

**King George Department of Social Services  
Administrative Board  
Meeting Minutes – January 18, 2021**

The regular Board meeting of the King George Board of Social Services was held virtually on January 18, 2021.

- A. Call to Order** – The meeting was called to order by Jane Marvin, Vice 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 QUORUM 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 ELECTRONIC OR REMOTE MEANS:

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

**ABSENT:**

STAFF & THE CLERK ARE RESPONSIBLE FOR RECEIVING PUBLIC COMMENT.

NOTICE OF OPPORTUNITIES 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 BE MEMORIALIZED IN THE MINUTES.

## **Approval of Prior Meeting's Minutes**

On a motion made by Jeff Bueche, seconded by Frank Fronzo, the Board approved the Minutes of the December 21, 2020 Board meeting.

## **Public Comment Period**

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

## **B. Director's 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 there were a few more expenditures in December because of the delayed checks at the end of November.

### **b. Management Report**

Mr. Franklin advised the Board that the County provided a raise based on tenure of all staff, effective December 14, 2020.

There will be an upcoming Local Board Member Training, provided by the VDSS Northern Regional Office in January and February. In addition, the Northern Regional Director will conduct a State of the Agency presentation for the Director, County Administrator, and Board Chair. Mr. Fronzo asked if other board members could participate. Mr. Franklin will follow up with the Regional office to see if other board members can be included in the invitation.

The reclassification of positions continues with the state, with only a few approved by the VDSS Classification & Compensation staff. This is a priority for the agency to rectify in the near future. The Department is posting a Benefits Program Specialist II position in the next few weeks. The desire is to restructure the Benefits Unit by having 2 self-sufficiency employees to manage the TANF, VIEW, and Child Care programs. Serita Parlett & Tracy Curtis will be training one another on their respective financial programs to ensure backup within the agency.

The Department's Holiday Programs were successful. This season the Thanksgiving program served 300 families, and the Christmas program served 280 families.

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

Mrs. Lyburn provided an update on the Family Services Unit. Foster Care workers continue to work on getting all children in permanent placements. Workers continue to meet timeliness requirements for monthly visits.

In Child Protective Services the Department is 100% on first contact timeliness and case closures for the month of December 2020. Each worker maintains between 7-10 cases a piece as of right now. The new state mandated In-Home program will launch this summer.

In Adult Protective Service the Department is working to refresh skills and improve areas of service with additional case reviews and trainings.

The unit continues to support the community with needs as they arise. The Food Pantry still provides for several families and Energy assistance applications continue to be received by the agency.

### **d. Benefits Programs Report**

Cynthia Meade provided an update on the Benefit Programs.

Medicaid: Current eligibility coverage will continue through March 31, 2021. COVID processing prevents workers from taking negative action to close or reduce coverage. Workers will be required to process these cases as soon as the COVID restrictions are lifted.

SNAP: The Consolidated Appropriations Act, 2021 was signed 12/27/20. The act increases benefits by temporarily raising the maximum allotments by 15% effective January 1, 2021 - June 30, 2021. Households continue to receive Emergency SNAP allotments for January in addition to their normal monthly amounts. All interviews are currently waived unless information is questionable. The state has offered this to assist workers with the increase in applications/caseloads.

TANF/VIEW: TANF had a 15% benefit increase effective July 2020 and ongoing. TANF intake interviews are not waived.

Energy Assistance: We are currently accepting applications for Crisis Assistance through 3/15/2021.

COVID UPDATES: Economic Impact Payments (Stimulus) and Federal Pandemic Unemployment of \$300 weekly will be excluded as income for all benefit programs per guidance from the state.

### **e. Agency Reviews**

#### **i. Child Care Review**

Mr. Franklin presented a recent review conducted by the Northern Regional Office of the Child Care Program. The review found documentation and verification errors. The Employee handling these cases during the period under review is no longer with the agency. Currently the Department has a vacancy in this program, with plans to

hire in the next month. Tracy Curtis is the only employee trained in Child Care and able to manage the current cases. She is making the initial corrections as specified in the review.

ii. **Review of Local Expenditure Reimbursements**

This administrative review dated back to July 2019. The final report and Corrective Action Plan were recently submitted by VDSS. Recommendations from the Review include: 1) Reconciling the Employee Tracking System (LETS) to payroll monthly, 2) Review LETS monthly to ensure employees are coded correctly, and 3) Review invoices and/or request corrected invoices to ensure past due charges are not included. These recommended actions are now a part of agency practice.

