

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
November 27, 2007
3:00 PM**

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

Staff: Cynthia Maritato, Director; Verdetta Love, Social Services Section
Manager; Barbara Ludwig, Financial Programs Section Manager; Susan
Reynolds Bunton, F2F Coordinator/Contract Administrator; Lisa Temple,
Executive Secretary

1. CALL TO ORDER

Frederick McDonald called the meeting to order at 3:12 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF OCTOBER 23, 2007 MEETING MINUTES

The Board reviewed the minutes of October 23, 2007. **A MOTION was made by Catherine Robinson to approve the October 23, 2007 minutes. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects October 2007 monthly expenditures were \$43.57 leaving a balance of \$22,458.53. The Board Account monthly expenditures for October 2007 were \$423.76 leaving a balance of \$11,215.20. There were no October 2007 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 October 2007 were as follows: DHS Foster Care \$73,569.07; Purchased Foster Care \$32,294.36; Residential \$35,696.66; In-home care \$7,458.15; Independent Living \$28,139.30; Non-Reimbursable \$0.00. Total monthly expenditures were \$172,157.54. To date, the Child Care Fund has expended 96.5% of its allocation.

5. **CONTRACTS**

A. Weatherization – DOE 07-81029 (signature required)

The U.S. Department of Energy funds the State of Michigan DOE-07 contracts with 32 eligible entities as defined by 10 CFR Part 440. The program provides weatherization services to households below 150% of federal poverty level. The program provides free home energy conversation services to low-income Michigan homeowners and renters.

Approval is being requested on an amendment to the contract which will add additional funds in the amount of \$1,720.00. Contract amount effective 11/1/07 to 3/31/08 is \$272,682.00.

A MOTION was made by Catherine Robinson to approve the contract amendment in the amount of \$1,720.00. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

B. Foster Parent/Volunteer Recruitment – FPAVR 08-81001 (signature required)

FPAVR services are to support Washtenaw County DHS with the recruitment, retention and support of foster parents and the recruitment, retention and support of foster care advocacy volunteers. The contractor is Power, Inc., and the contract will begin 1/1/08.

A MOTION was made by Susan Kaufmann to approve the Foster Parent/Volunteer Recruitment contract with Power, Inc. in the amount of \$149,181.00 (\$49,727.00 each year for a period of three years – 1/1/2008 through 12/31/2010). MOTION SUPPORTED by Catherine Robinson. Motion carried.

6. **UPDATES/COMMUNICATIONS**

A. Management Update

F2F/Contracts - Shared TDM activity report with Board.

Services – One CPS vacancy; One licensing/recruitment vacancy as of 12/31/07.

Financial Programs – One FIS/ES vacancy; one FIM vacancy; one medical.

Technical Team Assistance (TAT) audit continues in our office.

FAME audit diverted until January 2008.

We are making changes in how client phone calls are handled by the agency. We now have a daily contact person for phone calls. Administrative support staff will continue to answer general information calls on the main number.

Administrative Support – Three vacancies.

B. Old Business

1. Automated External Defibrillator
Pending. Lansing checking to see if it can be purchased out of the Worker Safety fund. If not, we would have to send it out for bid and consider the three lowest bidders.
2. MCSSA Dues
Other formulas are being reviewed. Discussed payment of 2007-2008 annual dues.

A MOTION was made by Catherine Robinson to approve payment of the 2007-2008 MCSSA annual dues in the amount of \$5,313.53. MOTION SUPPORTED by Frederick McDonald. Motion carried.

C. New Business

1. Washtenaw Success by 6 – Statement of Support
The 0-5 Action Group Advocacy Agenda is designed as common ground which many Washtenaw County organizations and agencies can support in order to improve the situation of young children in the county. The Social Services Board is being asked to sign on as supporters of the Advocacy Agenda and before being listed as such must sign a statement of support.

A MOTION was made by Susan Kaufmann to become supporters of the Washtenaw County 0-5 Action Group Advocacy Agenda. MOTION SUPPORTED by Catherine Robinson. Motion carried.

2. Emergency Needs Cards for Services
We are requesting Board approval to purchase emergency cards for services/financial programs. We will ask Meijer if we can receive a discount on the cards.

A MOTION was made by Susan Kaufmann to approve up to \$5,000.00 for the purchase of emergency cards. MOTION SUPPORTED by Catherine Robinson. Motion carried.

3. Equipment Needs
We are requesting Board approval to purchase two small computer printers and two DVD players.
4. Subscription Renewals
We are requesting Board approval to renew subscriptions to The Ann Arbor News (\$168.00) and the Ann Arbor Business Review (\$39.00).

A MOTION was made by Catherine Robinson to approve up to \$1,000.00 for the purchase of two printers and two DVD players and to renew subscriptions to The Ann Arbor News and the Ann Arbor Business Review. MOTION SUPPORTED by Susan Kaufmann. Motion carried.

5. 2008 Social Services Board Calendar
The 2008 SSB calendar was approved by the Board.
6. Other
Congratulations to Cathy on her three year appointment (through 12/31/2010) to the Washtenaw County Social Services Board.

No news out of Lansing regarding the allocation.

The county collaborative is reviewing itself.

We are moving forward with the child protection initiative. The first meeting is on 11/28/07 at Huron High. Planning on meeting quarterly.

The Community Consultation Team met and should have procedure completed. They will be reviewing difficult cases.

7. **NEXT MEETING**
January 22, 2008 at 3:00 PM

8. **ADJOURNMENT**
The meeting adjourned at 4:17 PM.

Cynthia Maritato, Director
Secretary to the Board