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**King George Department of Social Services  
Administrative Board  
Meeting Minutes – December 20, 2021**

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

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

**PRESENT:** Frank Fronzo, Chairman  
Renee Parker, Vice Chairman  
Kristen Outlaw, Member  
Ann Cupka, Member  
Jonathan Franklin, Director  
Tracy Curtis, Recording Secretary  
Latoya Lyburn, Family Services Supervisor  
Karla Poley, Benefit Programs Specialist

**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 November 15, 2021 Board meeting. Ann Cupka abstained from the approval due to an absence.

**Public Comment Period**

There were no comments made or submitted.

**B. Director's Report**

**a. Financial Report**

Jonathan Franklin presented the financial report. He noted the expenditures included routine staff and overhead, assistance payments, and purchase of services. The department completed the VDSS Mid-year budget review (FY21/22) and requested additional state funds for Auxiliary Grants (\$1,400) and Special Needs Adoptions (\$4,000). He is asking Adult Protective Services to submit a spending plan for APS funds. He is also coordinating with King George Finance to update local budget lines, requesting the addition of Fostering

Futures to the Public Assistance budget. Special welfare received \$9,835 in deposits, and expects even more to be recorded in the December financial report.

Currently, the FY21/22 budget is very healthy and has excess for the remaining months of the fiscal year. He included the Finance portion of the Local Dashboard provided by VDSS, pointing out the reimbursement charts, which show the Federal, State, and Local reimbursement trends.

## **b. Management Report**

Mr. Franklin presented the management report. The department anticipates advertising the final two vacancies in January for administration and benefit programs. The department has been waiting on VITA authorized laptops for the positions before hiring. All equipment has been acquired.

At the Virginia League of Social Services conference Mr. Franklin learned of the Care Portal being utilized by other DSS agencies, and then learned of a regional connection through the Redeemed Network. The Care Portal is essentially a way to rethink how a community involves churches, how agencies communicate needs to churches, and how those needs are fulfilled. The premise is not to simply provide the initial service, but to establish a relationship between the church and the family, and to treat the need holistically. Mr. Franklin spoke with Andy Crawford, Director of Bedford DSS. Mr. Crawford stated he has used other services, such as Charity Tracker, but the Care Portal has completely changed how they serve the community. Mr. Franklin will bring this issue back to the board to assess the desire to use this platform. As an example, Mr. Franklin stated Bedford DSS has invested \$6,000 in administrative fees for the service, but they can track \$210,000 of services that went through the portal. Mr. Franklin met with Rachal Pollard of Redeemed Network to discuss the Care Portal and how to implement in the region. There is the potential of splitting administrative costs with Fredericksburg DSS.

The department continues to address office space needs and information technology improvements. Additional cables for the office server should be completed by January 2022. Mr. Franklin had a conference call with VITA to address replacing the server. Transitioning to cloud-based services will enable the office to modernize information technology services, have added security, and provide cost savings. Currently the department's server is owned by the local department, but does not meet VITA security requirements.

King George General Properties will assist with the renovation of the food pantry into two additional offices.

Mr. Franklin included the Human Resources portion of the Local Agency Dashboard. He pointed out that the total staff data is incorrect on the dashboard as it is from the previous quarter, and that there are now 20 total staff.

### **c. Family Services Report**

Latoya Lyburn presented the Family Services report. Adult Services is maintaining case levels from the previous month. She explained the case data for each Adult Services program area, and noted that the case numbers for December have been increasing and will be included in the next board report. Child Protective Services has completed the timeliness requirements for case closures and victim contacts. Mrs. Lyburn explained the response times for child protective services referrals (R1-24 hours, R2-48 hours, R3-5 days). The department attempts to schedule contacts as soon as possible, rather than wait until the latter part of the required timeframe. Foster Care critical outcomes are timely, with the continuing challenge of finding family homes for older youth. Mr. Franklin pointed out that a portion of the Family Services Local Dashboard shows how the local department compares with other Level 1 agencies, the Northern region, and the state overall. The King George data is very comparable with other agencies. Kinship care goals reflect the unique situations of some of the children we have in care. However, we look competitive with Northern Virginia.

Renee Parker asked if the staff ratio to population is the same as in Northern Virginia. Mr. Franklin stated that the ratio would be specific to each locality and the particular needs and programming they have. Mrs. Cupka stated this would be a very good data point to have available for budget discussions; to show agency performance, number of staff and case numbers compared to other agencies.

### **d. Benefit Programs Report**

Karla Poley presented the Benefit Programs report. The unit is doing well from a program standpoint. There was 1 TANF application, Medicaid applications remain steady and the Federal Marketplace is now open, which most likely means an increase in Medicaid applications. There will also be longer processing timeframes as they are submitted late to the local department from the Federal Marketplace. The department is waiting to hear if there will be a further extension to the public health emergency for Medicaid and SNAP, suspending certain program requirements and increasing some benefits. Fuel assistance has been completed and is in process for payment by VDSS. There are increases in fuel assistance payments statewide. The Crisis program starts January 1, 2022 to assist with additional heating bills and repairs. Mr. Fronzo asked if there is any communication between the energy providers and DSS prior to shutoff of the utility. Mrs. Poley stated the client brings the bill to the department and requests assistance. The department has the ability to verify the need with the utility. Medicaid continues to have reviews waived due to the public health emergency.

Mr. Franklin noted the Local Agency Dashboard for Public Assistance and the added language regarding the Cover Virginia application processing time. There are additional recommendations for Cover Virginia to have their own category on the dashboard.

