



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: August 26, 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.

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. Naser and supported by Mr. Eichhorn. Motion carried.

APPROVAL OF JULY 29, 2014 MINUTES:

Minutes of the July 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 July 2014 was reviewed. There were \$197.44 in expenditures for the DHS Board; leaving a balance of \$5,265.36.

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. Eichhorn and supported by Mr. Naser. 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.

Mr. Sexton stated that the FY 2015 staffing package should be out this week. He is not anticipating any issues related to staffing in Menominee County, but related that DHS has a \$7.5 Million shortfall in the salary and wage account statewide, which equates to about 300 positions.

Statewide Director's Meeting Information:

Mr. Sexton reviewed his notes from the Business Service Center 1 Director's Meeting that was held in Gaylord on August 5 and 6, 2014:

- There was a discussion regarding child welfare work relief. We are looking at what we can get rid of that will save time but still keeps us in compliance with policy, laws, etc. Also, what things that are currently mandated that we do that we really don't need. Central office is also looking for suggestions for eliminating some of the work in FC and CPS.
- Foster Home Navigator Program – All prospective foster parents must be referred to the program. At the very least, staff need to give all prospective foster parents the pamphlet detailing this program.
- Licensing:
 - Time Frames – we have to meet the 180 days – no excuses. We need to shoot for 150 days. Monthly updates must be provided to the directors by the Foster Home Licensing Supervisors as per the e-mail that was sent out in June and was just resent on August 8th.
 - Relative Licensing Waivers – We will not be able to approve many of these due to the new requirements we have. These need to get to directors prior to the child being in the relative home for 30 days as we will have to move that child if the waiver is denied and if the relative is unable to be licensed. The workers are going to need to do a good job of discussing this with the relatives up front to ensure that they understand they could lose the child if they refuse licensure, or cannot become licensed.
 - The workers also have to ensure the placement is safe and appropriate in the first place.
 - The 180 day time frame must be met for all relative licensing.
 - All previous waivers must be re-evaluated by September.
 - BCAL – any hold ups contributed to BCAL get to the BSC for resolution.

- 588 and 3130 – must clearly document why the child should be placed there.
- AFPRR – When stating the number of homes we are agreeing to license each year – don't exceed the calculated amount. We will always shoot for more, but we don't want to go over what the calculator states. If the calculator gives us a negative number, then we can go with one or two homes as a goal for that year.
- All inquiries have to be entered into MISACWIS.
- Tracking sheet must be used and supervisors must have discussions with FHL workers re this on a monthly basis.
- Safe Sleep – Mandatory training coming out soon.
- Older Foster Care Youth – All 16 and older youth must have an FTM 90 days prior to discharge and regularly prior to that. The purpose is to ensure medical continuation, appropriate housing, transportation, etc.
- MISACWIS – Clean-up must be done to ensure appropriate data, etc., and we have to ensure all profiles are accurate. If questions, contact the DT in Chippewa, or Brenda Balcom in BSC1.
 - Don't let MISACWIS issues keep us from meeting our CW requirements.
- MSA Reporting – There will be a need for us to complete spreadsheets for the purpose of reporting, be prepared for that.
- Staffing Package – will be out soon. Preliminary numbers are:
 - FIS/ES: Delta 13; Dickinson 8; Menominee 7
 - CW: Delta 8; Dickinson 4; Menominee 2
 - Other: Delta 1; Dickinson 1; Menominee 2
 - Admin Support: Delta 5; Dickinson 3; Menominee 3
 - Supervision: 10
 - 2nd Line: 1
 - JJ: 1
 - Adult: 3
- DSS Funds – Continue to look at these and give back what you can so we can appropriately expend these funds statewide. If we need more, contact BSC1.
- Funding Allocations – FY 15 will be out soon and preliminary figures put us about the same as this year.
- Fostering Success Fund Raising – Director Corrigan wants all counties to participate in raising funds for this.
- Training Needs/Ideas – If we have training needs, or you have ideas for training, please let me know so I can get those ideas to BSC1 and they will facilitate use getting that training. You can also send those ideas to the analysts.
- Central Placement Network – this has to be updated quarterly – FHL Specialists need to ensure the information on their foster homes is accurate and up-to-date and they should be making changes as soon as a change occurs. Licensing reviews are a good time to double check to ensure everything is accurate and current. CPN is a separate system from MISACWIS and does not get updated when MISACWIS changes occur.
- Safety Assessment – Workers need to be taking this into the field and completing in the field. See PSM 713-1.

- Child Death Cases Review – There was no documentation of a Safety Plan being in place and there were missed visits by CPS/FC workers. Safety plan must be in place with specific actions that need to be accomplished to ensure safety. Family willingness and ability to respond to foreseeable safety or risk issues must be documented.
 - Components to safety planning:
 - Steps the family will take to prevent harm from happening – Proactive.
 - What the family will do if, despite best efforts, the problem occurs – Reactive.
- Safety Training – Mandatory training coming soon.

