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**King George Department of Social Services
Administrative Board
Meeting Minutes – April 18, 2022**

The regular board meeting of the King George Board of Social Services was held on April 18, 2022 in the Revercomb Administrative Building Board Room.

A. Call to Order – The meeting was called to order by Frank Fronzo, Chairman at 5:36pm.

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

ABSENT: Kristen Outlaw, Member

Approval of Prior Meeting's Minutes

On a motion made by Renee Parker, seconded by Ann Cupka, the Board approved the Minutes of the March Board meeting.

Public Comment Period

There was no public comment.

B. Director's Report

a. Financial Report

Tracy Curtis presented the Financial Report. The Preliminary Budget Guidance was received from VDSS. The General Assembly currently has amended the Governor's proposed budget to include a 4% salary increase with a one-time 1% bonus. This would be added to BL855 (15.5% Local Match) and BL849 (No Local Match). A New Special Welfare account was added to address Foster Care needs not funded by CSA or IV-E.

The agency submitted additional state budget requests for ETV Funds of \$3,000 (pending), and a VIEW transfer to Administration (denied). We are monitoring the Local and State Administrative Budgets through the end of the fiscal year. The Local administrative budget balance is \$548,882, and the State administrative budget balance is \$336,467. There may be a need to request additional Pass Through funds from the state.

The Local Agency Dashboard for Finance was included in the board report. Mr. Franklin advised that this report is for Quarter 2 (October 2021-December 2021), the data is not current.

b. Management Report

Jonathan Franklin presented the Management Report. As of today, April 18, 2022, the agency is fully staffed. Mr. Franklin provided the current Local Profile report, which provides a variety of data and trends for King George County. He encouraged the board to review it, and explained that these data points will be used in the development of the Annual Report to the Board of Supervisors.

Family Day is scheduled for April 30, 2022 from 9am-4pm at King George High School. The Marketing and Flyers are complete. Mr. Franklin asked if any board members would like to speak at the event. Mr. Fronzo expressed a desire to speak. The next steps for the event will be to develop the final layout, post flyers and signage.

The CarePortal launch is scheduled for Friday, April 22, 2022 at 1:30pm at Smoot Library. Board members are invited to attend.

The agency recently made use of the retention compensation practice to retain an employee. Mr. Franklin stated that there would be more explanation of this compensation practice when the board reviews the proposed FY22/23 Compensation Plan.

Contracts are being reviewed. The agency is transitioning to a new Verizon government contract. In addition, Mr. Franklin will be addressing all service contracts with the Board of Supervisors next Wednesday at the next budget work session. Mrs. Cupka added that it is not just DSS being reviewed by the Board of Supervisors, but rather all departments.

Lisa Pitts was appointed by the board of supervisors as the newest King George DSS Administrative Board member.

The Local Agency Dashboard for Human Resources was included in the board report.

c. Family Services Report

Latoya Lyburn presented the Family Services Report. She presented the data for APS reports, investigations, and guardianship cases. She met with the Northern Region APS consultant and received positive feedback of improvement since the last review. The consultant provided a few suggestions on things that can be updated in the reporting system. In CPS there were a number of duplicate referrals last month, with a total of 21 invalid

reports, 9 family assessments, and 2 investigations. A new category was added to the report for Prevented Foster Care. The agency prevented 3 children from entering into care. In these cases we work with relatives to provide care for the children. In some instances Protective Orders are put in place by the court. Over the last few months the department prevented 11 children from entering foster care.

Currently, the CPS caseload is low, as many of the cases transitioned to In Home Services, providing services beyond the 45 day timeline. The agency is still meeting 100% timeliness for first contact with victims and in visiting children in foster care placements. The foster care congregate care numbers are decreasing, and there are 3 children aging out of foster care and transitioning to Fostering Futures. The local agency dashboard for Family Services was included in the report.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs Report. The agency saw increases in the number of applications in several programs. She met with her Benefit Program consultants today and received updates on the COVID programming changes. As of today, they have extended it an additional 90 days. This means the department cannot make changes to Medicaid cases or require participation in employment programs. VIEW cases are increasing, which will require additional engagement by staff when the COVID restrictions are lifted. She estimates the caseload will be reduced by one half because clients will choose not to participate.

Mrs. Parker expressed disappointment that clients would choose to not participate. Mr. Fronzo stated that the application trends tend to be cyclical, and almost every 3 months application numbers increase. Mrs. Cobb stated that there is frequently an increase during back-to-school and around the holidays, but there is no clear explanation for the trend.

