AGENDA

Advisory Board Winchester Department of Social Services
Thursday, September 22, 2016 4 p.m.
24 Baker Street, Winchester, VA 22601

Call to Order

Approval of Minutes July 28, 2016

Announcements

Staff Report
Protective Services Team-Sarah Wingfield
Family Services Team- Erin Ridout
Benefit Programs Team--Cindy Cooper
Self-Sufficiency Team-- Georjean Coco
Administration Team-- Nancy Valentine

Social Services Vacancy Report-*Amber Dopkowski*

McCrory Fund Balance *- Amber Dopkowski*

Board Activities
Advisory Board Vacancy

Old Business
McCrory Fund History

New Business
Annual Report
Eligibility Modernization Phase II Migration

Date and Location of Next Meeting
November 17, 2016, 4 p.m., Winchester Social Services

Adjournment

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, July 28, 2016

Members Present: Tricia Stiles, Betty Curtis, Kim Herbstritt, Kathy Tagnesi, Les Taylor, Patrick Wingfield
Members Absent: Ann Dillard, Eden Freeman, Marie Imoh, Karen Shipp
Staff/Guests: Amber Dopkowski (WDSS Director), Sherry Champney (WDSS Admin Supervisor), Cindy Cooper (WDSS Benefits Supervisor), Erin Ridout (WDSS Family Services Supervisor), Nancy Valentine (WDSS Finance Supervisor), Sarah Wingfield (WDSS Family Service Manager), Connie Greer (WDSS Admin Programs Asst.)

RECAP of Board Votes:

Motions:	**Action:**	**Status:**
Motion to Adopt the Minutes of the May 26, 2016 Advisory Board Meeting, as corrected.	**1st: Kathy Tagnesi** **2nd: Les Taylor**	**Approved Unanimously**
Motion to approve Resolution 2017-1 regarding scheduling 2016-2017 Advisory Board Meetings	**1st: Les Taylor** **2nd:Kathy Tagnesi**	**Approved Unanimously**
Motion to convene in executive session pursuant to §2.2-3711(a)(4) of the Code of Virginia for the purpose of discussion of the subject matter of personal, confidential, and private information concerning the provision of services and/or funding for an abused or neglected child or child in need of services wherein information protected and required to be maintained as confidential under §2.2-5210 of the Code of Virginia will be discussed.	**1st: Patrick Wingfield** **2nd: Kim Herbstritt**	**Approved Unanimously**
Motion to Come Out of Executive Session and Immediately Reconvene in Open Session	**1st: Patrick Wingfield** **2nd: Kim Herbstritt**	**Approved Unanimously**
Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester Department of Social Services Advisory Board certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.	**1st: Patrick Wingfield** **2nd: Kim Herbstritt**	**Approved Unanimously**
Motion to Approve McCory Fund Request	**1st: Patrick Wingfield**	**No second motion; motion not approved.**

		notice" and 5 voluntary family services cases. • *There was one finalized adoption; one child returned home with parent(s), and one child returned home to a relative.* • *The Family Services team will have one vacancy on August 1.*
	o Benefits Team	• *Ms. Cooper reported 38 applications for daycare assistance, 242 for Medicaid, 265 for SNAP, and 20 for energy assistance. Currently 483 unduplicated applications.* • *The team is fully staffed, and preparing for the SNAP conversion from the ADAPT system to VACMS.*
	o Self-Sufficiency Team	• *Ms. Dopkowski reported that the self-sufficiency team has 47 VIEW cases, 30 current childcare assistance cases, 10 possible fraud/overpayment cases; $738 has been reclaimed from these investigations.*
	o Administrative/Finance Services	• *Ms. Champney reported that during the month of June 1496 individuals came into the office for various reasons.* • *Ms. Valentine reported that the CSA coordinator is now part of the Admin/Finance team.* • *Ms. Valentine also reported that the front desk now has 3 full-time employees.*
	• Social Services Vacancy Report	• *Ms. Dopkowski reported there is one current vacancy for self-sufficiency specialist and a vacancy on August 1 for a Family Services Specialist.*
	• McCrory Fund	• *The current balance is $198,567.59. This can only be accessed by Advisory Board approval. There will be one request presented to the Board today.*
Board Activities	• None	• *No action*
Old Business	• 2016 Community Partner Reception	• *Community partner award ceremony*

