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**King George Department of Social Services
Administrative Board
Meeting Minutes – October 18, 2021**

The regular Board meeting of the King George Board of Social Services was held on October 18, 2021.

- A. Call to Order** – The meeting was called to order by Frank Fronzo, Chairman at 5:30pm, with the following notice:

I HEREBY CALL THIS MEETING OF THE KING GEORGE COUNTY DEPARTMENT OF SOCIAL SERVICES ADMINISTRATIVE BOARD TO ORDER.

THE FOLLOWING MEMBERS ARE PARTICIPATING THROUGH ELECTRONIC AND REMOTE MEANS PURSUANT TO THE RULES PREVIOUSLY ADOPTED BY THIS BOARD AND THROUGH THE GOVERNOR'S BUDGET: KRISTEN OUTLAW

I DIRECT THE CLERK TO INCLUDE THIS STATEMENT AND ANY STATEMENT OF REMOTELY PARTICIPATING BOARD MEMBERS TO BE MEMORIALIZED IN THE MINUTES.

PRESENT: Frank Fronzo, Chairman
Renee Parker, Vice Chairman
Annie Cupka
Kristen Outlaw (Electronic)
Jonathan Franklin, Director
Tracy Curtis, Recording Secretary
Melanie Cobb, Benefit Programs Supervisor
Latoya Lyburn, Family Services Supervisor

ABSENT:

Approval of Prior Meeting's Minutes

Mrs. Cupka noted an amendment to the September 20, 2021 Board Meeting Minutes regarding her abstention from the approval of the June 21, 2021 Board Meeting Minutes. On a motion made by Renee Parker, seconded by, Kristen Outlaw, the Board approved the minutes of the September 20, 2021 Board Meeting with the amendment.

Public Comment Period

There were no public comments submitted to the board.

B. Director's Report

a. Financial Report

Mr. Franklin presented the financial report. He noted two discrepancies in the LASER reimbursement reports generated by the agency's financial reporting system. There was a \$5,112 discrepancy in the LASER reimbursement report for a No Local Match budget line, meaning there was no cost to the locality. There was also a \$0.01 discrepancy in Purchase of Services Guardianship Fees in the LASER reimbursement report. However, the LASER submissions and reimbursement matched expenditures. The Department is researching these discrepancies to assess the reporting issue.

Mr. Franklin is reviewing the need for additional state funding requests for Assistance and Purchase of Service accounts, specifically for Foster Care and Adoption assistance. If additional funds are needed those requests will be submitted to the state for authorization.

The August Purchase of Service was submitted for reimbursement through LASER along with September submissions, as previously discussed. There was an error in the state reporting system that did not allow the Department to complete the reimbursement process in August.

The Department has encountered significant increases in On Call pay and Over Time due to increased hours by staff (overnight work with foster children), increased wages from the Virginia Overtime Work Act (effective July 1, 2021), and increases in the hourly calculation of overtime (active on call hours are added to the standard work week). These increases are being considered in the mid-year budget review.

b. Management Report

Interviews were completed and an offer has been submitted to a candidate for the Self-Sufficiency Position. Mr. Franklin is reviewing the current budget status prior to the final two job postings. Additional factors are preventing the Department from filling these two positions. The Department has no additional state-authorized computers. The equipment is on order, but is delayed by limited available inventory. This is an issue for local departments of social services state-wide.

The Department is addressing additional information technology needs in the office by seeking bids for running network cables to new workspaces.

c. Family Services Report

Latoya Lyburn presented the Family Services report. She explained the Adult Protective Services Data, showing no significant changes. The Department continues to make use of a student intern, focused on adult protective services, which has been a great benefit to the agency. The APS data shows an overall consistency in the number of cases each month. Child Protective Services has seen an increase in new referrals in the months of August and September. The Foster Care program has encountered numerous placement disruptions. These disruptions are due to significant behavior issues in older youth. Identifying new

placements in these instances is very challenging. The Department has a pending adoption for a foster care child, and is simply waiting on finalization by the court.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs report. Increases in SNAP applications are most likely due to the start of the school year, which is a routine trend. TANF applications increased slightly and Medicaid applications have maintained a consistent number over the last few months. Timeliness of the unit is 100% across the board, with the exception of those program areas that have been suspended due to the public health emergency.

