DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
MAY 22, 2012

Board: Susan Kaufmann; Patricia Piechowski

Staff: Renee Adorjan, Acting Director; Adelia Clark, Social Services Program Manager; Annette Wilde, Financial Services Program Manager; Nicole Davis, Administrative Manager; Deborah Swasey, Departmental Analyst; Lisa Temple, Executive Secretary

1. CALL TO ORDER

Susan Kaufmann called the meeting to order at 3:12 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF APRIL 24, 2012 MEETING MINUTES

The Board reviewed the minutes of April 24, 2012. **A MOTION was made by Susan Kaufmann to approve the April 24, 2012 minutes. MOTION SUPPORTED by Patricia Piechowski. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects April 2012 monthly expenditures were $2,673.40 leaving a balance of $34,040.96. The Board Account monthly expenditures for April 2012 were $525.74 leaving a balance of $14,954.97. There were no April 2012 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 April 2012 were as follows: DHS Foster Care $16,735.99; Purchased Foster Care $23,390.83; Residential $96,750.36; In-home Care $15,797.53; Independent Living $7,445.55; Non-Reimbursable $0.00. Total monthly expenditures were $160,120.26.

5. CONTRACTS

A. REV-12-99003

The contract is between Michigan Department of Human Services and Fair Food Network (FFN). The purpose of this agreement is to describe the roles and responsibilities necessary to inform Food Assistance Program (FAP) recipients of 12 counties (Washtenaw included) about the Double Up Food Bucks (DUFB) program through one or more joint mailings from FFN and DHS. DUFB is a foundation-funded demonstration project designed to give incentives to FAP recipients for the purchase of Michigan grown fresh foods.

The FFN will pay for printing and mailing of the of the DUFB mailer. FFN will provide DHS $110,800.00 as payment prior to DHS mailing printed DUFB materials.

The period of the agreement is from 6/30/12-9/15/12.

A MOTION was made by Susan Kaufmann to approve a contract with the Fair Food Network to provide DHS $110,800.00 to notify Food Assistance Program recipients in 12 counties about the Double Up Food Bucks program. The FFN will pay for printing and mailing of the DUFB mailer. MOTION SUPPORTED by Patricia Piechowski. Motion carried.

5. UPDATES/COMMUNICATIONS

A. Director/Management Update

- The Director and our PPC Facilitator, Trisha Lerette, attended the MISACWIS (Michigan Statewide Automated Child Welfare Information System) Summit on May 1st. Ms. Lerette will be the site coordinator for Washtenaw County. The system will be available statewide in February 2013.
- The Director, Administrative Manager and Office Supervisor traveled to Mecosta County to observe the Electronic Document Management (EDM) process. Roll out for EDM has been postponed until September. Every piece of paper relating to financial programs cases will be scanned. The goal is to be paperless in approximately six years. This will greatly impact administrative support staff who will be responsible for scanning and indexing.
- A CPS worker has been selected to work on a special assignment with the Maltreatment in Care (MIC) Unit for six months to cover a maternity leave. This will create a CPS vacancy.
- Three CPS staff transferring to our office.
- Two new CPS hires being processed through Human Resources.
- One Assistance Payments worker transferring to Wayne County.
- We completed the MARA contract with U of M which will create an LTA position that we will be interviewing to fill.
- Hired one intern for services.
- TC60 project – FIP time limit – Individuals who reached the 60 month time limit but not Michigan's 48 month time limit have filed a class action law suit which was upheld. As a result, those affected may apply for FIP retroactive benefits until June 11, 2012. Letter notifying them of eligibility were sent by Lansing.

B. Board Member Items

- Ms. Kaufmann registered for a program in June regarding DHS cuts and their impact.
- Ms. Piechowski attended the Washtenaw Area Children's Council annual conference on April 27, 2012.
- Ms. Kaufmann participated by phone in the MCSSA Region 6 meeting which focused on resolutions to DHS cuts.
- The Board members were asked if there is anything they would like to move forward on regarding contracts/allocations. We are currently surveying employees to address certain needs within the agency by looking at what we have in existence and checking if we are we missing things or if there are there gaps in service. The Board would like to see the staff responses.

6. NEXT MEETING

June 26, 2012 at 3:00 PM – phone conference

7. ADJOURNMENT

The meeting adjourned at 3:51 PM.

_____

Renee Adorjan, Acting Director
Secretary to the Board