



THE FRANKLIN COUNTY BOARD OF SOCIAL SERVICES HELD THEIR REGULAR MONTHLY MEETING ON TUESDAY, MARCH 25, 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 (Arrived at 9:34 a.m.)

Barry Ferguson, Boone 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

THOSE ABSENT: Mike Carter, BOS Member

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 Metzger, Gills Creek District Representative

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

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**CONSENT AGENDA**

-Accounts Payable Listing & Approval of February 24, 2025, 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 Servicers 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 April for above reasons.

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## **ANNUAL SUBMISSION OF THE NON-DEVIATING LDSS COMPENSATION PLAN 2025-2026**

The 2025-2026 Franklin County Compensation Plan was discussed, reviewed and approved as drafted by the Board Chair, Sharon Tudor. One change was made from last year's compensation plan. The Training % given for the FSS and BPS series is being dropped from 5% to 2.5% to help lower the salary budget which has increased due to the hiring of experienced workers. We are still one of a very few agencies that give a % increase when the newly hired BPS and FSS I employees finish all their first- and second-year trainings.

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## **CLARIFYING VERBIAGE ADDED TO THE FRANKLIN COUNTY SOCIAL SERVICES LOCAL FLEX SCHEDULE POLICY**

The DSS Board is asked to approve the updated clarifying verbiage to the Franklin County Local Flex Schedule policy. This verbiage only adds clarification to what we are currently allowing at this time as the local policy in place previously was not specific.

### **Flextime/Adjusted Work Hours**

Flextime/Adjusted Work Hours may be approved in advance by a worker's supervisor subject to the following provisions:

1. There is an option of both 1) adjusted work hours on a five-day schedule or 2) a 4-day work schedule.
2. Work schedules may begin no earlier than 7:00 a.m. and end no later than 6:00 p.m. Monday-Friday unless preauthorized by the supervisor/other management staff, or the worker is involved in an emergency situation that requires immediate intervention. Preauthorization is required in every non-emergency situation. The extended hours will be utilized for paperwork and for client contact by appointment. If working a 4-day work week staff must work at least 37.5 hours a week.
3. Flex days (days off) are to be agreed upon by employee and supervisor. There should be caution used to make sure that too many people are not flexing on the same day.
4. Work Schedule Agreement must be completed for all workers flexing. This agreement must be completed by the Supervisor and employee with a copy to HR so HR Connect can be updated. Anytime this schedule is amended permanently, a new Work Schedule Agreement must be completed and given to HR.
5. There is a requirement for at least a 30-minute lunch break beyond six working hours with an optional maximum of one hour. This choice must be recorded on the Employee Contract for Work Form. An employee's work schedule

will be influenced by their choice of lunch break. If an employee typically takes a 30-minute lunch, but on one day needs to take an hour, there can be flexibility in this schedule as long as there are not client appointment conflicts. On those days the employee will simply work 30 minutes later. If there is an emergency and an employee is not able to take a lunch break, they must consult with their supervisor to develop a plan as to how to account for their lost time. This should not be a regular occurrence.

6. All employees will work 7.5 hours a day during the week in which a holiday occurs in order to avoid scheduling problems and to ensure coverage, unless sick time or annual leave is used. During these weeks, employees seeing clients should maintain hours as close to regular business hours as possible to ensure proper coverage.

7. Attendance at court, staff meetings, training, client appointments, FPM's, FAPT, or any other mandated meetings will be adhered to even if said meeting is on a scheduled day of flex. See your supervisor if you have a meeting and you are not sure you need to be present.

8. Flex days may also be altered due to Agency/Unit needs. If the flexor's presence is required due to the needs of the agency/unit, management will notify the flexor of the need for an alternate schedule that week. For example, if you are in a position that is required to back up a fellow teammate and there is an agency need for someone to be available/present on the day you flex, you may have to move your flex day for coverage. Flexing is a privilege and if flexing is not meeting the needs of the Agency, flexing can be discontinued.

9. Flexible schedules must be contracted for on the Work Schedule Agreement Form\*. Supervisors must ensure that flex days and times are equally distributed within a unit. For example, there should not be one person off on Monday and 4 off on Friday as this decrease's coverage. Staff are also not allowed to change their flex day on a regular basis. For example, if the person is to be off on Mondays, they should not frequently change their day to Friday. Requests for schedule changes must be approved by the worker's supervisor and submitted to human resources.

10. Workers may have flexible work schedules with their supervisor's approval after working in the agency for six months. In rare instances a worker with less than six months employment may be allowed a flexible schedule, but this must be approved by the Director. If new employees need to flex on occasion to earn time off, they can until they have earned enough annual and sick leave.

11. Flex scheduling is a privilege and can be revoked by supervisors at any time. When this occurs the reason for the action should be in writing and placed in the employee's human resource file.

12. The Flex program can be discontinued at any time for everyone in the agency. If the Flex program is creating a burden on the Agency and coverage is not being met, flexing may be discontinued.

