

**Unofficial**  
**CLARK COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**Social Services Committee Meeting**  
**Minutes April 21, 2016**

The meeting was called to order at 9:33 a.m. by Chuck Rueth.

**PRESENT:** Chuck Rueth, William Neville, Art Petke, Frieda Rollins, Arlene Kodl

**ALSO PRESENT:** Pamella Kernan, Clint Langreck

**CLOSED SESSION:** The committee may go into closed session in accordance with Wis.Stat. § 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Topic: Social Services Director applicants and options. The committee may go in and out of closed session, take any action deemed appropriate from closed session, and may return to open session to continue transacting business.

*Motion to enter into closed session by Kodl; second by Petke. Roll call: Neville, yes; Rueth, yes; Petke, yes; Rollins, yes; Kodl, yes.*

*Motion to return to open session by Petke; second by Neville. Roll call: Rollins, yes; Neville, yes; Rueth, yes; Kodl, yes; Petke, yes.*

*Motion to adopt the restructuring of the Department of Social Services by Neville; second by Petke. Voice vote. Motion carried.*

*Motion to offer Pamella Kernan the position of Director effective May 1, 2016 at the rate of \$35.26 and forward recommendations to the Personnel Committee by Petke; second by Neville. Voice vote. Motion carried.*

*Motion to recruit an additional Social Worker Supervisor Position starting at \$30.63 and forward recommendations to the Personnel Committee by Kodl; second by Neville. Voice vote. Motion carried.*

*Motion to refill the Business Office Manager Position at the starting wage by Petke; second by Neville. Voice vote. Motion carried.*

**MEETING MINUTES:** Committee reviewed previous meeting minutes dated March 24, 2016.

Motion to approve March 24, 2016 meeting minutes by Rollins: second by Neville. Voice vote. Motion carried.

**DISBURSEMENTS:** Committee reviewed the March 2016 Expense Report. Motion to approve the March 2016 disbursements by Neville; second by Petke. Voice vote. Motion carried.

**2015 & 2016 BUDGET:** Kernan reviewed the 2015 & 2016 budget. Motion to receive and file by Kodl; second by Rollins. Voice vote. Motion carried.

**STAFF UPDATES:** Kernan informed the Committee that the interviews for the IM Supervisor will be completed on April 22, 2016. The position will be fully funded by WREA so the additional duties and supervision of staff not funded by WREA including Energy, CST and Child Care Certification will be assigned to the new Social Worker Supervisor.

**ADMINISTRATIVE COMPENSATION POLICY:** Kernan informed the Committee that the result of the new plan was a demotion for four staff members within two positions that changed the hierarchy of the department. Also, one staff member requested reclassification to the 15 year Retention Incentive Rate.

Motion to move the Account Technician from Pay Grade M to Pay Grade K and forward recommendation to the Personnel Committee by Rueth; second by Neville. Voice vote. Motion carried.

Motion to move the Access Worker from Pay Grade M to Pay Grade L and forward recommendation to the Personnel Committee by Petke; second by Neville. Voice vote. Motion carried.

Motion to table reclassification to the 15 year Retention Incentive Rate to May 26, 2016 meeting by Kodl; second by Petke. Voice vote. Motion carried.

**PUBLIC COMMENT:** None.

**Next Meeting:** May 26, 2016, RM 307.

**ADJOURN:** Motion to adjourn at 11:53 a.m. by Petke; second by Neville. Voice vote. Motion carried.

Minutes Submitted by: Pamella Kernan

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Arlene Kodl, Secretary

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Pamella Kernan, Interim Director