



Muscogee County DFCS Board Meeting Minutes

March 11, 2020

The regular Muscogee County DFCS Board Meeting was held on March 11, 2020 at 11:30am. The board member(s) in attendance were Ms. Charonda Huff and Ms. Shannon Fields. Board members Ms. Jennifer Melvin, Ms. Barbara Story-Jones and Ms. Tolua Puailoa did not attend.

Ms. Shannon Fields, Interim County Director, welcomed Ms. Huff and called the Board meeting to order.

There was no quorum for this meeting.

Old Business

- There was no vote on approval of the minutes from May 16, 2019 meeting because there was no quorum.
- In the last meeting a motion was approved that Board meetings would resume in August or September, however Ms. Jenna Jones, Muscogee County Director, transferred to another position within DFCS and the County Director position became vacant.
- Ms. Huff asked about the outcome of the Board members' recommendation that was discussed when Ms. Jenna Jones was the County Director for the two vacant Board member positions. Ms. Fields advised that the recommendation was not submitted however there was nothing in written regarding the recommendation. Vacant Board positions will have to be brought up again and discussed when there is an adequate number of Board members present during a scheduled meeting. The vacancy and recommended candidates' names will be submitted to the Columbus Consolidated Government for approval and appointment.

New Business/Agency Updates

- Ms. Fields advised that current County funds available are approximately \$17,776.00 from the fiscal year 2020.

The FY 2021 budget request was submitted to Columbus Consolidated Government in February.

- Request for Funds will be submitted for the following criteria:
 1. Case Managers' Appreciation to be held in April 2020
\$ 300.00 – Venue location fees, etc.
\$ 420.00 - Food
 2. Supervisors' Appreciation to be held in May 2020
\$ 150.00 – Venue location and food
 3. Staff Appreciation to be held in November 2020
\$ 6,000.00 – Venue location (Trade Center), Services, and Food

A motion for the funds requests was not made because there were not enough Board members present to vote.

- OFI is currently implementing a corrective action plan for the TANF work participation because it is under the 50 percent benchmark. Workflow has been affected due to a hiring freeze placed by the State Office, which has contributed to workers to have a higher caseload.
- Security reported a few incidents with clients in the lobby waiting to be serviced and they had to intervene, however now that TANF and SNAP/Food Stamps applications can be done and submitted online, the amount of people in the lobby should decline. IT is also working on a way for clients to submit paperwork offsite by uploading document on computers, which will also bring down the number of clients coming in to be serviced.
- Onsite training for new Child Welfare case managers has been implemented, which will cut down on the cost of sending new employees to an offsite location and mentors from State Office are onsite to support new case managers. The first class will start on March 16, 2020.

- Ms. Huff inquired if the State Office has come up with a statewide plan on how to handle the Corona Virus. Ms. Fields stated that there have not been any specifics mentioned, discussed, or placed in writing other than a general CDC Universal protection guideline. However, if any changes or updates are implemented, the procedures would be given to supervisors to distribute.
- GA Association of DFCS Boards handout. The semi-annual GA DFCS Boards meeting will be held in Macon, GA, April 14, 2020.
- SHINES Active Totals handouts for March 2020. This shows how many Child Welfare cases were active, opened and closed during the month.

Personnel Report

See attached.

- There is currently one supervisor position vacancy and one case manager position vacancy

Other Matters

With no other items to discuss, the meeting was then adjourned.

Shannon E. Fields
Board County Secretary
Shannon Fields, Interim Director
Muscogee County DFCS

Jennifer D. B. Melvin
Board Chairperson
Jennifer Melvin
Muscogee County DFCS