

# **AGENDA**

Advisory Board  
Winchester Department of Social Services  
Thursday, September 24, 2020  
WebEx Meeting

## **Call to Order**

## **Public Comments**

## **Approval of Minutes**

July 23, 2020

## **Announcements**

## **Staff Report**

Director Report – Amber Dopkowski  
Family Services Team – Rebecca Hopkins, Sarah Wingfield & Candace Veney  
Benefit Programs Team – Steve Langenstein & Chasity Robinette  
Administration Team – Christine Cook & Erika Arenas

## **McCrary Fund — Amber Dopkowski**

## **Board Activities**

## **Old Business**

Community Partner Award Nominations

## **New Business**

Mass Care Sheltering Presentation—Kristin Boehne and Scott Kensinger  
Advisory Board Training

## **Date and Location of Next Meeting**

November 19, 2020 4 p.m., via WebEx (unless otherwise notified)

## **Adjournment**

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, July 23, 2020

**Present:** Danielle Bostick, Marie Imoh, Mary Beth Price, Anita Schill, Patricia Simpson, Cindy Taylor, Elyus Wallace

**Absent:** Nicholas Robb, Kate Simpson, Bibianna Vazquez

**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*), Steve Langenstein (*WDSS Benefits Supervisor*), Chasity Robinette (*WDSS Benefits Supervisor*), Candace Veney (*WDSS Family Services Supervisor*), Janine Renoy (*Winchester City IT*)

**RECAP of Board Votes:**

**Motions:**

Motion to adopt the Minutes of the January 23, 2020 Advisory Board Meeting

**Action:**

1<sup>st</sup>: Elyus Wallace  
 2<sup>nd</sup>: Anita Schill

**Status:**

Approved  
 Unanimously

Motion to approve Resolution 2021-1 regarding scheduling 2020-2021 meetings as amended

1<sup>st</sup>: Anita Schill  
 2<sup>nd</sup>: Elyus Wallace

Approved  
 Unanimously

Motion to adjourn

1<sup>st</sup>: Patricia Simpson  
 2<sup>nd</sup>: Patricia Simpson

Approved  
 Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Minutes</b>	<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>The minutes from the January 23, 2020 meeting were accepted as submitted on motion by Mr. Wallace, seconded by Ms. Schill.</li> </ul>
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Announcements</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Staff Reports</b>	<ul style="list-style-type: none"> <li>Staff Report –                             <ul style="list-style-type: none"> <li>Protective Services Team</li> <li>Family Services</li> <li>Benefits Team</li> <li>Self-Sufficiency Team</li> <li>Administrative Services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ms. Veney presented the staff report for the Protective Services team.</li> <li>Ms. Hopkins presented the staff report for the Family Services team.</li> <li>Mr. Langenstein presented staff report for the Benefit Unit.</li> <li>Ms. Robinette presented staff report for the Self-Sufficiency Unit.</li> <li>Ms. Cook and Ms. Arenas presented staff report for the Administrative Unit.</li> </ul>

**Minutes**  
 Winchester Department of Social Services  
 Advisory Board Meeting  
 Thursday, July 23, 2020

<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>McCrary Trust Fund</b>	<ul style="list-style-type: none"> <li>• The fund currently has a balance of \$202,315.15</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Dopkowski presented the current fund balance and provided documents relating to this fund for Board review. There will be further discussion of the Fund at the next meeting.</i></li> </ul>
<b>Board Activities</b>	<ul style="list-style-type: none"> <li>• No Report</li> </ul>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>• FY19 Annual Report</li> <li>• FY21 Agency Goals</li> <li>• Community Partner Award Nominations</li> <li>• Resolution 2021-1 regarding scheduling 2020-2021 Advisory Board Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ms. Dopkowski presented the report to the board.</i></li> <li>• <i>Ms. Boehne presented general information on how the goals were developed. Each Program Supervisor presented their FY21 goals to the board.</i></li> <li>• <i>Ms. Dopkowski presented two nominations: Haven Mental Health Center and Winchester Community Health Center. Board members to review and vote at the next meeting.</i></li> <li>• <i>Ms. Schill recommended that the resolution include language to support virtual meeting platforms due to COVID-19 pandemic and inclement weather. Ms. Dopkowski needs to consult the City Attorney and City Manager regarding "inclement weather". Resolution amended to include virtual meetings relating to the pandemic. On motion by Ms. Schill and seconded by Mr. Wallace, the Amended Resolution was approved unanimously.</i></li> </ul>

**Minutes**

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, July 23, 2020

<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, September 24, 2020, via WebEx Meeting.</b></li></ul>	<ul style="list-style-type: none"><li>• <i>On Motion to adjourn the meeting by Ms. Patricia Simpson, the motion was passed unanimously.</i></li></ul>
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Signature

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Date

Enclosures/jma

DRAFT



# Winchester

social services *Virginia*

SEPTEMBER 2020

## Winchester Social Services Manager's Report

Next Advisory  
Board Meeting:  
November 19, 2020  
4PM @ WDSS

# Family Services Team Update

## Child Protective Services (CPS)

In July we received 37 calls regarding the safety and well-being of children. 12 of these resulted in family assessments, 9 investigations, 6 resulted in a Family Service Intake, and 10 were screened out.

In August, the agency received 36 calls, 11 of which became family assessments, 2 investigations, 10 resulted in Family Service Intakes, and 13 were screened out.

	Family Assessments	Investigations	FS Intakes	Screened Out	Total
July	12	9	6	10	37
August	11	2	10	13	36

**CPS Ongoing Cases:** In July, the agency maintained 51 CPS Ongoing Cases involving 109 children. 1 of those cases was newly opened in July and 9 closed in July. Of those 45 families involved in Ongoing CPS we maintained 19 safety plans and 15 Protective Orders. We were put “on notice” for no new youths.

In August 2020, the agency maintained 54 CPS Ongoing Cases involving 119 children. 12 of those cases were newly opened in August and 6 closed in August. Of those 54 families involved in Ongoing CPS we maintained 22 safety plans and 15 Protective Orders. We were put “on notice” for no new youth. We maintained 6 children “on notice” for foster care entry.

CPS Ongoing	Cumulative For the Month	Number of Children Involved	Opened in Month	Closed in the Month	On Notice
July	51	109	1	9	6
August	54	119	12	6	6

## Adult Protective Services

In July, the agency received 21 calls regarding vulnerable adults in the community. Of these calls, 8 resulted in APS investigations, 5 in an AS intake, 8 were screened out.

In August, the agency received 19 calls, with 7 resulting in investigations, 6 in an AS intake, and 6 screened out invalid.

2020 New Referrals		
	July	Aug
APS Investigations	8	7
AS Intakes	5	6
Invalid (Screened Out)	8	6
<b>Total</b>	<b>21</b>	<b>19</b>

# Family Services Team Update

## FAMILY SERVICE TEAM HIGHLIGHTS

- ◆ Anniversaries: James Cozzolino 3 years
- ◆ FSS Cozzolino and supervision were selected to participate in a panel interview with the Virginia Department of Social Services regarding Engaging Families with Technology.
- ◆ Trainings:
  - ◇ COMPASS refresher trainings and Lifelines
  - ◇ Intake, Assessment, and Investigation in Child Protective Services
  - ◇ Engaging Families and Building Trust-Based Relationships
  - ◇ Structured Decision Making Intake Tool
  - ◇ Diligent Internet Search for Relatives Webinar
  - ◇ The Contagiousness of Vicarious Trauma: Impacts, Considerations, and Responses
  - ◇ Asking the Right Questions: Collaborative Approaches & Strategies to Identify and Serve Child Sex Trafficking Survivors
  - ◇ Long Term Services and Supports (LTSS) Screening Connector Webinar sponsored by the Department of Medical Assistance Services (DMAS)-Medicaid State Office-Division for Aging and Disability Services (DADS)
  - ◇ Child Advocacy Training: Working a case with both child abuse and adult intimate partner violence
- ◆ On July 14, 2020, Marisa Wilcom FSSIV, celebrated 6 years with the Department. Marisa is currently the Departments full-time Family Partnership Meeting (FPM) Facilitator, and has previously worked as an Ongoing FSS as well as with the Foster Care/Adoptions/Independent Living Unit.
- ◆ In July 2020, Marisa Wilcom facilitated 21 FPMs and received 33 FPM referrals from Family Services Specialist (FSS).
- ◆ In August 2020, Marisa Wilcom facilitated 43 FPMs and received 15 FPM referrals from FSS.

## Foster Care & Adoption

In In July 2020, the agency maintained 35 Foster Care Cases and 54 youth in care. 2 youth entered Foster Care in July due to Abuse and Neglect. 1 youth exited foster care in the month of July due to the finalization of their adoption.

In August 2020, the agency maintained 35 Foster Care Cases and 54 youth in care. 1 youth entered Foster Care in August due to Abuse and Neglect. No youth exited from foster care in the month.

2020 Foster Care Cases	Cumulative Number of Cases	Cumulative Number of Children in Care	Number of Children that entered in the Month	Number of Children exited in the Month	Number of Open ICPC Cases
July	35	54	2	1	1
August	35	54	1	0	1

# Benefit Programs Team Update

## APPLICATIONS:

The Cooling program ended August 17. Due to pandemic policy changes, cooling was preapproved for individuals who qualified for fuel electric payments (provided they met the vulnerability criteria).

2020 APPLICATIONS RECEIVED	July	August
SNAP	114	137
MEDICAID	82	107
TANF	18	26
CHILD CARE	12	9
LIHEAP	85	40

In July, the agency received 114 applications for SNAP, 82 applications for Medicaid, 18 applications for TANF, 12 applications for Child Care Assistance, and 85 applications for Energy Assistance.

In August, the agency received 137 applications for SNAP, 107 applications for Medicaid, 26 applications for TANF, 9 applications for Child Care Assistance and 40 applications for Energy Assistance.

## CASE MANAGEMENT:

In July, the agency provided case management for 1664 SNAP cases, 4235 Medicaid cases, 71 TANF cases, 47 VIEW cases, 50 Child Care cases, 20 Child Care Wait List cases, and 38 Energy Assistance cases.

In August, the agency provided case management for 1707 SNAP cases, 4290 Medicaid cases, 69 TANF cases, 47 VIEW cases, 44 Child Care cases, 30 Child Care Wait List cases and 19 Energy Assistance cases.

2020 CASE MANAGEMENT	July	Aug
SNAP	1664	1707
MEDICAID	4235	4290
TANF	71	69
VIEW	47	47
CHILD CARE	50	44
CHILD CARE WAIT LIST	20	30
LIHEAP	38	19

# Benefit Programs Team Update

## Fraud Investigation

In July, the agency received 7 Fraud/Overpayment referrals, had 5 pending investigations and established 4 SNAP claims for a total amount of \$2600 in overpayments.

In August, the agency received 10 Fraud/Overpayment referrals, had 15 pending investigations and established 0 claims for a total amount of \$0.00 in overpayments.

2020 FRAUD/OVERPAYMENT	July	Aug
Referrals Received	7	10
Referrals Pending	5	15
Claims Established	4	0
Claim Amount	\$2600	\$0

## Title IV-E & Medicaid

In July, the agency received 2 Title IV-E eligibility applications, and maintained 116 Medicaid cases.

In August, the agency received 1 Title IV-E eligibility application and maintained 117 Medicaid cases.

