

**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES COMMITTEE
MINUTES OF MAY 26, 2020**

Members present: Mr. Alan VanRaalte, Mr. Steven Schreier, Mr. Bob Thome Jr., Mr. Jim Winkler, and Ms. Stephanie Sowatzka

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

Public: _____

1. Call to Order. Approval of Agenda:

The regular meeting of the Oneida County Social Services Committee was brought to order at 9:00 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. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve the agenda as posted, motion carried.

2. Minutes of Social Services Committee – March 24, 2020:

Motion by Mr. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve the Social Services Committee minutes of March 24, 2020, motion carried.

3. Public Comment:

None.

4. Election of Vice Chairman

Chairman VanRaalte called for nominations for Vice Chair.

Mr. Bob Thome Jr. nominated Mr. Steven Schreier for Vice Chairman. Motion by Mr. Alan VanRaalte, seconded by Mr. Bob Thome Jr., to elect Mr. Steven Schreier as Vice Chairman, motion carried.

5. Election of Secretary

Chairman VanRaalte called for nominations for Secretary.

Mr. Steven Schreier nominated Mr. Bob Thome Jr. for Secretary. Motion by Mr. Alan VanRaalte, seconded by Mr. Jim Winkler, to elect Mr. Bob Thome Jr. as Secretary, motion carried.

Veterans Services:

1. Debrief Veterans Service Office Working from Home and Furlough due to COVID-19:

Ms. Tammy Javenkoski updated that due to COVID-19, herself and staff member Mr. Jason Dailey have been alternating weekly between working from home and furlough. While operating under this structure, Ms. Javenkoski has estimated that this has allowed the County to save money. It was noted that Veterans Services has received a decrease in phone calls; however, the department is expecting to see a higher volume of walk-in inquires once public access restrictions to the

Courthouse are lifted. The new database being used has also allowed veterans to receive and sign documents electronically, while continuing to maintain confidentiality.

2. Update on DAV Van Transportation:

Ms. Javenkoski stated that the DAV Van has not been in use since March 25, 2020. The van will resume running again starting June 1. There will be a maximum capacity of three passengers, and PPE including masks and hand sanitizer will be available to those riding.

3. County Veterans Service Officers Association (CVSOA) Spring Conference

To maintain accreditation (16 CEU's required), Veterans Services must annually attend the CVSOA conference. The conference was originally to be held May 11-15, 2020; however, due to COVID-19, the event has been rescheduled for July 27-30, 2020. Both Ms. Javenkoski and Mr. Dailey will be attending this year's conference. The office will remain open and staffed.

4. Future Agenda Items

Future agenda items for the next meeting include reviewing the federal resolution allowing extra funding for VA mental health needs.

Social Services:

1. Review of 2020 Budget

Due to there being two new members on the Committee, Ms. Heidi Chavez, Financial Services Supervisor, reviewed the 2020 budget and the funding breakdowns for each unit within Social Services.

2. Staffing and Staff Vacancies

Ms. Mary Rideout discussed updates regarding staffing. Megan Mode has accepted the position as Children Services Support, leaving a Clerical Support vacancy in the Financial Services Unit. An offer has been accepted for the Ongoing Social Worker position, and this worker will begin June 15, 2020. Ms. Rideout also stated that the remaining Social Worker vacancy will be evaluated to determine need while the discussion of the ADRC and Social Services Alliance continues.

3. COVID-19 Response:

Ms. Rideout commented on the policies and measures implemented in Social Services as a reaction to the COVID-19 crisis. The policy around working from home has been expanded to limit amount of staff present in the Agency. Employees are required to complete a self-screen for symptoms before reporting for work each day, and must agree to this before logging into their workstations. Ms. Chavez evaluated and labeled each office space within the Agency to determine if social distancing measures can be accommodated. The Agency has continued to limit in-person contact with clients, and has utilized Zoom for video phone calls and conferencing. Visitation policies have been put in place for staff

who must enter homes, and staff is working to adapt policy for face-to-face visits. Cleaning procedures in office are being maintained by Buildings and Grounds staff, as well as Social Services staff. The Courthouse will lift public access restrictions and we will resume staffing at 50% in the Agency beginning June 1, 2020. Committee Member Mr. Steven Schreier inquired if PPE will be available for the public, as well as staff productivity working from home. Ms. Rideout replied that PPE including masks and hand sanitizer will be available at every entrance of the Courthouse for the public, and that staff have continued to complete their duties at home and are required to complete time logs to document this.

4. Resolution for Forest, Oneida, and Vilas Counties COVID-19 Mutual Aid Resolution and Agreement – First Review:

Ms. Rideout explained the COVID-19 Mutual Aid Resolution and Agreement as discussed between Forest, Oneida, and Vilas Counties. In the case of emergency in which staff in one agency were to become sick, each county has agreed to help with CPS/APS cases as needed, and will be compensated by the county that is in need of assistance only if specific funds, such as COVID-19 relief funds are available. Each county would need to have this resolution approved for it to be in effect. The resolution and agreement presented still needs to be reviewed by Oneida County Corporation Counsel. Motion by Mr. Jim Winkler, to continue discussion of Mutual Aid Resolution and Agreement upon further review by Corporation Counsel, seconded by Mr. Steven Schreier. After discussion, motion failed. Further discussion was had between Committee Members regarding the timeline of this resolution and agreement.

Motion by Mr. Jim Winkler, seconded by Mr. Steven Schreier, to accept Mutual Aid Resolution and Agreement as presented, with further review by Corporation Counsel. If no major changes occur, a committee member could present the resolution to the County Board. Motion carried.

5. ADRC and Social Services Alliance Discussion:

Ms. Rideout reviewed the current department structure in Oneida County, and how this compares to other counties. Social Services Committee Members discussed and compared committee requirements regarding citizen committee members for both the ADRC and Social Services. A joint meeting between the ADRC Committee and Social Services Committee Members will occur on June 17, 2020 at 9:00 a.m. at the ADRC to further discuss the potential for an alliance of the departments.

6. 2020 Financial/Statistical Reports

Ms. Rideout presented the 2020 financial and statistical reports and inquired if members had questions or comments. Changes in referrals for Child Abuse and Neglect and Protective Placement were noted. No further comments were made. Motion by Mr. Alan VanRaalte, seconded by Mr. Steven Schreier, to approve 2020 statistical and financial reports, motion carried.

7. Future Agenda Items

Future agenda items for the next Social Services Committee Meeting include review of the 2019 Annual Report, 2021 Budget, and outcome of the joint ADRC and Social Services Committee Meeting.

8. Adjourn

There being no further business to be brought before the Committee, it was moved by Mr. Alan VanRaalte to adjourn the meeting at 11:43 a.m. The next meeting of the Social Services Committee will be Tuesday, June 23, 2020 at 9:00 a.m. in the First Floor Conference Room.

Mr. Bob Thome Jr.

Mr. Alan VanRaalte, Chairperson

Date: May 26, 2020