

Forest County Social Service Committee Meeting
Thursday September 21, 2017
ADRC Board Room
5:00 p.m.

Members present: Melinda Otto, Scott Shaffer, Dave Campbell and Paul Millan

Absent: Kellee Gallion

Others present: Jody Jensen and Tammy Queen

1. **Call to Order:** Meeting called to order at 5:00 p.m. by Chairman Millan
2. **Approval of Agenda-** Motion to approve agenda by Shaffer, seconded by Campbell. All in favor, motion carried.
3. **Approval of minutes from August 22, 2017-**Motion to approve minutes made by Campbell, seconded by Shaffer. All in favor, motion carried.
4. **Discuss and Approve CCOP and CLTS Resolution to be forwarded to the County Board for Approval-**Tammy explained reason for the resolution and that it had been sent to Attorney Payant to review prior to bringing to the Social Services Board. Motion by Campbell to forward it to the full County Board, seconded by Otto. All in favor, motion carried.
5. **Discussion of Equipment-**Copy machine has been worked on by James from IT and Clairmont. Request for new machine to be purchased. Motion by Otto to request James, IT, to provide quotes on options for leasing or buying a copy machine, seconded by Shaffer. All in favor, motion carried.
6. **Updates from DCF visit-**Updated that Dave Campbell was present for part of the meeting with DCF. Discussed the recommendations from DCF on priorities and how to get into compliance. Discussed hiring a Limited Term Employee that is familiar with guidelines and documentation for CPS. Vilas County offered to allow one of their workers to come to Forest County to assist at their current wage level (\$25.37) in Vilas County and mileage. Also discussed when Kristen is gone, Director has been answering many of the phone calls. Discussed Mary Houle has assisted ADRC in the past with answering phones and may be interested in answering phones when Kristen is out of the office (\$10.00). Motion by Otto for Limited Term Employee from Vilas County to be hired, not to exceed 6 months without further approval, seconded by Campbell. All in favor, motion carried. Motion by Campbell to contract with Mary Houle for reception coverage and filing, seconded by Otto. All in favor, motion carried.

7. **Department Policies**-No policies have been written or updated since last meeting.
8. **Staff Updates**-One CPS worker is almost finished with her training. She has two more trainings before December and then will have completed training. Updated that staff passed the Juvenile Intake Training and is now able to be an On-Call worker. Other CPS worker is working on training now.
9. **Energy Assistance Program**-Discussion of the call that took place with NEWCAP. They are requesting an additional \$25,000 for next year to cover staff and overhead costs for the energy assistance program to residents of Sokaogon Tribe and Forest County. Discussed that NEWCAP was invited to meeting tonight however they had prior commitments. Energy Services Inc, is willing to carry out the contract without additional levy money being requested. Discussion of putting out for bids. Discussed that the contract is to be in place to begin as of October 1st, which limits time for bids and Director will be out of the office for training and vacation next week. Motion by Otto to put out for bids, seconded by Shaffer. All in favor, motion carried.
10. **Closed Session:** motion by Shaefer to into closed session, Campbell seconded. 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.
Roll call vote: Otto (aye), Shaffer (aye), Campbell (aye), Millan (aye), Gallion (absent).
Motion carried to go into closed session.
a) Personnel / training
11. **RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION**- Motion to return to open session by Shaffer, seconded by Campbell. All in favor, motion carried.
 - No action taken.
12. **Adjournment**- Motion by Otto to adjourn meeting, seconded by Campbell. All in favor, motion carried. Adjourned at 5:59 p.m.