

AGENDA

Advisory Board Winchester Department of Social Services

Thursday, July 23, 2015, 4p.m.

24 Baker Street, Winchester, VA 22601

Call to Order

Approval of Minutes

May 28, 2015

Announcements

Staff Report

Management Team Report

Family Services & Protective Services Team—Jaimi Lineberg

Benefit Programs Team--Cindy Cooper & Vicki Whitmore

Self-Sufficiency Team-- Georjean Coco

Administration Team-- Nancy Valentine

Social Services Vacancy Report

McCrary Fund

Board Activities

Public Relations

Upcoming Awareness Months:

November 2015-Adoption Awareness

Old Business

Community Partner Award Reception

New Business

Eligibility Modernization: Document Management Imaging System

WDSS FY2016 Budget In Brief

Date and Location of Next Meeting

September 24, 2015, 4pm, Winchester Social Services

Adjournment

Annual Advisory Board Training

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 28, 2015

Members Present: Betty Curtis, Ann Dillard, Kim Herbstritt, Marie Imoh, Les Taylor, Karen Shipp, Tricia Stiles, Kathy Tagnesi, Patrick Wingfield

Members Absent: Eden Freeman

Staff/Guests: Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Service Supervisor), Sarah Wingfield (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Supervisor), Connie Greer (WDSS Fiscal Assistant), Trey Bloomfield (Intern, State Senator Jill Vogel)

RECAP OF BOARD VOTES:

Motions:

Motion to Adopt Minutes of January 22, 2015 Advisory Board Meeting

Motion to elect new Advisory Board officers.

Motion to elect Tricia Stiles as Advisory Board Chair

Motion to elect Betty Curtis as Advisory Board Vice-Chair

Motion to award one Community Partner Award each year, with acknowledgement to all finalists

Motion to adopt Advisory Board Resolution 2015-02 regarding meeting dates for FY2016

Motion to adjourn

Action:

1st: Les Taylor

2nd: Betty Curtis

1st Les Taylor

2nd Kathy Tagnesi

1st Betty Curtis

2nd: Marie Imoh

1st: Kathy Tagnesi

2nd: Ann Dillard

1st: Kim Herbstritt

2nd: Patrick Wingfield

1st: Kathy Tagnesi

2nd: Betty Curtis

1st: Kathy Tagnesi

2nd: Patrick Wingfield

Status:

Approved

Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> The meeting was called to order at 4:02 pm by Tricia Stiles, Vice-Chair 	<ul style="list-style-type: none"> Mr. Taylor motioned to approve the January 22, 2015 Meeting Minutes; Ms. Curtis seconded the motion. The motion was approved unanimously. There was not a quorum at the March 26, 2015 meeting; notes from that meeting were reviewed.
Announcements	<ul style="list-style-type: none"> Welcome new Advisory Board members Ann Dillard and Kim Herbstritt Summer Feeding Program Faith in Action is looking for an Executive Director Rotary Rummage Sale, June 6, 2015 Valley Reads Program – 	<ul style="list-style-type: none"> All board members introduced themselves to new Board members. Ms. Dopkowski provided the Board an update on the Summer Feeding Program located at Shawnee Fire Station and the Boys & Girls Club No Board action required No Board action required No Board action required.

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 28, 2015

Item	Discussion	Action
	summer reading program for adults, teens and children from May 30-August 8.	
Staff Report	<ul style="list-style-type: none"> • Management Team Report <ul style="list-style-type: none"> ○ Family Services Team ○ Child Protective Services Team ○ Benefits Team ○ Self-Sufficiency Team ○ Administrative/Finance Services 	<ul style="list-style-type: none"> • <i>Ms. Lineberg reported there were thirty-seven children in foster care at this time. Two children have been adopted and two more are in process. Six children were in relative foster care placements; the rest were in family foster care (no residential placements). The Family Services Team has an intern from Old Dominion University for the summer.</i> • <i>Ms. Wingfield reported that the number of CPS and ongoing cases continues to be high. Over half of the cases involve parental substance abuse. Also, a new system for Pre-Admission Screenings has been implemented by the Commonwealth.</i> • <i>Ms. Cooper reported the current case per worker ratio is 325 cases. The team continues to prepare for eligibility modernization including document imaging. The Benefits Team is currently fully staffed.</i> • <i>Ms. Coco reported that the Self-Sufficiency Team is preparing for the Summer Cooling Program which starts June 15. There have been numerous changes to the VIEW program, including a collaboration with Literacy Volunteers.</i> • <i>Ms. Valentine reported the Admin team continues to assist the Benefits Team with eligibility modernization implementation. Ms. Valentine also reported that the State Auditors were auditing WDSS financial files the week May 28.</i> • <i>Interviews will begin after July 1, 2015 for the vacant Family Services Specialist IV position. The Summer Intern position is filled by a student</i>

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 28, 2015

Item	Discussion	Action
	<ul style="list-style-type: none"> • Social Services Staffing Report • Social Services Special Accounts <ul style="list-style-type: none"> ○ Food Pantry ○ Heater Fund ○ McCrory Fund 	<p><i>from Old Dominion University. All other positions are currently filled.</i></p> <ul style="list-style-type: none"> • <i>Current Balance \$30.00</i> • <i>Current Balance \$49.94; 30 heaters available</i> • <i>Current Balance \$198,271.48</i>
<p>Committee Reports</p>	<ul style="list-style-type: none"> • PR Committee Report 	<ul style="list-style-type: none"> • <i>May is National Foster Care Month and Adult Abuse Awareness Month. Purple ribbons were tied on all trees in the Our Health Campus for Adult Abuse Awareness Month. Ms. Lineberg reported there was a dinner for Clarke-Frederick-Winchester Foster Care families at Winchester Church of God earlier in the month. The Zehner family was honored as Foster Family of the Year; the Wernecke family was honored as Respite Family of the Year; and the Dennis family was honored for their work with biological families.</i>
<p>Old Business</p>	<ul style="list-style-type: none"> • Advisory Board Chair 	<ul style="list-style-type: none"> • <i>The position of Advisory Board Chair was open due to the departure of the previous Chair. Mr. Taylor motioned to hold election for new Advisory Board Chair. Ms. Tagnesi seconded the motion. The motion carried unanimously</i> • <i>Ms. Curtis nominated Ms. Stiles as Chair of the Advisory Board. Ms. Curtis motioned that Ms. Stiles be voted as Chair of the Advisory Board. Ms. Imoh seconded the motion. Discussion ensued. The motion carried unanimously.</i> • <i>Ms. Stiles had been the Vice-Chair of the Advisory Board. Upon her election of Chair, the Vice-Chair</i>

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, May 28, 2015

Item	Discussion	Action
	<ul style="list-style-type: none"> • Advisory Board Training • Community Partner Nomination Criteria • Community Partner Award Reception 	<p><i>position became open. Ms. Tagnesi motioned that Ms. Curtis be voted as Vice-Chair of the Advisory Board. Ms. Dillard seconded the motion. The motion carried unanimously.</i></p> <ul style="list-style-type: none"> • <i>The Board would prefer to reschedule Annual Advisory Board Training to July 23, 2015.</i> • <i>Ms. Dopkowski recommended that one Community Partner Award each year be awarded, with all other nominees/finalists acknowledged for their contributions as well. Ms. Herbstritt motioned to approve Ms. Dopkowski's recommendation; Mr. Wingfield seconded the motion. The motion was approved unanimously.</i> • <i>Ms. Tagnesi, Ms. Dillard, and Ms. Imoh agreed to work together on the reception, with details to come.</i>
New Business	<ul style="list-style-type: none"> • Advisory Board Resolution 2015-02 regarding meeting dates/times for FY2016 • Presentation: WDSS Services for Adults 	<ul style="list-style-type: none"> • <i>Ms. Tagnesi motioned to adopt Advisory Board Resolution 2015-02 regarding meeting dates for FY2016. Ms. Curtis seconded the motion. The motion was approved unanimously.</i> • <i>Ms. Cooper and Ms. Wingfield presented information to the Board regarding Social Services available for adults.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, July 23, 2015, 4:00 pm in the DSS Board Room. 	<ul style="list-style-type: none"> • <i>Ms. Tagnesi motioned to adjourn the meeting at 4:50 pm. Mr. Wingfield seconded; the motion passed unanimously.</i>

Signature

Date

Attachments: Winchester Department of Social Services Advisory Board Meeting May 28, 2015 Presentation
Resolution 2015-02

**Winchester Department
of Social Services
Advisory Board Meeting
May 28, 2015**

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



Announcements

- Welcome New Advisory Board Members
Ann Dillard & Kim Herbstritt!!
- Summer Feeding Program Update

Management Team Report

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

Social Services Staffing Report

- Family Services Specialist IV—will fill after July 1, 2015
- All other positions are filled!
- Human Services Intern from Old Dominion University, Jennifer Wood

Special Accounts

- Social Services Food Pantry- \$30 balance (cash and grocery cards)
- Social Services Heater Fund- 49.94 fund balance; 30 heaters available
- McCrory Fund--\$198,271.48

Board Activities

- Public Relations Committee
 - May 2015— Adult Abuse Awareness Month & National Foster Care Month
 - No current Advisory Board Members on this committee

Old Business

- Advisory Board Chair Appointment
- Advisory Board Training
 - Available dates: July 23rd, September 24th
- Community Partner Award
 - Community Partner Award Reception
 - Community Partner Award Nomination Criteria

New Business

- Advisory Board Meeting Resolution for FY2016
- Presentation: Social Services for Adults

Services for Adults

Cindy Cooper and Sarah Wingfield

Auxiliary Grant

- Pays for Assisted Living Care
- Must demonstrate that they need assistance with Activities of Daily Living (ADLs)
- Must be blind, disabled, or age 65
- Must have income of \$1320 a month or less
- Resource level of \$2000.00 or less
- Must need that level of care as evidenced by screening

Challenges of Auxiliary Grants

- Not many homes take the Auxiliary Grant Rate of \$1219.00 a month in our area
- Many of the "Baby Boomer's" Social Security and Retirement is too high to receive Auxiliary Grant

Community Based Care

- This is for people who could be in a nursing home, but choose to stay in their home
- They get to keep \$1210.00 a month
- Must have less than \$2000.00 in resources
- Generally income needs to be less than \$2199.00 a month
- Must pass the pre-admission screening that documents that level of care is needed

Community Based Care Continued

- Generally a lot of family or friend support is needed because you cannot receive 24 hours a day of Community Based Care, as receiving nursing home care would be more cost effective

Adult Day Care

- It allows him or her to stay in his or her community while the caregiver goes to work
- It gives him or her a break from the caregiver
- It provides needed social interaction
- It provides greater structure to his or her daily activities
- Basically the same rules apply to this type of care that apply to Community Based Care

Nursing Home Care

- Must need a level of medical care, as evidenced by a pre-admission screening
- Resources must be \$2000.00 or less
- Income would have to be quite high in order not to be eligible (around \$5,000.00) or more a month
- Can keep \$40.00 a month for personal needs

Nursing Home Care and Spouses

- Get in touch with your local Department of Social Services immediately, regardless of you income and resources.
- The community spouse may keep lot more in income and resources
- Failure to get in touch with you local Social Services Department quickly may affect the amount of money you can keep!!!

Pre-admission Screenings

- Population served: anyone who requests a screening
- Pre-Admission Screening Teams (PASTs)
- Screening Types:
 - Elderly & Disabled Consumer Directed (EDCD) services waiver
 - Technology Assisted (Tech) waiver
 - Nursing home placement
 - Assisted Living Facility pre-admission screenings

Adult Protective Services

- Population Served: adults aged 60 + or 18 + and incapacitated who are alleged to be the victims of abuse, neglect, or exploitation.
- The largest category of APS referrals is for self-neglect
- APS is service oriented, and has no punitive authority
 - Unfounded and Invalid
 - Needs Protective Services: Accepts or Refuses
 - Need for protective services no longer exists
- Services: Case Management, screening, assistance including purchasing services or equipment, or providing other financial help.

Adult Services

- Population served: adults aged 60 +, or 18 + with a disability.
- Services can include case management, advocacy, and assistance obtaining facility placement or other needed care services.
- Services are selected according to each adult's specific needs.

Guardianships / Guardian report reviews

- Obtaining a Legal Guardian
- Winchester DSS is currently the court appointed legal guardian for 3 adults.
- Review of Guardianship Reports

Questions?

Next Meeting of
the Winchester
Social Services
Advisory Board

July 23, 2015
4pm

Winchester Social
Services
Boardroom





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

Winchester Department of Social Services Advisory Board Outstanding Community Partner Award

The Outstanding Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their outstanding community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester. Nominations are accepted each year from a staff member of Winchester Department of Social Services or a member of the Advisory Board. The Board will select one Outstanding Community Partner from the nominations received. The Board will consider the following when making its selection:

- The nominee partnered with the Winchester Department of Social Services in the last 12 months
- The degree to which the nominee's services/actions have made a lasting or meaningful contribution or impact
- The length and degree of the nominee's service and collaboration
- The extent to which the nominee's service or action might be considered above and beyond the call of duty
- The extent to which the nominee's action would be recognized and valued by their peers and community leaders

To be considered, nominations are to be submitted to the Department Director by using the Advisory Board Outstanding Community Partner Award Nomination form and submitted by the established deadline. Nominations will be accepted each year from November 1st through December 31st. The Advisory Board will make its selection of the Outstanding Community Partner Award at its first meeting in the following calendar year.

While there will be one nominee recognized for their generous work, other finalists will be acknowledged by the Board as well.



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**Winchester Social Services Advisory Board
Outstanding Community Partner Award
Nomination Form**

The Outstanding 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):

Nominee's Address:

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:

Nominations should be delivered to [insert person] by [insert date].