The local agency dashboard for Benefit Programs was included in the report. One area that has improved over the last year is Child Care, because the agency did not previously have an employee dedicated to child care programs. Over the last few months we have seen improvement in those data points for timely application processing. However, the dashboard does not track accuracy.

e. Agency Reviews

There were no agency reviews.

C. Old Business

There was no old business.

D. New Business

Mr. Franklin introduced Elizabeth McNally, Executive Director, Safe Harbor Child Advocacy Center, who provided information on their services and support for King George citizens. The Center partners with local jurisdictions, including DSS, law enforcement, Commonwealth's attorney, medical providers and mental health providers. The mission is to ensure children are not re-

traumatized by the system once they have made a report of abuse. The jurisdiction forms a Multi-disciplinary team of all partners, which addresses and investigates allegations of abuse. The Child Advocacy Center coordinates the multi-disciplinary team, provide training and support to agencies, tracks each case through disposition, and conducts case reviews. They also provide a physical space for children and families for the interview process and services. All services are child-focused. In a typical year there are about 375 children who receive forensic interviews. They also provide advocacy for those children to assist with support for those children and their families. She has a dedicated forensic interviewer, but also the team has trained forensic interviewers. They partner with the Rappahannock Area Community Services Board to provide free mental health services. Children typically receive treatment for 12-18 weeks, but are eligible to receive services until 18 years of age. King George County brought 26 cases to Safe Harbor last year, and is on track this year for a similar number. The King George team works really well together, and the recent financial support from the DSS board was extremely important as a non-profit. Mr. Fronzo asked if they work with the schools. Mrs. McNally explained that they do not work closely with the schools, but they have started to work with School Resource Officers in providing training on how to deal with disclosures of abuse from a child. Mrs. Parker asked how a county gets involved in the partnership. Mrs. McNally stated that King George became involved in 2014, but recently Orange County joined Safe Harbor, and that was driven largely by DSS, doing the groundwork with local law enforcement. Sometimes it starts with the Commonwealth's attorney.

E. Executive Session

There was no need to enter executive session.

F. Items for Consent/Approval

Jonathan Franklin presented the FY22/23 Compensation Plan. The Governor's original budget included a 5% salary increase for employees. The General Assembly amended it to a 4% increase with a one-time 1% bonus. The board budgeted for a 3% median merit increase. Mr. Franklin explained each of the pay factors included in the plan, and that the majority are discretionary. He recommended the board keep the same percentages for each pay practice from the previous year. The compensation plan can be amended at any time during the fiscal year. Although the state has offered a 4% increase, the department has not budgeted for that amount. Mr. Franklin explained the state administrative reimbursement rates, and the proposed salary increases will be added to the state budget lines with a local match of 0% or 15.5%. The board needs to decide between merit increases or the State Supported Local Salary Increase. Mr. Franklin consulted with King George County Human Resources, and the County is considering a COLA of 3% with a merit increase up to 2%. This would make it possible for an employee to get up to 5%. Mr. Franklin recommends a 3% increase for all employees, effective July 1, 2022, because the department only budgeted for the 3% median merit increase. Mr. Fronzo asked for clarification on the state budget increases. Mr. Franklin explained that although the state will provide up to a 4% salary increase the locality can reduce that percentage increase and the state will reduce the allocation. Mr. Fronzo asked for the benefits of an across-the-board increase compared to a merit increase. Mr. Franklin recommends a 3% for all employees, effective July 1, 2022 under the State Supported Local Salary Increase. This will provide a COLA earlier in the fiscal year to all employees. There are also additional pay practices that can be used throughout the year. The newest hires will receive a 5% probation increase at their anniversary. Only a few staff members would even be considered for 5% merit increases. Those who would be at a disadvantage for additional compensation could be considered for one of the additional pay practices. These percentages are discretionary and for individual

employees. We have some savings in salaries from recent hires, which would allow for discretionary increases as needed. The 3% increase is covered by the state budget in the Preliminary Budget Guidance. Mr. Fronzo stated that he was concerned at first to not use merit increases in order to continue to motivate staff, but if there are other ways of motivating employees he approves. Mrs. Parker agreed with the recommendation, especially with the needed cost of living due to inflation.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously approved the FY22/23 Compensation Plan as presented.

G. Adjournment

On a motion made by Renee Parker, seconded by Ann Cupka, the Board meeting was adjourned until May 16, 2022 at 5:30pm.



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary