

# **AGENDA**

*Advisory Board Winchester Department of Social Services*

*Thursday, July 24, 2014, 4p.m.*

*24 Baker Street, Winchester, VA 22601*

## ***Call to Order***

## ***Approval of Minutes***

*June 26, 2014*

## ***Announcements***

## ***Staff Report***

*Management Team Report*

## ***Board Activities***

*Public Relations*

## ***Old Business***

*Status of Member Recruitment*

## ***New Business***

*McCrary Trust Overview*

*FY2015 Budget Update*

*Child Welfare and Parental Substance Abuse*

*Community Partner Awards*

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

*September 25, 2014, 4pm, Winchester Social Services*

## ***Adjournment***

## Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, June 26, 2014

**Members Present:** Betty Curtis, Marie Imoh, Tricia Stiles, Les Taylor, Patrick Wingfield

**Members Absent:** Rex Marshall, Nathaniel Prezzy, Kathy Tagnesi

**Staff/Guests:** Amber Johnson (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Kathy Newman (WDSS Family Services Specialist), Vicki Whitmore (WDSS Benefits Supervisor), Sarah Wingfield (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Supervisor), Connie Greer (WDSS Fiscal Assistant)

### RECAP OF BOARD VOTES:

**Motions:**

Motion to Adopt Minutes of May 22, 2014 Advisory Board Meeting

Motion to adopt Resolution No. 2015-01, dated June 26, 2014, regarding the schedule of Regular Advisory Board Meetings

Motion to adjourn Advisory Board Meeting

**Action:**

**1<sup>st</sup>:** Patrick Wingfield

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

**1<sup>st</sup>:** Les Taylor

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

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

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

**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 Tricia Stiles, Vice Chair</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mr. Wingfield motioned to approve the May 22, 2014 Meeting Minutes; Mr. Taylor seconded the motion. The motion was approved unanimously.</i></li> </ul>
<b>Announcements</b>		<ul style="list-style-type: none"> <li>• <i>New City Manager announced. Eden Freeman will start with the City on July 21, 2014</i></li> <li>• <i>The City's FY2015 budget passed and is well supported by City Council.</i></li> </ul>
<b>Staff Report</b>	<ul style="list-style-type: none"> <li>• Management Team Report                             <ul style="list-style-type: none"> <li>○ Benefits Team</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Cooper reported that the Benefits Unit continues working with the new Medicaid system, VACMS. They currently have an 90% disposition rate. The Unit is currently fully staffed with several new workers.</i></li> <li>• <i>Ms. Coco further reported that the Benefits Unit is working with three different systems simultaneously to process applications. Clients denied Medicaid coverage are being referred to the Health Insurance Exchange. In October 2014, there will be a new phase of Medicaid coming online. April 2016 is the</i></li> </ul>

## Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, June 26, 2014

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>○ Family Services Team</li>   <li>○ Administrative Services</li> </ul>	<p><i>anticipated date of convergence of all of the systems. The Cooling program opened up on June 15; WDSS already received 100 applications in the first week. Ms. Coco briefly outlined the requirements for eligibility for the Cooling Program.</i></p> <ul style="list-style-type: none"> <li>• <i>Ms. Wingfield reported that the Family Services III worker started with the Agency this month, a new Family Services Specialist II is anticipated to start on July 14, but there is still an opening for a Family Services Specialist I. The Safety Plan training held on June 16-17 was well received by the Department and associated agencies. There was a "Meet and Greet" with the Winchester Police, Criminal Investigation Dept and the Winchester Social Services Dept to help explain procedures and introduce staff to one another. The event was well received, and will be repeated.</i></li> <li>• <i>Front-desk staff is keeping up with processing applications from portal and paper applications. FY14 program budget ended May 31; FY14 admin and CSA budget ends June 30.</i></li> </ul>
<p><b>Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• PR Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>• <i>No report</i></li> </ul>
<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• Status of Member Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• <i>There is one (1) vacancy on the Board. Three (3) applications for open board positions throughout the City are currently being reviewed by City Council.</i></li> </ul>
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>• Resolution No. 2015-01 regarding the schedule of Regular Advisory Board Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mr. Taylor motioned to adopt Resolution No. 2015-01, dated June 26, 2014, regarding the schedule of Regular Advisory Board Meetings; Ms. Curtis seconded the motion. The motion was approved unanimously.</i></li> </ul>

## Minutes

Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, June 26, 2014

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>CFW Foster Care Presentation</li> </ul>	<ul style="list-style-type: none"> <li><i>Ms. Mason passed out information regarding CFW Foster Care, which provides foster families and respite services for Clarke and Frederick Counties, as well as the City of Winchester. They rely on word of mouth to recruit foster families. They have processed over 172 referrals since January 2014 (includes all 3 County Agencies for foster and respite care); 122 were for City of Winchester foster families and 96 respite referrals. The CFW families are very dedicated and supportive to each other. CFW is in need of foster parents for teens and sibling groups and substance exposed infants.</i></li> <li><i>Ms. Newman shared a couple of nomination letters for the CFW Foster Care Awards; these letters highlighted the dedication and compassion exhibited by CFW Foster Families.</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, July 24, 2014, 4:00 pm in the DSS Board Room.</b></li> </ul>	<ul style="list-style-type: none"> <li><i>Ms. Curtis motioned to adjourn the meeting at 4:45 pm. Mr. Taylor seconded; the motion passed unanimously.</i></li> </ul>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Attachments: Resolution No. 2015-01



DEPARTMENT OF SOCIAL  
SERVICES  
ADVISORY BOARD

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

*I, Patricia Stiles, Vice Chair for the Department of Social Services Advisory Board of the City of Winchester, hereby certify on this 26<sup>th</sup> day of June 2014 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 26<sup>th</sup> day of June 2014.*

**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, 2014, and concluding June 30, 2015; 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 24, 2014	(July 31, 2014)
September 25, 2014	(October 2, 2014)
November 20, 2014	(December 4, 2014)
January 22, 2015	(January 29, 2015)
March 26, 2015	(April 2, 2015)
May 28, 2015	(June 4, 2015)

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

**Resolution No. 2015-01.**

**ADOPTED** by the Department of Social Services Advisory Board of the City of Winchester on the 26<sup>th</sup> day of June 2014.

*Witness my hand,*

A handwritten signature in black ink, appearing to read "Patricia Stiles". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

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