

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, January 24, 2019

**Present:** Bibianna Herrera-Paniagua, Nicholas Robb, Patricia Simpson, Kathryn Tagnesi, Cindy Taylor

**Absent:** Eden Freeman, Marie Imoh, Kate Simpson, Elyus Wallace

**Staff/Guests:** Jodie Alt (*WDSS Admin. Programs Assistant*), Erika Arenas (*WDSS Admin. Services Manager*), Christine Cook (*WDSS Office Supervisor*), Steve Langenstein (*WDSS Benefits Supervisor*), Chasity Robinette (*WDSS Benefits Supervisor*), Candace Veney (*WDSS Family Services Supervisor*), Sarah Wingfield (*WDSS Family Services Manager*), Morgan Schaffer (*WDSS Intern*)

**RECAP of Board Votes:**

**Motions:**

Motion to Adopt the Minutes of the  
 September 27, 2018 Advisory Board Meeting

**Action:**

1<sup>st</sup>: Kathryn Tagnesi  
 2<sup>nd</sup>: Nicholas Robb

**Status:**

Approved  
 Unanimously

Motion to adjourn


1<sup>st</sup>: Kathryn Tagnesi  
 2<sup>nd</sup>: Bibianna Herrera-Paniagua

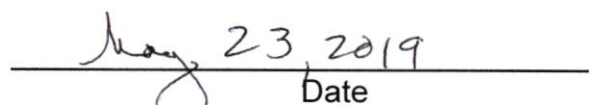
Approved  
 Unanimously

Item	Discussion	Action
<p style="text-align: center;"><b>Call to Order/Approval of Minutes</b></p>	<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 September 27, 2018 meeting were accepted as submitted on motion by Ms. Tagnesi, seconded by Mr. Robb.</i></li> </ul>
<p style="text-align: center;"><b>Announcements</b></p>	<ul style="list-style-type: none"> <li>• Welcoming of new Advisory Board Member, Cindy Taylor</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Taylor introduced herself to the board and WDSS staff.</i></li> </ul>
<p style="text-align: center;"><b>Staff Reports</b></p>	<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. Wingfield presented news and announcements for the agency.</i></li> <li>• <i>Ms. Veney presented the staff report for the Protective Services team.</i></li> <li>• <i>Ms. Veney presented the staff report for the Family Services team.</i></li> <li>• <i>Ms. Robinette and Mr. Langenstein 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 and Ms. Arenas 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>McCroly Trust Fund</b>	<ul style="list-style-type: none"> <li>• The fund currently has a balance of \$199,749.85</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Wingfield presented the current fund balance. No request to utilize funds at this time.</i></li> </ul>
<b>Board Activities</b>	<ul style="list-style-type: none"> <li>• Membership appointments</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Herrera-Paniagua and Mr. Robb are eligible to fulfill two additional full terms at the end of their current term.</i></li> <li>• <i>Ms. Tagnesi will be completing her two full terms on March 31, 2019.</i></li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• FY19 Agency Goals</li> <li>• FY19 Management Team Goals</li> <li>• Outstanding Community Partner Award Nominations</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Benefit and Service Units presented their department goals to the board.</i></li> <li>• <i>Board members will review management team goals independently and bring questions to the next meeting.</i></li> <li>• <i>Ms. Wingfield presented three nominations: Drug Task Force, Selma Medical Associates and Wesley United Methodist Church. Board members to review and vote at the next meeting.</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 28, 2019 Social Service Board Room.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>On Motion to adjourn the meeting by Ms. Tagnesi, seconded by Ms. Herrera-Paniagua, the motion was passed unanimously.</i></li> </ul>

  
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 Signature

  
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 Date