

**King George Department of Social Services  
Administrative Board  
Meeting Minutes – February 28, 2022**

The regular Board meeting of the King George Board of Social Services was held on February 28, 2022.

- A. Call to Order** – The meeting was called to order by Frank Fronzo, Chairman at King George Social Services Conference Room at 5:34pm.

**PRESENT:** Frank Fronzo, Chairman  
Renee Parker, Vice Chairman  
Kristen Outlaw, Member  
Jonathan Franklin, Director  
Latoya Lyburn  
Melanie Cobb  
Tracy Curtis

**ABSENT:** Ann Cupka, Member

**Approval of Prior Meeting's Minutes**

On a motion made by Renee Parker, seconded by, Kristen Outlaw, the Board approved the Minutes of the December 20, 2021 Board meeting.

**Public Comment Period**

There were no public comments.

**B. Director's Report**

**a. Financial Report**

Mr. Franklin presented the financial reports for December 2021 and January 2022. The agency requested additional state funding for BL815 Fostering Futures for the remainder of the fiscal year. Mr. Franklin presented the 2021 Annual Financial Statement for King George and the Statewide Summary. The King George statement indicates that the Federal, State, and Local percentages are comparable with the state average. The agency coordinated FY22/23 budget requests with Director of Finance and County Administrator, and is waiting for an update on the Board of Supervisor budget work sessions.

## **b. Management Report**

Mr. Franklin explained that the agency supported a county warming shelter (January 3 – January 7, 2022). Staff worked with KG Parks & Recreation at the Citizen Center, housing several families and providing water during the inclement weather and extensive power outages.

The agency participated in Harassment & Diversity Training, along with all other county staff. The first round of interviews have been completed for the two vacant positions. Several contracts remain under review, including Infinity Technologies, Verizon, Breezeline, and Canon.

The agency continues planning for King George Family Day on April 30, 2022 at King George High School. The agency is actively recruiting sponsors and vendors. An initial planning meeting was completed with the King George High School Athletic Director, Alex Fisher. The focus now is on developing the event schedule and activities.

The Governor appointed a new Commissioner of the Virginia Department of Social Services, Dr. Danny Avula. Dr. Avula has a background in public health, but previously served on the VDSS Board of Directors.

The Agency will be recognizing appreciation months for all staff: February – Benefit Programs, March – Family Services, April – Administrative. The agency is looking to provide a lunch for each unit in recognition and appreciation.

Mr. Franklin presented agency Caseload & Performance Data, previously discussed and requested at the December 2021 board meeting. A combination of aggregate, staffing, and caseload data for King George DSS was compared to other Northern Region and Central Region Local DSS offices. Further comparison and analysis is required, but there are clear disparities in staffing and caseloads, when compared to even smaller agencies. Mr. Fronzo noted it would be helpful to compare the impact to the county budget, as well as provide a comparison of salaries in these other localities.

## **c. Family Services Report**

Latoya Lyburn presented the Family Services data and report. The unit continues to meet timeliness thresholds for all program areas. Adult Protective Services cases remain consistent with previous months. Child Protective Services cases also remain consistent, but a new measure the agency has started to track is the number of prevention cases. For the month of January the department provided direct services to families, preventing 10 children from entering foster care.

The agency continues to participate in VDSS Continuous Quality Improvement Meetings, Director Coffee Breaks, Supervisor Meetings, Round Tables, and Commissioner Calls. The meetings are a means to address program specific trends at the State, Regional, and Local levels, in addition to locality performance. There is an emphasis on in-home services and best practices.

#### **d. Benefits Programs Report**

Melanie Cobb presented the Benefit Programs data. There was an increase in TANF applications in December and January, although consistent with the average rate. SNAP applications remained consistent, and Medicaid applications decreased in January. Mrs. Cobb explained that these fluctuations are expected. Mrs. Cobb then provided the data for the Fuel and Crisis programs that supplement utilities during the heating months.

#### **e. Agency Reviews**

The agency completed a Quality Assurance & Accountability review for the Title IV-E program in December 2021. Although there were some technical errors that were corrected, the review was positive and found no payment errors.

### **C. Old Business**

There was no Old Business.

### **D. New Business**

Rachal Pollard, Executive Director of the Redeemed Network, presented on the CarePortal. The CarePortal is a tool to assist public agencies coordinate services with local churches. Mrs. Pollard and Mr. Franklin completed a similar presentation for churches in King George County. A motion was made by Renee Parker, seconded by Kristin Outlaw, to approve funding for the CarePortal. As a point of discussion Mr. Fronzo requested that there be a means to terminate the contract should the service not prove useful. The board unanimously approved the administrative funding for CarePortal for one year.

Mr. Franklin presented the proposal for strategic planning from Strumpf & Associates. The proposed services were also accompanied by two sample plans developed by Fredericksburg DSS and Albemarle DSS. Mr. Franklin explained his desire was to emphasize the planning process for strategic decisions, and not simply to have a written plan. Items to focus on in the process would be human resources deviations, retention, and recruitment. Mr. Franklin attempted to have additional bids from the Weldon Cooper Center for Public Service, but they are currently not taking additional clients. The board directed Mr. Franklin to explore additional contractors, and if needed a special meeting of the board could be called to decide on available proposals. Mr. Fronzo informed the board that he would be out of town for a month as of March 12, 2022.

### **E. Executive Session**

Mr. Fronzo made a motion at 7:12pm, seconded by Renee Parker, that the King George County Department of Social Services Administrative Board convene in Closed Meeting pursuant to §2.2-3711 and §2.2-3712 of the Code of Virginia in order to discuss: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or potential litigation or other legal matters within the jurisdiction of the public body.

Mr. Fronzo made a motion at 7:33pm, seconded by Renee Parker, that the King George County Department of Social Services Administrative Board return to open session and certify by vote that

only public business matters lawfully exempted from open session requirements by Virginia law, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered during the closed session.

Frank Fronzo certified.

Renee Parker certified.

Kristen Outlaw certified.

NOW, THEREFORE, BE IT RESOLVED that the King George County Department of Social Services Administrative Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the King George County Department of Social Services Administrative Board.

#### **F. Items for Consent/Approval**

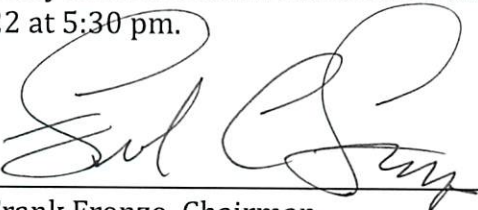
The board discussed nominations for the election of officers. Mr. Franklin stated that although the board recently elected the chairman and vice chairman, due to Jane Marvin's term completion, the bylaws require an election of officers at the beginning of each year. However, the bylaws do not limit the reappointment of officers.

On a motion made by Renee Parker, seconded by Kristen Outlaw, Frank Fronzo was unanimously elected chairman.

On a motion made by Kristen Outlaw, seconded by Frank Fronzo, Renee Parker was unanimously elected vice chairman.


#### **G. Adjournment**

On a motion made by Renee Parker, seconded by Kristen Outlaw and carried unanimously the Board meeting was adjourned until March 21, 2022 at 5:30 pm.



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary