

**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:** April 29, 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:**

Mr. Sexton requested an addition to the agenda to go under Board Business, specifically a discussion of the board budget for FY 2014/2015 per a communication received from the County Administrator.

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

**APPROVAL OF MARCH 25, 2014 MINUTES:**

Minutes of the March 25, 2014 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for March 2014 was reviewed. There were \$197.44 in expenditures for the February DHS Board Meeting; leaving a balance of \$6,204.40.

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 covers 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:** No meeting was held this month.

**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 \$16,082.45, which constitutes 49% of the allocation spent with 50% of the fiscal year elapsed.
- Travel Funds Expenditure Report: Year-to-date expenditures of \$17,903.70, which constitutes 48% of the allocation spent with 50% of the fiscal year elapsed.

#### Assistance Payments:

- Assistance Payments Standard of Promptness: Year-to-date average for Menominee County is 95%. BSC 1 average is 95% and State average is 95%.
- Family Independence Program Work Participation Rate: Menominee County year-to-date average is 86.61%. Goal is 50%.

#### Child Welfare:

- CPS Commencement: Menominee County 100%; State 87%; BSC1 96%
- CPS Investigation Contacts: Menominee County 100%; State 84%, BSC1 94%
- CPS Opening Month Contacts: Menominee County 0%; State 68%; BSC1 77%
- CPS Ongoing Child Contacts: Menominee County 100%; State 78%; BSC1 84%
- CPS Closing Month Contacts: Menominee County 100%; State 85%, BSC1 87%
- CPS Contact Entry: Menominee County 86%, State 75%
- Parent/Child Visits Completed: Menominee County 58%; State 39%; BSC1 36%
- CPS ISP Completed: Menominee County 100%; State 87%; BSC1 94%
- CPS USP Completed: Menominee County 100%; State 88%; BSC1 91%
- CPS ISP Supervisor Approval: Menominee 100%, State 88%; BSC1 94%
- CPS USP Supervisor Approval: Menominee 100%; State 91%; BSC1 94%
- FC ISP Completed: Menominee 100%; State 72%; BSC1 70%

- FC ISP Approval: Menominee 100%, State 89%
- FC USP Completed: Menominee 100%; State 83%
- FC USP Approval: Menominee 100%; State 90%
- Initial Medical Completed: Menominee 100%, State 69%
- Periodic Medical Completed: Menominee 100%; State 58%
- Initial Dental Completed: Menominee 100%; State 55%; BSC1 66%
- Annual Dental Completed: Menominee 0%; State 30%; BSC1 33%
- Worker/Parent Visits Mother 1<sup>st</sup> Month: Menominee N/A, State 51%
- Worker/Parent Visits Mother 1<sup>st</sup> Month in-home: Menominee N/A, State 20%
- Worker/Parent Visits Father 1<sup>st</sup> Month: Menominee N/A, State 41%
- Worker/Parent Visits Father 1<sup>st</sup> Month in-home: Menominee N/A, State 19%
- Worker/Parent Visits Mother 2<sup>nd</sup> Month: Menominee 25%; State 68%
- Worker/Parent Visits Father 2<sup>nd</sup> Month: Menominee 7%, State 51%
- FC Contact Entry: Menominee 69%; State 71%

**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 reviewed with the board that there are many other non-local funding sources we rely on for the provision of various services for our customers. Those 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 some specific policy with the board, including: Field Operations Manual 722-12; 903-09; Bridges Eligibility Manual 232 and the Program Standards Manual in regard to Emergency Services payments eligibility.

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; 75 recipients; \$10,087.00 in benefits for the month of February.
- Food Assistance Program: 1,582 cases; 2,972 recipients; \$342,841.00 in benefits for the month of February.
- State Disability Assistance: 19 cases; 19 recipients; \$5,330.00 in benefits for the month of February.

