - f. Benefits report- Tiffany Lee
 - g. 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

July 26, 2023

In Attendance

Members Present

Gerald Dodson-Chairman
Doug Lawrence-Member
Laura Dabinett-Member
Jim Smith-Member
Barbara Byrd-Member

Staff Present

Jennifer Parker
Sarita Emmons
Tiffany Lee
Rachael Selman
Danielle Delcid

Call to Order

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

Approval of Agenda

Motion by Jim Smith seconded by Laura Dabinett, the Board by voice vote, voted unanimously to approve Social Services Board agenda for July 26, 2023.

Approval of Minutes

Motion by Jim Smith seconded by Laura Dabinett, the Board, by voice vote, voted unanimously to approve the June 21, 2023 minutes.

Motion carried.

Home Based Care Policy

The Board was presented with the agency's updated Home Based Care policy. Sarita Emmons broke down the policy and how each case is evaluated. \$16.00/hr is written in the policy however the Board requested that previous Board minutes be reviewed before settling on this amount prior to sending the approved policy to state.

Motion by Doug Lawrence seconded by Barbara Byrd, the Board by voice vote, voted unanimously to approve the Clarke County Home Based Care Policy with hourly salary being reviewed.

Services Report

Sarita Emmons presented the Board with a report breaking down case loads for each worker in the month of June. The Board also discussed the difference between valid and invalid reports and what qualifications a report must meet to become valid. Ms. Emmons explained that two adoptions are currently undergoing home studies and should be completed soon. One adoption is on track to be completed by the end of August.

Ms. Parker took a moment to commend and thank Ms. Emmons for all of her assistance during the past couple of weeks.

Benefits Reports

Tiffany Lee shared that the agency had not received any Long Term Care applications in June allowing Danyale Crosen to focus on the Aged, Blind and Disabled applications that were coming in. Energy Assistance began June 15th and Courtney Roloff was processing those applications. The program would continue through August 15th. The eligibility team is currently calling clients to inform them of their cancelled coverage. Ms. Lee will bring closure rates to the August meeting for the Board's review.

Director's Update

The agency will be having a Mental Health Day on August 25th. This will be an agency wide event and will take place at Parks and Rec. The staff will focus on team work, morale and have a training on Compassion Fatigue. Motion by Jim Smith seconded by Laura Dabinett, the Board, by voice vote, voted unanimously to approve closure of the agency on August 25th.

Internal security cameras have been installed at the agency and are up and running. External security cameras will be hung in the fall.

Ms. Parker reached out to Tom Morley of Snowflake, LLC and asked if he could perform a review of workplace conditions with the services team. Mr. Morley provided a contract for the Board's approval.

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

At 10:32 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 Robin York and Marggie Legard absent.

At 11:07 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, Laura Dabinett, seconded by Barbara Byrd, moved to reconvene in open session. The motion carried unanimously with Robin York and Marggie Legard 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 July 26, 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- Aye
Gerald Dodson - Aye
Robert York- Absent

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

Motion by Doug Lawrence seconded by Jim Smith, the Board, by voice vote voted unanimously to approve the proposed contract provided by Snowflake LLC with the addition of County Administrator added to recipient of data.

Motion carried.

Adjournment

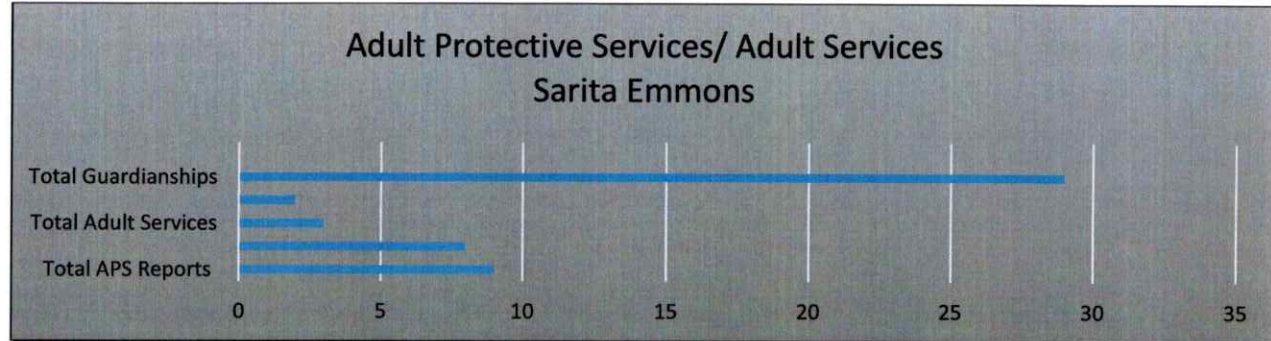
The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Robin York seconded by Jim Smith, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 11:010 am. to reconvene on August 16, 2023 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

