

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

DATE: SEPTEMBER 18, 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, September 18, 2024, at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for August 21, 2024, meeting
 - c. Next meeting date (10/16/24) -Need to change due to CSA Conference
 - d. Review expenditures
 - e. Public Comment
 - f. Introduction of New Employees-Hannah Lockhart, Iyana Thomas, Johanna Arauz Ponce de Leon
 - g. Services Update-Sarita Emmons
 - h. Benefits Update-Jen Parker
 - i. Discussion of Retention Strategy
 - j. Discuss Advisory Board vs. Administrative Board
 - k. 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

August 21, 2024

In Attendance

Members Present

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

Staff Present

Jennifer Parker

Call to Order

At 9:39 am, Chairman York called the meeting to order.

Approval of Agenda

Doug Lawrence moved to adopt the amended agenda to add a request by the Director and topic by Chair York. The motion carried by the following vote:

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

Approval of Minutes

Anne Cushman moved to approve the minutes of July 17, 2024, as presented. The motion carried by the following vote:

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

Designation of Board Chair and Vice-Chair

The Board discussed the need to formalize a vote for Chair and Vice Chair of the Social Services Board. Doug Lawrence moved to approve, seconded by Anne Cushman that Robin York serve as Chair of the Social Services Board and Laura Dabinett as Vice-Chair of the Social Services Board.

Advisory Board and Administrative Board

Director provided updates requested regarding questions from last meeting. Director placed question to the League White Board for input from other agencies that had made the change from Administrative to Advisory Boards. Responses included the Advisory Board allowed for “alignment with the County, streamlined processes for deviation, provided a clear path for citizen access, eliminated quorum issues for meetings, and provided support for the Director.” The Director also reported that an additional 3 agencies had switched from Administrative to Advisory Boards since the meeting in August, and that Fredrick will be making the switch in the near future. As requested by the Board, the Director researched and found that only one agency had switched back from Advisory to Administrative but was not given a reason why this occurred.

The Director provided additional information regarding the benefits of an advisory board, including removing the responsibility of budget, program and personnel oversight from administrative board members who may not be as verse in complex budgeting processes as the County Administration team. In addition, having the County Administrator provided direct supervision and support for the Director that would be more accessible than waiting for the monthly board meetings.

After a discussion, Laura Dabinett motioned to approve a vote in support of an Advisory Board at 10:16 a.m. and Barbara Byrd seconded the motion. The vote was tabled until the next meeting after further discussion by Chairman York and Mr. Lawrence.

Chairman York requested additional information regarding the benefits of an administrative board be provided at the next meeting.

Board members discussed the vacancies on the board and how to move forward with those with the ongoing decision. The members agreed it would be best to wait to have new members join the Board until a decision was made regarding the type of board to avoid confusion and unnecessary training. Board members continue to discuss with community members of the possibility of serving on the social services board.

Director's Update

Director briefed Board members on the critical staffing issues facing the Department. Director gave a brief update on continued vacancies and that the benefits team had received another resignation. The services team continues to recruit for the foster care position, and that currently the Director is covering finance due to the loss of the administrative services manager. Director requested to engage Tom Morely of Snowflake Consulting for 10 hours of advising on how to best assess the resources and positions we currently have and to maintain morale during the extreme turnover. Director explained Mr. Morely was willing to provide his services at \$125 per hour. The Director would like to prepare a strategy to maximize retention of senior, seasoned employees and recruitment of new employees for vital positions. The Board opted not to engage Mr. Morely at this time but to explore alternatives for retention. The Board opted to table the discussion and look into providing a lunch or catered meal for staff in the future to help improve morale.

Chairman's Comments

Chairman York stated he had been preparing the Director's performance evaluation as it was overdue. This would be an interim evaluation and a full evaluation would need to be done in January 2025. Chairman York reported he had been consulting with County Administrator Chris Boies for input. He asked the board members if they would like to review or have any input on this interim evaluation. The Board members agreed he could move forward with Mr. Boies for the interim evaluation for the Director.

