

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

**DATE:** July 17, 2024  
**TO:** SOCIAL SERVICES BOARD MEMBERS  
**FROM:** JENNIFER PARKER, DIRECTOR  
**SUBJECT:** AGENDA FOR BOARD MEETING

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The Clarke County Board of Social Services will meet at the Clarke County Government Center on second floor in Room AB on **Wednesday, July 17, 2024 at 9:30 am.**

The agenda follows:

- 1) Open Session
  - a. Adoption of Agenda
  - b. Approval of minutes for June 26, 2024 meeting
  - c. Next meeting date (8/21/24)
  - d. Review expenditures
  - e. Public Comment
  - f. Discuss Advisory Board vs. Administrative Board
  - 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

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*June 26, 2024*

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In Attendance

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Members Present

Gerald Dodson-Chairman  
Barbara Byrd-Member  
Anne Cushman-Member  
Doug Lawrence-Member  
Robin York-Vice Chair  
Laura Dabinett-Member

Staff Present

Jennifer Parker  
Sarita Emmons  
Lauren Pierce  
Bethany Collings

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Call to Order

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At 9:37 am, Chairman Dodson called the meeting to order.

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Approval of Agenda

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Robin York moved to adopt the agenda with the amendment of removing Jessica Lucas-Hartman and adding Lauren Pierce as the second Employee Introduction. The motion carried by the following vote:

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

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Approval of Minutes

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Robin York moved to approve the minutes of May 22, 2024, as presented. The motion carried by the following vote:

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

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## Services Report

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In April, both CPS and APS saw an increase in referrals. Guardianship cases continue to be at an all-time high. Foster care currently has 5 children in care with one child set to transfer custody in July, one child on a trial home placement, and child has begun the adoption process. In home services continues to provide critical services to those who meet high risk criteria to prevent future neglect and/or abuse and prevent children from entering foster care. The agency has hired someone for Child Protective Services and she will start on July 15.

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## Benefits Report

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Medicaid continues to be the highest caseload and busiest application program area. In March, the agency received 61 applications for Medicaid. Bethany Collings has joined the agency and is handling the long-term care caseload. Jessica Lucas- Hartman is training for the TANF and childcare caseloads. As of May 31, 2024, the agency has 1,851 benefit program cases, with 1,361 of those being Medicaid.

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## Annual Report Overview

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The Board reviewed the annual report. Mr. Lawrence inquired about the difference in the amount expended in FY 22 and FY23 for LIHEAP. Director explained the figures were correct, and that there were significant differences due to other program funding because of COVID funds. During FY22, LIHEAP was able to pay more in electric and water bills, and often paid larger amounts due to arrears owed on billing. Those programs and funds have now ceased and resulted in much lower expenditures.

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## Director's Update

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Ms. Parker informed the Board that Katie Myers will be receiving the second employee of the quarter award at today's staff meeting. Director noted that Ms. Myers has been a great help during the vacancy of the supervisor in maintaining the reports, due dates, and caseloads.

The recruitment of the supervisor continues but are hoping to allow an employee to try supervising. The agency will be recruiting for a part time benefits worker to support the team during this time.

Mandy Smulik has been promoted to Family Services Specialist IV to support Sarita and the services team and Katie Myers has been promoted Benefit Programs Specialist III to support the benefits team.

The Director then acknowledged Mr. Dodson's years of service to the Board of Social Services and thanked him for his time and commitment to the agency and staff.

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## Adjournment

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The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Doug Lawrence seconded by Robin York, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:35 am. to reconvene on July 17, 2024, at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director \_\_\_\_\_

Chairman \_\_\_\_\_