

**KING GEORGE COUNTY
DEPARTMENT OF SOCIAL SERVICES
ADMINISTRATIVE BOARD
Meeting Minutes – February 15, 2021**

The regular board meeting of the King George County Department of Social Services was held virtually on February 15, 2021.

A. Call to Order – The meeting was called to order by Jane Marvin, Chairman, at 5:32 p.m. with the following notice:

I HEREBY CALL THIS MEETING OF THE KING GEORGE COUNTY SOCIAL SERVICES BOARD TO ORDER.

PLEASE TAKE NOTICE THAT FIVE OR MORE OF THE COMMITTEE MEMBERS ARE PARTICIPATING BY ELECTRONIC OR REMOTE MEANS, WITHOUT A QUARUM PHYSICALLY PRESENT, PURSUANT TO THE KING GEORGE COUNTY EMERGENCY CONTINUITY OF GOVERNMENT ORDINANCE PREVIOUSLY ADOPTED BY THE BOARD OF SUPERVISORS AND/OR UNDER STATE LAW. THIS ACTION IS TAKEN AS A RESULT OF THE COVID-19 PANDEMIC AND THE GOVERNOR'S ORDERS REGARDING LIMITING OF GATHERINGS AND STAYING IN PLACE.

ELECTRONIC PARTICIPATION IS ENCOURAGED AND PURSUANT TO THE EMERGENCY ORDINANCE, PHYSICAL ATTENDANCE BY THE PUBLIC IS NOT ALLOWED. I NOW TURN IT OVER TO ALL MEMBERS OF THIS BOARD TO STATE WHETHER THEY ARE PHYSICALLY PRESENT OR PARTICIPATING BY ELECTROIC OR REMOTE MEANS:

PRESENT: Jane Marvin, Chairman (Electronic)
Kristen Outlaw, Vice Chair (Electronic)
Renee Parker, Member (Electronic)
Frank Fronzo, Member (Electronic)
Jeff Bueche, Member (Electronic)
Jonathan Franklin, Director (Electronic)
Tracy Curtis, Recording Secretary (Electronic)
Cynthia Meade, Benefit Programs Supervisor (Electronic)
Latoya Lyburn, Family Services Specialist (Electronic)

STAFF AND THE CLERK ARE RESPONSIBLE FOR RECEIVING PUBLIC COMMENT NOTICE OF OPPORTUNITES FOR THE PUBLIC TO ACCESS AND PARTICIPATE HAVE BEEN WIDELY DISSEMINATED ON THE COUNTY WEBSITE AND THROUGH OTHER COUNTY RESOURCES.

I DIRECT THE CLERK TO INCLUDE THIS STATEMENT AND THE MEMBERS REMOTELY PARTICIPATING AND THOSE PHYSICALLY PRESENT TO ME MEMORIALIZED IN THE MINUTES.

Approval of Prior Meetings Minutes

On a motion made by Frank Fronzo, seconded by Renee Parker, the Board approved the Minutes of the January 18, 2021 Board meeting.

PUBLIC COMMENT PERIOD

There were no public comments submitted to the Board or provided virtually.

B. Directors Report

a. Financial Report

The King George Department of Social Services Summary of Financial Accounts and Budget Summary were presented by Jonathan Franklin, Director. Supporting documentation was provided as an appendix at the end of the report. Mr. Franklin advised the board that the Prisoner Re-entry line in the Special Welfare Account was removed.

Mr. Fronzo asked about the fund balance and if it would carry us to the end of the fiscal year. Mr. Franklin explained the Department can request additional funds from the state if needed.

b. Management Report

Mr. Franklin provided updates on staffing and program statistics. Referencing the graphs in the Management Report, he explained the steady trend of increasing caseloads with decreasing staffing. These trends demonstrate an ongoing need for department growth. Although Foster Care cases have decreased, adoption cases and CPS referrals have increased. In addition, there are increases in prevention cases that are currently not tracked by state data reports. Mr. Bueche stated that it would be beneficial to present this information at the upcoming Board of Supervisors budget work session.

The Virginia League of Social Services Executives has started discussions on replacing the outdated electronic financial system, Thomas Brothers. Microsoft Power Apps is the recommended replacement by VDSS, and is currently being used by Chesterfield DSS. A majority of LDSS offices are reviewing and discussing the available options.

There is a proposed House Amendment regarding an increase of LDSS minimum salaries. This amendment proposes increasing minimum salary levels for LDSS family services positions by 20%, increasing minimum salary levels for benefit program services, self-sufficiency services and administrative positions by 15%. This is meant to assist in reducing the high turnover and vacancy rates in these LDSS positions. The proposed budget currently includes a one-time 1.5% bonus for state supported local employees.

Mr. Franklin provided an update on his state and regional involvement. He joined the Children's Services Committee through the Virginia League of Social Services Executives. The State of the Agency report with VDSS Regional Staff provided an overall positive report, and the areas in need of improvement are already underway. Local Board Member training is available February 23, 2021 at 6:00pm, and will be conducted virtually. Mr. Franklin met with the Dahlgren Lion's Club and has a desire to promote volunteerism and engage community partners and churches in the county.

