

AGENDA

*Winchester Social Services Advisory Board
Thursday, January 28, 2016 4p.m.
24 Baker Street, Winchester, VA 22601*

Call to Order

*Approval of Minutes
November 19, 2015*

Announcements

Staff Report

*Protective Services Team—Sarah Wingfield
Family Services Team—Amber Dopkowski
Benefit Programs Team--Cindy Cooper & Vicki Whitmore
Self-Sufficiency Team-- Georjean Coco
Administration Team-- Nancy Valentine & Sherry Champney*

Social Services Vacancy Report—Amber Dopkowski

McCrary Fund – Amber Dopkowski

Board Activities

Public Relations—Benefit Program Specialist Appreciation Month

Old Business

*WDSS and F&R Stuff the Truck Event—Amber Dopkowski
FY 2015 WDSS Annual Report—Georjean Coco
2016 Community Partner Nominations—Amber Dopkowski*

New Business

*Child Care Quality Initiative (CCQI)—Stacey Park
FY2015 Local Department Profile Report—Amber Dopkowski*

Date and Location of Next Meeting

March 24, 4pm, Winchester Social Services

Adjournment

Minutes
 Winchester Department of Social Services
 Advisory Board Meeting
 Thursday, November 19, 2015

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

Members Absent: Betty Curtis, Eden Freeman, Kathy Tagnesi

Staff/Guests: Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Services Supervisor), Nancy Valentine (WDSS Finance Supervisor), Sarah Wingfield (WDSS Family Services Supervisor), Connie Greer (WDSS Admin Programs Asst.), Tyler Schenck (City of Winchester)

RECAP of Board Votes:

<u>Motions:</u>	<u>Action:</u>	<u>Status:</u>
Motion to Adopt the Minutes of the September 24, 2015 Advisory Board Meeting	1 st : Karen Shipp 2 nd : Kim Herbstritt	Approved Unanimously
Motion to Adjourn	1 st : Karen Shipp 2 nd : Ann Dillard	Approved Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 4:00 pm by Tricia Stiles, Board Chair 	<ul style="list-style-type: none"> • <i>The Minutes from the September 24th meeting were reviewed. On motion by Karen Shipp and seconded by Kim Herbstritt, the Minutes were approved. The motion was approved unanimously.</i>
Announcements	<ul style="list-style-type: none"> • Appointment of Marie Imoh to Winchester School Board • WDSS Food Drive • Highland Food Pantry • WDSS Staff Appreciation Luncheon 	<ul style="list-style-type: none"> • <i>No action required.</i> • <i>The Safety Committee of Winchester Department of Social Services is sponsoring a food drive in honor of Raegan's Wish for Random Acts of Kindness. Food collection for this event ends November 30, 2015 (#Raeganswish).</i> • <i>Information regarding the Highland Food pantry was distributed. The Highland Food pantry will be the beneficiary of foods collected for Raegan's Wish, above.</i> • <i>The Staff Appreciation Luncheon will take place</i>

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<p>Old Business</p>	<ul style="list-style-type: none"> • Community Partner Award Reception 	<p><i>Champion certificate to primary adoption worker at the event. The event was well attended by the community.</i></p> <ul style="list-style-type: none"> • <i>Ms. Dopkowski showed some pictures from the event, and thanked the Board again for its efforts to recognize community philanthropy.</i>
<p>New Business</p>	<ul style="list-style-type: none"> • Community Partner Award Nominations 2016 • WDSS Fall Staff Retreat • WDSS and Fire & Rescue Stuff the Truck Event • Coordination of Holiday Giving • FY2015 WDSS Annual Report 	<ul style="list-style-type: none"> • <i>Nominations being sought beginning November 1, 2015 for 2016 Outstanding Community Partner Award. The board will vote on one Community Partner Award winner at January 2016 meeting.</i> • <i>Ms. Dopkowski reported that staff attended a retreat, moderated by Dr. Philip Pate, which focused on communication and team building skills.</i> • <i>A joint effort between Winchester Social Services and Winchester Fire & Rescue. Ms. Dopkowski will forward additional information when it becomes available.</i> • <i>Ms. Wingfield and Ms. Lineberg reported that several businesses and individuals are contacting Social Services to offer holiday donations for children, families and senior citizens. Ms. Shipp requested that the department encourage giving to senior citizens as they appear an underserved population. Ms. Dillard offered to help coordinate delivery of gifts.</i> • <i>Ms. Coco reviewed the Annual Report for Fiscal Year 2015.</i>

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		<i>Report to be finalized and sent to the City Manager for incorporation into the City's Annual Report.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be held Thursday, January 28, 2016, 4:00pm in the DSS Board Room 	<ul style="list-style-type: none"> • <i>On Motion to adjourn the meeting by Ms. Shipp, seconded by, Ms. Dillard, the motion was passed unanimously. The meeting was adjourned at 5:07 p.m.</i>

 Signature

 Date

/cpg

Enclosure: Advisory Board Meeting Presentation November 19, 2015