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, July 28, 2016

	Motion to deny McCrory Fund Request	*was not seconded.* • *Ms. Herbstritt motioned to deny the McCrory Fund Request. The motion was seconded by Ms. Tagnesi. The motion was approved 4 to 1, with one (1) abstention.*
Date and Location of Next Meeting/Adjournment	• **The next Social Service Advisory Board meeting will be held Thursday, September 22, 2016, 4:00 pm in the DSS Board Room**	• *On Motion to adjourn the meeting by Ms. Herbstritt, seconded by, Mr. Wingfield, the motion was passed unanimously.*

Signature

Date

/cpg
Enclosure: Advisory Board Meeting Attachments July 28, 2016

DRAFT

July 28, 2016 Advisory Board Meeting Attachments

WINCHESTER DEPT. OF SOCIAL SERVICES ADVISORY BOARD

McCrory Trust Fund Guidelines

Revised June 2011

Purpose: In accord with the intent of the last will and testament of Raymond McCrory, the funds in this Trust Fund shall be used for the "benefit of children that (i) reside in the city of Winchester and (ii)have been found to be abused and neglected through judicial process…and/or administrative process". Notwithstanding this purpose, nothing shall preclude the Department from assisting a child who resided in the city of Winchester at the time of the abuse or neglect and had to move, for protection from said abuse or neglect, beyond the city limits. For purposes of this fund, a "child" shall be any minor person under the age of 18, or any foster child still in the care or custody of the Department under the age of 22.

Process for Requesting Funds from the Trust: The Winchester Department of Social Services (WDSS) social worker or supervisor may request funds by submitting a memo to the Director of Social Services that shall include:

1. Verification that the child has been determined to be abused or neglected
2. A description of the proposed use of funds, and why they are needed
3. A description of why existing public funding sources are not available or cannot be accessed.

Process for Approving Funding: The Director shall submit the written request for funds to the WDSS Advisory Board. It shall be placed on the agenda in such a way that confidentiality is protected. The Board shall go into executive session for the purposes of discussing the case if any identifying information will be involved. A vote to deny or approve the request by a simple majority when a quorum is present shall constitute the recommendation of the Advisory Board.

In the event of a time sensitive request, as determined by the social worker or supervisor, the Director may distribute the request as a password-protected electronic communication to the Board members. A simple majority when a quorum responds shall constitute the recommendation of the Board.

The Advisory Board recommendation shall be forwarded to the Administrative Board (City Manager) for final authorization or denial and fiscal processing if approved.

Fiscal policies and procedures for the City will be followed to process payment, if approved.

Reporting: The City's fiscal policies shall apply. The fund shall be audited annually. The Advisory Board shall include a report on all Trust Fund activity as part of their Annual Report to City Council.

Winchester Department of Social Services

General Relief Plan
FY 2017

History of our General Relief Plan

- At one time, the General Relief program was comprised of several components. Localities could choose all or some of the components for their local plan. Funding for General Relief was from state and local funds.
- Winchester's plan included funding for presumptive SSI individuals and for burial assistance.

Several years ago, the State revised the General Relief program. Localities had the option to continue their plan but with local only funding.

With the support of council, the City of Winchester provided the local only funding to continue indigent burial services.

If no one claims the deceased?

- The City of Winchester Sheriff will claim the body and works closely with our office to make arrangements for burial or cremation.

Where does the General Relief Money Come From?

- Funding for this program is 100% local funding.
- Revising our program to increase the maximum payment to $1200.00
- In FY 2015 – Expenditures $9,060 - 16 burials

Any Questions????

DEPARTMENT OF SOCIAL SERVICES ADVISORY BOARD

24 Baker Street
Winchester, VA 22601
540-662-3807
www.winchesterva.gov

I, Patricia Stiles, Chair for the Department of Social Services Advisory Board of the City of Winchester, hereby certify on this 28th day of July 2016 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 July 2016.

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, 2016, and concluding June 30, 2017; 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 28, 2016	(August 4, 2016)
September 22, 2016	(September 29, 2016)
November 17, 2016	(December 1, 2016)
January 26, 2017	(February 2, 2017)
March 23, 2017	(March 30, 2017)
May 25, 2017	(June 1, 2017)

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

Resolution No. 2017-01.

ADOPTED by the Department of Social Services Advisory Board of the City of Winchester on the 28th *day of July 2016.*

Witness my hand,

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