



Tamara Green
Director

**FREDERICK COUNTY
DEPARTMENT OF SOCIAL SERVICES**

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AGENDA

Frederick County Social Services Board of Directors
October 11th, 2022
8:30 a.m.

CALL TO ORDER

MINUTES

- September 2022 Minutes

PROGRAMS

- APS- Susan Hockensmith, Adult Services Supervisor

FINANCE- Delsie Jobe, Administrative Manager

- September 2022 Financial Report

DIRECTOR'S COMMENTS

CHAIRMAN'S COMMENTS

BOARD MEMBERS' COMMENTS

ADJOURNMENT

Next Meeting: To Be Determined

Frederick County Board of Social Services

September 13, 2022

Present: Alan L. Morrison, Gainesboro District
Kermit Gaither, Back Creek District
Gail Rush, Opequon District, Vice Chair
Josh Ludwig, Board of Supervisors Representative
Gayle Ferreira, Shawnee District (via webex)
Sharen Gromling, Stonewall District (via webex)
Tamara Green, Director
Linda Gibson, Assistant Director
Delsie Jobe, Administrative Services Manager
Lacey Ramey, Benefits Supervisor
Andrew LaCara, Fraud Investigator II
Melanie Trabosh, Foster Care Supervisor
Jennifer White, Fiscal Assistant III
Skylar Jackson, Administrative Coordinator

Absent: Jay Tibbs, Deputy County Administrator
John Lamanna, Member-At-Large, Chair
Diane Payne, Red Bud District

- I. Call to Order: The meeting was called to order at 8:29 a.m. by Ms. Gail Rush.
- II. Minutes: Ms. Sharen Gromling moved to accept the August 2022 minutes as submitted. Mr. Kermit Gaither seconded the motion. The minutes of the August 2022 minutes were approved as presented.
- III. Foster Care: The Foster Care Services presentation was sent to the Board prior to the meeting. Ms. Melanie Trabosh, Family Services Supervisor, reviewed the number of children in foster care from April-August 2022 as well as the ages, length of time in care, type of care, and discharges. She also compared the number of children in Foster Care in the year of 2022 to previous years. Ms. Trabosh explained to the Board that Qualified Residential Treatment Program (QRTP) is a new designation of non-family-based placements by the Administration of Children and Families (ACF). She went over Congregate Care Placements and what percentages of them are QRTP. Ms. Trabosh informed the board that the Foster Care Team was not able to complete 100% of the monthly visits for August 2022 because they are unable to locate one of the children – all attempts have been made to locate the child. Ms. Trabosh reviewed the number of adoption subsidies, and the additional case types the agency is responsible for which are On-Notice and Interstate Compact for the Placement of Children (ICPC) cases. Lastly Ms. Trabosh updated the board regarding staff changes.
- IV. Eligibility: The Eligibility presentation was sent to the board prior to the meeting. Mr. Andrew LaCara, Fraud Investigator, discussed the fraud process. He went over the different ways the agency can collect the over payments from clients and the amount that the agency has collected over the years (2012-2021).

Ms. Lacey Ramey, Benefits Supervisor, went over the number of SNAP applications received and timeliness percentages each month for 2021 and 2022. Ms. Ramey discussed Medical Assistance, TANF, and Child Care applications. Lastly, she explained that the cooling program ended in August and the Fuel Assistance application period will run from October 10, 2022 - November 11, 2022.

- V. Financial Report: The monthly fiscal report for August 2022 was sent to the Board members prior to the meeting. Ms. Delsie Jobe, Administrative Manager, reported that the August 2022 collections consisted of \$5,057.00 for Special Welfare and \$2,564.00 for Public Assistance, totaling \$7,621 in collections. Total expenditures from the Special Welfare Fund were \$2,535.13.

