

Forest County Department of Social Services

Committee Meeting Minutes

August 3, 2017

1. Meeting was called to order at 5:35 p.m. by Scott Shaffer.
2. Roll Call: Present Melinda Otto, Scott Shaffer, David Campbell, Jane Wilson, Jody Jensen  
Absent Kellee Gallion and Paul Millan
3. Approval of Agenda with the corrected numbering Motion by Otto, second by Campbell - all in favor, motion carried.
4. Approval of minutes from July 13, 2017 motion by Otto second by Campbell - all in favor, motion carried.
5. Update on case load work. Wilson shared notes written by Angela Kunkel regarding the CPS Data as of 8/01/17 and attached a written note explaining the CPS process.
6. WHEAP funds discussion was held with the committee being informed that the NEWCAP program would not pick up the Mole Lake WHEAP program for the months of August and September 2017. The committee was also made aware of the conference calls with the Division of Energy, Housing and Community Resources in which the NEWCAP personnel expressed the concern regarding moony for next year and the possibility of requesting additional funds above the grant amount (up to an additional \$15, 000). No recommendation on what to do was made.
7. Discussion of possible departmental policies: On Call and Use of County Car / millage policy. Both were tabled for further discussion.
8. Staff updates: this discussion was moved to closed session under Personnel.
9. Day Care training with FCP: if payment was already approved form the spring than it needed no further action.
10. Closed session- Motion by Campbell second by Otto to go to closed session to discuss issue on agenda - all in favor, motion carried.
11. Reconvene to open session Motion by Otto second by Campbell to go to open session. All in favor.

- Gas vouchers: Motion by Campbell second by Otto for the gas vouchers to have prior approval at the discretion of the Director of Forest County Department of Social Services. All in favor, motion carried.

- Repair bill – motion by Shaffer seconded by Campbell to approve payment if there is another fund to pay the bill in DSS, and if not, then the DSS will not pay the bill. All in favor, motion carried.

- Mileage claim - Interim Director was directed to check handbook and to check with the labor attorney to question what he feels should be done.

Respectfully submitted,

Jane R. Wilson, Interim Director