

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
May 27, 2008
3:00 PM**

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

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

Guest: Sandra Cheatem-Dooley, Family Independence Manager

1. CALL TO ORDER

Catherine Robinson called the meeting to order at 3:07 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF APRIL 22, 2008 MEETING MINUTES

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

4. INTRODUCTION OF MS. CHEATEM-DOOLEY

Barb introduced Sandra Cheatem-Dooley, Family Independence Manager, who transferred from Macomb County on May 19, 2008.

5. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects April 2008 monthly expenditures were \$588.15 leaving a balance of \$32,917.09. The Board Account monthly expenditures for April 2008 were \$217.64 leaving a balance of \$15,360.79. There were no April 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 April 2008 were as follows: DHS Foster Care \$32,895.62; Purchased Foster Care \$30,215.61; Residential \$19,527.52; In-home Care \$35,964.53; Independent Living \$12,841.02; Non-Reimbursable \$0.00. Total monthly expenditures were \$131,444.30. The Child Care Fund has expended 39.9% of its allocation.

6. **CONTRACTS**

A. Local Revenue Agreement – LRA 08-81001 (signature required)

The LRA 08-81001 contract is between Washtenaw County DHS and Washtenaw County. Washtenaw County will provide matching funds (\$29,458.72) to support a child welfare prevention services position for Washtenaw County.

A MOTION was made by Susan Kaufmann to adopt the contract between Washtenaw County DHS and Washtenaw County in the amount of \$29,458.72 for a period of 1/1/2008 through 9/30/2008. MOTION SUPPORTED by Catherine Robinson. Motion carried.

B. Washtenaw County ETCS – CSBGM-08-Series (signature required)

This contract is with Washtenaw County ETCS (Community Action Agency) in the amount of \$15,000.00 beginning 6/1/2008 to 5/31/2009. This will enable Washtenaw County ETCS to provide one or more of the following activities: services to address emergency needs, to support self-sufficiency or to conduct outreach and referral to migrants and seasonal farm workers. Current eligibility: annual family income at or below 125 percent of the poverty income guidelines.

A MOTION was made by Susan Kaufmann to support the contract with Washtenaw County ETCS in the amount of \$15,000.00 for a period of 6/1/2008 through 5/31/2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.

C. Adoption 08 (signature required)

This contract has a proposed amendment change: For each child with an identified relative or foster parent adoptive home where the adoption case is referred to the Contractor by DHS, the Contractor shall receive payment of \$17.29 per diem for each day of adoptive services from acceptance of the case to date of placement, or for one hundred twenty-seven (127) days, whichever comes first. The maximum per diem payment amount per child is \$2,205. The total amount paid to the contractor will be deducted from the applicable placement rate.

A MOTION was made by Susan Kaufmann to support the amendment change to the Adoption 08 contract effective 1/1/2008. MOTION SUPPORTED by Catherine Robinson. Motion carried.

7. UPDATES/COMMUNICATIONS

A. Director's Info.

We had staff appreciation week 5/5/08-5/9/08. It was very well received by staff. We had activities every day of the week, which included:

Monday - Diversity Potluck; Video "Wholehearted" and presentation by Director; appreciation certificate sent to staff from Director

Tuesday - Veggies & Dip

Wednesday - Breakfast

Thursday - Ice cream bars

Friday – Package of peanut butter crackers in mail boxes

Increasing FAP accuracy continues to be a priority of the agency. We are making progress in this area. Also, child welfare licensing continues to be a main concern. We are working on putting monitoring mechanisms into place to ensure that mandates are covered on a monthly basis (i.e. foster care visits being done regularly, dentals and physicals being completed).

United Way Meeting - Two staff, Renee Smith and Char Haelewyn, attended the initial training. There are three programs they are focusing on:

- 1) After School Program
- 2) Disaster Relief
- 3) Sustainability for individuals who are low income

Renee volunteered to be part of the After School Program, and Char volunteered to be part of the Disaster Relief Program. Both are on rating teams and will be doing site visits the first week of June to those who have put in bids. The process should be wrapped up by August. The contract is for \$700,000.00 for a nine month period.

Quarterly Mandated Reporter's Forum will be June 2, 2008 at 3:00 PM, Huron High School, Media Center. Part of the theme will focus on what happens next in the CPS process, which includes steps taken by Child Protective Services once a case has been accepted for investigation.

There is a new County Board evaluation form for County Directors. MCSSA will be communicating this information to the County Boards and will have a training session as part of the summer conference. A copy of this evaluation will be sent to the Board members for review.

We have approval to hire a Departmental Analyst 12. Michele is working on the posting. The primary objectives of this position will be to assist and support administration, to review management activities within the county, to look at where we are in meeting our program objectives, to work on special projects, etc.

Cynthia attended a Success by Six meeting. Success by Six has received funding from the Great Start Initiative out of Lansing, which will enable them to expand locally. A number of community partners participated in the meeting in an effort to help people understand how the two will merge and to talk about what the Great Start Initiative is.

B. Management Update

Financial Programs – Cynthia and Barb met with Michigan Rehabilitation Services to work out a communication change. There is a question on our new application that asks to list anyone who is working with MRS and the name and phone number of the MRS counselor. If a client says he/she is working with MRS and is applying for State Disability Assistance, we will be calling that person and determining whether the client is actively involved with MRS. From that point, if they are actively involved, MRS will provide verification of the involvement. That will cover the requirement for SDA. If MRS states the client is not actively involved and has not seen him/her in six months, we will document this information and seek an alternate path to determine SDA eligibility. MRS has provided us with a list of names and phone numbers, and we have reciprocated.

We were fully staffed for a brief period. We were asked for volunteers for the Bridges tester position. We recommended a JET FIS worker who will be in Lansing for approximately seven months beginning 6/2/08. We will benefit from her knowledge and understanding of Bridges once she returns to the office; however, it is one less position for our office. We have a JET FIS worker who will be leaving for a Child Support position. We also may have two medical leaves. We have two vacancies. Completed reorganization of staff.

Administrative Support – Fully staffed. One medical leave beginning 5/29/08 for six weeks.

Services – One foster care vacancy (working out class vacancy) to fill as a result of Trisha Lerette working out of class as the F2F Facilitator.

Purchase of Services agencies (Lutheran Social Services, Catholic Social Services, Judson) and DHS staff met at 14th District Court on 5/16/08 to accept a proclamation from the City of Ypsilanti and the Ypsilanti City Council naming May as National Foster Care Month. It was a nice ceremony and many staff participated. Foster Care month started in 1988 with the National Foster Parent Association. This marks their 20th year.

We had a bid for our Families First of Michigan Contract. After it was rated, Orchards Children's Services was awarded the bid. We do not have the CM-2 available for Board approval yet, as we have to wait for the 14 day appeal process to end.

C. Board Member Items

Two of our AP staff spoke to staff at Hope Clinic and did an excellent job. Catherine Robinson extended her thanks to Barb for having them speak.

Susan Kaufmann is planning on attending the Quarterly Mandated Reporter's Forum on 6/2/08.

D. Miscellaneous/Announcements

None.

8. NEXT MEETING

June 16, 2008 at 3:00 PM

9. ADJOURNMENT

The meeting adjourned at 3:41 PM.

Cynthia Travis, Director
Secretary to the Board