1. **CALL TO ORDER/APPROVAL OF AGENDA**
   Patricia Piechowski-Whitney called the meeting to order at 1:11 PM. A motion was made by Ruth Kraut to approve the September 11, 2019 agenda, with the addition of October’s Board Meeting date under Item 7, Next Meeting. Motion supported by Patricia Piechowski-Whitney. Motion carried.

2. **PUBLIC COMMENTS**
   No public comments.

3. **APPROVAL OF AUGUST 14, 2019 MEETING MINUTES**
   The Board reviewed the minutes from August 14, 2019. A motion was made by Ruth Kraut to approve the August 14, 2019 meeting minutes. Motion supported by Patricia Piechowski-Whitney. Motion carried.

4. **FINANCIAL REPORTS**
   A. **Social Welfare Fund**
   The Volunteer Services/County Projects August 2019 monthly expenditures were $0, leaving a balance of $23,834.92. The Board Account August 2019 monthly expenditures were $273.38, leaving a balance of $14,194.45. No Board Reserve Account monthly expenditures were recorded for August 2019. It was noted that both Patricia Piechowski-Whitney and Patricia Piechowski-Whitney will be attending the MCSSA conference and will have travel reimbursements to submit; as well as annual MCSSA dues coming due in October/November. These expenditures will come from the Social Welfare Fund.

   B. **Child Care Fund**
   Child Care Fund accounts are tracking well. Effective 10/1/2019, the State Pays First (SPF) project will be implemented. It is intended to streamline the payment processing for providers serving MDHHS supervised youth by allowing County Child Care Fund (CCF) funded placements and services to be paid directly from MiSACWIS. For MDHHS supervised cases, the change will result in the department issuing payment to providers for placement and services.

5. **CONTRACTS**
   Patricia Piechowski-Whitney signed acknowledgement of a multi-county contract for Adoption Permanency Services provided by Judson Center, Inc. This contract renewal continues services to Barry, Branch, Calhoun, Eaton, Hillsdale, Ingham, Jackson, Kalamazoo, Lenawee, Livingston,
Monroe, St. Joseph, and Washtenaw Counties. Ruth Kraut asked for the number of Washtenaw county youth served under this contract in the last 5 years. Alice Seipelt will reach out to the Contract Analyst for information.

6. UPDATES/COMMUNICATIONS

A. Director/Management Update

   Director Update
   - DHHS is wrapping up the fiscal year September 30, 2019, and we are utilizing and spending funds as available. Additional YIT (Youth in Transition) funds were requested and received, as the FUP (Family Unification Program) vouchers allowed more youth to be housed/live independently. DSS (Direct Support Services) funds were not as utilized this year; however, it is anticipated that additional work requirements for customers next year could impact this fund. The Board asked that the Department look for ways to promote use of DSS funds.
   - On August 27, 2019, a representative from Labor Relations presented to managers on changes in Civil Service rules and regulations. Clarification of the hiring and grievance processes were also reviewed.

Data Reports

   - Assistance Programs and Services data was shared and reviewed.
     Assistance Payments Statistics – Titicia Rosen noted that the July report had some corrections made and the current report reflected accurate current and historical data. It was noted that the number of registered programs increased by more than 200 since July, and staff maintained a 96% timely processing rate.

     Services Statistics – Adelia Clark noted that there were more children in care as of July, due in part to two large families that came into care that month. With more children in care, there are more children living with licensed relatives and more in-home court wards.

Staffing Updates

   - Child Welfare is almost fully staffed – a CPS worker transferred to Washtenaw; a Washtenaw CPS worker accepted a promotion at another office. We continue to work to fill the vacant Blavin position.
   - A Foster care supervisor is on leave.
   - Administrative Support staff has one vacancy.
   - Assistance Payments has three vacancies.

Policy Updates

   - Lansing began sending notices to customers who are potentially impacted by HMP (Healthy Michigan Plan) premiums (aka Medicaid Work Requirements) beginning in 2020. These letters are, at this point, informational only, and were mailed through Lansing, not the individual’s case worker. Customers are directed to a special
processing unit for questions, but are also calling their case worker, who does not have access to the letter they are referencing. The Board noted that they would take their questions and concerns to the MCSSA conference to discuss.

- The annual cost of living/standard allowance was adjusted for Food Assistance customers effective 10/1/2019. Per FNS (Food and Nutrition Service) regulations, the standard allowance is updated by states annually to reflect changes in utility costs.

- Director Gordon and CSA Deputy Director Chang continue to make changes/clarifications to simplify CPS and FC policies, such as a foster care policy update that allows more than just the assigned case worker to complete monthly visitation requirements. Other updates to CPS policy included decreasing the supervisor/staff observation requirements to 3 per quarter and eliminating the requirement to locate absent parents of non-victim children.

Community Involvement Updates

- DHHS Holiday Assistance Program will start 10/1/2019.

- Alice Seipelt continues to attend as many community meetings as possible and reach out to potential partners, collaborators, etc.

- In addition to 2 EMU interns that started 9/9/2019, we are working with a professor and her EMU Social Work students this fall to perform community service projects and volunteer activities. Suggested ideas thus far include creating a diaper bank, refreshing family/observation visiting rooms, and hat/glove/mitten drive, etc.

B. Board Member Items

- Materials from the MCSSA conference were reviewed, a list of concerns/questions for Director Gordon will be created, as well as making sure to give him kudos and thanks for “hearing” staff and streamlining policy with changes and clarifications.

- Adelia Clark presented a request for funding for staff to attend the Child and Abuse Neglect (CAN) Conference October 21st and 22nd, 2019. Ruth Kraut motioned to support staff attendance at the CAN Conference by approving up to $3,000 from the Social Welfare Fund to pay for registration fees. The motion was seconded by Patricia Piechowski-Whitney. Motion carried.

7. NEXT MEETING
   October 2, 2019 at 1:00 PM   *Please note date change

8. ADJOURNMENT
   A motion was made by Patricia Piechowski-Whitney to adjourn the meeting. The meeting was adjourned at 2:45 PM.

Renee Adorjan, Director