

**AMENDED NOTICE OF MEETING**

**COMMITTEE:** Social Services Committee  
**PLACE:** County Board Room, Oneida County Courthouse  
**DATE:** May 26, 2020 **TIME:** 9:00 A.M.

**Call in Option: (715)369-7822 Access Code: 124-767**

**Anyone attending the meeting in the Courthouse, Door 12 on Court Park/South side of Courthouse will be open for attendance.**

**All agenda items to be considered as discussion/decision items.**

**AGENDA:**

1. Call to order; Approval of Agenda; and Pledge of Allegiance
2. Minutes of March 24, 2020 Social Services Committee Meeting
3. Public Comment
4. Election of Vice Chairman
5. Election of Secretary

**Veterans Services:**

1. Debrief Veterans Service Office Working from Home and Furlough due to COVID-19
2. Update on DAV Van Transportation
3. County Veterans Service Officers Association (CVSOA) Spring Conference
4. Future Agenda Items

**Social Services:**

1. Review of 2020 Budget
2. Staffing and Staff Vacancies
3. COVID-19 Response
4. Resolution for Forest, Oneida, Vilas Counties COVID-19 Mutual Aid and Agreement – First Review
5. ADRC and Social Services Alliance Discussion
6. 2020 Financial/Statistical Reports
7. Future Agenda Items
8. Adjourn

**NOTICE OF POSTING**

**TIME:** 3:00 P.M. **DATE:** May 22, 2020 **PLACE:** Courthouse

**Alan VanRaalte, Committee Chairperson**

**Notice posted by Heidi Chavez, Financial Services Supervisor**

**Additional information on a specific agenda item may be obtained by contacting the person who posted this notice at 715-362-5695.**

**NEWS MEDIA NOTIFIED:**

<b>Northwoods River News</b>	<b>Date:</b>	<b>05/22/20</b>	<b>Time:</b>	<b>3:00 p.m.</b>	<b>E-Mail</b>
<b>Star Journal</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>
<b>Lakeland Times</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>
<b>WHDG Radio Station</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>
<b>WJFW-TV 12</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>
<b>Tomahawk Leader</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>
<b>WXPR Radio Station</b>	<b>Date:</b>	<b>"</b>	<b>Time:</b>	<b>"</b>	<b>"</b>

**Notice is hereby further given that pursuant to the Americans with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call the County Clerk at 715-369-6144 with specific information on your request allowing adequate time to respond to your request.**

**See reverse side of this notice for compliance checklist with the Wisconsin Open Meeting Law.**

**GENERAL REQUIREMENTS:**

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

**NOTICE REQUIREMENTS:**

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

**MANNER OF NOTICE:**

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

**TIME FOR NOTICE:**

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

**EXEMPTIONS FOR COMMITTEES & SUBUNITS**

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

**SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

1. Concerning a case which was the subject of a Judicial or quasi-judicial trial before this governmental body. Sec. 19.85(1)(a)
2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b)
3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec. 19.85(1)(c)
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d)
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e)
6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f), except where paragraph 2 applies.
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g)
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h)

**PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT****CLOSED SESSION RESTRICTIONS:**

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.
4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.
5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged. Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

**BALLOTS, VOTES AND RECORDS:**

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

**USE OF RECORDING EQUIPMENT:**

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

**LEGAL INTERPRETATION:**

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

**PENALTY:**

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel Office - 5/16/96

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE  
MINUTES OF MAY 26, 2020**

Members present: Mr. Alan VanRaalte, Mr. Steven Schreier, Mr. Bob Thome Jr.,  
Mr. Jim Winkler, and Ms. Stephanie Sowatzka

Staff: Ms. Mary Rideout, Ms. Tammy Javenkoski, Mr. Joel Gottsacker,  
Ms. Heidi Chavez, Ms. Megan Mode, and Ms. Rachel Saeger

Public: \_\_\_\_\_

**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. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve the agenda as posted, motion carried.

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

Motion by Mr. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve the Social Services Committee minutes of March 24, 2020, motion carried.

**3. Public Comment:**

None.

**4. Election of Vice Chairman**

Chairman VanRaalte called for nominations for Vice Chair. Mr. Bob Thome Jr. nominated Mr. Steven Schreier for Vice Chairman. Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Thome Jr., to elect Mr. Steven Schreier as Vice Chairman, motion carried.

**5. Election of Secretary**

Chairman VanRaalte called for nominations for Secretary. Mr. Steven Schreier nominated Mr. Bob Thome Jr. for Secretary. Motion by Mr. Alan VanRaalte, seconded by Mr. Jim Winkler, to elect Mr. Bob Thome Jr. as Secretary, motion carried.

**Veterans Services:**

**1. Debrief Veterans Service Office Working from Home and Furlough due to COVID-19:**

Ms. Tammy Javenkoski updated that due to COVID-19, herself and staff member Mr. Jason Dailey have been alternating weekly between working from home and furlough. While operating under this structure, Ms. Javenkoski has estimated that this has allowed the County to save money. It was noted that Veterans Services has received a decrease in phone calls; however, the department is expecting to see a higher volume of walk-in inquires once public access restrictions to the

Courthouse are lifted. The new database being used has also allowed veterans to receive and sign documents electronically, while continuing to maintain confidentiality.

**2. Update on DAV Van Transportation:**

Ms. Javenkoski stated that the DAV Van has not been in use since March 25, 2020. The van will resume running again starting June 1. There will be a maximum capacity of three passengers, and PPE including masks and hand sanitizer will be available to those riding.

**3. County Veterans Service Officers Association (CVSOA) Spring Conference**

To maintain accreditation (16 CEU's required), Veterans Services must annually attend the CVSOA conference. The conference was originally to be held May 11-15, 2020; however, due to COVID-19, the event has been rescheduled for July 27-30, 2020. Both Ms. Javenkoski and Mr. Dailey will be attending this year's conference. The office will remain open and staffed.

**4. Future Agenda Items**

Future agenda items for the next meeting include reviewing the federal resolution allowing extra funding for VA mental health needs.

**Social Services:**

**1. Review of 2020 Budget**

Due to there being two new members on the Committee, Ms. Heidi Chavez, Financial Services Supervisor, reviewed the 2020 budget and the funding breakdowns for each unit within Social Services.

**2. Staffing and Staff Vacancies**

Ms. Mary Rideout discussed updates regarding staffing. Megan Mode has accepted the position as Children Services Support, leaving a Clerical Support vacancy in the Financial Services Unit. An offer has been accepted for the Ongoing Social Worker position, and this worker will begin June 15, 2020. Ms. Rideout also stated that the remaining Social Worker vacancy will be evaluated to determine need while the discussion of the ADRC and Social Services Alliance continues.

**3. COVID-19 Response:**

Ms. Rideout commented on the policies and measures implemented in Social Services as a reaction to the COVID-19 crisis. The policy around working from home has been expanded to limit amount of staff present in the Agency. Employees are required to complete a self-screen for symptoms before reporting for work each day, and must agree to this before logging into their workstations. Ms. Chavez evaluated and labeled each office space within the Agency to determine if social distancing measures can be accommodated. The Agency has continued to limit in-person contact with clients, and has utilized Zoom for video phone calls and conferencing. Visitation policies have been put in place for staff

who must enter homes, and staff is working to adapt policy for face-to-face visits. Cleaning procedures in office are being maintained by Buildings and Grounds staff, as well as Social Services staff. The Courthouse will lift public access restrictions and we will resume staffing at 50% in the Agency beginning June 1, 2020. Committee Member Mr. Steven Schreier inquired if PPE will be available for the public, as well as staff productivity working from home. Ms. Rideout replied that PPE including masks and hand sanitizer will be available at every entrance of the Courthouse for the public, and that staff have continued to complete their duties at home and are required to complete time logs to document this.

**4. Resolution for Forest, Oneida, and Vilas Counties COVID-19 Mutual Aid Resolution and Agreement – First Review:**

Ms. Rideout explained the COVID-19 Mutual Aid Resolution and Agreement as discussed between Forest, Oneida, and Vilas Counties. In the case of emergency in which staff in one agency were to become sick, each county has agreed to help with CPS/APS cases as needed, and will be compensated by the county that is in need of assistance only if specific funds, such as COVID-19 relief funds are available. Each county would need to have this resolution approved for it to be in effect. The resolution and agreement presented still needs to be reviewed by Oneida County Corporation Counsel. Motion by Mr. Jim Winkler, to continue discussion of Mutual Aid Resolution and Agreement upon further review by Corporation Counsel, seconded by Mr. Steven Schreier. After discussion, motion failed. Further discussion was had between Committee Members regarding the timeline of this resolution and agreement.

Motion by Mr. Jim Winkler, seconded by Mr. Steven Schreier, to accept Mutual Aid Resolution and Agreement as presented, with further review by Corporation Counsel. If no major changes occur, a committee member could present the resolution to the County Board. Motion carried.

**5. ADRC and Social Services Alliance Discussion:**

Ms. Rideout reviewed the current department structure in Oneida County, and how this compares to other counties. Social Services Committee Members discussed and compared committee requirements regarding citizen committee members for both the ADRC and Social Services. A joint meeting between the ADRC Committee and Social Services Committee Members will occur on June 17, 2020 at 9:00 a.m. at the ADRC to further discuss the potential for an alliance of the departments.

**6. 2020 Financial/Statistical Reports**

Ms. Rideout presented the 2020 financial and statistical reports and inquired if members had questions or comments. Changes in referrals for Child Abuse and Neglect and Protective Placement were noted. No further comments were made. Motion by Mr. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve 2020 statistical and financial reports, motion carried.

**7. Future Agenda Items**

Future agenda items for the next Social Services Committee Meeting include review of the 2019 Annual Report, 2021 Budget, and outcome of the joint ADRC and Social Services Committee Meeting.

**8. Adjourn**

There being no further business to be brought before the Committee, it was moved by Mr. Alan VanRaalte to adjourn the meeting at 11:43 a.m. The next meeting of the Social Services Committee will be Tuesday, June 23, 2020 at 9:00 a.m. in the First Floor Conference Room.

  
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Mr. Bob Thome Jr.

  
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Mr. Alan VanRaalte, Chairperson

Date: May 26, 2020