



SOCIAL SERVICES ADVISORY COMMISSION MEETING

AGENDA

WEDNESDAY, MARCH 14, 2018

- I. CALL TO ORDER
- II. INVOCATION
- III. INTRODUCTION OF GUESTS
- IV. CONSIDERATION OF November 8, 2017 MINUTES
- V. OLD BUSINESS
- VI. NEW BUSINESS  
Boards and Commissions Retreat being scheduled for Saturday, September 8<sup>th</sup>, at the Renaissance Hotel
- VII. DIRECTOR'S COMMENTS
- VIII. ADJOURNMENT

NEXT MEETING DATE May 9, 2018



SOCIAL SERVICES ADVISORY COMMISSION MEETING  
MINUTES

NOVEMBER 8, 2017

The regularly monthly meeting of the Social Services Advisory Commission was called to order at 3:08 p.m. on Wednesday, November 8, 2017 by Rev. Johnnie Drake.

**Members Present:** Rev. Johnnie Drake, Chairman, Ms. Melvina Snead,  
Ms. Janene Taylor-Smith, Mr. Robert Jones

**Members Absent:** Ms. Angelia Allen, Ms. Jennifer Townley, Ms. Latoya Parker

Introductions were made. Rev. Johnnie Drake gave the invocation. A Motion was made by Ms. Taylor-Smith to accept the minutes of 9/13/17 with modifications and seconded by Ms. Snead. Approved minutes will be available on the City's website under the Social Services tab.

**OLD BUSINESS**

Annual Report- One of the Board members asked if Dr. Patton had any questions regarding the Annual Report. Ms. Little-Hill shared that she had not received any questions from Dr. Patton regarding the annual report. Ms. Little-Hill shared that the State does an annual report for DSS localities that should be out at the end of December.

A Board member asked if there were extra Board Member training books left from the training in October. Ms. Little-Hill shared that she will check on this. There is information online at the State website that is available to the public.

**NEW BUSINESS**

Budget Report- Ms. Natoya Nelson, Accounting Manager, reviewed the Budget Monitoring Report that is provided to Supervisors at their monthly meeting.

Vacancy Report- Ms. Little-Hill shared that DSS currently has 50 vacancies and is working with HR to fill them. DSS has a total of 248 positions approved by the State. The City has elected to fill 221 of those slots. The City's Human Resource Department has updated the candidate selection tool. We are now using KSA's (knowledge, skills & abilities) in the candidate evaluation process.

Supervisory Training- Ms. Little-Hill shared that Supervisory trainings are still taking place and she is still working on State compliance issues. The State has increased their audits to approximately every other month. Audits conducted are for Child and Family Service Programs or Benefit Programs. A Board member asked if the Benefit Department is where the Eligibility Workers are and Ms. Little-Hill said yes. Ms. Janine Taylor-Smith requested a copy of the DSS organizational chart. Ms. Little-Hill explained the current organizational structure for DSS.

Ms. Little-Hill shared that she and Ms. Nelson are currently working on the DSS budget. Current Capital Improvement Projects (CIP) for DSS are to update the security cameras and the document imaging system to "Laser Fiche" as well as the replacement of the roof.

DSS will also be modifying the onsite security schedule that will save on cost. DSS also addressed state compliance issues by ensuring DSS staff are separated from The Department of Health staff. Doors have been installed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors to ensure department separation. Proxy Card scanners are also being installed along side of the doors.

Homeless Population-DSS does not get any formal money or grants specifically for the homeless population. DSS serves all citizens and they can apply for services. Mrs. Little-Hill serves as Co-Chair for the Portsmouth Homeless Action Consortium (PHAC). The PHAC CoC continues to work on addressing the needs of homeless citizens. Mrs. Little-Hill is working with the City and community providers in terms of services needs and service gaps related to the homelessness. Mrs. Little-Hill is assisting in working on the CoC's housing Memorandums of Understanding (MOU's) which have expired. These MOU's were previously under another funding source, which no longer exist and the CoC is not sure if prior agreements are valid. History regarding the MOU's has been difficult to obtain due to a lot of people changing from City to City and information going with them. MOU's are being done with the Virginia Department of Housing, Portsmouth Housing Authority, Norfolk Housing Authority, and the Property Managers for those cities.

Mrs. Little-Hill met with Mr. Maye-Moore, who is one of our homeless citizens, who spoke at City Council. Mr. Maye-Moore met with some City representatives and spoke about what his needs were. During that meeting, Mr. Maye-Moore was informed of the various housing properties that do service homeless individuals and families. Mrs. Little-Hill stated that homeless individuals on City streets need to be safe. Ms. Little-Hill stated that another meeting will take place with representatives of the business community. Mrs. Little-Hill stated there has to be an understanding of both human service needs and the needs of our business community. Social Services will be focusing on the service provision areas of need. Mrs. Little-Hill will be meeting with community stakeholders to identify current services, service gaps and cost associated with providing support services. Consideration will need to be given to location of services so that it is accessible to citizens.

Mrs. Little-Hill stated that the Police Departments "Hot Team" has invited stakeholders to ride along with them in order to see the areas that most of our homeless citizens are residing. Mrs. Little-Hill plans on schedule a ride along. The Hot Team are Police Officers specifically assigned to work with our homeless citizens. Ms. Little-Hill stated that sometimes these citizens move from City to City and our homeless count is done once a year. People sometimes cross over the City line between Portsmouth and Norfolk so it hard to determine how many homeless citizens we have.

Ms. Little-Hill did meet with Roland Carpenter of "Get it Industries" who wanted to work with DSS in providing Job opportunities for citizens. The grants that he was anticipating getting, he did not get, however he is waiting on others.

DSS did partner with Tidewater Youth Services to do training for the Fatherhood Initiative Program. The training was done to provide education in regards to the Opioid Crisis.

The Fatherhood program is going strong. Another DSS agency wanted information on our Fatherhood program so they can that they could start a program in their locality.

Robert Jones would like to be emailed regarding when the Fatherhood graduations take place.

DSS will be getting ready for Christmas. Hodges-Manor Elementary School will have an Angel tree list and Supply list that DSS will try to assist with. The School Supply Drive may be done in February. Ms. Taylor-Smith requested to be e-mailed when the School Drive takes place.

Mrs. Little-Hill stated there were 91 kids in Foster Care and 14 adoptions in fiscal year 2017. Foster Care cases are decreasing.

The next Social Services Advisory Commission meeting will be held on Wednesday, January 10, 2018 at 3:00 p.m. in the Board Room, on the 4<sup>th</sup> floor of Portsmouth Department of Social Services.

Motion was made by Ms. Taylor-Smith, seconded by Ms. Snead, to approve the adjournment of this meeting at 4:27 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Gale K. Wright". The signature is written in a cursive style with a large initial "G".

Gale K. Wright  
Administrative Coordinator II