

**Minutes of the Board of the Department of Social Services
February 28, 2005**

The meeting was called to order at 9:00 a.m. by Chairman Jim Schwartz. He stated this was an open meeting and representatives from the news media and other interested parties had been notified. Board members present were Jim Schwartz, Jim Spindler, Deborah Wilke and Mark McCune. Ken Brandt absent. Staff members present were Michael Bloedorn, Sandy Hoefert, Pam Dooley, Mary Vollrath, Jenny Kertscher and Mary Knoeck. Others present: Joan Gink, Community Participant.

Approval of Minutes

A motion was made by Jim Spindler, seconded by Mark McCune to approve the minutes of the Social Services Board meeting held on January 17, 2005. Motion carried.

A motion was made by Jim Spindler, seconded by Mark McCune to approve the minutes of the Social Services Board meeting held on January 27, 2005. Motion carried.

Community Options Program (COP) 2005 Plan Approval

Michael Bloedorn introduced Jenny Kertscher, Adult Services Supervisor. Jenny reviewed the COP Plan for the Board and stated that this plan had already been approved by the COP Committee and now needed approval by the Social Service Board before being forwarded to the State for approval. After further discussion, a motion was made by Mark McCune, seconded by Deborah Wilke as follows:

“The Social Service Board approves the COP Plan as presented and authorizes the Department to forward to the State for approval.”

Motion carried.

Child Care Certification Fee Approval

Michael stated that the Department receives approximately \$155,000 a year from the State to do child care certifications. He said that after reviewing costs of certification and mailing information the Department would like to begin charging for providing this service. He reviewed the fees the Department would like to charge and stated that he would like to move the child care certification duties to a support staff person. The fees will be charged as follows: Information packet, \$10; Day Care Certification, \$50; Re-certification, \$25; and Day Camps, \$75 initial and re-certification. After further discussion, a motion was made by Mark McCune, seconded by Jim Spindler as follows:

“The Social Services Board authorizes the Department of Social Services to begin charging a fee for child care certification effective April 1, 2005 and to move the certification duties from a social work position to a support staff position.”

Motion carried.

Non-Lapsing Accounts

Mary Knoeck distributed a list to the Board of non-lapsing accounts. She explained that these accounts cross over 2 years. Michael reviewed the information relative to the Energy Program,

Children & Family IV-E and Child Abuse Prevention programs, State Aide Juvenile Accountability and Purchased Human Services programs and the Juvenile Accountability and Community Intervention programs. After further discussion, a motion was made by Jim Spindler, seconded by Mark McCune as follows:

“The Social Service Board approves non-lapsing the funds for the Energy Program, Children & Family IV-E and Child Abuse Prevention programs, State Aide Juvenile Accountability and Purchased Human Services programs, Juvenile Accountability and Community Intervention programs as presented.”

Motion carried.

Michael explained to the Board that the Department would like to non-lapse funds from the 2004 Information Systems budget to cover charges for a computer for a new employee, conference phone and headsets and additional funds for the Department’s imaging and eWiSACWIS projects that would be needed in 2005. After further discussion a motion was made by Jim Spindler, seconded by Mark McCune as follows:

“The Social Service Board approves non-lapsing \$20,000 from the 2004 Information Systems budget to cover the cost of additional equipment needed by the Department in 2005.”

Motion carried.

Financial : Preliminary Year End

Mary Knoeck distributed the year-end financial report. She stated that the Department had collected a more in refunds and revenues than expected and that the Alternate Care budget was a considerable amount under budget. She also reviewed other financial information with the Board and stated that the Department would be returning money to the General Fund for 2004.

Workload and Financial Report

Sandy Hoefert reviewed the Social Service workload. She said that she is still working with the State to get correct information from eWiSACWIS. She also said the figures for the month of January were up slightly from the overall monthly average for 2004.

Michael Bloedorn reviewed the Economic Support workload and the unduplicated case count is still increasing.

Director’s Report

Michael handed out information regarding the WCHSA Conference to be held in May in Elkhart Lake.

March Social Service Board Meeting

The March Social Service Board meeting is scheduled for Monday, March 21, 2005 at 9:00 a.m. in Room 3224.

Closed Session

A motion to go into closed session in accord with WI State Statutes Chapter 19.85(1)(f) to conduct a General Assistance Appeal Hearing was made by Mark McCune, seconded by Deborah Wilke. A roll call vote was taken: Jim Spindler, yes; Mark McCune, yes; Deborah Wilke, yes; Jim Schwartz, yes. Motion carried.

Open session

A motion was made to return to open session by Mark McCune, seconded by Jim Spindler. A roll call vote was taken: Jim Spindler, yes; Mark McCune, yes; Deborah Wilke, yes; Jim Schwartz, yes. Motion carried.

A motion was made by Mark McCune, seconded by Deborah Wilke to extend General Assistance for medication expenses for 90 days. Motion carried.

Adjourn

A motion was made by Deborah Wilke, seconded by Jim Spindler to adjourn. Meeting adjourned at 10:50 a.m. Motion carried.

Respectfully submitted by,

Jim Spindler
Secretary