

## **Baltimore County Department of Social Services Board Minutes**

The meeting of the Advisory Board of the Baltimore County Department of Social Services was held February 12, 2018 at 4:00 p.m. in the Boardroom of the Baltimore County Department of Health and Human Services.

**BOARD MEMBERS PRESENT:** Dr. Stefanie Bronson, Gregg Powell; Chair. Dr. Karen Bethea, Donald Gabriel, Justin Jackson, Orrester Shaw and Dr. Rosalyn Wiley attended via conference call.

**MEMBERS ABSENT:** Lisa Simon Jablon, Sheri Jackson.

**OTHERS PRESENT:** Dr. Gregory Wm. Branch, Director; Marsha Parham, Executive Director Office of Housing; Mark Millspaugh, Deputy Director; Kevin Reed, Deputy Director of Finance and Administration; and Kathy Wynn, Executive Secretary to the Director.

### **I. Reading and Approval of the Minutes**

**Motion: To approve the minutes of November 20, 2017 as presented.**

**Motion by:** Dr. Wiley  
**Second by:** Mr. Shaw  
**Decision:** Unanimous Approval

### **II. Director's Report**

#### Office of Housing

In preparation for renovations to the first floor to bring our No Wrong Door concept to realization, some of the Housing staff will temporarily relocate to the second floor.

Auditors are scheduled to visit tomorrow. This will be Housing's first audit utilizing electronic file data. All documents and sample files have been provided.

There are no changes to the budget. Housing hopes to receive additional funds.

The Applicant Portal is open. All applications will be done online. Updated information can also be submitted via the portal. Board members were invited to submit a test application. The link to the portal will be forwarded; members are to inform Housing if a test application is submitted so it may be deleted.

Ms. Parham met with Housing and Urban Development (HUD) to review milestones for the Conciliation Agreement. Technical assistance was provided by HUD to assist with reporting.

## FY19 Budget

Mr. Millspaugh and Kevin Reed, Deputy Director of Finance and Administration, gave a PowerPoint presentation on the FY19 Budget request to the Department of Human Services (see attached presentation).

ICE-Q is the department's management philosophy:

- Innovation – we are change agents
- Consolidation – we strive to unite systems
- Efficiency – We seek to maximize outcomes with available resources
- Quality – We strive to achieve excellence and continually improve performance and integrity

Mr. Gabriel inquired if other agencies would be consolidating with the department. There are no plans for additional consolidation; leadership has worked hard to fill bridges between agencies. Mr. Gabriel also inquired if the department provides GED training for the Detention Center. GED training is provided by the community college. DSS provides support groups and classes for life skills, anger management, and parenting, and assists in finding jobs for individuals so that they can pay child support.

Items requested by the department - office furniture, a planned replacement fleet schedule, a new phone system and funds for FIA temporary staffing. To date, the department has received two replacement vehicles and a shipment of chairs.

Vital Signs –Vital Signs is a Family Investment Administration (FIA) performance monitoring system. Mr. Millspaugh, Felecia Billingsley, the Assistant Director of the Family Investment Division, and district office supervisors meet on a weekly basis via conference phone to go through a series of measures. The Food Supplement Error Rate is over 6% which exceeds the federal threshold. However, 1.3% are agency errors with the other 5% attributable to the client. Interview strategies and accessing technical resources are being reviewed.

Partnering for Success (PFS) – The goal of PFS is to train every community-based mental health therapist in an evidence-based practice, Cognitive Behavioral Therapy Plus (CBT+). To date, 120 community-based therapists have been trained. This initiative to be placed as a future Board agenda item.

### **III. Old Business**

As discussed in the November meeting, Mr. Powell asked board members to forward suggestions on how the Board can assist in informing the public about the work done by DSS and the needs of our constituents.

### **IV. New Business**

None

**V. Remarks of the Chairperson**

The next meeting of the Board will be March 19, 2018.

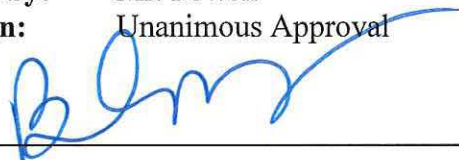
**VI. Adjournment**

**Motion:** To adjourn the meeting at 5:50 p.m.

**Motion by:** Dr. Bronson

**Second by:** Mr. Powell

**Decision:** Unanimous Approval

A handwritten signature in blue ink, appearing to be 'G. Wm. Branch', is written over a horizontal line.

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Gregory Wm. Branch, M.D., MBA, CPE, FACP  
Director