



HUMAN SERVICES COMMITTEE
August 24, 2023
8:00 AM
Human Services Training Room
810 Lincoln Street, Kewaunee, WI 54216

Zoom: <https://us06web.zoom.us/j/8284639598>
Meeting ID: 828 463 9598

1. **Call to order Human Services committee meeting**
2. **Roll call**
3. **Approval of August 24, 2023 agenda & approval of July 20, 2023 minutes**
4. **Public comment**
5. **Approval of provider contracts-none**
6. **Financial report--Brian Johnson**
7. **Human Services Director report-- Melissa Annoye**
 - a. **Department Report**
 - b. **2024 Human Services Budget**
 1. **Budget Review**
 2. **Economic Support Lead**
 3. **Basic Needs Grant**
8. **Other items authorized by law**
9. **Next meeting date and time**
10. **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 Human Service Committee
810 Lincoln Street - Training Room
July 20, 2023 at 8:00 a.m.
Meeting Minutes

Present for the meeting were Human Services Director: Melissa Annoye, Human Services Committee Chairperson: Virginia Haske. Committee members: Tim Kinnard, Linda Teske, Paul Ravet, Mary Ann Szydel, Milt Swagel, Julie Janicsek, Tom Romdenne, Joanne Lazansky, and Rose Quinlan.

Absent/Excused – none

This meeting was called to order by Chairperson Virginia Haske at 8:00 a.m.

A motion to approve the June minutes and July agenda as presented was made by Milt Swagel and seconded by Tim Kinnard. Motion carried.

Contract Reviews – A motion to approve new and/or revised vendor contracts as presented was made by Julie Janicsek and seconded by Paul Ravet. Motion carried.

In-service - Melissa Annoye

Melissa shared a brief power point presentation to show program caseload trends. She reviewed the trends for 2021, 2022, and 2023 for the individual programs and shared additional information on causes for decreases and/or increases, and expected caseload growth. Melissa wished to point out that although we are expected to experience capacity concerns as time goes on, she and the management team have been working creatively to make sure they are using all of the current staff to the best potential and maximum capacity. The rest of the presentation was a review of a new tool to be used to rate case weight. By utilizing this tool, supervisors will be able to gauge the case manager capacity, and also have the ability to measure consumer improvement over time. They are looking to implement this project next month.

Financial Unit Update – Brian Johnson

Brian reviewed the monthly reports in general finance, billing, contract status, state aid, and vendor reports while also providing clarification to committee member queries when requested. Revenues and expenditures are all in-line. Bottom line remains in the positive with roughly a \$309,000 surplus. Brian also noted we will be moving into the budget process next month.

Human Services Director Updates – Melissa Annoye

- ❖ Review and update about the Wraparound House project. Melissa noted there has been no update regarding the possible asbestos issue. The proposal has been presented to the Finance Committee and approval was received. The next step is to have the proposal go to the full board in August.
- ❖ Interviews are in process for the Economic Support position.
- ❖ Brenda Vandermause has retired as of July 14th.
- ❖ Melissa discussed restructuring job duties for the vacant position, and sought support from the committee to move forward with filling the position. She noted the Human Services fiscal unit is expected to experience a complete turnover within the next five years due to multiple staff retirements. Because of this, she would like to see some of those fiscal duties incorporated into the open position, and to have someone hone in on contracting and also learning the TCM system.
- ❖ A motion to support the filling of the vacant position as discussed, and presenting it to the Executive Committee was made by Tim Kinnard and seconded by Joanne Lazansky. Motion carried.
- ❖ There are two upcoming all-agency meetings yet this year. One in August and one in November.

Other Items as Authorized by Law – None

The next meeting is scheduled for August 24th, 2023 at 8:00 a.m.

A motion to adjourn was made by Julie Janicsek and seconded by Paul Ravet. Motion carried.
Meeting adjourned at 8:40 a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant