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**King George Department of Social Services  
Administrative Board  
Meeting Minutes – October 17, 2022**

The regular Board meeting of the King George Board of Social Services was held on October 17, 2022 at 5:30pm in the Revercomb Building Board Room.

**A. Call to Order** – The meeting was called to order by Renee Parker, Vice Chairman at 5:30pm.

**PRESENT:** Renee Parker, Vice Chairman  
Ann Cupka, Member  
Lisa Pitts, Member  
Jonathan Franklin, Director  
Tracy Curtis, Administrative Office Manager  
Latoya Lyburn, Family Services Supervisor

**ABSENT:** Frank Fronzo, Chairman  
Ed Frank, Member

**Approval of Prior Meeting's Minutes**

On a motion made by Ann Cupka, seconded by Lisa Pitts, the Board approved the minutes of the September 19, 2022 board meeting.

**Public Comment Period**

There was no public comment.

**B. Director's Report**

**a. Financial Report**

Tracy Curtis presented the financial report. The Administrative local share remains at a good level, averaging 18%. The Chafee/ETV-COVID expenditures were completed in September, and unspent funds were returned to the Virginia Department of Social Services. The Department incurred some unexpected administrative expenses in September, including leave payouts for separations and Shred It confidential destruction. However, the Department is addressing these expenditures through current vacancy savings. Holiday giving has started and in the month of September the Department received donations in the amount of \$1,650, recorded in the Holiday Program Special Welfare account.

## **b. Management Report**

Jonathan Franklin presented the Management Report. In preparation for the hurricane and winter seasons the King George Emergency Operations Center held a county-wide meeting. The Department is currently updating the shelter staffing schedule and emergency contacts in order to quickly open a shelter should a local emergency be declared.

Mr. Franklin met with the King George Community Alliance over the last several months, and the Department participated in a few events. Following the recommendation of the Strategic Planning consultant, a meeting was held with Peter Thompson, Executive Director of The Center in Charlottesville. This meeting included a discussion of funding, community impact, and lessons learned. The Center focuses on senior services, but they have greatly expanded their community programs and built a multimillion-dollar building, primarily through philanthropy. Mrs. Parker asked if The Center continues to house their senior programs in the building. Mr. Franklin explained that the building includes their primary programming for seniors, but also has greatly expanded as a hub for the community. Mr. Franklin continues to have discussions and build relationships with community partners, but asked for the board's guidance regarding his participating in other community boards of directors. Mrs. Parker stated that Mr. Franklin should pursue other boards in order to build connections with partners and identify the specific needs for the community. This will open the community up to other resources, finances, and ideas. Mrs. Pitts asked about the programming at The Center. Mr. Franklin encouraged the board to look at their website to see the building and programs.

The Department participated in the King George Job Fair, providing information on vacancies and benefit programs. It was a good experience for the staff. Also, the Department met with the Virginia Cooperative Extension Office in King George and will be collaborating on services and shared programming going forward. This connection was the result of attending the King George Community Alliance back-to-school event in August.

Mr. Franklin attended the Virginia League of Social Services Executives board meeting in October. The League is tracking proposed bills regarding 24 Hour CPS Response timeframes and Barrier Crimes. A new Adult Protective Services Quality Assurance & Accountability process will start over the next few months, and the initial review will look at 10 cases in each region. The state budget is recommending increasing the CPS workforce, which could mean additional staff & operations allocations. The summer P-EBT program is expected to be permanent. A new Water Utility Assistance program is about to be released, however, VDSS indicates it is for targeted populations. VDSS will be sending out flyers with additional information. When there is clarification on the program Mr. Franklin will share that with the King George Service Authority. The Safe & Sound Task Force has requested \$3 million for High Acuity Coordinators in admissions, and is now entering Phase 2, focusing on Community Placements and Engagement. The Virginia Community Action Partnership presented on the Southeast Rural Community Assistance Project (SERCAP), which assists with water, wastewater, housing needs, grants, loans, and technical assistance. The State Budget Allocation Work Group is developing a new allocation formula that is due to the VDSS Board at their April 2023 meeting. It is hopeful that this new formula will mean additional

funding in the FY24 budget. Mr. Franklin plans to attend the VLSSE Fall Conference in November.

**c. Family Services Report**

Latoya Lyburn presented the Family Services report. Adult Protective Services cases remain steady. There have been a number of housing issues that involve hoarding, so the Department is addressing those with other local resources and departments. Child Protective Services addressed 21 reports: 13 invalidated, 5 family assessments, and 2 investigations. A new worker started this month and is familiar with APS and CPS. The current intern is assisting with the gaps in staffing and caseload needs. The Safe Measures scorecard looks positive. There is currently only 1 child in congregate care and 1 fostering futures youth will age out this month. CPS continues to meet the timeliness requirements.

**d. Benefits Programs Report**

Jonathan Franklin presented the Benefit Programs report. Medicaid remains steady over the last several months. The Department is gearing up for the end of the Public Health Emergency around the beginning of the year, which could impact our applications. TANF saw a slight increase, and Child Care applications increased most likely due to the beginning of the academic school year.

**e. Agency Reviews**

There were no agency reviews.

**C. Old Business**

There was no Old Business.

**D. New Business**

Jonathan Franklin presented the financial review report prepared by Robinson, Farmer, Cox Associates, PLLC. It includes a plethora of policy recommendations. The recommendations were not surprising. Table 1 provides an overview of the recommendations. Mr. Franklin has a preliminary goal to have these policies developed by the end of the fiscal year and can make use of the policies already developed and provided by the Fredericksburg Department of Social Services. The recommendations include current practices that simply need to be documented and others are more cautious business practices. Cross-training is already in development as our Human Services Assistant is learning the procedures and Thomas Brothers System. These findings are a result of historical practice in the agency that has not been recorded and reviewed. The department requires a policy driven process. The review did not identify any dire issues or errors. Since receiving this report, the same firm completed the annual audit, and the agency underwent the Local Review by VDSS. Mrs. Parker asked if this report is included in the Annual Report being presented to the Board of Supervisors. Mr. Franklin will be sure to include it in tomorrow night's presentation. Mrs. Parker asked if the segregation of duties corresponds with the current manpower. Mr. Franklin believes the current staffing will allow for the recommended segregation of duties, but that will have to be further assessed as the policies are developed.

**E. Executive Session**

On the following motion by Ann Cupka, seconded by Lisa Pitts, the board entered executive session at 5:59pm.

I move that the King George County Department of Social Services Administrative Board convene in Closed Meeting pursuant to §2.2-3711 and §2.2-3712 of the Code of Virginia in order to discuss the employment, assignment, appointment, promotion, demotion, salaries of employees of the King George Department of Social Services, and evaluation of performance of the Director, Jonathan Franklin.

On a motion by Ann Cupka, seconded by Lisa Pitts, the board amended the motion to move into executive session, inviting staff members into closed session as their presence may add to the consideration of the matters at hand.

On the following motion by Ann Cupka, seconded by Lisa Pitts, the Board reconvened open session at 7:06pm.

I move that the King George County Department of Social Services Administrative Board return to open session and certify by vote that only public business matters lawfully exempted from open session requirements by Virginia law, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered during the closed session.

Ann Cupka – Certified

Lisa Pitts – Certified

Renee Parker – Certified

**F. Items for Consent/Approval**

There were no items for consent/approval.

**G. Adjournment**

On a motion made by Ann Cupka, seconded by Lisa Pitts and carried unanimously the Board meeting was adjourned until November 21, 2022 at 5:30pm.

ATTEST:

  
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Renee Parker, Vice Chairman

  
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Jonathan Franklin, Secretary