

**JAMES CITY COUNTY SOCIAL SERVICES ADVISORY BOARD**  
**Meeting Minutes**

**HUMAN SERVICES CENTER – TRAINING ROOM C**  
**5249 Olde Towne Road, Williamsburg, VA 23188**  
**Monday, June 23, 2025 @ 3:30p.m.**

**I. Call to Order**

Camica Credle called the meeting to order at 3:36p.m.

**II. In Attendance**

**a) Board Members Present**

Camica Credle  
Charvalla West  
Chris Howard  
Frank Ferguson  
Laura Hill

**Board Members Absent**

Adrienne Carter  
Derrick Jackson

**b) Staff Members Present**

Barbara Watson, Director of Social Services (Presenter)  
Dhaniella Wijaya Munoz, Fiscal Manager  
Diane Finney, Chief of Benefits  
Kim Vernall, Administrative Office Manager  
Lynette Diaz, Assistant Director (Presenter)  
Magali Brownfiel, Administrative Assistant (Minutes taken)

**Staff Members Absent**

Keith Denny, Housing Program Administrator

**III. Approval of Minutes**

**Camica Credle** motioned April 28, 2025, meeting to be accepted. **Chris Howard** mentioned small typo on page three summary for Ms. Finney, stated, “an update on statics” should be “an update on statistics,” meeting to be accepted as amended. **Charvalla West** motion for approval and **Laura Hill** second.

**IV. Board Members Report Out**

- a) Camica Credle: Kudos to James City County Social Services-CONNECT Program for new referrals of individuals moving from Richmond to Williamsburg. Medicaid/Medicare individuals are having issues with their Medicaid full coverage effective May 1<sup>st</sup>. and the individuals got the letters of Medicaid expiration at the end of May. DMAS made changes to the Medicaid coding system for individuals that were qualified before with Medicare and now these individuals do not qualify for the plans that were made for them. DMAS should tell the individuals the reason for these changes to the coding system.

- b) Charvalla West: The United Way of The Virginia Peninsula will have Capitol Hill Day in DC. She inquired if James City County Social Services wanted her to provide some information to share on their behalf on that day.  
United Way has been working with Block Foundation Center a non-profit organization to follow up on conversation with reference to cuts to federal fundings for the Human Services sector but probably not until August.  
Lastly, United Way will be opening opportunities to those who volunteer for Day of Caring in July.
- c) Chris Howard: Has kept track of the big budget coming out of Washington with implications for Virginia and Medicaid. Mr. Howard reached out to some representatives in Congress about Medicaid but not gotten any feedback. He mentioned that he is part of a group of about 20 people in different schools around the country who care about Medicaid. They have reached out to representatives including local states trying to meet with them to get more information about Medicaid cuts.
- d) Laura Hill: The Racial Trauma Training Class funded by Sentara is coming, there is no date yet, probably mid-August or September. It is geared towards practitioners, guidance counselors, medical professionals, teachers and individuals.

**V. Presentation: James City County Social Services Emergency Operations. Presented by Barb Watson**

**Weather Related Shelter Roles – See handouts**

- The Department of Social Services holds significant responsibilities related to Emergency Operations. Hurricane season started June 1<sup>st</sup> through November 30<sup>th</sup>. Social Services and Parks and Recreation staff are responsible for opening of shelters and for coverage at the Emergency Operations Center (EOC).
- Emergency Management determines which shelter will open and communicates to James City County. Currently there are two locations for shelters; Abram Frink Community Center used most of the time. Warhill High School built a gym a year ago and is also designed to be used as shelter.
- There are 6 shelters teams, 17 employees on each team. Roles on each team include Shelter Manager, Shift Supervisor, Assistant Shift Supervisor, and Building Coordinator. Other roles include Administrative Assistant, Registrars, Attendants, and Staff Support.
- The names of people highlighted on some of the teams are staff from Social Services as it is a mixture of staff between Parks and Recreation and Social Services.
- The EOC has also 6 Teams include Managers and/or Supervisors.
- The EOC is a group of representatives from every department in the County; Human Resources does the rumor control for phone calls such as family members trying to get in

touch with their family or asking for information about resources. Other representatives are the Police Department, Fire Department, Transportation, GSI Mapping, and Schools.

- For extreme heat warning-according to the National Weather Service, citizens and visitors can cool off at James City County Recreation Center or at Williamsburg Regional Library during business hours. The email was sent today, June 23<sup>rd</sup> to staff to share with citizens, and posted on the JCC website.

### **Presentation: Emergency Preparedness on the National Level: Reflections from the National Hurricane Conference. Presented by Lynette Diaz**

#### **The National Mass Care Strategy – See outline and Brochure**

- The National Hurricane Conference was held from April 14<sup>th</sup> to 17<sup>th</sup>, 2025 in New Orleans and focused on the state and local level.
- During the conference there was evidence that James City County was advanced with knowledge and well-prepared.
- The National Mass Care Strategy lead by FEMA, the American Red Cross, and the National Voluntary Organizations Active in Disaster (VOAD) focus on sheltering, feeding, distribution of emergency supplies, reunification, evacuee support, including pets and assistance animals, and support for access and functional needs.
- Its focus is on emergency preparedness, response, recovery, and mitigation.
- The brochure for the Special/Functional Needs in Emergencies has a registration form that can be filled out by anyone who wants to have an emergency plan. The form is also on the JCC DSS website at <https://www.jamescitycountyva.gov/327/Access-Functional-Needs>
- Adult Services and Adult Protective Services team may refer individuals to be added to a list that is called once a year. If there is no response the next step is to mail letters. So far 32 individuals need transportation, 13 do not need.
- Please visit <https://nationalmasscarestrategy.org> for more information on the National Mass Care Strategy.

