



THE FRANKLIN COUNTY BOARD OF SOCIAL SERVICES HELD THEIR REGULAR MONTHLY MEETING ON TUESDAY, APRIL 22, 2025, AT 9:30 A.M. AT THE GOVERNMENT CENTER, 1255 FRANKLIN ST. ROCKY MOUNT VA

THOSE PRESENT: Sharon Tudor, Chairperson, Rocky Mount District Representative  
Leslie Holden, Vice Chair, Blue Ridge District Representative  
B.W. Wright, Blackwater District Representative  
Bill Gruchow, Union Hall District Representative  
Dave Thorp, Snow Creek District Representative  
Dave Metzger, Gills Creek District Representative  
Mike Carter, BOS Member

THOSE ABSENT: Barry Ferguson, Boone District Representative

OTHERS PRESENT: Anita "Toni" Turner, Director  
Ashley Rutter, Assistant Director, Benefits Unit  
Jessica Davis, Assistant Director, Services Unit  
Kathy Walker, Administrative Coordinator II

**MEETING WAS CALLED TO ORDER BY SHARON TUDOR, BOARD CHAIR**

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Invocation was given by Dave Thorp, Snow Creek District Representative

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Pledge of Allegiance was led by Sharon Tudor, Rocky Mount District Representative

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**AMBASSADOR OF EXCELLENCE EMPLOYEE RECOGNITION**

Sharon Tudor, Chairperson, and Anita "Toni" Turner, Director, recognized Jessica Dillon, Family Services Specialist, CPS, and Donna Barbour, Supervisor, Benefits, for their work and dedication to the FCDSS. They thanked Jessica for all of the hard work she put into the Child Abuse Awareness Fun Day while continuing to handle her very heavy workload. Toni thanked Donna for always being there to help with meals and extra tasks especially related to the SET Team. Sharon and Toni expressed that both Jessica and Donna go above and beyond their job duties, are always willing to go the extra mile and congratulated them on receiving the Ambassador of Excellence Employee Recognition Award.

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**CONSENT AGENDA**

-Accounts Payable Listing & Approval of March 25, 2025, Minutes and April 1, 2025, Special Board Meeting Minutes.

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**-SPECIAL CIRCUMSTANCES FOR BENEFITS, ADMINISTRATIVE AND SERVICES STAFF**

Anita "Toni" Turner, Director, reports at this time there are 8 vacancies. Services has 7 vacancies, Benefits has 0 vacancies, and Admin has 1 vacancy. It is recommended that we only pay OT for management approved Emergency work in the Services Division and for mandated OT for the required sitting with displaced youth in our agency. After reviewing the budget and having vacancy savings only to cover for these types of overtime pay, it is recommended to allow overtime pay out in May for above reasons.

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**AUTHORIZATION FOR ASSISTANT DIRECTORS TO SIGN DOCUMENTS WHEN DIRECTOR IS ABSENT**

Directors of Social Services localities are required to review and sign various documents throughout the month. Some documents are time-sensitive and cannot wait for Director to return from a longer absence, such as vacation. The Assistant Directors, with Board approval, will become the Director's designees for signing the time-sensitive documents.

Anita "Toni" Turner, Director, is requesting the Board to approve both Assistant Directors, Ashley Rutter and Jessica Davis, as designees to sign time-sensitive documents when Director Anita Turner is not in the office.

Staff respectfully request the Board to approve both Assistant Directors as designees to sign time-sensitive documents when Director Anita Turner is not in the office.

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**ADOPTION OF PROPOSED USE AND MAINTENANCE OF AGENCY VEHICLES**

The DSS Board is asked to approve Proposed Use and Maintenance of Agency Vehicles policy.

**FRANKLIN COUNTY DEPARTMENT OF SOCIAL SERVICES**

**USE AND MAINTENANCE OF AGENCY VEHICLES**

Agency vehicles are provided for use by the staff and members of the Board for official use only. Others, such as contract employees, family educators or homemakers providing transportation for agency clients or other services to the agency, may be required or authorized to use the agency vehicles. Anyone using an agency vehicle is expected to use the same care and respect they would have in using their own vehicle.

