

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE
MINUTES OF MAY 24, 2022**

Members present: Mr. Bob Thome, Jr. (Chair), Mr. Jim Winkler, Ms. Linnaea Newman, Mr. Ted Cushing, Mr. Anthony Rio (Zoom)

Staff: Ms. Mary Rideout, Ms. Tammy Javenkoski, Ms. Ashley Marvin, Ms. Heidi Chavez, Mr. Joel Gottsacker

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 Mr. Bob Thome, Jr., 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 Ted Cushing to approve the agenda as posted. All ayes; motion carried.

2. Minutes of Social Services Committee – April 26, 2022:

Motion made by Mr. Jim Winkler, seconded by Ms. Linnaea Newman, to approve the Social Services Committee Minutes of April 26, 2022 minutes as presented. All ayes; motion carried.

3. Public Comment:

No comments.

Veterans Services:

1. Veterans Service Office Volunteer Contract:

Ms. Tammy Javenkoski presented a copy of the Volunteer Confidentiality Contract. She sent it to Corporation Counsel for their approval. She will provide an update in next month's meeting. Motion by Mr. Ted Cushing seconded by Mr. Jim Winkler to approve the Veterans Service Office Volunteer Contract pending Corporation Counsel's approval. All ayes; motion carried.

2. Northwood's Veterans Homestead Update

Ms. Tammy Javenkoski shared information regarding bank information. There is not a checking account set up yet, but will be soon. They will be banking at Associated bank. They will require two signers. The President, Vice President and Tammy herself will be authorized signers for this account. They have been approved for a 501C. They will have audits done by certified accountants and if numbers get too high, this accountant could be a potential candidate to be a paid accountant for their financials.

3. 2022 Financial & Statistical Reports:

Ms. Tammy Javenkoski presented the Statistical report that was edited to eliminate extra information. The members agreed it is a great reference that gives correct information. Tammy reported that Jason in the Veterans office does daily counts

that populates to monthly and then into annually. The year to date is current and up to date. Motion by Jim Winkler seconded by Mr. Ted Cushing to approve the 2022 Financial & Statistical Reports, Vouchers, Audit of Payment and Line Item Transfers. All ayes; motion carried.

4. Public Comment:

No comments.

5. Agenda items for future meetings:

Ms. Tammy Javenkoski shared she would give an update on the Veteran's Service Office Volunteer Contact. There may be a 2023 staff request along with line item transfers if any and vouchers.

Social Services:

1. Child Welfare Workload Study:

Ms. Mary Rideout presented the Workload study through April 2022. Mary stated that based on this study, we are currently short by 3 workers and 1.8 supervisors in Child Welfare. Mary reported that she agrees that Social Services department is short staffed. This will lead to a staff request in the next month. Mary brought to the members attention that she is looking at which staff we are in need of. There are certain duties that require a social worker to do, but some duties that do not. We have utilized our paraprofessionals/clerical support/aides in these areas to help take off the Social Worker's workload. Mary will be looking at staffing and making a decision on what type of worker this department is in need of. Mary's concern is she can request for more staff but unsure if she can fill them. This is a problem with all counties on filling Social Worker positions.

2. September 2022 Meeting Date:

The September meeting date for the Social Services Committee is Wednesday, September 28, 2022 at 11:00 a.m. following the ADRC committee meeting.

3. Information Technology Infrastructure Updates:

Ms. Rideout presented a handout (#3) that listed items that need to be completed in order for the transfer to the County network be done. She explained that currently Social Services has our own server. They did this to protect our department and keep it secure. With all of the new technology etc., we felt it is best to move onto the County's server, and have been moving in that direction that last few years. We were housing our own IT staff and fortunately the County's IT team has been helping us for 4-5 years now so this change mainly deals with hardware/software changes. This will reduce the cost of maintaining and replacing two servers. We do not have a cost estimate of this transfer at this time. There will be an update at the next meeting. Ms. Mary Rideout also added we would like to move to Office 365. Instead of having to pay for upgrades and/updates every few

years, Office 365 is pay per member monthly and we will always have the most updated version. This will eliminate that high dollar cost every couple of years.

4. Social Services Budget Review:

Ms. Heidi Chavez reviewed the "Oneida County Social Services- Budget Funding 101" (#4) document. This document lists expenditures and revenue for each major program/funding source within Social Services. Heidi also went over the funding for the ADRC since we have now combine with them. She went over the Quick Guide to Aging Programs and touched on some of the programs the ADRC has to offer and their budgets.

5. Agency Update: Staffing, Economic Support Specialist Week, Building project Update:

- Staffing/Vacancies
 - The Second candidate we interviewed for the Adult Protective Services Social Work position declined the position. We have since advertised (3rd time). We interviewed 2 internal candidates on May 19, 2022. Traci Caswell accepted this position. This will unfortunately cause a vacancy in another unit within the department.
 - The Reclassification that this committee approved has been submitted to LRES. We are waiting on a response.
- Economic Support Specialist and Case Managers Week
 - May 1 to 7 was Economic Support Specialist week. The department employs 9 Economic workers and 1 Economic Support supervisor. These staff assist in the FoodShare program (SNAP) and Medicaid (BadgerCare, Elderly, Blind and Disabled, Nursing Home, Long Term Support) benefits. We will be having a luncheon in their honor on June 1, 2022. Mr. Bob Thome Jr. asked for Mary Rideout to speak further on FoodShare. She explained that our Economic Support workers determine eligibility. At an earlier meeting, it was discussed that the extra pandemic FoodShare benefit would be discontinued in July of 2022. Mary updated and reported that this will likely continue until October of 2022.
- Building Project Update
 - We have had a couple of vendors do a walk through in order to do an estimate for our project. Bids for the project will be opened today May 24, 2022 at noon. We will provide an update on next month's meeting.

6. 2022 Financial & Statistical Reports, Vouchers, Audit of Payments and Line Item Transfers:

The committee reviewed the Financial/Statistical Reports, Vouchers and Audit of Payment. The projected 2022 deficit for the Department of Social Services is approximately \$358,980.

- Motion by Mr. Jim Winkler, seconded by Mr. Ted Cushing to approve Financial and Statistical Reports, Vouchers and Line Item Transfers as presented. All ayes; motion carried.

7. Public Comment:

No comments.

8. Agenda Items for future Meetings:

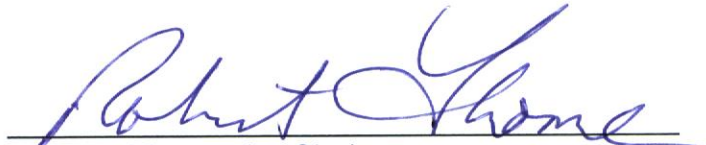
- Staffing Request
- Update on Building Project

9. Adjourn:

There being no further business to be brought before the Committee, it was moved by Mr. Bob Thome, Jr. to adjourn the meeting at 10:22 a.m. The next meeting of the Social Services Committee will be Tuesday, June 28, 2022 at 9:00 a.m. in the County Board Room.



Mr. Anthony Rio, Secretary



Mr. Bob Thome Jr., Chair

Date: May 24, 2022