

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE  
MINUTES OF MARCH 24, 2020**

Members present: Mr. Alan VanRaalte, Mr. Steven Schreier via phone, Mr. Bill Liebert via phone, Mr. Jim Winkler via phone, and Vacated Seat

Staff: Ms. Mary Rideout, Ms. Tammy Javenkoski, Mr. Joel Gottsacker, Ms. Heidi Chavez and Ms. Megan Mode

Public: Ms. Kayla Houp

**1. Call to Order. Approval of Agenda:**

The regular meeting of the Oneida County Social Services Committee was brought to order at 9:02 a.m. by Mr. Alan VanRaalte, Chairperson. The Chairperson noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion by Mr. Jim Winkler, seconded by Mr. Steven Schreier, to approve the agenda as posted. Roll call vote: Mr. Steven Schreier, aye; Mr. Bill Liebert, aye; Mr. Jim Winkler, aye; and Mr. Alan VanRaalte, aye. The committee approved the agenda.

**2. Minutes of Social Services Committee – February 25, 2020:**

Motion by Mr. Jim Winkler, seconded by Mr. Steven Schreier, to approve the Social Services Committee minutes of February 25, 2020. Roll call vote: Mr. Steven Schreier, aye; Mr. Bill Liebert, aye; Mr. Jim Winkler, aye; and Mr. Alan VanRaalte, aye. The committee approved the minutes.

**3. Public Comment:**

None.

**4. Department(s) Response to COVID-19 Emergency – Action Item:**

Ms. Tammy Javenkoski updated that the Veterans Service Office has a sign posted on their door, at eye level, along with a STOP sign added today, stating critical services only. All appointments are being done via phone, as well as mailing documents with return envelopes, urging clients to stay home. Ms. Javenkoski stated later, if the recommendation by Governor Evers is to work from home, the Veterans Service Office has the ability to do so.

Ms. Mary Rideout presented the committee with the Department's COVID-19 Policy and Procedure, updated March 19, 2020. AWS/PTO policies were altered to allow 50% reduction of staff in office, including working from home and shift work. Mr. Dave Hintz approved \$6,000.00 for four additional laptops, to allow more staff to work from home. All are able to communicate via phone and e-mails. Supervisors will also work remotely as often as possible. Discussion was had on client contacts, as they are mandated by statute or federal law, as well as technology to be utilized for some of the face-to-face contacts needing to be made. The Department will still make necessary, in person contacts for adult/child safety

concerns. Ms. Rideout also stated there is a sign posted in the Department's lobby urging clients to call or e-mail and only come into the office for emergency services.

**Veterans Services:**

**No Items.**

**Social Services:**

**1. ADRC/Social Services Reorganization:**

Ms. Heidi Chavez provided a document to the committee to show where County Tax Levy is at for the ADRC and Social Services budgets and combined the two to show what that looks like. Discussion was had on how Ms. Chavez formulated the draft. Weekly meetings on this topic have been put on hold due to the COVID-19 crisis. This is still a work in progress and the County Board has made no decisions as yet on a merger of the two departments.

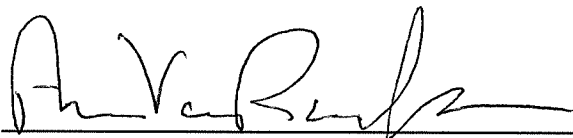
**2. Agency Update; Staffing, Vehicle, MOUS with the Human Service Center:**

- Joel Diny began as a Social Worker on March 2; two additional offers were accepted, with one starting on March 30 and one in May, leaving two vacancies. Second interviews will be held for these positions via Skype. An offer was also made and accepted on the Economic Support Specialist position, with a start date of March 30.
- The Department received its second vehicle in February, which is very appreciated by staff.
- No change to the status of the 48.51.938 MOU currently, amidst the COVID-19 crisis.

**11. Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Alan VanRaalte to adjourn the meeting at 9:46 a.m. The next meeting of the Social Services Committee will be Tuesday, April 28, 2020 at 9:00 a.m. in the First Floor Conference Room.

  
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Mr. Steven Schreier

  
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Mr. Alan VanRaalte, Chairperson

Date: March 24, 2020