The agency recently had two air purifiers installed through MAVEN Technologies, using CARES Act Funds. A student intern from Liberty University is assisting the Family Services Unit.

Mr. Franklin explained a VDSS Memorandum on reimbursement for new In-Home Family Services positions. King George DSS was allocated \$58,788 in FY2021/2022 budget. These funds will have No Local Match. However, in FY2022/2023 there will be a 15.5% Local Match. These funds will essentially fund the bulk of one of the requested positions requested in the budget proposal.

King George DSS signed a memorandum of understanding with Central Virginia Housing Coalition (Foster Youth to Independence) that will assist youth in the Fostering Futures program with rental assistance. A jurisdictional agreement was signed with the Planning District 16 DSS offices to address interagency responsibilities regarding home studies and CPS/APS reports.

The majority of the staff received the first dose of the COVID-19 vaccine, and the second dose is scheduled for this week.

c. Family Services Report

Mrs. Latoya Lyburn provided an update on the Family Services Unit. The unit is seeing an increase in calls from the schools. For the month of January numbers are lower. CPS, CPS Ongoing, and Prevention continue to perform well on timeliness measures as well as on first meaningful contacts. Cases are being closed in a timely manner. CPS Ongoing has converted to In-Home Services by VDSS and

the state will be providing training on the changes. Foster Care continues to complete monthly visits with no timeliness errors. Adult Services is addressing case corrections that will be discussed under the Agency Reviews.

The state is attempting to make more training courses available online so staff can complete the requirements. Mrs. Lyburn is participating in refresher meetings and trainings in each program area.

d. Benefits Programs Report

Cynthia Meade provided an update on the Benefit Programs. The State database is behind, therefore, the Performance Indicator Monthly Report is not available. New Benefit Applications in all program areas are down slightly in January 2021. With the new administration in the White House we are anticipating higher numbers with new policy changes that take place. Agency statistics include SNAP new applications (December - 70; January - 62); SNAP Recertifications (December - 101; January - 63); SNAP Interim Reports (December - 54; January - 56); Medicaid New Applications (December - 113; January 85; Marketplace will make referrals to clients to apply for Medicaid if they think they might meet eligibility criteria); Medicaid Reviews are still postponed through June 2021 due to COVID restrictions. We have about 380 cases waiting in the queue to be completed when restrictions are lifted. We still cannot take any negative actions. TANF New Applications (December - 15; January - 11); TANF Reviews (December - 6; January - 7); VIEW cases in the queue (9); 7 have been sent paperwork to enroll in VIEW but have not returned the documents and we cannot take any negative actions due to COVID restrictions

e. Agency Reviews

Latoya Lyburn explained the recent Adult Protective Services Case Review and Corrective Action Plan. A copy of the report and Corrective Action Plan is included in the Board Packet. Mrs. Lyburn and her staff are addressing documentation and training needs. She is working with the VDSS Northern Regional Consultant to make the necessary corrections to existing cases and implement changes in the future.

Cynthia Meade explained the recent Child Care Case Review and Corrective Action Plan. A copy of the report and Corrective Action Plan is included in the Board Packet. Mrs. Meade is addressing documentation and staffing needs in the area of Child Care. The agency is currently recruiting new staff to fill a vacancy in this program area and working closely with the VDSS Northern Regional Consultant in making the corrections to cases and addressing training needs for a new employee.

C. Old Business

There was no Old Business to discuss.

D. New Business

There was no New Business to discuss.

E. Executive Session

There was no need to enter executive session.

F. Items for Consent/Approval

Mr. Franklin presented an On-Call Policy & Compensation proposal. He explained that this will address the reimbursement for standby compensation and the compensation for Supervisory on-call duties. After discussions with VDSS Classification and Compensation staff it was determined that if supervisors are performing on-call duties, then the department is required to provide compensation. In the past compensation was not provided. On a motion made by Jeff Bueche, seconded by Kristen Outlaw, the Board approved RBA 2021-02-A On-Call Policy & Compensation.

Mr. Franklin presented a proposal for financial assistance to local non-profits and organizations that have requested support from the agency. A proposal was included in the Board Packet identifying Healthy Families, Empowerhouse, Safe Harbor Child Advocacy Center, and Virginia Fresh Match as organizations requesting assistance. The department has provided financial assistance in the past. Mr. Bueche expressed concern for providing public funds to the organizations and suggested they should go before the community panel that reviews requests each year through the budget process. Mr. Fronzo and Mrs. Parker each expressed that it could be beneficial to support organizations that provide services to the county and agency. Mr. Bueche suggested that this proposal could also be addressed at the Board of Supervisors budget work session. The Board requested additional information regarding the current financial support provided by the county and will review this matter at the March 15, 2021 board meeting.

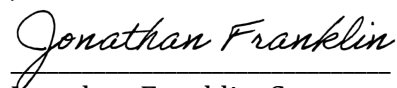
G. Adjournment

On a motion made by Jeff Bueche, seconded by Frank Fronzo, and carried unanimously the Board meeting was adjourned until March 15, 2021 at 5:30 p.m.

ATTEST:

 Mar 29, 2021 16:21 EDT

Jane Marvin, Chairman



Jonathan Franklin, Secretary


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Final Audit Report

2021-03-29

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