

St. Mary's County
Department of Social Services Advisory Board Meeting Minutes
May 22, 2018

The regular meeting of the St. Mary's County Department of Social Services Advisory Board was held Tuesday, May 22, 2018 at 5:30pm in the board room of the Joseph D. Carter building.

Members Present:

Richard Buckler
Lynn Fitrell
Susan Fowler
Annette Wood
Wanda Brown
Leisha Wood
Cynthia Brown

Members Absent:

Michael Blackwell

Also Present:

Therese Wolf, Interim Director

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

Approval of Minutes

A motion was made to approve the April 24, 2018 minutes, second. Motion carries.

Education Session:

Follow up from the April meeting regarding fundraising. Director Wolf shared information taken directly from the MASSB website with the board. MASSB is an approved 501C-3 which allows every local DSS board to do fundraising under them. Some of the local advisory boards have created and named a fundraising committee. The name helps explain what the board is participating in regarding fundraising efforts. 100 % of funds raised must be used for services within the community. Once deposited, the funds do not collect interest. Quarterly account information is available. There is no stipulation about how to do the fundraising only that the account is set up to accept money as a donation. It is suggested that if the board decides to move forward with fundraising efforts, that a treasurer is named. What are the needs of the community that a fundraising effort could assist with? It is important to reach out to the DSS staff to gain input into community needs. It is suggested that the board discuss this further, possibly during an executive session, so that opinions can be stated openly and honestly of how involved and how interested the board is in this effort. There will soon be a new DSS Director as well as new board members. It is stated that the current board should be charged with gathering information to pass on to the new board members. The question about how new board members are selected is raised. What is the recruitment process and how are new members chosen? It is important for the board to create a location, possibly on Google, where documents can be easily accessed. Documents would include by-laws and board member information. It is discussed that a committee be assigned to review and update the by-laws.

Lynn Fitrell – Director Interviews Update – 11 applications/resumes have been given to the panel members to rate. Interviews are to take place June 4th. Each panel member is to rank the applicants and from this 5-6 will be chosen to interview. There is a 2nd round of interviews in

which the County Commissioners will be present and a 3rd round for the top 2-3 candidates with Secretary Padillia. Per Director Wolf, this process can take from 2 – 6 months to complete.

Chair Report:

No Report

Director's Report:

HR Update:

19 Vacancies

FIA – Beginning to stabilize. FI Supervisor was just hired. He is coming from Calvert Co. DSS Both the HR Manager and HR Assistant have resigned. Alexis Zoss will be filling in during the interim of hiring new HR staff.

Director Wolf plans to have an exit interview with the HR assistant as to the reason she is resigning.

In-Home Services Supervisor Melanie Leibebe will be transferring to Prince Georges Co. DSS. DHS HR office is assisting as well as Charles Co. HR. Mable Bailey is assisting temporarily.

The hiring process for an HR Manager is being expedited.

End of the year Finance close-out.

There is a lot of trainings happening for Services staff.

New Business

Relocation of the Lexington Park DSS satellite office – It is questioned whether or not an inspection was completed at the time of the renovation and why concerns have been brought up now. It is questioned whether or not the State inspected the building for safety concerns and wouldn't this cause a liability to the State if something were to occur? There has been no movement as of now on the part of DHS. Director Wolf will pursue the question and update the board. There is a concern of the office moving from the Lexington Park area causing transportation barriers for customers. It is important for the office to stay in a centralized location. The CAC office would move as well.

Adjourn

- A motion to adjourn. The meeting was adjourned at 6:35pm.

The next meeting will be held Tuesday, June 26, 2018 at 5:30pm in the Board Room of the Joseph D. Carter Building

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