

SOCIAL SERVICES COMMITTEE MINUTES

COMMITTEE: SOCIAL SERVICES
DATE: MARCH 2, 2023
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDMAN

CALL TO ORDER

Anderson called the meeting to order at 4:30 p.m. and read the agenda.

ROLL CALL

Present: Anderson, Black, Campbell, Goode, Karl
Others Present: Amy Montgomery, Paul Payant

APPROVE AGENDA

Motion by Campbell, second by Goode to approve the agenda as presented. All present voting (AYE). Motion carried.

APPROVE SOCIAL SERVICES MINUTES FROM FEBRUARY 14, 2023 MEETING

Motion by Goode, second by Black to approve the February 14, 2023 Social Services minutes. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION/ACTION ON POSTING THE YOUTH JUSTICE POSITION

Motion by Karl, second by Black to approve the Youth Justice position description with the wage to be \$23.40- \$26.00 and add the paragraph at the end of description (*"This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under supervision. Approvals:"*) and forward to Nora for posting. All present voting (AYE). Motion carried.

Motion by Goode, second by Campbell to AMEND THE AGENDA; paragraph number 6; "Discussion/Action on posting the Youth Justice position" to Modifying the Youth Justice, Children's Services Support, Social Worker, Lead Social Worker and Director job descriptions and then forward to Nora to post positions.

MODIFYING THE YOUTH JUSTICE, CHILDREN'S SERVICES SUPPORT, SOCIAL WORKER, LEAD SOCIAL WORKER AND DIRECTOR JOB DESCRIPTIONS AND THEN FORWARD TO NORA TO POST POSITIONS

MODIFICATIONS:

Change Children's Services Support job description to LTE/Social Worker Technician, Access Screener, Youth Justice Worker, Initial Assessment Worker and Supervised Visit Worker and add the following to the last paragraph. *This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under supervision.*

Approvals:

Change Social Worker job description Pay Grade/Pay Structure: \$22.00-\$25.00 to \$23.40-\$26.00; indent section in #II and add the following to the last paragraph. *This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under supervision.*

Approvals:

Change Lead Social Worker job description Pay Grade/Pay Structure: \$24.00-\$27.00 to \$26.42-\$29.36 and add the following to the last paragraph. *This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under supervision.*

Approvals:

Change Director job description to add the following to the last paragraph. *This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under supervision.*

Approvals:

Motion by Black, second by Campbell to approve the revised position descriptions, pay structure and forward to Nora for posting of new job descriptions. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON PROGRESS OF DEPARTMENT'S ONGOING CASES

Kayla Collins gave a brief update of the ongoing cases of the Social Services Department. Collins informed the committee that Oneida County will be assisting with Initial Assessments. Collins and Bantle are signed up to learn more about initial assessments in April. She stated that the Youth Justice kids are really acting out with the warmer weather. Tony Crum is helping out with on call in the department. Collins and Kayla are splitting the YJ cases between the two of them and they have reached out to other counties for assistance. They have visitation volunteers but very few visits right now. She also informed the committee that the employees within the department have a meeting every Friday.

FUTURE AGENDA ITEMS

Next Meeting set for March 23, 2023 at 3:00 p.m.

ADJOURNMENT

There being not further business, motion by Karl to adjourn, second by Campbell. All present voting (AYE). Motion carried. Meeting adjourned at 5:27p.m.