CASES	July	Aug
Title IV-E applications received	2	1
Medicaid	116	117

## BENEFIT TEAM HIGHLIGHTS

- ◆ **Our agency has continued to meet the state target of 97% timely SNAP application and renewal processing for July (98.1%), August (99.2%).**
- ◆ **We continue succession planning for all program areas.**
- ◆ **Returning to “Normal”**

### Medicaid

- ◆ **Medicaid redeterminations recommenced July 1.**
- ◆ **No open Medicaid case could be closed or benefit reduced unless requested by recipient, recipient moved out of state, or recipient passed away.**
- ◆ **CMS State of emergency was extended until 10/31/2020.**

### SNAP

- ◆ **SNAP redeterminations recommenced July 1.**
- ◆ **Allowed localities to waive SNAP interviews to accommodate increase in application submissions (Winchester opted out of this waiver).**
- ◆ **All eligible SNAP individuals are exempt from the workforce requirement until further notice.**
- ◆ **Beginning July 1, 2020, persons who were previously ineligible for benefits due to a drug related felony will become eligible.**
- ◆ **Emergency benefits have continued to be provided to Virginia Supplemental Nutrition Assistance Program (SNAP) participants through the month of September as part of a provision set forth by the Families First Coronavirus Responses Act of 2020. This provides households that do not already receive maximum allotments to get a supplemental payment for the difference between what they received and the maximum allotment.**

# Benefit Programs Team Update

## BENEFIT TEAM HIGHLIGHTS

### TANF/VIEW

- ◇ TANF redeterminations resumed July 1.
- ◇ Agencies continue to use “good cause” policy in requirement of verifications. Client statements may be taken if verification cannot be provided or verified by the worker.
- ◇ Beginning July 1, 2020, persons who were previously ineligible for benefits due to a drug related felony became eligible.
- ◇ Family Cap Provisions have been lifted.
- ◇ Covid-19 Pandemic continues to be considered a natural disaster which is a reasonable cause for TANF Emergency Assistance.
- ◇ As of July 1, 2020, reasons for allowable Emergency Assistance were updated to include TANF eligible families facing eviction.
- ◇ VIEW initial assessments remain postponed and clients remain in the ESP (Employment Services Program) Queue.
- ◇ Existing Sanctions were lifted and no new sanctions are to be imposed at this time.
- ◇ Beginning August 1, 2020, VIEW 24-month clocks will stop counting against the client until further notice.
- ◇ Beginning August 1, 2020, clients who have exhausted their 60-month TANF clock may have benefits extended due to reason “Exhausted-benefits extended due to COVID”

### Child Care

- ◇ School aged children currently enrolled in virtual class at a public school but attending child care all day, will be allowed full days while the child care is providing the location and supervision to the child.
- ◇ Manual attendance remains streamlined for providers to make the process easier.
- ◇ Co-Payments resumed effective 07/01/2020.
- ◇ Child Care re-determinations resume 09/01/2020.
- ◇ The Cares Act received funding for a second round of incentive grants to provide support for providers to remain open. This incentive grant would provide direct cash assistance for July through September.
- ◇ The child care program received adjustments to the child target counts for each budget line in an effort to start clearing the waiting list.
- ◇ Face to face interviews continue to be waived.

### Housing

- ◇ Interviews continue to be held over the phone and not in person.
- ◇ Recertification inspections have resumed.
- ◇ All annual and recertification inspections continue to be conducted virtually or in person if the unit has been vacant for at least seventy-two (72) hours.
- ◇ Continuing to pull applications from the waitlist.

# Administrative and Finance Team Update

While we continue to navigate working through the pandemic, our front desk team has been essential in providing the necessary documentation and resources to our residents as well as internal employees.

Since we spoke in July, the department installed a buzzer/intercom system to our front entrance door. This system allows the front desk team to manage the quantity of clients that are in our lobby at any given time. The front desk team is also able to verbally interact with clients through the system to provide them with direction on where to safely stand if we are currently at capacity in the lobby. This will increase our ability to safely interact with clients as well as increase the client's safety when visiting our office.

The Admin team continues to focus its efforts on safely providing the best customer service to our residents.

July 2020: 227 Drop offs and 0 Walk-ins

August 2020: 288 Drop offs and 0 Walk-ins

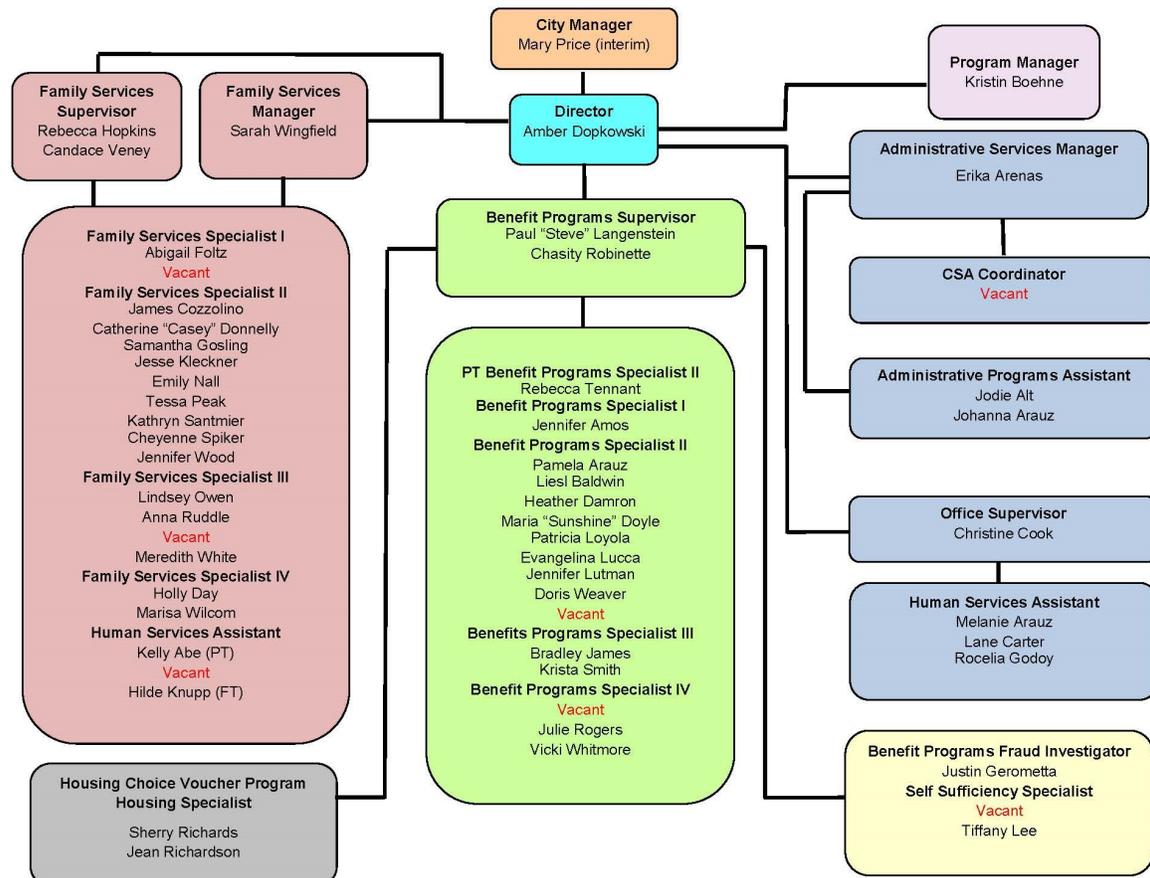
## Finance Team

As we have continued working through the pandemic, our Finance team spent the majority of July and August focusing on closing out the FY2020 fiscal year and starting the new FY2021 fiscal year, which began July 1, 2020. Our administrative unit supported us in this area by reaching out to vendors and getting confirmation of whether or not services were provided to our clients. Some highlights from these months include:

- ◆ The Virginia Dept. of Social Services hosted their monthly Information Technology meeting on Friday, 7/24. Our agency is pending to receive (7) seven HP 1030 G4 laptops and will continue to receive them as our current equipment becomes due for upgrade. These upgraded models have built-in web cameras, which will be beneficial for staff while participating in virtual meetings.
- ◆ The FY2020 PSSF Year-End Financial Report was submitted to the State on 07/28/20. This program, Promoting Safe & Stable Families, offers ancillary funding that is accessed by our case workers to help eligible youth and families in need of support, preservation and reunification services.
- ◆ Jodie Alt, our primary contact for processing agency FOIA requests, attended "Virginia FOIA Training Day" on Friday, 08/07/20. The training covered sessions under public records and public meetings under Virginia Freedom of Information Act.
- ◆ In mid-August, Johanna Arauz, our agency's primary Security/Technical support person, began the process of labeling and distributing web cameras provided by our City IT Department. This resource has allowed our staff to participate in virtual meetings through our agency laptops without the need to connect a secondary source (e.g. cell phones) for video access.

# WDSS Organization

**City of Winchester Department of Social Services Organization Chart**



8/24/2020 4:51 PM

## City of Winchester Mission:

*To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.*

# Advisory Board Membership

**Danielle Bostick-Vice Chair**

**Marie Imoh**

**Nicholas Robb**

**Anita Schill**

**Kate Simpson**

**Patricia Simpson-Chair**

**Cindy Taylor**

**Bibianna Vazquez**

**Elyus Wallace**



## **City of Winchester Mission:**

*To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.*

**Winchester Social Services Advisory Board  
Outstanding Community Partner Award  
2019 Nomination Form**

The Outstanding Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):  
Chris Rousseau; Haven Mental Health Center, Inc.

Nominee's Address:  
235 South St Ste A, Front Royal, Virginia, 22630

Nominated by: Cheyenne Spiker

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

Chris Rousseau has been a wonderful community partner. Chris has gone above and beyond for the clients he serves. Chris is willing to put in extra work that is not in his job description. Chris has not given up on trying to provide help to even the toughest of clients. He has been willing to help in any way he can with not only the clients he serves but with other services providers as well. Chris runs the process group for Family Services Specialists at the Department of Social Services and has been great help to us and reminding us to also take care of our own mental health. Chris has been an asset to the community with the work that he does and does it with a smile on his face. He is very positive and always pointing out what the clients are doing well. Even in tough and frustrating situations, Chris keeps his cool and is understanding. Chris deserved to be recognized for all the work he does for the community.

**Winchester Social Services Advisory Board  
Outstanding Community Partner Award  
2019 Nomination Form**

The Outstanding Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

Winchester Community Mental Health Center: Samantha Fernandez and Katherine Clontz

Nominee's Address:

24 Ricketts Drive, Winchester VA 22601

Nominated by: Samantha Gosling

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

I nominate Winchester Community Mental Health Center Community (WCMH) Based Programs for the Community Partner Award. Samantha Fernandez and Katherine Clontz demonstrate extraordinary commitment to Winchester Department of Social Services and the Winchester Community. Ms. Fernandez and Ms. Clontz always provide exceptional support and services to our families. Ms. Fernandez and Ms. Clontz on numerous occasions have worked late in the evenings or woke up early to provide our families with the services and support they need to ensure children are safe and the families are stable during a crisis. They both always go above and beyond for our families and put our family's needs above their own.

WCMHC is quick to identify the needs of the family and always provides feedback to the family service specialist when needed. Ms. Fernandez and Ms. Clontz have dropped meetings or rearranged their schedules to ensure they can participate in family partnership meetings, to mitigate a crisis, or to address any safety concerns with mutual clients.

An example of their dedication to Winchester City, WDSS had a foster care child placed in a residential facility. In order to ensure a smooth transition home to the child's family there needed to be strong services in place. Ms. Fernandez and Ms. Clontz took it upon themselves to create an entire reunification program called, Dynamic Adaptive Behavioral Services that was catered directly to this family. Ms. Fernandez and Ms. Clontz wrote a proposal describing the program, the cost, and the benefits of this program and presented it to the family's team and Family Assessment and Planning Team. This program was approved and because of their hard work and dedication to this family and Winchester City, the foster child will be reunified with his family successfully. This reunification would not have happened without the help of Ms. Fernandez and Ms. Clontz dedication.

The Community Based Services through Winchester Community Mental Health Center, specifically the parent-mentoring program, is dependable, efficient, and devoted to educating families. Many families that have completed this program have spoken highly of Ms. Fernandez and Ms. Clontz and have expressed that they could not have succeeded without their help. I cannot think of anyone more deserving of this award than Ms. Fernandez and Ms. Clontz and the community based services they run through Winchester Community Mental Health Center.



