

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

DATE: March 20, 2024
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, March 20, 2024 at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for February 21, 2024 meeting
 - c. Next meeting date (4/17/24)
 - d. Review expenditures
 - e. Public Comment
 - f. Employee Introductions
 - i. Christy Ryan
 - ii. Kelli Amoroso
 - g. Services Quarterly Report-Sarita Emmons
 - h. Benefits Quarterly Report-Desiree Minter
 - i. 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

February 21, 2024

In Attendance

Members Present

Gerald Dodson-Chairman
Barbara Byrd-Member
Anne Cushman-Member
Jim Smith-Member
Doug Lawrence-Member

Staff Present

Jennifer Parker
Rachael Selman

Call to Order

At 9:31 am, Chairman Dodson called the meeting to order.

Adoption of Agenda

Addition of Board Appointments

Approval of Agenda

Jim Smith moved to adopt the agenda as amended. The motion carried by the following vote:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Absent
Gerald Dodson-Aye
Doug Lawrence-Aye
Jim Smith-Aye
Robin York-Absent

Board Appointments

Jim Smith nominated Gerald Dodson to serve as the 2024 Chair.

Barbara Byrd moved to close nominations and elect Gerald Dodson as the 2024 Chair. The motion carried as follows:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Absent
Gerald Dodson-Aye
Doug Lawrence-Aye
Jim Smith-Aye
Robin York-Absent

Barbara Byrd nominated Robin York to serve as the 2024 Vice Chair.

Jim Smith moved to close nominations and elect Robin York as the 2024 Vice Chair. The motion carried as follows:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Absent
Gerald Dodson-Aye
Doug Lawrence-Aye
Jim Smith-Aye
Robin York-Absent

Approval of Minutes

Jim Smith moved to approve the minutes of January 17, 2024, as presented. The motion carried by the following vote:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Absent
Gerald Dodson-Aye
Doug Lawrence-Aye
Jim Smith-Aye
Robin York-Absent

Board Bylaws

The Board reviewed the proposed bylaws and revised the Board Protocol Section II. Chris Boies will review these revisions before the Board Protocols can be finalized.

Barbara Byrd moved to approve the Board bylaws as presented. The motion carried as follows:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Absent
Gerald Dodson-Aye
Doug Lawrence-Aye
Jim Smith-Aye
Robin York-Absent

Director's Update

The Benefit and Services departments will be attending the March meeting with their first set of quarterly reports.

Tiffany Lee resigned from her position as Benefit Programs Supervisor and is now working part-time until the eligibility team is fully staffed. Desiree Minter is currently filling in as the temporary supervisor until this position is filled. Brooke McClung resigned effective 2/23/24.

Ms. Parker updated the Board on the ongoing LRT audit. During this review it was discovered that our locality is not reimbursing the additional 12.5% for the 5-hour difference we work from the federal reimbursement of 40 hours. Although the agency has always worked 35 hours, the new human resource system is making it easier to detect which agencies are not working 40 hours. Because of this, effective March 1st, all staff will begin working a 40-hour work week. The locality is also expected to pay back the past-due reimbursement from September-February.

The Services team is holding an Open House on March 1st from 3:00-6:00 to meet community partners and allow the new staff to build relationships.

The annual Family Fun Event is set for April 25th.

Benefit Programs Specialist Month is in February and the staff is showing their appreciation by hosting a breakfast on February 29th as well as giving out gift cards to each of the benefit workers.

Employee of the Quarter will be introduced at the Agency Staff Meeting on February 29th. Staff can nominate their peers by the 15th of the last quarter month. The winner will get a \$25 gift card and an assigned parking spot for three months.

Barbara Byrd moved to approve the Employee of the Quarter program as presented. The motion carried as follows:

Barbara Byrd- Aye

Anne Cushman- Aye

Laura Dabinett-Absent

Gerald Dodson-Aye

Doug Lawrence-Aye

Jim Smith-Aye

Robin York-Absent

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 Anne Cushman, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:27 am. to reconvene on March 20, 2024, at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

Gerald Dodson, Chairman _____

Eligibility Unit Report

March 2024

Applications	Dec-23	Jan-24	Feb-24
SNAP	6	26	33
Medicaid F&C	6	16	16
TANF	0	3	3
Child Care	0	0	2
IV-E	0	1	0
ABD/LTC Medicaid	6	9	8

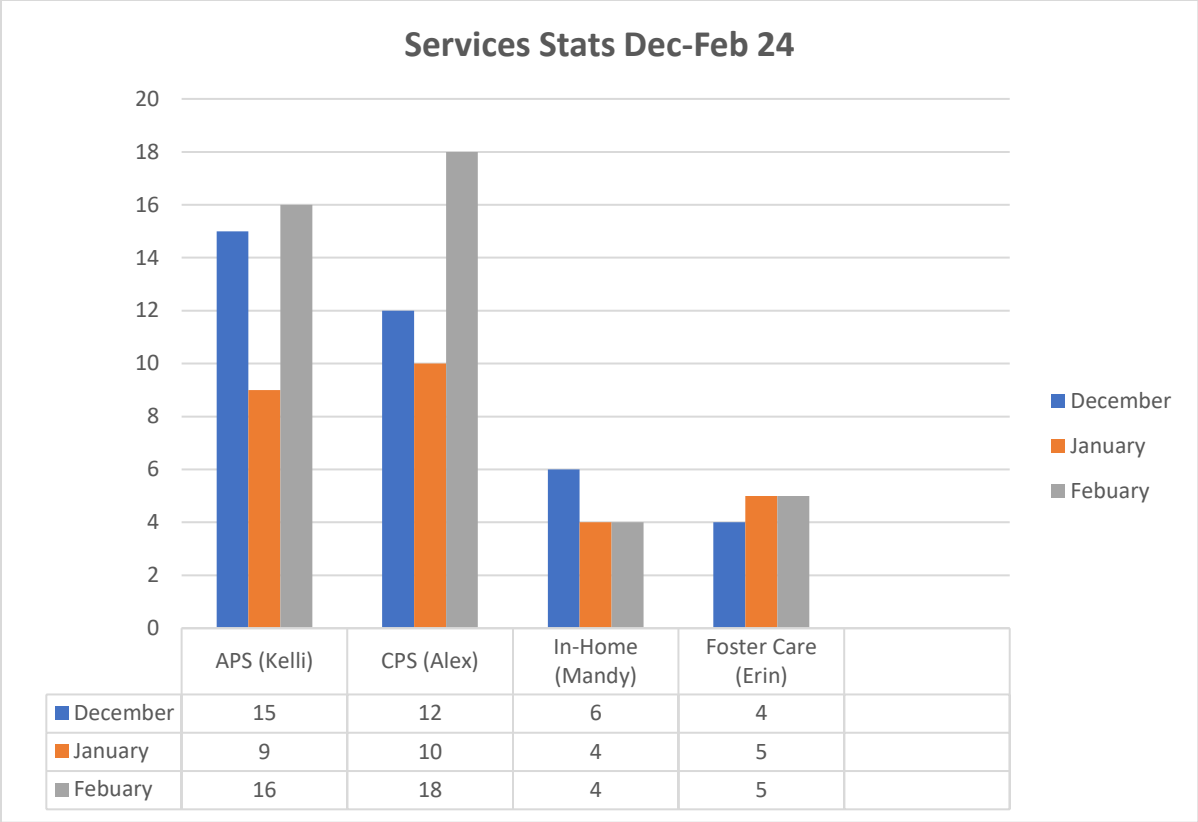
Staff training: On March 5, 2024, the Northern Regional SNAP Consultant provided in-person training on the reimplemented Work Registration and Work Requirement.

*Caseloads are currently being looked at.

** The former caseload of Brooke McClung has been reassigned to new staff member Jessica Lucas-Hartman. Jessica's final caseload will be a mix of cases held by Tiffany Lee and Brooke McClung.

***The SNAP and Medicaid cases formerly handled by Cortney Roloff have been assigned to Desiree Minter.

****Caseloads will be finalized once all new staff have started, and outstanding case clean-up has been completed.



December APS: Invalid 12 : Valid Reports : 3

January APS: Invalid: 7: Valid Reports: 2

February APS: Invalid :9 : Valid Reports: 7

December CPS : *Invalid CPS Reports: 9 *Family Assessments Opened: 2 * Investigations: 1 Total:12

January CPS: * Invalid CPS Reports: 6* Family Assessments Opened: 4* Total: 10

February CPS * Invalid CPS Reports: 12* Family Assessments Opened: 5* Investigations:1 Total: 18