



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AGENDA**

March 6, 2023 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve March 6, 2023 Agenda
4. Approval of February 6, 2023 Minutes
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
7. Approval to Fill Vacancies
  - a. CCS Case Worker/Crisis Coordinator – Human Services Behavioral Health
8. Next Meeting: April 3, 2023
9. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

February 6, 2023 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, John Mastalir, Tom Romdenne, Scott Jahnke, Kim Kroll, Joe Lukes, Aaron Augustian. Members Excused – Virginia Haske. Others Present – Dave DePeau, Scott Feldt, Ross Loining.

**Approve February 6, 2023 Agenda:** Mastalir moved, Kroll seconded to approve the agenda. Motion carried.

**Approval of January 2, 2023 Minutes:** Lukes moved, Jahnke seconded to approve the January 2, 2023, minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the report with the committee. No questions.

**Update Help Desk Specialist/GIS Position:** Loining provided an update as to the open position and explained to the committee that he has reconsidered the position and is seeking to have the help desk position replaced with an IT Specialist position. Loining provided the rationale for the decision and how the IT position will not only increase applicants but provide a career path. Loining provided a job description and proposed wage scale for consideration. The committee discussed duties of the help desk position and the IT specialist position. Additional discussion took place regarding candidate recruitment, wage scales and cost comparisons with approving the new position and contracting of GIS duties. The committee agreed that an IT Specialist position would be appropriate. Loining then provided the committee with information regarding the creation of a Network Specialist position. Loining explained the purpose of the creation of the position that it would be a part of a path career to encourage long-term retention of IT employees. The long-range goal would be to identify a candidate, provide training throughout their career with the intent of grooming a successor for when the IT Director retires. Loining stated clearly that the network specialist position is a place holder from which the IT specialist would be promoted to after sufficient training and experience. Discussion followed regarding career path planning. The committee agreed the creation of a network specialist position would be appropriate.

**Approval to Fill Vacancies**

**Highway Worker – Highway:** Paape moved, Mastalir seconded to fill the vacant highway worker position. Motion carried.

**Custodian – Maintenance:** Kroll moved, Augustian seconded to fill the vacant custodian position. Motion carried.



**IT Specialist – IT:** Romdenne moved, Augustian seconded to approve the creation of the IT Specialist position, the subsequent job description and wage scale. Motion carried. Mastalir moved, Lukes seconded to approve the creation of the Network Specialist position, the subsequent job description and wage scale. Motion carried.

**Next Meeting:** March 6, 2023, at 6:00 p.m.

**Adjournment:** Kroll moved, Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:40 p.m.



## Job Description

### Comprehensive Community Services Facilitator/Crisis Director

40 hours per week

#### Characteristic Work for the Position

Nature: Under the direction of the Behavioral Health Director, the facilitator will ensure that the service plan and service delivery for mental health consumers are integrated, coordinated, monitored and designed to support the consumer in a manner that enables them to achieve the highest possible level of functioning. The facilitator acts as a member of consumer recovery teams. Facilitator provides community education and crisis intervention services.

The Crisis Director is responsible for overseeing the crisis program and is responsible for the mental health services provided.

This position may be cross-trained and provide services in the Children's Long-Term Support (CLTS) program. Duties include assessment, evaluation, service planning and provision as well as coordination of all other identified services. A critical component is advocating for the identified needs or wants of individuals.

#### Examples of Duties:

1. Participate in the treatment planning for CCS consumers under the direction of the Behavioral Health Manager.
2. Provide coordination of services and supports with other agencies as needed in addition to monitoring progress.
3. Facilitate work related supportive services and coordination for consumers.
4. Provide supportive services to consumers to include education related to their mental health condition and coping mechanisms to help them improve their overall functioning.
5. Maintain all consumer case records within the agency's electronic records systems.

6. Provide coordination with all internal programs within the department where there is over-lapping participation on the part of consumers.
7. Provide coordination with the families of consumers involved in the programs.
8. Attend all clinical collaboration/staffing reviews as required.
9. Have a thorough knowledge of the CCS Programs and the DHS Administrative Rules related to that program.
10. Provide crisis intervention emergency services to consumers where the agency receives reports of symptoms of self-harm or harm to others. Crisis rotation occurs during regular business hours.
11. Participate in weekly crisis staffing.
12. Crisis Director is responsible for overseeing the crisis program and is responsible for the mental health services provided by the program.
13. Crisis Director is available at all times by person or phone for consultation.

The above duties are considered normal for this position and are not all inclusive. Additional duties may be required.

#### Essential Knowledge and Abilities:

1. The ability to work with a wide array of consumers with diverse backgrounds.
2. The ability to work with a wide array of service providers.
3. The ability to work independently.
4. Basic knowledge of recovery-based principles.
5. Basic knowledge of mental health related disorders.
6. Basic knowledge of substance abuse related disorders.
7. Basic knowledge of psychotropic medications.
8. Excellent written and verbal communication skills.
9. Ability to travel as required.

#### Training and Experience:

1. A bachelor's level degree in psychology, social work, sociology or other related behavioral health science field or a bachelor's level degree in an area other than behavioral health with a minimum of two (2) years work experience in the behavioral health field.

#### Physical Demands

Tasks performed are inside in a normal office setting in a sedentary position. While performing the duties of this job one may be required to sit for a period of up to two hours. The employee must be able to receive and enter information using a standard computer operating system. The employee must be able to review and sign documents and records relevant to this position. The employee is required to stand, walk, use hands and fingers,

feel, push, pull, reach with arms, hands above and below shoulders, stoop, kneel, crouch and crawl. The employee may occasionally lift or move up to 25 pounds. The employee will be expected to travel from time-to-time to access private homes, schools, hospitals, residential facilities, conference centers and other offices.

The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Valid driver's license, auto insurance and access to automobile required.

To: Executive Committee Members  
From: Melissa Annoye, Human Services Director  
RE: Vacant Position  
Date: February 24, 2023

**Background**

Maureen O'Shea, mental health therapist for Kewaunee County Human Services, retired in January, 2023. Through an agency needs assessment, it was determined that Human Services would benefit from utilizing the vacant position in a capacity that would serve consumers in the Comprehensive Community Services Program (CCS) while also fulfilling the role of Crisis Director.

Human Services has been reaching maximum capacity levels in some areas of the agency, including Comprehensive Community Services (CCS). The management team is being creative and thoughtful about curbing the need to add positions. The intensity of CCS cases has increased with time, causing the need to have a waitlist for services.

The Crisis Director role had been filled by a staff member within the behavioral health unit, but in 2022 that role was removed to allow that staff member to achieve a higher level of billable time. At that time, the role became the responsibility of the Behavioral Health Manager. The role needs to be filled by a staff member who is able to dedicate ample time to the tasks required.

Mental health therapy needs that were provided internally, can be met by community partners.

This request was approved at the Human Services committee meeting on 1/24/2023.

**Request**

***Administration requests approval from the Executive Committee to fill the vacant behavioral health position, but instead of seeking a mental health therapist, the agency requests the role be utilized as a Comprehensive Community Services/Crisis Director position.***

Due to the hiring freeze being reinstated, any staff vacancy (excluding temporary or seasonal employees) must receive approval from the Executive Committee prior to the filling of the position vacancy.

We submit the request to fill the vacant Human Services behavioral health position, left vacant upon a retirement.

