

# ADVISORY SOCIAL SERVICES BOARD ORIENTATION

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DFS Director

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# ADVISORY VS ADMINISTRATIVE BOARDS

## Advisory Board

### Roles and Responsibilities

- Local Advisory Board Handbook
- Administrative Code and Statute
- Board of Supervisors Resolution for ASSB

# Type of Boards: Administrative and Advisory

## Administrative

- Makes local policy decisions with staff input.
- Authority over local funding from public and private sources
- Represented by legal council
- Review programmatic and personnel performance
- Responsible for service delivery (CPS, APS, Foster Care, Public Benefits)
- Appoints the local director
- Interest in all matters pertinent to local social services.

## Advisory

Meet with DFS Director at least 4 times annually to make recommendations of policy matters

Interest in and monitors matters related to public assistance and social services needed by the residents in the jurisdictions (Fairfax County, City of Fairfax, and City of Falls Church) served by DFS.

Make an annual report to the local governing body with the budget presentation of the local department and other reports the advisory board deems appropriate.

# Regardless of Board Type Board Members are expected to...

1. Attend board and committee meetings
2. Know the programs, goals and objectives of the DFS
3. Take an active interest in state and local social services issues
4. Monitor and review program performance
5. Serve as a champion of the agency
6. Enhance the public image of DFS
7. Promote partnership with DFS
8. Educate the public about the local social services programs and activities.

*Local Handbook p. 16*

# Role of the Director

1. Senior Executive of LDSS (in Fairfax also responsible for Community Action, Area Agency on Aging)
2. Program Planning and Implementation
3. Personnel Planning
4. Budget Planning and Fiscal Planning
5. Emergency Management (ESF-6 – Human Services)
6. Agency Logistics (space and resources)

# MEETINGS AND PROTOCOLS

## ASSB Bylaws

## Meeting Requirements

## Freedom of Information Act

- The Do's and Don't's
- What To Do If You Get a FOIA Request

# ASSB BYLAWS

- **Last updated in January 2021**
- **Officers – a Chairperson, a Vice-Chairperson, and a Secretary**
- **Officer Elections Annually**
  - November – nominations for Chairperson
  - January – election of Chairperson
  - February – Chairperson nominates Vice-Chairperson and Secretary, Vice-Chairperson and Secretary elected

# MEETING REQUIREMENTS

## Meetings

- Typically meets the 3<sup>rd</sup> Wednesday of the month at 7:00pm

## Quorum

- Majority of ASSB membership, quorum necessary for a vote

## Electronic Meetings

- Currently meeting electronically under local state of emergency
- Meet in person when local state of emergency ends
- Remote Participation Policy – ASSB may adopt a specific policy on electronic attendance and voting for individual members for personal or medical reason absences

## Standing and Ad hoc subcommittees

- Appointed by the Chairperson with majority of members approve



# FREEDOM OF INFORMATION ACT

## **All meeting are open to the public**

- Meeting date and time posted at least three days in advance, materials available to the public, and minutes recorded

## **Avoid inadvertent meetings**

- Physical or electronic gathering of three or more members where business is discussed
- Most often encountered using email or at social events

## **Best practices**

- Refrain from using email among three or more members at one time
- Do not use “Reply All”
- No electronic meetings over email, including voting over email.

# DFS – An Overview



# COMMUNITY WELL-BEING

SAFETY & PROTECTION

FAMILY RESILIENCE & QUALITY OF LIFE

ECONOMIC SELF-SUFFICIENCY

EFFECTIVE & EFFICIENT GOVERNMENT

STRATEGIC PLAN



ONE FAIRFAX

DFS MISSION



VISION



EQUITY PLAN

DFS VALUES

People-Focused | Equity | Accountability | Partnership | Innovation

## VISION

Fairfax County is a community where everyone lives their success story and thrives

## MISSION

The Department of Family Services strengthens the wellbeing of our diverse community by protecting and improving the lives of all children, adults, and families through assistance, partnership, advocacy outreach and quality services.