Those who will operate County vehicles must possess a valid Virginia driver's license and must have and maintain a satisfactory driving record. A current Division of Motor Vehicles record is required from new employees and may be required at any time during the period of employment. The revocation or suspension of an employee's driver's license or any driving restrictions must be reported to the employee's supervisor and may be grounds for demotion or dismissal if the employee's job assignments require the employee to drive on a regular basis.

**THE FOLLOWING SPECIFIC PROCEDURES WILL BE FOLLOWED:**

1. Employees will use PoolCar every time they are using an agency vehicle. Vehicles should be reserved only for time periods when they will actually be in use. All vehicles are to be used on an as-needed basis.
2. Agency vehicles are not for personal use and are not to be taken home.
3. All drivers and passengers must wear seat belts. Children will be properly restrained in approved child safety restraint devices.
4. Gas is obtained through the County from pumps located in the parking lot behind the Sheriff's Department. New employees will need to have this procedure shown to them. Whenever possible, gas is to be obtained by the least expensive method, if unable to use the County pumps. Vehicles should be returned to the lot with no less than one-half ( $\frac{1}{2}$ ) tank of gas.
5. There is to be no smoking in agency vehicles.
6. Drivers are not to use cell phones while driving agency vehicles.
7. Trash, bottles, personal articles, etc. are to be removed by the driver at the end of each trip. A trash can has been conveniently placed near fleet parking so trash can be easily gotten rid of. Your assistance with this procedure and any clean-up efforts will be appreciated.
8. Each Service Unit will be designated an SUV (Rogue). That Unit will have to work amongst themselves regarding "need" for the SUV in their Unit. They cannot use another Unit's SUV assigned to them without the Director or Assistant Director's permission because it is an emergency and/or their Unit's SUV is already reserved or out in the field.
9. When repairs are needed or if you notice the inspection sticker is nearing expiration date or the oil needs changing, report this to the person having responsibility for vehicles. In case of a breakdown or emergency repair need, call the office, if possible, for assistance. Use the agency credit card if you have it with you. If you have to use your own resources to take care of an emergency, turn your receipts in for reimbursement.
10. If you are involved in any kind of an accident while using an agency vehicle:
  - a. Attend to the safety and medical needs of yourself and any passengers
  - b. Contact local law enforcement to investigate
  - c. Exchange the appropriate information with the other owner/driver, i.e., name, address, year, make and model of the car, vehicle license number, and name and number of the insurance company
  - d. Report the accident to your supervisor or the Director as soon as possible
  - e. Expect to have responsibility for filling out reports for insurance, if needed.
11. Speeding and parking tickets, or any other expenses incurred due to negligence, will be the responsibility of the person ticketed or otherwise responsible.
12. When vehicles are used for official out-of-town (overnight) business, travel for meals, etc., is limited to a radius of 15 miles unless otherwise authorized by the Director.

## AGENCY CAR CHECK OUT/RETURN REMINDERS

1. Use PoolCar every time you are using an agency vehicle. Refrain from getting the key from a coworker that just returned instead of signing the vehicle out to yourself. When doing this and not utilizing the PoolCar system, it makes it look like the worker who did book it previously hasn't returned the key yet or is still out much later than anticipated, so that can be cause for concern. It also doesn't tell the agency the employee's whereabouts if employee isn't the one who signed the car out. So, in the event of an emergency, this system would not be helpful to us.
2. Bring the keys back promptly every time, even if it is late. It only takes a minute to return the keys to the building. By failing to do so, it again means that we may not know if the employee is still out on a call or not; and this also prevents others from utilizing the vehicle until the key is returned.
3. If you see on the booking calendar that another employee has signed out a vehicle for later in the day, be mindful not to book that same vehicle for earlier in the day unless you are certain you will make it back in time for the other employee to use. If you do book the vehicle, do not return to the key to the employee who has booked for later; however, return it to the box so the booking reflects correctly.
4. Do not book the SUV/4WD vehicles unless you truly have use of those vehicles or if there is no other vehicle available. The purpose of these vehicles is to transport multiple passengers or when 4WD is truly needed. Again, if no other vehicle is available, it is okay to book these, just be mindful of your fellow coworkers.
5. When returning a vehicle to the agency, attempt to park the vehicle in the correct designated spot. At times this is not always possible if a visitor has taken that spot, but if it is available return the vehicle to the correct spot.
6. Do not sign out one vehicle for multiple days at a time unless you are in training for multiple days or out of town. If you need a vehicle for the next day, you need to book for each day separately. This helps in knowing where the employee is and that employee is safe.

