

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, February 27, 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; Cole Walker, YES Student; and Jennifer S. Frias, Administrative Coordinator I.

The following business was discussed and acted upon on February 27, 2023:

Approval of Minutes:

On a motion by Mr. Snellings, seconded by Mr. English, the minutes from the January 23, 2023 Board meeting were approved as submitted.

- **Board Membership:**

Mr. Muse reached out to Tinesha Allen, Member on the Stafford County Board of Supervisors, regarding the citizen that resides in her district (Griffis-Widewater) who has submitted a Board Bank application. He has been unable to reach her but will continue to reach out and keep the Board updated.

Foster Care Statistics:

Mr. Muse reviewed with the Board statistical data relative to the foster care program. The following information was reported for January 2023:

	January
Number of Children in Care	41
Number of Approved Resource Homes	42
Number of Resource Homes in use	20

Mr. Muse also reported the total number of children receiving adoption subsidy and/or supportive services from Stafford DSS adoption staff for January 2023:

January
102

Closed Session:

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

Item #1 – 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.

Compensatory Time Policy:

The County has reinstituted the option of compensatory time in lieu of paid overtime as of February 13, 2023. Mr. Muse presented a draft compensatory policy for DSS non-exempt employees (See Attachment A) that deviates from the county policy in two areas. The proposed changes from the county policy are the effective date (February 27, 2023) and compensatory time must be utilized first prior to the use of annual leave or *sick* leave. Both the County and DSS policies set the maximum number of hours that can be accrued at 80. On a motion by Mr. English, seconded by Mr. Snellings, the Board approved the policy (See Attachment B) effective February 27, 2023.

Benefit Programs Statistics:

The statistical report for benefit programs was handed out to the Board members for the month of January 2023. (See Attachment C). Mr. Muse discussed the significant increase to the total caseload over the last two years.

- **SNAP Emergency Allotments/Medicaid Unwinding:**

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.

FY 2024 Budgets: County & State:

Mr. Muse advised the Board that the FY 2024 State budget (House & Senate) will need a special session as there is no budget agreement yet. There is a proposal based on the Office of Inspector General (OIG) report for funding for up to 300 new CPS workers statewide in the next two years, with 60 new workers and 12 new supervisors being proposed in FY 2024. There is a proposal for a 7% pay increase for state supported local employees.

The County Administrator, Randy Vosburg, will present the proposed budget to the Board of Supervisors on March 7, 2023. Eight new positions have been requested by DSS and will be proposed in the budget. Three of these positions will be funded by vacancy savings.

Human Resources completed a salary study as the pay for all positions (excluding Director and Assistant Director) in DSS has fallen below comparison localities. Eight jurisdictions have been reviewed to include Alexandria, Arlington, Hanover, Henrico, Loudoun, Prince William, Fredericksburg, and Spotsylvania. Funding will be included in the proposed budget to increase salaries closer to market pay.

Recruitment Update:

State DSS has transitioned to a new hiring and human resources management system. Staff is currently training to learn the new system and processes.

Applications are being accepted for the vacant Family Services Specialist II position in Foster Care.

First interviews are scheduled on March 2nd for the vacant Family Services Specialist III position in CPS.

Interviews were held on February 22nd for the vacant Accountant position in the Financial Services Unit.

One candidate began employment on February 13th in the Benefit Programs Specialist II position. Background checks are being finalized on the second candidate.

There were two finalist candidates for the vacant Office Associate II position. One candidate never responded; the other candidate declined the offer. This position is being re-advertised.

Due to a resignation, there will be a vacancy for Self-Sufficiency Supervisor effective March 10th.

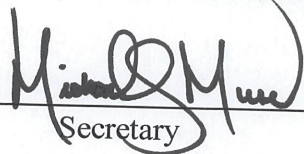
Due to a retirement, there will be a vacancy for Benefit Programs Specialist III effective March 31st.

Next Meeting

The next Board meeting is scheduled for Monday, Marcy 27, 2023 at 10:00 a.m. in the Activities Conference Room.

As there is no further business, the Board adjourned.

Attest:


Secretary


Chairman



Stafford County
Department of Social Services
P.O. BOX 7
STAFFORD, VIRGINIA 22555-007

Telephone:
(540) 658-8720
Fax:
(540) 658-8798

Attachment A

Non-Exempt Employees: Compensatory Time

- Beginning February 27, 2023, non-exempt (hourly) employees will be able to earn compensatory time for any hours worked over 40 in a work week.
 - Compensatory time is earned at a rate of 1.5 hours per hour worked and would be in lieu of paying overtime.
- It is the Department Director's responsibility to understand the Department's budget and to set expectations regarding the availability of overtime or compensatory time for staff. The Director is also responsible for communicating these expectations with managers to ensure clarity.
 - Each Department is unique and may elect to offer both overtime and compensatory time, only overtime, or only compensatory time. This action may vary by Department and by job type.
 - An employee may not combine earning compensatory time and overtime within the same pay period: all hours over 40 must be treated the same.
 - Employees should have prior approval before working any hours beyond 40 in the work week.
- A few key characteristics related to compensatory time:
 - A maximum of 80 hours can be accrued. If an employee reaches a balance of 80 hours, future hours worked over 40 in a workweek must be paid overtime until the employee's balance drops below 80.
 - Compensatory time will not roll over to the next calendar year. Any compensatory balance in the pay period, including December 31, will be paid out.
 - Compensatory time nor overtime should be earned in a week where leave has been utilized. Leave approvals should be reduced to offset additional hours worked within the work week.
 - Compensatory time should be utilized first prior to the use of annual leave or sick leave to appropriately manage those balances and reduce the impacts of end-of-year payouts.



Stafford County
Department of Social Services
 P.O. BOX 7
 STAFFORD, VIRGINIA 22555-007

Telephone:
 (540) 658-8720
 Fax:
 (540) 658-8798

Non-Exempt Employees: Compensatory Time

- Beginning February 27, 2023, non-exempt (hourly) employees will be able to earn compensatory time for any hours worked over 40 in a work week.
 - Compensatory time is earned at a rate of 1.5 hours per hour worked and would be in lieu of paying overtime.
- It is the Department Director's responsibility to understand the Department's budget and to set expectations regarding the availability of overtime or compensatory time for staff. The Director is also responsible for communicating these expectations with managers to ensure clarity.
 - Each Department is unique and may elect to offer both overtime and compensatory time, only overtime, or only compensatory time. This action may vary by Department and by job type.
 - An employee may not combine earning compensatory time and overtime within the same pay period: all hours over 40 must be treated the same.
 - Employees should have prior approval before working any hours beyond 40 in the work week.
- A few key characteristics related to compensatory time:
 - A maximum of 80 hours can be accrued. If an employee reaches a balance of 80 hours, future hours worked over 40 in a workweek must be paid overtime until the employee's balance drops below 80.
 - Compensatory time will not roll over to the next calendar year. Any compensatory balance in the pay period, including December 31, will be paid out.
 - Compensatory time nor overtime should be earned in a week where leave has been utilized. Leave approvals should be reduced to offset additional hours worked within the work week.
 - Compensatory time should be utilized first prior to the use of annual leave or sick leave to appropriately manage those balances and reduce the impacts of end-of-year payouts.

Board Report for January 2023

Attachment C

I. New Applications	Current Month	Prior Month
	Jan-23	Dec-22
SNAP	494	418
PA	89	81
Medicaid	475	634
TOTAL	1,058	1,133

II. Undercare		
SNAP	5,132	5,028
TANF	275	274
Medicaid	17,385	17,102
TOTAL	22,792	22,404

III. Repayments		
TANF	\$0.00	\$2,336.47
SNAP	\$964.10	\$4,874.96
Day Care	\$0.00	\$0.00
TOTAL	\$964.10	\$7,211.43

IV. SNAP Issued		
Household	4,810	4,753
People	11,615	11,470
Amount	\$3,018,486.00	\$3,127,781.00

Fuel/Crisis/Cooling		
Application	94	161
Denied	68	57
Approved	12	104
Pending	14	0
Energy Share	0	0

Prior Year	Prior Year	3 Yr. Average
Jan-22	Jan-21	23,22,21
409	350	418
84	63	79
521	332	443
1,014	745	940
4,352	4,072	4,519
215	213	234
14,983	13,046	15,138
19,550	17,331	19,891
\$0.00	\$20.00	\$7.00
\$895.56	\$2,220.00	\$1,359.89
\$0.00	\$0.00	\$0.00
\$895.56	\$2,240.00	\$1,366.55
3,514	3,765	4,030
9,964	9,266	10,282
\$2,377,675.00	\$1,912,292.00	\$2,436,151.00
61	36	64
11	10	30
50	19	27
0	7	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