

Minutes of Langle County Social Service Committee Meeting

Call meeting to order.

The meeting was called to order in the board room of the Health Services Center at 11:30 am on Monday, December 8, 2014 by Richard Hurlbert.

The Pledge of Allegiance was recited.

Members present: Richard Hurlbert, Vern Cahak, and Bob Benishek. Richard Burby arrived at 10:35 am.

Member absent: Holly Matucheski.

Others present: Kim Van Hoof, Patsy Rolo, Scott Jensema, Carlene Nagel, and Liane Blahnik.

Approval of agenda.

Motion by Cahak to approve the agenda as mailed. Motion second by Burby. Four ayes; one absent. Motion carried.

Approve minutes from previous meeting.

Motion by Cahak to approve the minutes as mailed. Motion second by Benishek. Four ayes; one absent. Motion carried.

Communications and Public Comment.

None.

Update on the Child Welfare Citizens Review Panel.

Van Hoof reported this panel group has been meeting monthly for a couple of months. Currently they are in the education phase. Jensema and CFS staffs have been involved in these meetings, educating the panel members on Access and Initial Assessment job functions. The next meeting is scheduled for January 8 and will include a presentation on CFS on-going case management requirements. The task of this group is to provide input to the State and local Child Welfare agency for improvements and recommendations.

Approval to refill vacant Economic Support Specialist position.

Van Hoof reported that Ruth Tveten has submitted his resignation effective January 2, 2015, and the agency would like to refill this position. Motion by Benishek to approve to refill this position. Motion second by Matucheski. Four ayes; one absent. Motion carried.

Updates on Children and Family Service Unit positions.

Van Hoof reported the LTE position will be on Executive Committee's agenda on Tuesday and go to the full county board in December. The agency is required to

License Foster Care homes and funding is available for 787.5 hours in 2015. Van Hoof would like this LTE position to start early January 2015. Cross training for Foster Care Coordination job functions will be precedence in 2015 since potential funding changes may occur in 2016.

Jensema reported he will start monitoring any over time over 37.5 hours in the Children and Family Services Unit. Van Hoof reported the Children and Family Services unit has many time-sensitive mandates, and meeting the time-lines with new staff has been difficult and challenging as many new workers are still in training.

Jensema reported having a Masters Level Social Worker has been beneficial. Two children have already been returned home and two more will be returning home soon.

Van Hoof reported the agency continues to meet with North Central Health Care (NCH) on their CCS (Coordinated Community Services) program and on many of the cases we serve in common with NCHC, we will start looking at billing clinician time for the Masters Level Social Worker to get some reimbursement in the department.

Approval to pay Per Diem for Interviews.

Van Hoof reported the vacant Social Work interviews will be held later today and on Tuesday. Motion by Benishek to allow one Per Diem for Board for interviews. Motion second by Cahak. Four ayes; one absent. Motion carried.

Approval for clerk to work up to 45 hours per week on an as needed basis.

Van Hoof reported that the Experience Works worker's last day was Friday, December 5, so now the agency has one clerk to cover the front desk phone duties, handle walk in clients, and Economic Support scanning. Van Hoof reported the Finance Director called prior to this meeting that they will be checking on funding this extra time with Affordable Care Act funds, since the clerk's time is currently billed across all programs based on time studies. Motion by Burby to allow this after checking the funding source. Motion second by Benishek. Four ayes; one absent. Motion carried.

Review payment of bills.

The Committee reviewed the bills paid in November 2014.

Discuss 2014 Budget

The committee reviewed the 2014 budget summary report.

Review and approve the 2014 Budget Summary Report.

The committee reviewed the 2014 budget summary report.

Review the Alternative Care Summary Report.

The Committee reviewed the Alternative Care Summary report.

Review Monthly Report for Compensatory Time.

The Committee reviewed the monthly report for compensatory time.

Review and approve the Training Report.

The Committee reviewed the training report. Motion by Benishek to approve the training report. Motion second by Burby. Four ayes; one absent. Motion carried.

Director's Report.

Van Hoof reported that we will still explore getting another Experience Works worker this year.

Van Hoof reported she will meet with Nate about the structure at the front desk, since there is a need to study the amount of traffic that comes into the office. Benishek suggested taking a look at the lobby and the use of the lobby.

Van Hoof reported that at the January meeting there will be a Child Welfare Citizens Review Panel update, and start with section update presentations each month. Van Hoof plans to have an annual report to the Committee in April.

The next committee meeting will be held on January 12, 2015 at 10:30 am in the Health Service Center board room.

Motion by Burby to adjourn the meeting at 12:30 pm. Motion second by Burby. All ayes. Motion carried.

Submitted by,
Liane Blahnik
Administrative Assistant