

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
February 26, 2008
3:00 PM**

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

Staff: Cynthia Travis, Director; Susan Reynolds Bunton, Social Services Section
Manager; Barbara Ludwig, Financial Programs Section Manager; Lisa
Temple, Executive Secretary

1. CALL TO ORDER

Frederick McDonald called the meeting to order at 3:02 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF JANUARY 22, 2008 MEETING MINUTES

The Board reviewed the minutes of January 22, 2008. **A MOTION was made by Susan Kaufmann to approve the January 22, 2008 minutes. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects January 2008 monthly expenditures were \$218.12 leaving a balance of \$37,929.88. The Board Account monthly expenditures for January 2008 were \$108.91 leaving a balance of \$15,852.09. There were no January 2008 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 January 2008 were as follows: DHS Foster Care \$28,714.69; Purchased Foster Care \$62,867.74; Residential \$57,640.30; In-home Care \$21,204.38; Independent Living \$12,862.51; Non-Reimbursable \$0.00. Total monthly expenditures were \$183,289.62. The Child Care Fund has expended 13.0% of its allocation. Note: January 2008 figures are for the period 12/20/07 to 1/31/08 due to the County's fiscal year-end cut off.

A letter from the Bureau of Juvenile Justice stating that the 2007-08 annual plan and budget for Child Care Fund expenditures has been approved for state reimbursement in the amount of \$4,824,106.82 was shared and discussed.

5. **CONTRACTS**

A. **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. Item tabled until March meeting.

B. **Hands Across the Water 07-81003 (notification only)**

This is to notify the Social Services Board of a unit rate increase of 4% for all reimbursement categories per legislative mandate retroactive to 10/1/07-9/30/08.

6. **UPDATES/COMMUNICATIONS**

A. **Management Update**

Financial Programs – Working on filling 3 AP vacancies through the Central Hiring Pool in Lansing. The FIM vacancy was posted. We have received applications which will be screened within the next week, and candidates will be selected to interview. Three medicals. Three probationary staff.

Effective March 1, 2008, the freeze on the Adult Medical Program (AMP) enrollments will be implemented.

Overtime has been requested for AP staff.

Services – Pending retirement which will create a CPS vacancy; CPS worker transferred to our county 2/25/08; prevention worker vacancy.

Administrative Support – An administrative support staff person transferred to our county 2/25/08.

B. **Director's Info.**

We are working on hiring a departmental analyst. This position has been supported in discussions with the Region office and with the chief deputy director.

Susan Reynolds Bunton is working out of class as the Services Program Manager. Approval for this had to be routed through the State Budget Office. We are seeking approval for Bill Price to work out of class to fill behind Susan, and then we will have to get approval to fill behind Bill.

Cynthia and Susan Reynolds Bunton attended a Community Services Meeting which discussed the success of Washtenaw County and where we will need to go in terms of becoming a vibrant community through these three components: 1) economic development, 2) talent development, 3) quality of place.

We had a welcome reception for Cynthia on 2/13/08.

Met with the superintendent and director of student services of Willow Run Schools. School administrators are concerned about children not having coats. DHS staff will be doing presentations on the overview of children's services (i.e. F2F, mandated reporter, cash assistance). Presentations are scheduled for 3/11/08 (AM and PM session). In attendance will be social workers, 5 elementary schools and a middle school (approximately 200 staff members).

C. Board Member Items

The Board asked if there is an upcoming MCSSA meeting. We have not received any information regarding a meeting.

D. Miscellaneous/Announcements

The Board would like to meet with Cynthia in March. Lisa will coordinate a breakfast meeting.

**7. NEXT MEETING
March 25, 2008 at 3:00 PM**

**8. ADJOURNMENT
The meeting adjourned at 3:28 PM.**

Cynthia Travis, Director
Secretary to the Board