Mr. Fronzo requests the inclusion of Corrective Action Plans in future Board Meetings.

**C. Old Business**

There was no Old Business to discuss

**D. New Business**

**a. Director's Performance Evaluation**

Mr. Franklin presented the board with the LDSS Employee Performance Plan and Evaluation (EPPE) for the Local Director position. This is the required tool for evaluating performance in an LDSS on an annual basis.

**E. Executive Session**

There was no need to enter executive session

**F. Items for Consent/Approval**

**a. Election of Officers**

The Board discussed the need for new officers. Jane Marvin expressed a willingness to serve as Vice Chair. Frank Fronzo stated he is willing to serve in any capacity. Kristen Outlaw stated she was willing to serve as Vice Chair.

On a motion made by Jeff Bueche, seconded by Frank Fronzo and carried unanimously the Board approved the 2021 Election of Officers: Jane Marvin, Chairman and Kristen Outlaw, Vice-Chair

## **b. FY2021/2022 Budget**

Mr. Franklin discussed the proposed FY2021/22 Budget. There is a projected increase of \$1 million in the CSA Budget. The increase is based on current expenditures that are projected to exceed the current budget.

The Administrative budget proposes an increase of \$75,044. The increase will allow for salary adjustments, promotions, and merit raises. Various savings have been made to accommodate these increases. Mr. Franklin proposes a new position, Human Services Assistant III, assigned to the administrative unit. This position could assist with staffing shortfalls in each unit. The Department essentially lost a position with the transfer of the CSA Coordinator from the county Finance Department. There is a trend of growing caseloads with no growth in staffing. Mr. Fronzo asked for clarification on the proposed administrative budget. He indicated that the numbers in the proposed budget do not reflect the administrative budget on page 8 of the Director's Report. Mr. Franklin was unable to account for that difference but explained that the budget proposal was based on the expenditure report provided by the Finance Department. A motion was made by Jeff Bueche to extend approval of the budget and allow for additional time to clarify these concerns. Mr. Franklin explained that the budget is to be submitted to the Finance Department by January 19, 2021 to allow for review by the County Administrator and Board of Supervisors. It was decided to continue with the budget discussion.

The Assistance & Purchase of Service budgets have only minor changes. There have been minimal expenditures in the current budget cycle, most likely due to CARES Act, stimulus, and other COVID Relief through non-profits. There is an increase in Adoption Subsidies based on the actual expenditures in FY2020/2021.

Mr. Franklin explained to the Board that the bulk of DSS expenses are reimbursed by the Federal and State government at varying percentage rates. He explained that although there is only the request for a single new position the agency needs three new positions, one in each unit. Mr. Bueche recommended that if it is a realistic demand for three new positions, then the budget recommendation should include three new positions. Mr. Bueche made a motion that the proposed budget be passed with the amendment of adding two additional staff to the budget proposal and to direct the Director to submit it to the County.

On a motion made by Jeff Bueche, seconded by Frank Fronzo and carried unanimously the Board approved the FY 2021/22 proposed budget

## G. Adjournment

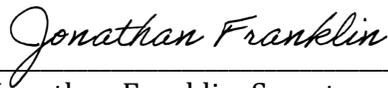
On a motion made by Frank Fronzo, seconded by Kristen Outlaw, and carried unanimously the Board meeting was adjourned until February 15, 2021 at 5:30 p.m.



Jane Marvin (Feb 25, 2021 18:00 EST)

Jane Marvin, Chairman

ATTEST:



Jonathan Franklin, Secretary

# January 2021 board minutes

Final Audit Report

2021-02-25

Created:	2021-02-25
By:	Jonathan Franklin (jonathan.franklin@dss.virginia.gov)
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## "January 2021 board minutes" History

-  Document created by Jonathan Franklin (jonathan.franklin@dss.virginia.gov)  
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