

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
August 25, 2009
3:00 PM**

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

Staff: Cynthia Maritato, Director; Adelia Clark, Social Services Section Manager;
Annette Wilde, Financial Services Program Manager; Michele Pringle,
Administrative Services Manager; Deborah Swasey, Departmental Analyst;
Lisa Temple, Executive Secretary

1. CALL TO ORDER

Catherine Robinson called the meeting to order at 3:15 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF JULY 28, 2009 MEETING MINUTES

The Board reviewed the minutes of July 28, 2009. **A MOTION was made by Susan Kaufmann to approve the July 28, 2009 minutes. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects July 2009 monthly expenditures were \$5,065.07 leaving a balance of \$17,870.12. The Board Account monthly expenditures for July 2009 were \$77.21 leaving a balance of \$14,464.52. There were no July 2009 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 2009 were as follows: DHS Foster Care \$7,960.92; Purchased Foster Care \$51,200.36; Residential \$42,571.84; In-home Care \$19,812.16; Independent Living \$14,067.41; Non-Reimbursable \$0.00. Total monthly expenditures were \$135,612.69. The Child Care Fund expended 56.8% of its allocation.

5. **CONTRACTS**

A. MACF-10-81286 – The Regents of the University of Michigan/Federal Americorps Grant

The Michigan Department of Human Services entered into an agreement with The Regents of the University of Michigan to provide a Federal Americorps Grant for the support of the Americorps program. This program recruits volunteers to conduct literacy programs for youth as well as citizenship training throughout Washtenaw and Wayne counties.

The Federal grant amount is \$358,098.00 with a match amount of \$358,766.00 (local contribution). The grant period is from September 1, 2009 through August 31, 2010.

A MOTION was made by Susan Kaufmann to approve a contract with The Regents of the University of Michigan in the amount of \$358,098.00. MOTION SUPPORTED by Frederick McDonald. Motion carried.

B. MACF-10-81299 – Eastern Michigan University/Federal Americorps Grant

The Michigan Department of Human Services entered into an agreement with Eastern Michigan University to provide a Federal Americorps Grant for the support of the Americorps program. This program recruits volunteers to conduct literacy programs for youth as well as citizenship training throughout Washtenaw and Wayne counties.

The Federal grant amount is \$142,434.00 with a match amount of \$134,873.00 (local contribution). The grant period is from September 1, 2009 through August 31, 2010.

A MOTION was made by Catherine Robinson to approve a contract with Eastern Michigan University in the amount of \$142,434.00. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

C. PACF 09-81001 – Fostering Futures/Placing Agency Foster Care

The Michigan Department of Human Services entered into an agreement with Fostering Futures located at 61 North Huron Street in Ypsilanti for the period of September 1, 2009 through September 30, 2010 to provide foster care services for children whom the family court has issued an order which makes the Department of Human Services responsible for the child's placement, care and supervision. The geographical area to be served is statewide.

No total contract amount has been established as the contract pays an established administrative Per Diem Rate of \$37.00 effective June 1, 2009. The Contractor will be reimbursed for family foster care services specified in the agreement at a board and care rate established by DHS.

A MOTION was made by Susan Kaufmann to approve the contract with Fostering Futures at an established administrative Per Diem Rate of \$37.00 effective June 1, 2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.

D. CSFOC 10-81001 – Washtenaw County Friend of the Court/Child Support Services

The Michigan Department of Human Services entered into a contract with the County of Washtenaw to enforce and seek modification of support orders, over which it has jurisdiction. The agreement is effective from October 1, 2009 through September 30, 2012 to authorize funding for subsequent fiscal year periods covered by the agreement. The total amount of the agreement for the period of October 1, 2009 through September 2010 is \$3,851,774.00.

A MOTION was made by Catherine Robinson to approve a contract with the County of Washtenaw for enforcement/establishment of child support services. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

E. WRAP 10-81001 – Orchards Children’s Services – Wraparound Coordination Services

The contract is between Michigan Department of Human Services and Orchards Children’s Services to provide wraparound coordination services to families in Washtenaw County. The services will be provided over a three year period beginning October 1, 2009 and ending September 30, 2012. The total amount of the contract over the three year period is \$263,247.00.

A MOTION was made by Susan Kaufmann to approve a contract with Orchards Children’s Services to provide wraparound coordination services to families in Washtenaw County. MOTION SUPPORTED by Catherine Robinson. Motion carried.

6. UPDATES/COMMUNICATIONS

A. Management Update

1. Director’s Information

- Our agency is working very hard to deal with getting people served, reducing complaints and dealing with existing backlogs owing to systems conversion.
- We have pulled staff together and given them backlog assignments to complete (i.e. SER applications, overdue FAP applications). It’s been very taxing. A fair amount of overtime has been worked and staff continue to work mandatory overtime. We are reviewing overtime for Administrative Support staff.

- We have a major issue with voice mail boxes filling up quickly and have initiated having administrative support staff retrieve voice mail messages from workers phones and log them.
 - Director shared Michigan Unemployment Insurance Agency information regarding estimated number of claimants who will be exhausting benefits and the timeframe for that to occur.
2. Administrative Support
- Our agency receives over 5,000 calls daily.
 - One clerical vacancy.
 - One pending retirement.
3. Financial Programs
- Enhanced site support duties have changed effective August 25, 2009. We are utilizing site support to work on overdue Food Assistance cases. A few designated staff are working on completing State Emergency Relief (SER) applications. All SER applications will go through the Family Independence Managers (FIMs) so they can call DTE to place a hold on accounts until the SER can be processed.
 - The numbering system is being used in the morning only. In the afternoon, clients will use the appointment window. We also have a drop off window set up. A manager and staff person will be in the lobby all day (ES/FIS – AM/Managers – PM).
 - Four workers retiring.
 - Four medical leaves of absence.
 - One Eligibility Specialist vacancy; one FIM 13 vacancy; one FIM 15 vacancy.
4. Services
- Three staff retiring effective October 1, 2009.
 - Posting for two adult services positions. Posting for two services program manager positions.

B. Board Member Items

The Board would like to offer certificates and letters to the upcoming retirees.

Board member complimented a worker on the response she received when she contacted the worker. (She had not identified herself as a board member.)

C. Miscellaneous/Announcements

Greg Hill's retirement party will be September 25, 2009.

7. **NEXT MEETING**
September 22, 2009 at 3:00 PM

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

Cynthia Maritato, Director
Secretary to the Board