Ms. Jobe reported on personnel updates for the month of August 2022. Ms. Jobe noted no terminations, retirements, demotions, or promotions for August 2022. There were four resignations: Family Services Specialist III, CFW, #84; Family Services Specialist II #38; Family Services Specialist IV, #37; and Family Services Supervisor, #96. There were four new hires: Benefit Program Specialist III, #87; Benefit Program Specialist II (two total) #17, #59; and Human Services Assistant I, #33. There are multiple vacancies: Benefit Programs Specialist II (two total) #72, #53, Benefit Programs Specialist III #76, Benefit Program Manager, #25, Family Service Supervisor (two total), #51 #96; Family Services Specialist III (two total) #84, #6, Family Services Specialist II, #38, Family Services Specialist IV, #34, Human Resource Specialist #56, and Fiscal Assistant Supervisor #86.

- VI. Closed Session: On motion made by Gail Rush, the Board voted unanimously to go into closed meeting for discussing a personnel issue that is confidential by law as permitted by Section 62.2-1247 and 63.2-1246 of the Code of Virginia.

Following this discussion, the Board voted unanimously to leave the closed session with the following statement:

WHEREAS, the Frederick County Board of Social Services has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, 2.2-3712 of the Code of Virginia requires a certification by the Frederick County Board of Social Services that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Social Services hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Frederick County Board of Social Services.

Gail Rush made a motion to certify the closed session with the above statement. A role call was conducted to receive consent from each individual board member, the Board voted unanimously on the motion.

- VII. Director's Report: Ms. Tami Green discussed the shortage staff and the concern of current staff members feeling burnt out. She told the board about several recruitment

strategies the agency is looking at and possibly hiring former staff to work in emergency positions.

VIII. Chairman's Comments: Vice Chair Gail Rush let Ms. Green know that the Board supports the staff and they are aware of the stress everyone has been under and appreciate everything being done.

IX. Board Members' Comments: None

X. Adjournment: There being no further business, Ms. Gail Rush adjourned the meeting at 9:56 a.m.

John Lamanna, Chairman

Tamara Green, Secretary

FINANCIAL REPORT – September 2022

REPORT OF COLLECTIONS

<u>Special Welfare</u>	<u>Public Assistance</u>	<u>Total</u>
\$1,032.00	\$644.63	\$1,676.63

SPECIAL WELFARE EXPENDITURES

Total \$5,228.34

PERSONNEL UPDATE

Resignations: Benefit Programs Specialist II #18, last day September 16, 2022
Benefit Programs Specialist II #17, last day September 22, 2022

Terminations: N/A

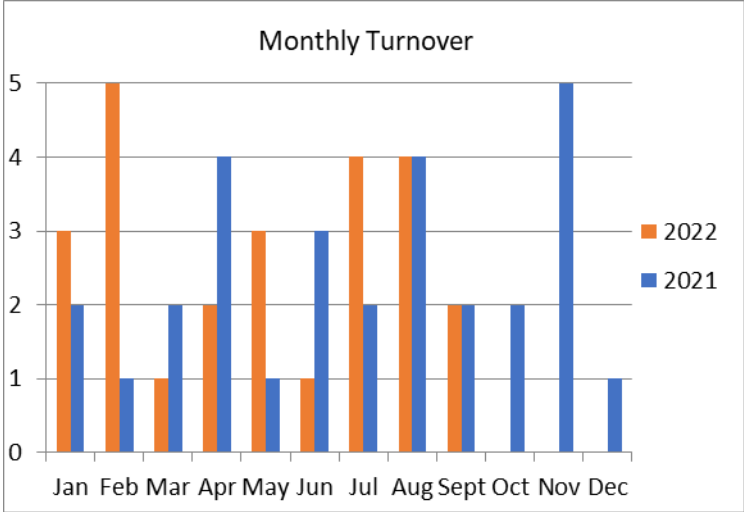
Retirements: N/A

Demotions: N/A

Promotions: Family Services Specialist IV, #37 start September 1, 2022
Family Services Specialist III #84 start September 1, 2022 (lateral)

New Hires: Benefit Programs Specialist III #53, started September 1, 2022
Family Services Specialist III #6, started September 16, 2022

Vacancies: Benefit Programs Specialist II #72 on hold for emergency hires
Benefit Programs Specialist III #76 on hold for emergency hire
Benefit Programs Specialist II #18
Benefit Programs Specialist II #17
Benefit Program Manager #25
Family Services Supervisor #51
Family Services Supervisor #96 hire 10/1
Family Services Specialist IV #38 (redefined from II)
Family Services Specialist II #79
Human Resource Specialist #56
Fiscal Assistant Supervisor #86 – NEW FY23

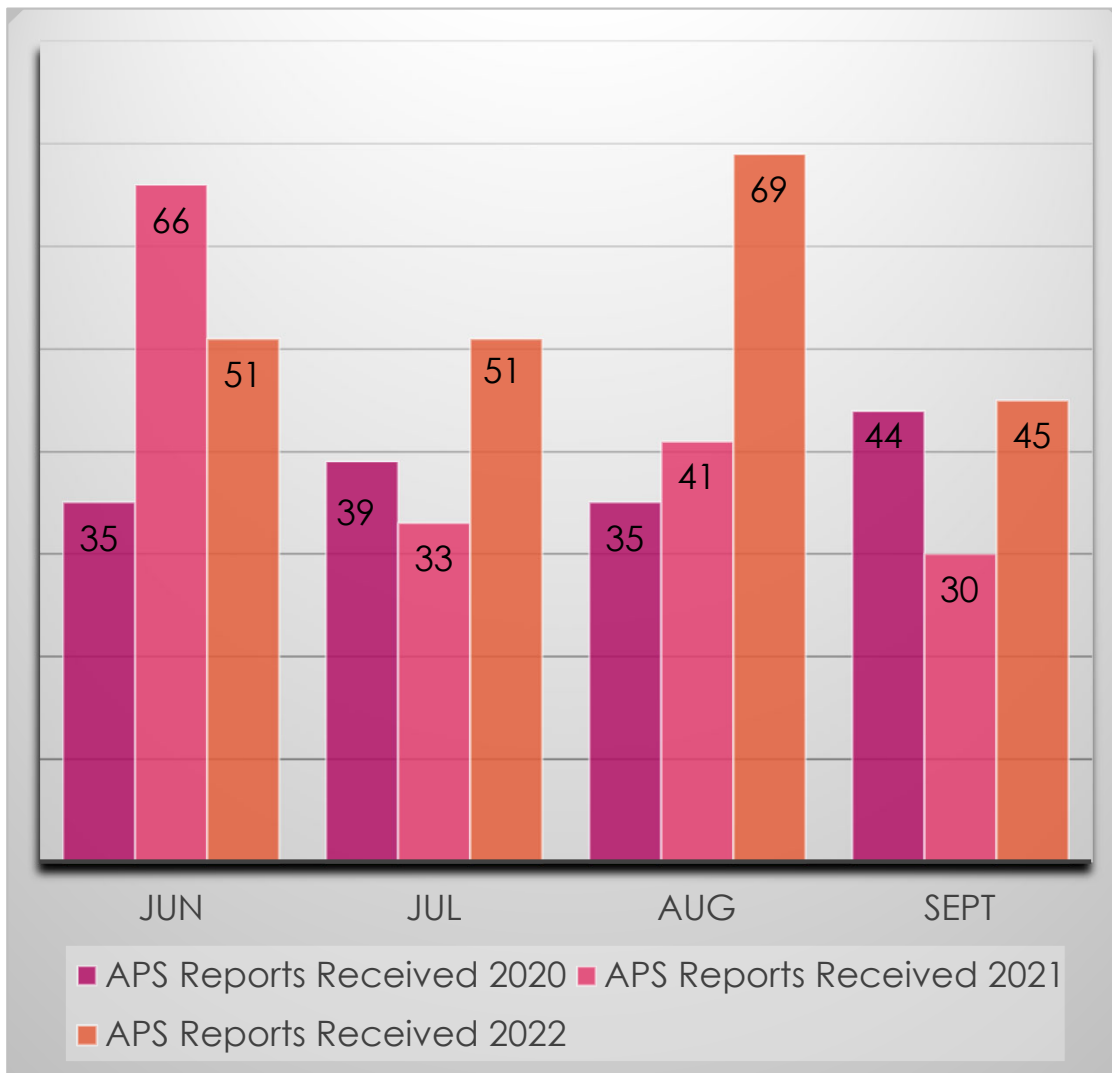




Frederick County Department of Social Services

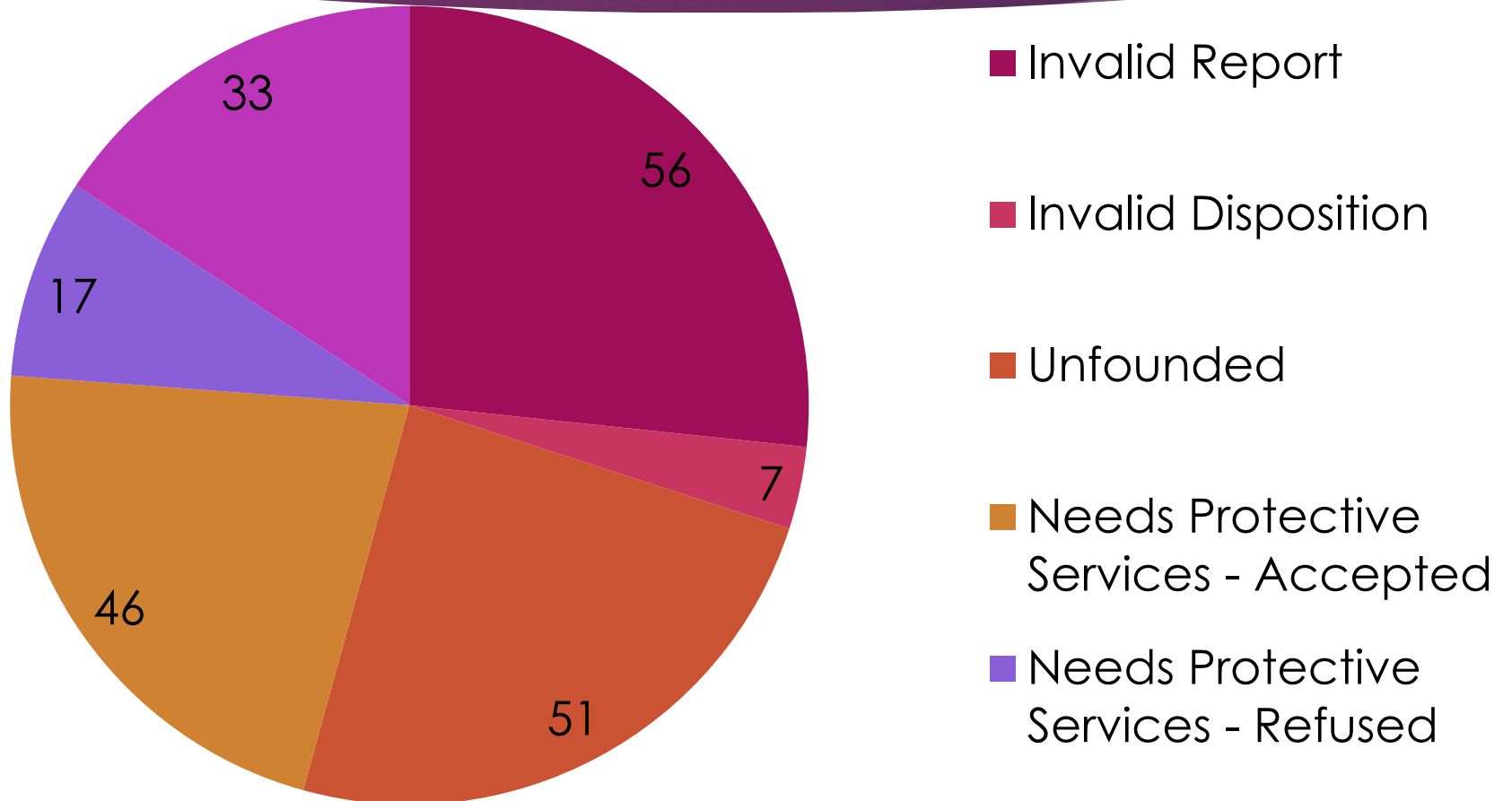
ADULT SERVICES/ADULT PROTECTIVE
SERVICES REPORT

JUNE 2022 – SEPTEMBER 2022

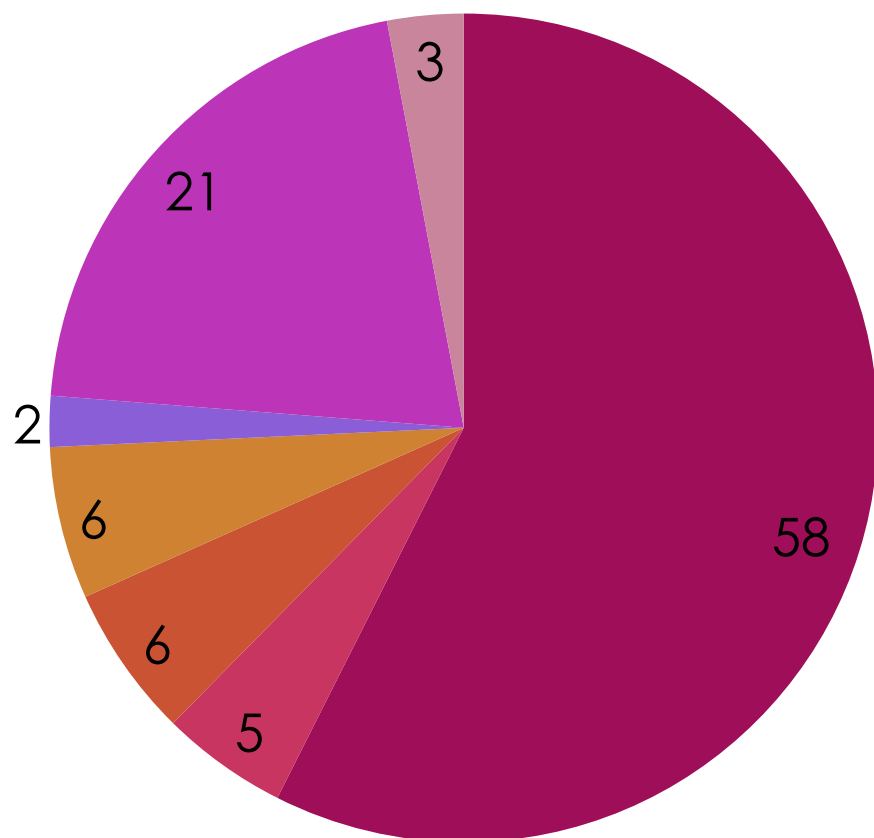


Adult Protective Services Reports Received by Month

June 2022 – September 2022 APS Investigation Dispositions by Type Total dispositions made: 210



June 2022 – September 2022 Types of Substantiated Abuse/Neglect/Exploitation



- Self Neglect
- Neglect
- Physical Abuse
- Mental Abuse
- Sexual Abuse
- Financial Exploitation
- Other Exploitation

Adult Services Cases by Type – Average Number of Cases Per Month