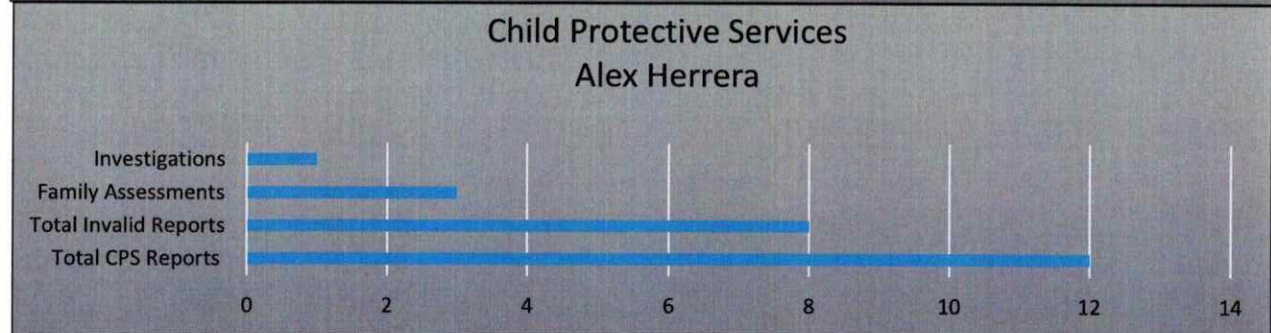
Gerald Dodson, Chairman _____

Clarke County DSS June 2023

Total APS Reports 9
Total Invalid Reports 8
Total Adult Services 3
Total Screenings 2
Total Guardianships 29



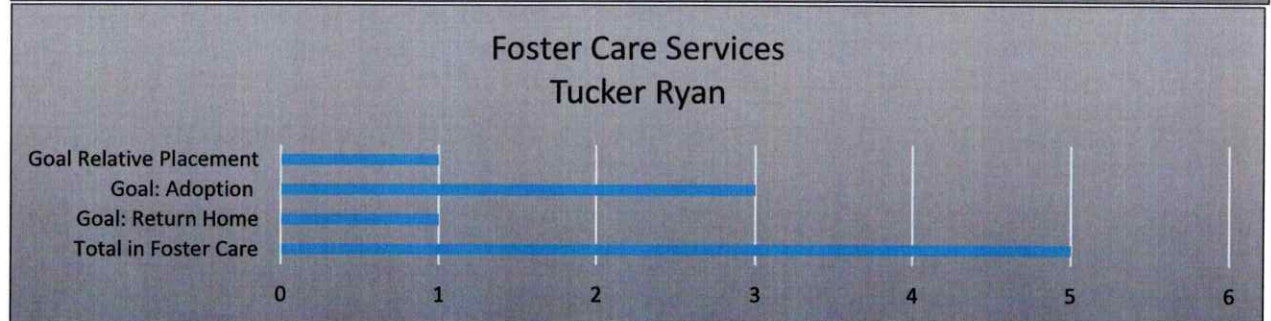
Total CPS Reports 12
Total Invalid Reports 8
Family Assessments 3
Investigations 1



Prevention/In-Home 4
Total with Protective Orders 2
Total in Alternative Home 2



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



Adoption Subsidies 7