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**King George Department of Social Services
Administrative Board
Meeting Minutes – May 16, 2022**

The regular Board meeting of the King George Board of Social Services was held on May 16, 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
Ann Cupka, Member
Lisa Pitts, Member
Jonathan Franklin, Recording Secretary
Tracy Curtis, Office Manager
Latoya Lyburn, Family Services Supervisor
Melanie Cobb, Benefit Programs Supervisor

ABSENT:

Approval of Prior Meeting's Minutes

On a motion made by Renee Parker, seconded by Ann Cupka, the Board approved the Minutes of the April 18, 2022 Board meeting. Lisa Pitts Abstained from the vote.

Public Comment Period

There was no public comment.

Mr. Fronzo recognized the King George DSS staff for the success of the King George Family Day event, noting that it was well-attended and should be an annual event. Mr. Fronzo also reported that he attended the kick-off even for the CarePortal. Mr. Franklin advised that the agency has submitted initial requests and received assistance from the churches currently signed up.

B. Director's Report

a. Financial Report

Tracy Curtis presented the Financial Report. She explained the Final Preliminary Budget Letter and Allocations, which includes a local salary increase, pending final approval from the Governor. The department anticipates requesting Pass Through funds during the mid-year review in December, so as to match Local budget allocations. The current fiscal year will end in a few weeks, so the department requested additional Pass Through Funds for end-of-year reimbursement in the amount of \$41,000. Mr. Fronzo asked if requesting additional funds is positive or negative. Mr. Franklin explained that it is a normal practice for agencies, and explained the Federal Pass Through process, which requires a 68% local match. Historically, the department has not requested large amounts of Pass Through funds, but that was due to not being fully staffed. The financial review is scheduled for June 1-3.

b. Management Report

Jonathan Franklin presented the Management Report. The Department participated in the King George Alliance Day on May 14, 2022 at Smoot Memorial Library, providing information to the community and networking with other agencies. May is Adult Abuse Prevention Month and awareness of those programs and services will be the focus this month.

Mr. Franklin attended the Virginia League of Social Services Executives Conference. He had the opportunity to meet with the Virginia Department of Social Services Commissioner. Mr. Franklin informed the commissioner that local departments need improved support from the state, not simply policy and talk, when there are issues that we cannot resolve on our own. Rick Verilla provided a budget training that will be helpful this Fall when the department prepares for the next budget.

The Verizon cellphone contract will be completed by the next board meeting, transitioning the department to a government contract.

The Board received the resignation from Kristen Outlaw, and the department will be seeking to fill that vacancy. However, Mr. Ed Frank was appointed as the newest board member for the Shiloh District.

The next step for the CarePortal is to contact church leaders and recruit additional churches and expand our resources. Mrs. Parker asked if it would be helpful to host a kick-off for other churches. Mr. Franklin stated that event already happened at the library, but he believes it would be helpful to get literature to those churches not yet involved, make phone calls, and then probably host another meeting to answer questions. Mrs. Parker asked if the department was concerned that there will not be the commitment that was expected. Mr. Franklin stated that Oakland Baptist, Thrive, and Round Hill Baptist have already expressed interest. He hopes to engage Antioch Baptist, Little Ark Baptist and some other churches who already have programs to assist the community, but have not been brought into this discussion. Mrs. Pitts asked if this was only for King George churches. Mr. Franklin stated that it is not limited to jurisdictional lines, but is rather based on geographic location. For example, a family in the Sealston area may possibly be better served by a church in south Stafford.

c. Family Services Report

Latoya Lyburn presented the Family Services report. In the month of April there were 2 unfounded APS investigations, 7 new reports, including 3 invalid reports. Throughout the month the department managed 10 adult services cases, 15 APS cases, and 24 Guardianship cases. Child Protective Services in the month of April included 19 CPS reports, 15 invalid reports, 3 Family Assessments, and 1 investigation. The department received a number of duplicate referrals, which increased the number of invalid reports. A number of families are being monitored by the CPS In-Home program, preventing children from entering foster care.

The Department is maintaining 100% timeliness contacts in CPS cases. Foster care outcomes are still looking great. We transitioned a child out of foster care last month, reuniting the child with family. There are 3 children graduating from high school this year, and they are transitioning to the Fostering Futures program. The Department also anticipates finalizing an adoption this month. The Department hopes to use CarePortal to assist these youth into adulthood, acquiring some of the items they need to be on their own. This resource came up during a conversation with another DSS Director who has encountered young adults that complete the Fostering Futures program at age 21, but still have no natural supports. The Department's hope is to create those connections with churches in the future. Mr. Franklin mentioned that the congregate care data should look significantly different in the next few months as several youth age out of foster care.

d. Benefits Programs Report

Melanie Cobb presented the Benefit Programs Report. The only significant change in applications was in the Medicaid program. There has been no news on the unwinding of Medicaid eligibility from the state, as it anticipates the federal government changing the COVID policies. The Performance Indicator Report continues to show lower timeliness scores due to the COVID processing requirements.

e. Agency Reviews

Melanie Cobb presented the SNAP Income Targeted Case Review, which assesses error rates for the locality. This is the result of a state error rate of approximately 40% and the state of Virginia being sanctioned by the Federal government. There were 8 cases reviewed, with 2 cases that were correct, and 6 cases that were incorrect. One case involved a payment error due to inaccurate income calculation. The other 5 errors were the result of reviewers not liking the agency documentation. The requirement is to check specific computer systems and upload the information into the DSS system. Our case workers uploaded the information but the Case reviewers recommended that workers also write in narrative, "systems checked nothing found." The Department has instructed all case workers to include this narrative in future cases. The Department disagreed with these findings and submitted a rebuttal, but it was not accepted by the case reviewers. The one case that included a payment error was adjusted to reflect accurate benefits.

C. Old Business

Mr. Franklin provided the Strategic Planning Proposed Schedule by Strumpf & Associates. At a previous board meeting Mr. Franklin was directed to identify the best means to generate a purchase order using funds from the current fiscal year budget. Those arrangements are being made with the Finance Director, Donna Hahn. The proposed dates for the strategic planning process are:

September 13, 2022 - 1st planning team meeting from 9:30am-1:30pm with lunch provided, 1st focus group from 2:00pm-3:30pm.

October 12, 2022 - 2nd planning team meeting from 9:30am-12:00pm, and 2 focus groups 1:00pm-2:30pm and 3:00pm-4:30pm.

November 17, 2022 - 3rd planning team meeting - 9:30am-12:00pm, and the final focus group 1:00pm-2:30pm.

December 14, 2022 - Final planning group meeting 9:30am to 12:00pm.

A draft document completed by mid-January for review and the final plan completed by the end of January 2023.

Mr. Franklin has a meeting scheduled with Lori Strumpf in June to establish a framework for the process. Mr. Franklin asked the board members if the proposed dates could be confirmed. All board members agreed to the proposed schedule.

D. New Business

Mr. Franklin reported that he will be out of town at the time of the scheduled June board meeting. He recommended the board either reschedule the meeting to an earlier date in June, cancel the meeting, or have the management team report to the board. Mr. Franklin does not anticipate having any items requiring board consent in the next month. The next large project for the board to consider will be the Annual Report. The financial review results will most likely not be available until the end of June.

On a motion made by Renee Parker, seconded by Ann Cupka, the board unanimously cancelled the June 2022 board meeting.

E. Executive Session

There was no need to enter executive session.

F. Items for Consent/Approval

There were no items for consent/approval.

G. Adjournment

On a motion made by Renee Parker, seconded by Ann Cupka, and carried unanimously the Board meeting was adjourned until July 18, 2022 at 5:30pm.



Frank Fronzo, Chairman

ATTEST:



Jonathan Franklin, Secretary