

ADVISORY SOCIAL SERVICES BOARD ORIENTATION

Michael A. Becketts, MSW, MS, MEd

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 3rd 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

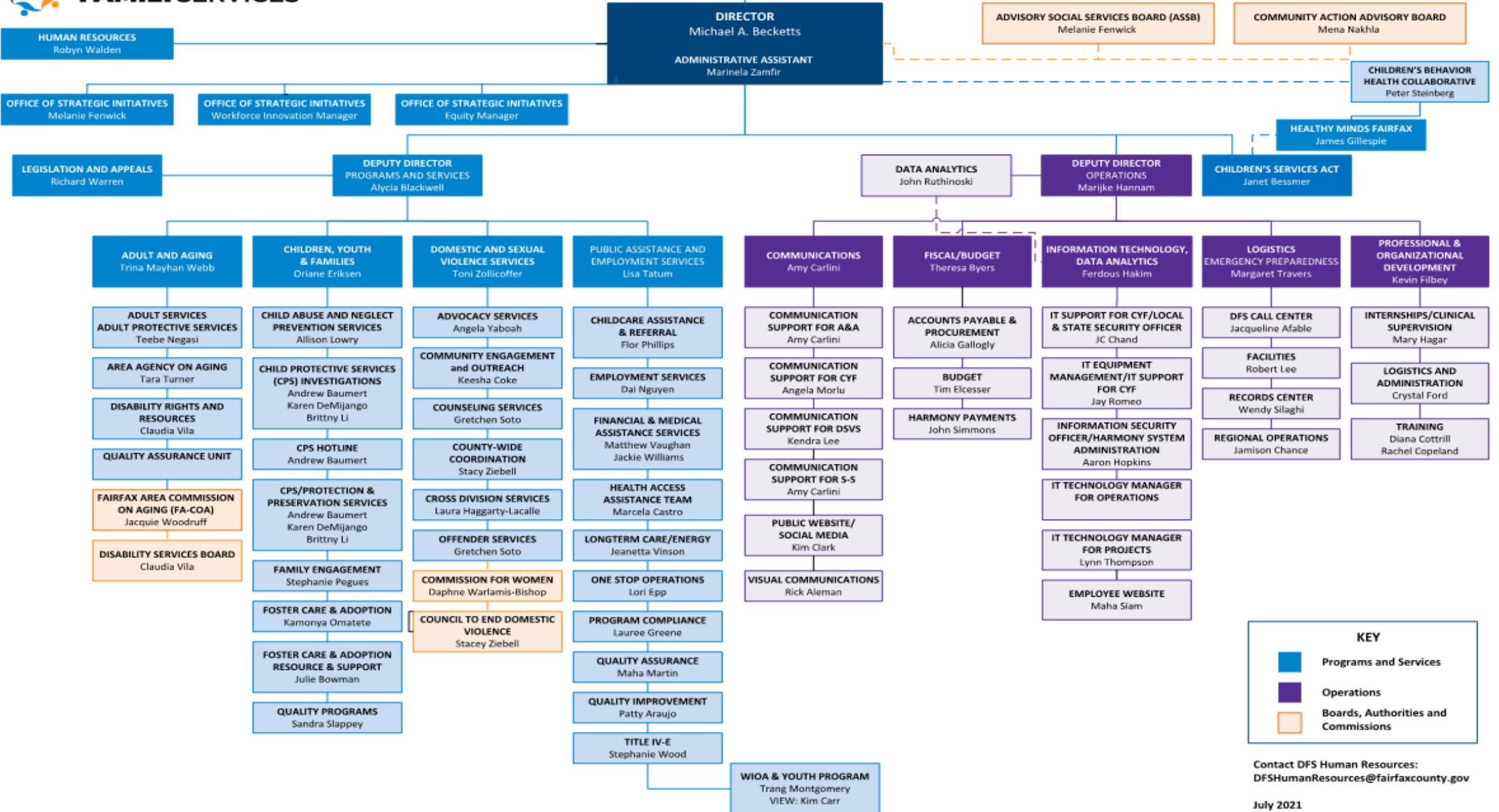
Divisions/Program Areas

- ❖ 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, 3rd Ed. American Psychological Association.

Boards and Commissions under DFS

List of Boards and Commissions under DFS

Descriptions of Boards and Commissions under DFS

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

Descriptions of DFS Boards and Commissions

Commission on Aging

- Identifies and promotes better understanding of the problems of the aging and to plan and promote and where it is found necessary, conduct activities to contribute to their well-being.

Commission for Women

- Promotes the full equality of women and girls in Fairfax County.

Community Action Advisory Board (CAAB)

- Acts as an advisory body to the Fairfax County Board of Supervisors and Director of Family Services regarding programs, projects and resources concerning the low-income populations of the county.

Community Policy Management Team

- Provides leadership in the development of new concepts and approaches in the provision of services to children, youth and families of Fairfax County and the cities of Fairfax and Falls Church. The primary focus of the CPMT is to lead the way to effective services to children already at risk of experiencing emotional/behavioral problems, especially those at risk or in need of out of home placements, and their families.

Council to End Domestic Violence (CEDV)

- Unites senior-level public officials and community leaders, advises the Board of Supervisors on a range of domestic violence policy, legislative and program issues, and guides the development of a coordinated and collaborative community response to domestic violence in Fairfax County.

Disability Services Board

- Provides input to state and local agencies on service needs and priorities of persons with physical and sensory disabilities and provides information and resource referral to local governments regarding the Americans with Disabilities Act.

DFS BUDGET

Major Milestones¹ 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	

¹ 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.

