

**Menominee County
Department of Human Services Board
2612 10th Street
Menominee, MI 49858**

BOARD MEMBERS
JEFF NASER, CHAIR
GARY EICHHORN

DIRECTOR
RUSSELL K. SEXTON

Date: November 25, 2014

The regular meeting of the Menominee County Department of Human Services Board was called to order by Andrew Laurin, Acting 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; Andrew Laurin, Acting Board Secretary.

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 OCTOBER 28, 2014 MINUTES:

Minutes of the October 28, 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:

Mr. Sexton related that the Menominee County Board of Commissioners provided a FY 2015 allocation of \$6,910 for Menominee County DHS Board activities and \$3,500 for the Child Care Fund.

The financial report for October 2014 was reviewed. There were \$197.44 in expenditures for the DHS Board; leaving a balance of \$6,712.56.

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 worker in Menominee county 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 consisting of 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.

Statewide Director's Meeting Information:

MISACWIS – Payment Problems: Per Federal Compliance Unit, when we want to seek a direct payment with repay for a FH, we must ensure that the problem is indeed a MISACWIS problem and not worker error. All requests go through BSC 1 first.

MISACWIS – Errors: At this point they are finding that 95% of the issues are worker errors. This is understandable since we continue to become familiar with a new system. It is important that all fixes, changes, updated/expired IBPs, updated/expired/new job aides, etc., are thoroughly reviewed by yourselves and with staff to ensure we stay on top of everything and the data coming out of MISACWIS is accurate.

MISCAWIS – Performance Reports – May through October 2014:

- CPS Commencement:
 - Delta: 84%
 - Dickinson: 81%
 - Menominee: 89%
- CPS Face-to-Face:
 - Delta: 88%
 - Dickinson: 84%
 - Menominee: 91%
- Dental:
 - Delta: 78%
 - Dickinson: 35%
 - Menominee: 17%
- Medical:
 - Delta: 88%
 - Dickinson: 47%
 - Menominee: 50%

Psychological Evaluations: They are working on increasing the rate we will pay from \$300.00 to something more in line with today's rates. New contracts will be coming out at some point in the not too distant future.

FAP S.O.P.s: Must be 95% or above or a CAP will have to be accomplished (three months in a row of under 95%). If we are under 95% we have to identify what is holding us up, such as central scan or whatever else might be an issue.

BSI: Use the auto function.

- Slowness issues need to be posted every time so they can track this and work on getting it corrected. Goal is 10 seconds – if it goes longer – post it.

Help Desk: Ticket resolutions that are not proper, obviously geared toward getting it off their plate, such as “Just Re-Scan” – get these to BSC 1, along with any other issues.

AP Best Practices: BSC 1 has a lot of information in re this and we should be working with him to ensure we are doing things in the best and most efficient way possible.

Conflict Management Training: This must occur quarterly in all Triads. The training will not be the same each time – each subsequent training builds upon the prior training, thus people have to attend each quarter.

FHL Goals: BSC 1 has to license 82 new non-relative foster homes this fiscal year and we are already behind. We should be at 7 homes licensed per month at minimum. We have to provide BSC 1 with monthly updates, which must include what our expectations are for the licensing workers on a daily, weekly, monthly basis.

- There will be a monthly meeting with all supervisors and FHL Specialists.
- We also have to accomplish monthly meetings with PAFCs in regard to this. Part of the monthly report will need to include a section pertaining to what PAFCs are actively pursuing licensing new homes and which are not.

PAFC Referrals: We have to have a specific plan for making referrals to PAFCs. They are complaining to Central Office and through their Association to the Legislature, claiming that DHS is not referring out a sufficient number of cases to them. Our three counties are referring out more than 50% of our cases, so we are where we should be.

- We have to again document where our children are going, what our rotational plan is, when the PAFC rejects a placement, etc. We have a tracking sheet already from when we had to do this previously.
- There will be a monthly dialog with all PAFC directors in regard to this.
- In very short order, non-title IVE cases will be able to be referred to PAFCs as the Legislature has agreed to pay the administrative rate for those cases. This will make it easier to refer cases out as soon as we get them as we will no longer have to wait for the funding determination.
- Any rotational system will need to have elements that ensure the best interest of the children and families. It would include things such as the following:
 - Do you have a home that is the best and safest for this child we are referring?
 - Do you have a home that meets above and can accommodate 4 children?
 - Etc.
 - If they don't have such a home, cannot borrow an appropriate home, etc., we go to the next PAFC in line and keep going down the line until we find the most appropriate placement for the child or children.
- Relative Licensing Referrals to PAFCs: These need to get referred out immediately so we are not using up their time frame for licensing these homes.

The PAFC must be invited to the initial FTM so they are familiar with the case and can get started right away.

- We also need to continue to monitor and report safety and other issues we observe or come across.

Minor Parent Specialist: See the policy in BAM-201. Local offices must designate a minor parent coordinator to coordinate the delivery of services to minor parents. Refer all minor parents who refuse to comply with the requirements of this policy or withdraw their request for assistance to the minor parent coordinator. The department offers services to minor parents whether eligible for assistance benefits or not.

- AP Supervisors/FIM/GSPM – are the designated minor parent specialists in our offices.

Issues going to BSC: MISACWIS, Bridges, etc. Identify one contact person for each issue we send to them. Include every bit of information we have in regard to the problem such as case IDs, ticket numbers, screen shots, etc. Do everything possible to ensure that they are not worker errors prior to sending them in.

Collaborative Issues: No new information was provided.

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

- Operating Funds: Menominee County allocation for FY 2014 is: \$37,406.00. Final fiscal year expenditures were: \$44,158.32, which equates to 118.1% of the allocation expended with 100% of the year elapsed.
- Travel Funds: Menominee County allocation for FY 2014 is: \$32,991.00. Final fiscal year expenditures were: \$32,302.99, which equates to 97.9% of the allocation expended with 100% of the year elapsed.
- Current Fiscal Year Operating Funds: Menominee County allocation is: \$40,140.00. Year-to-date expenditures are: \$1,356.67, which constitutes 3.4% of the allocation expended with 8% of the year elapsed.
- Current Fiscal Year Travel Funds: Menominee County allocation is: \$32,991.00. Year-to-date expenditures are: No date available at this time.

Assistance Payments:

Assistance Payments Standard of Promptness: 94.41 %. Business Services Center 1 average is 95.05% and State average is 94.51%.

Family Independence Program Work Participation Rate: 50%. Goal is 50%.

Miscellaneous:

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

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

- Family Independence Program: 23 cases; 54 recipients; \$10,923.00 in benefits.
- Food Assistance Program: 1,560 cases; 2,990 recipients; \$330,451.00 in benefits.

- State Disability Assistance: 13 cases; 13 recipients; \$2,448.00 in benefits.
- Child Development and Care: 25 cases; 42 recipients; \$6,334.00 in benefits.
- State Emergency Relief: 3 cases; \$785.00 in benefits.
- Unduplicated total: 1,574 cases; 3,009 recipients; \$350,940.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 554 cases; 1,201 recipients
- Other Children < Age 21: 94 cases; 107 recipients
- Pregnant Women & Children Under 19: 702 cases; 1,251 recipients
- Non-SSI Aged, Blind & Disabled: 692 cases; 725 recipients
- SSI Aged, Blind & Disabled: 526 cases; 526 recipients
- Medicaid Eligible Total: 2,366 cases; 3,799 recipients

Total Healthy Michigan Enrollments: 1005

Mr. Laurin stated that anyone could find DHS policy for all programs, as well as anything else one would want to know about DHS at the www.michigan.gov/dhs site.

Child Welfare Data (Standard of Promptness):

CPS ISP: 96%
 CPS ISP Supervisor Approval: 100%
 CPS USP: 93%
 CPS USP Supervisor Approval: 100%
 CPS Commencement of Investigation: 100%
 CPS Investigation face-to-face total: 100%
 CPS Ongoing face-to-face opening: 44%
 CPS Ongoing face-to-face monthly: 98%
 CPS Ongoing face-to-face closing: 100%
 CPS Contact entry: 85%
 Foster Care ISP: 100%
 Foster Care ISP Supervisor Approval: 100%
 Foster Care USP: 100%
 Foster Care USP Supervisor Approval: 100%
 Foster Care Initial Medical: 0%
 Foster Care Initial Dental: N/A
 Foster Care Periodic Medical: 40%
 Foster Care Periodic Dental: 25%
 Foster Care Worker/Child Visits 1st Month: 0%
 Foster Care Worker/Child Visits 2nd Month: 25%
 Foster Care Worker/Parent Visits 1st Month Mother: N/A%
 Foster Care Worker/Parent Visits 1st Month In-Home: N/A%
 Foster Care Worker/Parent Visits 1st Month Father: N/A%
 Foster Care Worker/Parent Visits 2nd Month In-Home: N/A%
 Foster Care Worker/Parent Visits 2nd Month Mother: 30%
 Foster Care Worker/Parent Visits 2nd Month Father: 7%

Foster Care Contact Entry: 79%

Board Member Input/Suggestions: None

UNIT REPORT: None

BOARD BUSINESS:

1. **Approval of Vouchers:**

Vouchers were not available for review at this time and will be reviewed with the November vouchers during the December meeting.

NEW BUSINESS: No new business was presented.

PUBLIC COMMENT: None.

NEXT MEETING: December 30, 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 0926 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members
Menominee County BOC