I have read and agree to the above guidelines regarding agency vehicle use within the Franklin County Department of Social Services. By signing below, I agree to adhere to these guidelines as stated.

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Signature

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Date

Approved 04/22/2025 / Resolution # 05-04-2025

**(RESOLUTION #05-04-2025)**

BE IT THEREFORE RESOLVED, by the Franklin County Board of Social Services to approve the aforementioned Consent Agenda items, as presented.

MOTION BY: Dave Thorp

SECONDED BY: Bill Gruchow

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Metzger, Thorp, Holden, Carter, Wright, Gruchow and Tudor

NAYES: None

ABSENT: Ferguson

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**DEPARTMENT UPDATE: FOSTER CARE UNIT**

Cannon Morris, Supervisor, Foster Care Unit, presented to the Board that the goal of foster care is ensuring the safety, wellbeing, and permanency of each child in our care and custody.

We become the legal guardians for the children who enter foster care, and what that means is we are their parent, and their protector.

We work with the adults who are important to these children, be it parents, relatives, friends, teachers, or community members, to find normalcy and permanency for each kiddo. We work very hard, and if it's possible, we do whatever we have to to make that happen.

We identify the services necessary to allow these children to safely return home, or go with a relative, then we figure out how to pay for those services, and then we ensure the services are put in place. We do this through requesting funding through FAPt, using title IVE funds, or one of our three grant pools, and then through completing referrals.

We work with our kiddos who didn't find permanency before their 18th birthday through Fostering Futures. We work to ensure they have access to as many funds as possible, encourage them to make good choices, and help them navigate becoming an adult in foster care. We do this through service planning as well.

We have wonderful HSA's who assist with ensuring invoices are processed, ensuring visits for children occur with the people important to them, and ensuring we find appropriate placements by assisting with referrals and the dreaded admission packet. The HSA's we've been blessed with help us with small things too. Like meeting a parent to put gas in their car for a road trip to visit their kid, or taking a kiddo clothing shopping to make a foster parent's life just a bit easier, or even going to a home in the mornings to convince a kid to go to school who is refusing too.

We work to ensure children free for adoption, are adopted. We do this by completing paperwork timely for kids already in adoptive placements, and if not already in an identified adoptive home, we try our best to identify one. This comes through referrals

and family finding. We also work with families who have adopted through us, by ensuring they receive their subsidies timely. We case manage these families if necessary to help maintain an adoption when there are concerns.

We work together, to ensure every child in our care, are treated with dignity and respect. We work to ensure we are fair and unbiased toward the people we are working with because people can and do change.

We have 72 children in foster care. 14 are in Fostering Futures. 23 are free for adoption, 9 are in adoptive homes while working to finalize adoption. Some of our adoption kiddos are over 14, and do not wish to be adopted at this time. That is their right. The rest of the kiddos continue to work with us, and with their families, to find permanency. 10 children are placed with relatives or fictive kin. 3 children are in trial home placement.

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#### **DEPARTMENT UPDATE: BENEFITS UNIT**

