

Forest County Social Service Committee Meeting  
October 8, 2018  
County Board Room (Meeting had to be moved to Social Services Office)  
5:00 p.m.

**Members present:** Scott Shaffer, Melinda Otto, Scott Goode and Kellee Gallion

**Absent:** Dave Campbell

**Others present:** Jill Kettlewell

1. **Call to Order:** Meeting called to order at 5:01 p.m. by Chairman Shaffer in the Social Services office.
2. **Approval of Agenda-** Updated Committee that Director was asked to remove Agenda Item #9 and add Public Comments to agenda however this request would not have been done in time to post a new agenda for the meeting so this will begin with the next Committee meeting. Motion to approve agenda by Otto, seconded by Goode. All in favor, motion carried.
3. **Approval of minutes from Social Services Meeting held August 30, 2018-**Motion to approve minutes made by Gallion, seconded by Goode. All in favor, motion carried.
4. **Discussion of County and Sokaogon Chippewa 161 Agreement-**Director explained what the 161 Agreement was about and that the last signed Agreement was in 1993 so it needed to be updated. Discussion and request to change the signature page of the drafted agreement. Committee was given a copy of the Draft Copy to read and asked that it be put on the agenda to review at the next committee meeting.
5. **Discussion and possible action on Vehicle-**Discussion took place regarding recent vehicle breakdown and repairs needed. Discussion regarding the current budget. Committee informed that the Director has requested it be added to 2019 budget. Discussion took place on possibility of shared Courthouse vehicles that each department be billed for the mileage. Request to be put on the Finance agenda.
6. **Department Updates-** Updated on current Foster Care and possibility of rates being higher due to the need for treatment foster care. Discussion of training occurring with
7. **Discussion and possible action on employee retirement and employee resignation-** Committee was updated on the letter of retirement for Kate Schultz and resignation for Kristin Bauknecht. Committee updated on request for accrued vacation payout by Kristin Bauknecht. Motion by Goode and seconded by Gallion to approve retirement of

CST Worker, Kate Schultz. All in favor, motion carried. Motion by Goode and seconded by Gallion to approve resignation of Kristin Bauknecht. No action taken on vacation payout, would need to be referred to personnel.

- 8. Discussion and possible action on Job Descriptions**-Discussion on CST Program job description as the job description that was in place had minimum qualifications of Education and Experience and what is required for the CST program. Discussion on wage if it remains as it is written. Discussion of the additional 5 hours per week that would make the position a 40-hour work week could be Elder Abuse and Adult Protective Services. Discussion of the Clerk position that is open regarding the hours and wages for the position. Current job description is 35 hours and it has been proposed to decrease the hours to 28-31 hours due to loss of hours from Commission on Aging budget. Discussion on how or who will answer the phones and front lobby if hours are decreased. Discussion of comparable wages for Clerk to other Courthouse positions similar to that. Motion by Gallion and seconded by Goode to keep the Education and Experience for CST position as written and bring the CST job description for wage and hours, as well as, Clerk job description for hours and comparable wages to a Joint Finance and Social Services Committee meeting. All in favor, motion carried.
- 9. Any other business that may lawfully come before the committee**-No other business
- 10. Adjournment**-Motion to adjourn the meeting made by Gallion and seconded by Otto. All in favor, motion carried.