

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
October 27, 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; Lisa Temple, Executive
Secretary

1. CALL TO ORDER

Mr. McDonald called the meeting to order at 3:13 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF SEPTEMBER 27, 2009 MEETING MINUTES

The Board reviewed the minutes of September 27, 2009. **A MOTION was made by Catherine Robinson to approve the September 27, 2009 minutes. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects September 2009 monthly expenditures were \$7,805.80 leaving a balance of \$8,229.26. The Board Account monthly expenditures for September 2009 were \$245.92 leaving a balance of \$13,941.57. There were no September 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 September 2009 were as follows: DHS Foster Care \$10,876.34; Purchased Foster Care \$17,438.45; Residential \$85,372.31; In-home Care \$23,069.16; Independent Living \$15,991.56; Non-Reimbursable \$0.00. Total monthly expenditures were \$152,747.82. The Child Care Fund expended 77.7% of its allocation.

A fiscal review was completed the week of October 14th. Overall, our agency was in compliance. There were three areas where the auditor made recommendations; however, we were not out of compliance in these areas.

5. **CONTRACTS**

No contracts to present.

6. **UPDATES/COMMUNICATIONS**

A. Management Update

1. Director's Information

- Washtenaw County Health Organization (WCHO) is interested in funding a case worker position to assist with Medicaid applications. The intent is to have a worker to trouble shoot problems. We are in the process of discussing what services we would provide. It is anticipated that this will be accomplished by January 2010.
- Director had a meeting with U of M staff to discuss having an on-site worker at Mott.
- United Way would like to install computers in the lobby of community agencies to provide access to the self-service application center.

2. Services

- Danielle Dale has been hired as the CPS supervisor and Char Haelewyn has been hired as the FC supervisor effective 11/1/09.
- Two adult services workers started 10/21/09.
- Renee Smith will be leaving 11/29/09, and we are requesting to fill her vacancy with a limited term appointment.
- One medical leave/one maternity leave.
- A special thank you to the Board for supporting services staff to attend the Child Abuse and Neglect Conference – 29 staff attended.

3. Financial Programs

- Three medical leaves of absence.
- Two staff retiring effective 11/1/09 which leaves us with 8 vacancies. We have permission to fill 3.

B. Board Member Items

Congratulations to Susan Kaufmann on her reappointment as state appointee to the Washtenaw County Department of Human Services Board for a three year term expiring 10/31/2012.

MCSSA Dues – MCSSA has been very active with this budget cycle. They have been working diligently on behalf of clients and also actively advocate for staffing.

A MOTION was made by Susan Kaufmann to continue membership in MCSSA by paying 2009-2010 dues of \$5,637.12. MOTION SUPPORTED by Catherine Robinson. Motion carried.

C. Miscellaneous/Announcements

Hope Health Letter - Rick Logan is requesting the Board to pay for the yearly subscription to Hope Health Letter in the amount of \$237.60.

A MOTION was made by Catherine Robinson to approve \$237.60 to pay for the yearly subscription to Hope Health Letter. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

Customer Excellence Team – Leah Higgins and Yvette Hardy presented the Customer Excellence Team’s team building and morale program to the Board.

A MOTION was made by Catherine Robinson to approve up to \$1,000.00 annually for the Community Excellence Team’s program. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

7. **NEXT MEETING**
November 24, 2009 at 3:00 PM

8. **ADJOURNMENT**
The meeting adjourned at 4:00 PM.

Cynthia Maritato, Director
Secretary to the Board