

**DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES BOARD MEETING  
WASHTENAW COUNTY  
August 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; Michele  
Pringle, Administrative Services Manager

**1. CALL TO ORDER**

Catherine Robinson called the meeting to order at 3:20 PM.

**2. PUBLIC COMMENTS**

None.

**3. APPROVAL OF JULY 22, 2008 MEETING MINUTES**

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

**4. FINANCIAL REPORTS**

**A. Social Welfare Fund**

The Volunteer Services/County Projects July 2008 monthly expenditures were \$1,054.20 leaving a balance of \$28,661.40. The Board Account monthly expenditures for July 2008 were \$109.80 leaving a balance of \$14,580.80. There were no July 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 July 2008 were as follows: DHS Foster Care \$35,791.78; Purchased Foster Care \$39,894.44; Residential \$25,251.75; In-home Care \$21,644.76; Independent Living \$3,251.70; Non-Reimbursable \$0.00. Total monthly expenditures were \$125,834.43. The Child Care Fund has expended 66.6% of its allocation.

**5. CONTRACTS**

**A. Life Skills/Student Advocacy Center – CAN-09-81001**

This is a new contract for Washtenaw County. The start date is 10-01-2008 through 09-30-2011 (\$53,033.00 each year for three years). Services to be delivered include providing intensive supportive intervention to families to include, but not limited to the following areas: conflict resolution, family planning, career planning, self-sufficiency, education, health maintenance, environmental health, role modeling, child appropriate expectations, and goal setting.

**A MOTION was made by Susan Kaufmann to approve the contract in the amount of \$53,033.00 each year for three years (10-01-2008 through 09-30-2011) with Student Advocacy Center to provide intensive supportive intervention to families. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

**B. CTFDS 07 Series**

This contract has been previously approved. This is to notify the Social Services Board of an amendment to the Agreement to add the following language:

“approximately thirty (30) days after full execution of this Agreement and at the beginning of each subsequent annual Period as identified in Section II, Part B. Subsequent quarterly Payments shall be adjusted, in consideration of the initial Payment, to prevent total payments from exceeding the lessor of total actual expenditures or the amount of this Agreement for the fiscal period in which the initial payment is made.”

**A MOTION was made by Susan Kaufmann to approve the amendment to the contract as stated above. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

**C. Volunteer Investment Grant – VIGF-08-81001**

The Ann Arbor Center for Independent Living was awarded \$10,000.00 to support volunteer infrastructure and to provide mentoring for youth. The Ann Arbor Center for Independent Living focuses on one-on-one community-based mentoring between an adult and a youth between the ages of 14 and 21.

**A MOTION was made by Susan Kaufmann to approve the contract. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

**D. Washtenaw County Friend of the Court – CSFOC 09-81001**

The contractor shall enforce and seek modification of support orders, over which it has jurisdiction. The contractor will use all appropriate procedures, including but not limited to, Wage or Income Withholding; State Tax Offset; Federal Tax Offset; Withholding of Unemployment Compensation Benefits; Imposing of Liens; Posting Security, Bond, or Guarantee for Overdue Support; Informing the Consumer Reporting Agency; License Suspension; Medical Support; Contempt Proceedings; Interstate Enforcement Action; Financial Institution Data Match; Denying or Revoking Passports.

**A MOTION was made by Susan Kaufmann to approve the contract with Washtenaw County Friend of the Court in the amount of \$3,723,550.00 for the period of 10/01/2008 through 09/30/2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

**E. Washtenaw county Prosecuting Attorney – CSPA 09-81002**

This contract is between the State of Michigan and Washtenaw County. The contractor shall comply with all requirements of Title IV-D of the Social Security Act and DHS in obtaining child support orders including reasonable efforts to establish paternity and to secure orders as needed for the establishment of child support for children born in or out of wedlock.

**A MOTION was made by Susan Kaufmann to approve the contract with Washtenaw County Prosecuting Attorney in the amount of \$514,140.00 for the period of 10/01/2008 through 09/30/2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

**6. UPDATES/COMMUNICATIONS**

**A. Management Update**

- Washtenaw County DHS will hold a Voter's Registration Fair in our lobby on September 8, 2008. The League of Women Voters will register voters, and a voting machine and a sample ballot will be available for people to practice voting.
- FIT team visit occurred 8/11/08-8/13/08. The team is comprised of staff from different counties who will come into our office and observe how we function. Based on their observations, they will make suggestions and recommendations on how we can improve our day to day operations. Upon receipt, the final FIT report will be shared with the Social Services Board.
- On 8/6/08, a meeting with Stanley Stewart, Deputy Director; Cynthia Travis, Director and Alma Wheeler-Smith, State Representative was held regarding the volume of complaint telephone calls received in the representative's office. A new process is being implemented in an effort to reduce the number of complaints.
- A Departmental Analyst will start on 9/8/08 and will assist with tracking and meeting our objectives. She will report to the Director.
- Susan Reynolds Bunton requested \$450.00 from the Board to be able to send 10 staff to the Child Abuse and Neglect Conference for one full day of training.

**A MOTION was made by Susan Kaufmann to approve the request for \$450.00. MOTION SUPPORTED by Frederick McDonald. Motion carried.**

The Social Services Board was informed that we are considering offering Alternate Work Schedules (AWS), whereby staff is offered the option of working AWS, which can include four 10 hour days; however, it cannot impede the function of DHS or customer service.

**B. Board Member Items**

The Social Services Board requested additional information on the upcoming Poverty Summit at Cobo Hall on 11/13/08. They would like information regarding the agenda and purpose of the summit. Also, they asked if there are any local agencies that need assistance with the \$100 exhibitor's table fee.

**C. Miscellaneous/Announcements**

None.

7. **NEXT MEETING**  
**September 23, 2008 at 3:00 PM**

8. **ADJOURNMENT**  
The meeting adjourned at 4:10 PM.

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Cynthia D. Travis, Director  
Secretary to the Board