

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

BOARD MEMBERS
JEFF NASER, CHAIR
MARY BRADLEY
GARY EICHHORN

DIRECTOR
RUSSELL K. SEXTON

Date: July 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; Russell Sexton, 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 JUNE 24, 2014 MINUTES:

Minutes of the June 24, 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 June 2014 was reviewed. There were \$346.72 in expenditures for the DHS Board Meeting (one member was present for the regularly scheduled meeting for which there was no quorum and then again for the re-scheduled meeting); leaving a balance of \$5,462.80.

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 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. Total Menominee County staff on-board count is 21. Total payroll is 1.04 Million dollars.

Statewide Director's Meeting Information: There was a Business Services Center 1 Director's meeting in June. Mr. Sexton shared the following information with the Board:

- FY 2015 staffing package will be sent out on September 1, 2014. Initial indications are that the Delta, Dickinson, Menominee triad should see no reductions in staff.
- There was a discussion regarding the recent adult services audit. Mr. Sexton explained this audit that had recently come out and that had been in the news to the Board. Mr. Sexton explained what the audit meant factually as compared to what was in the media. The Independent Living Program is designed to assist elder adults to be able to remain in their own homes through the provision of Chore Services, which might consist of various services such as cooking, cleaning, bathing assistance, etc. The DHS customer/client chooses who would provide those chore services and DHS pays the provider on behalf of the client. Most clients choose a family member to provide those services and many of those family members have past felony convictions and the like, which was brought out in the audit. There was no prohibition in regard to this as it was a client choice based program; however, as a result of the audit and the media attention pertaining to this, the Department of Community Health, which has control of policy for this program, is instituting background checks and felons will not be allowed to provide chore services in the future. Mr. Sexton further related that the audit calculated that there were \$160 million in improper payments made and he explained that the auditors came up with that figure based upon chore provider monthly reports that had not been accomplished. In reality, it is likely that the work was accomplished and that the chore providers had just not bothered to turn in the reports, and that the DHS Adult Services Workers had not followed through on obtaining the reports. Mr. Sexton reminded the Board of his many conversations over the years related to the inadequate staffing provided for Adult Services statewide, which has had a significant impact on our ability to meet all policy requirements in Adult Services. Mr. Sexton related that his counties were not part of the audit; however, the results were indicative of adult services throughout the State. Mr. Sexton related that a new Business Service Center has been created specifically for Adult Services, BSC6, which will put a greater emphasis on the program ongoing.
- Adult Protective Services: On August 1, 2014, DHS Central Intake will take on the responsibility of assigning adult protective services. Local office will no longer have the authority to accept or deny APS complaints.

- Medical Transportation: DHS will no longer be accepting and/or paying any medical transportation payments requests that are over 90 days.
- Relative placement licensing waivers: There is a new waiver form that is mandatory and that provides only two reasons for relatives not to be licensed. We have to track all waivers and ensure that all waivers are re-accomplished each year. There will be very few relative placements that will be allowed to remain unlicensed.
- There was a recent review of these waivers and the reviewers found that there were many 588s (Initial Relative Safety Screen) not completed timely or not completed at all. The same was found for the 3130a (Children's Foster Care Relative Placement Home Study). Findings indicated that there were issues of safety and/or financial issues that were ignored and which were significant enough that the children should not have been in those homes. Findings indicated that there was a lack of documentation of efforts made to assist relatives to become licensed, with licensing variances not being requested, etc. New guidance will be coming out to the field as a result of this review.
- Relative Home Licensing: We have to ensure that all homes are licensed within 180 days and have to track this. Most relative home licensing is referred to the PAFCs. If we find that they are not meeting time frames, we have to pull the licensing case back and license them ourselves.
- Facilities: DHS continues to do everything possible to reduce brick and mortar costs as well as closely monitoring all other costs and cutting wherever possible.
- MiTeam Case Practice Model: This model is not being implemented the way it should be statewide. As a result we have three counties that are piloting implementation of this model along with a continuous quality improvement process. What they find, improve upon and create will be rolled out to the rest of the state at some point in the near future.
- Child Welfare Advisory Council: This is a core team with various workgroups that meets in central office to improve our delivery of services. Workgroups are:
 - Permanency Outcomes
 - Safety
 - Well Being
 - Placement
 - Training
 - Caseloads/Staffing
 - MiTEAM/CQI
 - Services
 - Communication
 - MiSACWIS
- Adoption Expedited Consent Requests: This is a delegation of the MCI Superintendent's authority to approve adoptions to the local office directors. This authority is for expedited consent eligible adoptions only, which are those where all siblings are placed together, where there is only one home wishing to adopt (no competing parties), there are no identified issues, no criminal history, no complaints, the children are well cared for, etc. If there are any red flags or issues of any kind that come up, we are simply to send them to the MCI superintendent

with notification to the private agency as they are not true expedited consent cases. There is a 14 day time frame for these requests.