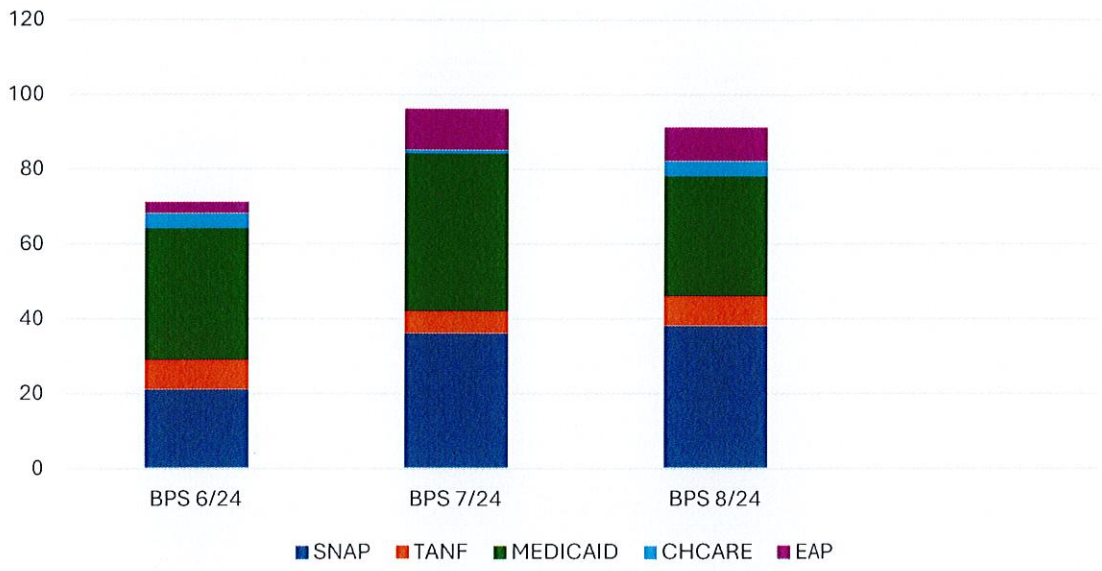
Adjournment

The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Doug Lawrence seconded by Barbara Byrd, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:49 am. to reconvene on September 18, 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 _____

Benefit Programs Applications Received 6/24-8/24



6/2024

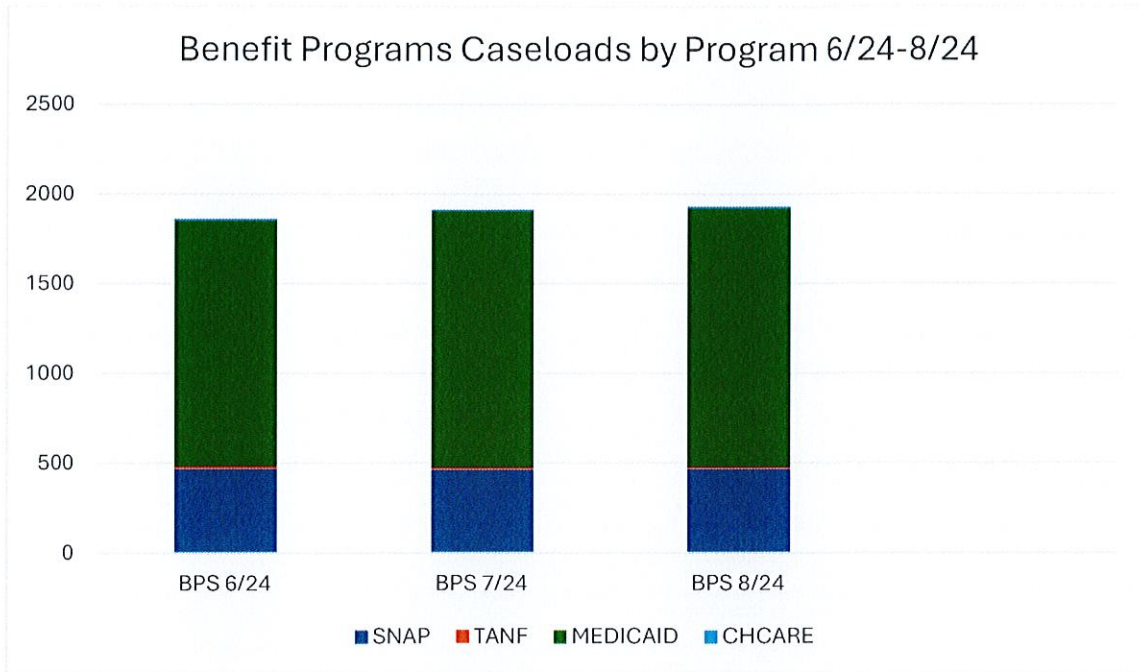
ChildCare-4
 SNAP-21
 Medicaid-35
 TANF-8
 EAP-3

