

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, March 27, 2014

Members Present: Tricia Stiles, Allyson Pate, Marie Imoh, Les Taylor, Patrick Wingfield

Members Absent: Betty Curtis, Rex Marshall, Nathaniel Prezzy, Kathy Tagnesi

Staff/Guests: Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Assistant Director), Jaimi Lineberg (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Director), Vicki Whitmore (WDSS Benefits Supervisor), Sarah Wingfield (WDSS Family Service Supervisor), Connie Greer (WDSS Fiscal Assistant)

RECAP OF BOARD VOTES:

Motions:

Motion to Adopt Minutes of February 27, 2014 Advisory Board Meeting

Motion to adjourn Advisory Board Meeting

Action:

1st: Mr. Taylor

2nd: Ms. Imoh

1st: Ms. Pate

2nd: Ms. Imoh

Status:

Approved

Unanimously

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, Vice Chair 	<ul style="list-style-type: none"> <i>Introductions of current members and guests.</i> <i>Mr. Taylor motioned to approve the February 27, 2014 Meeting Minutes; Ms. Imoh seconded the motion. The motion was approved unanimously.</i>
Announcements	<ul style="list-style-type: none"> The Alliance of Northern Shenandoah Valley is sponsoring a conference on April 8, 2014 regarding addiction. The guest speaker is Michael Nerney, a national renowned subject matter expert. Strengthening Families funding IRS regulations regarding visitors at WDSS 	<ul style="list-style-type: none"> <i>Ms. Dopkowski provided registration information to board members.</i> <i>To be used for training on Trauma Informed Training on May 20, 2014. Information to follow</i> <i>Ms. Dopkowski explained the IRS regulations that require each visitor to WDSS sign in and out, including Board members. Each Board Member is requested to sign in and out at the reception area prior to leaving the reception area. Each Board Member will receive a permanent nametag, identifying themselves as an Advisory Board Member at the April Advisory Board Meeting.</i>

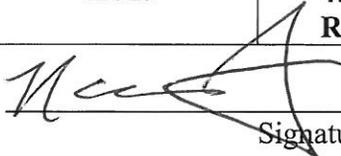
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	<ul style="list-style-type: none"> • Board member retirement 	<ul style="list-style-type: none"> • <i>Ms. Pate was thanked for her many years of service to the Citizens of Winchester. A reception honoring Ms. Pate is scheduled immediately following today's board meeting.</i>
Staff Report	<ul style="list-style-type: none"> • Management Team Report <ul style="list-style-type: none"> ○ Benefits Unit ○ Family Services Unit ○ Administration/Finance Unit 	<ul style="list-style-type: none"> • <i>Ms. Whitmore reported that the Benefits Unit had a recent new hire and was currently fully staffed with 12 employees.</i> • <i>Ms. Lineberg reported that the Family Services unit had 34 children in foster care; 1 child had recently been adopted; 6 children were starting the adoption process; 5 cases were pending relative placement.</i> • <i>Ms. Valentine provided a comprehensive review of the duties performed by her team of 6. She described the duties of the reception and finance staff.</i>
Committee Reports	<ul style="list-style-type: none"> • PR Committee Report 	<ul style="list-style-type: none"> • <i>None</i>
Old Business	<ul style="list-style-type: none"> • Status of Member Recruitment • City of Winchester Strategic Plan Update • Winchester Social Services 	<ul style="list-style-type: none"> • <i>There is one (1) vacancy on the Board. Last month's Citizen's Insight Academy was well-received and some applications may result from that event, however no applications have been received to date. Interested citizens can apply at www.winchesterva.gov.</i> • <i>Mr. Hewett reviewed the current status the City's Strategic Plan. City Council is being provided with quarterly updates. The Strategic Plan is a continuing process, and will be soliciting input from Boards within the City for the next phase.</i> • <i>The FY2013 City of Winchester</i>

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	Annual Report	<i>Social Services Annual Report is final. The Annual Report was distributed to the Advisory Board. The Annual Report is available to anyone in the public and can be found at www.winchesterva.gov/dss.</i>
New Business	<ul style="list-style-type: none"> • April is Child Abuse Prevention Month • Safe Sleep Campaign 	<ul style="list-style-type: none"> • <i>Ms. Wingfield reported that the theme of this year's Child Abuse Awareness campaign is "Look, Listen, Respond." Board Members were invited to attend various community events including April 3 Pinwheel Garden Planting for the Safe Kids Coalition at Our Health; April 9 Wear Something Blue Day; April 11 City of Winchester Jeans Day in support of Safe Kids Coalition; April 26 5K Run/Walk for Safe Kids Coalition at Greenwood Mill Elementary School.</i> • <i>Ms. Wingfield reported on the Safe Sleep campaign. A community effort for education of proper infant sleep positions is underway. Additional training is forthcoming.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, April 24, 2014, 4:00 pm in the DSS Board Room. 	<ul style="list-style-type: none"> • <i>Ms. Pate motioned to adjourn the meeting at 4:55 pm. Ms. Imoh seconded; the motion passed unanimously.</i>



 Signature

24 Apr 2014

 Date

Attachments:
 NONE