

**Menominee County  
Department of Human Services Board  
2612 10<sup>th</sup> Street  
Menominee, MI 49858**

**BOARD MEMBERS**  
**JEFF NASER, CHAIR**  
**MARY BRADLEY**  
**GARY EICHHORN**

**DIRECTOR**  
**RUSSELL K. SEXTON**

**Date:** May 27, 2014

The regular meeting of the Menominee County Department of Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:00 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Present: Jeff Naser, Board Member; Gary Eichhorn, Board Member and Russell Sexton, Board Secretary.

Absent: Mary Bradley, Board Member. Excused.

Others Present: Bernie Lang, Menominee County Board of Commissioners.

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Eichhorn and supported by Mr. Naser. Motion carried.

**APPROVAL OF APRIL 29, 2014 MINUTES:**

Minutes of the April 29, 2014 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for April 2014 was reviewed. There were \$197.44 in expenditures for the DHS Board Meeting; leaving a balance of \$6,006.96.

There were no expenditures from the Child Care Fund leaving a balance of \$3,500.00.

A motion to approve the financial report was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

**DIRECTOR'S REPORT:**

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor who supervises some assistance payments staff in Delta County, Indian

outreach workers in Delta and Menominee counties and adult services specialists in Delta, Dickinson and Menominee counties. There is also 1 tri-county community resource coordinator who operates the volunteer services program, fund raising activities, medical transportation volunteer drivers, contracting and various other functions. There are 3 administrative support staff, 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists and 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist. Total Menominee County staff on-board count is 21. Total payroll is 1.04 Million dollars.

**Statewide Director's Meeting Information:** Mr. Sexton reviewed pertinent information from this month's meeting with the board as follows:

- Successful launch of Healthy Michigan - Counties have maintained an average of 30 minutes on their completion time for Medicaid applications. Menominee County has 523 people enrolled in the Healthy Michigan Plan at this point. There are an estimated total of 1,085 people eligible for HMP in Menominee County, which means only about 48.2% of those potentially eligible have enrolled in the program thus far.
- Budget for 2015: Revenues are down slightly. DHS may experience some cuts.
- Asset testing will be rolled out within 30 to 60 days and we will be expanding asset testing across all benefit lines.
- AP call center is still on track and is fully funded.
- Congratulations to those who worked on MiSACWIS and to all for keeping 'calm' during this rollout.
- We have a CSS&M and travel shortfall of \$2 million for FY 14. If possible, put off spending in these categories until FY 15. Mr. Sexton related that most of our costs are fixed costs and there is nowhere to cut spending. Delta County will be over the budget that was provided to us for this year. This budget was based on historical expenditures, which hurt us as we have always been very stingy with operational expenditures.
- Office of Child Support interactive phone system has been rolled out.
- Office of Child Support reorganized their intake system and is seeing positive results.
- OCS has seen a 40% increase in cases to prosecutors, 36% increase in phone volumes, and a 55% decrease in non-compliance hearing letters
- Workers are asked to complete online applications instead of hard copy applications.
- New Child support legislation has been introduced, which will require clients to cooperate before assistance is granted
- EDM will begin rollout in June, with completion by the end of August; Delta County will be going live in July. Dickinson and Menominee Counties are already up and running.
- FAP error rate from October to December is 3.37%, negative denials and closures are 23.33%.
- 169,000 Medicaid applications were processed during the Healthy Michigan rollout, of those, 58,000 have been enrolled in the Healthy Michigan Plan

- 203,000 individuals have been enrolled to date.
- SER crisis season ends May 31st. All applications for emergency SER must be received by May 31, 2014.

**Collaborative Issues:** No new information was provided.

**Business Plan Update:** Mr. Sexton provided the board with an update on current performance data including:

**Operational Funds:**

- Operating Funds Expenditure Report: Year-to-date expenditures of \$23,719.92, which constitutes 63.4% of the allocation spent with 58% of the fiscal year elapsed.
- Travel Funds Expenditure Report: Year-to-date expenditures of \$17,101.53, which constitutes 51.8% of the allocation spent with 58% of the fiscal year elapsed.

**Assistance Payments:**

- Assistance Payments Standard of Promptness: Year-to-date average for Menominee County is 97.25%. Business Services Center 1 average is 96.96% and State average is 96.94%.
- Family Independence Program Work Participation Rate: Menominee County year-to-date average is 76.78%. Goal is 50%.

