

## **Board Minutes**

**October 25, 2011**

The regular meeting of the Board of the St. Mary's County Department of Social Services was held on September 27, 2011. Board members in attendance were: Richard Buckler, Chairperson; George Ennis, Lynn Fitrell, Ella Somerville, Carol Ann Pingleton. Also present were Ella May Russell and Hilary Laskey, Team Leader Leonardtown. Absent: Leisha Wood, Cynthia Brown, James Farrell, Susie Fowler.

### **Minutes**

The minutes for June 28, 2011 meeting were approved. In the absence of a quorum at the September 27, 2011 meeting no formal action was taken or recorded.

### **Education Session:**

The educational session was conducted by Hilary Laskey, LSCW-C, Team Leader and Program Specialist for the Foster Care Team as Part 2 of a 2 part series on Marginalized Families.

### **Chairperson's Report:**

Mr. Buckler asked for volunteers to act as the designated liaison for the State Legislative Committee within the Maryland Associate of Social Services Boards (MASSB). Lynn Fitrell agreed to continue to act as the liaison. Mr. Buckler will notify the MASSB.

### **Director's Reports**

#### **Lexington Park Lease**

The lease for the Lexington Park Office space has been renegotiated for ten years. The office has been newly painted and new carpet installed. All renovations will be completed by Thursday, October 27<sup>th</sup>.

#### **Child Advocacy Center**

The previous space occupied by the Community Development Corporation across from the Lexington Park Office will be renovated for occupation by the Child Advocacy Center (CAC). The State will assume responsibility for the rent. This space will provide space for the agency to hold Family Involvement meetings. A contractor has been approved and it is expected that the renovations will take six to eight weeks.

#### **Personnel**

The agency presently has three vacancies—Foster Care supervisor; an Family Investment Supervisor; and a Child Support Staff position waiting approval.

The agency presently has four staff in Catholic University Master's program. Jennifer Maddox is one of the four and presently is the Project Manager for customers that presently reside at Three Oaks Center. She has developed a new manual for the agency and Three Oaks to use in working with these customers, as well as, comprehensive assessment of each customer.

Dawn Dent was awarded the Customer Services Award for the agency. She was recognized by the Department of Human Resources at a ceremony in Baltimore along with recipients from each local.

#### Family Investment Reorganization

The Family Investment (FI) staff have been reorganized to even out the experience level of staff in each office. Some staff have been reassigned to Lexington Park and some to Leonardtown. Some roles have changed with the moves.

#### Lexington Park Title 1 Schools

Kerry Miciotto, Family Service Program Specialist, is working with the schools and bus drivers in Lexington Park. There were several incidents where bus drivers could not leave Pre-K children at their homes due to no one being there and had to return them to the school. They are jointly working with the families where this is a problem.

#### Contract's with Community Development Corporation—Jobs Connection

Secretary Dallas reviewed all local contracts for job development/placement. Secretary Dallas is requiring payout for performance.

The agency has a contract with the CDC—Job Connection for job placement and with the Housing Authority for Resource Coordinator positions. These contracts were implemented in July 2011 and are performance based pay. The one contract must be developed and re-written by December 31, 2011 for payout for performance.

#### Family Unification Plan (FUP)

Jeanne Schmitt, Assistant Director for Services, wrote the grant for the Family Unification Plan. This is a Federal grant that the agency works with the County Housing Authority in implementing. The agency was awarded the grant.

#### **New Business**

Mr. Buckler opened discussion for moving the next regularly scheduled meeting from November 22<sup>nd</sup> to November 15<sup>th</sup> due to the holiday schedule. Lynn Fitrell moved the meeting date be moved and Carol Ann Pingleton seconded. The motion was approved.

Meeting adjourned at 6:45 PM.

The next meeting will be on November 15, 2011.