



Jonathan Franklin
Director
P.O. Box 130
King George, VA 22485
Telephone: (540) 775-3544
www.king-george.va.us

**King George Department of Social Services
Administrative Board
Meeting Minutes – March 12, 2022**

The regular board meeting of the King George Board of Social Services was held on March 12, 2022 at the Revercomb Building Board Room.

- A. Call to Order** – The meeting was called to order by Frank Fronzo, Chairman at 5:43pm, 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: FRANK FRONZO

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

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

ABSENT:

Approval of Prior Meeting's Minutes

On a motion made by Renee Parker, seconded by, Kristen Outlaw, the Board approved the Minutes of the February 28, 2022 board meeting. Ann Cupka abstained due to an absence from the prior meeting.

Public Comment Period

There was no public comment.

B. Director's Report

a. Financial Report

Jonathan Franklin presented the financial report. The agency is monitoring the Local & State Administrative Budget balances, and current projections indicate sufficient state funds for the remainder of the state fiscal year. Additional Pass Thru funds can be requested as needed. The agency was awarded \$1,000 for Child Abuse Prevention Activities, and these funds are placed in the Promoting Safe & Stable Families budget line.

A new Special Welfare account for Family Day was added to the financial report to track the donations and fees collected and spent on the event. A new budget line for Fostering Futures Federal Adoptions was added to the report, since the agency has not previously used these funds. Additional funds were added to the state budget for Fostering Futures and Auxiliary Grants, which will provide the necessary reimbursement for the remainder of the fiscal year.

b. Management Report

Jonathan Franklin presented the management report. The board email accounts were not operational due to a domain issue with Google, but have now been reactivated. Board members were encouraged to access the accounts and forward emails to personal accounts as desired.

The Family Day plans are underway. The agency has established planning teams to coordinate the various activities, including food trucks, vendors, door prizes, presentations, music, and crafts. Virginia Department of Social Services Northern Regional staff will be attending. Mr. Franklin will provide flyers and information to the board members, and Renee Parker stated she would be willing to distribute flyers at the Farmer's Market. Mr. Franklin was previously referred to the Market Manager.

The Department selected a candidate for the vacant Benefit Programs Specialist II position, and the offer was accepted with a start date of April 18, 2022. Candidates for the Human Services Assistant III position are still being considered.

The board approved the authorization of funding for Care Portal at its previous meeting, and the agency anticipates it will be operational for the county April 1, 2022. Training for staff is currently being scheduled.

c. Family Services Report

Latoya Lyburn presented the Family Services report. Cases have slowed in Adult Protective Services, case counts and outcomes are included in the board packet. Child Protective Services continues to meet timeliness requirements and has been doing well referring cases for prevention or to In-home services.

The agency has addressed some communication issues with the public schools, and plans to coordinate with their staff and address concerns prior to the need for a CPS report. Due to some recent placement changes for youth who have been in congregate care, the agency anticipates a significant change in the dashboard measures. Congregate care has been the primary issue for older youth in foster care, requiring residential and group home placements due to behaviors.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs report. Overall cases have been down in the month of February. This has allowed the agency to prepare for upcoming Medicaid policy changes and pending reviews. The Energy Assistance program has ended for the heating season. The Agency expects an annual report on the energy assistance program in the next few months.

e. Agency Reviews

The agency completed a Child Care review for the period of March 2021. This was at a time when there was a vacancy in the child care program. The only finding was an overpayment of \$26. The agency is now addressing the recovery of those funds.

C. Old Business

Mr. Franklin presented the engagement letter for a financial review from Robinson, Farmer, Cox & Associates. This firm performs the financial audit for the county as a whole. Mrs. Parker stated she has confidence in the agency, but asked if there was concern for potential bias that there would be an objective review if it already addresses county processes and is under contract with the county. Mrs. Parker wants the director to be comfortable with the process in place. Mr. Fronzo stated that this will be a standard review. Mrs. Cupka stated last fall the Board of Supervisors addressed an issue with a constitutional office, using the same firm, and was able to objectively address the matter.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously authorized the Department to move forward with the services outlined in the engagement letter from Robinson, Farmer, Cox & Associates.

Mr. Franklin presented the proposal for strategic planning services from Strumpf & Associates. The department pursued additional bids but all other identified providers were not willing to submit a proposal. Mr. Franklin recommended postponing the strategic plan

until the financial review is complete and the board considers those recommendations. The board could plan to include it in the next fiscal year budget. Mrs. Parker recommends the board pay for the consulting services in advance from the current budget. Mr. Franklin advised that according to state finance guidelines the agency can only pay for services rendered through an invoice. Mrs. Cupka suggested paying the consultant under a retainer or to request a budget amendment based on fiscal year carryover. Mr. Franklin will consult with the King George Finance Department on the best method to use funds from this fiscal year but the board will plan to receive the services after the financial review

On a motion made by Renee Parker, seconded by Kristen Outlaw, the board unanimously authorized the funds for strategic planning services from Strumpf & Associates.

D. New Business

Mr. Franklin presented recommendations for outside agency support. The agency wants to prevent duplication of support from the Board of Supervisors, but has identified agencies that provide direct assistance to DSS clients and additional support to our caseloads.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously approved funding to Empowerhouse (\$1,000), Safe Harbor Child Advocacy Center (\$5,000), and Virginia Fresh Match (\$5,000).

Mr. Franklin presented the topic of Board Delegations, noting samples from the VDSS Board Handbook and Campbell County DSS. This is to begin addressing some of the recommendations following the Board Retreat and to assist the board in clarifying their expectations. Mr. Franklin stated this is more of an item for discussion at this point, not to move for an immediate decision. Mr. Fronzo believes these decisions should be made after the financial review. Mrs. Parker does not feel the board is to be involved in the daily operations of the agency. Mr. Fronzo stated he feels otherwise and that it is not about trust, but knowing the process and procedure. These sample delegations will be included with the financial review.

Mr. Franklin presented a contract for legal services from Mayo & Mayo, Attorneys at Law. This contract was the result of a VDSS administrative desk review, recommending a separate contract with the firm. The agency previously only had a contract with Strentz, Greene & Coleman, but has been using Mayo & Mayo legal services for APS matters since 2020. The contract was developed in consultation with and has been reviewed by Kelly Lackey, County Attorney.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously approved the contract for Mayo & Mayo, Attorneys at Law.

E. Executive Session

The board did not enter executive session.

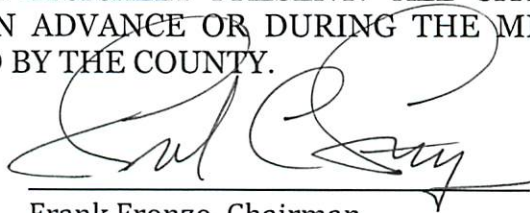
F. Items for Consent/Approval

There were no items for consent or approval.

G. Adjournment

On a motion made by Renee Parker, seconded by Ann Cupka, and carried unanimously the Board meeting was adjourned until April 18, 2022 at 5:30pm with the following notice:

THIS MEETING IS HEREBY ADJOURNED TO THE NEXT REGULARLY SCHEDULED MEETING ON APRIL 18, 2022 AT 5:30PM. THAT MEETING MAY BE HELD BY ELECTRONIC MEANS AND/OR REMOTE PARTICIPATION ONLY AND MAY BE CLOSED TO THE PUBLIC BEING PHYSICALLY PRESENT. ALL CITIZENS ARE ENCOURAGED TO PARTICIPATE IN ADVANCE OR DURING THE MEETING BY ELECTRONIC MEANS AS PROVIDED BY THE COUNTY.



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary