

**KING GEORGE COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
Administrative Board  
Meeting Minutes – June 21, 2021**

The regular Board meeting of the King George Board of Social Services was held on June 21, 2021 at the Revercomb Building.

**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 (In Person)  
Kristen Outlaw, Vice Chair (Electronic)  
Renee Parker, Member (Electronic)  
Frank Fronzo, Member (In Person)  
Jonathan Franklin, Director (In person)  
Tracy Curtis, Recording Secretary (In Person)  
Melanie Cobb, Benefit Programs Supervisor (In Person)  
Latoya Lyburn, Family Services Specialist (In Person)

**ABSENT:** Jeff Bueche, Member

STAFF AND THE CLERK ARE RESPONSIBLE FOR RECEIVING PUBLIC COMMENT

NOTICE OF OPPORTUNITES 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 Kristen Outlaw, seconded by Renee Parker, the Board approved the Minutes of the May 17, 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 reported the state fiscal year 2020-2021 ended May 31, 2021. The Department stayed within budget and utilized almost all of the Staff & Operations Base and No Local Match funds, limiting the use of Pass-Thru funding. This practice minimizes the county contribution for administrative expenses as Pass-Thru funds require a higher local match rate.

The Department received SFY 2021-2022 Allocation Letters for Fostering Futures: Chaffee Program BL 862 - \$2,240, BL 884 - \$5,000; Education & Training Voucher (ETV) BL 861 - \$1,760, BL 885 - \$3,000.

Included in the board packet is the SFY2020/2021 Quarter 3 Financial Local Agency Dashboard.

### **b. Management Report**

Mr. Franklin was accepted into the Local Director Coaching Program with Kathy Ralston (Retired DSS Director – Albemarle County). He looks forward to learning from an experienced local DSS director. The Department continues to research and explore the various human resources deviations for the Department. This has included discussions with other LDSS Directors (Rappahannock, Stafford, Fredericksburg, and Spotsylvania). Mr. Franklin is working on developing the King George DSS – Operations Manual, compiling information (County, other LDSS

offices, VDSS), conducting internal discussions on business processes, and laying out a framework.

Family First begins July 1, 2021. Family Services staff are completing the state trainings. There remain significant gaps in guidance that are cause for concern for local practice. The Department plans to not utilize these new IV-E funds until those concerns are clarified to prevent a local payback of Federal funds.

Mr. Franklin inquired as to future virtual board meetings, as the State of Emergency ends July 1, 2021. The board instructed Mr. Franklin to consult with County Attorney, Matt Britton, regarding the legal requirements and procedures for future virtual board meetings.

Mr. Franklin advised the board of Mr. Bueche's resignation from the board due to scheduling and work conflicts. In addition, Mr. Franklin presented Jane Marvin with a recognition of distinguished service for her years of service on the King George Social Services Administrative Board. Mrs. Marvin's term will end June 30, 2021.

Included in the board packet is the SFY2020/2021 Quarter 3 Human Resources Local Agency Dashboard.

**c. Family Services Report**

Mrs. Lyburn reported on the Family Services data for May 2021. There were 3 APS investigations initiated, and 4 APS reports. The Adult Services program has a total of 34 cases, including Adult Services, APS, and Guardianship cases. Child Protective Services received 20 referrals, and opened 11 Family Assessments and 2 Investigations. There are 21 pending CPS cases.

Included in the board packet is the SFY2020/2021 Quarter 3 Family Services Local Agency Dashboard. Mrs. Lyburn explained that the CPS unit continues to meet the timeliness requirements, and Foster Care continues to meet the mark for visits with family and children in foster care. There is a pending adoption that will soon be finalized.

**d. Benefit Programs Report**

Mrs. Cobb presented the data for the Benefit Programs. TANF and Medicaid applications have remained steady, with an increase in SNAP applications. The Performance Indicator Report shows the agency is meeting timeliness requirements in SNAP and TANF. Medicaid application timeliness remains out of compliance due to the Cover Virginia call center, but these errors are beyond the

Department's control. Medicaid reviews remain on hold until further notice from VDSS and the end of the public health emergency.

Included in the board packet is the SFY2020/2021 Quarter 3 Benefit Programs Local Agency Dashboard. Child care timeliness was out of compliance in this time period, as the agency did not have a child care worker. However, this has been rectified and the agency has filled that vacancy.

**e. Agency Reviews**

Mr. Franklin presented the board with a recent Quality Assurance and Accountability Title IV-E Review. The review identified a few data entry issues that were immediately corrected. There was also one ineligible payment that was caught by the agency in advance and will require no further correction.

**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**

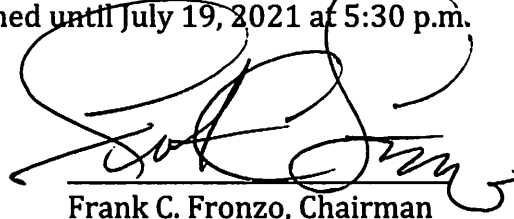
Mr. Franklin advised the board of the need to appoint a new Chairperson and Vice Chairperson, given the vacancy of Mrs. Marvin's board seat, effective July 1, 2021.

On a motion made by Frank Fronzo, seconded by Renee Parker, the Board appointed Kristen Outlaw as Chair of The King George Social Services Board.

On a motion made by Renee Parker, seconded by Kristen Outlaw, the Board appointed Frank Fronzo as Vice Chair of The King George Social Services Board.

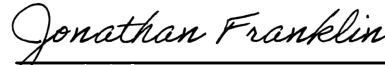
**G. Adjournment**

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



Frank C. Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary