

## SOCIAL SERVICES COMMITTEE MINUTES

COMMITTEE: SOCIAL SERVICES  
DATE: APRIL 23, 2024  
TIME: 4:30 P.M.  
PLACE: FOREST COUNTY BOARDROOM

### CALL TO ORDER

Skallerud called the meeting to order at 4:34 P.M. p.m.

### ROLL CALL

Present: Augustin, Goode, Skallerud, Weber

Absent: Karl, Gretzinger

Others Present: Tracy Ferraro, Nora Matuszewski

### APPROVE AGENDA

Motion by Goode to approve the agenda as presented and forego reading, allowing the chair to move items as needed, second by Weber. All present voting (AYE). Motion carried.

### APPROVE SOCIAL SERVICES MINUTES FROM THE MARCH 28, 2024 MEETING

Motion by Skallerud to approve the minutes from the March 28, 2024 Social Services meeting, second by Goode. All present voting (AYE). Motion carried.

### PUBLIC COMMENT

None

### DISCUSSION ON THE FISCAL POSITION, STRUCTURE OF HIRING AND FUNDING RESOURCES; POSSIBLE ACTION

Skallerud updated the new committee members on what has been happening with the department in the last few years. He explained the history of the HSC and the ADRC moving forward into 2025 and the new structure with the need to have a strong financial person in the department. The committee agreed on the need for a strong financial applicant who is able to take on the additional grants, medical billing, etc. that will come along with the increased size of the department. The thought was it would be better to fill this position as soon as possible instead of waiting until 2025.

Motion by Goode to move forward the creation of a new fiscal job description for the new Human Services Department that will be created for 2025; forward to Personnel for approval, second by Weber. All present voting (AYE). Motion carried.

### DIRECTOR UPDATES:

#### A. AUDIT REVIEW AND TRACKING POLICY

The Director worked on a policy for the department specifically for Audit review and tracking moving forward and presented it to the committee for approval.

Motion by Goode to approve the Audit and Review Policy for the department, second by Augustin. All present voting (AYE). Motion carried.

## SOCIAL SERVICES COMMITTEE MINUTES

### B. AUDIT DISCUSSION

There were many issues again this year with the Social Services Department pertaining to audit findings. There was a Purchase of Service Contract Policy that was not addressed until 2024, leaving a void in 2023 again. A Policy has been created and the Director has been working to get all of them in order moving forward. There were other issues with time studies and payments, which happened because of the lack of understanding and the turn-over in the department as well as no director for several months of the year. Time tracking has been corrected by the Director and moving forward will be correct.

Motion by Augustin to correct 2023 and 2024, internally document what happened and fix 2024 going forward, second by Weber. All present voting (AYE). Motion carried.

### C. JUVENILE DELINQUENCY – COMMUNITY SERVICES

Still working on. Director reported one of the high-priced out of home-care graduated out the program with a GED and when released went right back to breaking the law.

### D. OUTSIDE VISITATION PROGRESS

Director is still waiting for word on the grant to clean-up the area for the outside visitations. They are still going to clean up the area even without the grant funding.

### E. UPDATED ON HSC OVERSIGHT COMMITTEE MEETING

Skallerud updated the new members on what/why the panel was created. There will be committee assignments on the 25<sup>th</sup> and they are working on what needs to be done at rehabilitation center and making sure only necessary repairs are being done.

### F. UPDATE ON CHILD DEATH REVIEW TEAM

There is a training that the employees will be attending on May 5<sup>th</sup> for this. The State has allowed the training and when they get this done they will be able to review all new and 2 past deaths Forest County missed out on.

### G. 161 (error 138) AGREEMENTS

The original agreement was from 1993 and there are new relationships with communities since the original document. The agreements need to be reviewed and updated with both tribes. There was a rough draft done several years ago but, it was never signed. The committee asked the Director to look at it and bring back to the next committee for signing/approving to then be moved to the full County Board for approval.

### H. UPDATE ON ACTIVE CASES AND PLACEMENTS

Placements were updated by the Director for the committee. The placement cases are not really lopsided with initial assessments at 26, family support at 4 and CST at 2 (example). The Director would like to work to shift some of the burden around to help with this to give support to individuals overwhelmed by using the “other duties assigned” portion of the job descriptions. She is looking to combine some positions that overlap because the positions are always changing and would also like to make them more open ended.

### I. UPDATE ON 3 GRANTS APPLIED FOR

The Family First Fund, which is non-competitive, excess fund for CST, and the FCPC grant. Right now, the Director is still waiting on all three. There is one that the Health Director is working on that for counseling sessions which could help with some funding of the front office position for the next two years.

## SOCIAL SERVICES COMMITTEE MINUTES

Motion by Weber to approve all grants that the Director has applied for, second by Augustin. All present voting (AYE). Motion carried.

### J. OUT OF HOME CARE NUMBERS

Already discussed with the cases and placements.

### K. FOLLOW UP ON STAFF MEETING

The Director asked the Lead Social Worker to meet with staff members one on one without the Director to get an honest response from the staff on their feelings on the leadership of the department, allowing them to openly discuss any concerns at that time. The employees felt very positive about the leadership and felt they had a very good team that works well together. They appreciated the work being done with the Tribes and were appreciative with the training they were allowed to get from Corporation Counsel. Their weekly team meetings were very helpful and the Director being available to answer and guide with all issues has been necessary for their training. They feel they still need many trainings to make them better to face all challenges that may arise.

### L. ELDER ABUSE AWARENESS

Tracy will work on putting out a letter for the public pertaining to elder abuse and awareness of it.

### FUTURE AGENDA ITEMS

- Director Updates
- 161 Agreements
- HSC updates

### ADJOURNMENT

There being no further business, motion by Goode to adjourn, second by Weber. All present voting (AYE). Motion carried. Meeting adjourned at 6:31 p.m.