**Child Welfare:**

- CPS Commencement: Menominee County 86%; State 84%; BSC1 95%
- CPS Investigation Contacts: Menominee County 93%; State 84%, BSC1 92%
- CPS Opening Month Contacts: Menominee County 80%; State 64%; BSC1 69%
- CPS Ongoing Child Contacts: Menominee County 83%; State 77%; BSC1 83%
- CPS Closing Month Contacts: Menominee County 100%; State 88%, BSC1 89%
- Parent/Child Visits Completed: Menominee County 37%; State 42%; BSC1 38%
- CPS ISP Completed: Menominee County 100%; State 89%; BSC1 96%
- CPS USP Completed: Menominee County 89%; State 91%; BSC1 93%
- CPS ISP Supervisor Approval: Menominee 100%, State 91%; BSC1 96%
- CPS USP Supervisor Approval: Menominee 100%; State 93%; BSC1 91%
- FC ISP/USP Completed: Menominee 59%; State 71%; BSC1 75%
- FC ISP/USP Approval: Menominee 100%, State 86%, BSC1 88%
- Initial Medical Completed: Menominee N/A%, State 64%, BSC1 75%
- Periodic Medical Completed: Menominee 33%; State 54%. BSC1 64%
- Initial Dental Completed: Menominee N/A%; State 61%; BSC1 77%
- Annual Dental Completed: Menominee 60%; State 38%; BSC1 51%

**Miscellaneous:**

Mr. Sexton reviewed with the board the Comprehensive Local Office Purchase Plan for the Delta, Dickinson and Menominee County Triad. This plan includes the following fund sources:

- Child Safety and Permanency Plan Fund - \$96,692.00

- Child Protection/Community Partner Fund - \$57,190.00
- Strong Family/Safe Children Fund - \$183,195.00
- Foster Parent Recruitment and Retention Fund - \$9,404.00
- Direct Supportive Services Fund - \$72,566.00
- Emergency Services Fund - \$27,468.00
- Guardianship Fund - \$1,372.00
- Youth in Transition Fund - \$4,663.00
- Donated Funds (MARA and CRC Funds) - \$63,002.00

Mr. Sexton reminded the board that there are many other non-local funding sources we rely on for the provision of various services for our customers, which can be found in the policy manuals located on the DHS website at [www.michigan.gov/dhs](http://www.michigan.gov/dhs).

Mr. Sexton reviewed with the board customer information as follows:

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits:

- Family Independence Program: 34 cases; 73 recipients; \$10,600.00 in benefits.
- Food Assistance Program: 1,574 cases; 2,956 recipients; \$341,101.00 in benefits.
- State Disability Assistance: 20 cases; 20 recipients; \$4,249.00 in benefits.
- Child Development and Care: 29 cases; 44 recipients; \$8,525.00 in benefits.
- State Emergency Relief: 33 cases; \$19,245.00 in benefits.
- Unduplicated total: 1,602 cases; 2,987 recipients; \$383,721.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 561 cases; 1,250 recipients
- Other Children < Age 21: 115 cases; 121 recipients
- Pregnant Women & Children Under 19: 860 cases; 1,540 recipients
- Non-SSI Aged, Blind & Disabled: 696 cases; 727 recipients
- SSI Aged, Blind & Disabled: 501 cases; 501 recipients
- Medicaid Eligible Total: 2,484 cases; 4,139 recipients

Mr. Sexton reiterated that anyone could find all DHS policy for all programs, as well as anything else one would want to know about DHS at the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) site.

Mr. Sexton provided current caseload information to the board as follows:

Adult Services:

- Adult Independent Living Services Cases: 127
- Adult Community Placement Cases: 21
- Adult Protective Services Cases: 9

Child Welfare:

- Menominee has 18 Children in purchased foster care. 7 are referred to Catholic Social Services with 6 placed in licensed unrelated foster homes and 1 with a non-respondent father. 11 are referred to UP Family Solutions – 2 are in the family home, 2 are with licensed relatives and 7 are in licensed unrelated foster homes.
- Menominee has 9 Direct Foster Care cases:  
4 in licensed relative home

- 2 in unlicensed relative home
- 1 in licensed unrelated FH
- 1 in residential
- 1 returned back home
- Menominee has 3 Direct Foster Care cases for Dickinson County:
  - 2 in licensed Relative home
  - 1 in licensed unrelated FH.
- Menominee has 12 Juvenile Justice Cases:
  - 1 in family home
  - 11 in residential care
- Menominee has the following Child Protective Services activity:
  - 15 complaints investigated
  - 6 complaints substantiated
  - 6 victims of CA/N

Mr. Sexton provided current volunteer information to the board as follows:

- Menominee County currently has a total of 29 volunteers.

**Board Member Input/Suggestions:** None at this time.

**UNIT REPORT:** Denise Perry, Community Resource Coordinator.

Historically, there was one position per county and the focus was coordination of volunteer services and donations. From 1989 – 1999 we had our own volunteer donation center located in a separate building on 13th street. In 2002, there was a reduction in the number of positions to one per each dual county, i.e., Delta-Menominee. Contract administrator duties were added to the position. During the 2011 Fiscal year, we became a Tri- county agency and coverage for Dickinson County was added.

Volunteers, donations, and fundraising provide additional services and resources to help meet the needs of our clients that are unavailable through our public assistance programs. The Volunteer Program Office Volunteers and Experience Works Program Staff assist with transportation referral dispatching and coordination of seasonal Volunteer Services projects.

