

Forest County Social Service Committee Meeting

April 3, 2018

County Board Room

5:30 p.m.

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

Absent: Kellee Gallion

1. **Call to Order:** Meeting called to order at 5:30 p.m. by Chairman Millan
2. **Approval of Agenda-** Motion to approve agenda by Otto, seconded by Campbell. All in favor, motion carried.
3. **Approval of minutes from February 26, 2018-**Motion to approve minutes made by Shaffer, seconded by Campbell. All in favor, motion carried.
4. **Energy Assistance Updates-**ESI was contracted with in October 2017 to carry out the duties for the energy assistance program. Social Services and ESI met last week to discuss how the program has been working out. No concerns at this time. Social Services and ESI have not heard of any complaints. The files from NEWCAP have been picked up by ESI. They are currently working on obtaining the Sokaogon Chippewa files. WPS had awarded ESI over \$100,000 to ESI to assist Forest County residents that are in the process of their services being disconnected.
5. **Social Services-**
 - Department Updates-Currently the open positions include the Fiscal Agent and a Social Worker position. Discussed interviews to be set up and held next week on April 10th at 5:00pm for the Fiscal Agent. The Social Worker position that had been posted previously was reposted for additional candidates. Social Services Aide started and is working on her training and printing the necessary documents needed for Foster Care, Kinship Care and Child Care licensing. Phone system has been changed and there is now a message prior to being able to speak to the receptionist. Also a night time voice message in the event of an emergency.
 - Discussion of Caseloads-Updated Committee on the fact that there are currently 94 open cases between CPS and Juvenile Delinquency. Some of these may be closing soon. This is higher than average recommended cases per worker. Committee informed that Jane Wilson may be interested in helping out as Val Wielhouwer, CPS, has requested time off from her part-time status during the summer months. Committee is in agreement that Director can contact Jane

Wilson. CST Worker has been working with over 13 children and families, which is over the recommended number of children/families.

- Discussion of Hours and Overtime-Discussion of the need to be sure to punch in and out as close to the quarter of the hour to prevent overtime being earned. Discussion that if a staff member is working 40 hours per week and not able to take a lunch then Director can approve that the staff either leave early that day or come in a half hour later. Discussion of an hour lunch can be shortened to half hour lunch and staff could come in later or leave earlier if approved and works for meeting departments' needs. Discussion of the request that was made by a possible candidate for the Fiscal Agent to work four days in the week instead of five.
- Northern Income Maintenance had a meeting on Wednesday last week and there was discussion of allowing some staff to work from home if they had an office that was set up and could be locked to prevent others from entering the room. Committee would like more information before making a decision. Need to look at the contracts and what liabilities there may be on the county.

6. **Adjournment-** Motion by Otto to adjourn meeting, seconded by Millan. All in favor, motion carried.