

**LINCOLN COUNTY**  
**Social Services Committee**  
**Thursday, February 15, 2007**  
**Health & Human Services Building**

**Members Present:** Loka, Weaver & Zeitz

**Members Excused:** Krueger & Kahle

**Visitors:** T. Schmidt, M. Nelson

**1. Meeting** called to order at 6:20 p.m. by Chairman Loka, minutes of January 18, 2007 were accepted as printed except the heading (Members Absent) should read as requested by Supervisor Zeitz (Members Excused) – M/S Zeitz/Loka – all voting aye.

**2. Next regular meeting** will be on March 15, 2007 following Veterans Services Meeting at 6:00 p.m.

**3. Mike Nelson Supervisor Child Protective Services** was introduced and presented an overview of the activity he directs. Mr. Nelson explained case management, investigation of abuse and neglect, placement of individuals in need of protection, case intake procedures and responded to questions by committee members. The committee was particular interested in the response to internal capacity study. Education programs such as parent education, anger management, Baby Think It Over, decision making education and other curriculum will be expanded and coordinated with UW Extension, all in a hope to improve services and reduce cost of outside contracts for similar services. The committee commended Mr. Nelson for his work and encouraged him to further develop curriculum. Additional written updates to the committee on an as-needed basis are encouraged.

**4. Director's Report** – Director Schmidt distributed a Social Services staffing chart, listing all positions, staff members and lines of responsibility. Also distributed was a report prepared by Curtis Moe, dated December 2006 and revised January 5, 2007 focusing of “capacity” as requested by Director Schmidt. The committee had requested a copy of this meaningful report and thanks Director Schmidt for providing it.

**A. Human Service's Work Group** – Director Schmidt explained the methods being used to review current staff responsibility and measuring existing capacity. Committee Chairman Loka attended one of these work group sessions. Feed back to the committee is positive to changes. The committee looks forward to receiving the detail of changes as they are implemented within the department.

**1. Approval to refill Long Term Support Supervisor Position - M/S Weaver/Zeitz** to approve refilling Long Term Support Supervisor Position conditional on receiving an updated job description and functional analysis for the position – all voting Aye.

**B. Long Term Support Capacity Study** – This study is a work in progress. The committee looks forward to being updated on a regular basis.

Director Schmidt reported that COP funds are under spent by approximately \$100,000 while community need for this money exists. There is a potential for unspent dollars returned to the state and future allocation levels reduced. Director Schmidt will be contacting the State in regard to the under spent funding. There is also a Long Term Support Committee dealing with this issue.

**C. Zamzow (Visual WISSIS software) LTS Case Management** – Director Schmidt reported that WISSIS software Case Management portion of the software was not being used. Mr. Zamzow provided training to the staff and implementation of this case management software. The use of WISSIS Case Management is now policy within the department.

**6. Program Update** – Director Schmidt provided the committee with updates on the general state of the department. The committee commends Director Schmidt on the changes made and looks forward to continued progress.

Supervisor Zeitz requested development of a purchase of service bidding policy. Place on next regular agenda.

**7. Voucher summary** was made available for review by committee.

**8. Adjourn** – M/S Weaver/Loka to adjourn at 7:30 p.m. – all voting Aye.

Submitted by,

Robert Weaver