

## **Minutes of Langlade County Executive Committee**

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., December 9, 2014, by Chairman Dave Solin and the Pledge of Allegiance was recited.

Members Present: Holly Matucheski, Doug Nonnenmacher, Mike Klimoski, Ron Nye (left at 9:00 a.m.), and Dave Solin.

Members Absent: None.

Others Present: Robin Stowe, Gary Olsen, Lil Tower, Carol Feller-Gottard, Kim Van Hoof, Kathy Jacob, Pat McKinney-Rice, Linda Weitz, and Angela Close.

### Agenda Item #3 Approve/amend Minutes of October 7, 2014.

Motion by Nye, second by Matucheski, to approve the minutes of the October 7, 2014 meeting, all ayes, motion carried.

4. Report from Ad Hoc Aging Advisory Committee and payment of per diems: Carol Feller-Gottard had formed an Ad Hoc Aging Advisory Committee that met on November 20, 2014. Seven people attended the meeting. Carol gave an update of the topics discussed at the meeting. These topics included items such as services provided by the ADRC and activities available at various locations. They also discussed the need for additional activities. The question of who would coordinate all of these activities was discussed. Robin Stowe explained that in other areas served by our regional ADRC, it is the local municipality (City) that provides and funds social activities for seniors within their respective communities, including the provision of a Senior Center. The City of Antigo has not historically provided these types of services for seniors. A suggestion was made for this Ad Hoc group to meet with the City Council. There was also a concern regarding how many people would utilize these services. This topic lead into the conversation of a "Needs Assessment" that was discussed in the next agenda item. The Committee also discussed paying a per diem to Carol Feller-Gottard for attending these meetings. The Committee did not approve payment at this time.

5. Discuss the scope of a "Needs Assessment" for senior activities: Linda Weitz, the Director of the ADRC-CW, was present to discuss the scope of a "Needs Assessment" for senior activities. Currently, the ADRC does not complete "Needs Assessments" purely for social activities, nor would they be able to complete this for the County, because it is outside of the scope of their services. The services provided by the ADRC-CW and funding by the federal Older American Act (OAA), focus on nutrition, health, and wellness of the seniors. The use of OAA and other available funding is limited. For example, the ADRC can only fund health/wellness/prevention services that are "evidence-based" which means that they have been the subject of a specific type of analysis or study. If the County did complete a "Needs Assessment" for social programs, then the scope of the assessment would need to be determined as well as how the assessment would be conducted (i.e., mail-in survey). The County would need to figure out what they want to accomplish with the assessment. An example would be to focus on the need for a Senior Center and/or a Coordinator for social activities for seniors. This item will be held in Committee.

6. Angela Close to present report from the Economic Development Corporation: Angela Close gave an Economic Development report to the Committee. Close distributed a listing of all the loans that have been made by the Economic Development Corporation. A copy of the Economic Development work plan initiative was also distributed.

7. Discuss request to refill Deputy Clerk position in the County Clerk's Office: Gail Dunlop, the Deputy County Clerk has submitted her retirement notice, effective 12/31/14. Kathy Jacob is requesting permission to move forward with refilling this position. This has been approved by the Finance and Personnel Committees. Motion by Klimoski, second by Matucheski, to refill the Deputy County Clerk's position, 4 ayes, 1 absent (Nye), motion carried. This will be forwarded to the County Board.

8. Discuss casual employee Foster Care Coordinator position in the Department of Social Services: Social Services hired a casual employee in 2014 to assist the Children & Families Unit in licensing foster care providers and kinship care providers. Having the casual employee on staff to license these providers has helped due to the Social Workers having a high number of case loads and out of home placements. Kim is requesting the casual employee position be approved for 2015 as well. The cost of a casual employee to work 15 hours per week @ \$23.96/hour would be \$22,342. This includes Social Security, Medicare, retirement, and workers comp. Kim has funding available in her Children & Families-Contracted Services budget (220.64.545110.8292.2190) because she is no longer contracting with North Central Health Care (NCHC) for Comprehensive Community Services (CCS). The Masters Degree Social Worker she now has on staff has been assisting those families and she no longer needs the contract with NCHC. NCHC is working with the families that are billable under Medical Assistance. Motion by Nonnenmacher, second by Matucheski to approve the hiring of a casual employee for Social Services, 4 ayes, 1 absent (Nye), motion carried.

9. Discuss revision to Records Retention Schedule: The Executive Committee has served as the oversight committee for the County's records retention schedule. Currently, the retention schedule requires employee personnel records to be retained forever and Robin recommends that this retention schedule be changed to seven year. This change will enable the County to begin purging many old personnel records. Motion by Nonnenmacher to change the records retention schedule for personnel records to seven years, second by Klimoski, 4 ayes, 1 absent (Nye), motion carried.

8. Review resolution received from other Counties: No resolutions will be forwarded to the County Board.

9. Set date for next meeting: The next regular meeting of the Committee will take place on January 6, 2014 at 8:00 a.m.

At 9:25 a.m. motion by Klimoski, second by Nonnenmacher, to adjourn the meeting, 4 ayes, 1 absent (Nye), motion carried; meeting adjourned.

Submitted by,  
Gary D. Olsen, Recording Secretary