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

The regular Board meeting of the King George Board of Social Services was held on July 18, 2022.

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
Ed Frank, Member
Lisa Pitts, Member
Ann Cupka, Member
Jonathan Franklin, Director
Melanie Cobb, Benefit Program Specialist
Latoya Lyburn, Family Services Specialist

ABSENT:

Approval of Prior Meeting's Minutes

On a motion made by Renee Parker, seconded by Ann Cupka, the Board approved the Minutes of the May 16, 2022 Board meeting. Ed Frank abstained.

Public Comment Period

There was no public comment.

B. Director's Report

a. Financial Report

Jonathan Franklin presented the Financial Report for May 2022 and June 2022. The Department received the Final State Budget Allocations, which included slight increases in the Staff & Operations-No Local Match and Staff & Operations-Base. The Department is coordinating with the county Finance Department to reconcile these figures with the projected revenues. The Pass Thru revenue will most likely increase as the Department requests additional funding at the mid-year review. The Department is waiting for the final report of the Financial Review completed by Robinson, Farmer, Cox & Associates. Initial recommendations were provided during the on-site review, but the final recommendations remain pending.

A series of new funds were added to the state budget. Family Partnership Meeting Incentive Funds were awarded in the amount of \$4,500 for the completion of 15 Family Partnership Meetings. The Department received IV-E Pass Thru Training Funds, which can be used for In-service training for Foster/Adoptive parents, new worker and ongoing worker training, and Employee Educational Assistance. The Department requested additional Fostering Futures COVID Funds to be spent by September 30, 2022, which will assist with general needs and education and training needs for foster youth over the age of 18, who are transitioning into adulthood. These funds include Chafee - COVID (\$16,000) and the Education & Training Voucher (ETV) - COVID (\$8,000). Included in the board packet is the Final Budget Guidance, indicating the change to the Governor's budget of the State Supported Local Increase to an effective date of August 1, 2022, as well as the final budget allocations for SFY2023, and the Local Agency Dashboard: Finance.

Mrs. Parker asked if there was anything significantly different in the budget from what was requested and what was finalized. Mr. Franklin stated there were no changes to the local budget.

b. Management Report

Jonathan Franklin presented the Management Report. The Local Agency Dashboard: Human Resources was included in the board packet, but only shows data up to March 2022. The Department received a resignation from an employee, whose primary responsibilities were the TANF and VIEW programs. The resignation was the result of a competitive offer and a reduced commute for the employee. The Department has already received initial candidates for the vacancy. Current VIEW restrictions do not require an immediate filling of the vacancy, so the Department is assessing the timing and making use of the financial savings, which will assist with merit increases by keeping the position unfilled for a short period. The Department is utilizing a summer intern and will have a fall semester intern through Liberty University. In addition, Mr. Franklin and Mrs. Lyburn met with the coordinators of the VDSS Social Work Stipend Program, are reviewing an agency application, and are on the advisory committee for George Mason University & Virginia Commonwealth University. The Department hopes to utilize interns to enhance recruitment.

The Department is starting the Annual Report, with a goal to present to the Board of Supervisors in September or October, prior to the budget season. Mrs. Cupka asked if the audit would be finished in time for the report, and if the board of Supervisors could be made aware so as to put measures in place. Mrs. Parker asked if the financial review will be shared with the county. Mr. Franklin expects the financial review to be completed in time for the Annual Report and that the County Administrator and Finance Director will receive copies of the report, as they were included in the planning process.

The Department is addressing the requirement for a Disability Leave Policy, which impacts those employees with a VRS Hybrid Plan. The policy requires further review from the County Human Resources Department and County Attorney. Mr. Franklin has discussed the policy with VDSS Compensation Specialists and another local DSS office. Once the policy is assessed and developed it will require further review and discussion by the board.