#### **Project Camp – See outline**

- Project Camp is utilized after the disaster for children aged 6 to 16 years old.
- It focuses on providing free trauma-informed care for children affected by disasters
- Please visit <https://projectcamp.co/> for more information.
- To get involved as a volunteer or host, email at [camps@projectcamp.co](mailto:camps@projectcamp.co)

### **VI. Department Updates:**

- a) Kim Vernall: Security Monitor interviews continue. Received 63 applications. 4 applicants were already interviewed. 6 will be interview next week.  
The sign-in kiosk statistics showed from January 1<sup>st</sup> to June 23<sup>rd</sup> that we had 5,584 people logged in. The busiest days are Tuesday and Friday from 10 am to 3 pm. Popular reasons for coming in are 1) drop off paperwork; 2) general questions; 3) pick up EBT; 4) Apply for Benefits.

- b) Dhaniella Wijaya Munoz: The State budget officially closed FY2025 in May 2025, and June 2025 marks the beginning of the new State budget FY2026. Alongside, the County is finalizing the closeout process for FY25, which concluded on June 30, 2025. For FY26, initial state allocations have been reduced for several programs, particularly those funded by the federal funds. The reduction impact programs such as IV-E foster care, General Relief, Fostering Future Assistance, Refugee Resettlement, VIEW, and Adult Services. Additionally, funding for the Promoting Safe and Stable Families Program (PSSF) and other services related to Child Welfare has also been decreased.

The state's initial FY26 funding allocation is based on prior year expenditure, while the County's budget projections are driven by departmental request. Although initial state allocations for some programs have been reduced, additional funding may be requested during the mid-year review process. Programs that have expended more than 50% of their allocation by October 2025 may qualify for supplemental funding. However, Adult Services remains an exception, as requesting additional funds is challenging due to the State's reliance on fund return from other LDSS.

- c) Diane Finney: Shared a success story about a young woman who was in the Child Care Program for four years. The client sent an email of gratitude as this client recently graduated as a registered nurse and got married. Between her and her husband their yearly income is over \$100,000. The customer stated, "that she was thankful for the encouraging words and support from the Childcare Worker Ms. Brown."

The Benefit Program Intake Unit which consists of two workers, for the month of May successfully processed 144 applications with a rating of 100% compliance. Due to the consistent high volume of applications, the Board of Supervisors approved an additional position for the Intake Unit beginning July 1. This new position will be internal recruitment. The vacant position in the Families and Children Unit was filled and the candidate will start on July 1. The candidate has 11 years of experience and has a master's degree.

- d) Housing: Per Barbara, the Housing for All: A Community Conversation event was held on April 30<sup>th</sup>. The event was attended by landlords who kept the conversation very interesting.

Lynette attended the Landlord Breakfast about a week ago. It is an opportunity for landlords to meet staff, to learn about any future Housing Quality Standards changes. This event was geared to help landlords learn about resources in the community, and to share what concerns they have about their tenants.

On July 23rd Housing will hold the Self-Sufficiency Graduation at James City County Social Services from 6 to 8 pm for individuals with Housing Choice Vouchers. These individuals volunteer to be in the program, which is 4 or 5 years in length. During that time, they are working on achieving goals and increasing their income. A portion of the income received goes into escrow and at the end of the program, the individuals get that money for house downpayments, complete courses they were taking or paying their fees. Some graduates have also taken a first family vacation or replaced an unreliable car. Charvalla West will be the guest speaker.

- e) Lynette Diaz: We are still in the process of recruiting for the position of Chief of Services; we had one pick but unfortunately did not work out. We are hopeful, and we have a good selection of applicants.

The Fatherhood Program is a funding source from DSS and partnership with the City of Williamsburg to support Fatherhood. The event at Busch Gardens last weekend had over 120 families.

VIEW: Shane Meeker a Self-Sufficiency Specialist was recently certified as Career Coach from the State

Foster Care: Right now, we have 29 children in Foster Care. Only one is in traditional foster homes, the others are in Kinship placements with relatives.

Care Team: Is now fully staff.

Kinship Navigator: Ready to implement the Washington State Model to meet evidence-based requirement for potential federal funding.

## **I. Directors Report**

We have several vacancies on the Advisory Board and are looking for additional people to apply. If you know someone who would be a great fit for the James City County Social Services Advisory Board, please have them apply at the James City County website <https://www.jamescitycountyva.gov/> under Boards and Commissions and select Social Services Advisory Board.

Also, the new government center is moving forward, even though there is still a lot of residents' opposition to the County spending this money on the building. The Board is committed and feels it is important due to the lack of offices space for staff. The plan is to break ground in October of 2025.

The next Advisory Board meeting will be held on August 25<sup>th</sup>. The first meeting of FY2026.

## **II. Meeting Adjournment**

The meeting was adjourned at 5:09 p.m.