

HUMAN SERVICES COMMITTEE
April 16, 2025
8:30 AM
Human Services Training Room
810 Lincoln Street, Kewaunee, WI 54216
Zoom: <https://us06web.zoom.us/j/8284639598>
Meeting ID: 828 463 9598

Please silence your phones so we can fully focus on our discussion. Thank you!

1. Call to Order: Human Services Committee Meeting
2. Roll Call
3. Approval of the April 16, 2025 Agenda
4. Approval of the March 27, 2025 Minutes
5. Public Comment
6. Approval of Provider Contracts: None
7. In-Service Presentation: Zach Pate, Big Hearts Little Minds
8. Financial Report: Brian Johnson
9. Committee Approval: Conference Attendance Request-Linda Teske-WCHSA Spring Conference
10. Human Services Director's Report: Melissa Annoye
11. Committee Updates:
 - a. Aging and Disability Resource Center
 - b. Lakeshore CAP
 - c. Violence Intervention Project
12. Other Items Authorized by Law
13. Next Meeting Date and Time
14. 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 before the meeting so that accommodations may be arranged.

Kewaunee County Human Service Committee
810 Lincoln Street – Training Room
March 27, 2025
Meeting Minutes

Present for the meeting were Human Services Director, Melissa Annoye and Human Services Committee Chairperson, Linda Teske. Committee members in attendance included Donna Wallace, MaryAnn Szydel, Milt Swagel, Paul Ravet, Tom Romdenne, and Rose Quinlan.

Absent/Excused – Brian Patrycia, Julie Janicsek, Wendy Shelton, and John Ortlieb.

This meeting was called to order by Chairperson Linda Teske at 8:30 a.m.

A motion to approve the March agenda as presented was made by Milt Swagel and seconded by Donna Wallace. Motion carried.

A motion to approve the February minutes was made by Donna Wallace and seconded by Paul Ravet. Motion carried.

Public Comment – None

Contract Reviews – Melissa Annoye

A motion to approve contracts for DocuSign and Helping Hands as reviewed by Melissa was made by Donna Wallace and seconded by Paul Ravet. Motion carried.

In-Service/Presentation – Chad LaLuzerne

Chad was present at today's meeting to discuss the results of the agency's annual System of Care Self-Assessment process, which is rooted in the CST program area. This assessment is completed annually. It is an extensive process reviewing all 14 service categories. Each category monitors the agency's current status, the areas of growth opportunity, and also highlights the areas of strength. Chad shared a PowerPoint presentation and reviewed the results and scores of the assessment. Chad provided clarification when requested by committee members.

Financial Unit Update – Brian Johnson

Brian reviewed the monthly reports in general finance, billing, contract status, state aid, and vendor reports. He also provided clarification to committee member queries when requested. Brian also gave a brief update on 2024, which currently shows a positive balance of approximately \$474,000. 2024 will be closed out soon and the audit is scheduled in May.

Economic Support Lead – Melissa Annoye

Melissa followed the financial update with a brief review of last month's Economic Support Lead discussion. At the March meeting, the committee requested that Melissa present a proposal of what the agency feels would be best for the Economic Support team, Human Services, and also the community. Melissa shared that after reviewing the scenarios presented last month, and consulting with our fiscal team and community partners, it is determined that the best fit would be to add a new Economic Support Lead position. A proposed job description for the position and a proposed wage scale were developed and were provided to the committee for review prior meeting.

A motion was made to approve the proposal to hire an Economic Support Lead worker, the job description as presented, and the proposed wage scale. The motion also included a request for the proposal to be advanced to the Executive Committee. The motion was made by Tom Romdenne and seconded by Donna Wallace. Motion carried.

Human Services Director Updates – Melissa Annoye

- An offer had been made for the vacant CLTS position, but it did not materialize. The position has been reposted.
- The two Finance Unit vacancies were posted internally with interest. The interview process is scheduled for next week.
- The agency's vacant Economic Support front-line position is on hold until there is clarity regarding the lead position.
- The agency is exploring sharing after-hours Child Protective Services supervision responsibilities with Door County.
- Case weighting is scheduled to be completed by our management team in April.
- Melissa shared that over the next few months, she will be conducting Stay Interviews with staff. This is an approach to improve employee retention.
- It was noted that Human Services Day at the Capital is today. Melissa shared the areas of focus for the state budget. She provided handouts and gave a brief overview of the information.
- The annual WCHSA spring conference is being held April 30th – May 2nd. Melissa asked that committee members interested in attending contact her for more information.

Committee Updates –

Aging and Disability Resource Center –Linda Teske reported on the update from the recent committee meeting. She noted that the ADRC is again seeking a business manager as the recently hired replacement decided it wasn't a comfortable fit. Interviews for that position are scheduled. They are also seeking a Kewaunee Meal Site manager. It was noted that the ADRC is hoping to fill two open positions on its board. May 13th is the date for their advocacy day in Madison. Linda also shared that there is an assessment sheet being utilized for signing up for home-delivered meals.

Lakeshore CAP – Milt Swagel gave updates from the most recent committee meeting. He shared that they reviewed their recent auditor report, which is positive. They covered that they will be working to improve their accounts payable computer programming. Milt also discussed the funding difficulties that they are experiencing and noted that they are looking to vote on a new secretary. They also continue to use their grant funding responsibly and appropriately. Milt also reported on a new program to help with funding for apartments, and on a program dealing with preventing child abuse and neglect. Mr. Swagel continued to note that their advocacy day in Madison will be April 9th and their annual meeting is May 21st. He finished his updates with information on a program called Parents as Teachers noting that it currently serves 45 families and 43 children. Milt ended his updates by reiterating the severe shortage of funding and the difficulties it is presenting to Lakeshore CAP programming.

No updates were provided for VIP.

Other items authorized by law – None

The next meeting is scheduled for Wednesday, April 16th, 2025 at 8:30 a.m.

A motion to adjourn was made by Donna Wallace and seconded by Paul Ravet. Motion carried.
Meeting adjourned.

Respectfully Submitted,

Lynn Clark
Program Assistant