



**Jonathan Franklin**  
*Director*  
P.O. Box 130  
King George, VA 22485  
Telephone: (540) 775-3544  
[www.king-george.va.us](http://www.king-george.va.us)

**KING GEORGE DEPARTMENT OF SOCIAL SERVICES  
Administrative Board  
Meeting Minutes – March 15, 2021**

The regular Board meeting of the King George Board of Social Services was held virtually on March 15, 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 QUARUM 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 ELECTROIC OR REMOTE MEANS:

**PRESENT:** Jane Marvin, Chairman (Electronic)  
Kristen Outlaw, Vice Chair (Electronic)  
Renee Parker, Member (Electronic)  
Jeff Bueche, Member (Electronic)  
Jonathan Franklin, Director (Electronic)  
Tracy Curtis, Recording Secretary (Electronic)  
Melanie Cobb, Benefit Programs Specialist III (Electronic)  
Latoya Lyburn, Family Services Specialist (Electronic)

**ABSENT:** Frank Fronzo, Member

STAFF AND 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 MEMBER REMOTELY PARTICIPATING AND THOSE PHYSICALLY PRESENT TO ME MEMORIALIZED IN THE MINUTES.

### **Approval of Prior Meetings Minutes**

On a motion made by Renee Parker, seconded by Jeff Bueche, the Board approved the Minutes of the February 15, 2021 Board meeting.

### **PUBLIC COMMENT PERIOD**

There were not public comments submitted to the Board or provided virtually.

## **B. Directors Report**

### **a. Financial Report**

Mr. Franklin provided the financial report as recorded in the Summary of Financial Accounts and Budget Summary. He provided an update on the State Budget and the implications for the agency. A preliminary budget letter recommends the minimum salaries for local department of social services employees will increase on July 1, 2021, 20% for Family Services Specialist positions and 15% for all other positions. This is a mandated increase for localities. Discussions with the other Planning District 16 Directors anticipate this could mean additional state funds, but the formula and amounts have not been published. In addition, the 5% cost of living increase remains in the Governor's proposed budget and is almost certain, requiring a local match. Mr. Franklin is scheduled to meet with the Board of Supervisors, March 24, 2021, to discuss additional positions, CSA increases, and Non-Profit Support.

Mr. Franklin also reported that the agency submitted the applications for the Promoting Safe & Stable Families Grant, and the CHAFEE/ETV Funds for Fostering Futures clients. An update was provided on the Family First Prevention Services Act, effective July 1, 2021. King George DSS staff are participating in various information sessions to better understand the policy changes and procedures. Staff is also monitoring the requirements and potential impact on the local budget. Areas of note are that under the Family First Prevention Services Act Title IV-E funds will not cover congregate care services, which will increase CSA expenses. There will also be an additional number of cases referred to FAPT since all CPS In-Home Services must be reviewed by the FAPT.

## **b. Management Report**

Mr. Franklin provided an update on the Human Resources changes. The agency has completed redefinitions of four employees in the Local Employee Tracking System, and plans to make the redefinitions for the administrative staff in the near future. Mr. Franklin has made progress on the Director training provided by the state, however, there is limited virtual training available. He has coordinated with the Stafford and Fredericksburg DSS Directors who are assisting with putting together their own resources, focused on local DSS budget and finance practices. The agency hired a new Benefit Programs Specialist, who will be focusing on Child Care, TANF, and VIEW programs.

Mr. Franklin participated in a call with the VDSS Commissioner. The Commissioner addressed Local Board Member Training, which is required for new appointees or at the beginning of each term. It is currently offered virtually, and VDSS is developing a self-paced e-learning training course. He also spoke on the In-Home Services Implementation. Title IV-E Prevention Services funding begins July 1, 2021. Family Services Staff is currently completing in-home services training in preparation for these changes. King George DSS was allocated \$58,788 for in-home services, and Mr. Franklin's counterparts in Planning District 16 indicate this can be used toward existing staff and new hires. The Fostering Futures program still has COVID-19 provisions. The Agency must retain youth in foster care, and allow eligible youth to reenter until September 2021. These youth are also eligible for additional financial support.

Mr. Franklin updated the Board on the agencies current COVID-19 precautions. The office has reopened and all staff have returned. Telework remains an option for staff as needed.

Mr. Franklin informed board members to review their DSS email addresses and advised they can forward the email from these addresses to their personal email account to avoid checking both inboxes. The Department wants to avoid posting board members' personal email addresses on the website. Mr. Bueche provided advice to board members regarding FOIA requests and personal email. Mr. Bueche stated board members should reply to any email requests from the DSS email account. Mr. Bueche requested his board of supervisor county email be used for the DSS board. Mr. Franklin advised that the county email address is the one published on the DSS website for the public.

## **c. Family Services Report**

Latoya Lyburn provided updates on the Family Services Programs. Child Protective Services continues to meet timeliness goals for response and closures, and is working with families to provide services as needed. In-Home/Prevention is working to complete mandated training in preparation of the Family First Prevention Services Act implementation on July 1, 2021. There have been no changes in Foster Care and

Adoptions. Workers are committed to finding appropriate placements and establishing permanency for children currently in care. The Adult Protective Services Corrective Action Plan is completed. New training modules for APS are being completed and the APS worker is taking steps to correct narrative and staffing cases with the supervisor.

King George DSS will be participating in a Delta Sigma Theta Community Service Project that will be providing needed items to new mothers in the community. The date will be late May or early June, and will assist roughly 10 families. The Mandated Reporter Portal is being developed and will hopefully be pushed out to the community soon for improved reporting of suspected abuse and neglect. The agency is making preliminary plans for a Foster Care Appreciation event sometime in the summer, to acknowledge our existing resource families and recruit new foster families.

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

Mrs. Cobb provided an update on the Benefit Programs. She explained the program statistics for the past month for SNAP Applications, SNAP Interims, SNAP Renewals Medicaid Applications, and TANF Applications. She also provided the most recent data from the Performance Indicators Monthly Report and the Local Agency Dashboard.

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

There were no agency reviews

### **C. Old Business**

Mr. Franklin provided the board with additional information on the financial support of outside agencies the County has provided in previous years and requests that are proposed for next fiscal year. Mr. Bueche inquired if there was a fee to be charged if the county does not provide financial assistance. Mr. Franklin was instructed to contact the vendors and obtain additional information on fees for services. Mr. Franklin is scheduled to present this proposal for financial support to the Board of Supervisors. Mr. Bueche recommended Mr. Franklin contact the interim County Administrator, Travis Quesenberry, about the presentations for outside agencies to the Board of Supervisors. The County Administrator was directed to have all agencies provide presentations. Mr. Bueche cited financial concerns the Board of Supervisors will need to address to accommodate the 5% increase in salaries and a potential 4 cent tax increase. Mrs. Parker suggested Mr. Franklin refer the outside agencies to the county process for financial support. The board decided to defer any decision on this proposal indefinitely and follow up as needed based on the Board of Supervisors' decisions.

**D. New Business**

Mr. Franklin asked board members' preference for future board meetings. Board meetings have been held virtually as a precaution for COVID-19. Mr. Franklin asked the board to decide if they would like to continue virtual meetings or return to meetings at the Revercomb Building. Board members unanimously decided to resume meetings at the Revercomb Building.

**E. Executive Session**

There was no need to enter executive session.

**F. Items for Consent/Approval**

**G. Adjournment**

On a motion made by Renee Parker, seconded by Jeff Bueche and carried unanimously the Board meeting was adjourned until April 19, 2021 at 5:30 p.m.

ATTEST:

  
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Jane Marvin, Chairman

  
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Jonathan Franklin, Secretary