

**Board Minutes
March 27, 2007**

The regular meeting of the Board of the St. Mary's County Department of Social Services was held on Tuesday, March 27, 2007. Board members in attendance were: Judy Gilman, Darlene Johnson, and James Farrell. Also present was Ella Somerville, Team Leader Lexington Park, and Ella May Russell, Director.

In the absence of a quorum no business was conducted.

Minutes

Minutes from the February 20, 2007, meeting was not approved due to lack of quorum.

Education Session

Ella Somerville, Team Leader Lexington Park gave an over of the roles and responsibilities of a Team Leader within the agency. A Team Leader must have a basic knowledge of all programs and the ability to see how each program can be interwoven to serve the customer in a holistic manner. Team Leaders are sometimes—model, coach, and teacher to customers.

Ms. Somerville supervises the Resource Coordinators (RC). The agency has a contract with the County Housing Authority for four Resource Coordinators using Federal TANF monies. The Resource Coordinators support the teams in working with Temporary Cash Assistance (TCA) caseworkers. Customers frequently have multiple barriers to employment. The RC's work within the community to develop job opportunities, matching customer's job skills to employment opportunities, and job counseling with customers to gain employment and remain employed.

There is an application process for TCA. Applicants must attend a TCA orientation which is held every Friday alternating between the Lexington Park and Leonardtown offices. The orientation explains the history of welfare and the Federal and State rules, regulations and expectations governing the program. A complete overview of what is expected of the customer once they may be found eligible for TCA is presented. Representatives from Walden Sierra and Public Schools are part of the orientation and set appointments the day of orientation for the mandatory drug screenings and educational assessments. Families found eligible for TCA are assessed and engaged in setting both short and long term goals and answering the question—how do you as a person and family become successful.

Board Member Report's

No report.

Director's Report

Lexington Park Office

The Lexington Park Office was closed for two and a half days due a building issue. Staff worked in the Leonardtown office for two of those days. The problem has occasionally occurred for the last six months. The Community Development Corporation (CDC) is the agency's landlord. The CDC contracts from Millison Development Corporation for the building. The problem has been addressed by the landlord and Millison and is fixed. During this time air quality test were done by the County and found to be negative. Dr. Icenhower, Health Officer for St. Mary's County, addressed staff and any concerns they had. The State will also do an air quality test.

Secretary's Retreat

Secretary Brenda Donald had a Team Leadership retreat on March 23rd. She expressed her strong commitment to making all processes transparent at the central level. She is very open and optimistic. Secretary Donald announced the selection of Cathy Mols, Director Talbot County Department of Social Services, as the Executive Director of Social Services Administration.

Adjournment

The meeting was adjourned at 6:00 pm.

The next meeting will be May 21, 2007.

Respectfully submitted,
Bonnie S. Abell