

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, September 26, 2022, in the DSS/Procurement Conference Room of the Stafford County Government Center. The meeting convened at 10:00 a.m.

Members Present: Fred A. Donahoe, Chairman; Gary F. Snellings, Interim Member; and Darrell E. English, member Board of Supervisors.

Staff Present: Michael J. Muse, Director; Marcy T. Bruce, Assistant Director; and Jennifer S. Frias, Administrative Coordinator I.

The following business was discussed and acted upon on September 26, 2022:

Approval of Minutes:

On a motion by Mr. English, the minutes from the August 29, 2022 Board meeting were approved as submitted. Mr. Snellings abstained as he was not at the last meeting.

Mr. Muse advised the Board that Marcy Bruce has been promoted to Assistant Director I effective September 26, 2022.

Aaliyah Omer, YES Student, sent a letter advising that she will no longer be in the program as of last month's meeting. She enjoyed her time participating and learning about Stafford Department of Social Services.

The Board of Supervisors officially appointed Gary F. Snellings to serve the remainder of Barbara Hamilton's term through December 31, 2022. Mr. Snellings stated that he will decide if he wishes to continue to serve on the Board of Social Services beyond the unexpired term by November 2022. Mr. Muse advised the Board that based on "Code of Virginia" the size of the Social Services Board can be comprised of three or more members.

Foster Care Statistics:

Mr. Muse reviewed with the Board statistical data relative to the foster care program. The following information was reported for August 2022:

	August
Number of Children in Care	49
Number of Approved Resource Homes	42
Number of Resource Homes in use	25

Mr. Muse also reported the total number of children receiving adoption subsidy and/or supportive services from Stafford DSS adoption staff for August 2022:

August
102

The Board was updated regarding the level of difficulty and intensity of several current foster care cases.

Benefit Programs Statistics:

The statistical report for benefit programs was handed out to the Board members for the month of August 2022. (See Attachment A). Mr. Muse discussed the significant increase to the total caseload over the last two years.

The Public Health Emergency (PHE) continues to be extended and is expected to continue through the 1st Quarter of 2023.

Mr. Muse advised the Board of the findings from the Management Evaluation review of the SNAP Program. Timeliness of processing was the main issue requiring corrections to be made. Quality Improvement Plans are being developed to address the findings.

The Board recommended making a statement to elected officials, on behalf of Stafford DSS, supporting the need for overtime funding needed from the state due to workers being overwhelmed with large caseloads and Medicaid unwinding. Mr. Muse will bring a written statement to a future Board Meeting for the Board members to sign.

Five Year Financial Plan:

Mr. Muse shared a copy of the positions that have been requested in the Five Year Financial Plan (See Attachment B) with the Board. DSS is requesting eight new positions in FY '24 and six new positions in FY '25.

Local Review Team Financial Review:

In June 2021, Stafford DSS was notified by the State that the Local Review Team (LRT) would review expenditures submitted for reimbursement for the period of May 2021.

The purpose of the review is to ensure that reported expenditures were incurred for the intended purposes; complied with state requirements and federal cost principles; and conformed to generally accepted accounting principles. It is to also ensure that VDSS is performing adequate sub-recipient monitoring activities of local departments of social services. This was a very comprehensive review of our finances.

In September of 2022, after months of meetings and reviewing the records, the results came in with no formal findings. There were three verbal recommendations noted.

Mr. Muse praised Marcy Bruce and staff for a job well done. The Board expressed its appreciation.

Proposed Bylaws:

Mr. Muse passed out a draft to the Board Members of proposed bylaws at last month's meeting for review, suggestions and feedback. The Board decided to hold off on adopting bylaws until a later date.

Recruitment Update:

There are two vacant Family Services Specialist II positions in Foster Care. These positions will be re-advertised after one candidate never followed through with providing references and one candidate did not pass the criminal background check.

The Assistant Director I position has been filled effective today, September 26th.

With the approval of a new FY '23 position, there is a vacant Family Services Specialist III in CPS. A job offer has been made.

The Benefit Programs Supervisor position has been filled effective today, September 26th.

Due to promotions, there are two vacant Office Associate II positions. Two candidates are scheduled to begin employment on October 3rd.

Due to a promotion, there is a vacant Benefit Programs Specialist IV.

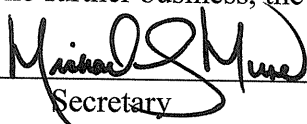
Due to a promotion, there is a vacant Administrative Office Manager.

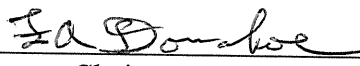
Next Meeting

The next Board meeting is scheduled for Monday, October 24th at 10:00 AM in the DSS/Procurement Conference Room.

As there is no further business, the Board adjourned.

Attest:


Secretary


Chairman

Board Report for August 2022

Attachment A

I. New Applications	Current Month	Prior Month	Prior Year	Prior Year	3 Yr. Average
	Aug-22	Jul-22	Aug-21	Aug-20	22, 21, 20
SNAP	482	400	437	499	473
PA	113	94	77	104	98
Medicaid	404	298	459	429	431
TOTAL	999	792	973	1,032	1,001
II. Undercare					
SNAP	4,912	4,794	4,024	4,196	4,377
TANF	255	246	216	252	241
Medicaid	16,272	16,062	14,083	12,060	14,138
TOTAL	21,439	21,102	18,323	16,508	18,757
III. Repayments					
TANF	\$0.00	\$0.00	\$0.00	\$50.00	\$17.00
SNAP	\$1,329.00	\$1,312.86	\$10,384.96	\$1,034.00	\$4,249.32
Day Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,329.00	\$1,312.86	\$10,384.96	\$1,084.00	\$4,266.32
IV. SNAP Issued					
Household	4,609	4,540	3,785	3,937	4,110
People	11,208	11,094	9,202	9,659	10,023
Amount	\$2,632,556.00	\$2,629,724.00	\$2,060,519.00	\$1,632,395.00	\$2,108,490.00
Fuel/Crisis/Cooling					
Application	207	149	83	93	128
Denied	141	64	35	55	77
Approved	66	64	48	38	51
Pending	0	21	0	0	0
Energy Share	0	0	0	0	0

Please note that data is pulled from Data Warehouse system of the Fusion page from the state of Virginia.

Submitted by:

Angela Robinson, Benefit Programs Supervisor



FYFP: FY'24 thru FY'28

FY24

Office Associate II

Benefit Programs Specialist II (4)

Family Services Specialist II

Self-Sufficiency Specialist II

Family Services Supervisor (AS/APS)

FY25

Administrative Program Assistant II

Self-Sufficiency Specialist II (2)

Family Services Specialist II (2)

Fraud Investigator II

FY26

Benefit Programs Specialist II

Family Services Specialist III

Human Services Assistant II

FY27

Family Services Specialist II

Self-Sufficiency Specialist II

FY28

Benefit Programs Specialist II

Office Associate II