

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE  
MINUTES OF SEPTEMBER 25, 2023**

Members present: Mr. Jim Winkler, Mr. Ted Cushing, Mr. Robb Jensen, Mr. Anthony Rio (Zoom)

Approved absence: Ms. Linnaea Newman

Staff: Ms. Mary Rideout, Mr. Jason Dailey, Ms. Jeri Driscoll

Other: Ms. Tricia Moore, Mr. Steven Schreier (Zoom), 2 others via (Zoom)

**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 Mr. Jim Winkler, Chairperson. The Chairperson noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion by Mr. Robb Jensen, seconded by Mr. Ted Cushing to approve the agenda as posted. All ayes; motion carried.

**2. Minutes of Social Services Committee – August 17, 2023:**

Motion made by Mr. Ted Cushing, seconded by Mr. Robb Jensen to approve the Minutes of August 17, 2023 as presented. All ayes; motion carried.

**3. Minutes of August 24, 2023 JOINT Social Services Committee and Public Safety Committee:**

Motion made by Mr. Jim Winkler, seconded by Mr. Robb Jensen to approve the minutes of the JOINT Social Services Committee and Public Safety Committee of August 24, 2023 as presented. All ayes; motion carried.

**4. Public Comment:**

None

**Veterans Services:**

**1. Northwoods Veterans Homestead Update:**

We continue to be in the fundraising phase. Minutes of Northwoods Veterans Homestead Board of Directors Meeting from September 5, 2023 reviewed by the committee. Informational only, no action needed.

**2. E-Sign Genie Usage in Veterans Service Office:**

The Veterans Service Office is not using any software for E-Signing as it is not cost effective for the amount of use. May be able to use Social Services for E-signing since Veterans doesn't use it very often. Mr. Jason Dailey to talk with Ms. Heidi Chavez in Social Services. Informational only, no action needed.

**3. Veterans on Social Services Committee:**

The Veterans Service Commission asked if there was a Veteran on the Social Services Committee for the Veterans portion of the meeting. This would also require a citizen member for the Social Services section. What is the purpose of the citizen members? This would require an update to the County Code. We would also need to run it past Mike Fugle. Would also require additional funds be put into the budget for per diem and mileage which would have to be put into the budget. Could prepare numbers and bring to the Admin committee. Will review at next meeting.

**4. 2023 Financial & Statistical Report, Department Head Expense Voucher and Vendor Payment Report:**

Mr. Jason Dailey reported that they have been a lot busier than they used to be since the passing of the PACT Act. Approximately a 32% increase since last year. The committee acknowledged the receipt of these reports.

**5. Public Comment:** None

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

- Northwoods Veterans Homestead
- Normal Agenda Items.

**Social Services:**

**1. Criminal Justice Coordinating Committee (CJCC) and Diversion Program Update – Trisha Moore:**

Ms. Trisha Moore, the Diversion Program Coordinator for Vilas and Oneida Counties, presented the Diversion Program to the committee. They did interviews last week for a Case Manager for Oneida County. They work with the CJCC, District Attorney's Office, and Law Enforcement. To be in the Diversion program a person needs to be 17 years or older, have criminal charges related to substance abuse, be a resident of Vilas/Oneida County, nonviolent offender. If the person agrees to work with the Diversion Program they would complete a Post Charge Diversion Program Agreement and if they successfully complete the program the charges are dropped.

Justice Point currently has 6 referrals but none are active yet.

Budget was reviewed: No County Tax Levy at this time. We do not foresee any in the next 5 years. Currently in the process of completing the 2024 application.

**2. Structure of the Human Service Center in Oneida County – Current MOU’s in place with the Human Service Center:**

The Committee received copies of the two Memorandums of Understanding between the three County Departments of Social Services and the Human Service Center. Ms. Mary Rideout has been attending the Human Service Center Board Meetings when possible. There have been comments about the Human Service Center being required by Oneida County to do afterhours Adult Protective Services. This was agreed upon and is covered in the 51.55 MOU and occurs less than a handful of times in a year for people whose underlying concern may be dementia and/or mental health.

There has also been mention in a memo to County Board chairs that when a person turning 18, Social Services is able to drop them and they become the responsibility of the Human Service Center. These issues were agreed upon and detailed in the 48.51.938 MOU. It should also be noted that when a youth turns 18, they may transition from the Children’s unit in Social Services to the adult unit in Social Services/ADRC, which we believe was the case in the situation cited.

Ms. Rideout wanted the committee to know that MOU’s are in place and took years to develop.

If anyone has issues bring to Ms. Rideout’s attention so it can be reviewed.

**3. 2024 Budget Update:**

We previously had a total increase over 2023 County Tax Levy of \$156,085 which was presented at the last meeting. We received additional allocations. So our total increase in County Tax Levy is \$111,449. We are hopeful to get more allocations before the budget hearings to further decrease County Tax Levy.

**4. Agency Update: Staffing, Weatherization and Energy Assistance Outreach at the Courthouse, HIPAA Policy Update Request:**

Staffing/Vacancies:

- Stephanie Keckeisen has been hired to fill the Administrative Support Position. We are fully staffed at this time.

Weatherization and Energy Assistance Outreach:

- We will be hosting an event outside the courthouse (weather permitting) to raise awareness of the Weatherization Program (administered by Ashland County Housing Authority) and the Energy Assistance Program. Some details regarding our planning are below:
  - Date/Time of Event: Friday, October 20 from 11AM-2PM.
  - Location: Oneida County Courthouse

- 2-3 tables set up outside the courthouse
- If weather is bad we can move inside to the rotunda or first floor conference room

HIPAA Policy Update:

- The Department along with Public Health and Information Technology has made a request for ARPA funds to get the Oneida County Health Insurance Portability and Accountability Act (HIPAA) policies updated. Vendors are available to do both privacy and security analysis to assist us in finding any gaps in our privacy and security policies and procedures. Though we believe the County is substantially in compliance, our policies, particularly our security (technology) policies need to be updated. We are currently getting quotes from vendors. Linda Conlon is the HIPAA Privacy Officer and Jason Rhodes is the HIPAA Security Officer for the county.

**5. 2023 Financial & Statistical Reports, Workers Compensation Report and Vendor Payment Report:**

The committee acknowledges receipt and acceptance of the Financial and Statistical Report, Workers Compensation Report and Vendor Payment Report.

**6. Public Comment:**


No Public Comment.

**7. Agenda Items for future Meetings:**

Usual Agenda Items

**8. Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Jim Winkler to adjourn the meeting at 1:53 p.m. The next meeting of the Social Services Committee will be October 19, 2023 at 1:00 p.m.

  
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Mr. Jim Winkler, Chair

Date: September 25, 2023