# Overview of Mass Care and ESF6

Winchester DSS and Emergency Management

# What is ESF6?

## Appendix 2-6: ESF-6 Mass Care, Housing, and Human Services

<b>Primary Agency(s)</b> Department of Social Service (DSS)	<b>Support Agency(s)</b> Emergency Management Public Schools Transit Police Department Fire & Rescue Parks and Recreation Virginia Department of Emergency Management American Red Cross
<b>EOC Section:</b> Operations	<b>EOC Branch:</b> Human Services

### Purpose

Receive and care for persons who have been evacuated from a high-risk area, in anticipation of an emergency, or in response to an actual emergency.

### Scope

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual incidents. This service delivery includes immediate relief, short-term housing and assistance and other services associated with four primary functions: Mass Care, Emergency Assistance, Housing, & Human Services within the jurisdiction of the City of Winchester.

### Policy

All agencies assigned responsibilities with this ESF shall develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and contracts to successfully accomplish their tasks.

Medical care, nursing facilities, assisted living facilities, mental health and residential facilities are responsible for developing and implementing plans for their patients/residents in an evacuation. Facility managers should consult with the Emergency Management Department in the development of plans.

- Component of the City's Emergency Operations Plan (EOP)
- Emergency Support Function (ESF) - #6
- Coordinates sheltering, feeding, and caring for victims of a disaster
- DSS is the primary agency

# Tiered Approach to Mass Care

## TIER 1

ARC to shelter  
via hotel rooms

*(4-6 hotel rooms,  
up to 24 people; 3 days)*

## TIER 2

DSS to assist with  
additional hotel rooms

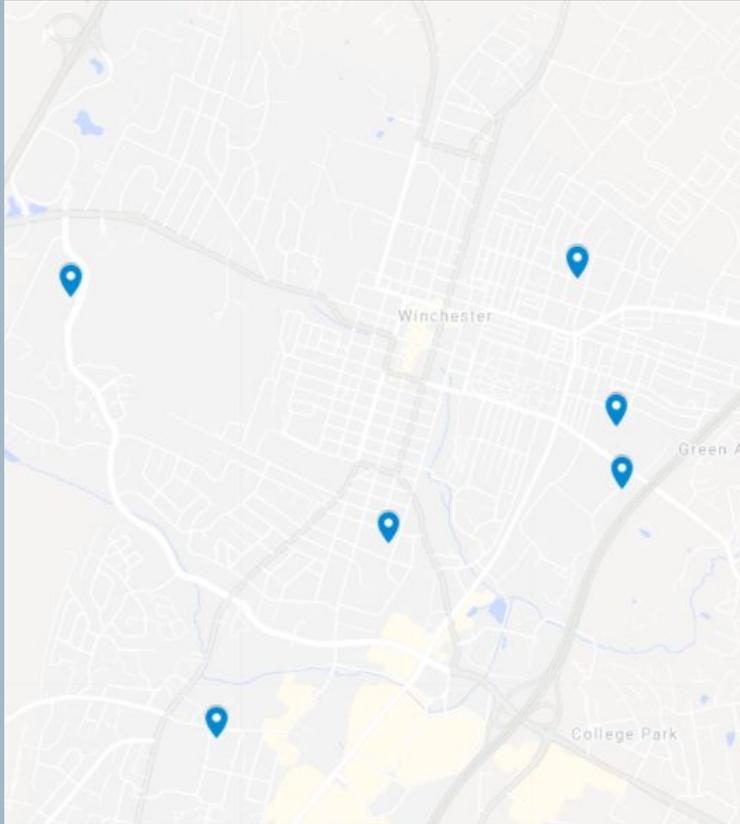
*(additional 4-6 hotel rooms, up  
to an additional 24 people;  
3 days)*

