

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

**DATE:** April 20, 2022  
**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, April 20, 2022 at 9:30 am.**

The agenda follows:

- 1) Open Session
  - a. Approve minutes for March 16, 2022 meeting
  - b. Next meeting date (5/18/22)
  - c. Review expenditures
  - d. Services report
  - e. Benefits report
  - f. Employee Introduction-Tiffany Lee
  - g. FY23 Comp Plan
  - h. Handbook
- 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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*March 16, 2022*

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In Attendance

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Members Present

Gerald Dodson – Chair  
Barbara Byrd-Member  
Laura Dabinett-Member  
Doug Lawrence-Member  
Robert York-Member

Staff Present

Jennifer Parker  
Michael “Toby” Austin  
Rachael Selman  
Wendy Evans  
Danyale Crosen

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Call to Order

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At 9:36 am, Chairman Dodson called the meeting to order.

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Approval of Agenda

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Motion by Robin York seconded by Laura Dabinett, the Board by voice vote, voted unanimously to approve for the Local Board of Clarke County Social Services Agenda for March 16, 2022.

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Approval of Minutes

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Motion by Barbara Byrd seconded by Robin York, the Board, by voice vote, voted unanimously to approve the February 16, 2022 minutes.

Motion carried.

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Employee Introduction

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Ms. Crosen is one of the new Benefit Programs Specialist and is currently in training. She previously worked for Valley Health at the Bariatric Center as a patient navigator.

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Services Report

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The Adult Services worker resigned but there is a currently employee who is expressing interest in this position. Mr. Austin explained that he and Mr. Gerometta are currently sorting through referrals and cases of citizens who do not meet criteria to have an official case but the agency is still able to assist. Mr. Austin briefed the Board on Ms. Parker’s MOU with Law Enforcement. The end goal is to have a set protocol in place during emergency situations that will be beneficial to everyone involved, especially the families. One foster child’s placement was disrupted and is being placed in therapeutic foster care.

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Benefits Reports

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Ms. Evans briefed the Board about her three new staff members, one being an extra employee to help with the influx of Medicaid renewals/calls that would be occurring in the near future. SNAP allotments are to continue until June. Ms. Evans is scheduled to participate in a Readiness call on March 24 and is hoping to receive more information at that time regarding the changes in benefit programs. In February, the agency completed 23

SNAP applications, 13 Medicaid, 2 ABD, 5 Long Term Care and 5 TANF applications. The agency is expecting to see more VIEW referrals with the new Self-Sufficiency Specialist, Tiffany Lee.

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### Annual Report

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Ms. Parker provided the Board a copy of the first Annual Report for FY21. The report provides a breakdown of each state budget line and how much was spent in each line, how many clients were supported and what previous years looked like.

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### FY23 Budget

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The Board was given a copy of the proposed FY23 budget. Ms. Parker explained the State had discussed a five percent increase for State supported employees but they are still receiving clarification as to whether or not that included Local Department of Social Services.

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### Director Update

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Ms. Parker briefed the Board on the agency's involvement in county New Resident Event. The agency is also holding a Family Fun Night on April 27<sup>th</sup> at Rose Hill Park.

The building's interior has been painted and the agency is now waiting on a quote to get the outside of the building power washed.

Ms. Parker is also looking at different options for a new building sign.

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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 Robin York, seconded by Barbara Byrd, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 11:05 a.m. to reconvene on April 20, 2022 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

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

Gerald Dodson, Chairman \_\_\_\_\_