

# **AGENDA**

*Advisory Board Winchester Department of Social Services  
Thursday, November 20, 2014, 4p.m.  
24 Baker Street, Winchester, VA 22601*

## **Call to Order**

**Approval of Minutes**  
*September 25, 2014*

## **Announcements**

## **Staff Report**

### **Management Team Report**

*Family Services Team—Jaimi Lineberg  
Child Protective Services Team—Sarah Wingfield  
Benefit Programs Team--Cindy Cooper & Vicki Whitmore  
Self Sufficiency Team-- Georjean Coco  
Administration Team-- Nancy Valentine*

*Social Services Vacancy Report  
Social Services Food Pantry  
Social Services Heater Fund Update  
McCrary Fund*

## **Board Activities**

*Public Relations  
Adoption Awareness Month—November 2014*

## **Old Business**

*Foster Care Holiday Giving – Jaimi Lineberg  
Community Partner Awards – Amber Dopkowski*

## **New Business**

*Social Services Annual Report Status Report—Georjean Coco  
Advisory Board Member Term Expirations—Amber Dopkowski  
Adoption Awareness Month Presentation – Jaimi Lineberg  
Dispelling the Myths of Social Services – Management Team*

## **Date and Location of Next Meeting**

*January 22, 2015, 4pm, Winchester Social Services*

## **Adjournment**

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, September 25, 2014

**Members Present:** Betty Curtis, Eden Freeman, Marie Imoh, Rex Marshall, Nathaniel Prezzy, Karen Shipp, Les Taylor

**Members Absent:** Tricia Stiles, Kathy Tagnesi, Patrick Wingfield

**Staff/Guests:** Amber Johnson (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cocper (WDSS Benefits Supervisor), Vicki Whitmore (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Supervisor), Connie Greer (WDSS Fiscal Assistant), Dave Stegmaier (Director of Community Outreach, U.S. Representative Frank Wolf's office)

**RECAP OF BOARD VOTES:**

**Motions:**

Motion to Adopt Minutes of June 26, 2014 Advisory Board Meeting

Motion to accept Community Partner Award Nominations for 2015

Motion to adjourn Advisory Board Meeting

**Action:**

1<sup>st</sup>: Betty Curtis

2<sup>nd</sup>: Les Taylor

1<sup>st</sup> Les Taylor

2<sup>nd</sup> Marie Imoh

1<sup>st</sup>: Eden Freeman

2<sup>nd</sup>: Betty Curtis

**Status:**

Approved

Unanimously

Approved

Unanimously

Approved

Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Minutes</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 4:00 pm by Nathaniel Prezzy, Chair</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Curtis motioned to approve the July 24, 2014 Meeting Minutes; Mr. Taylor seconded the motion. The motion was approved unanimously.</li> </ul>
<b>Announcements</b>		<ul style="list-style-type: none"> <li>Mr. Prezzy welcomed members and everyone introduced themselves to new Board Member Karen Shipp.</li> <li>Virginia Social Services Commissioner Margaret Shultz to visit Winchester Department of Social Services on October 21, 2014.</li> <li>Upcoming conference October 22, 2014 at 9 a.m. – “Strengthening and Empowering Families Through Community Connections.” More information to come.</li> <li>Local Board Member training on October 9 in Warrenton.</li> <li>Mandated Reporter training on October 28, sponsored by WDSS to be held at the Our Health Campus, Eagle Board room.</li> <li>Santa for Seniors information distributed</li> </ul>
<b>Staff Report</b>	<ul style="list-style-type: none"> <li>Management Team Report</li> </ul>	



**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, September 25, 2014

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>○ Administrative Services</li> <li>• Social Services Staffing Report</li> <li>• Social Services Special Accounts                             <ul style="list-style-type: none"> <li>○ Food Pantry</li> <li>○ Heater Fund</li> <li>○ McCrory Fund</li> </ul> </li> </ul>	<p><i>investigation. There are forty-one VIEW cases and forty-three childcare cases. The Self-Sufficiency team will be administering responsible for the Heating Assistance (Fuel) program. The Cooling Program received two hundred sixty-six applications and paid out \$29,659.28 worth of electric payments.</i></p> <ul style="list-style-type: none"> <li>• No report</li> <li>• <i>The Family Services Specialist IV has started. A candidate has been selected for the Family Services Specialist I. Interviewing is underway for the Self-Sufficiency Specialist. Openings for a part-time Human Services Assistant and a part-time Office Associate are posted.</i></li> <li>• <i>Current Balance \$202.25</i></li> <li>• <i>Current Balance \$231.51; 25 heaters available</i></li> <li>• <i>Current Balance \$198,271.48</i></li> </ul>
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>• PR Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Adoption Awareness month is November 2014. Ms. Lineberg requested volunteers from the Advisory Board to assist her with an adoption reception to take place after the November Advisory Board Meeting. She anticipated two or three meetings may be necessary to organize event.</i></li> </ul>
<b>Old Business</b>	<ul style="list-style-type: none"> <li>• Status of Member Recruitment</li> <li>• Foster Care Holiday Giving</li> </ul>	<ul style="list-style-type: none"> <li>• <i>There are no vacancies on the Advisory Board at this time.</i></li> <li>• <i>Ms. Lineberg talked about the local businesses and organizations that work with Social Services to provide Christmas gifts and stockings for children in foster care and at-risk families in the community. Ms. Lineberg will contact interested</i></li> </ul>

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, September 25, 2014

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>• Community Partner Awards</li> </ul>	<p><i>Board Members to help.</i></p> <ul style="list-style-type: none"> <li>• <i>Ms. Dopkowski will request nominations from WDSS staff members for the next Community Partner award by January Advisory Board meeting. Mr. Taylor motioned to accept nominations for the Community Partner Award for 2015; Ms. Imoh seconded the motion. The motion passed unanimously.</i></li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Mandated Reporting</li> <li>• Comprehensive Services Act (CSA)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Wingfield reviewed the requirements for Mandated Reporters. See attachments.</i></li> <li>• <i>Ms. Farrell provided a brief overview of the Comprehensive Services Act. See attached materials.</i></li> </ul>
<b>Date and Location of Next Meeting/Adjournment</b>	<ul style="list-style-type: none"> <li>• <b>The next Social Service Advisory Board meeting will be Thursday, November 20, 2014, 4:00 pm in the DSS Board Room.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Freeman motioned to adjourn the meeting at 5:00 pm. Ms. Curtis seconded; the motion passed unanimously.</i></li> </ul>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Attachments: Winchester Department of Social Services Advisory Board Meeting September 25, 2014 Presentation  
 Mandated Reporter Brochures

Winchester Department  
of Social Services  
Advisory Board Meeting  
September 25, 2014

People helping people triumph over poverty, abuse and neglect to shape strong futures for themselves, their families and communities.



### Announcements

- Welcome new board member, Karen Shipp!
- Upcoming Conference October 22, 2014, 9am— "Strengthening and Empowering Families Through Community Connections." See registration.
- Community Mandated Reporter Training—October 28, 2014, Our Health Eagle Boardroom, 9am
- VDSS Social Services Board Member Training—October 9, 2014
- Senior Santa. See handout.

### Management Team Report

- Family Services Team—Jairni Lineberg
- Child Protective Services Team—Sarah Wingfield
- Benefit Programs Team—Cindy Cooper & Vicki Whitmore
- Self-Sufficiency Team—Georjean Coco
- Administration Team—Nancy Valentine

### Social Services Staffing Report

- Family Services Specialist IV—Welcome Will Hagy
- Family Services Specialist I—Candidate selected
- Self Sufficiency Specialist—Interviewing
- PT Human Services Assistant—Posted
- PT Office Associate--Posted

### Special Accounts

- Social Services Food Pantry—\$202.25 balance (cash and grocery cards)
- Social Services Heater Fund—\$231.51 fund balance; 25 heaters available
- McCrory Fund—\$198,271.48