## CORE VALUES

- ▶ People-Focused
- ▶ Equity
- ▶ Accountability
- ▶ Partnership
- ▶ Innovation

# DFS – More than the local Department of Social Services

## Four entities under one umbrella

- ❖ **Local Department of Social Services**
  - State Supervised County-Administered
  - The Director is the Local Administrator for Social Services on behalf of the County,
  - Locally administers Adult Services for the Virginia Department of Aging and Rehabilitative Services (DARS)
- ❖ **Area Agency on Aging**
  - Policy direction and Older Americans Act funding through the Virginia Department of Aging and Rehabilitative Services (DARS)
- ❖ **Children’s Services Act (CSA) Office**
  - Under the supervision of the Virginia Office of Children’s Services, the Children’s Services Act (CSA) helps children and families have access to services and supports when children struggle with behavioral health care needs.
- ❖ **Community Action Agency**
  - Community Services Block Grant/Anti-Poverty programming
  - Policy and Funding from VDSS – Office of Community Services.
  - Work is done in partnership with the Department of Neighborhood and Community Services through the Consolidated Community Funding Pool (CCFP).

Approximately 1100 employees

Provides services to nearly 180,000 county residents

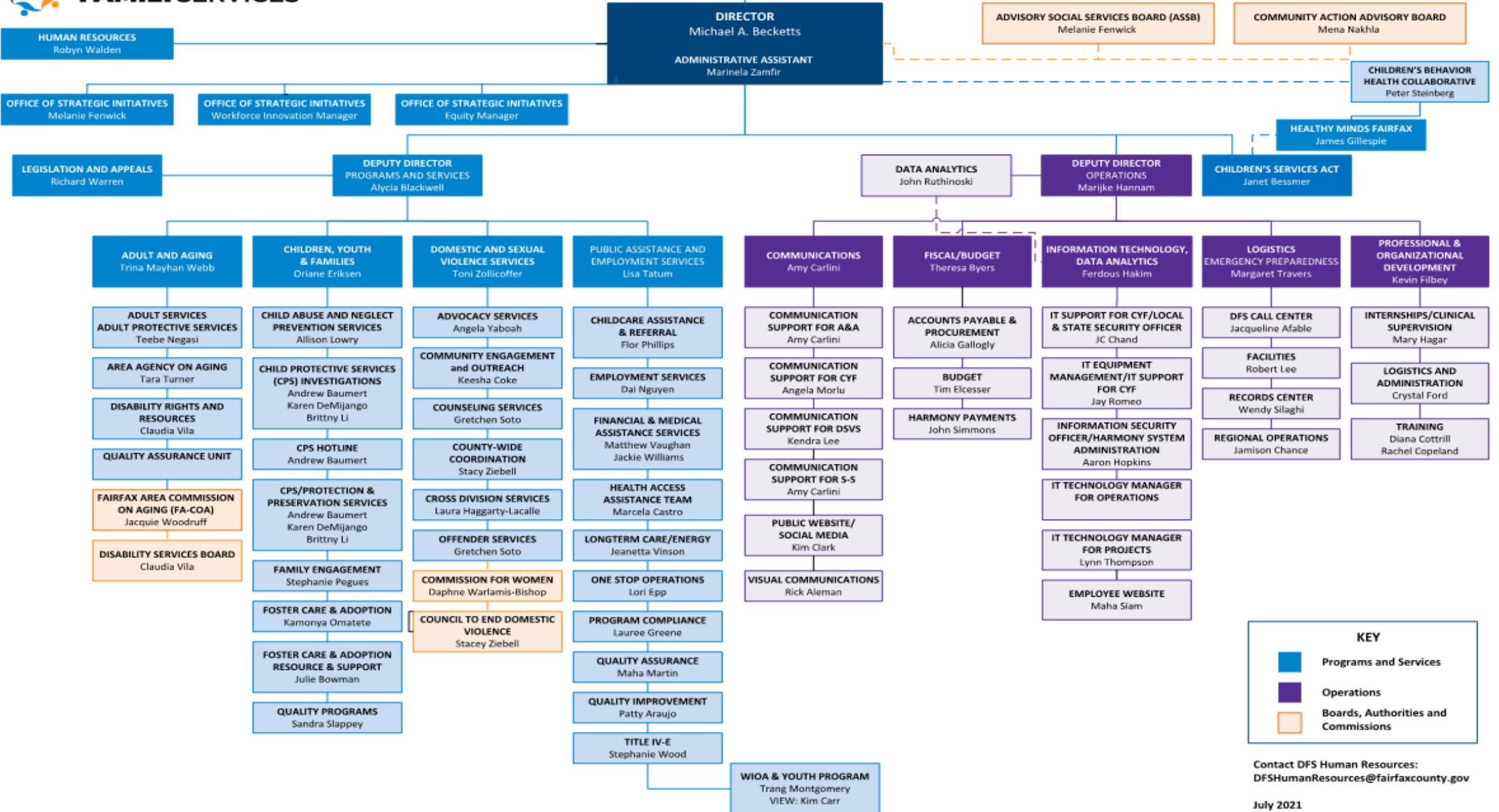
## Divisions/Program Areas

- ❖ Aging and Adult Services
- ❖ Children, Youth, & Family Services
- ❖ Children’s Services Act (Behavioral/Mental Health)
- ❖ Domestic and Sexual Violence Services
- ❖ Public Assistance and Employment Services

## Operations Teams

- ❖ Communications & Public Information
- ❖ Fiscal Management
- ❖ Human Resources
- ❖ Information Technology
- ❖ Logistics & Facility Management
- ❖ Professional and Organizational Development
- ❖ Strategic and Equity Planning

# Organization of the Fairfax County Department of Family Services



**KEY**

- Programs and Services
