

**King George Department of Social Services
Administrative Board
Meeting Minutes – May 17, 2021**

The regular Board meeting of the King George Board of Social Services was held on May 17, 2021 at the Revercomb Building.

- A. Call to Order** – The meeting was called to order by Jane Marvin, Chairman at 5:30 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 COMMITTEE MEMBERS ARE PARTICIPATING BY ELECTRONIC OR REMOTE MEANS, WITHOUT A QUORUM 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.

I NOW TURN IT OVER TO ALL MEMBERS OF THIS BOARD TO STATE WHETHER THEY ARE PHYSICALLY PRESENT OR PARTICIPATING BY ELECTRONIC OR REMOTE MEANS:

PRESENT: Jane Marvin, Member (Physical)
Renee Parker, Member (Electronic)
Jeff Bueche, Member (Electronic)
Kristen Outlaw, Member (Electronic)
Jonathan Franklin, Director (Physical)
Tracy Curtis, Office Manager (Physical)
Melanie Cobb, Benefit Programs Supervisor (Physical)

ABSENT: Frank Fronzo, Member

STAFF & 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 MEMBERS REMOTELY PARTICIPATING AND THOSE PHYSICALLY PRESENT TO BE MEMORIALIZED IN THE MINUTES.

Approval of Prior Meeting's Minutes

On a motion made by Kristen Outlaw, seconded by, Renee Parker, and carried unanimously the Board approved the Minutes of the March 15, 2021 Board meeting.

On a motion made by Renee Parker, seconded by, Kristen Outlaw, and carried unanimously the Board approved the Minutes of the April 19, 2021 Board meeting.

Public Comment Period

There was no public comment submitted to the Board.

B. Director's Report

a. Financial Report

Mr. Franklin provided the board with the Financial Report. He explained that the Department is on track for finishing the SFY 2020/2021 within budget. Additional funds were requested and approved by the VDSS Regional Office to cover all adoption and foster care expenditures. The Staff & Operations budget lines have a remaining balance of \$225,659, which should be more than enough to cover all remaining expenditures for SFY20/21, ending May 31, 2021.

There has been a slight increase of financial requests for assistance in the last month for items such as rent, medical, and infant supplies. This increase is starting to reflect normal patterns of assistance, which has not been the case during the pandemic. The Special Welfare Accounts show some deposits in the Regular Special Welfare Fund, Special Welfare Food Pantry, SNAP Over-Issuance, and Children Accounts. Payments were made for assistance from the Hinton Fund and reimbursed SNAP over-issuance.

b. Management Report

Jonathan Franklin provided the board with the state Final Budget Allocations, FY21/22. He noted that the state budget included the 5% increase for LDSS employees, minimum pay band increases, funding for LDSS background checks, and new budget lines related to Family First Title IV-E Foster Care and Prevention Services. The Department will receive funding requiring no local match in FY21/22 to cover additional in-home services staff. The budget letter also includes the reimbursement rate estimates and the state budget line allocations. The Department was awarded \$18,896 from the Promoting Safe & Stable Families grant.

Mr. Franklin informed the board that a notice of claim was filed and the claimant has been advised that DSS is a state agency and the claim will be forwarded. The board previously received a copy of the notice of claim from the County Attorney, Matthew Britton.

Mr. Franklin is reviewing the Department's IT and phone systems. He has been working with Chris Dines (KG County IT Director) and Proactive Information Management, who provides IT consulting for the county. Mr. Franklin has established the following goals: reconsider the Department's local IT support; upgrade old equipment (Windows Server 2003); establish a new position to provide part-time IT support/coordination for the office as well as administrative support. A review of the phone system and possible replacement is meant to reduce redundancy of costs for mobile devices and desk phones. County Attorney, Matthew Britton has referred Mr. Franklin to Jason Pelt for legal assistance to address the current phone contract, which expired in 2019. A variety of phone system replacements are being considered, including, Verizon One Talk, Amazon Connect, Avaya (County product), Ring Central, and Zoom Phone.

Mr. Franklin attended the Virginia League of Social Services Executives (VLSSE) – Spring Conference. An emphasis was placed on managing a remote workforce, but overall it included helpful management discussions and ideas. There was a state/local dialogue with VDSS Commissioner, Duke Storen. The VLSSE continues to address the impacts of Family First, which goes into effect July 1, recently submitting a White Paper to VDSS with strong arguments regarding the lack of preparation and guidance and the implications for CSA and local resources, both financial and staff related.

