

**MINUTES OF THE VILAS COUNTY
BOARD OF SOCIAL SERVICES
May 13, 2010**

Present: Al Bauman, Chris Mayer, Dennis Nielsen, Leon Kukanich, Erv Teichmiller, Bob Rickard, Kate Gardner and Debb Varro.

Absent/Excused: None

Meeting called to order at 9:31 AM by Chairman Bauman.

Roll call taken.

Motion by Kukanich, seconded by Mayer, to approve the agenda as published. Carried.

Bauman asked for nominations for Chairperson of the Committee: Mayer nominated Al Bauman as Chairman. No other nominations were made. Bauman was unanimously elected on a voice vote.

Bauman asked for nominations for Vice-Chairperson. Kukanich nominated Chris Mayer for Vice-Chairperson. No other nominations were made. Mayer was elected Vice-Chairperson unanimously on a voice vote.

Motion by Teichmiller, seconded by Kukanich, to approve the April 13, 2010 minutes. Carried.

Approval of Administrative Vouchers-Juvenile Intake

Motion by Mayer, seconded by Kukanich, to approve Juvenile Intake Administrative Vouchers. Carried.

Juvenile Intake Supervisor's Report

Budget and Line Item Transfers:

Bauman to sign addendum for Human Service Center Contract #AODA09202. No changes to original contract language other than the actual paid contracted dollar amount of \$6,731.00.

Motion by Teichmiller, seconded by Mayer, to approve to changes to the contract amount for the Human Service Center Contract. Carried.

Juvenile Intake will be receiving their vehicle from the Sheriff's Department this month. The Clerk will transfer insurance costs from the Sheriff's Department account to the Juvenile Intake account. Line Item transfer is needed as follows:

\$2500 from Account # 100.51213.812 Intensive Supervision Travel to Account #100.51213.395, Vehicle Expense Account.

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Motion by Teichmiller, seconded by Nielsen, to approve the transfer of \$2500 from the Intensive Supervision Travel Account to the Vehicle Expense Account as presented. Carried.

Rickard reported that the staff all received training on the use of the GPS. The cost will be \$8.50 per day when GPS is in use.

Juvenile Intake Training Requests

None.

Rickard had no Property Requests.

Rickard discussed with the committee the use of the vehicle. The vehicle will stay in Arbor Vitae because the Intensive Supervision Worker lives out of the county. The vehicle would be available to other Juvenile Intake staff at the Arbor Vitae office when going to the west side of the county, if it is not in use. Both would result in saving mileage reimbursement.

DSS Budget Report

The Monthly Budget CY2010 was not available.

DSS Property Requests

Gardner discussed with the committee the issue of client confidentiality in the Economic Support cubicles. Gardner presented information on the Sonet Acoustic Privacy System (white noise). Gardner would like to test drive this system if possible. Board authorized Gardner to purchase the system if it works and is within the Board's authorization powers.

Motion by Nielsen, seconded by Teichmiller, to pursue the above indicated system to be used in the Economic Support offices. Carried.

DSS Training Requests

1. Children's Supervisor to attend Secondary Traumatic Stress training, August 24th in Green Bay.
2. Two Adult Social Workers to attend Bipolar Disorder training July 22nd in Appleton.
3. One Children's Social Worker to attend 7th Annual Mental Health Conference, May 6th and 7th in Siren, Wisconsin.
4. Financial Manager and Bookkeeper A to attend Wisconsin Personal Care Conference up to two conferences as agenda pertains, in Wisconsin Dells; June 10th and 11th, September 9th and 10th, and December 9th and 10th, 2010.

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5. Director to attend New Directors and Deputy Directors Orientation and Training June 29th in Madison.
6. Director to attend New Financial Managers Orientation and Training June 1st, in Madison

Motion by Mayer, seconded by Kukanich, to approve the training as presented. Carried.

DSS Personnel

Gardner presented the board with the resignation of Dale Bruss, limited term employee position under the Safe and Stable Families Gran. Discussion.

Motion by Mayer, seconded by Kukanich, to adjourn into closed session pursuant to Wis. Stat. 19.85(1)(c) for the purpose of considering employment or performance evaluation data of a public employee over which the governmental body exercises responsibility and preliminary consideration of specific personnel problems. Carried.

Motion by Teichmiller, seconded by Nielsen, to adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. Carried

Motion by Mayer, seconded by Teichmiller, to interview seven applicants for the child Social Worker position on May 26th beginning at 9:30 AM. Carried.

Approval of DSS Administrative Vouchers

Motion by Mayer, seconded by Kukanich, to approve the DSS Administrative Vouchers. Carried.

Director's Report

Teichmiller gave an update on the progress of the ADRC Planning Committee.

Gardner distributed the New Organizational Chart for the department.

Gardner discussed the results of the Wisconsin Home Energy Assistance Program (WHEAP) Audit. Gardner reported that an excellent job was done and very minor mistakes were found per the state auditor. The board would like letter of commendation put in the files of Jean Koranda, WHEAP Coordinator and Linda Small, WHEAP interviewer, signed by Chair and Director.

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Corporation Counsel response to Board questions regarding person auto use will be discussed next month.

Budget collaboration between Human Service Center and Department of Social Services discussion. Financial Manager gave the State authorization to give \$31,819 the department had left in the Community Options Program to the Human Service Center because they needed \$42,860 yet in match for Children's waivers.

Business cards for the department were discussed. It was determined to stay with Hahn Printing because they are more cost effective.

Results of DHS required Adult Social Workers testing (Inter-rater Reliability test) were discussed. Gardner passed around test results. Community Options Social Workers must pass this test with a 80% or better score. Lynette Otterpohl, Beth Moore, Kelly Lacko, and Amie Rein all were required to take the test and all passed. Board would like a letter of commendation in their personnel files signed by Director and Chairman.

The next Monthly Board Meeting was changed, per the request of Chairman. Instead of meeting on Friday, June 11th, the meeting will be held Monday, June 14th at 9:30.

Next Meeting Date: Monday, June 14th, @ 9:30 AM

Motion by Mayer, seconded by Teichmiller, to adjourn. Carried.