- Operations
- Boards, Authorities and Commissions

Contact DFS Human Resources:  
DFSHumanResources@fairfaxcounty.gov

# DFS EQUITY STATEMENT

**The Department of Family Services (DFS) is committed to addressing institutional racism in its core responsibility to support the safety, health and wellness of county residents. DFS recognizes systemic oppression and institutional racism have contributed to disparities in opportunities for county residents to succeed. DFS will support equitable outcomes by examining its policies, practices and procedures to eliminate disparities in service delivery and outcomes for county residents.**

# ADDRESSING FRAMEWORK

DFS utilizes the ADDRESSING framework to move beyond one-dimensional conceptualizations of identity to an understanding of the complex, overlapping cultural influences that form each individual. The ADDRESSING framework enables us to better recognize and understand cultural influences as a multidimensional combination of –

- **A**ge
- **D**evelopmental and acquired **D**isabilities
- **R**eligion
- **E**thnicity
- **S**ocioeconomic status
- **S**exual orientation
- **I**ndigenous heritage
- **N**ational origin
- **G**ender Identity and Expression

Hays, P. A. (2016) Addressing cultural complexities in practice: Assessment, diagnosis, and therapy, 3<sup>rd</sup> Ed. American Psychological Association.

# Boards and Commissions under DFS

Board/Commission	Division Responsible
Advisory Social Services Board (ASSB)	Director's Office
Commission on Aging	Adult and Aging Services
Commission for Women	Domestic and Sexual Violence Services
Community Action Advisory Board (CAAB)	Community Action Agency Office
Community Policy Management Team	Children's Services Act Office
Council to End Domestic Violence (CEDV)	Domestic and Sexual Violence Services
Disability Services Board	Aging and Adult Services



