

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE  
MINUTES OF JANUARY 25, 2022**

Members present: Mr. Alan VanRaalte, Mr. Steven Schreier, Mr. Jim Winkler (Zoom), Mr. Michael Roach (Zoom), Mr. Bob Thome, Jr.

Staff: Ms. Mary Rideout, Mr. Joel Gottsacker, Ms. Tammy Javenkoski, Ms. Jeri Driscoll, Ms. Lisa Charbarneau, Mr. Tom Eernisse

Other: Ms. Kelly Holm from the Lakeland Times attended the meeting. Introductions were completed.

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

The regular meeting of the Oneida County Social Services Committee was brought to order at 9:33 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. Steven Schreier seconded by Mr. Bob Thome, Jr., to approve the agenda as posted. All ayes; motion carried.

**2. Minutes of Social Services Committee – December 28, 2021:**

Motion made by Mr. Bob Thome, Jr., seconded by Mr. Jim Winkler, to approve the Social Services Committee Minutes of December 28, 2021. All ayes; motion carried.

**3. Public Comment:**

No comments.

**4. 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 over which this body has jurisdiction or responsibility." Topic: Department Head Evaluations and Goals, Veterans Services Officer and Social Services Director. 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. Steven Schreier, seconded by Mr. Bob Thome, Jr. to move into closed session, roll call vote Mr. Alan VanRaalte, yes; Mr. Bob Thome, Jr, yes; Mr. Steven Schreier, yes; Mr. Jim Winkler, yes; Mr. Michael Roach, yes; to move into closed session at 9:37 a.m.

Motion to return to open session by Mr. Jim Winkler, second by Mr. Bob Thome, Jr. to return to open session, roll call vote Mr. Alan VanRaalte, yes; Mr. Bob Thome, Jr, yes; Mr. Steven Schreier, yes; Mr. Jim Winkler, yes; Mr. Michael Roach, yes; to return to open session at 11:00 a.m.

Mr. Alan VanRaalte announced that no further action needed reviewed Veterans Service Officer and Social Services Director Performance Evaluations.

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**Veterans Services:**

**1. Electronic Signatures:**

Ms. Tammy Javenkoski reported that she is still learning about electronic signatures, Jason Dailey is teaching her.

**2. Veterans Benefit Expo:**

Ms. Tammy Javenkoski reported that the Veterans Benefits Expo is being put off until April of 2023 due to the rapid spread of the latest COVID strain.

**3. Northwoods Home for Heros Discussion:**

Ms. Tammy Javenkoski reported that there would be another meeting tomorrow. The group will be working on changing the name as they cannot use Northwoods Home for Heroes as it is trademarked.

**4. 2021 Financial & Statistical Reports, Vouchers, Audit of Payments and Line Item Transfers:**

Ms. Tammy Javenkoski reported that there are not any vouchers or line item transfers. The committee reviewed the statistical report and would like a comparison between 2020 and 2021, which Ms. Javenkoski will bring to next month's meeting.

**5. Public Comment:**

No public comment.

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

- Veterans Commission Grant
- Veterans Commission Agenda
- Tiny Home Village for Homeless Veterans Update
- 2020-2021 Statistical Numbers
- Usual Agenda Items

**Social Services:**

**1. Update on Lincoln Hills and Copper Lake Schools:**

Ms. Mary Rideout explained that nothing has changed since June of 2021. The Division of Juvenile Corrections will continue to operate Lincoln Hills School and Copper Lake School into the future or until which time there are safe and appropriate facilities for youth in the youth correctional system. Enrollment at LHS/CLS has dropped significantly. The current daily rate for these facilities is \$1,154.00 and will increase to \$1,178.00 on July 1, 2022. The rate in 2019 was \$532.00 per day. This equates to a 117% increase since 2019.

