

**PRINCE WILLIAM COUNTY
DISABILITY SERVICES BOARD
REGULAR MEETING NOTES**

Date: February 6, 2024
Location: Development Services Building, Room 107 A/B
Recorder: Tracy Solomon, Prince William Area Agency on Aging

BOARD MEMBER ATTENDING:

Teresa Belcher, Gainesville District
Karen Smith, Potomac District
Carly McDowell, Woodbridge District
Sarah Pitkin, Coles District
Joseph Diaz, Brentsville District
Lillian Garland, Neabsco District

- I. Call To Order Karen Smith, Chairperson
- II. Pledge of Allegiance Karen Smith, Chairperson
- III. Welcome & Introductions Karen Smith, Chairperson
- IV. Citizen's Time – None Present
- V. Review of Meeting Minutes
 - a. Minutes of 12.5.23
Sarah Pitkin moved to approve, Teresa Belcher-second the motion
- VI. Guest Speaker
Sarah Henry, Director of Community Outreach & Partnership
No Wrong Door Solutions Study
 - a. No Wrong Door Study began in 2018
 - b. Recommendations 1-4, improve alignment at Human Services, update technology to support efficiency, training to build professional skills of staff, and improve interconnectedness at entry points
 - c. Recommendations 5-8, make information readily available to clients, clearly articulate a human services vision, adopt a way to evaluate the clients' experience, and implement workflow efficiencies.
 - d. Recommendations 9-12, Hire project manager, establish accountability across agencies, implement system architecture, align program documents for client and staff
 - e. Recommendations 13-14, create a director of strategic partnership position, and coordinate back office support across human services
 - f. Recommendations completed have been, update technology to support efficiency and hire a project manger
 - g. No action plan developed, unify health and human services under single umbrella, and conduct a workload study

- h. Recommendation 3, using training to build professional skills to staff currently offering under NWD trainings are, poverty \$ services simulation, and adverse childhood experiences
 - i. Moving to training and development are: Arbinger developing and implementing and Outward mindset
 - j. Human Services call pilot was completed in November 2022
 - k. Human Services: Transforming Lives badge developed and implemented on County PWX
- VII. Old Business Karen Smith, Chairperson
- a. No final decision has been made to combine COA & DSB groups. More discussions need to be had in future meetings
 - b. Joe Diaz-Very different board meetings between the COA & DSB groups. COA meeting during the week/day, difficult to attend, happy to have further discussions
 - c. Lillian Garland-Has served on both COA & DSB commented on the differences. She is open to combining the groups
- VIII. New Business Karen Smith, Chairperson
- a. Brandy Jones, Independence Empowerment Center will be presenting in a future meeting. Deana Holinka will present on DARS services at the April 2, 2024 meeting.
- IX. Host Agency Josh Lee, Acting Director
- a. Introduction of new title and responsibilities
 - b. Will give update on budget in April's meeting
 - c. Josh has updated his work phone, extension 6439 welcoming all to contact him if needed
 - d. Josh shared new opening for a Wellness & Fitness Coordinator
- X. Member Time and Announcements
- a. Teresa Belcher/Lillian Garland – Would like hard copy of full presentation
 - b. Joe Diaz-Heavily involved at Melwood, cohort school open to the public offering cyber-security training. Melwood received funding for Arlington's inclusive affordable housing community
 - c. Sarah Pitkin – Catholic Charities looking for CEO
 - d. Lillian Garland- Shared her being sick for an extended period of time
 - e. Karen Smith- The Arc schools advocacy curriculum is designed for individuals who are working with or advocating on behalf of children with disabilities in special education matters. Flyer shared.
 - f. Karen Smith- 60 year Arc Celebration served 2,500 plus individuals 2023. Rally rescheduled for 2.15.24, Arc will go to Richmond, General Assembly
- XI. Adjournment 8:23 p.m. Karen Smith, Chairperson

Next meeting: Tuesday, April 2, 2024, 5 County Complex Ct. room 207 A/B