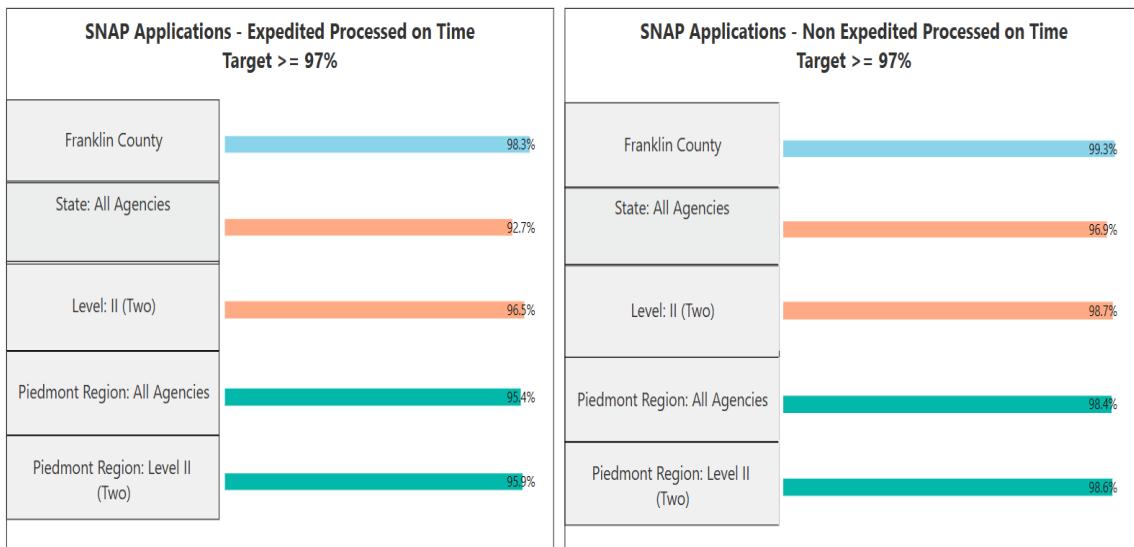
Ashley Rutter, Assistant Director, Benefits Unit, provided the Board with an update of the APPTrack compliance report. The APPTrack compliance report for the month of March 2025 reflects 100% for expedited applications 98.95% for non-expedited applications. Quarterly reports indicate 100% timeliness for TANF assistance; The most recent PIMR report notes and 99.% for Medicaid Renewal processing, and 100% for Childcare assistance applications. VIEW participation is now at 48%, exceeding the state's current average of 27.6%.

During the month of March, the following applications were received:

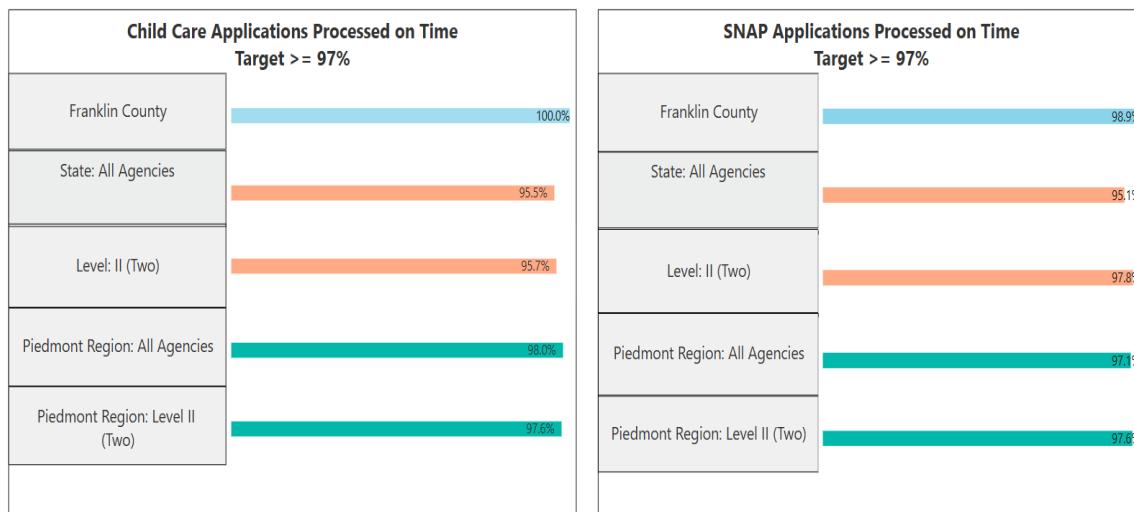
PIPP program: 78 (162 in previous month); Crisis Program: 73 (70 apps in previous month); SNAP: 155 (132 previous month); Medicaid: 251 (259 previous months). TANF: 6 (4 apps in previous month).