## TIER 3

DSS opens shelter if  
more than 48  
individuals

*(Transitions to ARC after 48 hrs)*

# Where are shelter sites?



- Primary location: Active Living Center
- Alternate locations:
  - Daniel Morgan Middle School
  - Quarles Elementary School
  - Virginia Avenue Elementary School
  - John Kerr Elementary School
  - Shawnee Fire Company
- Shelter Tour - January 2020

# What does sheltering include?



- Registration
- Intake
- Dormitory
- Feeding
- Security
- Information/Logistics
- Coordination with Emergency Operations Center
- May include:
  - Family reunification services
  - Shelter space for FEMA to begin recovery process

## WINCHESTER DSS SHELTER ASSIGNMENTS

### 1<sup>st</sup> SHIFT

EOC – Amber Dopkowski, Director  
Cell [REDACTED] Home [REDACTED]

SHIFT MANAGER - Christine Cook  
Cell [REDACTED] Home [REDACTED]  
SHIFT SUPERVISOR – Chasity Robinette  
Cell [REDACTED] Home [REDACTED]

Liesel Baldwin - Registration  
Heather Damron - Registration  
Melanie Arauz - Registration  
Marisa Wilcom - Intake  
Hilde Knupp - Intake  
Justin Gerometta - Information/Logistics  
Bradley James - Security  
Holly Day - Security  
Tessa Peak - Feeding  
Vicki Whitmore - Feeding  
Abby Foltz - Feeding  
Tiffany Lee - Dormitory  
Doris Weaver - Dormitory

### 3<sup>rd</sup> SHIFT

EOC – Kristin Boehne, Program Manager  
Cell [REDACTED] Home [REDACTED]

SHIFT MANAGER - Erika Arenas  
Cell [REDACTED] Home [REDACTED]  
SHIFT SUPERVISOR – Stephen Langenstein  
Cell [REDACTED] Home [REDACTED]

Lane Carter - Registration  
Sunshine Doyle Naegeli - Registration  
Beckie Tennant - Registration  
Patricia Loyola - Intake  
Cheyenne Spiker - Intake  
Kathryn Santmier - Information/Logistics  
Jesse Kleckner - Security  
Jennifer Lutman - Security  
Shawna Nesselrodt - Feeding  
Jodie Alt - Feeding  
Krista Smith - Feeding  
Jennifer Wood - Dormitory  
Evangelina Lucca - Dormitory  
Kelly Abe – Dormitory

### 2<sup>nd</sup> SHIFT

EOC – Sarah Wingfield, FS Manager  
Cell [REDACTED] Home [REDACTED]

SHIFT MANAGER - Candace Veney  
Cell [REDACTED] Home [REDACTED]  
SHIFT SUPERVISOR – Rebecca Hopkins  
Cell [REDACTED] Home [REDACTED]

Rocelia Godoy - Registration  
Julie Rogers - Registration  
Emily Nall - Registration  
Pamela Arauz - Intake  
Sam Gosling – Intake  
Anna Ruddle – Intake  
Johanna Arauz - Information/Logistics  
Lindsey Owen - Security  
Jim Cozzolino - Security  
Jean Richardson - Feeding  
Jennifer Amos - Feeding  
Sherry Richards - Feeding  
Meredith White - Dormitory  
Casey Donnelly – Dormitory

# We must maintain DSS operations while sheltering

- Three shifts
- Shifts rotate every 12 hours
- WDSS has responsibility for up to 48 hours before transitioning shelter to ARC



## Partnerships

- American Red Cross
- WPS
- Community Emergency Response Team
  - Handles pet shelter
  - WDSS does NOT manage pet sheltering
- City Departments
- Salvation Army



# Inventory

- Emergency Management quick response trailer
- ARC trailer
- CERT pet trailer
- City of Winchester shipping container
- Cots
- Bedding
- Shelf-stable meals
- Temporary meals
- Towels
- Hygiene kits



## Next steps

- Delivering training to WDSS staff virtually
  - Radio training
  - Shelter operations
- Finalizing partnerships
- Further defining roles/responsibilities for each job at the shelter
- Develop job aids for use in shelter
- Securing better signage and 'go kits' for shelter