

Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 25, 2017

Members Present: Marie Imoh, Nicholas Robb, Karen Shipp, Kate Simpson, Kathy Tagnesi, Les Taylor
Members Absent: Eden Freeman, Kim Herbstritt, Tricia Stiles
Staff/Guests: Amber Dopkowski (WDSS Director), Sherry Champney (WDSS Administrative Supervisor), Georjean Coco (WDSS Assistant Director), Vicki Whitmore (WDSS Benefits Supervisor), Sarah Wingfield (WDSS Family Services Manager), Connie Greer (WDSS Admin Programs Asst.)

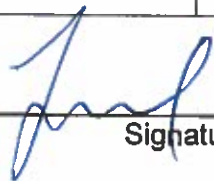
RECAP of Board Votes:

<u>Motions:</u>	<u>Action:</u>	<u>Status:</u>
Motion to Adopt the Minutes of the March 23, 2017 Advisory Board Meeting	1 st : Marie Imoh 2 nd : Karen Shipp	Approved Unanimously
Motion to approve Resolution 2018-1 regarding scheduling 2017-2018 Advisory Board Meetings	1 st : Marie Imoh 2 nd : Kathy Tagnesi	Approved Unanimously
Motion to Adjourn	1 st : Marie Imoh 2 nd : Kathy Tagnesi	Approved Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 4:10 pm by Les Taylor. 	<ul style="list-style-type: none"> • <i>The Minutes from the March 23, 2017 meeting were reviewed. On motion by Ms. Imoh and seconded by Ms. Shipp, the Minutes were approved unanimously.</i>
Announcements	<ul style="list-style-type: none"> • Welcome new Advisory Board member Kate Simpson 	<ul style="list-style-type: none"> • <i>Ms. Simpson was introduced and welcomed to the Advisory Board.</i>
Staff Reports	<ul style="list-style-type: none"> • Staff Report <ul style="list-style-type: none"> ○ Protective Services Team ○ Family Services ○ Benefits Team ○ Self-Sufficiency Team ○ Administrative/Finance Services • Social Services Vacancy Report • McCrory Fund 	<ul style="list-style-type: none"> • <i>Ms. Wingfield provided a report for all Protective/Family Services teams.</i> • <i>Ms. Whitmore provided a report for the Benefits team.</i> • <i>Ms. Coco provided a report for the Benefits team:</i> • <i>Ms. Champney provided a report for the Admin/Finance Services team</i> • <i>Ms. Dopkowski reported that the Administrative Services Supervisor position is vacant.</i> • <i>The current balance is \$198,766.25. This can only be accessed by Advisory Board approval.</i>
Board Activities	<ul style="list-style-type: none"> • Advisory Board Vacancy 	<ul style="list-style-type: none"> • <i>Kate Simpson has been selected by City Council to fulfill Patrick</i>

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		<p><i>Wingfield's unexpired term.</i></p> <ul style="list-style-type: none"> <i>Betty Curtis has resigned from the Advisory Board. The City will begin a search to replace Ms. Curtis.</i>
Old Business	<ul style="list-style-type: none"> Community Partner Award Ceremony 	<ul style="list-style-type: none"> <i>Winchester Fire & Rescue was selected for the 2017 Outstanding Community Partner Award. Other honorees include: The Philanthropy Club (Nicole Klebieko), Braddock Street United Methodist Church, and the Winchester Police Department. The award ceremony and reception will take place immediately following the May 25, 2017 Advisory Board Meeting.</i>
New Business	<ul style="list-style-type: none"> Resolution 2018-1 regarding scheduling 2017-2018 Advisory Board Meetings Memorandum of Understanding between Winchester Department of Social Services and Winchester Public Schools Child Welfare Legislative Updates 	<ul style="list-style-type: none"> <i>Resolution 2018-1 regarding scheduling of next year's Advisory Board meetings was reviewed. On motion by Ms. Tagnesi and seconded by Ms. Shipp, the Resolution was approved unanimously.</i> <i>Ms. Dopkowski provided a copy of the MOU for the Board's review.</i> <i>Tabled until July meeting.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> The next Social Service Advisory Board meeting will be held Thursday, July 27, 2017, 4:00 pm in the DSS Board Room 	<ul style="list-style-type: none"> <i>On Motion to adjourn the meeting by Ms. Imoh, seconded by Ms. Tagnesi, the motion was passed unanimously. The meeting was adjourned at 4:40 pm.</i>



