

**ONEIDA COUNTY SOCIAL SERVICES COMMITTEE**  
**October 27, 2015**

Members present: Ms. Carol Pederson, Mr. Bob Metropulos, Mr. William Freudenberg,  
and Mr. Alan VanRaalte

Staff: Ms. Mary Rideout, Ms. Tammy Walters, Ms. Mary Gadzalinski, Ms. Amy  
Mayo, Ms. Rachel Nelson, and Ms. Donna Schultz

Excused: Mr. Mitchell Ives

**1. Call to Order. Approval of Agenda:**

The regular meeting of the Oneida County Social Services Committee was brought to order at 9:00 a.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. Alan VanRaalte, seconded by Mr. William Freudenberg, to approve the agenda as posted. Motion carried unanimously.

**2. Minutes of Social Services/Veteran's Services Committee – September 29, 2015:**

Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the Social Services/Veteran's Services Committee minutes of September 29. Motion carried unanimously.

**3. Public Comment:**

None.

**Veteran's Services:**

**1. Update on Assistant CVSO Position:**

Ms. Tammy Walters reported that the LRES Committee approved the Assistant CVSO position; this will be a hired position, as opposed to a confirmed position, and the position must be filled by a veteran. Salary is still to be determined. Because of the extent of job duties, Ms. Tammy Walters wants position to be salaried rather than hourly.

There was a discussion regarding following procedure by going through Committee of Jurisdiction regarding changes to position duties.

**2. Debrief CVSOA Fall Conference:**

Ms. Tammy Walters attended the CVSOA Fall Conference; she stated it was a great conference, and she was the Training Officer for the conference.

**3. 2016 WDVA Grant Update:**

Ms. Tammy Walters discussed the WDVA Grant and the office purchases she would like to make with it:

Technology, *i.e.*, laptop, portable printer, Hotspot, PIV card reader, and annual fee for VetraSpec;

Mileage to visit homebound vets and survivors;

Special Outreach, *i.e.*, Facebook posting fees and promotional items (pens, business cards); and

Training and Services, *i.e.*, Accreditation training for Assistant CVSO.

Ms. Walters discussed setting up a Facebook page and its pros and cons; and County limitations.

**4. 2015 Financial/Statistical/Comp. Time Reports:**

Ms. Tammy Walters discussed travel costs to Fall Conference. She also discussed the new VA transport van and the fact that it is not disabled-friendly.

Ms. Walters disbursed comp time report – she will disburse monthly as opposed to every six months, which is County policy.

Mr. William Freudenberg asked for more detail in Ms. Tammy Walters' comp time report; Committee agreed to more detail in long-term hours. Ms. Walters agreed to include more detail for longer time periods.

Motion by Mr. Alan VanRaalte, seconded by Mr. William Freudenberg, to accept statistical and comp time report. Motion carried unanimously.

**5. Audit of Payments/Line Item Transfers:**

Ms. Tammy Walters distributed her travel vouchers for review and signature.

Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the vouchers as presented. Motion carried unanimously.

**6. Agenda Items for Future Meetings:**

Ms. Tammy Walters offered budget update; along with line item transfers.

Ms. Walters offered to bring more information on the Assistant CVSO position and to send proposed job description.

**Social Services/Family Care:**

**1. Foster Home Recruitment Efforts-Update:**

Ms. Rachel Nelson discussed her recruitment efforts, which include running ads, doing a short presentation to the Kiwanis Club, and Ms. Mary Gadzalinski conducting an interview on Channel 12. Currently there are eight homes licensed and two are in the process. Ms. Nelson has been getting inquiries due

to the ads and news interview. Ms. Nelson discussed training needed and that it is not immediately available in this area.

**2. Draft Long Range Plan 2016-2018**

Ms. Mary Rideout discussed her approach to the Long Range Plan this year through SWOT. We are now in Stages 2 and 3 and is utilizing staff and management to review and revise the Vision Statement and Core Values. Ms. Rideout will have update next month and final by the December Committee meeting.

**3. 2016 Budget Update:**

Ms. Mary Rideout reviewed the Budget Update:

Ms. Rideout reported that the County Board approved recouping and re-disbursing \$30,000.00 from the Human Service Center to this Agency.

The Administration Committee cut \$250,000.00 from budget.

**4. Vacancy Review – Economic Support:**

Ms. Amy Mayo discussed the ES vacancy. Position is an entry-level and starts with the Energy Assistance Program. Position budgeted for 2016 so no additional levy dollars will be requested.

Motion by Mr. William Freudenberg, seconded by Mr. Alan VanRaalte, to approve filling the vacant ES position. Motion carried unanimously.

**5. Long-Term Support Committee Vacancy:**

Ms. Mary Rideout discussed the vacancy on the Long-Term Support Committee and that Ms. Tina Zimmerman, with Rennes Health and Rehab, be appointed to fill that vacancy.

Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the appointment of Ms. Tina Zimmerman to the Long-Term Support Committee. Motion carried unanimously.

**6. 2015 Financial/Statistical/Comp. Time Reports:**

The committee reviewed the Financial/Statistical/Comp. Time reports. It is projected that the Agency will have a surplus of approximately \$290,000.00 for the year.

Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the 2015 Financial/Statistical/Comp. Time Reports. Motion carried unanimously.

7. **Audit of Payments/Line Item Transfers:**

The bills and Line Item Transfers were reviewed by the Committee.

Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the Audit of Payments/Line Item Transfers as presented. Motion carried unanimously.

8. **Agenda Items for Future Meetings:**

Staffing update; Long-Range Planning; and Drug Endangered Children (DEC).

9. **Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Bob Metropulos, seconded by Mr. Alan VanRaalte, to adjourn the meeting at 10:30 a.m. The next meeting of the Social Services Committee will be Tuesday, November 24, 2015 at 9:00 a.m. in First Floor Conference Room on the first floor. Motion carried unanimously.



Mr. Alan VanRaalte



Ms. Carol Pederson, Chairperson

Date: October 27, 2015