

Forest County Social Service Committee Meeting
Tuesday, August 22, 2017
County Board Room
5:30 p.m.

Members present: Melinda Otto, Kellee Gallion, Scott Schaefer, Dave Campbell and Paul Millan

Absent:

Others present: Jody Jensen, Tammy Queen, Tim Bruer and Betty from Energy Services.

1. **Call to Order:** Meeting called to order at 5:30 p.m. by Chairman Millan
2. **Approval of Agenda-** Motion by Otto to approve the agenda, seconded by Campbell, all in favor, motion carried.
3. **Approval of minutes from August 3, 2017-** Motion by Gallion to approve the meeting minutes from August 3, 2017, seconded by Campbell, all in favor, motion carried.
4. **Approval of employee resignation-** motion to approve Angela Kunkel's resignation by Otto, seconded by Gallion with a notation that Angela did not give a proper two week notice.
5. **Approval of posting Social Worker position-** Jody told the committee that she felt that the department is in need of two full-time social worker positions. One position to cover the Juvenile Justice position and the other to cover Adult Protective Services and Guardianship. Discussion there may not be funding to available for both long term. Motion made by Gallion to post for 1 full-time social worker and 1 LTE social worker and approve Linnea Dorau to fill in as needed for guardianship cases, seconded by Otto, all in favor, motion carried.
6. **Discussion on Dept. Social Services policies-** Jody indicated to the committee that she is currently working on on-call policy. Staff informed that approval will be needed to issue any gas vouchers; and that staff will need to let her know whom they are for, for what and when they will be used. Millan recommended that Jody purchase gas cards and use them as it will be easier to keep track of. At this point, no court orders have been given to Jody nor Jane to support that the gas vouchers were court ordered. Request also made that the Board would like Jody to get verification that clients are actually using these gas cards for reason given to them. Discussed with the committee, staff submitting mileage versus using the county car when available. Committee stated that mileage will only be reimbursed on days that the county car is unavailable and that no staff will be allowed mileage reimbursement if the county car is available. Jody to enforce this policy as of September 1.
7. **Staff updates-** Jody discussed what each staff is currently covering and discussed the caseload that CPS staff is dealing with.

8. **Wisconsin Housing Energy Assistance Program funds-** Tim Bruer and Betty from Energy Services gave a presentation on how their organization can administer the program for the whole county. However, NEWCAP will still need to complete weatherization applications. Millan stated that the county will have to speak with NEWCAP. The contract with NEWCAP expires on September 30th and that Energy Services will have to bid for the contract if the county decides to go that route if NEWCAP no longer wants to administer the Energy assistance Program. Mr. Bruer stated that Energy Services will never request tax levy for Energy Assistance Program. They may have the ability to contribute funds for the county; and that they will provide a main office and satellite offices throughout the county.
9. **Closed Session:** motion by Otto to go into Closed Session pursuant under: Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - a) Employee Warnings
 - b) Personnel / trainingSeconded by Gallion. Roll call vote: Otto (aye), Gallion (aye), Schaefer (aye), Campbell (aye), Millan (aye). Motion carried.
10. **RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION-** Motion to return to open session by Otto, seconded by Campbell. All present voting Aye. Motion carried.
 - a) Committee supports policies set forth by new director. No action taken in closed session.
 - b) No action taken.
11. **Adjournment-** Motion by Otto to adjourn meeting, seconded by Millan. All in favor, motion carried. Adjourned at 8:12 p.m.