

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
SOCIAL SERVICES BOARD MEETING  
WASHTENAW COUNTY  
SEPTEMBER 9, 2020**

Board Members Present: JaVon Jason, Ruth Kraut

Board Members Absent: Lillie Pinder

Staff: Renee Adorjan, Director; Adelia Clark, Services Program Manager; Titicia Rosen, Financial Program Manager; Alice Seipelt, CRC/Contract Coordinator

**1. CALL TO ORDER/APPROVAL OF AGENDA**

JaVon Jason called the meeting to order at 1:06 PM. A motion was made by Ruth Kraut to approve the September 9, 2020 agenda. Motion supported by JaVon Jason. Motion carried.

**2. PUBLIC COMMENTS**

None.

**3. APPROVAL OF AUGUST 12, 2020 MEETING MINUTES**

The Board reviewed the minutes from August 12, 2020. A motion was made by Ruth Kraut to approve the meeting minutes, supported by JaVon Jason. Motion carried.

**4. FINANCIAL REPORTS**

**A. Social Welfare Fund**

The Volunteer Services/County Projects August 2020 monthly expenditures were \$12,900.00, with a balance of \$17,236.90. The Board Account August 2020 monthly expenditures were \$75.00, leaving a balance of \$13,499.22. No Board Reserve Account monthly expenditures were recorded for August 2020. The balance is \$7,749.08.

**B. Child Care Fund**

Child Care Fund accounts are tracking well, and within allocation. No unusual expenses, questions or concerns were noted.

**5. CONTRACTS**

The Board reviewed and approved a contract review for the Building Community Partners (BCP) program slated to begin October 1, 2020.

**6. UPDATES/COMMUNICATIONS**

**A. Director/Management Update**

Director Update

- Renee Adorjan shared updates and noted that the lobby is still closed to the general public; however, the work continues for all staff. Approximately 20 staff are in the office on a daily basis, with a crew of 8-10 that remain the same each day.
- Funds are available and being used to assist customers related to COVID-19, as well as Emergency Services (ES) and Family Reunification Funds (FRP).

- Child Welfare staff are working to complete CPS Outreach Phase II project in which families who were involved with CPS but not opened for services are contacted and offered resources.
- Assistance Payments staff will be piloting an outreach project themselves, in which a sample of customers who transfer into the county, apply for FAP benefits, or have a redetermination are offered resources as well. Responses will be tracked and provided to Lansing to determine effectiveness and feasibility.

#### Data Reports

- Assistance Payments Statistics - Statistics were reviewed and it was noted some updates would be made to the report. In summary, 4317 applications were received in the month of August, and 96.98% were processed timely.
- Children's Services Statistics - Statistics were reviewed through July. August numbers were not available at the meeting.

#### Staffing Updates

- Children's Services currently has vacancies due to promotions, retirements, and transfers, but management continues to conduct interviews and hire staff as appropriate.
- Assistance Payments is currently under a hiring freeze. There are two pending retirements, as well as two DFA (Donated Fund Assignment) contract staff returning to the office in the new fiscal year.
- Washtenaw DHHS remains overstaffed by one clerical employee and one non-Child Welfare first line supervisor.

#### Policy Updates

- The annual FIP Children's Clothing allowance went well but is now exhausted.
- Emergency FAP policy has been extended through August.
- Children's Services policy was updated to exclude marijuana as a drug related to neglect (policy now aligned with law).

#### Community Involvement Updates

- Alice Seipelt shared that there are several community involvement plans in development for the upcoming months/holidays. 400 Butterball Turkey gift checks were ordered for client distribution in November. The Holiday Program is being redesigned to accommodate online donor and application systems.

### **B. Board Member Items**

- Some type of staff appreciation/gift continued to be discussed. Grub Hub or Door Dash credits, or a drive by event were discussed as possibilities. A motion to allocate up to \$2000.00 for employee recognition was moved by Ruth Kraut and seconded by JaVon Jason. Motion carried. JaVon Jason will explore purchasing gift cards or credits online for a food delivery service.

## **7. NEXT MEETING**

**OCTOBER 14, 2020 at 1:00 PM via Microsoft Teams**

8. **ADJOURNMENT**

The meeting was adjourned at 2:27 PM.

*Renee Adorjan*

9/28/2020

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Renee Adorjan, Director