

Forest County Social Service Committee Meeting  
July 21, 2020  
County Board Room  
5:30 p.m.

**Members present:** Cheri Collins, Bill Chaney, David Campbell, Ron Karl, Scott Goode

**Absent:**

**Others Present:** Cindy Gretzinger, Carter Shampo, Margaret Calhoun, Kayla Paquette, Joan Ginter

1. **Call to Order:** Meeting called to order at 5:35 p.m. by Collins.
2. **Approval of Agenda:** Motion by Chaney to approve agenda, seconded by Karl. All in favor, motion carried.
3. **Approval of minutes from Social Services Meeting held June 23, 2020:** Motion to approve minutes made by Campbell, seconded by Chaney. All in favor, motion carried.
4. **Public Comment on Agenda Items**
5. **Department Updates:**
  - CPS and Juvenile Delinquency-Carter Shampo was introduced to the committee. Carter explained his duties. Committee informed of the process including; Intake, Deferred Prosecutions, formal petitions to the court resulting in either a Consent Decree or a Dispositional Order. Current number of cases for each of these were shared. Current number of Child Welfare and CPS caseload numbers were shared.
  - Foster Care and Kinship- June's placement costs for Foster Care, Kinship Care and Juvenile Delinquency was shared with the committee by Joan Ginter.
  - Economic Support-Margaret Calhoun was introduced to the committee. Margaret explained her role with the Northern Income Maintenance and gave an overview of the training that she completed since she started. She also gave a brief overview of her role within the Northern IM.
  - Fiscal-Kayla Paquette was introduced to the committee as the receptionist. She provided a brief overview of her role. Joan Ginter was introduced to the committee. Joan informed the committee of her role. Joan shared that a new system has been set up following the audit from last year to reconcile each program, including the revenues and expenses. Committee updated that the agency has not had any recent contact with Bridget, Accountant.

6. **CST Position Update:** Committee updated that there were no further applications submitted for the CST position as of yet.
7. **Discussion and If Appropriate, Take Action on CPS/Juvenile Delinquency Cell Phones:** Committee updated that currently there is a cell phone that is used for on-call purposes. Discussion regarding CPS and Juvenile Delinquency staff using their personal cell phones and then the individual has their cell phone number. Also discussed that the staff are getting on-call phone calls on their personal cell phones. Requested cell phones for staff to be able to use instead of their personal cell phones. Committee updated that if cell phones are ordered there are a few staff that would want their own and a few staff that would like it to be on a check out basis. Jensen would like to add Life360 program so that if there is an emergency the staff can be located. Committee agreed that Director and staff should have cell phones available. Motion by Goode to purchase 4 cell phones with the location program, seconded by Campbell. All in favor, motion carried.
8. **Discussion and If Appropriate, Take Action for Assistance with On-Call:** Committee updated that currently staff are rotating on-call duties every three to four days. Committee also updated that Ron Skallerud had previously worked as a Juvenile Intake worker and is willing to assist with some on-call duties when he is able to. Discussed that he would be a contracted employee, receiving the contracted employee rate plus the standard \$10 per day and \$15 per weekend day that he would be on-call. Committee informed he would also be willing to assist staff with the transports to secure as he is available so the Sheriff's Department would not have to transport in all cases. Motion by Campbell to offer contracted position to Skallerud to assist with On-Call duties, seconded by Karl. All in favor, motion carried. Committee was provided a listing of on-call payments for surrounding counties to compare with Forest County. Committee requested that Jensen table this and bring this up when the budgets are being worked on for 2021.
9. **Discussion and If Appropriate, Take Action from Part Time to Full Time Employment For On-Going Case Manager:** Committee updated that currently Val Wielhouwer is a part-time employee however she has been working an average of 30 hours or more per week. Committee informed that she may be interested in working as a full time employee as she is not receiving vacation and sick time benefits, but is receiving retirement benefits. Decision made to table further discussion until it is known if Wielhouwer is interested in full-time.
10. **Closed Session:** Motion by Chaney, seconded by Goode to enter into closed session. All In favor, motion carried.
  - **Discussion and Possible Action for Previous Employee Unemployment Claim and Offering Employment for Available Position**
  - **Discussion and Possible Action on Employee Resignation and Posting for the CPS On-going**

Motion by Goode, seconded by Chaney to leave closed session. All in favor, motion carried.

**11. Reconvene to Take Action, If Appropriate, on matters discussed in closed session:**

Motion by Karl, seconded by Campbell to offer an Economic Support position to former employee drawing unemployment. All in favor, motion carried.

Motion by Karl, seconded by Campbell to accept the resignation of Taylor Novak and post the CPS On-going position until filled. All in favor, motion carried.

**12. Adjourn-**Next meeting date and time is August 11, 2020 at 5:30pm. Motion by Goode, seconded by Collins to Adjourn. All in favor, motion carried.

These minutes are not official and are subject to change. Minutes will be reviewed and approved at the next scheduled meeting. Next scheduled meeting is August 11, 2020 at 5:30pm.