

**KING GEORGE DEPARTMENT OF SOCIAL SERVICES  
Administrative Board  
Meeting Minutes – September 20, 2021**

The regular Board meeting of the King George Board of Social Services was held on September 20, 2021 at the Revercomb Building.

**A. Call to Order** – The meeting was called to order by Frank Fronzo, Chairman at 5:30 p.m. 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:

**PRESENT:** Frank Fronzo, Chairman (In Person)  
Kristen Outlaw, Vice Chair (In Person)  
Renee Parker, Member (In Person)  
Annie Cupka, Member (In Person)  
Jonathan Franklin, Director (Electronic)  
Tracy Curtis, Recording Secretary (In Person)  
Karla Poley, Benefit Programs Specialist III (In Person)  
Latoya Lyburn, Family Services Specialist (In Person)

**ABSENT:**

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

**Approval of Prior Meetings Minutes**

On a motion made by Kristen Outlaw, seconded by Renee Parker, the Board approved the Minutes of the June 21, 2021 Board meeting. Mrs. Cupka abstained from the approval of these minutes.

On a motion made by Kristen Outlaw, seconded by Annie Cupka, the Board approved the Minutes of the August 30, 2021 Board meeting.

## **PUBLIC COMMENT PERIOD**

There were no public comments submitted to the Board.

## **B. Directors Report**

### **a. Financial Report**

Jonathan Franklin presented the Financial Report. He informed the board that the Purchase of Services Reimbursement for August 2021 will be included in the September 2021 Reimbursements. There was an issue with the LASER reporting system on the state end, and VDSS staff instructed the agency to submit the request for reimbursement next month.

Mr. Franklin noted on the Expenditure Report the Local Only Funds show a credit for reimbursements from CSA for case expenditures and from VDSS for training. The Local Agency Dashboard was included (SFY/Q4; April – June 2021). The pie charts show the proportion of Federal, State, and Local funding for each funding category.

### **b. Management Report**

The agency has two remaining positions to advertise (Benefit Programs Specialist, Human Services Assistant). Filling these positions is impacted by the State having significant delays in providing VITA authorized computers. Management is sorting out options to bring on new hires and ensure computer access. The Self-Sufficiency job posting has closed. Management is currently reviewing candidates and will complete interviews over the next couple weeks.

The agency is coordinating with VDSS and VITA on the server replacement. Mr. Franklin received new recommendations of a cloud-based solution. There is hope to submit a request for ARP Funds if the timing and justifications work out. There has been ongoing issues coordinating with VITA and VDSS IT Security regarding their network security requirements.

The Human Resources Dashboard (SFY/Q4; April – June 2021) was discussed. The agency is addressing issues in the LETS database system by updating employees with current performance evaluations. All employees are up-to-date, but management found an error in the LETS system and dates need to be corrected.

**c. Family Services Report**

Latoya Lyburn presented the Family Services Report. She noted the significant jump in CPS reports in August, which at this time appears to be an ongoing trend into September. The Family Services staff continue to hit their targets for timeliness, noted in the Local Agency Dashboard data. The permanency staff have one child in Fostering Futures and one in a preadoptive placement. Given the small number of children in care any placement change will skew the data. However, the agency continues to address congregate care needs by looking for family or community-based placements. A new employee started this month and will focus on In-Home Services.

**d. Benefits Programs Report**

Karla Poley presented the Benefit Programs report. She noted the steady trend of Medicaid and TANF applications, and the increasing number of SNAP applications. Mrs. Poley also reviewed the Performance Indicators Monthly Report, showing compliance in all areas that are not suspended due to temporary COVID-19 policy changes. The next 90 day extension for suspending some program requirements is due for review by the Federal Government by October 1, 2021. The agency awaits further guidance in each program.

**e. Agency Reviews**

The agency underwent a SNAP Management Evaluation by VDSS. The review found some deficiencies. The Quality Improvement Plan was submitted and the agency is awaiting a response from VDSS. The Benefit Programs Unit has made case adjustments and corrections where possible, and is addressing other corrective actions as a unit and with individual staff.

**C. Old Business**

There was no Old Business to discuss.

**D. New Business**

Mr. Franklin discussed a desire to develop board expectations for the future. He suggested developing ways to educate board members in various program areas, provide presentations from community partners, board member training, and asked for feedback on the board packet provided for each meeting.

Mrs. Parker expressed a desire to have board members and staff get together, as was previously planned but unable to be completed due to the pandemic. Mr. Franklin suggested bringing staff to board meetings and have them not only provide a brief presentation on their program area but also to interact with board members. Mr.

Franklin also suggested a Board Retreat facilitated by a retired local DSS Director, Rick Verilla. Mr. Franklin will gather additional information on the retreat and report back to the board.

Contents of the board packet were discussed. It was decided that printed copies were not necessary at the meetings, nor a detailed report on the finances every month. However, to ensure transparency and proper notice the board packet will be produced and emailed to each board member and posted on the website. Mr. Franklin will report any matters of significance as they arise.

**E. Executive Session**

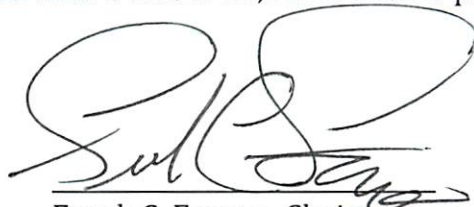
There was no need to enter executive session.

**F. Items for Consent/Approval**

On a motion made by Renee Parker, seconded by Kristen Outlaw, the Board adopted the King George County Government Affairs Policy & Addendum – King George County Department of Social Services Freedom of Information Act (FOIA) Requests.

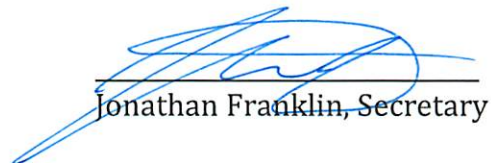
**G. Adjournment**

On a motion made by Renee Parker, seconded by Annie Cupka and carried unanimously the Board meeting was adjourned until October 18, 2021 at 5:30 p.m.



Frank C. Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary