

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, November 28, 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; Victoria L. Bailey, Family Services Specialist II; Brittany A. Mitchell, Family Services Specialist II; Cammie J. Robinson, Family Services Specialist III; Cole Walker, YES Student; and Jennifer S. Frias, Administrative Coordinator I.

The following business was discussed and acted upon on November 28, 2022:

Approval of Minutes:

On a motion by Mr. English, seconded by Mr. Snellings, the minutes from the September 26, 2022 Board meeting were approved as submitted.

Mr. Muse advised the Board that a gift was mailed to all BACC members and Stafford County's 2nd annual Tree Lighting Festival will be held at the George Gordon Government Center on Friday, December 2, 2022. Community festivities begin at 6 PM with the Tree Lighting at 7:30 PM.

Cole Walker will be observing the Board of Social Services meetings through the YES Program. He is a senior from Mountain View High School.

Foster Care Statistics:

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

	September	October
Number of Children in Care	50	49
Number of Approved Resource Homes	44	44
Number of Resource Homes in use	25	24

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

September	October
102	102

Closed Session:

On a motion by Mr. English, seconded by Mr. Snellings, the Board went into executive/closed session to discuss the following confidential business:

Item #1 – Cammie J. Robinson, Family Services Specialist III, presented to the Board for approval, the adoption of one child in Foster Care, pursuant to Virginia Code Section 2.2-3711 (A)(4)

Item #2 – Victoria L. Bailey, Family Services Specialist II, presented to the Board for approval, the adoption of one child in Foster Care, pursuant to Virginia Code Section 2.2-3711 (A)(4)

The Board certifies that only the items outlined in the motion for executive/closed session were in fact discussed. On a motion by Mr. Snellings, seconded by Mr. English, the Board exited closed session.

Item #1 – On a motion by Mr. English, seconded by Mr. Snellings, the Board approved the adoption.

Item #2 – On a motion by Mr. English, seconded by Mr. Snellings, the Board approved the adoption.

Benefit Programs Statistics:

The statistical report for benefit programs was handed out to the Board members for the months of September 2022 and October 2022. (See Attachments A & B). Mr. Muse discussed the significant increase to the total caseload over the last two years. Information was also shared regarding the nationwide EBT scam.

- **Energy Assistance/Local Funds:**

Due to the high cost of heating homes predicted to be a significant problem in our community this winter, especially for the elderly, Mr. Snellings & Mr. Muse will be asking the county to identify local funds to assist with the increased energy costs. In the early 2000's local funds were set aside for energy assistance. Those funds were transferred into the Safety Net program previously when the need diminished.

- **Public Health Emergency (PHE):**

The Public Health Emergency (PHE) continues and no date has been provided when it will end.

- **Discussion of Staff Concerns:**

Mr. Muse passed out copies of an anonymous email from a current employee identifying pay and other concerns. A meeting was conducted with the entire Benefits staff to include Donna Krauss, Deputy County Administrator, to make sure the message by DSS Leadership and County Leadership is transparent.

Salary Review & Comparisons:

Mr. Muse handed out salary comparisons from Stafford DSS and Spotsylvania DSS to the Board. The first meeting was held with County HR to review all DSS salaries. County HR will be reviewing salaries from comparison localities to identify differences in compensation per

position. This is being conducted in order to stay competitive in hiring new employees and retention of current employees.

FY 2024 County Budget:

DSS submitted the FY 2024 budget proposal on October 28th. The proposal from DSS, will include eight new positions and if approved, the new positions will be 84.5% reimbursable. DSS submitted a level operating budget with the exception of an increase to adoption subsidy funds, overtime pay for Medicaid Unwinding, and refugee assistance funds. All three items are 100% reimbursable.

Mr. Muse advised the Board that Kristie Kane, DSS Attorney, has proposed a new contract amendment regarding her pay. She currently receives a monthly flat fee of \$5,000 for any work done in Stafford Juvenile Court and all other work is at a rate of \$200 per hour. She requested the monthly flat fee be increased to \$7,500 and the hourly rate increased to \$250. The Board agreed to offer \$6,250 for the monthly flat fee and increase the hourly rate to \$225. Mr. Muse will present the offer and provide an update at a future meeting.

Board Membership:

Mr. Snellings is interested in being appointed to a 4-year term on the Board of Social Services. The Board of Supervisors will vote on all BACC appointments and/or reappointments on January 3, 2023. The Board also discussed meeting with others from the community who have an interest in becoming a member in the future. Mr. Muse will reach out to Bob Woodson for potential suggestions.

