

Minutes
 Winchester Department of Social Services
 Advisory Board Meeting
 Thursday, July 25, 2019

Present: Bibiana Herrera-Paniagua, Marie Imoh, Anita Schill, Patricia Simpson

Absent: Eden Freeman, Nicholas Robb, Kate Simpson, Cindy Taylor, Elyus Wallace

Staff/Guests: Jodie Alt (*WDSS Admin. Programs Assistant*), Erika Arenas (*WDSS Admin. Services 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
 May 23, 2019 Advisory Board Meeting

Action:

1st: Anita Schill
 2nd: Marie Imoh

Status:

Approved
 Unanimously

Motion to adjourn

1st: Marie Imoh
 2nd: Anita Schill

Approved
 Unanimously

Item	Discussion	Action
<p style="text-align: center;">Call to Order/Approval of Minutes</p>	<ul style="list-style-type: none"> • The meeting was called to order at 4:00 PM by Patricia Simpson, Chair 	<ul style="list-style-type: none"> • <i>The minutes from the May 23, 2019 meeting were accepted as submitted on motion by Ms Schill, seconded by Ms. Imoh.</i>
<p style="text-align: center;">Announcements</p>	<ul style="list-style-type: none"> • None 	
<p style="text-align: center;">Staff Reports</p>	<ul style="list-style-type: none"> • Staff Report – <ul style="list-style-type: none"> • Director's Report • Protective Services Team • Family Services • Benefits Team • Self-Sufficiency Team • Administrative Services 	<ul style="list-style-type: none"> • <i>Ms. Dopkowski presented news and announcements for the agency.</i> • <i>Ms. Veney and Ms. Wingfield presented the staff report for the Protective Services team.</i> • <i>Ms. Hopkins presented the staff report for the Family Services team.</i> • <i>Ms. Robinette presented staff report for the Benefit Unit.</i> • <i>Ms. Robinette presented staff report for the Self-Sufficiency Unit.</i> • <i>Ms. Cook and Ms. Arenas presented staff report for the Administrative Unit.</i>

Minutes
 Winchester Department of Social Services
 Advisory Board Meeting
 Thursday, July 25, 2019

Vacancy Report	<ul style="list-style-type: none"> • Social Services Vacancy Report 	<ul style="list-style-type: none"> • <i>Currently one board vacancy.</i>
McCrary Trust Fund	<ul style="list-style-type: none"> • The fund currently has a balance of \$201,193.90 	<ul style="list-style-type: none"> • <i>Ms. Dopkowski presented the current fund balance. No request to utilize funds at this time.</i>
Board Activities	<ul style="list-style-type: none"> • No Report 	
Old Business	<ul style="list-style-type: none"> • Agency Dashboard • Outstanding Community Partner Award Planning 	<ul style="list-style-type: none"> • <i>Mr. Langenstein and Ms. Robinson presented the Public Assistance section, Ms. Wingfield and Ms. Hopkins presented the Family Services section and Ms. Dopkowski presented the Human Resources and Finance sections to the board.</i> • <i>The award ceremony and reception will take place immediately following the September 26, 2019 Advisory Board Meeting.</i> • <i>Location to be determined due to office renovations projected to start early fall.</i>
New Business	<ul style="list-style-type: none"> • None 	
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, September 26, 2019 Social Service Board Room. 	<ul style="list-style-type: none"> • <i>On Motion to adjourn the meeting by Ms. Imoh, seconded by Ms. Schill, the motion was passed unanimously.</i>



 Signature

9/26/19

 Date