

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

Present: Danielle Bostick, Marie Imoh, Nicholas Robb, Anita Schill, Kate Simpson (disconnected due to technical issues), Cindy Taylor, Bibiana Vazquez, Elyus Wallace

Absent: Mary Beth Price, Patricia Simpson

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*), Sarah Wingfield (*WDSS Family Services Manager*), Janine Renoy (*Winchester City IT*), Scott Kensinger (*Emergency Management Coordinator*)

RECAP of Board Votes:

<u>Motions:</u>	<u>Action:</u>	<u>Status:</u>
Motion to adopt the Minutes of the July 23, 2020 Advisory Board Meeting	1 st : Elyus Wallace 2 nd : Marie Imoh	Approved Unanimously
Motion to table vote of Community Partner Award Winner until November Advisory Board Meeting	1 st : Elyus Wallace 2 nd : Nicholas Robb	Approved Unanimously
Motion to adjourn	1 st : Cindy Taylor 2 nd : Marie Imoh	Approved Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 4:02 PM by Danielle Bostick, Vice Chair 	<ul style="list-style-type: none"> • <i>The minutes from the July 23, 2020 meeting were accepted as submitted on motion by Mr. Wallace, seconded by Ms. Imoh</i>
Public Comments	<ul style="list-style-type: none"> • None 	
Announcements	<ul style="list-style-type: none"> • WDSS opened back up to public. • Hazard Duty Pay and Coronavirus Bonus • Staff Anniversary 	<ul style="list-style-type: none"> • <i>Reopened September 8, 2020 with new buzzer/intercom system.</i> • <i>The City will be providing hazard duty pay or a compensatory bonus to all WDSS employees.</i> • <i>Sarah Wingfield celebrated her 20th year anniversary with WDSS on September 12, 2020.</i>
Staff Reports	<ul style="list-style-type: none"> • Staff Report – <ul style="list-style-type: none"> • Director’s Report • Protective Services Team 	<ul style="list-style-type: none"> • <i>Ms. Dopkowski presented agency news and open positions.</i> • <i>Ms. Wingfield presented the staff report for the Protective Services team.</i>

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<p>Staff Reports (Continued)</p>	<ul style="list-style-type: none"> • Family Services • Benefits Team • Self-Sufficiency Team • Administrative Services 	<ul style="list-style-type: none"> • <i>Ms. Hopkins presented the staff report for the Family Services team.</i> • <i>Mr. Langenstein presented staff report for the Benefit Unit.</i> • <i>Ms. Robinette presented staff report for the Self-Sufficiency Unit.</i> • <i>Ms. Cook and Ms. Arenas presented staff report for the Administrative Unit.</i>
<p>Vacancy Report</p>	<ul style="list-style-type: none"> • Social Services Vacancy Report 	<ul style="list-style-type: none"> • <i>Currently no board vacancies</i>
<p>McCrary Trust Fund</p>	<ul style="list-style-type: none"> • The fund currently has a balance of \$202,315.15 	<ul style="list-style-type: none"> • <i>Ms. Dopkowski presented the current fund balance. No request to utilize funds at this time but a request may be coming soon. There was discussion on how funds can be utilized.</i>
<p>Board Activities</p>	<ul style="list-style-type: none"> • No Report 	
<p>Old Business</p>	<ul style="list-style-type: none"> • Community Partner Award Nominations 	<ul style="list-style-type: none"> • <i>The Board preference is to wait until the November meeting to vote for a winner. On motion by Mr. Wallace and seconded by Mr. Robb, vote tabled until the next meeting.</i>
<p>New Business</p>	<ul style="list-style-type: none"> • Mass Care Sheltering Presentation • Advisory Board Member Training 	<ul style="list-style-type: none"> • <i>Presentation by Ms. Boehne and Mr. Kensinger. They gave an overview of Mass Care and ESF6.</i> • <i>Ms. Dopkowski discussed training requirements. New dates and times for training will be sent to members.</i>
<p>Date and Location of Next Meeting/Adjournment</p>	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, November 19, 2020, via WebEx Meeting. 	<ul style="list-style-type: none"> • <i>On Motion to adjourn the meeting by Ms. Taylor, seconded by Ms. Imoh the motion was passed unanimously.</i>

Signature

Date

Enclosures/jma