



Jonathan Franklin
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**King George Department of Social Services
Administrative Board
Meeting Minutes – November 16, 2020**

The regular Board meeting of the King George Board of Social Services was held November 16, 2020 at the King George County Revercomb Building.

A. Call to Order – The meeting was called to order by Renee Parker, Chairman at 5:33 p.m.

PRESENT: Renee Parker, Chairman
Jane Marvin, Vice Chair
Kristen Outlaw, Member
Tracy Curtis, Recording Secretary
Jonathan Franklin, Director
Cynthia Meade, Benefit Program Supervisor

ABSENT: Jeff Bueche, Member
Marva Smith, Member

Approval of Prior Meeting's Minutes

On a motion made by Kristen Outlaw, seconded by Jane Marvin and carried unanimously the Board approved the Minutes of the November 16, 2020 Board meeting.

Public Comment Period

There were no public comments.

Resolution in Recognition of Distinguished Service

Renee Parker, Chairman presented Bryan R. Gardiner with a resolution in recognition of his distinguished service to the King George Department of Social Services. Mr. Gardiner served as Interim Director from August 3, 2020 to October 30, 2020.

B. Director's Report

a. Financial Report

- i.** The King George Department of Social Services Summary of Financial Accounts and Budget Summary were presented by Jonathan Franklin, Director. Supporting documentation was provided as an appendix at the end of the report.

Mr. Franklin discussed the Department's use of CARES Act funding to install Audio/Video Equipment in the office board room and to better facilitate virtual meetings.

b. Management Report

- i. Melanie Cobb, Benefit Program Specialist, and Melissa Frye, Administrative Program Assistant were recognized for 25 years of service.
- ii. Cynthia Meade, Benefit Program Supervisor, announced that effective May 1, 2020 she will be retiring after 38 years of service. Arrangements are being made to address her taking leave and the transition with a new supervisor.
- iii. Mr. Franklin will investigate options for virtual board meetings in the future and will provide findings at the December 21, 2020 meeting.

c. Family Services Report

- i. Mr. Franklin presented the data for Adult Protective Services, Child Protective Services and Foster Care. The agency shows an increase in pending CPS cases for the month of October. The Safe Measures Critical Outcomes Scorecard only contained September 2020 data, but demonstrated that the agency was meeting timeliness requirements for that time period. The Department continues efforts to address the congregate care placements of children in foster care.
- ii. The Department is currently in the interview process for the vacant Family Services Supervisor position.

d. Benefits Programs Report

- i. Cynthia Meade, Benefits Supervisor, presented an update on the Benefits Unit working through increased workload of redeterminations that were previously exempted for six months.
- ii. Mrs. Meade provided an update on the Medicaid program. Eligible overdue cases along with all currently due renewals are being processed. COVID accommodations prevent workers from taking negative action to close or reduce coverage. Reviews are being processed upon receipt of completed paperwork with no negative action required. An attachment was provide to explain eligibility questions for the Medicaid program.
- iii. Supplemental SNAP benefits are still available for November. This allows the household to receive the maximum allowed allotment for the household size. Annual Recertifications and six month Interim Reports were suspended from March 2020-July 2020. The Department continues to conduct postponed reviews in addition to all cases currently due. Mrs. Meade explained an attachment on SNAP caseload "churning."
- iv. The TANF caseload continues to grow due to new applications. The current COVID policy allows customers to remain eligible without actively participating in VIEW work programs.
- v. The Fuel Assistance program closed November 13, 2020 and the Crisis Program began November 1, 2020. We are currently processing all fuel and crisis applications.

e. Agency Reviews

There were no agency reviews to report

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

There were no items requiring consent/approval from the board

G. Adjournment

On a motion made by Kristen Outlaw and seconded by Jane Marvin and carried unanimously the Board meeting was adjourned until December 21st at 5:30 p.m.

Renee Parker

Renee Parker (Dec 23, 2020 13:58 EST)

Renee Parker, Chairman

ATTEST:

Jonathan Franklin

Jonathan Franklin, Secretary






Nov 2020 board minutes

Final Audit Report

2020-12-23

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