

Portage JFS Open Lines

Portage County Department of Job & Family Services, Anita D. Herington, Ph.D., Director

Fiscal Dept. has varied duties dealing with staff, public

The Fiscal Department of Portage County JFS goes about its work without much fanfare while overseeing approximately \$20 million of federal, state and local funds. But it effects each of our five divisions and 185 employees, our clients and local social service agencies.

Starting with new employee orientation and payroll, performed by Supervisor Sue Brannon and Account Clerk Joan Meloy, employees also interact with Fiscal through supply and equipment purchases, equipment service and delivery of supplies and mail throughout our five buildings as performed by Judy Allison. Fixed asset accounting, including tagging and depreciation is another important Fiscal function performed by this group.

The public deals directly with Fiscal at the cashier window where Account Clerks Wilma Rodman and Sue Miller cheerfully accept Medicaid spend-down and cash Child Support payments. They also maintain computerized overpayment accounts and perform other receivables, payables and data entry duties.

The primary responsibility of Lynn Hudock is accounts payable, including requisition entry, tracking of purchase order balances and auditing of travel expense reports.

Social service and community agencies and members of the public such as child care providers have contact with Fiscal in the Public Assistance area through contract administration, administered by Betsy Stein. This includes preparation of Requests for Proposals (RFP's), contracts and monitoring of contracts with social service agencies for family emergency need programs such as PRC and

Title XX contracts for senior citizens.

Supervisor Reva Weekley works with Children Services on service contracts and contract outcomes, accounts payable and accounts receivable, negotiation of adoption assistance contracts and quality assurance of the new SACWIS computer system. Portage County is a Protect Ohio county, in a IV-E waiver project with the federal government with Reva serving as the county chair for the data committee.

Mary Jo Wood is the Fiscal IV-E and Kinship Permanency Incentive and Adoption Assistance worker. Mary Jo is responsible for maintaining the adoption subsidy cases once the adoption is finalized

Continued on page 2

Lisa Fay new CSEA Supervisor



Lisa Fay was recently named the new Investigation Supervisor 1 in the Portage JFS Child Support Enforcement Agency, (CSEA). Lisa and her nine person staff handle foster care and enforcement cases and support modifications. Lisa was a case manager here prior to her appointment and previously served for over six years as a supervisor and case manager for Summit County CSEA. A resident of Portage County, Lisa holds an Associates Degree as a paralegal.

Inside this issue:

Fiscal Department contd.	2
Job Fair to be held	2
Child Health Services	2
New Quality Assurance Unit	3
Older Americans Month	3
Bowl Against Abuse	3
HEROS Committee	4
Family Fun Carnival	4
Moving In, Moving Up	4

Fiscal Dept. has varied duties in dealing with staff, public and agencies

Continued from page 1

and all IVE cases. Retaining Medicaid eligibility for all children in custody of JFS, foster parent payments and referrals to child support for children in the agencies' custody are also part of her duties.

Effecting nearly all JFS staff are Random Moment Sample (RMS) forms which drive the funding received from the Ohio Department of Job and Family Services. Fiscal distributes, reviews and performs data entry of 1,062 RMS forms each quarter and completes reports to the state.

The functions of the fiscal department are complicated by having to enter all expenses and revenues into both the County and State financial systems. They submit a monthly report of receipts and disbursements to the state each month. The fiscal staff also monitor grant expenditures and the monthly and quarterly financial reports to grantors.

In addition, Assistant Director-Fiscal Terri Burns monitors all JFS state allocations, prepares cash flow forecasts, and performs cash draws as well as prepares and monitors budgets.

There is more to Fiscal than money; while money is the obvious image seen throughout Fiscal, it is the professionalism of the staff that is the real image of the department.



Fiscal Department staff, from left 1st row: Account Clerk Supervisor Sue Brannon, Fiscal Eligibility Specialist Mary Jo Wood, Account Clerk 2 Wilma Rodman, Clerical Specialist Judy Allison; 2nd row; Contract Administrator Betsy Stein, Account Clerk Supervisor Reva Weekly, Assistant Director- Fiscal Terri Burns, Account Clerk 3 Lynn Hudock, Account Clerk 2 Sue Miller, Account Clerk 2 Joan Meloy.

Job Fair June 14 to provide opportunities for job seekers and employers

A new location at Brown Middle School gym will ensure that the public is kept out of the temperamental summer weather, as the Portage Workforce Connection staff ensures those looking for jobs are given a great number of opportunities at the 3rd Annual Job Fair. Free and open to the public, the Job Fair will be held Thursday, June 14 from 10 a.m. to 2 p.m.

Human Resource professionals and other representatives from over 70 businesses will have informat-

ional tables set up, ready to take applications, accept resumes and speak with potential new employees. In addition to those looking for work or to change careers, those interested in information from training schools, universities and organizations such as the Carpenters Union Local or the military will be able to speak with those organizations about how to participate in their programs. Prospects regarding job opportunities and openings will also be available for youth between 14-21 years old.

continued on page 4

Child Health conducts car safety checks, "Fitness Fun", Bright Beginnings

Child Health Services conducted a free car seat safety check in conjunction with the What's Holding You Back Campaign sponsored by Portage County Safe Communities. Child Health Services has Certified Child Passenger Safety Technicians that check, educate and supply car seats to those eligible free of charge through its educational car seat program. Anyone with questions may call Child Health Services at (330) 297-5437 and always remember to "Buckle Up."

Child Health Services also recently celebrated this year's completion of the "Fitness Fun" program in conjunction with Boy's & Girl's Club of Portage County and Ravenna Parks and Recreation. Twenty-eight children participated in this grant funded program. Child Health staff is working on plans for program continuation for the 2007-2008 school year.

"Money and Budgeting-Where Did My Paycheck Go?", will be the topic of the June 26 Bright Beginnings parent meeting. It will be held from 10 a.m. to Noon at the Ravenna Church of Christ, 3897 Summit Rd., Ravenna. Babysitting is provided.

Quality Assurance unit will review cases to promote high accuracy

A Quality Assurance unit has been added to Portage County JFS to review Public Assistance cases and will work with staff to promote a high accuracy rate.

Joining the Public Assistance Special Services division, under Manager Tim Beckner, will be Quality Review Specialists Angella

Vaughn and Lynn Schneider. Newly appointed Training Supervisor Joanne Hynes, will also be working with Quality Assurance in addition to her duties in training programs with Patrick O'Keefe, Training Officer 1.

Joanne comes to Portage JFS with extensive experience with the Ohio De-



Joanne Hynes, Training Officer 2; Supervisor

partment of Job and Family Services as a training officer.

The state randomly reviews cases in all county JFS departments. Many counties currently have a QA staff to promote a low incidence of errors.

“Effective June 11, we will begin the process of pulling cases on a random basis, reviewing them for possible errors and returning them to the assigned workers for correction,” Tim explained.

“By having our own QA staff, this will assist us in our goal of having the highest accuracy rate possible,” he said.

May is Older Americans Month, recognizing the importance of the contributions America's senior citizens make to our quality of life. The Older Americans Act of 1978 created a federal program to provide funding to states, in Ohio through the Ohio Department on Aging, which allocates the money to the Area Agencies on Aging. Portage County is assigned to Area Agency on Aging 10B located in Summit County. **To report an adult who is in need of protective services or to report abuse, neglect or exploitation of an adult over 60, call our CARES 24 hour hotline at 330-296-2273.**

JFS teams work to raise the most funds for Bowl Against Abuse

Over 400 bowlers participated in the Bowl Against Abuse event with JFS raising the most money of any of the adult organizations. Social Worker Susan Allman had the third highest total as an individual adult bowler, raising \$430. Between all of the bowlers and sponsors throughout the county that participated, over \$32,000 was raised, the most in nine years, according to Lucy Wagener Executive Director of the Child Advocacy Center.



Lucy Wagener (far left) from the Child Advocacy Center and Bowl Against Abuse Chair Heather Daniel, of the Kent Jaycees (far right), present a plaque and trophy recognizing the efforts of JFS staff in raising the most funds for the child abuse prevention event. JFS team captains were: Dee Heint accepting the plaque, Cheryl Schneider, Susan Allman and Shannon Weiss.

The day of bowling with funds pledged and donated to child abuse prevention projects is one of the main events of the Pinwheels for Prevention state-wide campaign to bring awareness to child abuse issues. The JFS Excellence Committee donated \$100 to sponsor a bowling lane.

Combined total donations of the four JFS teams was \$1,988. Ravenna High School Cheerleaders won the Youth Organization award with \$500.

The JFS Team Captains and their Team earnings were as follows: Dee Heint's team \$590 (highest team earnings of the four JFS teams), Susan Allman's team \$546, Cheryl Schneider's team \$456 and Shannon Weiss' team \$396.



Portage County
Job and Family Services
Anita D. Herlington, Ph.D., Director

Portage County Administration Building
449 S. Meridian St.
Ravenna, OH 44266
Phone: 330-298-1102
Fax: 330-298-1107

Child Support Enforcement 330-297-3791
Food Stamps, Medicaid,
Healthy Start/Healthy Families 330-297-3750
Portage Workforce Connection 330-296-2841
Child Health Services 330-297-5437
Child & Adult Protective Services 330-296-2273
Foster Care and Adoption 330-297-3462

Editor, Charlene Badger,
Communications Officer 330-297-3806

www.portage.co.oh.us/jfs



A basket of Portage County products, based on the Mantua Potato Festival theme, was created by the HEROS committee for our contribution to the raffle at the Annual ODJFS Directors Association Partners Fair. The Excellence Committee and Employee Recognition Committee have combined with a new name - HEROS committee - which also describes its mission:

H onoring
 E mployees &
 R ecognizing
 O pportunities to
 S erve

Pictured above are Facilities Supervisor Janet Hayes and Fraud Supervisor Gennifer Woodworth, Co-Chairs of the HEROS Committee. The committee is also working on the Employee Recognition Ceremony & Appreciation Luncheon, Thursday, June 7, in conjunction with the Director, Assistant Directors and Managers.

Family Fun Carnival for prevention of violence programs, to be held June 15

The Family Fun Carnival on the Courthouse lawn is set for June 15 as it was cancelled due to rain in May. It is sponsored by the Portage Council for Prevention of Violence. Children Services staff will hold a coloring contest for children and provide information on child abuse and neglect issues. Child Health Services will have information on Help Me Grow, and a play area.

Children Services provided two billboards for National Child Abuse and Neglect Prevention Month listing the number of abuse cases in the county, which drew the attention of motorists to child abuse as a critical issue for Portage County. The outreach will be continued with billboards throughout the coming months on the topic of "Never Shake a Baby."



Job Fair opportunities *continued from pg. 2*

"Extreme Makeover Portage County Edition" will be back this year, with a dress for success fashion show and free workplace hair cuts by local beauticians. Entertainment will be provided, hot dogs will be served and some door prizes given.

Brown Middle School is located next to the Portage Workforce Connection, at 228 S. Scranton St., (corner of Scranton and S.R. 59) in Ravenna.

Workshops on preparing resumes, filling out job applications and interviewing skills were held at the Workforce Connection to assist job seekers in being able to present a professional looking resume to the businesses at the Job Fair.

Moving In, Moving Up

New Hires:

Joanne Hynes - Training Officer 2, Supervisor

Kelly Baird - Social Service Worker 3 Assessment - Children Services

Promotions:

Angella Vaughn - from Employment Services Counselor - One Stop to Quality Review Specialist - Public Assistance

Lynn Schneider - from IM Worker 3 Public Assistance to Quality Review Specialist - Public Assistance