

JAMES CITY COUNTY SOCIAL SERVICES ADVISORY BOARD
Meeting Minutes

HUMAN SERVICES CENTER – TRAINING ROOM C
5249 Olde Towne Road, Williamsburg, VA 23188
Monday, October 28, 2024 @ 3:30p.m.

I. Call to Order

Camica Credle called the meeting to order at 3:33p.m.

II. In Attendance

a) Board Members Present

Adrienne Carter
Camica Credle
Charvalla West
Chris Howard
Derrick Jackson
Melinda Marriott
Laura Hill

Board Members Absent

Kenya Williams
Frank Ferguson

b) Staff Members Present

Barbara Watson, Director of Social Services
Denise Kirschbaum, Chief of Services
Dhaniella Wijaya Munoz, Fiscal Manager
Diane Finney, Chief of Benefits
Keith Denny, Housing Program Administrator
Kim Vernall, Administrative Office Manager
Lynette Diaz, Assistant Director
Catrice Alliers, Administrative Assistant (Minutes taken)

III. Approval of Minutes

Camica Credle made a motion to approve the minutes of the August 26, 2024, meeting to be accepted as amended. **Adrienne Carter** motion for approval and **Chris Howard** second.

IV. Board Members Report Out

- a) Adrienne Carter: No updates.
- b) Camica Credle: No updates.
- c) Charvalla West: No updates.
- d) Chris Howard: No updates.
- e) Derrick Jackson: No updates.
- f) Laura Hill: 5TH Annual Heal Greater Williamsburg/ Heal the Nation Community Day will be held Sunday, November 10th at Legacy Hall 2–5p.m.
- g) Melinda Marriott: No updates.

V. Presentation:

- **“Get to know the Board”** (Please see attached)
- **Your Role as a Board Member, Barbara Watson, Director** ([Home - Virginia Department of Social Services](#) – Search Advisory Board Manual 2023).

VI. Department Updates:

- a) Kim Vernall: The Administrative department attended the Partnership of Office Services Support Employees in Social Services (POSSESS) Conference in Hampton, VA. Workshops included but not limited to Basics of spreadsheets, POSSESS Networking Activity, LexisNexis Accurint, Bridges Out of Poverty and Human Trafficking.
- b) Dhaniella Wijaya Munoz: I am the Partnership of Office Services Support Employees in Social Services (POSSESS) Vice President and the Conference was amazing and had a great outcome. The Expenses report for FY25 (July 2024 – October 2024) we were issued a payment for our Staff and Operation for \$1.3 million. Assistance and Purchase of Services \$392,493.90, for Children’s Services Act Program (CSA) Expenses \$341,000, Kinship Navigator \$94,422.99, Care Team \$50,825, and Benefits cut over 515 checks. The Accounting department has one open position.
- c) Diane Finney: The Benefits Program currently has one open position with 42 applicants. Fuel Assistance is now accepting applications from October 8 through November 8. Crisis Assistance applications for Heating Emergencies concerning equipment-related assistance and security deposits are being accepted from November 1 through March 15. Applications for heating fuel and utility bills (primary heat expense) will be accepted from the first workday in January through March 15. Clients may apply online via CommonHelp, calling Enterprise Customer Service Center (855)635-4370 or pick up an application in office.
- d) Denise Kirschbaum: Children’s Services Act Program (CSA) – The Community Policy and Management Team (CPMT) is having their Annual Retreat. Currently CSA is funding 32 children. Adult Protective Services (APS) has received 37 valid reports in September and 38 valid reports in October. Child Protective Services (CPS) received 19 valid reports in September and 17 valid reports in October. Permanency Team has recently taken 7 children into foster care within the last two weeks. We have filled our Family First Coordinator position, Self Sufficiency Specialist position and are still pending a Preservation Supervisor for our children’s unit.
- e) Keith Denny: The Housing Unit recently received a renewal contract from Virginia Housing for \$1 Million dollars to administer Sponsoring Partnerships and Revitalizing Communities Program (SPARC) for the First Time Homebuyer program. Sponsoring Partnerships and Revitalizing Communities (SPARC) supports local efforts to increase homeownership opportunities in Underserved Markets, Virginia Housing’s Rural Housing Areas, and Community Revitalization Areas. The Clark Lane project design plan of the 8 units Habitat will be building has been approved. We closed out the Housing and Urban Development (HUD) grant at the end of September with 100 percent spent. We received an extra \$25,000 for the Homelessness Prevention Program.

- f) Lynette Diaz: The Care Team had a meeting with the Williamsburg Health Foundation about reclassifying the Nurse position which has been open since January and have not been able to fill it. We are in the process of reclassifying the position to a Community Health Specialist. Courtney Thomas is also our Certified Bridges Out of Poverty trainer and will be training all new hires as a required training for James City County Department of Social Services.

I. Directors Report

The County Website has posted a survey about your understanding of homelessness in the Virginia Peninsula. There will be a community forum on November 13th at the Williamsburg Community building from 5:30 to 8:30p.m. for more information about the survey. When you have the chance, please look at the Housing & Income at a Glance of James City County 2024 Demographic Profile handout to understand a lot of what our community and staff is going through. We are having a staff meeting December 18th at the James City County Recreation Center from 2 – 5p.m. and you are welcomed to join us.

II. Meeting Adjournment

The meeting was adjourned at 4:55p.m. The next official meeting will be held February 24th.

APPROVED