

St. Mary's County Department of Social Services
Board of Directors Meeting Minutes
October 28, 2014

Attendance: The regular meeting of the Board of the St. Mary's County Department of Social Services was held on October 28, 2014. Board members in attendance were: Richard Buckler, Wanda Brown, Lynn Fitrell, Susie Fowler, Rose Frederick, Ella Somerville and Leisha Wood. Also present Ella May Russell, Director; Mable Bailey, Human Resource Manager, and Hilary Laskey, Leonardtown Team Leader presenter.

Minutes: There wasn't a quorum for the meeting of September 23, 2014, therefore, only notes were taken – minutes waived.

Education: The Education session was an overview of Teaming in the agency.

Election of Chairman: Mr. Buckler reported that Wanda Brown was nominated as Chair and Susan Fowler as Vice Chair of the Board of Directors. Both were voted in unanimously. A request was made to have a detail available at the next meeting of terms for the current Board Members for proper planning.

Director's Reports:

Mrs. Russell reported that Kerry Miciotto and Don Kidwell would be hosting the Homeless Resource Day on November 7th. Several members asked if they were needed this year and Mrs. Russell would follow-up with them if additional help was needed.

The Board will be participating in the coat drive sponsored by the Lexington Park UMC again this year.

Mrs. Russell announced that Tom Haina, our Assistant Director of Quality Assurance who retired on August 1st, passed away on October 22nd.

She attended the Place Matters Awards ceremony in Baltimore. The "Bowl" went to another DSS agency this year.

The agency is housing four merit employees who will be under the supervision of DHR Central to work as HCR Medical Assistance specialists exclusively doing follow-up work for customers statewide who are already signing up to health care through the new portal that opens on November 15th. They will not be doing direct face-to-face interviewing, just follow-up for on-line applications.

The state has adopted "Workday" software and support to replace the aging HR database systems that have been in place for more than 30 years. This system is integrated with the on-line application process of JobAps. Staff have been trained and cutover is scheduled for November 14th. No hiring can take place until that time. This system also requires that the all state employees log in as it will make their employee records available for viewing and is also the introduction to on-line time sheet reporting that is anticipated to go live in the fall of 2015.

A request is pending approval from DHR to lease additional office space where the Peking Restaurant has operated. The leased space will include renovation costs.

Keri Kettles, front desk receptionist from the Lexington Park office received the Employee Customer Service Award for the year. She and her supervisor attended a luncheon at DHR.

St. Mary's County has recognized this as Family Violence Awareness month.

The Family Violence Committee meeting reviews all fatalities or near fatality cases and included Sheriff Cameron and Mrs. Russell.

Kerry Miciotto, Mrs. Russell and Bennett Connelly are working with churches in Lexington Park to start a program for mentoring families.

Other Reports: Lynn Fitrell reported on her attendance at the MASSB Conference held on October 16-17, 2014. She noted that this conference has a budget of \$10,000; is looking for a web master assistant, and discussed establishment of foundations to support the local DSS agencies. The conference overview was submitted.

New Business: No new business.

Meeting adjourned at 6:55 PM.

The next meeting will be on November 25, 2014.