### Board Activities

- Public Relations Committee
  - Adoption Awareness Month November 2014—Jaimi Lineberg

## Old Business

- Status of Member Recruitment—All vacancies filled
- Foster Care Holiday Giving—Jaimi Lineberg
- Community Partner Awards—Amber Dopkowski

## New Business

- Mandated Reporting—Sarah Wingfield
- Comprehensive Services Act Presentation—Karen Farrell

## Mandated Reporting

Sarah Wingfield, Family Services Supervisor

## Comprehensive Services Act (CSA)

Karen Farrell, City of Winchester CSA Coordinator

## What is the Comprehensive Services Act (CSA)?

A Virginia law designed to help at-risk children, youth and their families (§2.2-5200).

State and local agencies, parents and private service providers work together to plan and provide services and supports. In each community local teams, referred to as the **Community Policy and Management Team (CPMT)** and the **Family Assessment and Planning Team (FAPT)**, decide how to do this.

## Roles of the CPMT & FAPT

- **CPMT - The Community Policy and Management Team** coordinates efforts, manages the availability of funds, and sees that eligible youth and their families get help.
- **FAPT - The Family Assessment and Planning Team** reviews the strengths and needs of the child/youth and family and decides what services to provide.



## Wrap Around Services for Students with Disabilities

- As established by policy of the State Executive Council, mandated funds may be utilized to provide wrap around services to support a student with an educational disability, and/or the student's family, when the FAPT identifies there are needs arising from the disability that threaten the student's ability to be maintained in the home, community, or school.
- Wrap around services may be provided to a student who is placed in a public school setting, a private day school, or being transitioned back to the community from an educational residential program.
  - Wrap around services must be:
    - Non-residential services
    - Provided in the home or community setting (not in a school setting)
    - Delineated in the IFSP and approved by the FAPT

## Parental Co-Payments

- Families may be required to make co-payments for services based upon a financial assessment
- Families will not be required to make copayments for foster care services or special education services
- Parents may be required to make child support payments for foster care services

## Utilization Review

CSA funding is reviewed by the FAPT/CPMT according to the following schedule:

- Yearly – Basic Foster Care maintenance and daycare
- Every 6 months – Special Education Placements
- Every 3 months – Clinical services, Intensive In-Home services, Therapeutic Foster Care or Residential Care

## CSA Website

- The CSA Website for Winchester can be accessed on the internet at: <http://www.winchesterva.gov/dss/comprehensive-services-act>
- The website has an overview of CSA, CPMT Agendas and Minutes; and CSA Forms and Publications.
- The forms on the CSA Website are writeable PDF documents.
- Instructions for referral to FAPT or FTM/IDT are also included on the website under Publications.

## CSA Forms on Website

- Checklist of CSA Documents
- Certification of Need
- Consent to Exchange Information
- CSA Budget Request
- CSA Eligibility Determination
- CSA Referral
- CSA Screening-Winchester City
- CSA Update Communication
- Foster Care Prevention Eligibility Determination
- Family Team Meeting (FTM) Report
- Family Team Meeting (FTM) Signature Sheet
- Individual Service Plan-Care Plan

## Next Meeting

Winchester Social Services Advisory Board

November 20, 2014, 4pm

Winchester Social Services  
24 Baker Street  
Winchester, VA 22601  
Boardroom



**The Shenandoah Valley Family and Fatherhood Committee**

Presents

**A Community Partners' Day Event**

**"Strengthening and Empowering Families Through Community Connections"**

**October 22, 2014**

**Lord Fairfax Community College**

**Corron Building, Carl & Emily Thompson Conference Center**

**173 Skirmisher Lane**

**Middletown, VA 22645**

**9:00 AM to 3:00 PM**

**Registration Cost: FREE, AM Coffee & Pastries and lunch provided**

*Don't miss this exciting opportunity for community partners in Clarke, Frederick, Har:isonburg/Rockingham, Page, Shenandoah, Warren, and Winchester Counties to network and hear presentations and a panel discuss matters around "Family and Fatherhood." Come hear our key note speaker, Dr. Terry Morris who grew up in the foster care system, and how important the community became to him. Our focus for this Event is to address issues surrounding encouraging and maintaining safe, stable families and to focus on connecting and re-connecting fathers with their children and the benefits to community partners of strengthening families and involving fathers. Our VDSS Practice Model states, "We believe in partnering with others to support child and family success in a system that is family focused, child centered, and community based."*