Mrs. Cupka expressed thanks for the assistance provided to a citizen regarding a fuel need. Mr. Franklin encouraged the board to share any concerns or questions from citizens in the future to have it addressed. Mr. Fronzo noted the competency and expertise of the staff who have presented to the board.

#### **e. Agency Reviews**

There were no agency reviews.

#### **C. Old Business**

Mr. Fronzo requested an update on strategic planning. Mr. Franklin reached out to Christen Gallik, Director of Fredericksburg DSS. She provided contact information for Strumpf & Associates, whom they use for strategic planning. Mr. Franklin requested information regarding their services for local departments of social services, but has not received a response.

#### **D. New Business**

There was no New Business.

#### **E. Executive Session**

There was no need to enter executive session

#### **F. Items for Consent/Approval**

Mr. Franklin and Latoya Lyburn presented a Consent to Adopt of a child in foster care, providing a brief summary of the child's history and current placement. On a motion made by Ann Cupka, seconded by Renee Parker, the board unanimously approved the Consent to Adopt.

Mr. Franklin presented the proposed FY2022/2023 Budget as developed by the budget committee. Mr. Franklin explained a minor adjustment to clarify the fringes portion of the vacant positions and the total amount. Mr. Franklin explained the need to note the total amount requested, as well as the reimbursement received by the agency. Renee Parker explained that the needed funds are to account for things that were not previously budgeted and to mitigate risk. The department is in a good spot but has a gap to address for the two new positions. Mr. Fronzo expressed the desire to see where we were last year and where we are this year. Mr. Franklin provided the board with county budget projections and state budget projections for FY21/22. Projections this year show a significant cushion due to saving in local budget lines and legal fees. These projections provide the starting point for the next budget year and the VDSS Midyear review. Mrs. Cupka asked if the Local Only-Domestic Violence goes to Empowerhouse, requesting excess funds be reviewed towards the end of the fiscal year. Mr. Franklin provided a Budget Proposal sheet, summarizing each budget line change for FY22/23. Items that were not previously budgeted include on call and overtime. This is compounded by the Virginia Overtime Work Act and clarifications on how to properly compensate supervisors on call, requiring two supervisors in an on call rotation. The recommended 3% salary increase is a median figure for all staff, similar to the county's budget. The 5% probation increases are part of the current FY21/22 Compensation Plan. These increases and added expenses have directly impacted the two remaining vacancies. Mr. Franklin hopes to provide some savings during the recruitment process. Another factor in administration is a pending retirement of the CSA Coordinator and the need for a 30 day transition period with the new hire. Mr. Franklin anticipates some minor operating increases, including renovations, software, cellphones, and events. Mr. Franklin hopes to have renovation projects completed this fiscal year. Mrs. Cupka recommended accessing CARES Act/ARPA funding for these projects through the County Administrator. The total anticipated salary and operating increase is \$173,789. Mr. Franklin recommends reducing certain

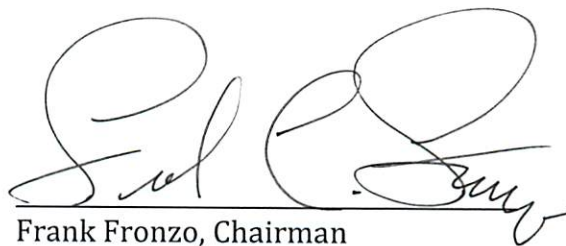


administration budget lines with a savings of \$50,632, to be transferred into salaries. Mr. Franklin emphasized that the goal of the budget is to maximize reimbursement, transferring more local only funds into reimbursable budget lines and reducing the county's burden. There is an additional proposal by the Governor, recommending 5% salary increases in FY22/23 and FY23/24. Mrs. Cupka clarified that the state's portion is 2.5% and the locality's portion is 2.5%. This recommended increase still must go through the remaining state budget approval process. Mr. Franklin stated the board will need to consider in March, during compensation planning, if the department prefers his proposed 3% merit increase or the governor's 5% increase. Mrs. Parker stated this is a typical budget offer from the state, but asked what happens regarding the timeline if the department does not know the certainty of the Governor's proposal. Mrs. Cupka stated the department would request an amendment to the local budget from the board of supervisors. Mr. Fronzo stated that it is not necessary to include the governor's proposal at this time. Mr. Franklin then provided the recommendations for Public Assistance, with the only change being the addition of Fostering Futures. There are no recommended changes to the Purchase of Services budget. The CSA budget proposal includes an increase to \$3.8 million based on the current projected expenditures and routine rate increases. Given the average local match rate of 36%, the locality share of the increase would be \$36,000. Mr. Franklin did not include a strategic planning consultant or potential financial software updates. Mr. Fronzo requested that in the future there be a single number that captures all four budgets.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously approved the FY2022/2023 King George Department of Social Services Budget.

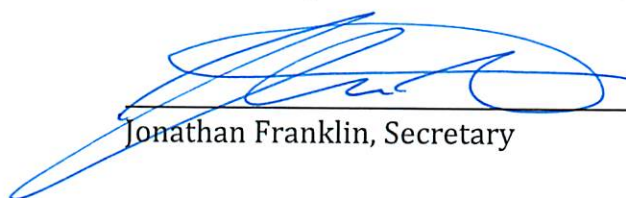
#### **G. Adjournment**

On a motion made by Renee Parker, seconded by Ann Cupka, and carried unanimously the Board meeting was adjourned until January 24, 2022 at 5:30pm



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary