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**King George Department of Social Services  
Administrative Board  
Meeting Minutes – April 19, 2021**

The regular Board meeting of the King George Department of Social Services Administrative Board was held virtually and in the Revercomb Board Room on April 19, 2021.

- A. Call to Order** – The meeting was called to order by Jane Marvin, 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, Chairman  
Kristen Outlaw, Vice Chair (Electronic)  
Frank Fronzo, Member (physical)  
Jonathan Franklin, Director (physical)  
Tracy Curtis, Recording Secretary (physical)  
Melanie Cobb, Benefit Programs Supervisor (physical)  
Latoya Lyburn, Family Services Specialist (physical)

**ABSENT:** Renee Parker, Member  
Jeff Bueche, Member

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**

The Board meeting minutes for March, 15, 2021 were tabled until the May 17, 2021 meeting for approval.

### **Public Comment Period**

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

## **B. Director's Report**

### **a. Financial Report**

Jonathan Franklin presented the financial report for March 2021. He indicated that at the end of the fiscal year the agency is using more Pass Thru funds, which is expected as the Base and No Local Match budget lines are reduced. The Special Welfare accounts show a few deposits in March. Mr. Franklin pointed out the significant balances remaining in the local accounts for Domestic Violence, Elderly/Disabled, General Relief, and Local Programs. The agency has had limited requests this year given the moratorium on evictions and utility disconnections, as well as the expansion and addition of federal financial assistance programs.

Mr. Fronzo requested clarification on the Administrative Expenditures in the Supporting documentation, noting discrepancies in the total expenditures line. Mr. Franklin explained that the net expenditures included cancelled warrants and reimbursements.

Mr. Franklin advised the board that the Department requested additional funding from VDSS for BL812 – Adoption Subsidy (\$37,000), BL817 – Special Needs Adoption (\$4,500), and BL811 – AFDC Foster Care (\$25,000). These additional funds will allow the agency to pay for the services through the end of the fiscal year. In addition, the Department will consider transferring VIEW Purchase of Services to the Administrative budget line if necessary.

### **b. Management Report**

Mr. Franklin advised board members to setup their agency email accounts and to review an email from the County Attorney, Matt Britton.

Mr. Franklin provided a summary of the VDSS Commissioner Call and Virginia League of Social Services Executives (VLSSE) State/Local Dialogue. Excerpts from the presentations were provided in the Management report, showing the expanding eligibility requirements that could increase local caseloads, and new initiatives, such as broadband and criminal justice diversion programs. VDSS is completing studies on transferring CSA private day special education to the Department of Education, and has established a workgroup for the Local Budget Reallocation, proposing new allocation criteria and the development of new allocation methods. The Family First Prevention Services Act will start July 1, 2021. Staff

are currently completing the available training and management is monitoring the guidance as it is gradually being released. An impact on the agency will be in the limited number of Qualified Residential Treatment Placements. There are currently only 10 approved facilities in Virginia.

The Department submitted the Disaster SNAP Plan, as required by VDSS. In preparation for the FY21/22 budget the Department applied for Adoption Incentive Funds and received the Preliminary Budget Letter. Mr. Franklin has begun discussions with other county department heads regarding procurement & contracts, local financial policies, and possible deviations.

Mr. Franklin has completed all of the available trainings for new directors. There are a number of classes that are not offered virtually at this time. In addition, he is working with Christen Gallick, Director of Fredericksburg DSS, on DSS Budgeting and Finances. He also will submit an application for the VDSS Mentor Program, and is attending the VLSSE Spring Conference in May.

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

Latoya Lyburn presented the Family Services report, outlining the caseload numbers and timeliness data for March 2021. The Department shows a decrease in performance and did not meet the state goal for timeliness, due to a single case where the family could not be located. The Department took the appropriate and available steps to attempt to locate the family and has coordinated with Regional staff to address this data.

VDSS will release in April the SDM Tool for COMPASS Mobile. Services staff continue to complete the training for the transition of In-home services and the implementation of Family First in July. The permanency unit has one new foster care case, and three children waiting to transfer to new placements. An adoption will be sent to regional negotiations for an adoption subsidy agreement. The Department is planning to expand our Resource Families. Staff is completing training to conduct the PRIDE training for the approval of resource family homes, and is talking with families interested in the training.

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

Melanie Cobb presented the Benefit Programs report, providing the data trends for SNAP, Medicaid, and TANF. SNAP applications have remained consistent over the last few months, but there is a steady increase in SNAP interim reports. Medicaid applications rose in March. TANF applications have peaks at various times throughout the year.

Mrs. Cobb provided the Energy Assistance Program report for 2020. These programs provide subsidies towards fuel, cooling, and energy crisis needs. The report provides the number of clients served and the average benefit amount.

**e. Agency Reviews**

The Department completed a Quality Assurance and Accountability Title IV-E Review. The reviewer submitted four findings, and all were resolved by the Department. There were no payment errors.

The Promoting Safe & Stable Families program underwent a desk review. There were no documented findings for the period under review (January - June 2020).

**C. Old Business**

There was no Old Business to discuss.

**D. New Business**

There was no New Business to discuss.

**E. Executive Session**

There was no need to enter executive session.

**F. Items for Consent/Approval**

The Board decided to allow additional time for all board members to review the 2021-2022 Compensation Plan and will discuss the matter at the May 17, 2021 Board meeting. Mr. Franklin will inform VDSS that the Department will submit the approved compensation plan after the next board meeting.

On a motion made by Frank Fronzo, seconded by Jane Marvin and carried unanimously the Board approved the APS Home-Based Care Policy.

**G. Adjournment**

On a motion made by Frank Fronzo, seconded by Jane Marvin and carried unanimously the Board meeting was adjourned until May 17, 2021 at 5:30 p.m.

  
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Jane Marvin, Chairman

  
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Jonathan Franklin, Secretary

ATTEST: