

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its monthly meeting on Monday, June 9, 2025, 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; and Darrell E. English, member Board of Supervisors.

Member Absent: Gary F. Snellings, Vice Chairman.

Staff Present: Michael J. Muse, Director; Marcy T. Bruce, Assistant Director; Ronald S. Lynch, Assistant Director; Jodi P. Long, Administrative Office Manager; Valerie M. Hart, Family Services Specialist II; and Jennifer S. Frias, Administrative Analyst.

The following business was discussed and acted upon on June 9, 2025:

Approval of Minutes:

On a motion by Mr. English, the minutes from the March 24, 2025, 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 the months of March 2025 and April 2025:

	March	April
Number of Children in Care	69	69
Number of Approved Resource Homes	54	52
Number of Resource Homes in use	30	28

Mr. Muse reported the total number of children receiving adoption subsidy and/or supportive services from Stafford DSS for the months of March and April 2025:

March	April
83	82

- **Local Child Care Payments:**

Mr. Muse advised the Board that when the Virginia Department of Education (DOE) took on the responsibility for issuing licenses to daycare facilities, DSS was not notified or made aware when a facility was issued a conditional/provisional license. If a daycare facility is not fully licensed, DSS cannot pay them using IV-E or CSA funds. This caused a few case errors that required an approximate \$22,000 local only funds payment. A new process has been created (by DOE) and implemented by Stafford DSS to avoid this from happening going forward.

Benefit Programs Statistics:

The statistical report for benefit programs was mailed out to the Board members for the month of March 2025. The statistical report for April 2025 was handed out to the Board. (See Attachments A & B)

Closed Session:

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

Item #1 – Valerie M. Hart, 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 – Valerie M. Hart, Family Services Specialist II, presented to the Board for approval, the adoption of two children in Foster Care, pursuant to Virginia Code Section 2.2-3711 (A)(4)

Item #3 – Foster Care Case Review, 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. English, the Board exited closed session.

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

Item #2 – On a motion by Mr. English, the Board approved the adoptions.

FY 2026 County/State/Federal Budgets:

The Board of Supervisors adopted the FY 2026 budget on April 15, 2025. Two new positions (Family Services Specialist II and Benefit Programs Specialist II) were approved for DSS. County employees will receive a 2.75% pay increase effective January 1, 2026.

Governor Youngkin signed the budget in May 2025 and includes a 3% pay increase and a one-time 1.5% bonus for all state employees and state supported local employees. Stafford DSS has also received funding for an additional CPS Supervisor. The supervisor position and one-time bonus would need to be approved by the Stafford County Board of Supervisors.

Recruitment Update:

Due to resignations, there are two vacant Family Services Specialist II (Adult Services/Adult Protective Services) positions. Applications are being accepted.

Due to a resignation, there is a vacant Family Services Specialist II (In-Home) position. Reference checks are being completed.

Due to resignations, there are two vacant Benefit Programs Specialist II positions. Interviews are being conducted.

Due to a resignation, there is one vacant Benefit Programs Specialist II (Long-Term Care) position. Reference checks are being completed.

Due to a resignation, there is one vacant Office Associate II position. Applications are being accepted.

Recruitment has begun for the two new positions approved for FY 2026.

Next Meeting

The next Board meeting is scheduled for Monday, July 28, 2025 at 10:00 a.m. in the DSS/Procurement Conference Room.

The annual DSS Golf Tournament will be held Wednesday, June 11, 2025 at Augustine Golf Club.

As there is no further business, the Board adjourned.

Attest: 
Secretary


Chairman

Board Report for March 2025

Attachment A

I. New Applications	Current Month	Prior Month
	Mar-25	Feb-25
SNAP	403	399
PA	95	106
Medicaid	488	425
TOTAL	986	930

II. Undercare		
SNAP	5,346	5325
TANF	268	261
Medicaid	17,118	16,872
TOTAL	22,732	22,458

III. Repayments		
TANF	\$0.00	\$147.34
SNAP	\$1,623.09	\$8,750.00
Day Care	\$0.00	\$0.00
TOTAL	\$1,623.09	\$8,897.34

IV. SNAP Issued		
Household	4,965	4,940
People	12,280	12,157
Amount	2,138,818.52	2,085,661.00

Fuel/Crisis/Cooling		
Denied	40	38
Approved	6	15
LIHEAP Pending	24	41
LIHEAP Total	70	94
PIPP Approved	23	16
PIPP Denied	17	17
PIPP Pending	101	95
PIPP Total	141	128

Prior Year	Prior Year	3 Yr. Average
Mar-24	Mar-23	24,23,22
384	462	416
80	99	91
436	377	434
900	938	941

5,318	5,255	5,306
240	264	257
17,941	17,728	17,596
23,499	23,247	23,159

\$0.00	\$0.00	\$0.00
\$1,091.19	\$3,530.91	\$2,082.00
\$0.00	\$0.00	\$0.00
\$1,091.19	\$3,530.91	\$2,082.00

4,891	4,871	4,909
11,926	11,680	11,962
\$2,084,663.00	\$2,091,432.00	\$2,104,971.17

81	113	78
20	22	16
0	0	8
101	135	102
0	0	8
0	0	6
0	0	33
0	0	47

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

Submitted by:

Cynthia Mabery, Benefit Programs Supervisor

4/9/2025

Board Report for April 2025

Attachment B

I. New Applications	Current Month	Prior Month
	Apr-25	Mar-25
SNAP	391	403
PA	84	95
Medicaid	439	488
TOTAL	914	986

II. Undercare		
SNAP	5,325	5,346
TANF	272	268
Medicaid	17,089	17,118
TOTAL	22,686	22,732

III. Repayments		
TANF	\$3,595.94	\$0.00
SNAP	\$5,419.62	\$1,623.09
Day Care	\$0.00	\$0.00
TOTAL	\$9,015.56	\$1,623.09

IV. SNAP Issued		
Household	4,940	4,965
People	12,269	12,280
Amount	2,097,370.00	2,138,818.52

Fuel/Crisis/Cooling		
Denied	18	40
Approved	2	6
LIHEAP Pending	0	24
LIHEAP Total	20	70
PIPP Approved	32	23
PIPP Denied	39	17
PIPP Pending	92	101
PIPP Total	163	141

Prior Year	Prior Year	3 Yr. Average
Apr-24	Apr-23	24,23,22
444	426	420
90	87	87
495	320	418
1029	833	925

5,296	5,305	5,308
244	258	258
17,845	17,857	17,597
23,385	23,420	23,163

\$3,581.98	\$0.00	\$2,392.64
\$3,930.05	\$886.83	\$3,412.16
\$0.00	\$0.00	\$0.00
\$7,512.03	\$886.83	\$5,804.80

4,900	4,833	4,891
11,931	11,624	11,941
2,067,005.00	1,957,687.00	\$2,040,687.00

0	0	6
0	0	0.6
0	0	0
0	0	7
53	0	28
30	0	23
0	0	31
83	0	82

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

Submitted by:

Cynthia Mabery, Benefit Programs Supervisor

5/12/2025