

County of Stafford  
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, January 22, 2024, 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, Vice Chairman; 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; and Jennifer S. Frias, Administrative Analyst.

The following business was discussed and acted upon on January 22, 2024:

**Approval of Minutes:**

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

At the recent Stafford County Board of Supervisors Meeting, Chairman Donahoe was appointed to another four-year term on the Stafford County Board of Social Services.

Mr. Muse advised the Board, leadership held two meetings with the entire Adult Services/Adult Protective Services Team to address any concerns. With the recent hire of Karen McLaughlin, Family Services Supervisor, the team has opted to forego the third meeting with leadership and feel comfortable with Ms. McLaughlin leading the group forward.

Mr. English suggested establishing an annual award to recognize an outstanding DSS employee in memory of Karen Clark at the last meeting. DSS would like to move forward, but at the suggestion of Mr. English, will send Karen's family a letter requesting their support.

**Foster Care Statistics:**

Mr. Muse reviewed with the Board statistical data relative to the foster care program. The following information was reported for the months of October 2023, November 2023, and December 2023:

|                                   | October | November | December |
|-----------------------------------|---------|----------|----------|
| Number of Children in Care        | 55      | 57       | 57       |
| Number of Approved Resource Homes | 47      | 47       | 46       |
| Number of Resource Homes in use   | 29      | 30       | 30       |

Mr. Muse reported the total number of children receiving adoption subsidy and/or supportive services from Stafford DSS for the months of September 2023, October 2023, November 2023, and December 2023:

September  
93

October  
89

November  
89

December  
89

### **Benefit Programs Statistics:**

The statistical reports for benefit programs were mailed to the Board members for the months of October 2023, November 2023, and December 2023. (See Attachments A, B, & C)

- **Medicaid Unwinding:**

Due to Medicaid Unwinding, processing Medicaid renewals is time consuming. The agency is attempting to keep pace with the required number of renewals to be completed. The target deadline for completion is April 30, 2024. Marcy Bruce shared data from the DMAS (Public Facing Website) showing Stafford DSS has made progress and is on pace with other local agencies having completed approximately 70% of the renewals.

- **Replacement of VaCMS:**

Mr. Muse advised the Board that Governor Youngkin did not include funding for the replacement of VaCMS (Benefits - Case Management System) in his proposed budget. Included funding was for non-designated IT development and VLSSE will advocate for those funds to be used for VACMS replacement.

- **Energy Assistance/Percentage of Income Payment Program (PIPP):**

The application period for the Low-Income Home Energy Assistance Program (LIHEAP) ended mid November 2023. The deadline for processing fuel applications was December 15, 2023. The average benefit received per family was \$506.

The Percentage of Income Payment Program (PIPP) helps eligible, low-income Dominion Energy/Appalachian Power households maintain their electric service by making utility bills more affordable on a year-round basis. Customers can apply on the commonhelp website or complete a paper application. Stafford DSS has received 71 applications since January 1, 2024.

### **FY 2025 County/State Budget:**

The FY 2025 proposed budget was submitted to the County Budget office by the deadline on October 16<sup>th</sup>. DSS submitted a level operating budget and included a request for four new positions. The County Administrator's proposed budget will be presented to the Board of Supervisors on February 20<sup>th</sup>.

Governor Youngkin's proposed budget for July 1, 2024 through June 30, 2026, includes a 1% bonus each year for state employees and state-supported local employees and a 1% salary increase in the second year for state employees and state-supported local employees. He did not include funding for the replacement of VaCMS (Benefits - Case Management System).

### **Special Welfare Fund Update:**

Mr. Muse advised the Board the balance in the Special Welfare Fund was \$338,330 as of December 2022 and \$355,476 as of June 2023.

### **Lobby Hours:**

A DSS employee suggested in a staff meeting to close the DSS lobby at 4:00PM so that staff have time to wrap up their workday. The County Administrator's office is supportive of this change. The Board of Social Services members were in agreement.

Effective March 1, 2024, the DSS lobby hours will be 8:00AM – 4:00PM Monday through Friday. All staff will be available until 4:30PM by telephone and email.

### **Recruitment Update:**

Due to a resignation and a promotion, there are two vacant Family Services Specialist II (Adult Services/Adult Protective Services) positions. Applications are currently being accepted.

Due to a resignation, there is a vacant Benefit Programs Specialist II position. Applications are currently being accepted.

The Self-Sufficiency Specialist II position was filled effective January 22nd.

Interviews were conducted on January 16<sup>th</sup> for the vacant Family Services Specialist II (Foster Care) position. Reference checks are in process.

Interviews were conducted on January 17<sup>th</sup> for the vacant Family Services Specialist III (Foster Care) position. Reference checks are in process.

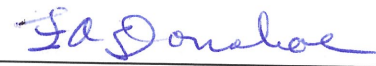
Due to a promotion, there is a vacant Family Services Specialist II (In-Home) position. Reference checks are in process.

### **Next Meeting**

The next Board meeting is scheduled for Monday, March 25, 2024 at 10:00 a.m. in the DSS/Procurement Conference Room. Mr. Muse recommended foregoing the February meeting. All Board members were in agreement.

As there is no further business, the Board adjourned.

Attest:   
Secretary

  
Chairman

# Board Report for October 2023

Attachment A

| I. New Applications | Current Month  | Prior Month    |
|---------------------|----------------|----------------|
|                     | Oct-23         | Sep-23         |
| SNAP                | 469            | 422            |
| PA                  | 121            | 96             |
| Medicaid            | 503            | 431            |
| TOTAL               | 1,093          | 949            |
|                     |                |                |
| II. Undercare       |                |                |
| SNAP                | 5,341          | 5,296          |
| TANF                | 262            | 263            |
| Medicaid            | 17,769         | 18,328         |
| TOTAL               | 23,372         | 23,887         |
|                     |                |                |
| III. Repayments     |                |                |
| TANF                | \$0.00         | \$0.00         |
| SNAP                | \$1,043.20     | \$1,213.19     |
| Day Care            | \$0.00         | \$0.00         |
| TOTAL               | \$1,043.20     | \$1,213.19     |
|                     |                |                |
| IV. SNAP Issued     |                |                |
| Household           | 4,886          | 4,770          |
| People              | 11,783         | 11,585         |
| Amount              | \$2,156,363.00 | \$1,983,357.00 |
|                     |                |                |
| Fuel/Crisis/Cooling |                |                |
| Application         | 72             | 0              |
| Denied              | 15             | 0              |
| Approved            | 55             | 0              |
| Pending             | 2              | 0              |
| Energy Share        | 0              | 0              |

| Prior Year     | Prior Year     | 3 Yr. Average  |
|----------------|----------------|----------------|
| Oct-22         | Oct-21         | 23,22,21       |
| 389            | 373            | 410            |
| 95             | 77             | 98             |
| 341            | 311            | 385            |
| 825            | 761            | 893            |
|                |                |                |
| 4939           | 4,167          | 4,816          |
| 254            | 212            | 243            |
| 16,579         | 14,376         | 16,241         |
| 21,772         | 18,755         | 21,300         |
|                |                |                |
| \$0.00         | \$0.00         | \$0.00         |
| \$4,122.10     | \$888.20       | \$2,017.83     |
| \$0.00         | \$0.00         | \$0.00         |
| \$4,122.10     | \$888.20       | \$2,017.83     |
|                |                |                |
| 4,617          | 3,888          | 4,464          |
| 11,191         | 9,397          | 10,790         |
| \$2,899,653.00 | \$2,287,608.00 | \$2,447,874.67 |
|                |                |                |
| 114            | 126            | 104            |
| 36             | 23             | 25             |
| 78             | 97             | 77             |
| 0              | 6              | 3              |
| 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 November 2023