Transportation is the most requested volunteer service. It is provided by screened and registered volunteer drivers. Taxi Inc. ride cards are available to transport clients for ongoing medical appointments, such as dialysis or radiation treatments in Marinette. Supervised Visit Monitoring is provided by agency volunteers and student interns for protective service foster care cases where the Judge orders that a third party be present for the child's safety during a parent-child visit. There is a visiting family room in each office for this purpose. Visits can also be held in other public places such as churches, libraries, playgrounds, parks.

There are 2 representative payee volunteers in Menominee County who handle the funds for clients to ensure their basic needs of food, shelter, and clothing are met. Over the years it has been the most difficult volunteer job to recruit volunteers for.

Fundraising is used to provide funding for volunteer services projects including the 4-H summer camp project, the back-to-school project, the foster care bags, the kids snack drawer, emergency diapers and personal need items and holiday gifts.

Younkers Community Day is one of the easiest fundraisers to date. Our agency receives the \$5 donation for each coupon booklet sold. The donor receives an assortment of coupons including a \$10 off an item coupon. Volunteers sold 206 booklets and raised \$1,030.00 for the November 16th event. As a result of having the second highest booklet sales for Marinette, our agency also received a bonus check for \$410.39, a portion of the booklets sold by the store clerks.

The "Help Make Spirits Bright" fundraiser gets businesses involved in raising money to help provide Christmas gifts for children and shut-ins who are not being covered by one of the other Christmas projects. The businesses decorate their establishment with the colored paper ornaments with the names of customers who made a donation of a dollar or more. We present travelling plaques to the top fundraisers in each county. There are 22 businesses participating and they raised \$5,523.00. We provided 176 gifts to children and elderly /disabled shut-ins.

The Community Giving Program form is used to sign up families for various holiday gifts and food baskets. We partner with the Salvation Army, St. Vincent de Paul, churches, businesses, individuals, service clubs, the Pine Tree Mall, Angeli's and the Menominee County library for Angel trees, food baskets and the give-a-kid-a book, and adopt-a-family programs. Over 177 families and 300 children received Christmas help. The Back-To-School Program provided school supplies, clothing, and shoes to 70 DHS children. In Menominee County, we partnered with Angeli's to provide some of the items. The proceeds from the Younkers fundraiser were used for 23 of the 70 children. The 4-H Summer Camp program at Camp Molinare near Channing provided an overnight camp experience for 31 DHS client children in July. This has been a long term collaboration between our Volunteer Program and the MSU Extension 4-H and Supplemental Nutrition Assistance Programs. The camp is staffed by volunteers and funded primarily by donations. The camp is a USDA Summer Food Service Site so meals are discounted for low-income children as they are during the school year. To date, we have received \$3,560.00 in camp donations.

A Volunteer Recognition Banquet is held annually to formally thank volunteers for their service to agency clients. A buffet meal is served and certificates of appreciation and awards are presented to volunteers. There were 29 volunteers who volunteered a total of 3,614 hours. They drove 48,521 miles to get clients to medical appointments.

We need additional volunteer drivers and supervised visit monitors.

#### Contracts

Since I became Contract Administrator, our funding source allocations have steadily been reduced each year. As a result we have had to prioritize the most needed services and eliminate several of our contracted services in each county.

FY 14 Contracts Handout – There are currently 2 in Delta and 2 in Menominee County and 3 in Dickinson County.

#### FY 2014 Menominee County Contracts

SFSC 13-55001: This contract in the amount of \$83,000.00 is with Child & Family Services of the U.P. They were the previous contractor and the only bidder during the public bidding process. This contract will be for Family Preservation Services in both Menominee and Delta counties. The service is a step down from Families First Services.

It consists of a continuation of the Families First model on a lesser intensive basis for up to six months per family. The Family Support Worker is similar to a Parent Aide providing in-home supportive services.

SFSC 11-55001-3: This contract in the amount of \$32,615.00 is with the Menominee County Circuit Court Family Division and provides for intensive supervision of court and state wards at risk of commitment to DHS for out of home placement, or who can have an accelerated return home from placement with this service. The service has been very successful at limiting the number of delinquent youth in out of home care in Menominee County. This contract is up for renewal.

**BOARD BUSINESS:**

**1. Approval of Vouchers:**

Vouchers were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

- 2. MCSSA:** The next MCSSA District One meeting will be on July 16, 2014, at 11:45 Eastern at the Landmark Inn, Marquette. Subsequent meetings will also be held at the Landmark Inn, with that meetings being: October 15, 2014.

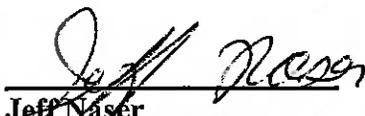
**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** June 17, 2014 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 10:27 a.m.

  
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**Russell K. Sexton**  
**Board Secretary**

  
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**Jeff Naser**  
**Board Chairperson**

Pc: DHS Board Members  
Menominee County BOC