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**King George Department of Social Services
Administrative Board
Meeting Minutes – August 15, 2022**

The regular board meeting of the King George Board of Social Services was held on August 15, 2022 in the Revercomb Building Board Room.

- A. Call to Order** – The meeting was called to order by Frank Fronzo, Chairman at 5:57pm, followed by the Pledge of Allegiance and a moment of silence.

PRESENT: Frank Fronzo, Chairman
Ann Cupka, Member
Edwin Frank, Member
Lisa Pitts, Member
Jonathan Franklin, Director
Melanie Cobb, Benefit Programs Supervisor
Latoya Lyburn, Family Services Supervisor

ABSENT: Renee Parker, Vice Chair
Tracy Curtis, Office Manager

Approval of Prior Meeting's Minutes

On a motion made by Ann Cupka, seconded by Edwin Frank, the Board approved the Minutes of the July 18, 2022 Board meeting.

Public Comment Period

There was no public comment.

B. Director's Report

a. Financial Report

Jonathan Franklin presented the Financial Report. Administrative expenditures for salaries were higher in the month of July due to three payrolls. This occurs twice each year, as there are 26 bi-weekly pay periods. There were notable fuel increases in July; \$500 compared to a monthly average of \$300. It is expected that recent gas price reductions will offer relief in the coming months. The budget report reflects FY22/23 for both the State and Local Budgets. The Department met with the county Finance Director and Deputy Director to

reconcile the State and Local budget lines, including additional budget lines that were awarded after the development of the local budget.

b. Management Report

Mr. Franklin presented the Management Report. The Department is in the final stages of preparing for Strategic Planning. There will be a Focus Group to include board members who are not on the planning team on October 12, 2022, 3pm-430pm. Invites will be going out soon. Mr. Fronzo and Mr. Frank will receive a data book in the next week in preparation for the planning process. The Department received a resignation from a Family Services Specialist, effective August 26, 2022. This is the result of a competitive offer from Mary Washington Healthcare and a reduced commute.

The financial review conducted by Robinson, Farmer, Cox Associates has not been completed. The Department continues to wait on the final report. Mr. Franklin met with Chris Miller, County Administrator, regarding the Board of Supervisor's To-Do List. Mr. Franklin identified human resources, office space, and a modernized financial system as agency priorities. Human resource needs include a study of VDSS deviation options and succession planning. Mr. Fronzo asked how dire the need is for a new financial system. Mr. Franklin explained that the current system is manageable but it does not integrate with the county software and is not cloud-based. The recent adjustments made to remove the software from the old server was only a temporary fix. The Department plans to coordinate with the County Finance Department and project manager as they develop the new county financial system. The Department identified one software solution, Kinship, but it will require a significant increase in the budget to accommodate the license fees and further review of its capabilities to integrate with the county's future system. The Department will continue to gather additional software solutions.

c. Family Services Report

Latoya Lyburn presented the Family Services report. There was only one new Adult Protective Services case in July, and one invalid report. The Department will be focusing on identifying legal guardians for incapacitated adults. Mr. Fronzo asked for clarification on the difference between invalid and initiated investigations. Mrs. Lyburn explained the various definitions of how cases are listed in the Adult Protective Services state reports. The total case counts include cases from the previous month that have not been closed. Child Protective Services had 13 invalid reports that were either duplicates or are not matters that the Department can investigate. One child was prevented from entering foster care. Now that the school year has started there will most likely be an increase in CPS reports in the coming months. There are also times when the Department will open a prevention case to offer services to a family, but the circumstances do not meet criteria for an investigation or family assessment.

The Department continues to meet the timeliness requirements for first contacts in CPS cases and monthly visits in foster care cases. Mr. Fronzo asked if the COVID rules remain in effect for closing cases. Mrs. Lyburn explained those case closure rules did not impact Family Services, but there were temporary measures in place to allow virtual visits in CPS and foster care cases. The Department continues to use virtual contacts if a particular case requires it.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs report. The programs and policies affected by the Federal government's Public Health Emergency have not changed. The applications for July showed a decrease in Medicaid applications. There were no significant changes in the other benefit programs.

e. Agency Reviews

The Quarterly Quality Assurance and Accountability review was completed in July. This Title IV-E review was for a child in the Fostering Futures program. The reviewers found that the agency's federal case error rate was 0%, therefore, the case was accurate. However, there were recommendations for technical corrections that were completed.

C. Old Business

Mr. Franklin provided an update on the CarePortal. In early July letters were sent to each of the 26 churches in King George to increase church involvement. There has been no response from the churches. Also there have been minimal requests for financial assistance that qualify for submission to the CarePortal. There have been many requests from elderly citizens, however, the CarePortal does not serve that demographic. The Department has made use of other non-profits and special welfare funds for those requests. The Department has addressed significant foster care placement needs due to unmanageable behaviors, but these needs are not suitable for CarePortal. There have been 3 requests submitted, and an amount of approximately \$1,700 of assistance. The Department is reviewing the ability to use CarePortal for adult foster youth in the Fostering Futures program. These youth need the community support. Mr. Franklin provided an explanation of the Care Portal to Lisa Pitts and Edwin Frank. This is a priority as there are many generous donors and assistance is provided each month, but there is no follow up after the assistance is provided. The desire is for the churches to know their community, collaborate with DSS, and serve and build relationships with the families in need. Future assistance can be provided and address the needs beyond a mere handout. The CarePortal is only one means to addressing this need. Mr. Franklin is meeting with Rachal Pollard and Betsey Caballero tomorrow to plan further church recruitment. Mr. Franklin will forward additional information to the board. There is an expectation that the needs will increase as the school year begins.

D. New Business

There was no New Business discussed.

E. Executive Session

There was no need to enter Executive Session.

F. Items for Consent/Approval

Mr. Franklin presented updates to the Electronic Meeting Policy, which were provided by the County Attorney. This policy was initially developed under the Governor's executive order during the COVID pandemic. When that emergency declaration ended there was a need to have a policy in place for future electronic meetings, and the board adopted a policy last year. The General Assembly provided updates regarding statutory changes, provisions for electronic meetings with and without

a quorum present, public access requirements, and revised scripts to be included with meeting minutes. Mr. Fronzo indicated that each of the changes give the board alternatives to being present and are positive. Mr. Franklin requested if a board member requires electronic participation in a future meeting to coordinate with the chairman, Frank Fronzo, and copy the Director on that correspondence. Mr. Fronzo asked if there must be a quorum in the room. Mr. Franklin explained that unless there is a declared public emergency there must be a quorum physical present to conduct the meeting.

On a motion made by Edwin Frank, seconded by Lisa Pitts, the board unanimously adopted the Electronic Board Meeting Policy.

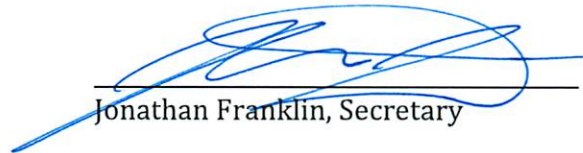
G. Adjournment

On a motion made by Lisa Pitts, seconded by Edwin Frank and carried unanimously the Board meeting was adjourned until September 19, 2022 at 5:30pm.



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary