

## **SOCIAL SERVICES BOARD MINUTES**

**April 5, 2023**

The Grant County Department of Social Services Board meeting was called to order by Chairperson Don Splinter at 9:00 AM. Roll Call was taken with Diane Nelson, Brian Lucey, Adam Day, Don Splinter, Bob Scallon and John Beinborn, present. Also present Fred Naatz, Director, Robert Keeney, County Board Chairman, LeaAnne Smith, Office & Financial Coordinator (z), Joyce Roling, Personnel Director (z), Tonya White, County Clerk (z). Lori Reid, ADRC Supervisor, (z), CeCe Fishnick, Economic Support Supervisor, Clark Thelemann, Social Work Supervisor, Krystle Lorenz, Social Work Supervisor. Absent was Brandon Snyder. The meeting was found to be in compliance with the open meeting laws. John Beinborn made a motion to approve the order of the amended agenda, second by Brian Lucey motion carried.

**Minutes of March 1, 2023 meeting:** Diane Nelson made a motion to approve the minutes; Adam Day seconded the motion, the motion carried.

**Citizen Comments-** None

### **FINANCIAL REPORTS:**

Summary of Vouchers: The board reviewed the Vouchers Accounts.

Administrative Report: The DSS Management report was reviewed

Training Costs January: The Board reviewed the training costs.

John Beinborn made a motion to accept the reports, seconded by Bob Scallon. The motion was approved.

### **CORRESPONDENCE:**

None

### **ADMINISTRATION – GENERAL:**

*Fee Charging Policy* – Fred explained the fee charging policy and the updates. It is decided to not do fee charging anymore. John Beinborn made a motion to approve the updated fee charging policy Adam Day seconded the motion, the motion carried.

*Proposal of Changing an Administrative Assistant I to Administrative II* – Fred explained this is Amy's position and she has taken over operating the WHEAP program. Carlson/Dettman Consulting recommends this position to be moved to an Administrative Assistance II. Fred is asking the Board for approval. The next step is to take it to the Executive Board. Adam made a motion to approve the reclassification; seconded by Brian Lucey. The motion was approved.

*Discussion and possible action on Physical Presence of DSS Staff:* Bob Keeney stated this was brought to him by a board member and asked for it to be put on the agenda. Some concern is the empty office space and how are workers being held accountable working from home; discussion of employees working from home and coming back to the office five days a week. No action will be taken by the DSS Board today.

*Donation to Social Services Mentor program by Thrift Shop:* Fred stated the Thrift Shop has made three separate donations of \$1,000 to the Department. Fred would like the Boards feedback on recognizing the Thrift Shop for this. It was suggested to invite the Thrift Shop to the luncheon so the board can meet them and thank them in person.

*Request to fill a vacant Economic Support position:* Fred stated one of the Economic Support workers who were on FMLA leave was not able to come back and resigned. Fred is asking for this position to be refilled. Adam Day made a motion to approve refilling the position, seconded by Bob Scallon. The motion was approved.

*Safety Update:* Fred stated the glass in both windows is installed. Fred has had contact with the Sheriff's Department to do an active shooters training.

**Directors Report:** - Fred state the volunteer banquet is coming up and will be at Crossroads. Next Tuesday is the CAP Legislative day, Fred, Holly Knapp, Patti Heer will be going. They will be explaining the lack of funding for Adult Protective Services. Fred stated Adam and Don's tenure on the Board ends. This will go to the County Board.

**ADJOURNMENT**- At 10:22 AM, Bob Scallon made a motion to adjourn until May 3, 2023 at 9:00 AM, which was seconded by Brian Lucey. The motion carried, the meeting was adjourned.