

# Department of Social Services Advisory Board Meeting

May 26, 2022 @ 6:30 PM – First Floor Conference room

Manassas Regional Airport  
10600 Harry Parrish Blvd  
Manassas, VA 20110

**Social Services Advisory Board members present:** Benjamin Berger, and Larry Cain. A quorum was not present.

**Members Absent:** Yajaira Balcarcel, Damita Gilliam Frye, Katherine Hawkins, Brenda McMahon and Cristina Mehrabani

**Staff present:** Anita Brown, LaTanya Buckhalter, Catrina Ewen, and Tanya Robinson

**Others:** None

Call to Order: At 6:36 pm, Larry Cain, Advisory Board chair convened the Social Services Advisory Board informational meeting held on Thursday, May 26, 2022.

Public Present: None

Additions to Agenda: None

Welcome: Members and DSS staff took this time to introduce themselves.

Review of Minutes:

The approval of the September 2021, January 27, March 24, 2022 minutes were deferred to the July meeting due to quorum not being present.

Presenter(s): Tanya Robinson, CSA Coordinator

CSA stands for Children's Services Act. The Children Services Act (CSA) formerly known as the Comprehensive Services Act was passed by the General Assembly in 1992. The funds from agencies such as the Dept. of Social Services, Dept. of Juvenile Justice, Dept. of Education, and the Community Services Board were pooled together under one funding stream that would allow agencies to serve more children and designed to be a collaborative effort amongst those agencies.

In the City of Manassas, it is implemented through a systematic collaboration of agencies and individuals. There is a team called the Community Policy and Management Team (CPMT) who is responsible for establishing the policies of how CSA will be operated and having the fiscal responsibility for the CSA funds.

The CPMT consists of members from DSS, CSB, DJJ agency directors, or designees whose funds were pooled into CSA along with representatives from the Health Dept., a City Council representative, a Fiscal Agent, a Parent representative, and a Private Provider representative. At the next level is the Family Assessment & Planning Team (FAPT) composed of representatives who are agency-level supervisors, from the same agencies as the CPMT, and also parent and provider representatives.

The purpose of the FAPT is to hear the cases from the different agencies and jointly consider what services are available to assist the family and determine if the cases can be funded by

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CSA and if the services meet objectives. The FAPT works directly with the families and case managers to develop service plans, which are written at the FAPT meeting. The FAPT team meets weekly virtually.

As the CSA Coordinator, Ms. Robinson staffs cases with the FAPT team and acts on behalf of the CPMT so that initial funding for services can be started. Approved services can include for Foster children, basic maintenance, enhanced maintenance (VEMAT) for those youth who need additional maintenance, childcare, discretionary, clothing, mentoring, medical and dental expenses, counseling, residential placements for those requiring a more complex treatment plan and private day education services for students with an IEP (Independent Education Plan). These are students who cannot be educated through the regular school system. CSA is funding one Foster Care prevention case to allow the youth to remain with their family and still receive the medical care that is needed.

The total allocation for CSA this year is \$1.3 million and serves 55 children in FY22.

There is a CSA Symposium on June 8, 2022, at the Northern Virginia Community College. From October 31 through November 2, CSA will hold its annual conference in Roanoke, VA.

#### DIRECTOR REPORT:

**Benefits:** Catrina Ewen, Benefit Programs Unit

Public Assistance programs consist of SNAP (food assistance), Medicaid, TANF (Temporary Assistance to Needy Families, Child Care Assistance, and Virginia Initiative for Education and Work program (VIEW).

The Benefit Unit currently has 2 vacancies, with a new hire tentatively beginning on June 6, 2022.

The several waivers that have been in place due to COVID are set to expire on July 1, 2022, if they are not extended.

**By the numbers:**

Temporary Assistance to Needy Families (TANF) cases-86

SNAP (Food Assistance) cases –1598

Medicaid cases – 5589 cases and 11,240 individuals

Child Care – cases- 134

Virginia Initiative to Employment/Work (VIEW) – 46 clients and transitional VIEW -11 clients

Refugee cash assistance – at this time all cases have either closed or been transferred.

Cooling assistance begins on June 15 and ends on August 15. At this time there is a limit of \$300 per household to receive assistance.

**OLD BUSINESS:**

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Volunteers needed:

Parent Representative

· The Community Policy and Management Team (CPMT) meets monthly on the third Wednesday at 3:30 pm. Meetings are in person.

Private Provider Representative

· The Community Policy and Management Team (CPMT) meets monthly on the third Wednesday at 3:30 pm. Meetings are in person.

Interested persons must be residents of the city to be considered for the parent representative. The private provider representative can be anyone who provides services like mental health, physical therapy, etc. These two volunteer opportunities are appointed by the City Council and anyone can apply through the Boards, Committees, and Commissions page on the City website.

#### **NEW BUSINESS:**

a. Fiscal Year closeout: Currently the Department is working on closing out the fiscal year for the state ending May 31. In June, the Department will work on closing out the City's fiscal year ending on June 30.

b. Adult Abuse Prevention Month: On Monday, May 16, 2022, City Council will present a proclamation for the designation of June as Adult Abuse Prevention Month. Adult Abuse Prevention Month is recognized by the state in May each year.

c. Director & Assistant Director: The Department will welcome a new Director, Nicole Kirven, and a new Assistant Director/Services, Trevor Hensley. Both will begin on June 6, 2022. Also joining the department will be three other workers, 1 Benefit worker, 1 Human Services Assistant, and 1 Family Service Worker.

d. Volunteer Reception: A big shout out to our Advisory Board chairman, Larry Cain as he was nominated for Volunteer of the year.

e. State workers: Notification has been received that state workers who have been teleworking are returning to the office on July 1, 2022.

f. New Board member training – Just an FYI for new board members that they will be contacted by Will Hoff from the Northern Regional Office concerning new Board member training.

g. Vice Chair vacancy – Ben Berger has graciously volunteered to serve as Vice Chair for the DSS Advisory Board.

h. FY23 Budget: The City has approved the FY23 budget.

i. Workers are beginning to increase their time back in the office, alternating between work in the office and telework.

An inquiry was made if the Department would be interested in having a space at the upcoming Bee Festival on June 25, 2022, being held at the Liberia House?

Mr. Berger will reach out to the new Director and would be available to lead a hand

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Next scheduled in-person meeting July 28, 2022.

ADJOURNMENT With no further business to discuss, meeting adjourned at 7:03 pm

Respectfully submitted,

Anita Brown