

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL, FINANCE, & SOCIAL SERVICES
DATE: TUESDAY, AUGUST 27, 2019
TIME: 5:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairperson Gretzinger called the meeting to order at 5:00 p.m. and read the agenda.

ROLL CALL

Present: Berg, Burl, Campbell, Chaney, Goode, Gretzinger, Lukas, Shaffer & Stamper

Absent: Gallion & Houle

Others Present: Nora Matuszewski, Lynne Black, Jody Jensen, Josh Bradley, Tom Tallier, & Mark Rinehart

APPROVE AMENDED AGENDA

Motion by Berg to approve the agenda as presented, second by Chaney. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JULY 30, 2019, SOCIAL SERVICES COMMITTEE MEETING

Motion by Goode to approve the minutes from the July 30, 2019 Social Services committee meeting, second by Shaffer. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

CPS CASELOAD/FOSTER CARE/KINSHIP CARE UPDATES

The Director updated the committees on the present number of open cases and the number of children in Foster Care and Kinship Care, indicating some have had to be located outside of the county. Updates were given on placements that are at a high cost to the county and why, and that the Social Services will be over budget this year because of this.

FISCAL UPDATES

The accountant is still in need of additional updated information from the fiscal to begin work on correcting previous mistakes from the prior fiscal. The fiscal employee will be obtaining more training in September.

REVIEW, DISCUSS AND IF APPROPRIATE, TAKE ACTION CONCERNING COMP TIME ACCUMULATION FOR CPS/JUVENILE DELINQUENCY STAFF

There was discussion about the CPS/Juvenile delinquency staff and the need for time off because of their stressful positions, which is why the director is asking for increasing the amount of comp they may accumulate in the year up to 40 hours.

Motion by Gretzinger to move in resolution form a change to the handbook to the full county board for an increase in comp accumulation up to 40 hours during the year for the CPS/Juvenile delinquency staff, second by Stamper. All present voting AYE. Motion carried.

REVIEW, DISCUSS AND IF APPROPRIATE, TAKE ACTION CONCERNING WAGES AND TIER SYSTEM FOR CPS/JUVENILE DELINQUENCY STAFF

The director discussed the need for a tier system for the social workers that she would like the system to be set up in three categories:

- Case Manager – Social Worker without Certification
- Social Worker with Certification
- Masters or Supervisory position

The wage would be set up with the starting wage of a Case Manager staying at the rate they are right now or possible .50 higher, the second level at \$1.50 more and the Supervisory positions to be determined.

Motion by Lukas to move this to Finance for consideration, second by Chaney. All present voting AYE. Motion carried.

DISCUSS AND POSSIBLE APPROVAL OF CREATING A CHILD ABUSE AND NEGLECT SUPERVISORY POSITION

The director is having to approve all of the pieces of child abuse and neglect cases, if possible she would like a supervisory position created to take some of the load off of her so she is able to do her director position.

Motion by Campbell to have the Social Services develop a job description for the supervisory position, forward it to Personnel for review and approval and then possible recommendation to full county board for approval, second by Goode. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF REVISITING VACATION CARRY-OVER MOTION FOR J. JENSEN, TO SET THE TIME LIMIT FOR USAGE

Motion by Berg to have the vacation carry-over used by November 30th, 2019, second by Stamper. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF SICK LEAVE DONATION FROM S. BONEY TO T. NOVAK

Motion by Stamper to approve the donation of sick leave, second by Burl. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL ON GENERATOR QUOTES FOR THE JAIL

There was discussion on the generator quotes and RFP's which will be put on the next finance agenda on September 9th, 2019.

DISCUSSION AND POSSIBLE APPROVAL ON MIRROR FILM FOR THE JAIL WINDOWS

There was discussion about the mirror film and the U-line film turned out to be too dark, 3m has one that may work, but, J. Bradley is waiting for a bigger sheet and a quote from them which he will bring it back to a future meeting for approval.

Motion by Lukas to follow through with the 3m estimate and bring back to the September 9th, 2019 meeting for approval, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL ON THE HUMANE SOCIETY, OFFICER TRAINING, AND DONATION FOR THE 2020 BUDGET PROCESS

There was discussion on a donation for the 2020 budget. Motion by Lukas to refer the Humane Society Officer training to the Sheriff & Justice committee, and a donation amount discussed for the 2020 budget, second by Burl. All present voting AYE. Motion carried.

NEXT SOCIAL SERVICES MEETING TO BE HELD ON SEPTEMBER 24, 2019 AT 5:00 P.M. IN THE COUNTY BOARD ROOM

No Action, meeting date already set.

ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Stamper. All present voting AYE. Motion carried. Meeting Adjourned at 6:23 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel, Finance, & Social Services meetings.