

St. Mary's County
Department of Social Services Advisory Board Meeting Minutes
September 25, 2018

The regular scheduled meeting of the St. Mary's County Department of Social Services Advisory Board was held Tuesday, September 25, 2018 at 5:30pm in the board room of the Joseph D. Carter building.

Members Present:

Michael Blackwell, Chair
Annette Wood, Vice Chair
Katie Paul
Adam Dyson
Richard Buckler
Cynthia Brown

Also Present:

Alexis Zoss, Director – via Conference Call
Kevin Corrigan, Assistant Director for Child Support
A quorum was established and the meeting was called to order at 5:32pm

Approval of Minutes

A motion was made to approve the July 31, 2018 minutes, second. Motion carries.

Chair Report:

The Board has requested to discuss the current by-laws.

Michael Blackwell opens the discussion to state that the current by-laws which date back to 2011, have no signature of approval. The by-laws state that any board member who becomes a candidate for political office must resign from the board. The SMC DSS board is not a County board therefore the by-laws can be changed and or updated without approval from the County Commissioners. It would be the decision of the board to have the County sign a revised version. There is a question as to the legal sufficiency of the by-laws and if so would they need to be reviewed by a State agency for approval or authorization. The board will continue to select a member of the board to sit on the panel responsible for selecting a new Agency Director. It is mentioned that the Board is to submit an annual report to the County Commissioners to include accomplishments, etc. and that some boards submit a written report that is not presented to the County. The Board agrees to continue the discussion of an annual report during the next meeting.

Attendance at meetings – It is suggested that a conference line be set up or other means of attendance be allowed but not encouraged. The removal of board members due to a lack of attendance is to be implemented at the board's discretion. The board may vote by majority to ask the member to resign based on attendance.

Officers – A board secretary should be selected under the by laws – Minutes are posted to the County monthly. The board may delegate the function of secretary to the Director's designee as a non-voting scribe.

Amendments – The board has authority to change as needed.

Michael Blackwell will submit a Draft to vote on at next month's meeting.

Education Session

Kevin Corrigan, Assistant Director for Child Support

Overview of Child Support – There are currently 4,873 active cases, down 99 from this time last year This serves 14,619 citizens which includes children, parents and guardians.

As of August, the agency has disbursed \$11,968,121

The agency has seen a decrease in caseloads and therefore a deduction in the amount of support collected

The agency is currently meeting or exceeding all four (4) Performance Measures:

100.21% - Established Paternity

87.17% - Established Court Orders

66.83% - Collection of Support

65.41% - Collection of Arrears

Some cases are not collectable due to circumstance (incarceration, medical conditions, etc)

Director's Report

Strategic Focus Areas:

Staff Investment – New HR Manager, Lisa Deal, has implemented a ticketing system for employees and Supervisors. She has also begun a new hire orientation for new staff. Since September, there have been 6 new hires, 5 internal promotions and 5 Interns that have started.

Physical Infrastructure – The process for purchasing new carpet is still in progress as well as a deep cleaning of all walls. There are also plans for “paper-purge” clean up days before the carpet install.

Practice Model – Lisa Ford, Assistant Director for Services, has implemented the Nurtured Heart Approach model. This has been proven successful in other States such as New Jersey. All staff attended a training on the approach. From this a Champion Team had been created. The approach teaches positive awareness.

Modernization – We are continually discussing how we can be more efficient with our processes, data collection and the use of electronics.

Current Activities –

WARM – DSS continues to be the central point of entry for customers.

Community Resource Day – Friday, November 2, 11am – 2pm – Lexington Park United Methodist Church

Fiesta Day – Friday, October 19 – 5-7pm – Lexington Park United Methodist Church

Other Items

HARM Reduction – Being presented by the Health Department, mandated by Governor Hogan – Michael Blackwell will reach out to Dr. Brewster to possibly do a presentation to the board during an upcoming meeting.

Adjourn

- A motion to adjourn. The meeting was adjourned at 6:25pm.

The next meeting will be held Tuesday, October 23, 2018 at 5:30pm in the Board Room of the Joseph D. Carter Building

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