

**DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES BOARD MEETING  
WASHTENAW COUNTY  
July 27, 2010**

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

Staff: Cynthia Maritato, Director, Adelia Clark, Services Section Manager; Annette  
Wilde, Financial Services Program Manager; Michele Lewandowski,  
Administrative Manager; Deborah Swasey, Departmental Analyst

Guests: Deborah Tucker-Williams

1. **CALL TO ORDER**

Frederick McDonald called the meeting to order at 3:05 PM.

2. **PUBLIC COMMENTS**

None.

3. **APPROVAL OF JUNE 22, 2010 MEETING MINUTES**

The Board reviewed the minutes of June 22, 2010. **A MOTION was made by Catherine Robinson to approve the June 22, 2010 minutes. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

4. **FINANCIAL REPORTS**

**A. Social Welfare Fund**

The Volunteer Services/County Projects June 2010 monthly expenditures were \$221.00 leaving a balance of \$26,267.99. The Board Account monthly expenditures for June 2010 were \$369.86 leaving a balance of \$13,468.88. There were no June 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 June 2010 were as follows: DHS Foster Care \$22,162.24; Purchased Foster Care \$37,334.40; Residential \$31,700.08; In-home Care \$32,121.20; Independent Living \$12,549.37; Non-Reimbursable \$0.00. Total monthly expenditures were \$1,135,780.38. The Child Care Fund has expended 79.7% of its allocation.

There was discussion regarding the Child Care Fund and potential for a deficit.

5. **CONTRACTS**

**A. MSBF-11-81237**

The agreement is between Michigan Department of Human Services and Willow Run Community Schools to provide a pass-through federal grant in the amount of \$15,000. The grant is designed to provide funding for material necessary for the professional development of teachers at all levels, including elementary, middle and high school. The grant period is effective from September 1, 2010 through August 31, 2011.

**A MOTION was made by Catherine Robinson to approve a contract in the amount of \$15,000 with Willow Run Community Schools for the period of September 1, 2010 through August 31, 2011. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

6. **UPDATES/COMMUNICATIONS**

**A. Management Update**

Assistance Payments staff have been working overtime. The AP Section Manager reported that we are making progress, as our (SOP) Standard of Promptness is increasing towards the 95% mark. The AP Section Manager will be attending the 3-day SNAP (Supplemental Nutrition Assistance Program) conference.

**B. Board Member Items**

None.

**C. Miscellaneous**

1. Deborah Tucker-Williams

Ms. Williams asked to address the Social Services Board regarding issues she is having in seeing her grandchildren. The Board listened to her concerns. The Services Program Manager arranged for a meeting with the worker and the worker's supervisor to address specifics.

2. Color Printer

A request was made to the Social Services Board to consider purchasing a new color printer for DHS. The current color printer is over 8 years old and no longer able to be repaired. It is used by CPS to document abuse/neglect of children and to maintain required pictures of children in foster care files. The Board agreed to discuss purchase of a color printer when cost estimates are presented.

3. Funeral Expenses

A request was made to the Social Services Board for \$1,500.00 to assist in paying for funeral expenses of a foster child who drowned. Stark Funeral Home in Ypsilanti incurred costs of \$4,700.00. State Emergency Relief (SER) paid \$700.00 toward the burial and Lutheran Social Services paid \$500.00 toward the funeral costs. DHS could locate no further funds. A discussion with the funeral director reduced cost to \$2,700.00

**A MOTION was made by Catherine Robinson to approve \$1,500.00 to Stark Funeral Home. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

7. **NEXT MEETING**  
**August 24, 2010 at 3:00 PM**

8. **ADJOURNMENT**  
The meeting adjourned at 4:25 PM.

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Cynthia Maritato, Director  
Secretary to the Board