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**King George Department of Social Services
Administrative Board
Meeting Minutes – September 19, 2022**

The regular board meeting of the King George Board of Social Services was held on September 19, 2022 in the King George County 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
Ed Frank, Member
Ann Cupka, Member
Lisa Pitts, Member
Jonathan Franklin, Director
Melanie Cobb, Benefit Programs Supervisor
Tracy Curtis, Office Manager
Latoya Lyburn, Family Services Supervisor

ABSENT:

Approval of Prior Meeting's Minutes

On a motion made by Renee Parker, seconded by Ed Frank, the Board approved the minutes of the August board meeting. Renee Parker abstained from the vote due to her absence and Ann Cupka abstained as she was not present for the entire meeting.

Public Comment Period

There was no public comment.

B. Director's Report

a. Financial Report

Tracy Curtis presented the Financial Report. The Financial Review was completed in June and the draft report has been received and will be presented to the board at a future meeting.

The additional Chafee/ETV-COVID expenditures will need to be completed by September 30, 2022. The Department will most likely return some of the funds to the state.

b. Management Report

Jonathan Franklin presented the Management Report. The Department continues to address recruitment and retention issues. There were two additional resignations in the past month. One was the result of a staff member receiving a supervisory promotion at another local DSS and the other staff member received a competitive offer from Mary Washington Healthcare. This is the second employee in two months who has gone to work with Mary Washington Healthcare. There is currently a vacancy in CPS and two vacancies in foster care. However, the Department filled the CPS position, effective October 3, 2022. This new employee is the result of a successful internship last year. She already has rapport with staff, understands the workings of our agency, and is from King George County. The Department is currently interviewing for the two foster care positions, and some of the applicants have DSS experience.

The initial Strategic Planning team meeting and focus group was September 13, 2022. Feedback was positive from participants. The next meeting is October 12, 2022 with two focus groups for staff and customers. Board members who are not on the planning team are invited to participate in either the October or November focus groups. Mr. Fronzo stated he was surprised by the interest and knowledge of those involved in the meeting. The conversation ranged from broad economic discussions to hiring practices.

The County hired a new Human Resources Director, Derrick Mestler. One of the first things Mr. Franklin is going to share with him is to start the need for a deviation study.

Mr. Frank asked how many vacancies the Department currently has. There are currently four vacancies: Self-Sufficiency Specialist, Child Protective Services, and two Foster Care positions. The Department is able to save money by not filling the Self-Sufficiency Specialist position due to the COVID restrictions in the VIEW program. Mr. Frank asked how many current staff are working from home. The telework option is based on each employees need, performance, and the agency needs. Most staff have a staggered telework option, but it is decided on a case-by-case basis. Mr. Frank appreciated the contributions of the other agencies in the strategic planning team meeting and the number of outside agencies that want to work together. However, there is a need for the County Administrator to be involved to make it happen. Mr. Franklin indicated that the initial meeting was the same day as the Finance Department project management meeting. Mr. Franklin will extend the invitation for the next meeting.

c. Family Services Report

Latoya Lyburn presented the Family Services Report. The unit is currently in transition due to the vacancies and new staff to be added in the future. Adult Protective Services has been relatively slow in the last month, with attention focused on closing cases from June and July. There has been some recidivism from previous APS clients. Child Protective Services cases increased some at the start of the school year. Despite the change in staffing the Department

met timeliness requirements for foster care visits. In foster care there is one placement in congregate care, three in foster homes, and two in fostering futures. The Safe Measures data for Child Protective Services was incorrect but has been addressed. In July there was an infant fatality, resulting in a child that could not be seen. However, that error was corrected with the regional consultant. In August there was a miscommunication on a referral and the date of the report was incorrectly recorded in the database.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs Report. Medicaid and TANF applications have been holding steady. SNAP applications significantly increased from 71 to 102 applications in a month. This increase is typical for the start of the school year. Child Care has had some COVID policy changes until 2024, involving the job requirement. The current policy has removed that requirement, but the department is encouraging applicants to find employment. These changes have resulted in an increase in child care applications.

e. Agency Reviews

Jonathan Franklin presented the Local Review Team (LRT) report, assessing the administrative expenditures and reimbursements by VDSS. The LRT provided two reports and the period under review was August 2021. The findings included the need for consistent performance evaluations. There was some confusion by the Department on the timeline for performance evaluations. All employee evaluations have been addressed and are now up-to-date and scheduled throughout the year. The LRT also provided verbal findings for best practice. First, there was an on-call overpayment, that appears to be due to the inversion of numbers, which was easily rectified. Second, an improper occupational title was due to a delay by the VDSS LETS team and a change that was not corrected in LETS for several months. Third, a suggestion for additional financial authorization for any change in the Director's salary recommended written authorization by the board in the future. Fourth, the need for a separate contract for Valerie Mayo's legal services was corrected. The last finding involved LASER cost codes for Shred-It and Internet Services. This finding did not impact reimbursement. However, the suggested VDSS cost code definitions do not include confidential shredding and internet service providers, which was the reasoning for using Maintenance Service Contracts cost codes. Overall, the discussion with the LRT was helpful and all areas have been addressed.

C. Old Business

Mr. Franklin discussed staff incentives. Any additional incentives (e.g. additional leave) will require a local ordinance for all county employees. The DSS board is not authorized to implement a separate policy for compensation. However, the management team is working on a salary and caseload review. This includes regional salary comparisons. Mr. Franklin will provide the board with salary proposals at a future board meeting. The management team has been tasked with considering all options. This is critical timing to prevent the loss of further staff and to address the pattern of training new employees to go work somewhere else. Mr. Fronzo asked if there is anything that can be done with the compensation plan in the current budget. Mr. Franklin explained that the Department is trying to assess the options available, given savings from vacancies, and the

additional leave payouts. There are pay factors that are available, such as a retention increase or competitive salary increase, which only address individual employees. Mr. Fronzo asked how the board can address not paying the market rate. Mrs. Parker asked if the board could amend the compensation plan. The compensation plan can be amended at anytime during the year, the primary constraint is the local budget. The department is assessing available funds and is targeting specific employees in key positions to ensure retention. Mrs. Parker stated that after seeing two decades of this come before the board there is never a good time to bring something before the board of supervisors. Mrs. Cupka stated the ideal time is during the new compensation study, when there is additional county data to support increases. The compensation study will most likely start after Christmas. The last compensation study in 2017 was implemented in three phases over the course of two years. Mrs. Parker pointed out the need for retention bonuses as well throughout that time period. Mr. Fronzo stated the plan is needed first and must identify the most critical positions. Mr. Franklin has obtained the salary scales for other regional local DSS agencies and is reviewing the Claude Moore Foundation workforce study. Mr. Franklin hopes to prepare a broad state-wide picture of the workforce, the local impact, and proposals to address the issue. Mr. Fronzo asked if the caseloads in Spotsylvania are similar to King George. Mr. Franklin explained that although the caseload numbers are not always similar, a smaller local agency will often require additional responsibilities outside of the employee's assigned program area.

Mr. Franklin presented an update to replacing the Financial System. The Department received a formal quote for the proposed Kinship platform. Mr. Fronzo asked how much the agency is currently paying for their financial system. Mr. Franklin stated it is currently paying \$2,000/year. The Kinship platform would cost approximately \$45,000. Mr. Franklin is comparing these proposed costs to other County programs and contracts for user licenses (such as Civic Plus or county emails). The Department received an additional offer for the Kinship platform with a 50% off promotion for the first year if signed up by December 31, 2022. Mr. Fronzo pointed out that the initial offer was not negotiated and could be reduced. Department staff participated in the initial project management meetings to integrate our financial system with the county financial system, in order to simplify processes and minimize errors. Mrs. Cupka asked if there are other departments using the Kinship platform, and if so we could obtain a rider on another agency's contract. Mr. Franklin stated that Chesterfield DSS has an alternative financial system through Microsoft, but that would most likely require agency updates and less support.

D. New Business

Mr. Franklin presented the Annual Report FY22, requesting any edits or additions from the board. Mr. Fronzo asked about the CSA actual expenditures and the concern of giving up funds. Mr. Franklin explained that this section is simply a description of the circumstances. The increased budget was based on projections for the Family First Act and Out-of-state placements, but this year the budget actually increased again. Mrs. Parker responded that factors change throughout the budget year. Mrs. Cupka provided the following additions: a running header for each page, page 17 remove the ampersand, page 18 add a pie chart to compare the 5,431 citizens to the overall population, and a more dynamic image on the final page. Mr. Fronzo suggested reordering the initiatives based on priority. Mr. Franklin presented the report to staff in order to share with them everything they have accomplished. The Annual Report will be presented to the Board of Supervisors at the October 18, 2022 meeting, along with Renee Parker.

E. Executive Session

On the following motion by Frank Fronzo, seconded by Renee parker, the board entered executive session at 6:49pm.

I move that the King George County Department of Social Services Administrative Board convene in Closed Meeting pursuant to §2.2-3711 and §2.2-3712 of the Code of Virginia in order to discuss briefings by staff members pertaining to actual or potential litigation where briefing in open meeting would adversely affect the negotiating or litigating posture of the public body regarding the receipt of a Notice of Claim and Civil Action No. 3:22cv96

On the following motion by Renee Parker, seconded by Ann Cupka, the Board reconvened open session at 7:02pm.

I move that the King George County Department of Social Services Administrative Board return to open session and certify by vote that only public business matters lawfully exempted from open session requirements by Virginia law, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered during the closed session.

Ed Frank – Certified

Lisa Pitts – Certified

Renee Parker – Certified

Ann Cupka – Certified

Frank Fronzo - Certified

WHEREAS, the King George County Department of Social Services Administrative Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the King George County Department of Social Services Administrative Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the King George County Department of Social Services Administrative Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the King George County Department of Social Services Administrative Board.

F. Items for Consent/Approval

There were no items for consent/approval


G. Adjournment

On a motion made by Ed Frank, seconded by Renee Parker, and carried unanimously the Board meeting was adjourned until October 17, 2022 at 5:30pm.



Renee Parker, Vice Chairman

ATTEST:



Jonathan Franklin, Secretary