

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
January 22, 2008
3:00 PM**

Board: Frederick McDonald, Chairperson; Catherine Robinson, Vice-Chairperson;
Susan Kaufmann, Member

Staff: Cynthia Maritato, Director; Cynthia Travis, Director; Verdetta Love, Social
Services Section Manager; Barbara Ludwig, Financial Programs Section
Manager; Michele Pringle, Administrative Services Manager; Susan
Reynolds Bunton, F2F Coordinator/Contract Administrator; Lisa Temple,
Executive Secretary

1. CALL TO ORDER

Frederick McDonald called the meeting to order at 3:12 PM.

2. INTRODUCTION OF MS. TRAVIS

Introduced and welcomed Cynthia Travis, who is the incoming director for
Washtenaw County effective 1/28/08.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF NOVEMBER 27, 2007 MEETING MINUTES

The Board reviewed the minutes of November 27, 2007. **A MOTION was made
by Catherine Robinson to approve the November 27, 2007 minutes.
MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

5. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects December 2007 monthly
expenditures were \$7,207.30 leaving a balance of \$15,172.16. The Board
Account monthly expenditures for December 2007 were \$6,916.86 leaving a
balance of \$107.95. There were no December 2007 monthly expenditures
for the Board Reserve Account, leaving a balance of \$4,491.29.

B. Child Care Budget Summary

Expenditures for the Child Care Fund for December 2007 were as follows:
DHS Foster Care \$48,887.54; Purchased Foster Care \$32,754.39;
Residential \$61,594.74; In-home Care \$1,677.50; Independent Living
\$18,162.08; Non-Reimbursable \$0.00. Total monthly expenditures were
\$160,076.25. The Child Care Fund has expended 99.8% of its allocation.
Note: December 2007 figures are for the period 12/1/07 to 12/19/07 due to
the County's fiscal year-end cut off.

C. Note on Account Reconciliation

Our accounting system indicates we are owed \$2,646.58 from State/Administrative expenses. This figure has been outstanding for at least 10 years. After a diligent search, staff could not locate any billings to Lansing that had not been reimbursed. Lansing's accounting area has instructed our staff to write this amount off.

6. CONTRACTS

A. Juvenile Justice Accountability Block Grant - JAIBG-08-81001 (signature required)

This is a Lansing Bureau of Juvenile Justice Accountability Block Grant contract between the State of Michigan and Washtenaw County Family Court, Juvenile Division. This is an annual award from the U.S. Justice Department, designed to promote greater accountability among juveniles who are involved in juvenile justice systems. The contract total amount is \$18,626.00, consisting of \$16,763.00 federal funds and a local match of \$1,863.00. The contract begin date is April 1, 2008 and ends March 31, 2009.

A MOTION was made by Susan Kaufmann to approve the contract with Washtenaw County Family Court, Juvenile Division in the amount of \$18,626.00. MOTION SUPPORTED by Catherine Robinson. Motion carried.

B. EITC Outreach and Tax Preparation – CSBG-T-08-Series (signature required)

This is a Lansing contract between the State of Michigan and Washtenaw County's ETCS group to provide free income tax preparation services to individuals and households who are receiving ETCS services. The services are to be provided from January 1, 2008 through June 30, 2008. The total cost of the contract is \$13,000.00. DHS has a Family Independence Manager on this committee.

A MOTION was made by Susan Kaufmann to approve the contract with Washtenaw County ETCS Group in the amount of \$13,000.00 for a period of 6 months (01/01/08 through 06/30/08). MOTION SUPPORTED by Catherine Robinson. Motion carried.

C. Emergency Services – ES 08-81001 (signature required)

The Social Services Board has previously approved this contract. The contract was amended to include the following language regarding matching funds:

“The Contractor shall provide matching funds. The required match is 100% of the total contract amount. The Contractor must maintain records, which clearly show the source, the amount and the timing of all matching contributions.”

Matching funds come from several sources, such as, Ann Arbor Community Foundation, City of Ann Arbor, and Washtenaw County. Every year Washtenaw County puts up a challenge grant to be matched by the community - \$50,000 to start; contract requires another \$25,000 for a total match of \$75,000.

A MOTION was made by Catherine Robinson to approve the Emergency Services contract amendment regarding matching funds. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

D. Youth In Transition Coordination Services Contract (signature required)

This service contract is with Derrick Padgett, who has been contracted to provide services at Washtenaw County DHS and other locations as agreed to meet the needs of the youth. Services to be delivered include:

1. Service Coordination
2. MYOI Group
3. Employment Support
4. Independent Living Skills Training
5. Closed Case Support

Upon completion of the above services and submission of invoices, the Washtenaw County Department of Human Services Board will pay the Contractor an amount not to exceed \$24.00 per unit, 1040 units, for a total contract amount of \$24,960.00. This contract begins January 1, 2008 through December 31, 2008.

A MOTION was made by Catherine Robinson to approve the Youth In Transition Coordination Services contract with Derrick Padgett in the amount of \$24,960.00 for the period of 1/1/08 through 12/31/08. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

E. Weatherization – MPSC 08-81029 (notification only)

The Social Services Board has previously approved this contract. This is an amendment for a reduction in a contract between a Local Weatherization Operator and the Washtenaw County Department of Human Services. The contract amount was \$299,388.00. The amount of the reduction is \$75,251.00, reducing the contract dollar amount to \$224,138.00.

The Board would like additional information as to why the contract is being reduced. Also, in question is the end date of the contract on the CM-2, which is 8/31/08.

F. Domestic Violence/Sexual Assault – RPS 08-81001 (notification only)

This is to notify the Social Services Board of a one-time increase to rape prevention services to offset a decrease in federal funding: 24-hour hotline, individual/group counseling, emergency response, public awareness, systems change, and advocacy. The contract amount has been increased by \$12,677.00 from \$35,000.00 to a new cumulative total of \$47,677.00 for the effective dates of 10/1/07 to 9/30/08.

G. HelpSource – Teen Parenting Services – CTFDS-07-81003 (signature required)

This contract was with HelpSource, which closed in June 2007. The contract decreased year one by \$7,687.36 from \$34,999.87 to \$27,312.51; year two from \$26,249.90 to \$0.00; year three from \$17,499.90 to \$0.00.

A MOTION was made by Catherine Robinson to approve the decrease in the HelpSource contract. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

7. UPDATES/COMMUNICATIONS

A. Management Update

Services – Pending retirement 4/1/08 which will create a CPS vacancy; existing CPS worker is moving to licensing/recruitment thus creating a CPS vacancy; prevention worker is 3rd vacancy; adoption worker is moving from Region 4 to Washtenaw County staff.

Licensing review is scheduled for 1/30/08.

Financial Programs – Two medicals; ES worker retiring 2/1/08; hired two staff - FIS from Genesee and former AP worker from Department of Agriculture; one FIM vacancy.

FAME audit next week.

Administrative Support – Two vacancies. Will be interviewing candidate on transfer list.

B. Director's Info.

Our proposed 2008 staffing allocation is 138. It has been forwarded to Region 4 and then to Lansing for approval.

C. Board Member Items

Catherine Robinson will be unable to fulfill the role as steward of the Community Collaborative. She has resigned from this position. Our agency is represented by the Director. Meetings are the 2nd Thursday afternoon of the month.

Mr. McDonald administered the Oath of Office to Catherine Robinson on her appointment by the Washtenaw County Board of Commissioners to the Department of Human Services Board. Her term ends December 31, 2010.

D. Miscellaneous/Announcements

MCSSA Minutes – included in meeting packet for Board to review

8. **NEXT MEETING**
February 26, 2008 at 3:00 PM
9. **ADJOURNMENT**
The meeting adjourned at 4:03 PM.

Cynthia Travis, Director
Secretary to the Board