7/2024

ChildCare-1
 SNAP-36
 Medicaid-42
 TANF-6
 EAP-11

8/2024

ChildCare-4
 SNAP-38
 Medicaid-32
 TANF-8
 EAP-9



6/2024

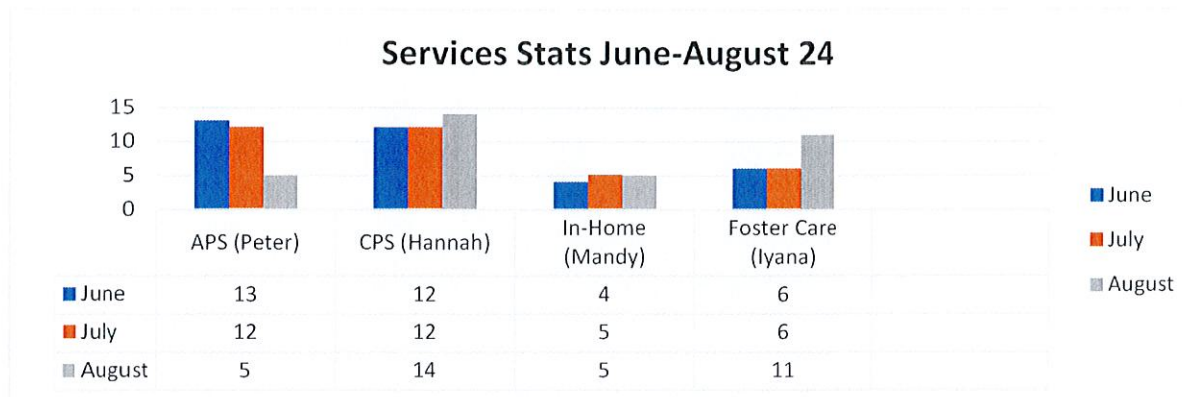
ChildCare-12
 SNAP-466
 Medicaid-1,367
 TANF-14

7/2024

ChildCare-12
 SNAP-462
 Medicaid-1,425
 TANF-12

8/2024

ChildCare-13
 SNAP-4
 Medicaid-1,439
 TANF-12



Adult Protective Services: (APS)

- June: Invalid 8 : Valid Reports : 5 **Total Reports : 13**
- July: Invalid: 6: Valid Reports: 6 **Total Reports: 12**
- August: Invalid :2 : Valid Reports: 3 **Total Reports 5**

Adult Services:

June: Chore/Companion Services provided to 2 adults. 1 adult with home maintenance/hoarding
August: 2 adult have received services with financial assistance.

- June : 1 **total** Screenings all elected to have services in the home
- July: **5 total** Screenings completed all elected to have services in the home
- August: **2 total** Screenings completed all elected to have services in the home

Guardianships: 39

Child Protective Services: (CPS)

- June: Invalid 8: Valid Reports : 4 **Total Reports: 12** (1 Investigations, 3 Family Assessment)
- July: Invalid 9: Valid Reports: 3 **Total Reports: 12** (2 Investigations, 1 Family Assessments)
- August: Invalid 7: Valid Reports: 7 **Total Reports: 14** (3 Investigation, 4 Family Assessments)

In-Home/ Family Support Cases :

- June: **4** In Home Cases opened as a result of CPS Family Assessments
- July: **5** 1 new cased opened in July
- August: **5** 1 new case opened and 1 case closed in August

Foster Care: **June/** One child entered Foster Care with the goal of Return Home/ **August/** Five Children entered Foster Care , Four sibling children were reunited with their parents.

7 Children are currently in Foster Care

- 5 children with the goal of **Return Home**
- 1 child with the goal of **Adoption** process has started
- 1 child with the goal of **Relative Placement.**

Adoption Subsidies: 8