Board: Ruth Kraut and JaVon Jason

Staff: Renee Adorjan, Director; Titicia Rosen, General Services Program Manager; Adelia Clark, Services Program Manager; Alice Seipelt, CRC/Contract Coordinator

1. CALL TO ORDER/APPROVAL OF AGENDA
   Ruth Kraut called the meeting to order at 9:18 AM. A motion was made by JaVon Jason to approve the February 13, 2019 agenda. Motion supported by Ruth Kraut. Motion carried.

2. PUBLIC COMMENTS
   None

3. APPROVAL OF JANUARY 9, 2019 MEETING MINUTES
   The Board reviewed the minutes from January 9, 2019. A motion was made by JaVon Jason to approve the January 9, 2019 meeting minutes. Motion to approve was supported by Ruth Kraut. Motion carried.

4. CONTRACTS
   Alice Seipelt presented a Request for Agreement Review to the Board to acknowledge continued contracts for counseling services through March 31, 2022. Ruth Kraut requested clarification for whom counseling services are available to, and it was clarified that counseling is available to all DHHS customers. JaVon Jason inquired as to who the contracted providers were, and it was explained that a list is maintained on the DHHS net for staff. It was also clarified that counselors are required to be approved Medicaid providers as well, therefore Medicaid can/should be billed as the primary funding. Ruth Kraut signed the Request for Agreement Review as the Vice-Chair of the Washtenaw County Social Services Board.

5. FINANCIAL REPORTS
   A. Social Welfare Fund
      The Board Account January 2019 monthly expenditures were $579.38 leaving a balance of $15,378.59. No Volunteer Services/County Projects or Board Reserve Account monthly expenditures were recorded for January 2019.

   B. Child Care Fund
      The payment of relatives continues to be a developing story. MDHHS has indicated the payments would be state funded and paid through MISACWIS beginning April 1st. Washtenaw County has projected approximately 35 relatives that may be eligible for payment. A FAQ document is being developed by state level staff and will be shared when available. Ruth Kraut noted that on the CCF report, the NC column for January 2019 contains two fields with question marks rather than numbers.
6. **UPDATES/COMMUNICATIONS**

A. **Director/Management Update**

   **Director Update**
   
   o The Lean Improvement Process team continues its work to streamline and clarify child welfare processes and procedures, specifically CPS removal and transfer to FC. The team met most recently in January.
   
   o The Continuous Quality Improvement (CQI) team was expanded to include staff members representing all program areas – child welfare, assistance payments, and administrative support. Using some of the same techniques as the LPI team, the CQI team will address areas of concern for all Washtenaw staff.
   
   o Universal Case Load (UCL) update – Washtenaw’s target date for implementation has been delayed until further notice. Central Office required Washtenaw to designate 3 AP staff members to assist UCL counties that have a backlog of work. These 3 staff members have a partial (50% caseload) and spend 4 hours per day processing Washtenaw work and the remaining 4 hours processing work for their assigned UCL county. This special assignment is targeted to end on March 29th.
   
   o In a similar scenario, Central Office also required Washtenaw to designate 2 CPS staff to assist Monroe County with a backlog of work. Two staff members volunteered to assist, but one of the staff received an offer of promotion in the meantime. The BSC agreed to reduce the number of staff going to Monroe down to 1 CPS worker.
   
   o The impact of the office closures (1/28/19 – 10:00-5:00 building closed due to weather, 1/30/19 & 1/31/19 building closed due to weather) is still impacting our numbers. The state-wide closure influences the SOP, mail deliveries, etc.,

**Data Reports**

   o Assistance Programs and Services data was shared and reviewed.
   
   **Services Statistics** – Adelia Clark noted that the number of children in care (130) was the lowest number in three years. Ruth Kraut asked if there was a specific reason for the reduction and Adelia spoke to the efforts of the Prevention Specialist, the active efforts of CW staff to provide service over and above the court mandated “reasonable effort”, the continued communication and partnership with the courts, and the efforts of the CW to identify absent fathers. Ruth Kraut remarked that it would be nice to highlight or promote our department’s accomplishments in the media.

   **Assistance Payments Statistics** – Titicia Rosen notes that the number of program registrations did reduce by 260 from December to January. Mrs. Rosen noted that the SOP has also declined, but the decline was noted state-wide and the office closures most definitely impacted those numbers. In addition, the federal government shut down caused the state of Michigan to release February FAP benefits early, and the processing took staff away from other priorities. Central Office again diverted staff’s processing priority to SER application after the 3 days of
weather-related closures. Ruth Kraut noted that the number of hearing requests has more than doubled between August and January, and the FAP SOP is at its lowest point in the same time frame. Mrs. Rosen reiterated her commitment to improving the office processes and work flow, such as with the specialization of Child Day Care (CDC) cases, subsequent review and program changes as a result.

Staffing Updates

- The 2019 staffing allocation is not fully finalized yet. Each county director has an individual conference call scheduled with the BSC Director, Doug Williams to discuss and negotiate staffing numbers. Upon first review, Washtenaw has been reduced by a total of 7 positions from the 2018 allocation. Mrs. Adorjan plans to make a case for the staffing numbers to at least remain the same.
- We currently have one CPS vacancy, with another anticipated to open next week. One staff remains on MLOA. Two new CPS staff have been hired and are scheduled to attend a 9-week training beginning on February 25, 2019. Two more CPS staff are in the hiring process – i.e. interviews have been completed and we are waiting for reference checks to be completed before making employment offers. At that point, Services would be fully staffed.
- There are no currently vacancies with the Assistance Payments or Administrative Support units – one AP staff is on MLOA.

Policy Updates

- CPS policy was updated effective 2/1/19 to outline action steps for supervisory oversight during a CPS investigation. New reports have been created and implemented as “check points” for supervisors during the investigation as opposed to completing a supervisory review after the investigation has concluded.

Community Involvement Updates

- Renee Adorjan met with the new superintendent of Ypsilanti Community Schools to discuss the possibility of expanding either the P2P program, or the Prevention program. Once the staffing allocation for 2019 is finalized, that conversation can continue.
- The Family Unification Vouchers (FUP) are beginning to pick up speed. We continue to work with partners from the Ann Arbor Housing Commission and Ozone House. To date, 5 referrals for vouchers have been made.
- Titicia Rosen and Alice Seipelt continue to meet monthly with SER and MEAP service providers to coordinate services. Ruth Kraut noted that the Health Department continues to receive inquiries and complaints about the SER process.

B. Board Member Items

- JaVon Jason asked about the Diversity and Inclusion Committee sign up sheets posted near the elevators. Titicia Rosen explained it is an opportunity for staff to
volunteer, as well as to engage staff and honor different groups, cultures, and holidays throughout the year. Ruth Kraut noted that the Health Department has a similar Health Equity and Social Justice Committee and suggested we contact Charles Wilson or Jesse Marshall for additional programming ideas.

- Ruth Kraut asked about the Blavin Scholars, as a high school friend of her daughter, who was a Blavin scholar, is now deceased. Mrs. Kraut wanted to ensure that someone was tracking the information. Both Renee Adorjan and Adelia Clark stated the information was tracked but indicated they would follow up as necessary.
- Ruth Kraut advised of additional Food Gatherer’s food distributions due to DHHS’s early release of February FAP benefits. Alice Seipelt indicated that information was shared with staff on February 6, 2019.

7. **NEXT MEETING**
   March 13, 2019

8. **ADJOURNMENT**
   A motion was made by JaVon Jason to adjourn the meeting. The meeting was adjourned at 10:30 AM.

Renee Adorjan, Director