

LANGLADE COUNTY SOCIAL SERVICES COMMITTEE
Monday, May 9th, 2016
10:30 a.m. – Health Service Center Board Room

MINUTES

PRESENT: Richard Hurlbert, Vern Cahak, Holly Matucheski, Richard Burby, Robert Benishek

ALSO PRESENT: Ron Barger, Carlene Nagel, Janelle Hintz, Craig Hotchkiss, Michelle Arrowood, Andy Krantz and Sheila Rine

1. H. Matucheski called the meeting to order at 10:30 a.m.
2. Pledge of Allegiance.
3. Attendance as listed above.
4. Approve agenda – Motion by D. Hurlbert, seconded by V. Cahak to approve the agenda. Motion carried.
5. Minutes of the April 11th, 2016 board meeting were approved with motion by V. Cahak, seconded by D. Hurlbert. Motion carried.
6. Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas – None
7. Election of Vice Chair and Secretary – Nominations were held for Vice Chair. D. Hurlbert was nominated. Motion by V. Cahak, seconded by H. Matucheski to unanimously nominate D. Hurlbert for Vice Chair. Motion carried. Nominations were held for Secretary. B. Benishek was nominated. Motion by D. Hurlbert, seconded by V. Cahak to unanimously nominate B. Benishek for Secretary. Motion carried.
8. Reviewed the Budget Summary Report and bills paid. Ron mentioned that the budget looks good at this time.
9. The next meeting will be Monday, June 13th at 10:30 a.m.
10. Correspondence and Reports:
 - a. Updates from FSET – Andy states everything is going well. Case load is 105, down from 130 participants. 42 have to mandatory participate. Andy explained how his program works. 16 are recently employed with 3 more waiting for confirmations. Average wage is \$11.84. Langlade County is comparable with our counties. Lincoln County currently has 93 on the program.
 - b. Updates from Economic Support and Energy Assistance – Ron passed around the energy update from Patsy as she is out of town at a training. 1385 households have applied. Energy assistance will end on May 15th. 29 heating units repairs and 10 replacements. Lisa Wiltse,

the new economic support worker is in training and will complete her training in Sept. The call center has started the one-touch program effective May 2nd.

- c. Updates from Children and Family Services – Scott is in court today and could not attend. The staff is still working with children in many drug related cases.
- d. Updates from Juvenile Court – Carlene mentioned that Craig’s budget is \$200,000 and is almost spent for the year. There are a couple of placements that ended in April but we won’t know what will be coming up. Carlene mentioned that in March \$55,000 was spent and in April \$32,000.

1 case review has already happened with Ron, Kim and Craig. Ron felt the meeting went well and was productive, as did Craig. Ron discussed the review committee. Motion by B. Benishek, seconded by R. Burby that Ron can determine the composition of the review committee members. Motion carried.

Craig reviewed his caseload. D. Hurlbert thanked Craig and Kim for working cooperatively with Ron and the changes that were made. Motion by B. Benishek, seconded by R. Burby to approve Craig’s report. Motion carried.

11. Personnel Update

- a. Liz Hinds retired on April 29th with 19+ years of service as a social worker. Motion by R. Burby, seconded by D. Hurlbert to support a resolution at the County Board recognizing Liz for her years of service. Motion carried.
- b. Restructuring Update – CPS Coordinator position has been filled by Tracy Zwitschitz, who will start on May 23rd. Interviews will be held today for the Office Manager position. Hopefully this week, advertisements for the full-time clerical position will be posted internally and externally. Assuming all positions are filled by next months meeting, Ron will present a new org chart.

12. Director’s Report – Ron mentioned that Foster Care month is coming up and the department would like to recognize the Foster Care Families by giving them each a \$20 gift card. Therefore, they are requesting \$300. Motion by D. Hurlbert, seconded by B. Benishek to allow the department to spend up to \$300 on gift cards for the Foster Care Families in recognition of Foster Care Month. Also, to send a letter on behalf of the DSS Oversight Committee to each family thanking them for being a Foster Care Family. Motion carried. Ron also mentioned that Stand for Children’s Day is May 21st and there will be several booths, along with activities there. This will be held at Castle Park on Field Street.

13. Old Business

- a. Regional Office Visit April 22nd – Tonja and Chrissy, DCF supervisors from the State Regional Office in Rhinelander came to the department to look at improving case management and made suggestions about how to meet deadlines for reporting cases. They will be coming down monthly and checking on case management and timely reporting.
- b. Allow reallocation of \$1000 from existing budget to Casual ES position already approved – When Ron did the reorganization, there was \$3800 left over in the DSS and Health Department budget. Ron would like to add \$1000 to elevate the casual ES position from 380 hours to 504 hours. Motion by R. Burby, seconded by B. Benishek to allow Ron to add an additional \$1000 to the money already set aside for the ES Casual employee to increase the hours from 380 to 504 hours. Motion carried. Ron will notify the Personnel Committee. Ron would also like to take the \$1500 remaining from DSS and give back to the Health

Department for an educational stipend. Motion by D. Hurlbert, seconded by V. Cahak to allow Ron to transfer the \$1500 back to the Health Department budget for educational stipend. Motion carried.

14. New Business:

- a. Conference/Workshop attendance – B. Benishek made a motion to allow any Social Services member to attend necessary meetings with per diem and mileage, seconded by D. Hurlbert. Motion carried. Staff – None.
- b. H. Matucheski asked if those in attendance had any questions or comments – Janelle Hintz, from NCHC stated she likes to attend these meetings to keep current with any updates. Michelle Arrowood stated the same.

15. Referrals/Recommendations for June meeting – Organizational chart if positions are filled.

16. Motion by R. Burby, seconded by B. Benishek to adjourn the meeting at 11:40 a.m. Motion carried.

Submitted by:
Sheila Rine