- Child Development and Care: 29 cases; 45 recipients; \$7,678.00 in benefits for the month of February.
- State Emergency Relief: 44 cases; \$21,180.00 in benefits for the month of February.
- Unduplicated total for the month of February: 1,609 cases; 3,010 recipients; \$387,116.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 535 cases; 1,185 recipients
- Other Children < Age 21: 118 cases; 124 recipients
- Pregnant Women & Children Under 19: 828 cases; 1,491 recipients
- Non-SSI Aged, Blind & Disabled: 694 cases; 724 recipients
- SSI Aged, Blind & Disabled: 497 cases; 497 recipients
- Medicaid Eligible Total: 2,419 cases; 4,021 recipients

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

Mr. Sexton reviewed all of the programs that the Department of Human Services has available with the board. Those programs discussed are:

- Family Independence Program (cash assistance)
- Food Assistance Program (better known as food stamps)
- State Disability Assistance (financial assistance for disabled persons who are not eligible for cash assistance)
- State Emergency Relief (financial help to needy persons faced with emergency situations that threaten health and safety and can be resolved with the SER payment)
- Low Income Home Energy Assistance Program (assistance to disadvantaged households to help meet energy costs)
- Supplemental Security Income (federal program that DHS determines eligibility for on behalf of the federal government)
- Child Development and Care (Day Care assistance)
- Child Support Program
- Medicaid
- Youth in Transition (funding for eligible foster youth exiting the system)
- Educational Training Vouchers (scholarships for eligible youth adopted from the foster care system)
- Adoption Services/Adoption Subsidy Program
- Adult Services (adult community placement and independent living services – assistance with locating appropriate living arrangements and home help services)
- Adult Protective Services (protection of vulnerable adults who are at risk of harm due to abuse or neglect or exploitation)
- Child Abuse Prevention and Family Preservation Services (
- Children's Foster Care
- Children's Protective Services

- Juvenile Justice (delinquent youth programs)
- Michigan Children's Institute (legal guardian for children when parental rights have been terminated by the court)
- Migrant Services (coordination of services for agricultural workers)
- Native American Affairs and Indian Outreach (support, protect and strengthen Native American children and families)
- Refugee Services
- Runaway and Homeless Youth Services Program
- Teen Parent Program
- Volunteer Services

Detailed descriptions of these programs can be found at [www.michigan.gov/dhs](http://www.michigan.gov/dhs).

Mr. Sexton reviewed the Field Outstate Administration's CY 2014 Strategic Plan with the board and provided a copy of the plan to each board member.

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

**UNIT REPORT:** Andrew Laurin, Child Welfare Supervisor, provided a comprehensive report to the board regarding Children's Protective Services, Foster Care, Foster Home Licensing and Juvenile Justice. Mr. Laurin provided the following information:

Menominee Co. Children's unit is fully staffed at 5.

- 1- CPS investigator, Mary Lou Nast
- 2- CPS investigator- JJ, Andrew Porath
- 3- CPS investigator-Ongoing, Erinn Anttila
- 4- Foster care – Adoption –Licensing, Midge Fagan
- 5- Foster care – JJ, Jeremy Munger

The unit provides services to all children within Menominee County including Hannahville Tribal youth who are referred to DHS.

Currently we are providing CPS ongoing services to 13 families, with 7 of those cases in the court system. Menominee County investigated 195 complaints of abuse or neglect last year. Of those complaints 192 of 195, 98% were completed within 30 days as required. Statewide average is 84%. Menominee County commenced 98% of the complaints timely, and made 97% of face to face contacts with all victims within the required time frames. Statewide averages are 90% and 84% respectively. We are providing direct care foster care services to 10 children in Menominee. An additional 16 children are being serviced by private agencies. We are providing JJ services to 12 youth, 8 of which are placed in residential programs throughout the UP, per court order.

Menominee County DHS currently has 5 licensed foster homes. The tribe maintains approximately 13 homes for placement of tribal youth.

SWSS, the current operating system for child welfare, went down on 4/24/12 and our new system, MiSACWIS, will roll out on April 30th. We have been involved in numerous webinars, and classroom training to prepare for what will be a huge but manageable challenge. We expect hick-ups with the system but will ensure children remain safe.

Mr. Laurin also discussed the CPS Centralized Intake unit with the board.

**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.
3. **Board Budget for FY 2014/2015:** A discussion was held in regard to what the board would be requesting for its FY 2014/2015 budget.

Mr. Eichhorn made a motion that a budget request to the Menominee County Board of Commissioners be made that mirrors the request for last year, with the addition of \$1,500.00 for Foster Parent Recruitment and Retention activities for Menominee County. Mr. Naser supported the motion. Motion passed without opposition.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** May 27, 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 11:25 a.m.



Russell K. Sexton  
Board Secretary



Jeff Naser  
Board Chairperson

Pc: DHS Board Members  
Menominee County BOC