 Signature

9/28/17

 Date

/cpg
 Enclosure: Advisory Board Meeting Attachments May 25, 2017

MAY 25, 2017

ADVISORY BOARD

ATTACHMENTS

WDSS Advisory Board

Position	FirstName	LastName	Suffix	Unexpired Term		First Term		Second Term	
				From	To	From	To	From	To
Vice Chair		VACANT							
Ex Officio	Eden	Freeman				7/24/2014	n/a		
	Kim	Herbstritt				4/1/2015	3/31/2019		
	Marie	Imoh				4/9/2013	3/31/2017	4/1/2017	3/31/2021
	Nicholas	Robb		1/13/2017	3/31/2019				
	Karen	Shipp				8/26/2014	3/31/2018		
Chair	Patricia	Stiles				4/9/2013	3/31/2017	4/1/2017	3/31/2021
	Kathryn	Tagnesi				4/12/2011	3/31/2015	4/1/2015	3/31/2019
	Les	Taylor				6/11/2013	3/31/2017		
	Kate	Simpson				5/23/2017	3/31/2021		



DEPARTMENT OF SOCIAL
SERVICES
ADVISORY BOARD

24 Baker Street
Winchester, VA 22601
540-662-3807
www.winchesterva.gov

I, Patricia Stiles, Chair for the Department of Social Services Advisory Board of the City of Winchester, hereby certify on this 24th day of May 2017 that the following Resolution is a true and exact copy of one and the same adopted by the Department of Social Services Advisory Board of the City of Winchester, assembled in regular session on the 24th day of May 2017.

RESOLUTION

WHEREAS, the Department of Social Services Advisory Board of the City of Winchester, Virginia (the "Board"), finds it desirable to establish a schedule of its Regular Meetings for the period beginning July 1, 2017, and concluding June 30, 2018; and

WHEREAS, Section 15.2-1416 of the Code of Virginia, 1950, as amended, allows the said Board to also establish a schedule of alternate dates for each of said Regular Meetings so that in the event the Chair (or Vice-Chair, in the absence of the Chair) declares that weather or other conditions are such that it is hazardous for the members to attend a scheduled Regular Meeting, then all hearings and other matters shall be conducted at the continued meeting with no further advertisement required.

NOW THEREFORE, BE IT RESOLVED that all meetings hereinafter described shall be conducted in the Board Room at 24 Baker Street, Winchester, Virginia, beginning at 4:00 P.M. for the Regular Meeting; and

BE IT FURTHER RESOLVED that the following schedule of Regular Meetings is, hereby, adopted with the alternate or continued date appearing in parenthesis beside the date for each Regular Meeting:

Schedule of Regular Meetings

July 27, 2017	(August 3, 2017)
September 28, 2017	(October 5, 2017)
November 16, 2017	(November 30, 2017)
January 25, 2018	(February 1, 2018)
March 22, 2018	(March 29, 2018)
May 24, 2018	(May 31, 2018)

BE IT FURTHER RESOLVED that all advertisements for Public Hearings should reflect the alternate date.

Resolution No. 2018-01.

ADOPTED by the Department of Social Services Advisory Board of the City of Winchester on the 24th day of May 2017.

Witness my hand,

*Patricia Stiles
Chair, Department of Social Services
Advisory Board of the City of Winchester*

DRAFT

**AGREEMENT BETWEEN CITY OF WINCHESTER PUBLIC SCHOOLS
AND CITY OF WINCHESTER DEPARTMENT OF SOCIAL SERVICES
2016-2017 SCHOOL YEAR**

SECTION I- LEGAL BASE

The *Code of Virginia* Section 63.2-1503 designates local departments of social services as the public agencies responsible for receiving and responding to complaints and reports of child abuse and neglect.

The *Code of Virginia* Section 63.2-1511.A requires that complaints against teachers, principals or other local school board employees for child abuse and neglect be investigated in accordance with Sections 63.2-1503, 63.2-1505 and 63.2-1516.1 of the *Code of Virginia*.

The *Code of Virginia* Section 63.2-1511.D requires each City of Winchester Department of Social Services and City of Winchester Public Schools to adopt a written interagency agreement as a protocol for investigation of child abuse and neglect reports.

SECTION II - CITY OF WINCHESTER PUBLIC SCHOOLS EMPLOYEES' REPORTS OF SUSPECTED CHILD ABUSE AND NEGLECT

A. Responsibilities of the City of Winchester Public Schools

1. The City of Winchester Public Schools will provide information to its personnel regarding the child abuse and neglect requirements (*Code of Virginia* Section 63.2-1509) and local procedures for reporting suspected incidences of child abuse or neglect.
2. The City of Winchester Public Schools will identify one person to act as a liaison with the City of Winchester Department of Social Services to facilitate communication and collaboration between both agencies.
3. Pursuant to the *Code of Virginia*, Section 63.2-1509, City of Winchester Public Schools employees will report suspected child abuse and neglect within 24 hours of the first suspicion. City of Winchester Public Schools employees shall have the following responsibilities:
 - a. When a City of Winchester Public Schools employee has information that a child under age 18 may be abused or neglected, the employee must immediately report such suspected child abuse or neglect to the City of Winchester Department of Social Services by calling 540-662-3807. After hour reports are to be made to the Winchester Police Department at 540-662-4131 or to the Virginia State Child Abuse Hotline at 1-800-552-7096.
 - b. The City of Winchester Public Schools employee will inform his or her school's administrator or designee of the suspected child abuse or neglect according to the City of Winchester Public School's policies and procedures.
 - c. The City of Winchester Public Schools employee will adhere to the City of Winchester Public Schools procedures and policies as they pertain to documenting the submission of the Child Protective Services (CPS) report of child abuse and neglect.