**Space is limited. Registration Deadline is Friday, October 3, 2014**

**PLEASE REGISTER BY SENDING THIS REGISTRATION FORM VIA EMAIL TO:**

**[sandra.bell@dss.virginia.gov](mailto:sandra.bell@dss.virginia.gov)**

**Confirmation will be sent via email prior to the event.**

**Please check here if you require a Vegetarian lunch! \_\_\_\_\_**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

County \_\_\_\_\_ Agency & Title \_\_\_\_\_

Wk Telephone \_\_\_\_\_ Other Telephone \_\_\_\_\_

Email \_\_\_\_\_

**If you would like to receive CEU's, check here \_\_\_\_\_**

**For questions, please contact: Sandy Bell, at 540-347-6211**



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NAME \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Directions to home: \_\_\_\_\_

Referral Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

**GIFT SUGGESTIONS-Please *choose three* – (If clothing please specify size)**

- |                     |            |  |                |
|---------------------|------------|--|----------------|
| Hand/body lotion    | _____      | Reading Glasses                          | STRENGTH _____ |
| Toiletry items      | _____      | Towels (Bath/Kitchen)                    | _____          |
| Word Search Puzzles | _____      | Blanket                                  | _____          |
| Pens/Stationary     | _____      | Stamps                                   | _____          |
| Diabetic Socks      | _____      | Calendar                                 | _____          |
| Slippers            | size _____ | Socks                                    | size _____     |
| Gloves              | size _____ | Sweater                                  | size _____     |
| Jogging Suit        | size _____ | Robe                                     | size _____     |
| T-shirt             | size _____ | Pajamas                                  | size _____     |
| Household Products  | _____      | Grocery Gift Card (Martins Or Food Lion) | _____          |

Other Items (Is there a hobby this person enjoys?) \_\_\_\_\_

PLEASE RETURN THIS NO LATER THAN October 31, 2014.

RELEASE: I authorize any public or private custodian of records or information about me to disclose to the organization providing Christmas assistance.

I understand this information will be used solely for the 2014 Christmas assistance program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*To us, it's personal.*

174 Garber Lane, Suite 3, Winchester, VA 22602  
(540) 722-8750 \*\* Fax (540) 722-8752  
Attention: Cheryl Stickland

# WDSS Advisory Board

Position	FirstName	LastName	Suffix	Unexpired Term		First Term		Second Term	
				From	To	From	To	From	To
	Betty	Curtis		4/14/2009	3/31/2011	3/31/2011	3/31/2015		
	Marie	Imoh				4/9/2013	3/31/2017		
	Rex	Marshall		9/10/2013	3/31/2015				
Chair	Nathaniel	Prezzy	Jr.			4/12/2011	3/31/2015		
	Karen	Shipp				8/26/2014	3/31/2018		
Vice Chair	Patricia	Stiles				4/9/2013	3/31/2017		
	Kathryn	Tagnesi				4/12/2011	3/31/2015		
	Les	Taylor				6/11/2013	3/13/2017		
	Patrick	Wingfield				4/9/2013	3/31/2017		
Ex Officio	Eden	Freeman				7/24/2014	n/a		



Department of Social Services  
24 Baker Street  
Winchester, VA 22601

Telephone: (540) 662-3807  
General FAX: (540) 662-3279  
Benefits FAX: (540) 662-3054  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

## Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

**Name of Nominee (Individual, Organization, or Agency):**

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**Nominee's Address:**

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Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

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Nominations should be delivered to Amber Dopkowski by January 9, 2015.