Attachment B

| I. New Applications | Current Month  | Prior Month    | Prior Year     | Prior Year     | 3 Yr. Average  |
|---------------------|----------------|----------------|----------------|----------------|----------------|
|                     | Nov-23         | Oct-23         | Nov-22         | Nov-21         | 23,22,21       |
| SNAP                | 373            | 469            | 438            | 344            | 385            |
| PA                  | 85             | 121            | 108            | 99             | 97             |
| Medicaid            | 530            | 503            | 633            | 601            | 588            |
| TOTAL               | 988            | 1,093          | 1,179          | 1,044          | 1,070          |
|                     |                |                |                |                |                |
| II. Undercare       |                |                |                |                |                |
| SNAP                | 5,318          | 5,341          | 4,962          | 4,240          | 4,840          |
| TANF                | 248            | 262            | 269            | 216            | 244            |
| Medicaid            | 17,944         | 17,769         | 16,815         | 14,538         | 16,432         |
| TOTAL               | 23,510         | 23,372         | 22,046         | 18,994         | 21,516         |
|                     |                |                |                |                |                |
| III. Repayments     |                |                |                |                |                |
| TANF                | \$0.00         | \$0.00         | \$0.00         | \$50.00        | \$17.00        |
| SNAP                | \$905.46       | \$1,043.20     | \$1,192.93     | \$1,102.30     | \$1,066.90     |
| Day Care            | \$0.00         | \$0.00         | \$0.00         | \$0.00         | \$0.00         |
| TOTAL               | \$905.46       | \$1,043.20     | \$1,192.93     | \$1,152.30     | \$1,083.90     |
|                     |                |                |                |                |                |
| IV. SNAP Issued     |                |                |                |                |                |
| Household           | 4,822          | 4,886          | 4,665          | 4,052          | 4,513          |
| People              | 11,667         | 11,783         | 11,251         | 9,866          | 10,928         |
| Amount              | \$2,089,087.00 | \$2,156,363.00 | \$3,022,062.00 | \$2,386,243.00 | \$2,499,130.67 |
|                     |                |                |                |                |                |
| Fuel/Crisis/Cooling |                |                |                |                |                |
| Application         | 173            | 72             | 157            | 511            | 280            |
| Denied              | 53             | 15             | 56             | 196            | 102            |
| Approved            | 120            | 55             | 101            | 311            | 177            |
| Pending             | 0              | 2              | 0              | 4              | 1              |
| 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

# Board Report for December 2023

Attachment C

| I. New Applications | Current Month  | Prior Month    |
|---------------------|----------------|----------------|
|                     | Dec-23         | Nov-23         |
| SNAP                | 402            | 373            |
| PA                  | 77             | 85             |
| Medicaid            | 540            | 530            |
| TOTAL               | 1,019          | 988            |
|                     |                |                |
| II. Undercare       |                |                |
| SNAP                | 5,319          | 5,318          |
| TANF                | 247            | 248            |
| Medicaid            | 17,553         | 17,944         |
| TOTAL               | 23,119         | 23,510         |
|                     |                |                |
| III. Repayments     |                |                |
| TANF                | \$3,190.00     | \$0.00         |
| SNAP                | \$3,398.88     | \$905.46       |
| Day Care            | \$0.00         | \$0.00         |
| TOTAL               | \$6,588.88     | \$905.46       |
|                     |                |                |
| IV. SNAP Issued     |                |                |
| Household           | 4,130          | 4,822          |
| People              | 11,820         | 11,667         |
| Amount              | \$2,085,744.00 | \$2,089,087.00 |
|                     |                |                |
| Fuel/Crisis/Cooling |                |                |
| Application         | 36             | 173            |
| Denied              | 35             | 53             |
| Approved            | 1              | 120            |
| Pending             | 0              | 0              |
| Energy Share        | 0              | 0              |

| Prior Year     | Prior Year     | 3 Yr. Average  |
|----------------|----------------|----------------|
| Dec-22         | Dec-21         | 23,22,21       |
| 427            | 324            | 384            |
| 81             | 82             | 80             |
| 644            | 659            | 614            |
| 1,152          | 1,065          | 1,078          |
|                |                |                |
| 5214           | 4,346          | 4,960          |
| 287            | 220            | 251            |
| 18,150         | 14,816         | 16,840         |
| 23,651         | 19,382         | 22,051         |
|                |                |                |
| \$2,336.47     | \$0.00         | \$1,842.16     |
| \$4,874.96     | \$858.88       | \$3,044.24     |
| \$0.00         | \$0.00         | \$0.00         |
| \$7,211.43     | \$858.88       | \$4,886.40     |
|                |                |                |
| 4,753          | 4,098          | 4,327          |
| 11,470         | 9,979          | 11,090         |
| \$3,127,781.00 | \$2,393,174.00 | \$2,535,566.33 |
|                |                |                |
| 161            | 15             | 71             |
| 57             | 10             | 34             |
| 104            | 5              | 37             |
| 0              | 0              | 0              |
| 0              | 0              | 0              |

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Submitted by:

Angela Robinson, Benefit Programs Supervisor