B. Responsibilities of the City of Winchester Department of Social Services

1. The City of Winchester Department of Social Services will identify one person to act as liaison with the City of Winchester Public Schools to facilitate communication and collaboration between both agencies.
2. The City of Winchester Department of Social Services will provide information to the City of Winchester Public Schools about how to recognize and report suspected child abuse and neglect.

SECTION III - INVESTIGATION OR FAMILY ASSESSMENT OF CHILD ABUSE AND NEGLECT BY A NON-SCHOOL EMPLOYEE

- A. Responsibilities of the City of Winchester Public Schools**
1. The school site administrator, or designee, will cooperate with the CPS worker during an investigation or family assessment of child abuse and neglect by a non school-employee by providing the following resources:
 - a. Documentation and/or information relative to the complaint;
 - b. Pertinent directory information, such as the child and family's contact information;
 - c. A room or space to interview children and/or staff that ensures privacy and is free from interruptions. Pursuant to the *Code of Virginia*, Section 63.2-1518, consent of the parent, legal guardian or school personnel to conduct the CPS interviews at school is not required.
 2. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental consent unless the CPS worker has a court order to review the record. However, in an emergency or health/safety situation, the school could provide access to the record. It is the responsibility of the City of Winchester Public Schools to determine what constitutes an emergency.
- B. Responsibilities of the City of Winchester Department of Social Services**
1. The City of Winchester Department of Social Services shall provide information to City of Winchester Public Schools employees about the role and function of the City of Winchester Department of Social Services in responding to reports of suspected child abuse and neglect.
 2. The City of Winchester Department of Social Services shall have the capability of receiving reports on a 24-hours-a-day, 7-days-a-week basis. During work hours the City of Winchester Department of Social Services may be reached by calling 540-662-3807. After hour reports are to be made to the Winchester Police Department at 540-662-4131 or to the Virginia State Child Abuse Hotline at 1-800-552-7096.
 3. The *Code of Virginia*, Section 63.2-1503.1, requires the City of Winchester Department of Social Services to determine the validity of all CPS reports. The *Code of Virginia*, Section 63.2-1508, establishes the following elements for a valid report: the alleged victim is under the age of eighteen at the time of the report; the alleged abuser is the alleged victim child's parent or other caretaker; the local department receiving the report has jurisdiction; and the circumstances describe suspected child abuse or neglect as defined in the *Code of Virginia* Section 63.2-100. If the report is determined to be valid, the local department will conduct a family assessment or investigation.
 4. Upon receipt of the complaint, the City of Winchester Department of Social Services' CPS worker will conduct an immediate investigation or family assessment based on the assessed response time as determined. The assigned CPS worker will contact the school site administrator or designee to:
 - a. Secure further information and/or documentation relative to complaint;
 - b. Obtain the child and family's contact information;
 - c. Arrange to see and interview the child and siblings at school when necessary. Pursuant to the *Code of Virginia* Section 63.2-1518, consent of the parent, legal guardian or school personnel to conduct the CPS interviews at school is not required.
 5. The CPS worker may take photographs of the alleged child victim at school. Consent of the parent or other person responsible for such child to take photographs is not required pursuant to Section 63.2-1520 of the *Code of Virginia*.
 6. If the initial report was made by a school employee, that individual shall receive a written communication from the City of Winchester Department of Social Services informing them that the investigation or family assessment has been completed and a description of the actions taken.
 7. Pursuant to the *Code of Virginia*, Section 63.2-1505.B7, if the abuser is a full-time, part-time,

permanent or temporary employee in a City of Winchester Public Schools located within the Commonwealth, the City of Winchester Department of Social Services shall notify the relevant school board of the founded disposition. This includes founded dispositions in investigations involving the employee's own children or children in the care of the employee.

