

St. Mary's County
Department of Social Services Advisory Board Meeting Minutes
December 19, 2017

The regular meeting of the St. Mary's County Department of Social Services Advisory Board was held Tuesday, December 19, 2017.

Members Present:

Michael Blackwell
Cynthia Brown
Wanda Brown
Richard Buckler
Lynn Fitrell
Rose Frederick, Chair
Ella Somerville
Annette Wood
Leisha Wood

Members Absent:

Also Present:

Therese Wolf, Interim Director
Dawn Dent, SMC DSS Finance Officer

A quorum was established and the meeting was called to order at 5:35pm

Approval of Minutes

A motion was made by Richard Buckler to approve the November 21, 2017 minutes, second by Susan Fowler. Motion carries.

Education Session:

Dawn Dent, SMC DSS Finance Officer, presented the budget for review. A presentation and explanation of funds reviewing allocated and non-allocated funds was explained. DSS receives an instructional statement from DHS outlining the specifics of spending funds. The bulk of funds is specific to child welfare. The County payroll includes funding for (1) adult foster care coordinator and (1) paralegal and (1) state contractual position-foster care aide and (3) state merit positions for Child Support. The initial submission for the County budget is due late January. The County provides burial assistance to those who meet specific guidelines. The total amount covered by the funds cannot exceed \$650.00. State burial assistance has different eligibility criteria. The State provides approximately \$10million to St. Mary's County which does not include entitlement benefits. DSS must request funding for any item over the baseline for approval. SMC DSS is currently in the process of requesting additional funding to replace carpeting in the Leonardtown office.

Chair Report:

The Chair has no report for December.

Director's Report:

- Interim Director Therese Wolf reports that the Council on Accreditation will be beginning their review Sunday, January 7, 2018. They will be conducting an entrance conference Monday, January 8, 2018 at 9am in the Leonardtown office. Board members are invited to attend and are scheduled to meet with the COA representatives following the entrance meeting. COA is expected to focus on SOP's and client confidentiality. The exit interview will take place Wednesday, January 10, 2018.

- Mandatory staff trainings have been discussed. Trainings will be based on previous trainings provided to staff. There is a possibility of Catholic University providing Supervisory trainings should funding be available to do so.
- A Climate Survey has been conducted and completed. Stats will be available soon and will be presented to the board during an upcoming meeting. It is the hope that the survey will provide insight to the ongoing issue of staff retention.
- Performance Evaluations are currently being completed. All scores should be entered into the Workday system by the end of December. There are a numerous amount of MS-22's that are currently in the process of being updated to reflect job descriptions.
- There was recently a death of a child in foster care. The board is invited to attend services. Further information on services will be provided.

New Business

- Board member, Michael Blackwell, has been re-appointed for a 2 year term

Adjourn

A motion to adjourn. The meeting was adjourned at 7:15pm.

The next meeting will be held Tuesday, January 23, 2017 at 5:30pm in the Board Room of the Joseph D. Carter Building

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