

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, November 21, 2019

**Present:** Danielle Bostick, Nicholas Robb, Anita Schill, Kate Simpson, Patricia Simpson, Cindy Taylor, Elyus Wallace

**Absent:** Eden Freeman, Bibiana Herrera-Paniagua, Marie Imoh

**Staff/Guests:** Jodie Alt (*WDSS Admin. Programs Assistant*), Erika Arenas (*WDSS Admin. Services Manager*), Kristin Boehne (*WDSS Program Manager*), Christine Cook (*WDSS Office Supervisor*), Amber Dopkowski (*Director*), Rebecca Hopkins (*WDSS Family Services 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 September 26, 2019 Advisory Board Meeting

**Action:**

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

**Status:**

Approved  
 Unanimously

Motion to adjourn

1<sup>st</sup>: Elyus Wallace  
 2<sup>nd</sup>: Kate Simpson

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 26, 2019 meeting were accepted as submitted on motion by Ms. Kate Simpson, seconded by Ms. Taylor.</i></li> </ul>
<p style="text-align: center;"><b>Public Comments</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<p style="text-align: center;"><b>Announcements</b></p>	<ul style="list-style-type: none"> <li>• Ms. Dopkowski introduced Kristin Boehne, Program Manager, who started October 29<sup>th</sup>.</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. Dopkowski presented news and announcements for the agency.</i></li> <li>• <i>Ms. Veney and 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>

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, November 21, 2019

<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>Ms. Dopkowski presented all current vacancies.</i></li> </ul>
<b>McCrary 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.</i></li> </ul>
<b>Board Activities</b>	<ul style="list-style-type: none"> <li>• None</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>Community Partner Award ceremony and reception immediately follows this Advisory Board meeting.</i></li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Vice Chair Vacancy</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The floor was opened to nominations for Vice Chair.</i></li> <li>• <i>Ms. Kate Simpson proposed Ms. Imoh, who was not in attendance.</i></li> <li>• <i>Tabled until 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, January 23, 2020, Social Service Board Room.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <i>On Motion to adjourn the meeting by Mr. Wallace, seconded by Ms. Kate Simpson, the motion was passed unanimously.</i></li> </ul>

SIGNED: Patricia D. Simpson  
 \_\_\_\_\_  
 Signature

1-23-2020  
 \_\_\_\_\_  
 Date