# DFS BUDGET

# Major Milestones<sup>1</sup> in the County Budget Process

Current Fiscal Year	Month	Future Fiscal Year Planning
Fiscal Year begins July 1 Agencies and DMB work on closing out previous fiscal year and recommend necessary adjustments to current fiscal year as part of Carryover Review County Executive provides Carryover Review to the Board of Supervisors	July	
September: Carryover Review adopted by Board of Supervisors, with adjustments	August-October	Agencies analyze past trends and prepare budget submissions for review and analysis by DMB
	November/ December	DMB analyzes agency budget submissions and prepares recommendations to County Executive considering available resources, community needs and Board of Supervisor priorities
Agencies analyze spending and revenue collections and submit analysis and adjustments to DMB for consideration as part of the Third Quarter Review.	January	Advertised Budget developed FCPS Superintendent releases budget and public hearings held
County Executive provides Third Quarter Review to Board of Supervisors	February	County Executive releases Advertised Budget FCPS School Board adopts Advertised Budget
	March	Numerous community and committee meetings held on budget
Third Quarter Review approved by the Board of Supervisors	Late April/Early May	Public Hearings on budget Budget adopted by the Board of Supervisors and guidance adopted for next fy FCPS School Board holds public hearings on budget Budget adopted by FCPS School Board
Fiscal year ends June 30	June	

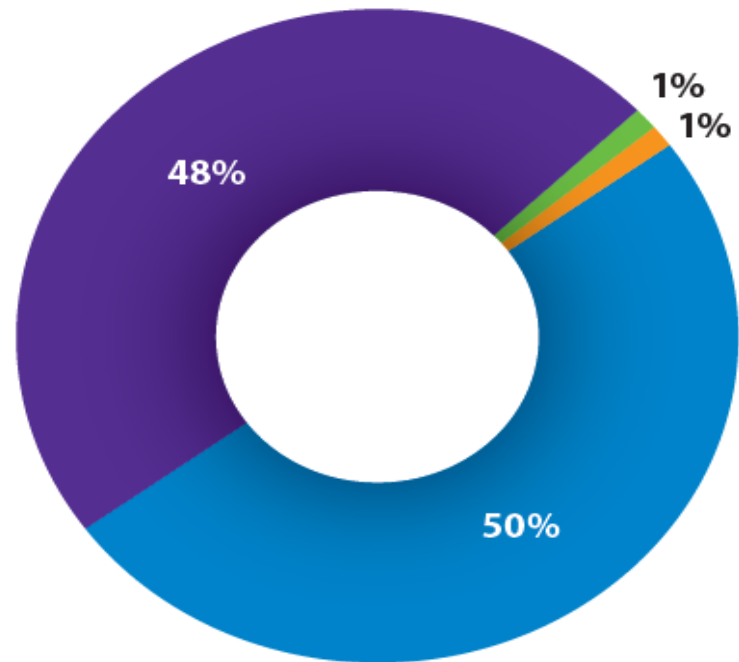
<sup>1</sup> This is not an exhaustive list of activities, especially with respect to the current fiscal year, as staff is constantly monitoring spending and revenues, among other financial management activities.

# FY 2022 Budget Process Template

Date	Description
November 24, 2020	FY 2022 forecast presented at joint budget meeting of the Board of Supervisors and the School Board
January 7, 2021	Superintendent releases FCPS FY 2022 Proposed Budget
January 26 & 27, 2021	School Board holds public hearings on FCPS budget
February 4, 2021	School Board adopts FCPS FY 2022 proposed budget
<b>February 23, 2021</b>	<b>County Executive presents FY 2022 Advertised Budget</b>
March 2, 2021	Joint Board of Supervisors and School Board Meeting
March 9, 2021	Board of Supervisors advertises FY 2022 tax rates
March 23, 2021	Board of Supervisors advertises <i>FY 2021 Third Quarter Review</i>
April 13, 2021	School Board presents FCPS budget to Board of Supervisors
April 13-15, 2021	Board of Supervisors holds public hearings on FY 2022 Budget
April 27, 2021	Board of Supervisors marks-up FY 2022 Budget
May 4, 2021	Board of Supervisors adopts FY 2022 Adopted Budget
May 11 & 12, 2021	School Board holds public hearings on FCPS budget
May 20, 2021	School Board adopts FCPS FY 2022 Approved Budget
July 1, 2021	FY 2022 begins

# DFS Budget – FY20

## DFS TOTAL EXPENDITURES



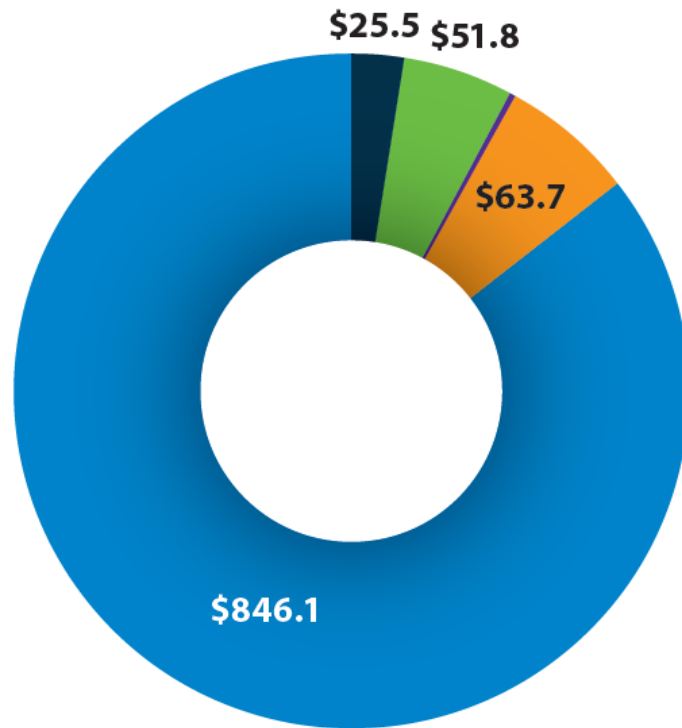
### TOTAL = \$181.7 MILLION

\$181.7 million expended in FY 2020, including fringe benefits. No longer includes Office for Children, which was realigned to the Department of Neighborhood and Community Services in FY 2020.

- Fed/State Revenue**
- Reimbursements-Cities**
- Fees/Other\***
- Cost to County General Fund**

\*We routinely review expenditures and work with VDSS and VDARS to maximize revenue to limit county costs.

# Impact of Public Assistance Programs on the Local Economy



**TOTAL = \$990.9 MILLION**

**\$0.8 Million—Energy Assistance**

**\$3 Million—Temporary Assistance  
for Needy Families (TANF)**

■ **Medicaid Benefits**

■ **Supplemental Nutrition Assistance Program (SNAP)**

■ **Family Access to Medical Insurance Security (FAMIS)**

■ **State Child Care Assistance Program**

# BOARD MEMBERS IN ACTION

## County Activities for Members

- Budget Presentations
- Human Service Issue Paper
- Proclamations and other Recognitions and Awareness Months

## Community Networks

## Interface with staff

# Proclamations, Recognitions, and Awareness Months

- February – Eligibility Worker Appreciation
- March – Social Work Appreciation, Developmental Disabilities Awareness
- April – Child Abuse Prevention
- May – Foster Parent Appreciation, Older Americans
- June – Fatherhood Awareness
- September – Hunger Awareness, Kinship Care Recognition
- October – Disability Employment Awareness, Domestic Violence Awareness
- November – Adoption, Caregiver Appreciation

# ENGAGING WITH THE COMMUNITY

## Engaging With Your BOS Member

### Partnerships

- Human Services Council
- Human Service Advisory Committee
- Other BAC's
- Influencing and informing your circles

### Board Priority Tasks

- April – Budget Testimony
- June – Human Service Issue Paper Review and Comment
- October – December – ASSB Annual Report



# ANNUAL REPORT


## Requirements and Purpose

- Annual written report
- Describes actions of the ASSB and plans for future actions and activities
- Provided to members of the Board of Supervisors, City Councils, the County Executive

**October – preparation begins**

**January – report provided to members of the Board of Supervisors, City Councils, the County Executive**

# For More Information About the Department of Family Services

 Call: 703-324-7500

 Visit: [www.fairfaxcounty.gov/familyservices](http://www.fairfaxcounty.gov/familyservices)

 Email: [DFSInfo@Fairfaxcounty.gov](mailto:DFSInfo@Fairfaxcounty.gov)

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