SECTION IV - INVESTIGATION OF CHILD ABUSE OR NEGLECT BY A SCHOOL EMPLOYEE IN THE COURSE OF HIS/HER EMPLOYMENT

- A. Responsibility of the City of Winchester Public Schools
1. During an investigation of child abuse or neglect by a school employee in the course of his/her employment, the school site administrator or designee will determine if he or she will participate in the planning of a joint investigation or if there is a conflict of interest.
 2. The school site administrator or his or her designee will provide logistical support and information to the CPS worker to assist in the investigation to include:
 - a. A room or space to interview children and/or staff that ensures privacy and is free from interruptions;
 - b. An escort for the CPS worker to the site of the alleged abuse or neglect;
 - c. Pertinent policies and procedures, such as those related to the use of reasonable force and the use of appropriate restraining techniques;
 - d. Records and written statements pertaining to the alleged abuse or neglect;
 - e. Names, functions and roles of the involved parties;
 - f. Work schedules and contact information of staff;
 - g. Contact information of non-victim children's parents/guardians in order to obtain permission for the CPS worker to interview them.
- B. Responsibilities of the City of Winchester Department of Social Services
1. The City of Winchester Department of Social Services shall provide information to the City of Winchester Public Schools about the role and function of the City of Winchester Department of Social Services in responding to reports of suspected child abuse and neglect by employees of the City of Winchester Public Schools.
 2. The City of Winchester Department of Social Services will investigate a complaint of suspected child abuse or neglect involving a teacher, principal or other public school employees pursuant to Sections 63.2-1503, 63.2-1505 and 63.2-1516.1 of the Code of Virginia.
 3. The City of Winchester Department of Social Services will conduct an immediate investigation upon receipt and validation of a report about suspected incidents of child abuse or neglect by a school employee.
 4. The City of Winchester Department of Social Services will keep the school site administrator or designee apprised of the investigation's status.
 5. The City of Winchester Department of Social Services will make a disposition within 45 days, or 60 days when an extension is documented to be necessary, or 90 days if the investigation is being conducted with law enforcement pursuant to Section 63.2-1505 of the Code of Virginia.
 6. The Code of Virginia, Section 63.2-1511.0, requires the CPS worker to determine that there was willful misconduct or gross negligence by the school employee in addition to the standard requiring a preponderance of the evidence for a founded disposition.
 7. The CPS worker shall provide both verbal and written notification of the findings to the site administrator and the City of Winchester Public School Superintendent (22VAC 40-730-110). The written notification must include:
 - a. The identity of the abuser/neglector and victim, the type of abuse/neglect and the disposition;
 - b. A summary of the investigation and how the disposition is supported.
 8. If the initial report was made by a school employee, that individual shall receive a written

communication from the City of Winchester Department of Social Services informing them that the investigation has been completed and a description of the action taken.

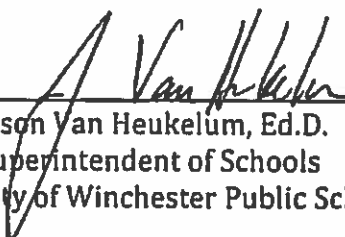
9. Pursuant to Section 63.2-1503.P of the Code of Virginia, the City of Winchester Department of Social Services shall notify the Superintendent of Public Instruction, Virginia Department of Education, when an individual holding a license issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding the individual to the Board of Education after all rights to any appeal provided in Code of Virginia, Section 63.2-1526 have been exhausted.

SECTION IV - INFORMATION SHARING AND CONFIDENTIALITY

- A. Information shall be shared between the CPS Unit of the City of Winchester Department of Social Services and the City of Winchester Public Schools that is accurate, complete, timely, and pertinent so as to ensure fairness in determination of the disposition of the complaint.
- B. All information gathered as a result of a child abuse and neglect investigation or family assessment shall be treated confidentially, in accordance with applicable social services and education requirements.
- C. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental consent unless the CPS worker has a court order to review the record. However, in an emergency or health/safety situation, the school could provide access to the record. It is the responsibility of the City of Winchester Public Schools to determine what constitutes an emergency.

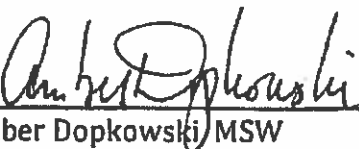
SECTION V - EXECUTION OF AGREEMENT

- A. The City of Winchester Department of Social Services and City of Winchester Public Schools shall report annually on the status of this agreement to the State Board of Social Services and to the Board of Education, respectively. Once this interagency agreement is adopted, an annual report is not necessary unless the agreement has been substantially modified.
- B. This Agreement shall become effective immediately upon signature of both parties. Signature of both parties shall constitute acceptance of this Agreement as well as assurance of the distribution and implementation of the procedures described herein. This Agreement shall be reviewed by both parties on a periodic basis or as needed.



Jason Van Heukelum, Ed.D.
Superintendent of Schools
City of Winchester Public Schools

12/6/16
Date



Amber Dopkowski MSW
Director
Winchester Department of Social Services

12/8/16
Date