Mrs. Cobb introduced Anthony Snoke and Wendy Martinez-Villa, who each work in the SNAP program. They provided a brief presentation on the SNAP program, including general eligibility requirements, the application and redetermination process, use of SNAP benefits, and increasing benefits through the Virginia Community Food Connections program. Mrs. Parker inquired as to how many people in the Department work in the SNAP program. Mrs. Cobb explained that three people manage the SNAP program, but all benefit specialists are cross-trained in SNAP benefits.

e. Agency Reviews

There were no agency reviews.

C. Old Business

Mr. Franklin discussed the upcoming Board Retreat and the need to identify a date. He recommended the board consider scheduling the retreat prior to the budget preparation, suggesting November 15, 2021, the next scheduled board meeting. Mrs. Cupka is not available November 15, 2021 as she will be out of town on county business. She suggested Mr. Franklin send a Doodle Poll to gauge each member's available dates. Mr. Franklin will send out a Doodle Poll and will include the speaker, Rick Verilla.

D. New Business

Elizabeth Borst, Executive Director of the Virginia Community Food Connections, and Beth Austin, presented on the Virginia Fresh Match program and the benefits to the region and locality. She provided a Program Overview through September 2021. This program provides a match of what a SNAP customer spends at local farmers markets. The program provided a direct benefit to customers during the COVID-19 pandemic. An emphasis of the program is the benefit to the local economy, bringing USDA grant funds into the local community. The program has experienced a 65% increase in the region, with a total of \$258,930 at all markets. King George has seen a 55% increase from April-June 2021. Mrs. Parker stated this was helpful information to consider for the budget. Mrs. Cupka asked if assurance could be given to the county that local dollars provided to the program will serve King George residents, and inquired about the program's administrative costs. Mrs. Borst stated they try to keep administrative costs at a minimum but could discuss those specific costs another time. Mrs. Cupka encouraged Mrs. Borst to email the county administration and request to be added to the list of agencies to be considered for outside support.

Mr. Franklin explained the need for the board to complete the Employee Performance Plan & Evaluation for the Director. This is a requirement outlined in the Administrative/HR Manual for Local Departments of Social Services. The form was previously provided to all board members in

an email. Mr. Franklin stated the board would need to consider a methodology for completing this responsibility. Mrs. Cupka explained the process used by the Board of Supervisors in evaluating the County Administrator. Mr. Fronzo suggested the board members take home the evaluation and provide their individual comments in advance. It was decided to hold an advertised closed session at the next meeting and review the evaluation.

E. Executive Session

There was no need to enter executive session.

F. Items for Consent/Approval

There were no items for consent/approval.

G. Adjournment

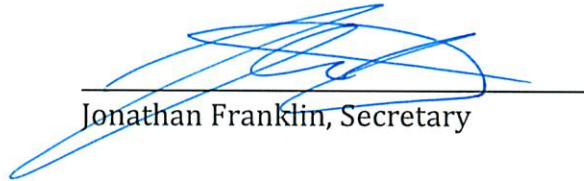
On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board meeting was adjourned until November 15, 2021 at 5:30pm. Mr. Fronzo read the following statement:

THIS MEETING IS HEREBY ADJOURNED TO THE NEXT REGULARLY SCHEDULED MEETING ON NOVEMBER 15, 2021 AT 5:30PM. THAT MEETING MAY BE HELD BY ELECTRONIC MEANS AND/OR REMOTE PARTICIPATION ONLY AND MAY BE CLOSED TO THE PUBLIC BEING PHYSICALLY PRESENT. ALL CITIZENS ARE ENCOURAGED TO PARTICIPATE IN ADVANCE OR DURING THE MEETING BY ELECTRONIC MEANS AS PROVIDED BY THE COUNTY.



Frank C. Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary