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

The regular Board meeting of the King George Board of Social Services was held on December 19, 2022 at the 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  
Lisa Pitts, Member  
Ann Cupka, Member  
Ed Frank, Member  
Michael Muth, Member  
Jonathan Franklin, Director  
Melanie Cobb, Benefit Programs Supervisor

**ABSENT:** Tracy Curtis, Office Manager  
Latoya Lyburn, Family Services Supervisor

The Board opened the meeting with the Pledge of Allegiance and a Moment of Silence.

**Approval of Prior Meeting's Minutes**

On a motion made by Renee Parker, seconded by Ann Cupka, the Board approved the Minutes of the November 21, 2022 Board meeting.

**Public Comment Period**

There was no public comment.

**B. Director's Report**

**a. Financial Report**

Jonathan Franklin presented the Financial Report. He explained the financial reports for the benefit of the newer board members and in preparation for the budget discussion. The Summary of Financial Accounts and Budget Summary capture the State budget, not the local budget. The figures in this report will not match the local budget lines. The Department operates from the local budget, using the state budget to determine reimbursement. The

Department can request additional funds from the state for certain budget lines. There were significant deposits in November into the Special Welfare accounts, which are earmarked funds for specific purposes. Special Welfare Deposits amounted to \$11,806. These funds will be useful when the state encounters the benefits cliff due to expiring COVID financial assistance. Mid-Year Review was completed this month. Additional Pass-thru funds may need to be requested in early Spring, however, there were no returned funds. Mr. Frank pointed out the Federal, State, and Local categories on the Summary of Financial Accounts, asking if the Federal government pays 68% of the roughly \$1.8 million budgeted for administration. Mr. Franklin explained the varying reimbursement rates for Staff & Operations lines 849, 855, and 858. The state allocation for each of these lines will take time to grow as the administrative costs increase, but additional Pass Thru funds can be requested. Towards the end of the year as we use all of the BL855 funds the local share will increase. The estimated local share is about 32%. Mr. Frank asked if there is an average dollar amount of what the county pays each year. Mr. Franklin explained that the projection is 32% of the total administrative expenditures, however, that can fluctuate based on the state allocations each year. A report that he can show next month is the Annual Financial Statement, but at this time the FY22 report has not been released.

#### **b. Management Report**

Jonathan Franklin presented the Management Report. The Holiday Programs served 284 families at Thanksgiving and 305 families at Christmas. The Department is thankful for Oakland Baptist Church who provided the facilities for each distribution. The Department accepted an offer from an experienced candidate for a foster care position, and salary was key. Mr. Fronzo stated that we were competitive with the salary, which is good proof of where we want to go with things. Mr. Franklin emphasized that the Department was able to be competitive with that one position, but for another position we lost an opportunity to recruit an employee due to the low salary available in the current budget. The January board meeting will include a Financial Policy Timeline and presentation of the Strategic Plan. Mr. Franklin is working on how to best review the Strategic Plan regularly. There remain two positions in foster care and self-sufficiency posted with the hopes of filling in the near future.

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

Mr. Franklin presented the Family Services Report. Adult Protective Services cases increased in the months of October and November. Child Protective Services cases decreased in the last month. The Department is used to trends that fluctuate occasionally. There are 20 open APS investigations, which is a significant increase. There were no CPS removals, but 5 children were prevented from entering foster care. Mrs. Cupka pointed out that schools were closed for the Thanksgiving break, and they are a critical source of CPS reports. Mrs. Cupka asked what the common sources of APS reports are. Mr. Franklin explained it could be family members, perhaps family members who may have a dispute over the care of a senior or family members who do not live locally and have concerns for their parents' care, referrals from financial institutions for financial exploitation and scams, law enforcement and Emergency Medical Services. An ongoing occurrence that has been discussed with Chief David Moody is unsafe housing conditions due to structural or hoarding issues. Mr. Franklin explained that often times senior citizens who live in more remote areas of the county have limited supports and family. Mr. Fronzo asked what happens to them in

the long-term. Mr. Franklin explained that is the challenge for the case manager to identify the available resources.

Mr. Franklin explained the Safe Measures data for CPS and Foster Care, which captures the state measures and timeliness. Currently, the Department is below the target measure for permanency, but the congregate care measure is meeting the performance standard. The report also shows the Department continues to meet the monthly visitation and timely first contact measures.

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

Melanie Cobb presented the Benefit Programs report. Medicaid applications are increasing, TANF remains steady but that may change in the next few months as the work requirements for the VIEW program resume. Before COVID the Department had a small TANF caseload with active VIEW participants, and we most likely will see that shift in the next 6-12 months. All benefit programs have policy changes every 3 months. The COVID policy changes removed many of the customer responsibility requirements, but over the next few months we will experience those changes revert back to pre-COVID policy, which means many customers will not receive the additional benefits. For example, in Child Care the co-pay requirement was suspended, but effective January customers will now be required to pay the co-pay. Mr. Fronzo asked what it means for the Department if someone is unable to pay the copay. Mrs. Cobb explained that failure to make that payment can result in a suspension of child care by the state. In addition, SNAP customers have been receiving an additional supplement of benefits each month and that will end soon as well.

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

There were no agency reviews.

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

There was no Old Business.

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

The Board held elections for the positions of Chairman and Vice Chairman for 2023. Mr. Fronzo expressed interest in the chairman position and Mrs. Parker expressed her willingness to continue to serve as vice chairman. Mr. Frank stated that he wanted to have more time on the board before serving in a position.

On a motion by Ann Cupka, seconded by Ed Frank, Frank Fronzo was unanimously appointed chairman of the King George County Department of Social Services Administrative Board.

On a motion by Ann Cupka, seconded by Ed Frank, Renee Parker was unanimously appointed vice chairman of the King George County Department of Social Services Administrative Board.

Mr. Franklin presented the Board Meeting schedule for the 2023 calendar year. According to the bylaws, the board is regularly scheduled to meet on the third Thursday of each month. However, a

number of those dates coincide with Federal Holidays when the county offices are closed. Mr. Franklin submitted the following dates for consideration:

January 23, 2023  
February 27, 2023 (February 20 – George Washington Day)  
March 20, 2023  
April 17, 2023  
May 15, 2023  
June 26, 2023 (June 19 – Juneteenth)  
July 17, 2023  
August 21, 2023  
September 18, 2023  
October 16, 2023  
November 27, 2023 (November 23 - Thanksgiving)  
December 18, 2023

Mrs. Parker stated historically the meeting scheduled fluctuated, but in recent years it was decided to meet monthly. She suggests bypassing the regular December board meeting and allow for a called meeting as a possible budget work session. This would accommodate the staff during the holiday season, which is a busy time for the Department. Mr. Franklin stated that the budget work session would have to be flexible based on the release of the County Administrator's Budget letter, which often arrives the first week of December. It was decided the December 2023 meeting would be scheduled as a called meeting based on the need of the Department.

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

There was no need to enter Executive Session.

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

Jonathan Franklin presented the FY23/24 Budget. The summary sheet shows the budget and actuals for the last three fiscal years, in order to show where we have been, where we are, and where we need to go. Mr. Franklin explained the four budgets (Administration, Public Assistance, Purchase of Services, and CSA) and the varying local responsibility in each of these areas of spending. He explained the historical increases and actuals for the last three years due to pandemic needs, increasing staff, Family First Prevention Services Act, and out-of-state foster care placements. The projected actuals for FY23 are based on the budgeted actuals, which do not take into consideration the four vacancies and savings incurred.

The FY24 budget request includes an increase in administration and reduction in CSA. CSA in the coming years could be reduced even more if certain educational expenses are transferred to the Department of Education. The overall FY24 budget request is reduced from \$6,590,561 to \$6,121,591, despite the requested increases. Mr. Fronzo asked if the 67% from the Federal and State government in the administration budget is guaranteed or if it is a negotiation. Mr. Franklin explained that the Department would request additional Pass-thru funds to address administrative increases and it would be granted. The projected local share of the FY24 budget is \$1,937,689 (32%). Mr. Fronzo asked what the local share percentage was for last year. Mr. Franklin will

provide that once the Annual Financial Statement is released for FY22. The percentages in the budget presentation come from the FY21 Annual Financial Statement.

Mr. Franklin explained the increases and justifications in Administration for the following needs: salaries (COLA, merit, retention, promotion, probation), consulting/management training, copier lease, staff training, janitorial supplies, and conference room furniture. Mrs. Parker stated that compensation planning in this way is a new development for the Department and there were significant inequities. Mr. Muth asked if the Department uses locality pay based on an employee's residence. Mr. Franklin explained that the state compensation policy does not have that pay factor, but each locality has to develop their own compensation plan to accommodate for that. Historically, staff were recruited at the minimum level of the state classification pay scale. Mr. Franklin stated that currently there is not a measure in place for locality pay, but the county is currently in the process of a salary study, which could capture the cost of living. Mr. Fronzo asked if it was more expensive to live in King George in comparison to the localities with which we compete for staff. Mrs. Cupka stated that if the cost-of-living expense is measured based on the tax rate King George is lower than surrounding counties. The Public Assistance budget shows an increase in Assisted Living Facilities for a COLA adjustment and to accommodate the potential of an additional case. The Purchase of Services budget shows an increase in the Independent Living Education and Training to accommodate the maximum funds (\$5,000) for two youth. The Children's Services Act budget shows a decrease of \$707,878 due to an adjustment in administrative expenses and reduction of congregate care.

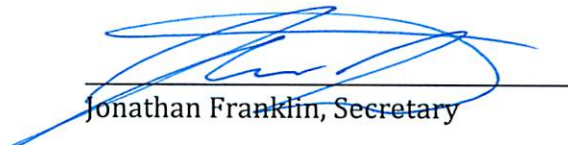
On a motion by Renee Parker, seconded by Ed Frank, the FY24 Budget was unanimously approved as presented.

#### **G. Adjournment**

On a motion made by Renee Parker, seconded by Ann Cupka and carried unanimously the Board meeting was adjourned until January 23, 2023 at 5:30pm.



Frank Fronzo, Chairman



Jonathan Franklin, Secretary

ATTEST: