

**King George Department of Social Services
Administrative Board
Meeting Minutes – December 21, 2020**

The regular Board meeting of the King George Board of Social Services was held virtually on December 21, 2020.

- A. Call to Order** – The meeting was called to order by Renee Parker, 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 FIVE OR MORE OF THE 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, 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 ELECTRONIC OR REMOTE MEANS:

PRESENT: Renee Parker, Chairman (Electronic)
Jane Marvin, Vice Chair (Electronic)
Kristen Outlaw, Member (Electronic)
Jeff Bueche, Member (Electronic)
Frank Fronzo, Member (Electronic)
Tracy Curtis, Recording Secretary (Electronic)
Jonathan Franklin, Director (Electronic)
Cynthia Meade, Benefit Program Supervisor (Electronic)
Latoya Lyburn, Family Services Supervisor (Electronic)

ABSENT: Marva Smith, 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 Jeff Bueche, seconded by Jane Marvin, and one abstention by Frank Fronzo, the Board approved the Minutes of the November 16, 2020 Board meeting.

Public Comment Period

There were no public comments submitted to the Board or provided virtually.

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. He explained there were no Purchase of Service expenditures in November due to a delay in check printing, and those checks will be included in the December 2020 Financial Report.
- ii.** The Department paid the final two utility bills for the Prisoner Re-entry Program.
- iii.** Mr. Franklin is monitoring the Administrative lines of the budget due to the unplanned expenses this fiscal year as a result of the change in management. In addition, there are fewer requests this year for financial assistance. Mr. Franklin explained that it could be the result of assistance being provided from other sources, such as COVID relief.
- iv.** Mr. Franklin provided the board with the Local Agency Dashboard SFY21/Q1 – Finance and pointed out the Funding by Source breakdown on page 8 for BL855 and BL 858.
- v.** The 2021 Budget presentation and approval will be completed at the January 18, 2021 Board meeting.

b. Management Report

- i.** Mr. Franklin discussed the reclassification of current staff with VDSS HR. The Department has a vacancy, but prior to filling that position the Department has a pending reclassification with VDSS from a Fraud Worker to a Benefits Program Specialist.
- ii.** Mr. Franklin announced the hiring of Latoya Lyburn, Family Services Supervisor, effective December 2, 2020.
- iii.** The Agency has one additional vacancy that is currently classified as a Human Services Assistant. The position will most likely be reclassified. Mr. Franklin is assessing unit and agency needs to identify the most critical place for the position. The 2021 Budget process will determine additional staffing recommendations.
- iv.** Mrs. Parker inquired about the Department's building needs should additional staff be recruited. Mr. Franklin stated that the Department is currently using a staggered

telework schedule for the purposes of COVID precautions, but that could continue in the future, providing the possibility of shared offices for staff.

- v. Juani Diaz, VDSS Northern Regional Director, will be providing the Board with the opportunity for Local Board Member training. Two sessions are being offered through Google Meet, January 26, 2021, 2:00pm-4:00pm and February 23, 2021, 6:00pm-8:00pm. Mr. Franklin previously emailed the board members with the information and links to these trainings.

c. Family Services Report

- i. Latoya Lyburn, Family Services Supervisor, provided the board with the Family Services data, noting the timeliness of CPS responses and monthly foster care visits. She pointed out the reported CPS Overdue referrals as documented in the Local Agency Dashboard, but explained that the agency had no overdue referrals in that timeframe and that data point was incorrect.

ci. Benefit Programs Report

- i. Cynthia Meade, Benefits Supervisor, presented an update on each program in the Benefits Unit.
- ii. Medicaid: Current eligibility coverage will continue through January 31, 2021. COVID processing prevents workers from taking negative action to close or reduce coverage. This will result in an excess of reviews and changes once the COVID processing ends. Our applications have continued to increase.
- iii. SNAP: Attached is information pertaining to a 1992 lawsuit regarding the Virginia SNAP program. We continue to process cases based on this lawsuit. This is for informational purposes only. The second SNAP attachment is our current applications processed for November 2020. This details the number of applications processed, the category for processing, and the compliance rate. The compliance goal for SNAP processing per month is 97%.
- iv. TANF/VIEW: The agency continues to see an increase in TANF applications. We are attempting to work with customers in the VIEW work program to the extent the customer feels comfortable. Customers choosing not to participate continue to have no penalty applied to their case due to COVID exceptions. However, supportive services are not permitted if they are not actively participating.
- v. Energy assistance: The fuel program application period ended 11/13/20. Benefit calculation will take place by the state on 12/18/20 and notices will be mailed to customers the following week. Crisis assistance began 11/1/20 and will continue through March 15, 2021.
- vi. Dashboard: The attached dashboard information is for Quarter 1 (July 2020-September 2020) for the state fiscal year.

cii. Agency Reviews

- i. Mr. Franklin explained the recent Quality Assurance and Accountability review of the Title IV-E Program. The QAA team found no errors in the case reviewed. Mr. Franklin explained that the IV-E reviews are a focus of the state office as errors in the Federal Review can impact the state and locality financially.

C. Old Business

There was no Old Business to discuss

D. New Business

- a. Mr. Franklin welcomed Frank Fronzo to the board and explained that Mr. Fronzo had completed the Preservice Agreement and submitted it electronically.
- b. Marva Smith's appointment on the board ends this month.
- c. The January board meeting will include the election of officers. Mrs. Parker encouraged the board members to think about their willingness to serve as an officer.

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 Frank Fronzo, seconded by Jane Marvin and carried unanimously the Board meeting was adjourned until January 18, 2021 at 5:30 p.m.

Renee Parker

Renee Parker, Chairman

Jonathan Franklin

Jonathan Franklin, Secretary

ATTEST:

Signature: *Renee Parker*
Renee Parker (Jan 20, 2021 12:28 EST)

Email: parkerfamily95@gmail.com






December 2020 board minutes

Final Audit Report

2021-01-20

Created:	2021-01-20
By:	Jonathan Franklin (jonathan.franklin@dss.virginia.gov)
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