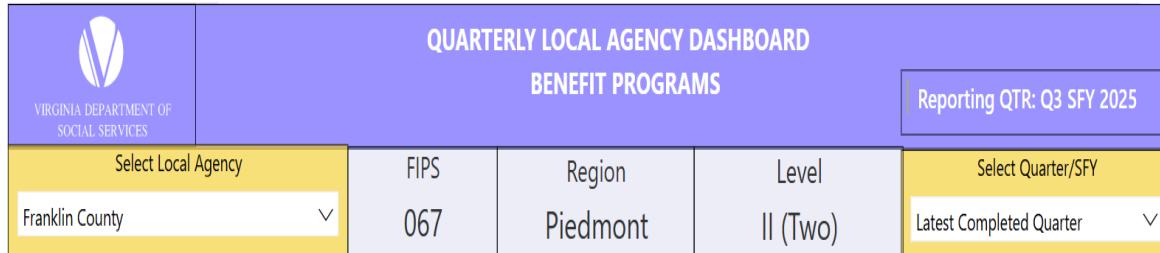
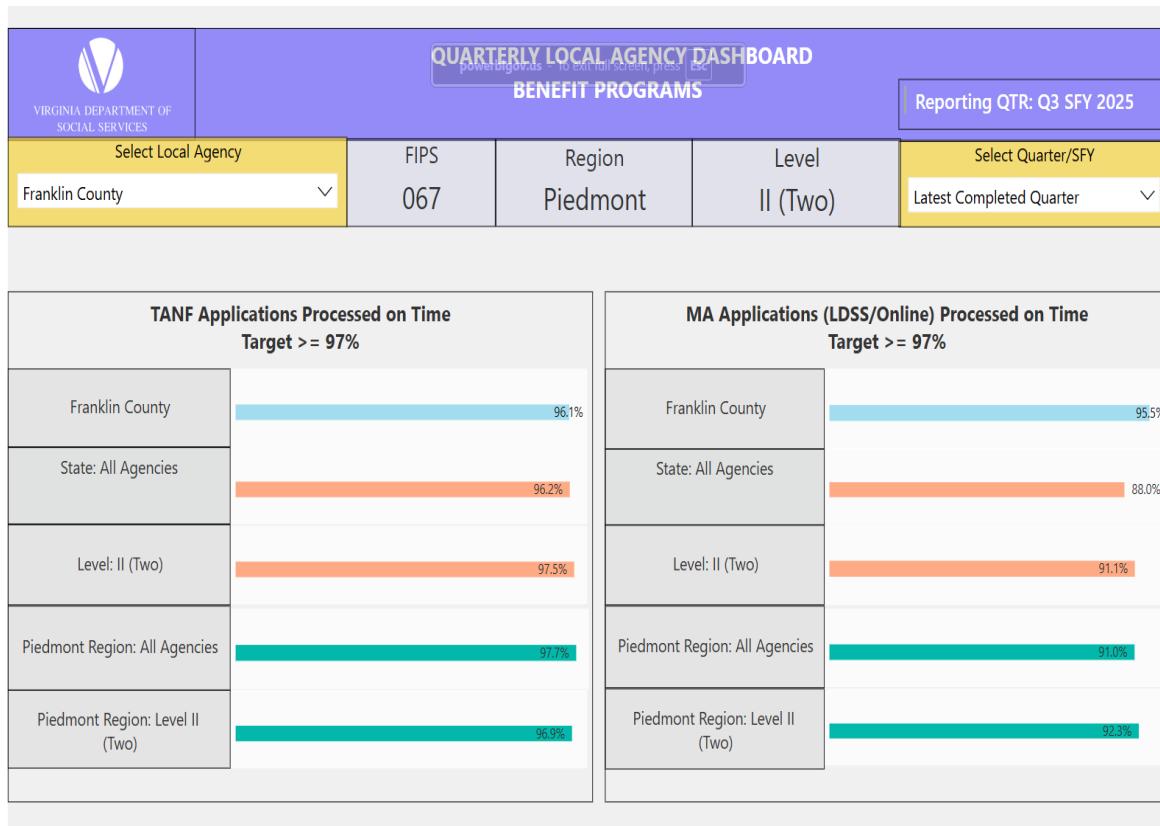
Additionally, 6,939 documents were received and uploaded into our case management system (6,233 in previous month).

 VIRGINIA DEPARTMENT OF SOCIAL SERVICES	<b>QUARTERLY LOCAL AGENCY DASHBOARD</b> <b>BENEFIT PROGRAMS</b>				Reporting QTR: Q3 SFY 2025
	Select Local Agency Franklin County	FIPS 067	Region Piedmont	Level II (Two)	



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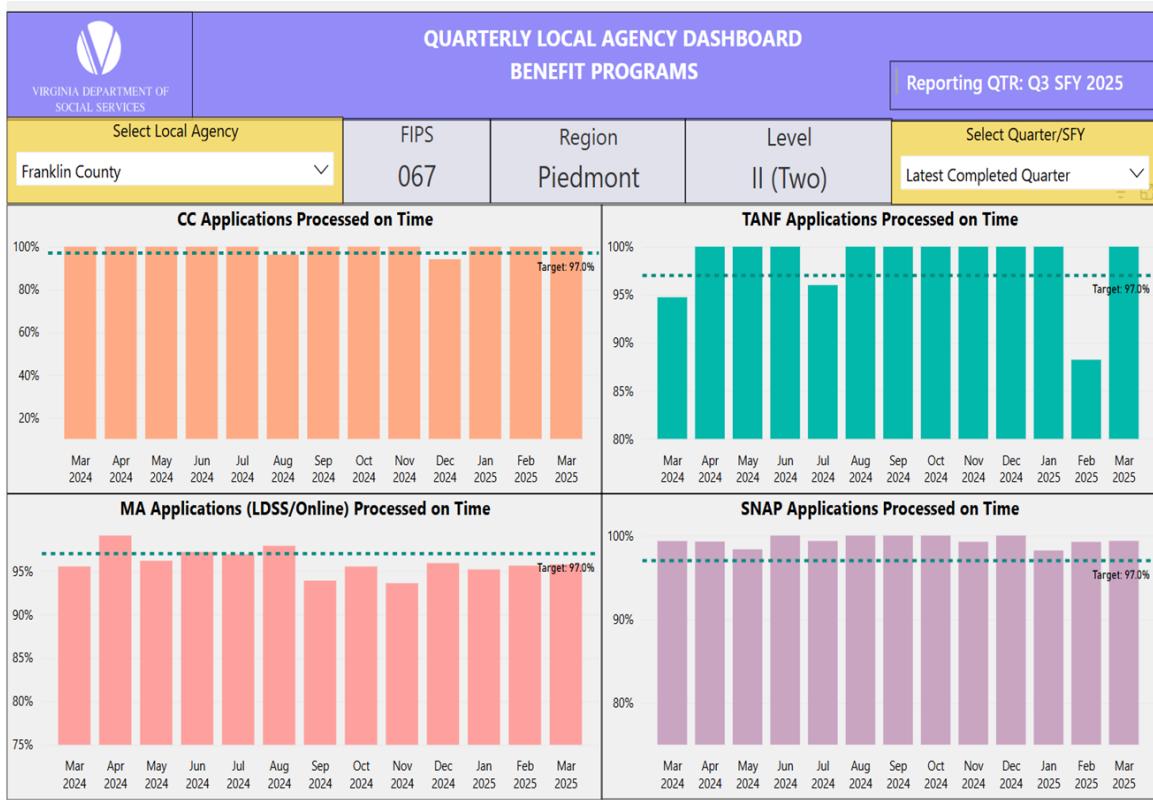


**Child Care Applications Processed on Time (Target >= 97%)**

	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
Child Care	100.0%	100.0%	100.0%	100.0%	100.0%	96.3%	100.0%	100.0%	100.0%	94.1%	100.0%	100.0%	100.0%

**Children Served and Children on Wait List**

	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
Children on Wait List	0	0	0	5	40	53	36	35	13	5	0	0	0
Children Served (All Budget Lines)	271	289	288	285	282	285	285	250	268	278	284	296	297
Children Served (883 Budget Line Fee/CC)	241	253	252	253	250	251	246	218	233	242	245	250	254



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### **DEPARTMENT UPDATE: SERVICES UNIT**

Jessica Davis, Assistant Director, Services Unit, reported for the SafeMeasures data reviewed on 04/17/2025 with extraction data of 04/16/2025. For the data pulled, we met the Foster Care Visits and AFGAR court documentation by being 100% compliant. We met the Kinship Placement goal of being greater than 24%. However, we were below the state goal in In-Home Visits of 90% and the CPS timely visit goal of 95%.

