

**ONEIDA COUNTY SOCIAL SERVICES COMMITTEE**  
**February 28, 2012**

Members present: Mr. John Hoffman, Mr. Peter Wolk, Mr. Jim Sharon, Ms. Carol Pederson, Mr. Paul Dean

Staff: Mr. Paul E. Spencer, Jr., Ms. Amy Mayo, Ms. Donna Levknecht

**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. John Hoffman, Chairperson. The Chairperson noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion made by Mr. Paul Dean, seconded by Mr. Jim Sharon to approve the agenda as posted. Motion carried unanimously.

**2. Minutes of January 24, 2012:**

Motion made by Mr. Paul Dean, seconded by Ms. Carol Pederson to approve the minutes of January 24, 2012. Motion carried unanimously.

**3. Public Comment:**

None

**4. Aging and Disability Resource Center:**

The committee was advised that Pam Parkkila is the new ADRC Regional Director and she will be starting March 1, 2012. Ms. Parkkila will be housed in the ADRC building. She will not be an Oneida County employee. Mr. Paul Spencer informed the committee they are currently purchasing computers and supplies for the ADRC. Everything is moving rapidly and should be operational by April.

**5. Income Maintenance Consortia - status:**

Ms. Amy Mayo provided the committee with a handout and advised the committee that the consortium has been up and running since January 3, 2012. Oneida County joined the call center on January 9, 2012 once the phone system was updated. The Call Center is manned by 10 agents every day, with 1 staff member from Oneida County, 5 from Marathon County, 2 ½ from Portage County and 1 ½ from Langlade County. There are 8 agents taking calls and 2 doing duties processing paper work. In January 10,598 telephone calls came in to the Call Center and 7,190 were answered; with many of the calls abandoned due to obtaining information they needed in the recording system.

The committee was advised that currently staff are handling 823 cases per person until the new staff member is trained, then they will have approximately 688 cases per worker. There is a policy that if a county is down by 25% staff due to absences, other counties staff will provide assistance.

There have been some problems with the Central Data Processing Unit (CDPU) in Madison with lost documents; possibly scanned into wrong case. This is the

biggest glitch as the documents use to be scanned in the agency, now they go to Madison. Mr. Paul Spencer advised the committee that items brought to the agency are still scanned here, but in the future these documents will no longer be accepted at the agency, but will be mailed by the client directly to the Central Data Processing Unit.

**6. 2012 COP Plan update:**

The committee was provided with a handout that has been approved by the Long Term Support Committee. Two changes were that the hourly case management rate went to \$75.50 per hour and CBRF's has gone up from an 8 bed maximum to 15-20 bed capacity.

Motion by Mr. Peter Wolk, seconded made by Mr. Paul Dean to approve the 2012 COP Plan update as present. Motion carried unanimously.

**7. 2011 Preliminary Final Financial Report:**

The committee reviewed the 2011 Preliminary Financial/Statistical Reports that showed an anticipated return to the county of \$532,781.52.

**8. 2012 Financial/Statistical/Flex Time Reports:**

The committee reviewed the Financial/Statistical/Flex Time Reports. It is projected that approximately \$278,099.53 will be returned to the county. Motion made by Mr. John Hoffman, seconded by Mr. Peter Wolk to approve the 2012 Financial/Statistical/Flex Time reports as presented. Motion carried unanimously.

**9. Audit of Payments/Line Item Transfers:**

The bills were reviewed by the committee. There were no line item transfers. Motion made by Ms. Carol Pederson, seconded by Mr. Paul Dean to approve the bills as presented. Motion carried unanimously.

**10. Agenda items for the March 27, 2012 meeting:**

Next meeting will include updates on the Aging and Disability Resource Center.

**11. Adjourn:**

There being no further business to be brought before the Committee, it was moved by Mr. Peter Wolk, seconded by Mr. Paul Dean to adjourn the meeting at 9:45 a.m. The next meeting of the Social Services Committee will be March 27, 2012 at 9:00 a.m. Motion carried unanimously.

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Mr. Paul Dean, Secretary