

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BOARD MEETING
WASHTENAW COUNTY
MAY 21, 2013**

Board: Susan Kaufmann; Patricia Piechowski-Whitney

Staff: Renee Adorjan, Director; Adelia Clark, Social Services Program Manager; Annette Wilde, Financial Services Program Manager; Greg Pordon, Community Resource Coordinator; Lisa Temple, Executive Secretary

1. CALL TO ORDER

Susan Kaufmann called the meeting to order at 3:16 PM.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF April 23, 2013 MEETING MINUTES

The Board reviewed the minutes of April 23, 2013. **A MOTION was made by Patricia Piechowski-Whitney to approve the April 23, 2013 minutes. MOTION SUPPORTED by Susan Kaufmann. Motion carried.**

4. FINANCIAL REPORTS

A. Social Welfare Fund

The Volunteer Services/County Projects April 2013 monthly expenditures were \$160.00 leaving a balance of \$31,120.10. The Board Account monthly expenditures for April 2013 were \$660.82 leaving a balance of \$15,041.38. There were no April 2013 monthly expenditures for the Board Reserve Account, leaving a balance of \$4,491.29.

Mr. Pordon, Community Resource Coordinator for Washtenaw County DHS, presented the 2013 budget justification for community resources and volunteer services. He also shared that he started a small, cost neutral mentor program at DHS for older foster youth and has approximately seven mentors from North Ridge Church.

B. Child Care Budget Summary

Expenditures for the Child Care Fund for April 2013 were as follows: DHS Foster Care \$18,426.59; Purchased Foster Care \$41,618.69; Residential \$52,914.69; In-home Care \$9,858.26; Independent Living \$2,410.17; Non-Reimbursable \$0.00. Total monthly expenditures were \$125,328.40 which is 41.8% of the allocation.

The Director and Contract Coordinator attended a Child Care Fund training on May 6, 2013. DHS will continue to complete an annual review; however, beginning the month of June 2013, a monthly spreadsheet will be required.

5. UPDATES/COMMUNICATIONS

A. Director/Management Update

- We have one Eligibility Specialist vacancy and several staff on medical leave. Caseloads are continuing to rise as a result.
- We have one General Office Assistant vacancy. Two new GOAs will start May 28, 2013.
- We are fully staffed in Foster Care and Children's Protective Services with the exception of our Peer Coach position. We are requesting approval through the hiring exception process to fill this position which has been vacant since April 1, 2013. Other responsibilities of this position include serving as the MiSACWS (Michigan Statewide Automated Welfare Information System) coordinator, completing reports for managers to roll up to Lansing, helping coach/mentor new staff and shadowing at court.
- MiSACWS is scheduled to roll out July 29, 2013.
- We have a statewide goal of licensing 1,450 foster care homes by June 30, 2013 as part of the requirements of the Modified Settlement Agreement. Washtenaw County foster care licensing staff have been working diligently on recruitment efforts; such as a 5K run, Memorial Day parade, word of mouth, etc.
- During April 2013, the Adult Medical Program (AMP) had open enrollment. Approximately 2,300 applications were received in our office.
- We still do not have a definite date regarding the roll out of EDM (Electronic Document Management). We continue to hold weekly phone calls in preparation.
- Washtenaw County DHS was selected as one of the pilot counties for administrative hearings beginning July 1, 2013.

B. Board Member Items

None.

6. NEXT MEETING

June 25, 2013 at 3:00 PM

7. ADJOURNMENT

The meeting adjourned at 3:57 PM.

Renee Adorjan, Director