

**SOCIAL SERVICES COMMITTEE
OF
FOREST COUNTY
JUNE 3, 2015**

Members Present: Bill Chaney, Melinda Otto, Scott Shaffer, David Campbell and Paul Millan

Members Absent: none

Others Present: Chuck Sekel and Janell Schroeder

The meeting was called to order at 5:02 p.m. by Mr. Millan.

Motion by Ms. Otto/second by Mr. Chaney to approve the agenda as presented. Motion Carried.

The meeting minutes of the April 20, 2015 meeting were read. Motion by Mr. Campbell to approve the minutes and second by Ms. Otto. Motion Carried.

Janell Schroeder, the COA Director/LTS Coordinator was introduced to the committee. Ms. Schroeder's transition is going very well and she enjoys the work and the staff. Gayle Webster comes to the office periodically to complete casework that she was unable to complete before her retirement. It has been suggested that a Confidentiality/Liability Agreement be drafted and signed by Ms. Webster because she is no longer an employee of the department. Ms. Webster will continue to do the monthly Alzheimer's Program billings, it is three billings per month at this time. However, a deadline for other functions will be discussed with Ms. Webster. It was suggested that a July 31, 2015 completion date be discussed.

Motion by Mr. Chaney/second by Mr. Campbell to accept the resignation letter of Amber Koplein. Motion Carried.

Kristin Bauknecht has completed the necessary time to be reclassified to a Clerk III. Motion by Mr. Shaffer/second by Ms. Otto to approve the reclassification of Ms. Bauknecht to Clerk III. Motion Carried.

Peggy Jameson has completed her coursework to become a Certified Social Worker in the State of Wisconsin and has been working in the department for more than four years, she is requesting reclassification to a Social Worker II. Motion by Mr. Campbell/second by Mr. Chaney to approve Ms. Jameson's reclassification to Social Worker II. Motion Carried.

Sekel is requesting a restructuring of the Child Welfare Unit. In conjunction with state recommendations there will be a clear delineation of the duties within the unit. Peggy Jameson will be responsible for all Abuse and Neglect Investigations. Angela Kunkel will supervise all ongoing cases, juvenile justice (with the resignation of Ms. Koplein) and Adult Protective Services. Sekel recommended that Margaret McCarthy be considered for the position of Access and Day Care Certification Case Manager. Sekel has

been very impressed with Ms. McCarthy's interviewing skills while working on the Northern I.M. Consortium Call Center. The knowledge base that she has gained in working for the Call Center will make the transition to Day Care Certification very smooth. Motion by Ms. Otto/second by Mr. Shaffer to approve Margaret McCarthy for the Access and Day Care Certification Case Manager position, the rate of pay will be \$17.50/hour and 35 hours/week. Motion Carried.

The agency will have a vacancy in the I.M. Unit. The Call Center position will be posted within the courthouse for one week. If there is no interest from within Sekel will contact the next candidate on the previous list. Valerie Wilson (England) will be contacted first and then Tanya Babich will be contacted if Ms. Wilson declines the position. If neither candidate is interested in the position Sekel will advertise for the vacancy.

Motion by Mr. Chaney/second by Mr. Campbell to adjourn. Motion Carried. The meeting was adjourned at 5:47 p.m.

Paul Millan

Bill Chaney

Melinda Otto

Scott Shaffer

David Campbell