

## **Minutes of Langlede County Social Service Committee Meeting**

### **Call the Special Session meeting to order.**

The meeting was called to order in the Law Library, Room 205 at the Langlede County Courthouse at 11:00 am on Tuesday, July 23, 2013 by Richard Hurlbert.

The Pledge of Allegiance was recited.

Members present: Richard Hurlbert, Pat McKinney-Rice, Bob Benishek, Vern Cahak, and Holly Matucheski.

Others present: Kim Van Hoof, Gary Olsen, Carlene Nagel, Patsy Rolo, and Liane Blahnik.

### **Approval of the agenda.**

Motion by Cahak to approve agenda as mailed. Motion second by Matucheski. All ayes. Motion carried.

### **Discuss and take action on recent Social Worker resignation with approval to refill vacancy.**

Van Hoof reported that Social Worker, Tracy Zwirschitz submitted her resignation and her last day of employment with the agency will be August 2, 2013. Van Hoof requested this special session since Zwirschitz is not in a probationary period and approval to refill the position will need to go to Personnel and Executive Committees and County Board.

Van Hoof reviewed several options with the committee for staffing the Children and Family Services unit at Social Services.

Motion by Benishek to approve the option presented to increase the (5) Social Workers hours to 37.5 hours per work week and have (1) Children and Family Services Supervisor who works 37.5 hours per work week. Motion second by McKinney-Rice.

Discussion: Motion amended by McKinney-Rice that if funding is available to approve the option presented to increase the (5) Social Workers hours to 40 hours per work week and have (1) Children and Family Services Supervisor who works 40 hours per work week as the first option and the original motion as the second option and to forward to Personnel and Executive Committees and County Board. Amendment second by Matucheski.

Amendment discussion: Olson reported both options refill the Children and Family Services Supervisor position, but do not refill the Lead Social Worker position. Van Hoof stated that both options allow the Children and Family Services unit to work for efficiencies and provides a chance to get things running more effectively. Social Worker's hours could be revisited and returned to a 35 hour work-week. Several options provide a concrete plan on coverage so court reports are filed timely, bills get processed, reports in eWISACWIS are approved, workers questions can be answered, and a supervisor could assist with any disciplinary items. All ayes to approve the amendment. The amendment passed. All ayes to approve the amended motion. Amended motion carries.

Motion by Matucheski that if the Children and Family Services Supervisor position is filled from within, approval is given to refill any vacancy that occurs. Motion second by McKinney-Rice. All ayes. Motion carried.

**Discuss and take action on Social Worker's hours and extra time.**

Van Hoof reported the Social Worker's six month extra time study will end on July 31, 2013. Van Hoof reported they continue to average 79 hours per pay period. Olsen reported there will be a savings from the two Social Worker vacancies to help fund an increase in work hours through the end of this year. Van Hoof reported funding will come from the existing budget before being pulled from the Risk Reserve funding. Motion by Matucheski to continue the study from August 1, 2013 through December 31, 2013 and approve the Social Worker's to work up to 40 hours per work week. Motion second by Cahak. All ayes. Motion carried.

**Adjourn.**

Motion by Benishek to adjourn the meeting at 11:50 a.m. Motion second by McKinney-Rice. All ayes. Motion carried.

Submitted by,  
Liane Blahnik, Administrative Assistant