

St. Mary's County  
Department of Social Services Advisory Board Meeting Minutes

The regular scheduled meeting of the St. Mary's County Department of Social Services Advisory Board was held Tuesday September 28, 2021.

Member's Present:

Michael Blackwell, Chair  
Annette Wood  
Jeffrey Gibson  
Anthony Branch  
Cynthia Brown  
Richard Buckler

Also, Present:

Alexis Zoss, Director  
Charles Wood, Assistant Director  
Jennifer Neff, Assistant Director  
Adam Dyson, Former Board Member

- I. Call to Order
  - a. The meeting was called to order 6pm
- II. Establish Quorum
  - a. A quorum was established
- III. Approval of Minutes
  - a. A motion was made to accept the August 24, 2021 meeting minutes. Second motion.  
Minutes approved

**Director Report**

Present at this month's meeting are Assistant Director's Charles Wood and Jennifer Neff.

Jennifer will update the board regarding Medical Respite. Charles will be discussing new technology adapted by SMC DSS.

Jennifer – Medical Respite was established in 2016. At that time there were six (6) beds available. The program has been put on hold due to the pandemic. When the program began, it was of a smaller size. Most all persons served moved into permanent housing. Recent meetings have taken place to discuss a redesign of the program. This has included the agreement from Dr. Michaels to appoint a medical director. A new building location will be utilized, the Weinberg building. This building has the capacity to hold sixteen (16) individuals. The MOU is currently being revised to reflect new standards to the program.

Q – How do persons get into the program and what happens afterwards?

A – Persons must meet the criteria of being literally homeless and recovering from an acute illness. The program receives information from MedStar St. Mary's Hospital and a case manager is assigned. It is expected that persons will be in and out of the program within 60 days. It is the expectation that persons will exit into permanent housing with case management from the hospital, Three Oaks and DSS.

Q - What can be done for those who could not be admitted?

A – About half of the persons referred could not enter into the program due to the fact that we did not have the level of medical oversight available. Hopefully the addition of the medical director will change that outcome.

Comment – Partnerships are important and funding applications are competitive. Partnerships have been an important part of securing the funds needed for the program.

Charles – Many changes to technology have impacted everyone in how work is being completed. MDThink is a cloud based system intended to bring several agencies together.

- CJAMS services records system replaced CHESSIE
- Provider System / Adult Services is one of the first in the country
- E&E program eligibility and enrollment started in 2018 with the Long Term Care program. It was introduced to all other programs in March 2021.
- Voice Over IP (VOIP) has been introduced in the Lexington Park office.
- VOIP will replace office phones and cell phones; Calls will be routed differently

Q – How do staff feel about the change?

A – Staff are adapting and starting to get accustomed to CJAMS

The system allows services staff the ability to input information and contact notes immediately after home visits. Photo documentation can be uploaded immediately. This ensures the safety of children and families.

Equipment management is shared between IT staff. VPN connections and the new active directory connect systems together.

The finance department has utilized all systems.

New services staff receive CJAMS training during Pre-Service training as well as other available CJAMS trainings.

### **Chair Report**

DSS staff are now eligible for COVID-19 booster vaccines

MASSB Annual Conference is coming up in a few weeks

Alicia is continuing to look into the “Cops & Bobbers” event for possible funding.

### **Other Items of Discussion**

None

Motion to adjourn – 2<sup>nd</sup>

Meeting adjourned at 6:35pm

N. Sacks