

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE
DECEMBER 21, 2017**

Members present: Ms. Carol Pederson, Mr. Jim Winkler, and Mr. William Freudenberg

Excused: Mr. Alan VanRaalte and Mr. Bob Metropulos

Staff: Ms. Mary Rideout, Ms. Tammy Walters, and Ms. Donna Schultz

1. Call to Order. Approval of Agenda:

The regular meeting of the Oneida County Social Services Committee was brought to order at 1:00 p.m. by Ms. Carol Pederson, Chairperson. The Chairperson noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the agenda as posted. Motion carried unanimously.

2. Minutes of Social Services Committee – November 28, 2017:

Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the Social Services Committee minutes of November 28, 2017. Motion carried unanimously.

3. Public Comment:

None.

Veteran's Services:

1. Long Range Plan-2018:

Ms. Tammy Walters discussed the Long Range Plan for her office and explained plans for processing veterans' claims either by directly uploading them or faxing them to the VA. This will not only save on mailing costs but it also gets the veterans' claims to the VA much quicker. She also discussed her plan to scan all the paper files they have so they can get rid of most of the 12, 5-drawer file cabinets of files they have. Ms. Tammy Walters discussed confidentiality and why it's not possible to put veterans discharge papers, rating decisions, and other paperwork online. Ms. Tammy Walters stated she would like to offer a Veterans Expo every other year so her intention at this time, is to have another one in the spring of 2019.

Motion by Mr. William Freudenberg, seconded by Mr. Jim Winkler, to approve the 2018 Long Range Plan as presented. Motion carried unanimously.

2. 2018 WI Department of Veterans Affairs (WDVA) Grant Application:

Ms. Tammy Walters discussed the application and all that is entailed. Ms. Tammy Walters said the WDVA will cut grant checks for all counties at one time so they have to receive every application from all 72 counties and review them first.

Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the WDVA Grant Application as presented. Motion carried unanimously.

3. **2017 Financial/Statistical/Comp. Time Reports:**
Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to accept statistical and comp time report. Motion carried unanimously.
4. **Audit of Payments/Line Item Transfers:**
Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the vouchers as presented. Motion carried unanimously.
5. **Agenda Items for Future Meetings:**
Information on the VA National Veterans Cemetery.

Social Services:

1. **2018 Blanket Purchase Orders:**
Ms. Mary Rideout discussed accounts and expenditures and the process of paying vouchers through the Finance Department.

Motion made by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the 2018 Blanket Purchase Orders as presented. Motion carried unanimously.
2. **2018 Meeting Schedule:**
Ms. Mary Rideout discussed the 2018 Social Services Committee meeting schedule. Ms. Mary Rideout stated that all meetings will be on the fourth Tuesday of each month, except for December which, due to the Christmas holiday, will be held on Tuesday, December 18, 2017.
3. **Department of Health Service 2018 State-County Contract:**
Ms. Mary Rideout informed that Corporation Counsel Desmond has reviewed the contract, but stated that the Contract will not be changed by the State, but he feels that the Committee can approve if they choose.

Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve/accept the Department of Health Service 2018 State-County Contract as presented. Motion carried unanimously.
4. **2018 Child Support Contract:**
Ms. Mary Rideout sent the Contract to Corporation Counsel for review; she had sent changes to the State last year but the State did not make those changes. Corporation Counsel Desmond informed Ms. Mary Rideout that the Contract can be approved by the Committee if they choose.

Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve/accept the 2018 Child Support Contract as presented. Motion carried unanimously.

5. Line Item Transfer-Funds for Visitation Room, Furniture and Supplies, and Software Upgrade:

Ms. Mary Rideout discussed funds and what they will be used for. Ms. Mary Rideout discussed changes needed for the Agency visitation room to make it more inviting for families.

A software upgrade is also being requested for the Microsoft Office products. Ms. Mary Rideout stated that this will be the first upgrade since 2010 and will be purchased by the end of this year.

Motion by Mr. Jim Winkler, seconded by Ms. Carol Pederson, to approve/accept the Line Item Transfer-Funds for Visitation Room, Furniture and Supplies, and Software Upgrade as presented. Motion carried unanimously.

6. Limited Term Employee Request-Children's Services Support:

Ms. Mary Rideout discussed the need for, and benefit of, a position within the Agency to supervise visits as opposed to contracting with outside agencies. Ms. Mary Rideout stated that funds used to pay outside agencies could go to fund this position. Ms. Mary Rideout stated that, at this time, this is not a request for an LTE position but rather present it for the Committee's consideration.

Ms. Carol Pederson suggested going back to this in a month with additional information such as a job description, hours, and estimated schedule. Ms. Carol Pederson asked that this be on the January 2018 Agenda.

7. Agency Update-Staffing Update and In-Home Safety Services:

Ms. Mary Rideout provided an Agency update, which included:

Advertising for the social work position has begun;

Child Support Specialist is scheduled to begin January 3, 2018;

Applications for Child Support Supervisor are in and interviews are scheduled to begin in January 2018;

A short term – limited term employee has been hired to develop a procedure to assist new Social Workers with court document preparation and to implement a consistent procedure with Corporation Counsel's office; and

The Wisconsin In-Home Safety Services (IHSS) Program serves families when children are assessed unsafe and at risk of removal from their home. Intensive and short-term services are provided to the family to keep children safe while keeping the family together. Additional State funds of \$13,200.00 will be available in 2018 to provide this service.

8. 2017 Financial/Statistical/Comp. Time Reports:

The committee reviewed the Financial/Statistical/Comp. Time Reports. It is projected that the Agency anticipates a \$288,000.00 surplus based on November projections for 2017.

Motion by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to approve the 2017 Financial/Statistical/Comp. Time Reports. Motion carried unanimously.

9. Audit of Payments/Line Item Transfers:

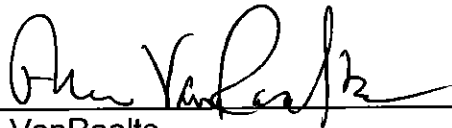
Motion by Mr. William Freudenberg, seconded by Mr. Jim Winkler, to approve the Audit of Payments as presented. No Line Item Transfers were presented. Motion carried unanimously.

10. Agenda Items for Future Meetings:

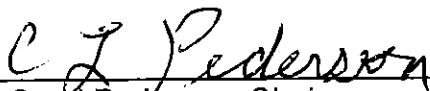
Job description for LTE for supervision of family visits; and Drug testing for Food Share.

11. Adjourn:

There being no further business to be brought before the Committee, it was moved by Mr. Jim Winkler, seconded by Mr. William Freudenberg, to adjourn the meeting at 2:10 p.m. The next meeting of the Social Services Committee will be Tuesday, January 23, 2018 at 9:00 a.m. in the First Floor Conference Room. Motion carried unanimously.



Mr. Alan VanRaalte



Ms. Carol Pederson, Chairperson

Date: December 21, 2017