

**MINUTES OF THE VILAS COUNTY  
BOARD OF SOCIAL SERVICES  
February 13, 2012**

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

Absent/Excused: None

Meeting called to order at 9:45 AM by Chairman Bauman.

Roll call taken.

**Motion by Nielsen, seconded by Mayer, to approve the agenda as published. All voting aye, carried.**

**Motion by Teichmiller, seconded by Nielsen, to approve the January 10, 2012, minutes. All voting aye, carried.**

**Approval of Administrative Vouchers-Juvenile Intake**

**Motion by Teichmiller, seconded by Nielsen, to approve Juvenile Intake Administrative Vouchers. All voting aye, carried.**

**Juvenile Intake Supervisor's Report**

Rickard presented and briefly reviewed with the board several reports relating to the 2011 budget, current and historical intake statistics and continued savings the department experiences by using the agency car. There was also discussion about the types of issues the agency deals with when working with youth. Rickard presented information to the board reflecting the specific issues and the age categories for the offenses to give the board a better sense of what the workers deal with.

The board also discussed that the Clerk's office would handle all Line Item Transfers internally.

**Juvenile Intake Training Requests**

1. Carol to attend the annual Clerk of Court workshop in Hudson, April 18 – 20, at no cost to the county.

**Motion by Kukanich, seconded by Teichmiller, to approve the training as presented. All voting aye, carried.**

**Juvenile Intake Property Requests**

None.

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Bauman indicated that he wanted to address the Agenda Format and Department Oversight Activities at this time with Bob Rickard present.

There was lengthy discussion when the board requested input from Rickard and Gardner as to their thoughts. The board agreed that certain issues that could be handled by department heads without approval of the board in advance would be staff training, vouchers, line item transfers, out of county travel, to name a few. The board indicated there would be policies in place and department heads would be more responsible for these issues; keeping the board informed by preparing and presenting spreadsheets indicating the department budget. There would also be cooperation between the department and a county financial director. There was also some discussion speculating as to which committees would be combined when merging.

Gardner indicated that she would like to be allowed to make decisions on issues between meetings and indicated that another financial staff member gave notice that she would be retiring. Gardner expressed her concern that the full county board would not be meeting until late in March and that would mean another long delay in filling that position. It was determined that this subject would be discussed in closed session.

### **DSS Budget Report**

Gardner stated she had nothing to present to the board for review. Kerber Rose, the accounting firm contracted to complete the 2011 year end reporting will be complete by the end of March. She indicated that next month she would be able to provide information on the 2012 Budget.

Gardner talked about spending aggressively with the COP budget early in the year and explained that once presented with a budget, it may appear that COP is over-budget. Gardner indicated that they would re-access later in the year. She also indicated that she wanted to present dollars to the Human Service Center for Children's long-term waiver. Discussion.

### **DSS Property Requests**

1. Gardner requested approval of the purchase of three large screen monitors costing \$1,478.10, for the Economic Support section because of the consortium and call center duties the staff would now need to assist with.

**Motion by Mayer, seconded by Kukanich, to approve the purchase of the monitors as presented. All voted aye. Carried.**

### **DSS Training Requests**

Gardner requested approval of two trainings not listed on the agenda.

1. One adult worker to attend Juvenile Intake training March 14 through the 16<sup>th</sup>, in Wausau.
2. One adult protective placement worker to attend Ethic and Boundaries training in Wausau September 21<sup>st</sup>.

**Motion by Nielsen, seconded by Kukanich, to approve the training requests as presented. All voted aye. Carried.**

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#### **Director's Report**

Gardner discussed the Wisconsin Home Energy Assistance Program and the increase in the number of people being served.

She also brought up issues about people accessing other programs now that the state has required counties to participate in the consortiums. There are a number of people who do not have access to the internet and Gardner indicated she has been in contact with various libraries in the area and is working on promoting the availability to access at the libraries.

**Motion by Teichmiller, seconded by Nielsen, @ 10:41 AM to convene into closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

**Motion by Teichmiller, seconded by Kukanich, to adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session at 11:02 AM.**

**Motion by Mayer, seconded by Nielsen, to approve the resolution for the Account Tech II position; to replace the retiring Bookkeeper A, with the adult unit. All voted aye. Carried.**

**Motion by Kukanich, seconded by Mayer, to approve scheduling a meeting to interview applicants for the Account Tech II position to replace the Financial Manager. All voted aye. Carried.**

Interviews will be held in a special meeting on February 21, 2012, beginning at 10:00 AM. It is anticipated that three or four persons will be interviewed.

**Motion by Teichmiller, seconded by Nielsen, to approve a training request for an Adult worker not listed in the above Training request. The training is February 15, in Rothschild for the Visual WISSIS Super-users. All voted aye. Carried.**

#### **Approval of DSS Administrative Vouchers**

**Motion by Kukanich, seconded by Mayer, to approve the DSS Administrative Vouchers. All voted aye. Carried.**

**Next Meeting Date: Tuesday, February 21, 2012, at 10:00 AM For interviews.**

**Motion by Nielsen, seconded by Kukanich, to adjourn. All voted aye. Carried. 11:04 AM**