Recruitment Update:

There are two vacant Family Services Specialist II positions in Foster Care. Interviews have been completed and reference checks are being conducted on two candidates.

The vacant Family Services Specialist III position in CPS has been filled effective November 14th. Due to a recent resignation effective November 28th, there will be a new vacant Family Services Specialist III position in CPS.

Due to a promotion, there is a vacant Administrative Office Manager. Interviews have been completed and an offer will be made to an internal candidate.

Due to a promotion, there is a vacant Benefit Programs Specialist IV. Interviews have been completed and an offer has been made to an internal candidate.

Due to two resignations, there is a vacant Benefit Programs Specialist II position and a Benefit Programs Specialist III position. Interviews have been completed for both positions and offers have been made to two internal candidates.

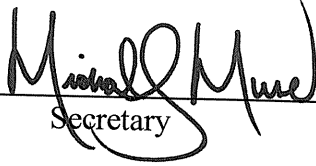
Next Meeting

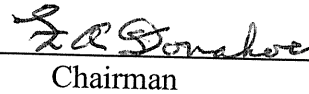
The next Board meeting is scheduled for Monday, January 23, 2023 at 10:00 a.m. in the DSS/Procurement Conference Room.

Because of the Christmas Holiday in December, the Board members agreed to combine the December and January meetings on January 23.

As there is no further business, the Board adjourned.

Attest:


Secretary


Chairman

Board Report for September 2022

Attachment A

I. New Applications	Current Month	Prior Month
	Sep-22	Aug-22
SNAP	408	482
PA	111	113
Medicaid	308	404
TOTAL	827	999

II. Undercare		
SNAP	4,944	4,912
TANF	257	255
Medicaid	16,415	16,272
TOTAL	21,616	21,439

III. Repayments		
TANF	\$0.00	\$0.00
SNAP	\$1,187.20	\$1,329.00
Day Care	\$0.00	\$0.00
TOTAL	\$1,187.20	\$1,329.00

IV. SNAP Issued		
Household	4,652	4,609
People	11,230	11,208
Amount	\$2,714,728.00	\$2,632,556.00

Fuel/Crisis/Cooling		
Application	0	207
Denied	0	141
Approved	0	66
Pending	0	0
Energy Share	0	0

Prior Year	Prior Year	3 Yr. Average
Sep-21	Sep-20	22, 21, 20
356	379	381
75	74	87
374	373	352
805	826	819
4,121	4,182	4,416
208	247	237
14,253	12,209	14,292
18,582	16,638	18,945
\$0.00	\$179.00	\$60.00
\$1,648.20	\$1,221.00	\$1,352.13
\$0.00	\$0.00	\$0.00
\$1,648.20	\$1,400.00	\$1,412.13
3,833	3,907	4,131
9,194	9,598	10,007
\$2,166,263.00	\$1,644,364.00	\$2,175,118.33
0	0	0
0	0	0
0	0	0
0	0	0
0	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

Board Report for October 2022

Attachment B

I. New Applications	Current Month	Prior Month
	Oct-22	Sep-22
SNAP	387	408
PA	94	111
Medicaid	335	308
TOTAL	816	827
II. Undercare		
SNAP	4,930	4,944
TANF	253	257
Medicaid	16,541	16,415
TOTAL	21,724	21,616
III. Repayments		
TANF	\$0.00	\$0.00
SNAP	\$4,122.10	\$1,187.20
Day Care	\$0.00	\$0.00
TOTAL	\$4,122.10	\$1,187.20
IV. SNAP Issued		
Household	4,617	4,652
People	11,191	11,230
Amount	\$2,899,653.00	\$2,714,728.00
Fuel/Crisis/Cooling		
Application	114	0
Denied	36	0
Approved	78	0
Pending	0	0
Energy Share	0	0

Prior Year	Prior Year	3 Yr. Average
Oct-21	Oct-20	22, 21, 20
373	334	365
76	84	85
311	365	337
760	783	787
4,173	4,233	4,445
213	239	235
14,384	12,352	14,426
18,770	16,824	19,106
\$0.00	\$26.15	\$8.72
\$888.20	\$4,599.10	\$3,203.13
\$0.00	\$0.00	\$0.00
\$888.20	\$4,625.25	\$3,211.85
3,888	3,861	4,122
9,397	9,462	10,017
\$2,287,608.00	\$1,718,305.00	\$2,301,855.33
126	112	117
23	5	21
97	24	66
6	83	30
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