Mr. Franklin is working towards the development of a Local DSS Operations Manual. This will be a large project, and he has started by collecting resources from Fredericksburg DSS, who provided their Financial Policy and several other resources regarding DSS budgeting, schedules, reimbursements, and financial practices. The intention is for the Operations Manual to address financial practices, procurement, Human resources, monthly reconciliations/reporting, and much more.

Mr. Franklin advised the board that Jane Marvin's final Board meeting will be June 21, 2021 as she will be completing her 2nd term. The board will need to appoint a new chair at an upcoming meeting and County Administration is coordinating with the Board of Supervisors for two board appointments.

Mr. Bueche suggested using the American Recovery Act funds that the County will be receiving to cover the costs of the IT infrastructure changes. Mr. Franklin will contact Donna Hahn and Travis Quesenberry and inquire about how the Department can access those funds.

c. Family Services Report

Latoya Lyburn provided the Family Services report. She informed the board of the Adult Protective Services and Child Protective Services data for April 2021. The Family Services Unit timeliness and response time data is 100%, and the foster care data for congregate care remains the same due to most of the older youth needing residential and group home care. Contacts with children in care are being completed 100%.

Mrs. Lyburn reported the Department had one child leave foster care, and the Department entered into an adoption agreement with a foster family. It is hoped that the adoption will be finalized in the next few months. The Department is planning to focus on resource family recruitment, with hopes of facilitating a training in the fall.

There are no major changes in Adult Services, and she continues to monitor those cases. May is Elderly Abuse Prevention Month. Child Protective Services continues to address some very difficult cases and has seen a surge in reports in just the first half of May. Family First will launch July 1, 2021.

Mr. Bueche thanked Mrs. Lyburn for the information on the pending adoption and stated it was always good to hear of these cases.

d. Benefits Programs Report

Melanie Cobb provided the board with the Benefit Programs report. She noted that SNAP applications decreased slightly in the month of April, while SNAP renewals have trended slightly upward. The number of Medicaid applications has remained consistent since January 2021, and TANF applications have decreased.

Mrs. Cobb explained the most recent Performance Indicator Monthly Report. The Department is meeting all state benchmarks for SNAP, Medicaid, and TANF at 100%. The only benchmarks that are unmet are beyond the control of the agency and based on policy changes made to accommodate the programs during the public health emergency.

e. Agency Reviews

There were no agency reviews since the last board meeting.

C. Old Business

There was no Old Business.

D. New Business

There was no New Business.

E. Executive Session

There was no need to go into Executive Session.

F. Items for Consent/Approval

Mr. Franklin provided the board with the Non-Deviating Local Department Compensation Plan 2021-2022. Mr. Franklin prepared this plan in coordination with Amanda Sumiel, King George Human Resources Director. The goal was to continue to bring the Department in line with county policies. The Department seeks to be consistent with King George County compensation practices, including merit increases and temporary/acting pay. The Department included probationary and end-of-conditional status pay increases, which are factored into an initial offer. Mr. Franklin recommends using the tools provided by VDSS Organizational Development (Experience Ratio and

Compensation Decision worksheets) for determining salary offers. Mrs. Parker expressed support of the use of probationary increases to be competitive and offer an incentive to new hires.

On a motion made by Renee Parker, seconded by Jeff Bueche and carried unanimously the Board approved the Non-Deviating Local Department Compensation Plan 2021-2022.

Mr. Franklin provided the board with a proposed Annual Leave Bank Policy. This policy is in accordance with the Administrative/Human Resources Manual for Local Departments of Social Services. It will provide employees the opportunity to donate to an annual leave bank and request leave from the bank if the employee has a serious health condition. Mr. Franklin explained that this policy is one that could be used immediately for an existing employee. It is similar to the County's Sick Leave Bank, as it is optional for all employees, but the VDSS policy only permits the sharing of annual leave. Any benefit that could impact local funding has been left to the discretion of the Director, requiring board approval. Mrs. Marvin expressed that this was a positive incentive for employees and that it would not cost the Department anything, as it is leave that has already been accrued.

On a motion made by Renee Parker, seconded by Jeff Bueche and carried unanimously the Board approved the Annual Leave Bank Policy.

G. Adjournment

On a motion made by Renee Parker, seconded by Jeff Bueche and carried unanimously the Board meeting was adjourned until June 21, 2021 at 5:30 p.m.


[Kristen Outlaw \(Sep 27, 2021 07:08 EDT\)](#)

Kristen Outlaw, Chairman

ATTEST:


Jonathan Franklin, Secretary






Board Meeting Minutes - May 2021

Final Audit Report

2021-09-27

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"Board Meeting Minutes - May 2021" History

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