Safe Measures		FCDSS	PIEDMONT	STATE
CPS Timeliness of Victim Contact	<b>GOAL 95%</b>	<b>94.6%</b>	<b>87.4%</b>	<b>84%</b>
Foster Care Monthly Visits	<b>GOAL 95%</b>	<b>100%</b>	<b>94%</b>	<b>92.9%</b>
In Home Services First Contact	<b>Goal 90%</b>	<b>89.5%</b>	<b>83.4%</b>	<b>85.9%</b>
AFCARS-Court Documentation in OASIS	<b>GOAL 95%</b>	<b>100%</b>	<b>85.7%</b>	<b>85.1%</b>
Kinship Placements	<b>GOAL 24%</b>	<b>25.5%</b>	<b>22.2%</b>	<b>21.7%</b>

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### **DIRECTOR'S REPORT/STAFF VACANCY REPORT:**

Anita "Toni" Turner, Director, reviews the Vacancy Report at each Board Meeting reviewing the number of vacancies, interviews in process, and answering any questions asked by Board members.

Anita "Toni" Turner, Director, provided the Board with the following staff vacancy update:

**Vacancy Time Period: February 16, 2025 - March 15, 2025**

Vacancy Time Period: March 16, 2025 - April 15, 2025

Total Agency Vacancies as of 04/15/2025: 8 Vacancies

Services Division - 8 ((5) Family Services Specialist I/II for Adult Services and for Foster Care & (3) Family Services Specialist III (Foster Care/Adoptions)

Benefits Division - 0

Administration Division - 0

Recruitment in Process: Family Services Supervisor Req #3602 #27  
FC/Adoption/Recruitment

Applied: 9

Screened: 3

Interview: 2

Offer made: 1

Hired: 1 Heather Anderson 04/01/2025 Promotion

Recruitment in Process: Family Services Specialist IV Req #3771 #56  
FC/Adoption/Recruitment RECLASSIFYING TO A FSS1/11 DUE TO NO ONE MEETING CRITERIA AS An IV. REPOSTING #3974

Applied: 6

Screened: 0

Interviewed: N/A

Offers: N/A

Hired: N/A

Recruitment in Process: Family Services Specialist III #3772 #54 Adult Services

Applied: 2

Screened: 2

Interviewing: 2

Offer: 1

Hired: 05/01/2025

Recruitment in Process: Family Services Specialist III #3851 #50 In Home Services

Applied: 6

Screened: 2

Interviewing: 2

Offer: 1

Hired: 05/01/2025

Recruitment in Process: Family Services Specialist I/II #3923 #90 closes 04/21/2025

Applied: TBD

Screened: TBD

Interviewed: TBD

Offer: TBD

Hired: TBD

Recruitment in Process: Family Services Specialist I #3974 #56 closes 04/28/2025

Applied: TBD  
Screened: TBD  
Interviewed: TBD  
Offer: TBD  
Hired: TBD

Recruitment in Process: Family Services Specialist I #3924 #43 closes 04/18/2025

Applied: TBD  
Screened: TBD  
Interviewed: TBD  
Offer: TBD  
Hired: TBD

Current Postings:

FSSI/II 90 Family Partnership Coordinator  
FSS I/II 43 FC  
FSS I/II 56 FC/Adoption/Resource

Future Postings:

Admin APA III 22—will become HSAlII to get Visitation in and trained  
FSS I/II 65 FC/Adoption/Resources  
FSS I/II 52 FC

New Hires:

N/A

Promotions:

Foster Care Supervisor #27 FC/Adoption/Recruitment Heather Anderson eff 04/01/2025

Lateral Move:

N/A

Temporary Part Time Emergency Worker:

Emergency worker Hannah Mollin Foster Care/Adoption/Recruitment  
Emergency worker Cory Simmons Foster Care

Separations:

N/A

Retirements:

N/A

Interns:

Ferrum College 1 intern

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There were no other matters discussed.

Sharon Tudor, Chair, adjourned the meeting until Tuesday, May 27, 2025.

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Chairperson

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Secretary