The Strategic Planning Team is confirmed, but now requires the addition of two board members. Focus Group invitations will be sent out to Community Partners, Customers, and Staff in the near future. The department is looking to develop Succession Planning & Leadership Training for senior workers. This will be a matter to discuss during the budget planning sessions to accommodate for promotions. Mr. Franklin requested the board's input regarding continuing use of the board member Gmail Accounts instead of using private email accounts. Mr. Fronzo asked if it is a requirement. Kelly Lackey, County Attorney, explained that it is recommended for the purpose of FOIA requests and subpoenas, and is good business etiquette. It also makes searches for information much easier. Mrs. Parker stated that she has multiple email accounts and it would be helpful to simply stop sending DSS Board Member information to the personal email account. Mrs. Cupka asked how Gmail was selected as the email provider. Mr. Franklin stated the interim Director selected the provider, and the Department pays for the domain of kgdss.com and individual board member licenses. Mr. Franklin previously spoke with Chris Dines, IT Director, about adding the DSS board members to the County email system and it required adding the licenses to the county IT budget and is more expensive.

There were a number of takeaways from the recent Virginia League of Social Services Executives Board Meeting & State Dialogue. High acuity placements for children in foster care remain a focus of the Governor's Safe & Sound Task Force. Dr. William Hazel reported on the Claude Moore Charitable Foundation, which receives \$300 million in annual contributions, and is currently studying the state-wide DSS workforce needs, trends and issues. The goal is to look to the future and implement initiatives and incentives to address recruitment and retention needs. The State Dialogue with the Commissioners for VDSS and DARS emphasized the development of the APS Dashboard; major IT developments, including increased network bandwidth and Child Welfare Information System replacement; the Public Health Emergency; and a Human Resources Information system replacement coming December 2022

The Department continues to address local Information Technology needs. A potential replacement for the Thomas Brothers financial database was identified, called Kinship. The Department participated in a presentation on the software and the many administrative, case management, and financial functions. However, it requires a \$200/user/month licensing fee. This is not feasible for the Department, so alternatives continue to be explored. Mr. Fronzo stated the board should set some timeframes for obtaining IT solutions and costs to meet the security needs. SharePoint is in development for the Department, which will provide added security for electronic data and modernize the sharing of information in the office.

c. Family Services Report

Latoya Lyburn presented the Family Services Report. The case counts for Adult Protective Services for May and June were lower than usual, and there were a series of duplicate reports that were invalidated. The APS worker is maintaining a caseload of 47 cases. Child Protective Services was very busy in May with 32 reports. The Timeliness of Contact report was included in the board packet, which shows continual achievement of the state requirements. The Department strives to initiate contact with families on the first day, despite the timeline allowances. Foster Care placements in congregate care settings

continue to improve with a recent finalized adoption and transitioning three youth to Fostering Futures.

d. Benefit Programs Report

Melanie Cobb presented the Benefit Programs Report. The application data was included in the board packet, showing trends for SFY2022. The Child Care Applications Received data was added to the report. Data for applications received was compared to applications disposed, showing 183 applications for May, 157 applications for June, and a dispositional rate of 100%. The Local Agency Dashboard shows the timeliness of applications, and multiple reviews throughout the year focus on accuracy. VIEW and Medicaid programs continue to operate under the Public Health Emergency, impacting the local agency data. The Cooling Assistance Program description was included in the board packet, and the Department is currently administering the program.

e. Agency Reviews

Melanie Cobb presented the Sub-recipient Monitoring Summary Report for the SNAP, TANF, and Medicaid programs. This review focuses on accuracy rather than timeliness. The majority of the cases were accurate. Due to COVID there were a number of policy changes. For the TANF program a training was conducted to review the policy and case aids.

C. Old Business

Mr. Franklin asked for the board to appoint two members to participate in the Strategic Planning Team. Mr. Franklin reminded board members of the dates and location of the meetings. The board appointed Ed Frank and Frank Fronzo to the Strategic Planning Team.

