

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE  
MINUTES OF DECEMBER 22, 2020**

Members present: Mr. Alan VanRaalte, Mr. Jim Winkler  
Via Zoom: Mr. Steven Schreier, Mr. Bob Thome Jr.

Staff: Ms. Mary Rideout, Ms. Tammy Javenkoski, Ms. Jeri Driscoll, Ms. Beth Hoerchler

Public: None

**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. Alan VanRaalte, 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. Bob Thome Jr., to approve the agenda as posted. Mr. VanRaalte called for a roll call vote, motion carried.

**2. Minutes of Social Services Committee – November 24, 2020:**

Motion made by Mr. Jim Winkler, seconded by Mr. Bob Thome, Jr., to approve the Social Services Committee minutes of November 24, 2020. Mr. VanRaalte called for a roll call vote, motion carried.

**3. Public Comment:**

None

**Veterans Services:**

**1. 2021 Multi-County Veterans Benefit Expo Update:**

Ms. Tammy Javenkoski reported that the Multi-County Veterans Benefit Expo would normally be held in April of 2021 and could be held in the Hodag Dome in Rhinelander, Wisconsin. Ms. Tammy Javenkoski wanted the Committee's opinion whether to hold the Veterans Benefit Expo in 2021 or wait until April 2022 due to the health concerns with COVID. After discussion with the committee it was determined that, the Expo will be postponed until April of 2022.

**2. 2020 Financial & Statistical Reports, Vouchers, Audit of Payments and Line Item Transfers:**

Ms. Tammy Javenkoski provided the committee with the Veterans Service Office's Report for November 2020. She also turned in her voucher for a Notary Renewal, Veterans Day Event Advertising, NACVSO – 2021 Membership Dues and a Veterans Benefits Manual. There was discussion regarding the scanning of files at the Veterans Office. Ms. Tammy Javenkoski will add this information to the bottom of the Veterans Service Office Report under Office Updates. There were no other questions or comments. Motion made by Mr. Jim Winkler, seconded by

Mr. Steven Schreier, to approve the monthly report and vouchers. Mr. VanRaalte called for a roll call vote, motion carried.

**3. Public Comment:**

None

**4. Agenda items for future meetings:**

- WDVA Grant Application
- Scanning of Files – added to Veterans Service Office Report

**Social Services:**

**1. 2021 Meeting Dates:**

The 2021 Meeting Dates are the fourth Tuesday of each month. Discussion on if meeting will continue to be the fourth Monday. It was suggested that the meetings, January through April start at 9:30 a.m. instead of 9:00 a.m. due to the possibility of bad weather and giving members a little more time to get to the meeting. Meetings will continue to be held on the fourth Monday. January through April the meetings will start at 9:30 a.m. and May through December meetings will be at 9:00 a.m.

**2. 2021 Blanket Purchase Order:**

Blanket Purchase Order Form presented to the Committee. Ms. Mary Rideout explained that this gives the department approval to pay bills for 2021. There were no questions or comments. Motion made by Mr. Bob Thome, Jr., seconded by Mr. Jim Winkler, to approve Blanket Purchase Order. Mr. VanRaalte called for a roll call vote, all yes, motion carried.

**3. State and County Contract Approval – Department of Children and Families – Child Support, Child Care & Child Welfare – Department of Health Services – Community Aids:**

Reviewed contract information. There are negotiations done but nothing will likely change for 2021. We are obligated to perform these services. Motion made by Mr. Jim Winkler, seconded by Mr. Steven Schreier, to approve State and County Contracts. Mr. VanRaalte called for a roll call vote, all yes, motion carried.

**4. Non-Budget Expenditure – Buffalo TeraStation 6400RN – NAS Server, Warranty and Installation – Ransomware Snapshot Technology – Back-Up Replacement System:**

Social Services is on its own server, but we are transitioning to the county's system. Currently we do back-ups by tape at the end of the day. This system is much higher tech and will do back-up through the day, almost in real time and is more secure. The backup system will still be separate from the rest of the county due to confidentiality. This system can be funded in 2020 as we have underspent in areas of the budget. Ms. Mary Rideout reported that if this is approved it can still happen this year. Motion made by Mr. Bob Thome, Jr., seconded by Mr. Steven

Schreier, to approve the Non-Budget Expenditure. Mr. VanRaalte called for a roll call vote, all yes, motion carried.

**5. ADRC/DSS Alliance Progress Report:**

Ms. Mary Rideout provided an updated Integration Plan that she and Mr. Joel Gottsacker continue to work on. The real work will begin after January 1, 2021. They are working on the confidentiality policy that will be going out to staff by December 31, 2020. Still working with ITS so the server is accessible by both Social Services and the ADRC. The goal is so that all staff including the ADRC staff can use the calendars in Outlook so everyone can see each other's calendars to schedule meetings. Ms. Mary Rideout, Heidi Chavez, Financial Services Supervisor and Mr. Joel Gottsacker had a meeting (via Zoom) with the ADRC staff to do introductions. There should not be many changes for staff, at least initially. There will be some administrative changes. Ms. Heidi Chavez is working with ADRC staff on this.

A Foster Grandparent Program is being explored. This is a great opportunity now that we will be one organization. The grant application, which is approximately \$100,000, is due by February 3, 2021. The program matches senior volunteers with children in the community with a focus on education. The Children's Unit has had the goal to increase mentors for some of the children we are working with, so this is a perfect match for the two programs.

**6. Human Service Center System Review Update:**

- Conflict resolution protocol: Two counties have responded. Vilas County has not yet responded. The Systems Review committee will wait for Vilas Counties response before deciding how to proceed.
- Systems Review committee added another goal: To develop Board Training Protocols including review of bylaws, Chapter 51 requirements; overview of all programs, confidentiality requirements, rules of order, open meetings/open records statutes.
- The committee also believes that the partner counties should rewrite the tri-county agreement since it hasn't been updated since the 1980s. However, as an agency created by the agreement, it can only make the recommendations.

- 7. Closed Session: It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee. Topic: Social Worker Compensation. It is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda. Motion by Mr. Jim Winkler, seconded by Mr. Bob Thome Jr. to move into closed session at 10:00 a.m. Mr. VanRaalte called for a roll call vote, all yes, motion carried.**

Motion to return to open session by Jim Winkler, second by Steven Schreier. Mr. VanRaalte called for a roll call vote, all yes, motion carried. Committee returned to open session at 10:11 am.

Mr. VanRaalte announced that in closed session the committee approved the wage and benefit package presented for a Social Work position.

**8. Agency Update – ADRC Resolution, Social Work Vacancy, COVID Precautions, 2020 Training Cost Savings:**

- The ADRC Committee approved the Resolution on funding at its December 16, 2020 Meeting. The Department of Social Services supports this resolution.
- Staffing/Vacancies: There is the potential for an experienced Social Worker returning to the Department. We are working with LRES on a wage and benefit package.
- COVID-19: Due to an increase in COVID 19 activity inside and outside of our department, we have further reduced in-house staffing from 50% to about 30-35% for the month of December. We will re-evaluate the situation at the end of the month to determine appropriate staffing levels for January 2021.
- 2020 Training and Travel Savings: Due to the COVID-19 pandemic and the need to work and do training remotely, the department saved an estimated \$14,759 in travel/training costs for 2020.

**9. 2020 Financial & Statistical Reports, Quarterly Workers Compensation Report, Vouchers, Audit of Payments and Line Item Transfers:**

- Ms. Mary Rideout explained that we are no longer in a deficit, and currently project a small surplus.
- A review of the statistical reports shows a substantial increase in the amount of FoodShare benefits, which are up approximately 77%.
- Quarterly Workers Compensation: No new claims for 2020.
- No line item transfers
- Motion by Mr. Bob Thome, seconded by Mr. Steven Schreier to approve Financial and Statistical Reports as presented. Mr. VanRaalte called for a roll call vote, motion carried.

**10. Public Comment:**

None

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

Families First Presentation  
ADRC and Social Services Alliance

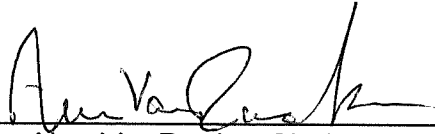
**12. Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Alan VanRaalte to adjourn the meeting at 10:29 a.m. The next meeting of

the Social Services Committee will be Tuesday, January 26, 2021 at 9:30 a.m. in the County Board Room.



Mr. Bob Thome Jr.



Mr. Alan VanRaalte, Chairperson

Date: December 22, 2020