

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

**DATE:** November 16, 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, November 16, 2022 at 9:30 am.**

The agenda follows:

- 1) Open Session
  - a. Approve minutes for October 19, 2022 meeting
  - b. Next meeting date (12/21/22)
  - c. Review expenditures
  - d. Services report
  - e. Benefits report
  - f. Director's Update
- 2) Closed Session
- 3) Exit Closed Session
- 4) 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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*October 19, 2022*

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In Attendance

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Members Present

Gerald Dodson-Chairman  
Robin York – Vice Chair  
Jim Smith-Member  
Maggie Legard-Member  
Barbara Byrd-Member  
Doug Lawrence-Member  
Laura Dabinett-Member

Staff Present

Jennifer Parker  
Wendy Evans  
Rachael Selman  
Tucker Ryan

Others

Cindy Avennire

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Call to Order

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At 9:33 am, Chairman Dodson called the meeting to order.

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Approval of Agenda

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Motion by Barbara Byrd seconded by Jim Smith, the Board by voice vote, voted unanimously to approve for the Local Board of Clarke County Social Services Agenda for October 19, 2022 with the amendment of adding a closed session.

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Approval of Minutes

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Motion by Jim Smith seconded by Robin York, the Board, by voice vote, voted unanimously to approve the September 21, 2022 minutes.

Motion carried.

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Services Report

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Mr. Austin and Ms. Parker are preparing for the CFSR on December 6<sup>th</sup> and 7<sup>th</sup>. This is an in-depth and comprehensive audit of services provided. Adult Services has seen an increase in reports with there being five valid APS reports in one day. Two foster children were sent to live with their grandparents and no other changes were seen in cases or case numbers.

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Benefits Reports

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Wendy Evans reported that fuel assistance had started on October 11<sup>th</sup>. The state also had implemented a new water and sewer assistance program that clients could apply for through the agency but the State would run eligibility. The Public Health Emergency has been extended through January 2023.

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## CFW Presentation

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Cindy Avennire from CFW presented her most recent quarterly statistics. She explained that out of six children referred to CFW from Clarke County, two of those required placement and two of those were placed in regular CFW foster homes. CFW also processes Clarke County's ICPCs which are out of state placement home studies. Cindy briefed the Board on her team's attempts to retain foster families and recruit new ones. She asked for any ideas on areas in Clarke County she could visit to recruit more families and it was suggested she get in contact with Felicia Hart.

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## Director's Update

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Ms. Parker briefed the Board on this year's Holiday Program. She gave a quick update on the Strategic Plan. Employee surveys were being sent out that day and staff were still attending various food banks, pantries and FISH to offer more services to areas that aren't receiving assistance.

Ms. Parker asked the Board to advertise for a part-time office associate II. This would allow the Human Services Assistant III to better assist services with transports, documentation and other clerical tasks. Motion by Barbara Byrd seconded by Laura Dabinett, the Board by voice vote, voted unanimously to approve the addition of an Office Associate II to the agency personnel.

It was also requested that the agency close at 3:00 pm on November 18, 2022 for a staff and Board Thanksgiving. Motion by Doug Lawrence seconded by Robin York, the Board by voice vote, voted unanimously to approve the agency close early 11/18/22.

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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 Barbara Byrd, seconded by Marggie Legard, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 11:05 am. to reconvene on November 16, 2022 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

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

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