D. New Business

Kelly Lackey, King George County Attorney, presented Legal Responsibilities as a DSS Board Member. Mrs. Lackey provided her background and purpose of the presentation. The presentation included a general overview of applicable Code of Virginia Statutes; VDSS and LDSS structure and functions; Local Board Member responsibilities; board meetings; Applicable laws for DSS board members and staff (including FOIA, COIA, and Virginia Public Procurement Act), and updates to the Electronic Meetings requirements. Mr. Fronzo asked if the County Attorney is considered the attorney for the board. Mrs. Lackey explained the County Attorney's primary responsibility is to represent the Board of Supervisors and the Constitutional Officers. DSS will coordinate with the County Attorney for minor issues, but day-to-day legal consultation may require outside counsel. Mr. Fronzo asked if existing board documents in a personal email account mean there is no reason to have a separate Gmail account. Mrs. Lackey stated that it is fine to have existing documents in personal email accounts, but moving forward the board members should consider the use of a dedicated email account, and the Library of Virginia provides a retention schedule for documents to be purged. The major exception to the retention schedule is litigation. Mr. Fronzo asked what the rules are for the board to be notified of a FOIA request. Mrs. Lackey stated that most FOIA requests are public documents, but the board can request the director to provide that information. Any failure to meet the FOIA timeframe would result in a Circuit Court action, and the Director would advise the board.

Mr. Franklin reminded members that the Board previously adopted the Governmental Affairs Policy with an addendum regarding the local FOIA policy and process, and the King George County Purchasing Ordinance for procurement purposes.

E. Executive Session

There was no reason to enter Executive Session.

F. Items for Consent/Approval

Mr. Franklin presented information on a local Travel Policy. The Department continues to send staff to conferences and out-of-state foster care visits requiring reimbursement and obtaining government rates for lodging, meals, and transportation. The Department consulted with the VDSS Northern Regional Administrative Manager, who advised that the Department could operate without a policy, draft a local policy, or adopt the State Executive Branch Policy. Mr. Franklin recommends the board adopt the CAPP Manual 20335, State Travel Regulations for the local department. Mr. Fronzo asked if the county adopts a local policy at a later time would the board need to switch. Mr. Franklin advised the board would have the option to transition to a local policy.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously adopted CAPP Manual 20335, State Travel Regulations as the King George County Department of Social Services travel policy.

Mr. Franklin presented a revised Compensation Plan 2022-2023, amending the State Supported Local Increase effective date to August 1, 2022, and including a 2% Merit Increase for Outstanding, Exceeds Expectations, and Meets Expectations for the annual employee performance ratings. The additional 2% merit increase correlates with the merit increases provided to other county employees, and the Department desires to provide additional financial incentives for staff. Mr. Franklin coordinated with the Directors of Finance and Human Resources to assess the feasibility of this change and implications for the local budget. All were in agreement that it was manageable, and additional savings due to the current vacancy will also assist. Mr. Frank asked if it was possible to raise the outstanding to 3% and lower the Meets Expectations to 1%. Mr. Fronzo responded that he had similar concerns but believes it important to provide the most money to all employees in the current inflationary environment. Mrs. Parker stated that the Department is also trying to match the county pay raise. Mr. Franklin stated his desire is to provide each employee with the highest increase possible. A 3% increase could impact the budget and Mr. Franklin is hesitant to provide compensation beyond what the county has provided other departments, recommending the Department reflect the spirit of what the county provided. Mr. Fronzo pointed out that amending the increase to a range of 1%-3% could even provide a cost savings. Mrs. Parker stated that in the budget presentation there were other ways discussed to increase compensation to employees. Mr. Frank asked for clarification on those other ways to provide incentives. Mr. Franklin stated there are additional pay factors, including promotions that are available. Mrs. Cupka informed the board that the reason the county provided the 5% increase to other departments was because it matched the state priorities and what was provided to school employees.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously approved the revised Compensation Plan 2022-2023.

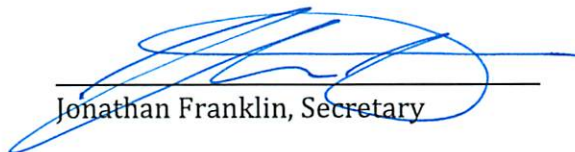
G. Adjournment

On a motion made by Renee Parker, seconded by Ed Frank, and carried unanimously the Board meeting was adjourned until August 15, 2022 at 5:30pm.



Frank C. Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary