

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, January 23, 2023, 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, Member; and Darrell E. English, member Board of Supervisors.

Staff Present: Michael J. Muse, Director; Marcy T. Bruce, Assistant Director; Jodi P. Long, Administrative Office Manager; Jocelyn Morales, Family Services Specialist II; Emma G. Parker, Family Services Specialist II; Abigail B. Osei, 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 January 23, 2023:

Approval of Minutes:

On a motion by Mr. Snellings, seconded by Mr. English, the minutes from the November 28, 2022 Board meeting were approved as submitted.

Foster Care Statistics:

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

	November	December
Number of Children in Care	48	45
Number of Approved Resource Homes	42	42
Number of Resource Homes in use	24	24

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

November	December
102	102

Chairman Donahoe commended the Family Services staff in Foster Care for their efforts in recruiting and maintaining excellent relationships with Foster Care Families in Stafford.

• **Legal Services/Contract:**

Mr. Muse advised the Board that Kristie Kane, DSS Attorney, agreed to the proposed contract amendment regarding her compensation. Effective July 1, 2023, the monthly flat fee will be \$6,250 for any work done in Stafford Juvenile Court and all other work will be billed

at a rate of \$225 per hour. Mr. Muse will present the updated contract for signature at a future meeting.

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 – Jocelyn Morales, 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)

Item #2 – 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 #3 – Emma G. Parker, 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)

Item #4 – Personnel Matter, presented to the Board for approval, a Sick Leave Bank request for one employee, pursuant to Virginia Code Section 2.2-3711 (A)(16)

Item #5 – Legal Matter, pursuant to Virginia Code Section 2.2-3711 (A)(7)

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 considered item #1. Chairman Donahoe voted yay to approve the adoption, Mr. Snellings and Mr. English abstained.

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

Item #3 – On a motion by Mr. English, seconded by Mr. Snellings, the Board considered item #3. The Board unanimously approved the adoption.

Item #4 – On a motion by Mr. English, seconded by Mr. Snellings, the Board considered item #4. The Board unanimously approved the Sick Leave Bank request.

Benefit Programs Statistics:

The statistical report for benefit programs was handed out to the Board members for the months of November 2022 and December 2022. (See Attachments A & B). Mr. Muse discussed the significant increase to the total caseload over the last two years.

- **Energy Assistance/Local Funds:**

Mr. Muse spoke with Donna Krauss, Deputy County Administrator, regarding the county identifying local funds to assist with the increased energy costs for citizens. Mr. Muse has not

heard back from the county and until then suggested if a need arises to use the Special Welfare Fund. The Board agreed.

- **SHINE Mini-Grant:**

Ms. Bruce shared with the Board, the SHINE Mini-Grant application to request \$5,000 from the Stafford Hospital Foundation. The additional funding will ensure the part-time employee in the position will be available to work 24 hours per week. Mr. Muse and Chairman Donahoe signed the application.

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

Mr. Muse advised the Board the new Congress has delinked the Public Health Emergency (PHE) from SNAP and Medicaid. As of March 1st, SNAP recipients will no longer be receiving the maximum amount of benefits as they have been receiving since the beginning of the Pandemic. As of April 1st, all agencies will be required to begin processing Medicaid renewals.

- **Update on Staff Concerns:**

Mr. Muse passed out copies of a new anonymous letter identifying the same concerns as the previous letter that was received. County HR is currently in process of reviewing salaries from comparison localities to identify differences in compensation per position. This is being conducted to stay competitive in hiring new employees and retention of current employees.

Board Membership:

Mr. Snellings has been appointed to a 4-year term on the Board of Social Services (2023 – 2026).

Mr. Muse reached out to Bob Woodson and we have received a new Board Bank application from a citizen who has interest in becoming a member of the Board. Mr. Muse will reach out to Tinesha Allen, Member on the Stafford County Board of Supervisors, as this citizen resides in her district (Griffis-Widewater). The DSS Board will vote to elect a Vice Chairman at a future meeting.

Recruitment Update:

Due to a recent resignation, there is a vacant Family Services Specialist II position in Foster Care.

Due to a resignation, there is a vacant Family Services Specialist III position in CPS.

Due to a promotion, there is a vacant Accountant position in the Financial Services Unit.

Due to promotions, there are two vacant Benefit Programs Specialist II positions.

Due to a promotion, there is a vacant Office Associate II position.

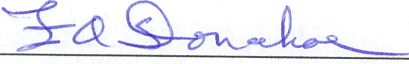
Applications are currently being accepted for all vacancies.

Next Meeting

The next Board meeting is scheduled for Monday, February 27, 2023 at 10:00 a.m. in the DSS/Procurement Conference Room.

As there is no further business, the Board adjourned.

Attest: 
Secretary


Chairman

Board Report for November 2022

Attachment A

I. New Applications	Current Month	Prior Month
	Nov-22	Oct-22
SNAP	431	387
PA	102	94
Medicaid	630	335
TOTAL	1,163	816
II. Undercare		
SNAP	4,966	4,930
TANF	266	253
Medicaid	16,801	16,541
TOTAL	22,033	21,724
III. Repayments		
TANF	\$0.00	\$0.00
SNAP	\$1,192.93	\$4,122.10
Day Care	\$0.00	\$0.00
TOTAL	\$1,192.93	\$4,122.10
IV. SNAP Issued		
Household	4,080	4,617
People	10,183	11,191
Amount	\$3,022,062.00	\$2,899,653.00
Fuel/Crisis/Cooling		
Application	157	114
Denied	56	36
Approved	101	78
Pending	0	0
Energy Share	0	0

Prior Year	Prior Year	3 Yr. Average
Nov-21	Nov-20	22, 21, 20
343	298	357
99	77	93
600	700	643
1,042	1,075	1,093
4,244	4,113	4,441
215	229	237
14,537	12,568	14,635
18,996	16,910	19,313
\$50.00	\$422.00	\$157.33
\$1,102.30	\$1,467.00	\$1,254.08
\$0.00	\$0.00	\$0.00
\$1,152.30	\$1,889.00	\$1,411.41
4,052	3,777	3,970
9,866	9,246	9,765
\$2,386,243.00	\$1,701,027.00	\$2,369,777.33
511	66	245
196	13	88
311	36	149
4	17	7
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 December 2022

Attachment B

I. New Applications	Current Month	Prior Month
	Dec-22	Nov-22
SNAP	418	431
PA	81	102
Medicaid	634	630
TOTAL	1,133	1,163
II. Undercare		
SNAP	5,028	4,966
TANF	274	266
Medicaid	17,102	16,801
TOTAL	22,404	22,033
III. Repayments		
TANF	\$2,336.47	\$0.00
SNAP	\$4,874.96	\$1,192.93
Day Care	\$0.00	\$0.00
TOTAL	\$7,211.43	\$1,192.93
IV. SNAP Issued		
Household	4,753	4,080
People	11,470	10,183
Amount	\$3,127,781.00	\$3,022,062.00
Fuel/Crisis/Cooling		
Application	161	157
Denied	57	56
Approved	104	101
Pending	0	0
Energy Share	0	0

Prior Year	Prior Year	3 Yr. Average
Dec-21	Dec-20	22, 21, 20
325	346	363
82	87	83
665	846	715
1,072	1,279	1,161
4,349	4,083	4,487
219	224	239
14,808	12,885	14,932
19,376	17,192	19,658
\$0.00	\$0.00	\$778.82
\$858.88	\$671.00	\$2,134.95
\$0.00	\$0.00	\$0.00
\$858.88	\$671.00	\$2,913.77
4,098	3,785	4,212
9,979	9,301	10,250
\$2,393,174.00	\$1,688,240.00	\$2,403,065.00
15	17	64
10	14	27
5	2	37
0	1	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