

**LINCOLN COUNTY**  
**Social Services Committee**  
**Thursday, July 19, 2007**

**6:00 p.m.**

**Health & Human Services Building**

**Members Present:** Loka, Weaver, Krueger, Kahle, Zeitz

**Visitors:** Terry Schmidt, Richard Wolf

**1. Meeting** called to order at 6:00 p.m. by Chairman Loka

**2. Next regular meeting** will be on August 23, 2007 immediately following Veterans Meeting.

**3. Minutes of June 21, 2007** were accepted as printed by Motion/Second (M/S) Krueger/Kahle – all voting aye.

**M/S Zeitz/Krueger** to suspend Social Service Meeting to accommodate Veterans Service Officer – all voting aye at 6:05 p.m.

**M/S Zeitz/ Kahle** to reconvene Social Service Meeting – all voting aye at 6:15 p.m.

**4. Discuss Combination of Veteran's and Social Services Agenda and Minutes** – The committee agreed to leave Veteran's and Social Services Agenda and Minutes procedure the same. M/S Loka/Krueger to keep procedure the same with separate minutes and agenda – all voting aye.

**5. Purchasing Policy** – Social Service Director Schmidt presented a revised Purchasing Policy which generally requires two written estimates for purchases between \$2500 and \$4999.99 with other levels as listed in the policy. Purchases over \$4999.99 will be forwarded to Social Services Board for informational purposes/discussion. Contracts for purchases having a value between \$5000 and \$25,000 shall be awarded to a qualified bidder following publication of a class 1 notice. Full policy available from Social Service Department. M/S Krueger/Zeitz to approve policy as presented – all voting aye.

**6. Voucher Review Policy** – Supervisor Weaver reported that County Supervisors do not approve individual vouchers nor is there a need for signing sheet. The approval process ends when County Supervisors approved annual department budgets. Only when an expenditure falls outside the approved budget is it necessary to bring the matter back to the Committee. A Monthly Voucher Summary may be provided to the Committee for informational purpose along with other financial information.

**7. Director's Report**

**A. Long Term Support (LTS) – Filling LTS Coordinator Position** – Director Schmidt provided the Committee with a detailed Position Description for the Long Term Support Supervisor which has been offered to and accepted by Donna Winker. M/S Loka/Krueger to approve Position Description Document as presented – all voting aye. Donna Winker has been invited to the next regular meeting to update the Committee on how she will perform these additional duties.

**B. Child Protective Services (CPS)** – Mike Nelson, CPS Supervisor, discussed the programs he supervises – educational programs provided to the community such as “Errors in Thinking,” “Anger Management” and Parent Education Programs. Electronic monitoring and funding was discussed. The committee supports expansion of the electronic monitoring program and the installation of telephone land lines to support the program. Also discussed were out-of-home placements, primarily in Marathon County,

and related collection issues. Court ordered Community Intervention was described. The committee thanks Supervisor Nelson for the educational opportunity.

**C. Economic Support (ES)** – The Supervisor of Economic Support Unit resigned effective June 1, 2007. Director Schmidt emphasized the need to hire a replacement Economic Support worker but is working on developing a lead worker concept rather than supervisor position. The unit has a heavy case load. To help with the case load Social Service Administration has been assuming as many clerical tasks as possible. M/S Weaver/Kahle to authorize hiring a replacement Economic Support worker – all voting aye.

**8. Program Updates** – Director Schmidt reviewed upcoming budget issues for Child Support because of the Federal Deficit Reduction Act, budget issues regarding purchase of service for mental health care, ongoing reorganization issues and other goals and concerns.

**9. Review Vouchers** – Voucher Summary was made available for review.

**10. Adjourn** – M/S **Krueger/Kahle** to adjourn at 7:45 p.m. – all voting aye.

Submitted by,

Robert Weaver  
Secretary