

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, January 23, 2020

**Present:** Danielle Bostick, Anita Schill, Kate Simpson, Patricia Simpson, Cindy Taylor, Bibiana Vazquez

**Absent:** Eden Freeman, Marie Imoh, Nicholas Robb, Elyus Wallace

**Staff/Guests:** Jodie Alt (*WDSS Admin. Programs Assistant*), Kristin Boehne (*WDSS Program Manager*), Christine Cook (*WDSS Office Supervisor*), Amber Dopkowski (*Director*), Rebecca Hopkins (*WDSS Family Services Supervisor*), Steve Langenstein (*WDSS Benefits Supervisor*), Chasity Robinette (*WDSS Benefits Supervisor*), Candace Veney (*WDSS Family Services Supervisor*), Sarah Wingfield (*WDSS Family Services Manager*)

**RECAP of Board Votes:**

**Motions:**

Motion to adopt the Minutes of the November 21, 2019 Advisory Board Meeting

**Action:**

1<sup>st</sup>: Kate Simpson  
 2<sup>nd</sup>: Anita Schill

**Status:**

Approved  
 Unanimously

Motion to elect Danielle Bostick as Vice Chair

1<sup>st</sup>: Kate Simpson  
 2<sup>nd</sup>: Cindy Taylor

Approved  
 Unanimously

Motion to adjourn

1<sup>st</sup>: Kate Simpson  
 2<sup>nd</sup>: Bibiana Vazquez

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 Patricia Simpson, Chair</li> </ul>	<ul style="list-style-type: none"> <li><i>The minutes from the November 21, 2019 meeting were accepted as submitted on motion by Ms. Kate Simpson, seconded by Ms. Schill.</i></li> </ul>
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Announcements</b>	<ul style="list-style-type: none"> <li>City Manager Resignation</li> </ul>	<ul style="list-style-type: none"> <li><i>Ms. Dopkowski announced the City Manager, Eden Freeman resigned.</i></li> </ul>
<b>Staff Reports</b>	<ul style="list-style-type: none"> <li>Staff Report –                             <ul style="list-style-type: none"> <li>Director’s Report</li> <li>Protective Services Team</li> <li>Family Services</li> <li>Benefits Team</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><i>Ms. Dopkowski presented news and announcements for the agency.</i></li> <li><i>Ms. Wingfield presented the staff report for the Protective Services team.</i></li> <li><i>Ms. Hopkins presented the staff report for the Family Services team.</i></li> <li><i>Ms. Robinette presented staff report for the Benefit Unit.</i></li> </ul>

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<b>Staff Reports (Continued)</b>	<ul style="list-style-type: none"> <li>• Self-Sufficiency Team</li> <li>• Administrative Services</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Robinette presented staff report for the Self-Sufficiency Unit.</i></li> <li>• <i>Ms. Cook presented staff report for the Administrative Unit.</i></li> </ul>
<b>Vacancy Report</b>	<ul style="list-style-type: none"> <li>• Social Services Vacancy Report</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Currently no board vacancies</i></li> </ul>
<b>McCrorry Trust Fund</b>	<ul style="list-style-type: none"> <li>• The fund currently has a balance of \$201,193.90</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Dopkowski presented the current fund balance. No request to utilize funds at this time. There will be a review and discussion of the Fund at the next meeting.</i></li> </ul>
<b>Board Activities</b>	<ul style="list-style-type: none"> <li>• Bibianna Herrera-Paniagua has a name change. Her new name is Bibianna Vazquez</li> </ul>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>• 2019 Community Partner Award Ceremony and Reception</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Dopkowski thanked the Board. The recipients of the award and recognitions were well received.</i></li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Election of Vice Chair                      The floor was opened to nominations for Vice Chair                      Ms. Bostick expressed her willingness to run as Vice Chair</li> <li>• Recruitment and Retention in Child Welfare</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Danielle Bostick was nominated on motion by Ms. Kate Simpson and seconded by Ms. Taylor.</i></li> <li>• <i>Danielle Bostick was duly elected.</i></li> <li>• <i>Presentation by Ms. Wingfield, Ms. Veney and Ms. Hopkins. They spoke about new recruitment and retention plan.</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, March 26, 2020, Social Service Board Room.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>On Motion to adjourn the meeting by Ms. Kate Simpson, seconded by Ms. Vazquez, the motion was passed unanimously.</i></li> </ul>

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Signature

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Date