

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
March 23, 2010**

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

Staff: Adelia Clark, Acting Director, Verdetta Love, Acting Social Services Section
Manager; Annette Wilde, Financial Services Program Manager; Michele
Lewandowski, Administrative Manager; Deborah Swasey, Departmental
Analyst; Lisa Temple, Executive Secretary

Guests: Kim Shaw, Eligibility Specialist; Asia Williams-Jones, Eligibility Specialist

1. CALL TO ORDER

Frederick McDonald called the meeting to order at 3:07 PM. Verdetta Love was introduced again to the Board. She will be the Acting Social Services Section Manager while Adelia Clark is Acting Director.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF JANUARY 26, 2010 AND FEBRUARY 17, 2010 MEETING MINUTES

The Board reviewed the minutes of January 26, 2010 and February 17, 2010. **A MOTION was made by Catherine Robinson to approve the January 26, 2010 and February 17, 2010 minutes. MOTION SUPPORTED by Frederick McDonald. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects February 2010 monthly expenditures were \$0.00 leaving a balance of \$31,754.58. The Board Account monthly expenditures for February 2010 were \$154.39 leaving a balance of \$15,134.52. There were no February 2010 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 February 2010 were as follows: DHS Foster Care \$14,732.83; Purchased Foster Care \$23,462.69; Residential \$44,540.68; In-home Care \$29,440.26; Independent Living \$12,630.46; Non-Reimbursable \$0.00. Total monthly expenditures were \$124,806.92. The Child Care Fund has expended 25.8% of its allocation.

5. **CONTRACTS**

A. MARA 10-81003

This contract is for a Medical Assistance Revenue Agreement between Michigan Department of Human Services and SAVASENIORCARE CONSULTING, LLC to fund an Eligibility Specialist position. The Eligibility Specialist will be placed at the Superior Woods Facility located at 8380 Geddes Road in Ypsilanti, Michigan and would be responsible for processing Long Term Care (LTC) applications at Superior Woods. SAVASENIORCARE CONSULTING, LLC has nine facilities in the area. The Eligibility Specialist would work with all nine facilities; however, he/she would be located at Superior Woods.

The period of the contract is from May 1, 2010 to September 30, 2010. The amount of the contract is \$19,587.05 (1/2 of salary). The contract was designed for both agencies to share the salary of the worker.

A MOTION was made by Susan Kaufmann to approve a contract in the amount of \$19,587.05 with SAVASENIORCARE CONSULTING, LLC to fund an Eligibility Specialist position for the period of 5/1/2010-9/30/2010. MOTION SUPPORTED by Catherine Robinson. Motion carried.

B. CCF EAS 10-81001

The contract is between Washtenaw County DHS Board and the Student Advocacy Center to provide Educational Advocacy Services to eligible youth. The effective date of the contract is January 1, 2010. The contract was amended effective March 1, 2010. Changes were made to the contract to include the following eligible clients:

1. Children in out of home care under the jurisdiction of the court due to neglect/abuse/delinquency.
2. CPS Category I, II or Category III cases.

The amendment is in effect from March 1, 2010 to December 31, 2012.

A MOTION was made by Catherine Robinson to approve the amendments to the contract between Washtenaw County DHS Board and the Student Advocacy Center. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

C. CCF EPS 10-81001

The contract is between Washtenaw County DHS Board and the Student Advocacy Center to provide Educational Planning Services to eligible youth. The effective date of the contract is January 1, 2010. The contract was amended effective March 1, 2010. Changes were made to the contract to include the following eligible clients:

3. Children in out of home care under the jurisdiction of the court due to neglect/abuse/delinquency.
4. CPS Category I, II or Category III cases.

The amendment is in effect from March 1, 2010 to December 31, 2012.

A MOTION was made by Catherine Robinson to approve the amendments to the contract between Washtenaw County DHS Board and the Student Advocacy Center. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

D. ES11-81001

The contract is between Washtenaw County Department of Human Services and the County of Washtenaw to provide Homeless Prevention and Homeless Transition services to eligible families. Services are provided through Washtenaw County's Barrier Buster Program. Payment of the services is supported by the County of Washtenaw and the Michigan Department of Human Services Emergency Services funds. The services will continue over a three year period beginning 10/1/2010 and ending 9/30/2013.

The total amount of the contract over the three year period is \$225,000.00 divided as follows:

Fiscal Year (1) – 10/1/2010-9/30/2011 = \$75,000.00
Fiscal Year (2) – 10/1/2011-9/30/2012 = \$75,000.00
Fiscal Year (3) – 10/1/2012-9/30/2013 = \$75,000.00

A MOTION was made by Susan Kaufmann to approve a contract in the amount of \$225,000.00 between Washtenaw County Department of Human Services and the County of Washtenaw to provide Homeless Prevention and Homeless Transition services to eligible families for the period of 10/1/2010-9/30/2013. MOTION SUPPORTED by Catherine Robinson. Motion carried.

6. UPDATES/COMMUNICATIONS

A. Management Update

1. Director's Information
 - DHS has experienced many staffing changes. Two service workers were promoted to Permanency Resource Managers (PRMs). Three staff indicated that they are interested in a limited-term position to fill behind these vacancies. Adult Services worker submitted a letter to Administrative Manager stating that she is going to retire the end of this month. We are in the process of training an Independent Living Services (ILS) worker to do protective services work. Currently, we are waiting for approval to fill this position. Adult Services is only staffed at 33% statewide.
 - All DHS staff are getting 2 hours of Banked Leave Time (BLT), which means they work 80 hours and get paid for 78. The 2 hours are put into a banked leave counter to be used at a later time in lieu of sick or annual.
 - The Bureau of Child and Adult Licensing (BCAL) moved into our office March 15th.
2. Services
 - The four Services Specialist Assistants' (SSAs) limited term appointments expire 1/25/11. All four have been offered permanent Eligibility Specialist positions effective 4/4/10 and have accepted. Our office does not have enough cubicles, so we are in the process of converting Conference Rooms A & B into 6 cubicles. The SSAs will temporarily remain in their current cubicles on the 2nd floor and do interviews down stairs until this conversion is complete. In the future, we may establish one SSA position to assist with services.
 - May establish an SSA position for services.
3. Financial Programs
 - 6 ES positions vacant – 4 being filled by SSAs
 - Interviewed 24 people with the intent of establishing a central hiring pool – interviewed a couple transfers
 - 1 LTA opening and 2 others to fill behind
 - 4 MARA positions open
 - FIM transferring to Macomb County effective 4/18/10 – waiting for SBO approval to fill
 - Hiring for joint GSPM (General Services Program Manager) position which will cover both AP and Adult/Services
 - AP staff continue to work overtime and are making progress on overdue registrations. We hit 87% FAP accuracy rate two weeks in a row. Our goal is 90%.
 - Phone calls are decreasing.

4. Administrative Support
 - o Two vacancies – interviewing on 3/24/10 for GOA7 position vacancy

B. Board Member Items

None.

C. Miscellaneous

Take Your Child to Work Day (TYCTWD) presented by Kim Shaw and Asia Williams-Jones:

Thursday, April 22, 2010 is National Take Our Daughters and Sons to Work Program also referred to as Take Your Child to Work Day. This year the theme is “1 Youth, 1 Dream, 2 Morrow’s Leader”. The committee is requesting \$400.00 from the Social Services Board to purchase filled gift bags/back packs for the attendees. The cost of each bag is \$10.00 (40 participants x \$10 = \$400). The proceeds from the merchandise sales will be used to fund the operational cost of the Take Our Daughters and Sons To Work program.

The committee has been holding fundraising events such as a Kringle sale, Chili Fest Day, Soup and Salad Day, casual dress day, etc. to raise money for this occasion.

A MOTION was made by Catherine Robinson to approve \$400.00 for the Take Your Child to Work Day committee to be used for the purchase of gift bags/back packs for those attending this event. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

7. **NEXT MEETING**
April 27, 2010 at 3:00 PM

8. **ADJOURNMENT**
The meeting adjourned at 3:57 PM.

Adelia Clark, Acting Director
Secretary to the Board