

**King George Department of Social Services  
Administrative Board  
Meeting Minutes – August 30, 2021**

The regular meeting of the King George Board of Social Services was held on August 30, 2021.

**A. Call to Order**

The meeting was called to order by Frank Fronzo, Vice Chairman at 5:30pm.

**PRESENT:** Frank Fronzo, Vice Chairman  
Renee Parker, Member  
Ann Cupka, Member  
Jonathan Franklin, Director  
Melanie Cobb, Benefit Programs Supervisor  
Latoya Lyburn, Family Services Supervisor

**ABSENT:** Kristen Outlaw, Chairman

**Approval of Prior Meeting's Minutes**

The Board deferred approval of the June 21, 2021 Board Meeting Minutes to the September 20, 2021 board meeting as there was an insufficient number of board members present from that prior meeting to vote on the approval.

**Public Comment Period**

No public comments were made or submitted.

**B. Director's Report**

**a. Financial Report**

Mr. Franklin presented the Financial Report, which included June 2021 and July 2021 data. He noted that there were increased administrative expenditures for salaries in July due to a third pay period. He also indicated that additional budget lines were added to the reports to reflect the new state fiscal year budget lines.

## **b. Management Report**

Mr. Franklin presented the Management Report. The Department is preparing for the annual Holiday Programs for Thanksgiving and Christmas, which serve over 300 families each year. He is hoping to include other county departments and civic organizations to participate, and invites the board members to participate on the drop-off and pick-up dates. Mr. Fronzo requested information on becoming a sponsor and Mrs. Cupka requested information to share with the public. Mr. Franklin will forward them each information on the program.

The Department has a number of human resources actions pending with VDSS Organizational Development, but received approval for the redefinition of a Benefit Programs Specialist III to a Self-Sufficiency Specialist II classification. This position will fill a vacancy in Benefit Programs. Two new employees were hired, a Family Services Specialist II (In-Home Services) started August 30, 2021, and Benefit Programs Specialist II will start September 6, 2021, who is bilingual in Spanish and English.

A series of Information Technology proposals for replacing the telephone system and server are being considered, and the Department is coordinating with King George Finance to remain in compliance with county procurement practices. Mr. Franklin is also coordinating with General Properties, County Administration, and Finance to secure janitorial services. These are administrative expenses that are eligible for reimbursement. The Department addressed changes in overtime laws that went into effect July 1, 2021 through the Virginia Overtime Work Act, and has received updates from VDSS as to an amendment that was made to permit public agencies to grant Compensatory Leave in lieu of payment.

The Department continues to address requirements of the Family First Act as children in foster care change placement. There remains significant confusion across the state in interpreting the policy changes and King George DSS addresses them on a case-by-case basis. However, King George DSS has not used any of the new IV-E In-Home Services Funds, which is consistent with all of the other DSS agencies in the planning district.

Mr. Franklin has sought to coordinate with outside agencies and community partners. The agency will be participating in a round table discussion facilitated by Love Thy Neighbor and Impact King George. In addition, the Department will be completing Shelter Training through the American Red Cross, as annual training is required under the Shelter Operations Plan. The Department continues to anticipate changes and impacts from COVID-19 and the Delta variant.

## **c. Family Services Report**

Latoya Lyburn presented the Family Services report, detailing the timeliness and case count data for Adult Protective Services, Child Protective Services, and Foster Care. Family Services continues to meet the timeliness requirements. The Department has a student intern assisting in Adult Protective Services. Child Protective Services has seen an increase in reports since the beginning of the school year, which will be reflected in future reports.

To address the unit needs and increasing demands of Child Protective Services, Ms. Lyburn has identified a foster care worker to cross-train in child protective services. The Department has one pending adoption, awaiting finalization by the Circuit Court and anticipates another foster care case will transition into an adoption in the near future. The

Department continues to address the COVID-19 policy changes, and recently received updates on the Fostering Futures extensions.

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

Melanie Cobb presented the Benefit Programs report, outlining the number of applications received in Medicaid, SNAP, and TANF. There was a slight increase in Medicaid and SNAP, and a slight decrease in TANF. Timeliness data was detailed on the Performance Indicators Monthly Reports (May 2021/June 2021).

Mr. Fronzo inquired about the data points regarding TANF and Medicaid timeliness. Mrs. Cobb explained that given the program responses to the pandemic TANF participation and Medicaid reviews have been suspended until further notice, meaning no negative action (e.g. case closure) can be taken in those cases. Mr. Fronzo asked if there was a way to formulate a data point to address the timeliness not captured on the Performance Indicators Monthly Report (PIMR). Mrs. Cobb explained the quality control process of case reviews by VDSS, which takes a sample of program compliance. Mr. Fronzo reiterated that he understood that process, but requested an alternative to the data on the PIMR. Mr. Franklin stated that the program data is collected by VDSS and the local agency is subject to the data that VDSS provides, however, the Department will continue to look at additional data available to address these issues.

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

The Department underwent a Child & Family Services Review (CFSR) in the Family Services Unit. The Department was found to be in compliance with all aspects of the review with the exception of one contact that was not within the response requirement. However, this particular case was transferred from another jurisdiction, and that inadequacy was not the responsibility of King George DSS. The case reviewer found no issues with King George DSS case management. Mr. Franklin explained that the report was not included in the board packet due to the length, but is available for review.

#### **C. Old Business**

There was no Old Business.

#### **D. New Business**

Mr. Franklin advised that he received a Notice of Commencement of Action regarding the Notice of Claim that was previously provided to the Board. Mr. Franklin requested the board authorize the retention of counsel pending the review of a claim by VACORP.

On a motion made by Ann Cupka, seconded by Renee Parker, and carried unanimously the Board authorized the retention of legal counsel in the event VACORP denies the claim.

#### **E. Executive Session**

There was no need to enter Executive Session.

**F. Items for Consent/Approval**

Mr. Franklin presented the Proposal to adopt the King George County Purchasing Ordinance & Purchasing Guidance - December 2017 (RBA 2021-08-A). These policies will streamline the contracting process and bring the department in compliance with county and state contracting requirements.

On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board adopted the King George County Purchasing Ordinance & Purchasing Guidance (December 2017) (RBA 2021-08-A).

Mr. Franklin presented the Proposal to approve an Electronic Board Meeting Policy (RBA 2021-08-B). This policy will permit the board to meet electronically without a quorum physically present in the event of a declared state/local emergency and to allow the Chair to grant permission of individual members to participate electronically with a quorum physically present.

On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board adopted the Electronic Board Meeting Policy (RBA 2021-08-B).

Mr. Franklin presented the resignation of Kristen Outlaw as Chairman.

On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board accepted the resignation of Kristen Outlaw.

On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board appointed Frank Fronzo Chairman.

On a motion made by Ann Cupka, seconded by Frank Fronzo and carried unanimously the Board appointed Renee Parker Vice Chairman.

**G. Adjournment**

On a motion made by Ann Cupka, seconded by Renee Parker and carried unanimously the Board meeting was adjourned until September 20, 2021 at 5:30pm.



Frank C. Fronzo, Chairman



Jonathan Franklin, Secretary

ATTEST: