

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

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

Staff: Cynthia Travis, Director; Adelia Clark, Foster Care Supervisor
(representing Susan Reynolds Bunton, Social Services Section Manager);
Barbara Ludwig, Financial Programs Section Manager; Michele Pringle,
Administrative Services Manager

Guests: William Price, F2F/Contracts Supervisor; Trisha Lurette, F2F Facilitator

1. **CALL TO ORDER**

Frederick McDonald called the meeting to order at 3:08 PM.

2. **PUBLIC COMMENTS**

None.

3. **APPROVAL OF MARCH 25, 2008 MEETING MINUTES**

The Board reviewed the minutes of March 25, 2008. There were two grammatical corrections to be made on Page 2. Corrections noted for revision. **A MOTION was made by Catherine Robinson to approve the March 25, 2008 minutes as amended. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

4. **FINANCIAL REPORTS**

A. Social Welfare Fund

The Volunteer Services/County Projects March 2008 monthly expenditures were \$3,428.37 leaving a balance of \$33,505.24. The Board Account monthly expenditures for March 2008 were \$161.79 leaving a balance of \$15,578.43. There were no March 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 March 2008 were as follows: DHS Foster Care \$46,082.84; Purchased Foster Care \$32,691.86; Residential \$10,546.47; In-home Care \$21,219.67; Independent Living \$6,613.31; Non-Reimbursable \$0.00. Total monthly expenditures were \$117,154.15. The Child Care Fund has expended 30.6% of its allocation.

5. **CONTRACTS**

A. Residential Care – RFCAN, RFCJJ, SOFC (notification only)

This is to notify the Social Services Board of an extension of existing RFCAN, RFCJJ and SOFC contracts. There is no change in service expectations or rates.

B. Adoption 08 (notification only)

This is to notify the Social Services Board of a legislative requirement (PA 131) to change the rate paid to private adoption agencies for Michigan Adoption Resource Exchange (MARE) rates. The effective dates for referral were also changed (effective from 10/1/07).

6. **UPDATES/COMMUNICATIONS**

A. Management Update

Cynthia Introduced Bill Price who took Susan Reynolds Bunton's place as the F2F/Contracts supervisor and Trisha Lurette who replaced Bill as the F2F Facilitator.

Services – Michael Greening, CPS worker, will be starting 4/21/08. Interviews for Title IV E position are underway. Prevention vacancy.

An Earth Day presentation was sponsored by the Diversity Committee. Discussed how staff can participate in helping the environment by doing something as simple as making 2 sided copies. We acquired two recycling bins for plastics.

Financial Programs – We have hired three probationary ES staff from Maxey Training School. Training for probationary staff will occur in May and June. We do not have any more available cubicle space on the 1st floor. Michele's staff has been instrumental in assisting with moves. One medical.

Administrative Support – No vacancies.

B. Director's Info.

Bring Your Child to Work Day will be held in our office on 4/24/08. Staff from different areas (services, AP) will present. In addition, there will be activities for the children attending such as making recycle boxes.

On 4/25/08, James Newsom from the Office of Equal Opportunity and Diversity Programs will be training staff on Behavior Based Interviewing. There will be two sessions. Cynthia will also speak on career growth and development and how to prepare for becoming a manager.

State Employee's Appreciation Week will be 5/5-5/9. We would like to have activities to demonstrate appreciation to staff in a meaningful way. Therefore, we are asking the Board to authorize up to \$250.00 for events in the office.

A MOTION was made by Susan Kaufmann to authorize up to \$250.00 for activities for State Employee Appreciation Week. MOTION SUPPORTED by Catherine Robinson. Motion carried.

United Way is in the process of coming up with a new funding model, which has been in the planning stage for approximately a year.

They will focus on 5 areas:

- Early Childhood Care and Education
- Aging in Place
- Alleviating Hunger
- Health Care
- Shelter/Housing

They want staff involved in participating in work groups. There was concern that there was not a component focused on youth. However, it was shared that most of the areas do address the needs of youth.

Cynthia attended the Statewide Director's Meeting on 4/1-4/2. The agency is continuing to focus on Children's Rights and the FAP error rate.

C. Board Member Items

None.

D. Miscellaneous/Announcements

None.

7. NEXT MEETING

May 27, 2008 at 3:00 PM

8. ADJOURNMENT

The meeting adjourned at 3:40 PM.

Cynthia Travis, Director
Secretary to the Board