Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, July 23, 2015

Members Present: Betty Curtis, Ann Dillard, Eden Freeman, Kim Herbstritt, Marie Imoh, Les Taylor, Karen Shipp, Tricia Stiles, Kathy Tagnesi, Patrick Wingfield
Members Absent:
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), Donna Veach (WDSS Admin Programs Asst.)

RECAP of Board Votes:

Motions:	**Action:**	**Status:**
Motion to Adopt the Minutes of the May 28, 2015 Advisory Board Meeting	**1st: Betty Curtis** **2nd: Karen Shipp**	**Approved Unanimously**
Motion to Adjourn	**1st: Kathy Tagnesi** **2nd: Les Taylor**	**Approved Unanimously**

Item	Discussion	Action
Call to Order/Approval of Minutes	• The meeting was called to order at 4:00pm by Tricia Stiles, Board Chair	• *Ms. Stiles welcomed City Manager, Eden Freeman* • *The Minutes from the May 28th meeting were reviewed with correction by Karen Shipp, removing her name on the Members Present list, as she was not in attendance. On motion by Betty Curtis and seconded by Karen Shipp, the Minutes were approved with corrections. The motion was approved unanimously as corrected.*
Announcements	• DSS has been contacted by Washington Gas who will be providing light weatherization to homeowners in the City who would qualify for services.	• *Name, address and phone number of individuals should be forwarded to Ms. Dopkowski.*
Staff Reports	• Management Team Report o Child Protective Services/Adult Protective Services o Family Services	• *Ms. Lineberg reported CPS has thirty five open cases, and twenty-nine active safety plans. APS has been busy with four to five screenings of individuals going into facilities.* • *Ms. Lineberg also reported we now have thirty-four children in foster care, two have been freed for adoption. Our Intern from Old Dominion University has*

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	o Benefits Team	*been working on three applications for adoption disclosure.* • *Benefits have been busy sending employees to training for the new VaCMS system which will go live September 8th. They are also preparing for the new scanner program DMIS.* • *Interviews will be conducted next week to fill the Benefits IV vacancy.*
	o Self-Sufficiency Team	• *504 total benefit program applications were received June 1st through July 22nd.* • *Ms. Coco reported funding for child care is less due to budget cuts by the Commonwealth.* • *Child care stats down and waiting list established due to Commonwealth budget cuts.* • *Overpayment reports – fraud investigations completed using PARIS matches which resulted in $19,000 calculated claim value.* • *Midway through cooling program with 220 applications so far.*
	o Administrative/Finance Services	• *Ms. Valentine reported that during the month of June 1,072 individuals came into the office.* • *Admin team in the front office is excited about the implementation of DMIS.* • *Our in-house server is being replaced this weekend.* • *The new Exchange calendar for vehicle/conference room scheduling has been created by Connie Greer.*
	• Social Services Vacancy Report	• *Currently we have two vacancies; Family Services Specialist IV and Benefits IV.*

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	• McCrory Fund	*Interviews have been scheduled for next week.* • *The current balance is $198,271.48. This can only be accessed by Advisory Board approval.*
Board Activities	• Public Relations o Upcoming Awareness Months	• Interested individuals are to contact Ms. Dopkowski. Will decide at the September meeting if this is to be continued. • November 2015 is Adoption Awareness Month. Ms. Lineberg is planning a reception. Board involvement to be discussed at the September meeting. Ms. Herbstritt expressed interest in helping.
Old Business	• Community Partner Award Reception	• Ms. Tagnesi distributed and discussed plans for the Reception to be held September 24th following the Advisory Board meeting. Plans are to prepare for fifty people. Food items needed were distributed for member sign up.
New Business	• Eligibility Modernization: Document Management Imaging System	• This item will be discussed at the September meeting.
Date and Location of Next Meeting/Adjournment	• **The next Social Service Advisory Board meeting will be held Thursday, September 24, 2015, 4:00pm in the DSS Board Room**	• On Motion by Ms. Tagnesi, seconded by Mr. Taylor, the motion was passed unanimously. The meeting was adjourned with the Annual Board Training conducted by Vicki Johnson-Scott following.

Patricia N. Gilles
Signature

September 24, 2015
Date