

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

DATE: August 21, 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, August 21, 2024 at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for July 17, 2024 meeting
 - c. Next meeting date (9/18/24)
 - d. Review expenditures
 - e. Public Comment
 - f. Appointment of Chair
 - g. Appointment of Vice Chair
 - h. Discuss Advisory Board vs. Administrative Board
 - 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

July 17, 2024

In Attendance

Members Present

Anne Cushman-Member
Doug Lawrence-Member
Robin York-Vice Chair
Laura Dabinett-Member

Staff Present

Chris Boies
Jennifer Parker
Rachael Selman

Press Present

Mickey Powell

Call to Order

At 9:32 am, Vice Chairman York called the meeting to order.

Approval of Agenda

Laura Dabinett moved to adopt the agenda as presented. The motion carried by the following vote:

Barbara Byrd- Absent
Anne Cushman- Aye
Laura Dabinett-Aye
Doug Lawrence-Aye
Robin York-Aye

Approval of Minutes

Anne Cushman moved to approve the minutes of June 26, 2024, as presented. The motion carried by the following vote:

Barbara Byrd- Absent
Anne Cushman- Aye
Laura Dabinett-Aye
Doug Lawrence-Aye
Robin York-Aye

Advisory Board and Administrative Board

Chris Boies spoke to the Board concerning the key differences between an Advisory Board and an Administrative Board. Currently, the agency has an Administrative Board whose duties consist of making local policy decisions

with staff input, appointing the local director, reviewing programmatic and personnel performance and authority over local funding from private and public sources. An Advisory Board's duties would include meeting at least four times a year to make recommendations of policy matters, preparing the annual report and showing an interest in and monitoring matters related to public assistance and social services needed by the residents in the locality.

The topic of Advisory and Administrative Boards was originally discussed on July 8th at the Board of Supervisors Personnel Committee monthly meeting. One of the questions raised at the original meeting was, would this benefit the citizens of Clarke County? The County Administrator expressed his thoughts on how he felt an Advisory Board could allow citizens to have a more direct line to assistance if they needed to reach someone about an issue with Social Services. He also expressed that an Advisory Board would shift liability from the Board to the County Administrator.

The Board asked how many agencies currently have an Advisory Board. Based off data from 2020, 51 agencies had Advisory Boards and 63 had Administrative Boards. Out of the surrounding counties, all but Frederick have Advisory Boards.

A question was raised as to whether there would be any financial consequences. Mr. Boies explained that this would not change the financial structure or cost the locality any funding.

Mr. York asked if the shift in Boards could help strengthen Human Resources at the agency. Mr. Boies explained that it could indirectly make a difference, but this would happen more with the deviation of Clarke County Department of Social Services. It has been discussed and can be done but it is recommended that it be done in small parts.

The Board asked if they could hear from other agencies that have made the shift and what their opinion is on the matter. They also asked if they could be provided more information before the next meeting so it can be discussed further.

Director's Update

Peter Van Eck was hired as a part-time Family Services Specialist. He works in Adult Protective Services and his position is funded using the remaining ARPA money.

Hannah Lockhart was hired as the CPS Investigator. She will be in training for the next couple of months and will work closely with Mandy Smulik.

Erin Benton resigned as the Foster Care worker in the beginning of July however Kelli Amoroso is in training to take on the Foster Care case load.

Starting in the last week of July, Jen will meet with each employee to discuss what their goals are moving forward and what they believe the culture of the agency is. After meeting with Mr. York, they both believe it's important to get back to the Strategic Plan and living up to the agency's Mission Statement of becoming an Employer of Choice.

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 Laura Dabinett, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:08 am. to reconvene on August 21, 2024, at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

Robin York, Vice-Chairman _____