

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

**DATE:** December 21, 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, December 21, 2022 at 9:30 am.**

The agenda follows:

- 1) Open Session
  - a. Approve minutes for November 16, 2022 meeting
  - b. Next meeting date (1/18/23)
  - c. Review expenditures
  - d. Services report
  - e. Benefits report
  - f. 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

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*November 16, 2022*

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In Attendance

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Members Present

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

Staff Present

Jennifer Parker  
Toby Austin  
Rachael Selman

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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 Jim Smith seconded by Robin York, the Board by voice vote, voted unanimously to approve for the Local Board of Clarke County Social Services Agenda for November 16, 2022.

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Approval of Minutes

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Motion by Jim Smith seconded by Laura Dabinett, the Board, by voice vote, voted unanimously to approve the October 19, 2022 minutes.

Motion carried.

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Services Report

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Starting in December, Adult Services worker, Sarita Emmons, will begin visiting each guardianship case once a month. The services report will now include referrals and “difficult cases” in its statistics. Sarah Mitchell was promoted to a Family Services Specialist III effective November 1<sup>st</sup>.

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Benefits Reports

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Jen Parker presented for Wendy Evans and informed the Board that the Public Health Emergency was extended to January. Cortney Roloff was currently attending SNAP training which would allow her to carry a larger case load. Katie Myers is attending IV-E training and is hoping to carry the IV-E caseload starting in January.

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Director's Update

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Ms. Parker briefed the Board on the staff’s holiday plans and the Board discussed plans for a staff Christmas party.

A mid-year report would be available to the Board at the December Board meeting with a breakdown of budget lines.

Beginning in January, the staff will begin using Microsoft Teams and Planner to work through new Strategic Plan tasks. The agency is currently attending FISH weekly, participating in various food distributions, and allowing DARS and United Way to come to the agency once a month. Clarke County DSS was also chosen as a 2Gen Pilot agency that will begin in January. The goals of a 2Gen agency mimic the strategic plan. Employee surveys have been conducted and are currently being reviewed. Chris Boies agreed to allow the agency to install extra lighting and cameras around the building to ensure staff safety.

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### Closed Session Pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board

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At 10:05 am, Barbara Byrd, seconded by Jim Smith, moved that the Board of Social Services enter closed session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board. All voted in favor.

At 10:46 am, the members of the Board of Social Services being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Barbara Byrd, seconded by Robin York, moved to reconvene in open session. All voted in favor.

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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 Robin York, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 11:05 am. to reconvene on December 21, 2022 at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

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

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