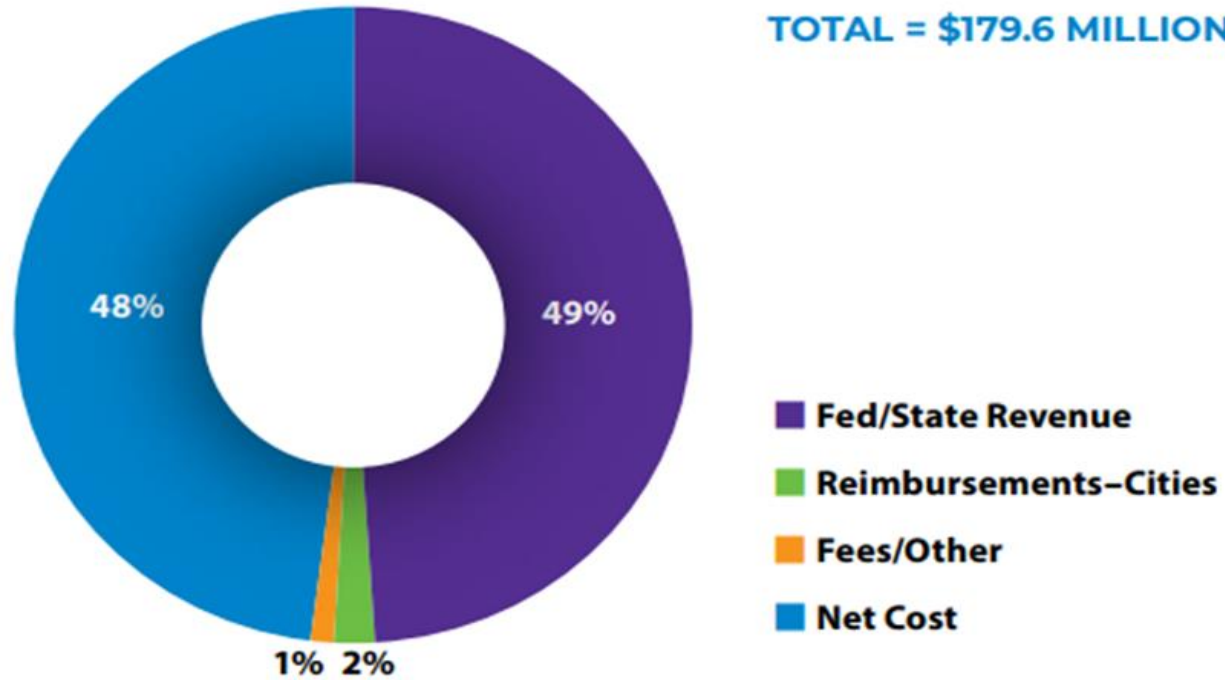
FY2023 Budget Process Timeline

COUNTY DATES		SCHOOL DATES
	Superintendent releases FY 2023 Proposed Budget	January 13, 2022
	School Board holds public hearings on budget (January 26 if needed)	January 24, 2022
February 22, 2022	County Executive presents FY 2023 Advertised Budget	
	School Board adopts FY 2023 Advertised Budget	February 24, 2022
March 1, 2022	Joint County/Schools Budget Committee Meeting to discuss FY 2023 budget and tax rate	March 1, 2022
March 8, 2022	Board of Supervisors advertises FY 2023 tax rates	
April 12-14, 2022	Board of Supervisors holds public hearings on FY 2023 Budget	
April 26, 2022	Board of Supervisors marks up FY 2023 Budget	
May 10, 2022	Board of Supervisors adopts FY 2023 Adopted Budget	
	School Board holds public hearings on budget (May 18 if needed)	May 17, 2022
	School Board adopts FY 2023 Approved Budget	May 26, 2022
July 1, 2022	FY 2023 Budget Year begins	July 1, 2022

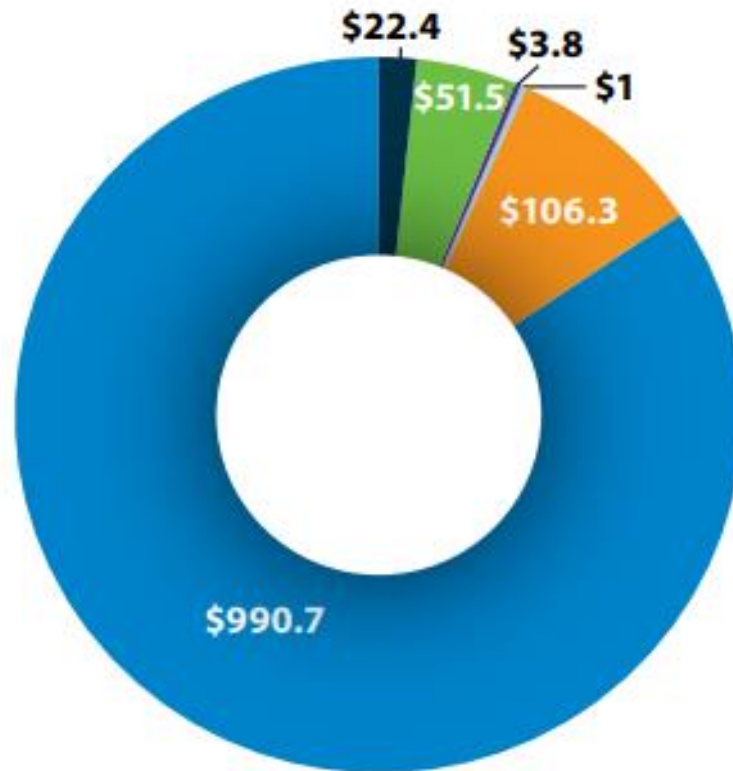
DFS Budget FY2021

DFS TOTAL EXPENDITURES

TOTAL = \$179.6 MILLION



Impact Of Public Assistance Programs On The Local Economy



TOTAL = \$1,175.7 MILLION

- Medicaid Benefits
- Supplemental Nutrition Assistance Program (SNAP)
- Energy Assistance
- Temporary Assistance for Needy Families (TANF)
- 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

 Email: DFSInfo@Fairfaxcounty.gov

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