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**King George Department of Social Services
Administrative Board
Meeting Minutes – November 15, 2021**

The regular Board meeting of the King George Board of Social Services was held on November 15, 2021 at the Revercomb Building Board Room.

A. Call to Order – The meeting was called to order by Frank Fronzo, Chairman at 5:25pm.

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

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 October 18, 2021 board meeting.

Public Comment Period

There were no public comments.

B. Director's Report

a. Financial Report

Mr. Franklin presented the Financial Report. He explained the discrepancy found in the reimbursement report last month and this month in the expenditure reimbursement columns was identified as a reporting error for the new In-home (No Local Match) funds. The reimbursements are accurate, however, the Thomas Brothers financial software used by the agency does not accurately report these funds in the reimbursement report. This issue will most likely persist until those funds are rolled over into the Staff & Operations-Base budget line in FY22/23.

The Department received \$2,700 in Family Partnership incentive funds for completing Family Partnership meetings in Child Protective Services and Foster Care cases.

There were no legal expenditures in October 2021, as the billing was not received prior to issuing payments. Legal expenditures for October 2021 will be included in the November 2021 expenditures. Additional adoption funds will most likely need to be requested from the state. There were a few deposits in the Special Welfare accounts.

Mr. Franklin met with the Director of Finance to review budget projections in preparation for developing the next budget.

b. Management Report

Mr. Franklin presented the Management Report. The final Human Resources redefinitions were submitted to VDSS Human Resources for three of our administrative staff. This was to accurately document the occupational titles with the actual work being completed and evaluated.

Mr. Franklin attended the Virginia League of Social Services Executives Fall Conference. A number of items were presented worth noting. An update was given on the Virginia implementation of the Family First Prevention Services Act. Virginia participated in a nationwide discussion of Family First roll-out, and Virginia has notable strengths compared to other states. However, common issues in VA for In-Home Services include: Services not identified in Service Plans; Custody Screen not completed in the database; Reasonable Candidacy Determination not completed; and the Need for Regional coordination to recruit providers. King George has not used any of the In-Home funds as there is only one vendor in the Fredericksburg area, and the next closest vendors are located in Henrico and Manassas. Employee Safety is a topic of concern following an incident in Culpeper County where a vehicle was driving around the county with a poster stating, "Save a Life, Shoot Your Local Social Worker." In response, The King George DSS management team is reviewing safety guidance from the National Association of Social Workers and plans to develop a staff training on safety. This could be an annual training for all staff. An item VDSS and King George DSS is monitoring is the suggestion for Adult Protective Services to migrate from the Department of Aging and Rehabilitative Services to a new department. There are several suggestions, all of which are attempting to address the barriers to services for elderly and disabled citizens. New Medicaid guidance has been provided in preparation for the end of the public health emergency, which will require all of the suspended redeterminations to be completed within 12 months. VDSS has planned to hire contractors to assist with the increased workload. VDSS is addressing the inaccurate data in the Local Agency Dashboard for Medicaid, and will include new language to indicate Medicaid Timeliness errors are not the result of local agency actions, but rather due to the Virginia Call Center. A number of Budget Requests have been submitted by VDSS, including a new Child Welfare Information System (OASIS replacement); VACMS Replacement; Increased network infrastructure; Increase TANF by 10%; a Senior SNAP Benefit; TANF for Pregnant women; and 5% increase in Foster Care/Adoption rates. Mr. Franklin noted that some of these expansions will increase local caseloads. The final item from the conference was a new VDSS vision called Evolution. VDSS is rethinking the Virginia Social Services System. The intention is to unify Benefits & Services, offer a holistic approach to public assistance, and identify the connections between poverty and abuse and neglect.

The Department is collaborating with Economic Development and Parks & Recreation to have a county-wide Family Day in the spring. The hope is to recognize our community partners, celebrate our Resource Families, and promote our services. Currently, the

Department is pursuing financial sponsors for the event and is in the process of confirming a date in late April/early May at King George High School.

c. Family Services Report

Latoya Lyburn presented the Adult Protective Services and Adult Services data for the previous month. There are 8 Adult Services case, 12 Adult Protective Services cases, and 22 Guardianship cases. Last month the report had an error in the guardianship cases that was corrected from 12 to 22 cases. The Department continues to have the assistance of an intern in this area until mid-December.

Child Protective Services received 23 new reports, 15 invalid, and opened 18 Family Assessments. The CPS team continues to hit the timeliness targets, and this has required workers to schedule early and late visits to meet the new strict timeliness requirements.

Foster care cases have been challenging due to placement issues. The measures for foster care remain the same, with the majority of the children placed in congregate care settings.

Mollie Payne provided the board with a presentation on the adoption program. November is Adoption Awareness Month.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs report. Applications were down last month, which is a trend after the beginning of the academic year. The Performance Indicator Report shows the department performing well, with the exception of the Medicaid and TANF participation rate as a result of policy changes during the public health emergency.

e. Agency Reviews

Melanie Cobb presented the results of the Supplemental Nutrition Assistance Program (SNAP) Management Evaluation, which was completed in March 2021. The areas reviewed were expedited processing, non-expedited processing, extend pending, interim reports, positive changes, denial withdraws, and system checks. There were a few areas of deficiency. For example, in expedited processing they found one error due to timeliness in providing the necessary paperwork to the client. The Department submitted a target for each deficiency, corrected errors, and provided training for staff in each deficient area. The Quality Improvement Plan was approved by VDSS. The Department will continue to monitor these deficiencies. Mr. Fronzo asked if the review evaluates how the overall program is performing. Mrs. Cobb explained that they review for technical or payment errors. Mr. Franklin stated they measure specific data points required by the state and federal government. The state seeks to improve our cases and processing to avoid a penalty from the federal reviewers.

C. Old Business

The Board Retreat is scheduled for December 1, 2021 from 4pm-7pm. There will be light refreshments for board members. The retreat has been prepared with the assistance of Mr. Rick Verilla. Mr. Franklin encouraged the board to prepare for the retreat by considering where they want the Department to go in the future and to start framing a vision the agency.

D. New Business

Mr. Franklin recommended the board appoint a budget committee of one or two board members to work with Mr. Franklin and Mrs. Curtis prior to the December board meeting and review the budget proposal and justifications. The budget needs to be presented and approved in December. If the committee is appointed, the committee will present the budget proposal at the next meeting.

On a motion made by Renee Parker, seconded by Kristen Outlaw, the board appointed Renee Parker and Kristen Outlaw to the budget committee for the upcoming budget.

Mr. Franklin presented the need for the board to address upcoming board meetings that are currently scheduled for December, January, and February around federal holidays. The board will continue to meet on December 20, 2021 as previously scheduled, but rescheduled the following meetings to January 24, 2022 and February 28, 2022.

Mr. Franklin requested the use of local funds for an agency Holiday Party for the staff at Strangeways Brewing on December 17, 2021 from 5-8pm with hors d'oeuvres. On a motion made by Renee Parker, seconded by Frank Fronzo, the board approved the use of local funds for the event on December 17, 2021.

E. Executive Session

Renee Parker made a motion, seconded by Frank Fronzo 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 the evaluation of performance of the director, Jonathan Franklin.

Frank Fronzo made a motion, seconded by Kristen Outlaw 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.

Kristen Outlaw certified

Renee Parker certified.

Frank Fronzo read the following certification of the closed meeting:

WHEREAS, the King George County Department of Social Services Administrative Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the King George County Department of Social Services Administrative Board that such closed meeting was conducted in conformity with Virginia law;

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

There were no items for consent/approval

G. Adjournment

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



Frank C. Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary