

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
September 23, 2008
3:00 PM**

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

Staff: Cynthia Travis, Director; Michele Pringle, Administrative Services
Manager; Deborah Swasey, Departmental Analyst; Lisa Temple,
Executive Secretary

Guest: Mary Weathers, Family Independence Manager

1. CALL TO ORDER

Catherine Robinson called the meeting to order at 3:13 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF AUGUST 26, 2008 MEETING MINUTES

The Board reviewed the minutes of August 26, 2008. **A MOTION was made by Susan Kaufmann to approve the August 26, 2008 minutes. MOTION SUPPORTED by Catherine Robinson. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects August 2008 monthly expenditures were \$1,499.62 leaving a balance of \$26,107.58. The Board Account monthly expenditures for August 2008 were \$48.36 leaving a balance of \$14,532.44. There were no August 2008 monthly expenditures for the Board Reserve Account, leaving a balance of \$4,491.29.

Susan Kaufmann asked if Volunteer Services money needs to be spent or if it can be carried over into the next fiscal year. According to Michele Pringle, it must be spent. Michele will notify James Johnson of the Board's concern regarding the remaining balance in the fund.

B. Child Care Budget Summary

Expenditures for the Child Care Fund for August 2008 were as follows: DHS Foster Care \$22,360.81; Purchased Foster Care \$21,525.12; Residential \$3,993.71; In-home Care \$18,119.21; Independent Living \$16,721.47; Non-Reimbursable \$0.00. Total monthly expenditures were \$87,720.32. The Child Care Fund has expended 72.5% of its allocation.

5. **CONTRACTS**

A. Placement Agency Foster Care – PACF-08-Series

This is an amendment to Placement Agency Foster Care contracts. The amendment is necessary as Legislative boilerplate requires all placement agency administrative rates change to \$27 and all Independent Living administrative rates be increased by 4% effective 10/1/08.

A MOTION was made by Susan Kaufmann to approve the amendment to Placement Agency Foster Care contracts. MOTION SUPPORTED by Catherine Robinson. Motion carried.

B. Community Action Agencies – CSBG-09-Series

The Social Services Board is being asked to approve the Washtenaw County ETCS grant with the State of Michigan in the amount of \$699,631.00 from 10/01/2008 through 09/30/2009.

A MOTION was made by Susan Kaufmann to endorse the contract with Washtenaw County ETCS in the amount of \$699,631.00 from 10/01/2008 through 09/30/2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.

C. AmeriCorps – MACF-09-81268

AmeriCorps provides support to non-profits, faith-based and community organizations and public agencies committed to meeting critical needs in education, public safety, health and the environment. Grantees and sponsoring organizations are responsible for recruiting, selecting and managing new members.

A MOTION was made by Catherine Robinson to approve the contract in the amount of \$324,758.00 with Regents of U of M as the grantee for 2008-2009. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

D. Temporary Assistance to Needy Families– TANF-09-Series

Board approval is being requested on the TANF contract. The contract is with Washtenaw County ETCS in the amount of \$70,920.00 for utility assistance/transportation.

A MOTION was made by Susan Kaufmann to approve the contract with Washtenaw County ETCS in the amount of \$70,920.00 for the period of 10/01/2008 through 09/30/2009. MOTION SUPPORTED by Catherine Robinson. Motion carried.

E. Proud Father Proud Parent – PFPP-09-81001

This contract is with the Student Advocacy Center in the amount of \$58,000.00 for a one year period of 10/1/2008-9/30/2009. The contractor shall provide 14 week Proud Father and 10 week Proud Parent classes.

A MOTION was made by Susan Kaufmann to approve the contract with the Student Advocacy Center in the amount of \$58,000.00 to provide parenting classes during the October 1, 2008 fiscal year. MOTION SUPPORTED by Catherine Robinson. Motion carried.

6. UPDATES/COMMUNICATIONS

A. Management Update

1. Cynthia introduced Deborah Swasey, Departmental Analyst. She will be tracking data and working with staff to meet the objectives of our business plan, strategic plan, performance evaluation plan, usage of contracts, etc. She is working with the individual managers to discuss the key indicators of program success in all of the program areas.

2. Mary Weathers, FIM, presented a request to the Board on behalf of the Diversity Committee. She is requesting \$700.00 from the Board to pay for a speaker, Lee E. Meadows, PhD, who will present to staff on October 15, 2008 in the afternoon. The title of the presentation is "The Good, Bad and the Ugly". He will be discussing behaviors and how to treat one another and the customer.

3. Information was distributed regarding the Poverty Summit to be held on 11/13/08 at Cobo Hall. An email was sent to all employees asking if they would be interested in attending. There is a registration fee of \$20.00 for attendees; \$10.00 for students and seniors. The most up to date information is on the website (www.michigan.gov/poverty). The State of Michigan is paying for 500 employees to attend. Three agencies requested assistance in paying the \$100 table fee to have an exhibit: Hope Center, Women's Center of Southeast Michigan Washtenaw County, SOS Community Services.

A MOTION was made by Susan Kaufmann to support the request of the three named agencies to pay the \$100.00 table fee for the Poverty Summit. MOTION SUPPORTED by Frederick McDonald. Motion carried. Catherine Robinson abstained.

4. Michelle Tanzey is onboard as the acting program manager for financial programs.

5. The Michigan Prisoner Re-entry Initiative (MPRI) is a statewide effort. We have an initiative in Washtenaw County. Cynthia is a member of the steering committee. We are in the process of working out an arrangement with them regarding assisting with security deposits. Mary King is the chairperson. The Board requested information regarding MPRI program and participants.

6. The League of Women Voters held a Voter's Registration Fair in the lobby of DHS on 9/8/08. They will be returning on 10/3/08 with a voting machine and a sample ballot.

7. The Michigan Civil Service Commission Employee Benefits Division, Employee Health & Wellness is sponsoring flu vaccinations for State of Michigan employees again this year. State insurance carriers will cover the cost of the vaccine, so it will be provided free of charge to employees if they bring a copy of their State of Michigan health insurance card. The clinic will be held at Washtenaw County DHS on 10/15/08 from 11:00-12:00.

8. A copy of the FAP Intervention Report was distributed. The program managers and Deborah have met with Cynthia to discuss how to move forward based on the recommendations of the FIT report. We have policy that addresses many of the items cited in the report; however, we need to ensure that staff are being held accountable to implement them. The policy exists but not the practice. Lansing will be sending a template of the mandatory areas we need to act upon.

9. Child and Family Services Review – The Feds will be returning September 2009. They will be identifying three counties – Wayne, a medium size and a small size county. We don't know if Washtenaw has been selected. Three phases include statewide assessment, on-site review and developing a Performance Improvement Plan (PIP). It is designed so that every state has to develop a PIP. When the PIP is completed based on self-assessment, our county must say how much we can improve during this time period. The penalty for non-compliance statewide is 1.7 million for not meeting the PIP.

10. Customer Excellence Team – Cherita Young, CPS Supervisor, is building a team within our office that includes a cross section of all staff – line and management staff. The three major goals of the team include creating a better work environment, improving internal and external customer service, and improving the internal communication and relationships among staff.

11. Four staff were recognized at the Manager's/Supervisor's Meeting on 9/22/08 by Frances Black of United Way. United Way is looking at a different way to distribute their dollars. Instead of funding agencies, they are looking at funding programs that are key to the well-being of the community. The four staff that participated in reviewing contracts were Mary Weathers, Robin Goldsmith, Char Haelewyn, and Renee Smith.

B. Board Member Items

None.

C. Miscellaneous/Announcements

1. Four medical leaves.

2. We are looking at purchasing a numbering system for our lobby. Lansing will not fund this. We are asking the Board to fund a numbering system that would include two displays – one inside the reception area and one on the outside wall facing the lobby. Clients would take a number and have a seat until their number is called. The most this would cost is \$2,000. Washtenaw County facilities would install at no cost.

A MOTION was made by Catherine Robinson to support the purchase of a numbering system for the lobby not to exceed \$2,000.00. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

3. Rick Logan is requesting the Board to pay for the yearly subscription to Hope Health Newsletter in the amount of \$232.50.

A MOTION was made by Susan Kaufmann to approve \$232.50 to pay for the yearly subscription to Hope Health Newsletter. MOTION SUPPORTED by Catherine Robinson. Motion carried.

4. We received an invoice in the amount of \$5,472.93 for payment of the MCSSA 2008-2009 annual dues.

A MOTION was made by Susan Kaufmann to approve payment of the annual MCSSA dues in the amount of \$5,472.93. MOTION SUPPORTED by Catherine Robinson. Motion carried.

7. **NEXT MEETING**
October 28, 2008 at 3:00 PM

8. **ADJOURNMENT**
The meeting adjourned at 4:06 PM.

Cynthia D. Travis, Director
Secretary to the Board