Mr. Sexton also reviewed his notes from the Statewide County Director's Meeting held on Thursday, July 24, 2014, via phone conference:

Director Corrigan:

- Thank you all on your excellent work for DHS and for Michigan, and thank you to all staff on the professionalism while working on the budget
- Bob Wheaton is Acting Director for the Office of Communications; working on DHS issues, Scott Davis will be supporting Bob, along with Maura Campbell; who will be working on public issues
- On August 15, the U.S. Social Security Administration Criminal Investigation Unit will be housed at the Cadillac Place in Detroit; this is an important addition to our anti-fraud and integrity section. Please make sure staff are available to help out with any questions
- The middle of August DHS will launch the Disability Relief Project. Michigan will take these recommendations to Congress
- Lt. Governor Calley and some Representatives will be at Meijer Warehouse and Peckham to discuss the hiring of people with disabilities
- On August 28th, the Presidential Commission on Child Fatalities is coming to Michigan to look at Michigan's reduction of death and injuries of children in the child welfare system
- Michigan has not had a child death or injury in four months while in foster care
- Michigan has enrolled 334,000 in Healthy Michigan far exceeding our goal for the year
- Thank you to the field for their leadership on worker participation rate of 71%, which is a tremendous improvement
- On July 9th, 12 FIP clients graduated as CNA's, 7 of those have already found employment
- DHS has been through difficult audits; working hard to improve our performance in areas such as adult services and working on problems that the audits have found

Duane Berger, Chief Deputy Director:

- Bridges has not been an effective tool and is struggling

- Changes had to be made due to Affordable Care Act; the problem is Magi Engine is not passing major information through; and we recognize this is not an effective tool for staff
- A third party has been brought in to fill the gaps and will take approximately 2-3 weeks to go through the assessment
- Discussion has begun on Bridges 2.0; which needs to be completed by December 2015
- There will be some staff cuts due to decreased funding
- We have to stay committed to the field; therefore, no cuts will be held in the field for those who directly serve our clients
- Criteria for cuts is: if the program is needed or no longer needed, a review of management layers, and does a program create work for the field or does it create value for the field
- We have approximately 12,000 employees of which 6,500-7,000 service clients
- 200 donated fund positions are targeted to be used to launch new programs working with clients in hospitals and schools.

Steve Yager (Deputy Director, Children's Services Administration)

- The Feds came out to view the MiSACWIS system and watched live presentations on July 22nd and 23rd. They will provide consultation to prepare for the federal compliance
- Training will be held for staff using webinar
- MiSACWIS staff went to Oakland, Ionia, and Lenawee Counties to get field input and answer questions
- A release will go out August 1 with another release going out August 29
- MiSACWIS Strike Teams are going out to counties and private agencies to give staff additional training
- Some county employees are also coming to central office for additional training
- MiSACWIS will deploy payment teams targeting agencies who are struggling with payments
- Working on Kent County privatization and is on track for October 1st.
- Savator Selden Johnson, Kent County Director, is doing an excellent job working on implementation of performance based funding in Kent County
- An actuary will set rates and Chapin Hall is working on data
- Fostering Futures Event is September 25th.
- BSC 5 is the leader in raising money for foster youth, with BSC 2 not far behind. Kent County will raise money on a mud run wearing tutu's, Lenawee County is holding a 5k run
- 51 scholarships have been approved for 2015
- A successful MiTEAM kickoff was held in Mecosta/Osceola and Kalamazoo, Lenawee County is scheduled for July 24th

Susan Kangas (Budget)

- Continue to closely watch your CSS&M and travel accounts; and try to live within your means
- Governor signed the 2015 Budget; which is PA #254 of 2014
- The FY 2015 budget is \$5.8 billion (federal) and \$9.95 (general fund). Caseload reduction and rebasing of some accounts
- Spending plans were developed to allow DHS to live within its means
- Random Moment Time Studies were held for FIS and ES workers, with 4,000 workers and supervisor completed in June
- A hotline was set up for anyone that has questions regarding the time study
- On October 1st, child welfare and adult services workers will be included in the Random Moment Time Studies
- Implementation for private agencies to be included in the time studies

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: \$34,856.95, which equates to 93.2% of the allocation expended with 83% of the year elapsed.
- Travel Funds: Menominee County allocation for FY 2014 is: \$32,991.00. Year to date expenditures are: \$24,962.88, which equates to 75.7% of the allocation expended with 83% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: for Menominee County for June was 94.71 %. Business Services Center 1 average is 94.24% and State average is 95.06%.

Family Independence Program Work Participation Rate: Menominee County for the month of June is 60%. 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 customer information as follows:

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

- Family Independence Program: 26 cases; 55 recipients; \$7,681.00 in benefits.
- Food Assistance Program: 1,570 cases; 2,974 recipients; \$338,712.00 in benefits.
- State Disability Assistance: 18 cases; 18 recipients; \$3,371.00 in benefits.
- Child Development and Care: 28 cases; 40 recipients; \$5,983.00 in benefits.
- State Emergency Relief: 35 cases; \$6,553.00 in benefits.

- Unduplicated total: 1,598 cases; 3,025 recipients; \$375,122.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 547 cases; 1,237 recipients
- Other Children < Age 21: 82 cases; 88 recipients
- Pregnant Women & Children Under 19: 814 cases; 1,486 recipients
- Non-SSI Aged, Blind & Disabled: 684 cases; 717 recipients
- SSI Aged, Blind & Disabled: 512 cases; 512 recipients
- Medicaid Eligible Total: 2,458 cases; 4,031 recipients

Total Healthy Michigan Enrollments: 768

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.

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:

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: There was on contract presented for Board review:

DEL-15-55001; Menominee County Circuit-Family Court; Delinquency Community Treatment Worker for Menominee County. \$33,000.00 per year from 10/01/2014 through 09/30/2017 for a three year total of \$99,000.00.

A motion to certify the review was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

PUBLIC COMMENT: None.

NEXT MEETING: September 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 Ms. Bradley. Meeting adjourned at 0937 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members
Menominee County BOC