"Mission: To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."



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Advisory Board Community Partner Award Nomination Form

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

Ricky L. Timbrook Children's Outreach Fund and Food Drive

Nominee's Address:

C/o Winchester Police Department 231 E. Piccadilly St., Winchester VA 22601

Nominated by: Georjean Coco

Date: December 15, 2014

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:

The Ricky L. Timbrook Children's Outreach Fund, was established on November 01, 1999, just a few days after Winchester Police Sergeant Timbrook was slain in the line of duty. The Ricky L. Timbrook Children's Outreach Fund was established by Sergeant Timbrook's wife, Kelly, to help disadvantaged children in the community to obtain such items as clothing, school supplies and toys. The thought behind the establishment of The Ricky L. Timbrook Children's Outreach Fund was to continue the generous spirit of giving that Sergeant Timbrook shared with many of the children in our community. Throughout his career, it was not uncommon for Sergeant Timbrook to purchase items for disadvantaged children using his personal money. It has been 15 years since Sergeant Timbrook's lost his life in the line of duty, yet his enduring spirit continues to make a difference in our community that he protected. Each year, The Ricky L. Timbrook Children's Outreach Fund contributes funds to The Ricky L. Timbrook Food Drive, which is done during the Christmas holiday season. Since 2009, has partnered with Winchester Social Services to provide food and toys for families in need. This year, the Ricky L. Timbrook Children's Outreach Fund helped to provide food and toys for 35 Winchester families which included 94 children.

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

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

Timbrook Fund

Nominee's Address:

Winchester Police Department, 231 East Piccadilly Street, Suite 301, Winchester, VA 22601

Nominated by: Michael Ellis Date: January 12, 2015

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:

This organized fund has always provided for needs to families and children in our community. Most recently the Fund was used to provide an eye doctor appointment and prescription glasses to a child that needed these accommodations for school and could not get their previous prescription renewed because Medicaid only renews prescriptions once every 2 years. The child had lost their glasses and could not get new ones as the cost was \$150.00. The Timbrook Fund filled this need promptly and the child now has a brand new pair of glasses for school. This fund has been used for numerous clothing items and various family needs in the past to help support our area families.

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



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

Posh Pets

Nominee's Address:

16 S. Loudoun Street, Winchester, VA 22601

540-722-7213

Nominated by: Erica Penn

Date: January 8, 2014

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:

For the past several years, Posh Pets has donated toy-filled Christmas stockings to children involved with social services. Every year the stockings appear to get better and better. This year not only were they filled with fun toys, candy, and other items, but many came with a large stuffed animal. Posh Pets is also very attentive to ensure that children of all ages receive age appropriate gifts. This is so helpful as many of our older youth do not receive as many gifts or donations as the younger children. This year they also donated an extra 7-8 stockings just to be sure all children had a stocking.

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



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

Froggy's Closet

Nominee's Address:

41 South Loudoun St, Winchester, Virginia

Nominated by: Marisa Wilcom Date: 1/14/15

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:

Froggy's Closet is a non-profit organization dedicated to serving the communities children with providing donated clothing, toys, books and shoes. Froggy's Closet has a prompt response in filling referrals even in emergency situations during non-business hours. This Department contacted Froggy's Closet for children that had been missed for other holiday lists and Froggy's Closet helped get all those children gifts, some very last minute. Froggy's Closet has helped with clothes and shoes for children displaced from their home in out of home safety plans. They have helped with a toddler bed for a family in need. Any request, they do their best to fulfill. Their commitment to the children of the City of Winchester and assistance to this Department has been invaluable.

Froggy's Closet doesn't view themselves as a charity but "an investment in our children."

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



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

First Baptist Church (attn: Cheryl Jones)

Nominee's Address:

205 W. Piccadilly St.
22601

Nominated by: Kristen Snyder - Winchester Date: 1/1/15
DBS Foster Care

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:

The Church has supported the foster children in care of Winchester DSS by providing phenomenal Christmas gifts for many years now. The Church has consistently gone above & beyond to help the foster children have a Merry Christmas.

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



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 28th day of May 2015 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 28th day of May 2015.

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, 2015, and concluding June 30, 2016; 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 23, 2015	(July 30, 2015)
September 24, 2015	(October 1, 2015)
November 19, 2015	(December 3, 2015)
January 28, 2016	(February 4, 2016)
March 24, 2016	(March 31, 2016)
May 26, 2016	(June 2, 2016)

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

Resolution No. 2016-01.

ADOPTED by the Department of Social Services Advisory Board of the City of Winchester on the 28th day of May 2015.

Witness my hand,

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