**(RESOLUTION #01-03-2025)**

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

MOTION BY: Bill Gruchow

SECONDED BY: Barry Ferguson

VOTING ON THE MOTION WAS AS FOLLOWS:

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

NAYES: None

ABSENT: Carter

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**DEPARTMENT UPDATE: ADULT PROTECTIVE SERVICES (APS)**

Emily Worrell and Wendy Webb

-Our role in an elderly/disabled person's life begins with a VALID APS report OR a request from the individual for services.

-We look for safety/risk, natural supports and financial eligibility.

-Adult Protective Services criteria: Aged 60 years or older OR aged 18-59 and lack capacity (mental or physical), Allegation of abuse/neglect/exploitation, located in our jurisdiction, living and identifiable (we can locate the individual)

-APS includes referrals for investigation outside of the agency: law enforcement, Dept. of Health and Licensing, Board of Nursing, Local Ombudsman and Virginia Department of Social Services Division of Licensing Programs.

-Adult Services: Adult Services/prevention, Guardianship, Assisted Living, Chore/Companion

-We have two budgets that we work with: 895 which is funding used for a valid APS investigation. (typical purchases during the course of investigation: emergency shelter, food, medications and/or utility bills) 833 - adult services, companion and chore (chore/companion program and other things that we may spend for adult services/ generally utility bills).

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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 February 2025 reflects 100% for non-expedited applications 98% for expedited applications. The most recent Performance monthly indicator report reflects 100% timeliness for TANF assistance, and 99.3% for Medicaid Renewal processing, and 100% for Childcare assistance applications.

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

PIPP program: 162 (96 in previous month); Crisis Program: 70 (12 apps in previous month); SNAP: 132 (168 previous month); Medicaid: 259 (314 previous months). TANF: 4 (5 apps in previous month).

Additionally, 6,233 documents were received and uploaded into our case management system (5,183 in previous month).

Our Childcare team was able to eliminate our waitlist, and we currently have 15 available slots for children.

Two Benefit Program Specialist staff were selected to attend BPRO Conference in April; at this conference, Benefit Program Specialist staff will receive valuable information regarding our benefits team and will share this with the rest of the staff.

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

Jessica Davis, Assistant Director, Services Unit, reported for the SafeMeasures data reviewed on 03/14/2025 with extraction data of 03/13/2025. For the data pulled, Foster Care and AFGAR court documentation are meeting the State required number of 95%. We are meeting In Home Services contacts of 90%. We are below the Kinship Placement goal for the state, however, we are just above the state and piedmont average. Our CPS timely visit is just under the goal for the state, but significantly above the piedmont and state contacts for February. A court training was held in February which assisted the staff, the feedback from the training was that they would like to have these quarterly if possible.

Safe Measures		FCDSS	PIEDMONT	STATE
CPS Timeliness of Victim Contact	GOAL 95%	92.7%	86.8%	82.5%
Foster Care Monthly Visits	GOAL 95%	98.6%	94.8%	92.5%
In Home Services First Contact	Goal 90%	94.1%	80.7%	83.2%
AFCARS-Court Documentation in OASIS	GOAL 95%	98.1%	88.3%	85%
Kinship Placements	GOAL 24%	22.6%	22%	21.7%

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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**

Total Agency Vacancies as of 03/15/2025: 7 Vacancies

Services Division - 7 ((2) Family Services Specialist I/II for Adult Services and for Foster Care & (4) Family Services Specialist III (Foster Care/Adoptions) & (1) Family Services Specialist IV (Foster Care Resource)

Benefits Division - 0

Administration Division - 1 ((1) Administrative Program Assistant II)

Recruitment in Process: Family Services Specialist I Req #3525 (Internal Only) #48 FC.

Applied: 7

Screened: 2

Interviewed: 2 on 02/12/2025

Offer made: 1

Hired: 1 Drema Lynette Allen

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

Applied:

Screened:

Interview:

Offer made: 1

Hired: 1 Heather Anderson 04/01/2025 Promotion

Recruitment in Process: Family Services Specialist IV Req #3771 #56 FC/Adoption/Recruitment

Applied: 6

Screened: TBD

Interviewed: TBD

Offers: TBD

Hired: TBD

Recruitment in Process: Family Services Specialist III #50 Posted 03/18/2025

Applied: TBD

Screened: TBD

Interviewing: TBD

Offer: TBD

Hired: TBD

Recruitment in Process: Family Services Specialist I #90 Posted 03/18/2025

Applied: TBD

Screened: TBD

Interviewed: TBD

Offer: TBD

Hired: TBD

Current Postings:  
Listed above (3)

Future Postings:  
Admin APA III  
FSS III 54 APS  
FSS III 65 FC/Adoption/Resources  
FSS III 52 FC  
FSS I/II 43 FC

New Hires:  
Drema "Lynette" Allen 03/03/2025

Promotions:  
Heather Anderson 03/01/2025 FC Supervisor

Lateral Move:  
N/A

Temporary Part Time Emergency Worker:  
N/A

Separations:  
Aaron Moore resigned 03/12/2025 and went to Patrick County DSS  
Karen Southerland resigned 03/12/2025 and went to Patrick County DSS

Retirements:  
N/A

Interns:  
Ferrum College 2 interns  
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There were no other matters discussed.

**Sharon Tudor, Chair, adjourned the meeting until Tuesday, April 22, 2025.**

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**Chairperson**

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**Secretary**