Collaborative Issues: No new information was provided.

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

- Operating Funds: Menominee County allocation for FY 2014 is: \$37,406.00. Year to date expenditures are: \$30,717.02, which equates to 82.1% of the allocation expended with 75% of the year elapsed.
- Travel Funds: Menominee County allocation for FY 2014 is: \$32,991.00. Year to date expenditures are: \$22,176.36, which equates to 67.2% of the allocation expended with 75% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: for Menominee County for May was 95 %. Business Services Center 1 average is 96% and State average is 96%. Family Independence Program Work Participation Rate: Menominee County for the month of May is 83.33%. Goal is 50%.

Child Welfare:

There is no current data due to the implementation of the MiSACWIS system. We have to work out the bugs and build the data base prior to us being able to obtain accurate child welfare data.

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.

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: 26 cases; 50 recipients; \$7,262.00 in benefits.

- Food Assistance Program: 1,590 cases; 3,002 recipients; \$343,675.00 in benefits.
- State Disability Assistance: 20 cases; 20 recipients; \$3,989.00 in benefits.
- Child Development and Care: 30 cases; 42 recipients; \$10,571.00 in benefits.
- State Emergency Relief: 115 cases; \$78,311.00 in benefits.
- Unduplicated total: 1,636 cases; 3,089 recipients; \$443,808.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 544 cases; 1,229 recipients
- Other Children < Age 21: 83 cases; 90 recipients
- Pregnant Women & Children Under 19: 833 cases; 1,493 recipients
- Non-SSI Aged, Blind & Disabled: 695 cases; 729 recipients
- SSI Aged, Blind & Disabled: 508 cases; 508 recipients
- Medicaid Eligible Total: 2,476 cases; 4,051 recipients

Total Healthy Michigan Enrollments: 704

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 site.

Child Welfare:

Foster Care Demographics:

- Children in care: 30
- Female: 19
- Male: 11
- 0 to 2: 7
- 4 to 7: 10
- 8 to 13: 9
- 14 and over: 4
- African American: 0
- White: 9
- American Indian: 21
- Other: 0

Living Arrangement:

- Parent/Legal Guardian: 6
- Relative: 9
- Foster/Adoptive: 13
- Non-Family: 2

Licensed Foster Homes: 9

Total beds: 18

Board Member Input/Suggestions: None

A motion was made to accept the director's report by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

UNIT REPORT: Robert Villas, Assistance Payments Supervisor provided the board with the following report:

The AP (Assistance Payments) Staff is made up of six workers. Five of them are Eligibility Specialist's and one Family Independence Specialist. The Administration Staff are made up of three workers.

The Eligibility Specialist determines eligibility for FAP, SER, MA, ESS, DSS and SDA. The Family Independence Specialist determines eligibility for FIP, CDC, FAP, SER, MA, ESS, DSS and SDA.

FAP - Food Assistance Program
FIP – Family Independence Program (cash assistance)
SDA - State Disability Assistance.
MA - Medical Assistance
SER – State emergency Relief
CDC – Child Day Care
ESS – Emergency Services
DSS – Direct Supportive Services

To be eligible for FIP, the clients must participate in work related requirements. The number of hours they must participate depends on the age of their children and if they are a one or two parent family.

Single parent child under 6 – 20 hours per week
Single parent child over 6 - 30 hours per week
Two parent family no child care - 35 hours per week
Two parent family with child day care – 55 hours per week.

If they do not comply with their participation hours, they can be penalized. They are sent a letter with a date and time for a triage meeting. At this meeting the client is explained why they were non-compliant and the sanctions they face. The client is given an opportunity to explain why they were non-complaint. If they do not have good –cause a sanction is imposed. The first sanction is cash assistance closed for three months; the second sanction is cash assistance closed for 6 months and the third sanction is cash assistance closed for lifetime. Sanctions do carry over from state to state.

The Vision 100 Award is a program or clients who are successful in obtaining employment and no longer need cash assistance. They are nominated by the local office. Those few who are selected are acknowledged for their hard work and success in Lansing.

Caseload sizes are as follows:

Eligibility Specialist = 460 – 470
Family Independence Specialist – 375

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

BOARD BUSINESS:

1. Approval of Vouchers:

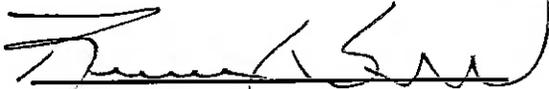
Vouchers were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

NEXT MEETING: August 26, 2014 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Ms. Bradley. Meeting adjourned at 0955 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members
Menominee County BOC