**2. Dementia Innovations Contract Increase:**

Ms. Mary Rideout explained that in order to comply with Oneida County's purchase of service contract, and meet the county's insurance requirement, Dementia Innovations purchased additional insurance and subsequently increased the price of their proposal. We have received their certificate of insurance. The proposal has increased by \$500. There is sufficient grant funds to cover this increase. We are seeking the committee approval of the new rate so that we may proceed with the project. Motion by Mr. Steven Schreier, seconded by Mr. Bob Thome, Jr. to approve the rate increase of \$500, all ayes, motion carried.

**3. Position Reclassification and Step Increase Discussion:**

The department has been having internal discussions on employee retention and satisfaction. Of course, one issue that always comes up is pay. Social Services/ADRC employees are all non-represented (non-union) and fall into three categories:

- Exempt/Salaried
- Exempt/Hourly
- Non-Exempt Hourly

The main concerns are:

- Clerical Support (4 employees) in Social Services are in one of the lowest pay grades, yet their responsibilities and workloads are significant. Responsibilities in these positions may be equivalent or greater than higher paid positions. Job duties have shifted over the past few years. This may require a reclassification request.
- Difficulties with varying schedules between 2080 employees and 1950 employees.
- Merit increases (step increases outside the normal schedule). The department does not utilize these. Issue: no clear benchmarks for who should receive a "merit" increase. We are a larger department with employees in similar job duties, skill levels, high work volume, etc. There are fairness issues and budget concerns around increases.

We are bringing this to the committees for discussion purposes to make you aware of our concerns and to discuss possible future action.

Ms. Lisa Charbarneau explained that they have hired a consultant to complete an audit for all Oneida County positions and looking at job descriptions, attempting to correct the 2080 versus 1950 employees. This is projected to be a 3-4 month process.

The committee recommended that we not wait until budget time to bring these to the committee, to keep the committee updated on progress, and bring things to the committee as they occur.

**4. Department Safety Committee Update:**

Mr. Tom Eernisse, Safety Committee Chair explained that Oneida County Department of Social Services has a Safety Committee that currently consists of seven members representing all areas of the Social Services/ADRC Department. It meets every other month to discuss safety concerns and potential safety issues which could arise in-office or in the field. The committee discusses issues brought to them by management and by staff members to discuss possible solutions. The committee reviews existing safety policies, procedures and makes recommendations to the management for changes or updates. The committee also discusses strategies to communicate safety matters to all staff and promote a safe environment in the department for staff and clients.

**5. Agency Update: Staffing, Christmas Donation Program:**

- Staffing/Vacancies:
  - The Dementia Care Specialist position has an accepted offer, and if all goes well with pre-employment checks, the candidate will start February 15, 2022.
  - An Adult Protective Services Social Worker has submitted his resignation. He is moving out of the area. We will begin an external recruitment for a Social Work position.
  - The newly approved Children Services Support Position has been posted internally, and we anticipate receiving several applications.
  - We are still trying to hire an LTE to assist Public Health with outreach to older adults, caregivers, and others. We have not received any applications for this position.
- Christmas Donation Program:
  - We had a very successful Christmas Program again this year. We helped 123 families, 294 children as well as 1 adult family of 3.

**6. 2021 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 2021 surplus for the Department of Social Services is approximately \$250,380.00

- Motion by Mr. Steven Schreier, seconded by Mr. Bob Thome, Jr. to approve Financial and Statistical Reports, Vouchers and Line Item Transfers as presented. All ayes; motion carried.

**9. Public Comment:**

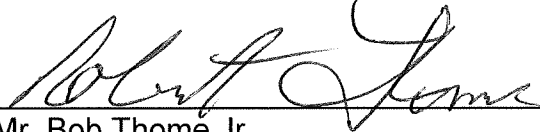
No comments.

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

- Position Reclassification and Concerns
- Usual Agenda Items

**11. Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Alan VanRaalte to adjourn the meeting at 11:57 a.m. The next meeting of the Social Services Committee will be Tuesday, February 22, 2022 at 9:30 a.m. in the County Board Room.

  
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Mr. Bob Thome Jr.

  
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Mr. Alan VanRaalte, Chairperson

Date: January 25, 2022