

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

DATE: May 18, 2022
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, May 18, 2022 at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Approve minutes for April 20, 2022 meeting
 - b. Next meeting date (6/15/22)
 - c. Review expenditures
 - d. Services report
 - e. Benefits report
 - f. Employee Introduction-Tiffany Lee
 - g. 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

April 20, 2022

In Attendance

Members Present

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

Staff Present

Jennifer Parker
Michael “Toby” Austin
Rachael Selman
Wendy Evans
Linda Grosholz

Call to Order

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

Approval of Agenda

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 April 20, 2022.

Approval of Minutes

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

Motion carried.

Employee Introduction

Ms. Grosholz is Benefit Program Specialist II who came to the agency two years ago. She started at Frederick County Social Services as a Human Services Assistant and worked there for nine years.

Services Report

Mr. Austin explained there were more Adult Services cases coming in and more Covid funds were being used to purchase wheelchair ramps and hospital beds. Mr. Austin and the rest of the services team are working hard on expanding partnerships with community resources. The services team was also the second highest agency in the state with opening in home services cases. Justin Gerometta was able to figure out that eight citizens were able to be assisted by social services even though they did not qualify for services by taking advantage of local resources.

Benefits Reports

Ms. Evans informed the Board that case counts were on track with the previous month. On June 15th, cooling assistance will begin. During a recent readiness call, staff was informed that a letter was mass mailed to all Medicaid recipients asking for updated demographic information. This will help pave the way for when the

Public Health Emergency ends and agencies will be required to process renewals. The two newest Benefit Program Specialist are currently enrolled in Medicaid and VaCMS training and will be taking on a small caseload once these are completed. Tiffany Lee is continuing to reach out to new vendors and resources to help VIEW/TANF clients.

Comp Plan

Ms. Parker informed the Board that although the State had not approved their budget the county was able to approve theirs and the six percent increase for employee salaries was approved. The agency's Comp Plan was not revised from the previous year however Ms. Parker did explain that she would like to decrease the probationary increase to three percent in the next fiscal year. Motion by Barbara Byrd seconded by Robin York, the Board, by voice vote, voted unanimously to approve the FY 23 Compensation Plan.

Strategic Plan

The last strategic session will be held on April 29th at 9:30. Mr. Morley and Ms. Parker will send out reports and more information as the date gets closer.

Update

Mr. Lawrence informed the Board that at the Board of Supervisors meeting, Chris Boies was designated by the Board of Supervisors to be the County's ADA Coordinator. He will be the point of contact for individuals with disabilities to make requests, accommodations or file complaints.

Adjournment

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 10:36 a.m. to reconvene on May 18, 2022 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

Gerald Dodson, Chairman _____