



HUMAN SERVICES COMMITTEE

February 20, 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 February 20, 2025 Agenda**
4. **Approval of January 23, 2025 Minutes**
5. **Public Comment**
6. **Approval of Provider Contracts:**

Contract	Services	Amount
M Wanserski LLC	Psychotherapy	\$77,040.00
7. **In-Service: Family Assistance Centers, Tracy Nollenberg**
8. **Financial Report: Brian Johnson**
9. **Review and Approve Economic Support Proposal to Contract for Services**
10. **Review and Approve the Finance Specialist Job Description**
11. **Review and Approve the Finance Specialist Wage Scale**
12. **Human Services Director Department Report: Melissa Annoye**
13. **Committee Updates**
 - a. **Aging and Disability Resource Center**
 - b. **Lakeshore CAP**
 - c. **Violence Intervention Project**
14. **Other Items Authorized by Law**
15. **Next Meeting Date and Time**
16. **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
January 23, 2025
Meeting Minutes

Present for the meeting were Human Services Director Melissa Annoye and Human Services Committee Chairperson Linda Teske. Committee members present for the meeting included: Julie Janicsek, Donna Wallace, Mary Ann Szydel, Wendy Shelton, Paul Ravet, Tom Romdenne, and Milt Swagel.

Absent/Excused – Brian Patricia, John Ortlieb, and Rose Quinlan.

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

A motion to approve the January agenda as presented was made by Wendy Shelton and seconded by Milt Swagel. Motion carried.

It was noted that Donna Wallace was not listed as present in the December minutes. A motion to approve the minutes with the correction was made by Wendy Shelton and seconded by Julie Janicsek. Motion carried.

Public Comment – None

Contract Reviews – Melissa gave a brief review of the list of 2025 provider contracts awaiting approval and provided clarification to committee member inquiries. A motion to approve the list of provider contracts for 2025 and also 2024 contract addendums provided to this committee was made by Donna Wallace and seconded by Paul Ravet. Motion carried.

In-Service/Presentation – Melissa introduced and welcomed Dr. Abby Huntley, owner and licensed professional therapist of Oak Ridge Counseling and Consulting. Sue Norton continued with the introduction and talked about her experience working with Dr. Huntley, and the strong collaborative working relationship they have developed beginning with the CCS Program. Sue shared that Dr. Huntley and her staff have been a phenomenal asset to this county.

Dr. Huntley went on to introduce herself and share a brief overview of her background, experience, and a bit of the history of how she began her business. She started Oak Ridge Counseling and Consulting about four years ago. She has a very diverse group of staff who come with varying experience and specialties. They currently employ 27 providers and are always growing. Staff includes licensed professional counselors, licensed professional counselors in training, licensed clinical social workers, advanced practice social workers, substance abuse counselors, counseling and social work interns, and mental health techs. Everybody is certified and trained in trauma-informed care, person-centered care, and ethics, plus many specialized areas of training. They service CCS and CPS programs while also partnering with the sheriff's department and VIP for referrals and critical incident responses. They also contract with Manitowoc and Door County CCS, provide in-school services for United Way in Door County and Sturgeon Bay schools, and have offices in Coleman, Crivitz, Lena, Oconto Falls, Abrams, Suring, and Gillett Schools. For veterans, first responders, and their families, they partner with the Wellness Command Post. Her hope for the end of this year into next year is to have at least one mental health nurse practitioner on her team to help with medication support.

Dr. Huntley finished by responding to committee comments and questions.

Financial Unit Update – Brian Johnson

Brian reviewed the monthly reports for November and December in general finance, billing, contract status, state aid, and vendor reports, also providing clarification to committee member queries when requested. Brian noted that if everything were to wrap up as of today, there would be a positive balance of about \$200,000.00. There were no notable issues/concerns.

Human Services Director Updates – Melissa Annoye

- Dan Vincent has retired from our Finance Unit after 17 years of service. His last day in the office was January 9, 2025.
- The Executive Committee has approved to fill the Accountant/Contract Specialist position left open by Dan's retirement. With Janine's transition into Barb's former role, the committee was also permitted to fill the Transportation Coordinator/Financial Assistant.
- We continue to have a vacancy in Economic Support.
- The open CLTS Case Manager position has been reposted after an adjustment to the job description. That posting ends on January 28, 2025, with the interviews to follow promptly.
- We were recently notified that our application for the SCIP Grant was approved. The value of that grant is \$24,000.00. Those funds will be used to support some of our behavioral health team to attend CIT training with our law enforcement partners. Additionally, it will support the cost of developing a peer support program for our agency, and lastly provide some additional QPR, suicide prevention, and gun safety training to our community.
- Our agency is currently going through the annual self-evaluation process, to be completed in February.
- Our agency is tasked with the operation of a Family Assistance Center in the event of an emergency. Operational direction for an FAC is provided by Emergency Management. Melissa and Sue have participated in several planning events. A Family Assistance Center is typically requested to be opened during times of mass casualties or mass fatalities.
- The Kindness Committee continues to meet every month with strong community representation. The recent focus has been on getting a youth perspective. Next month's meeting will be determining the next area of focus.
- Annual employee evaluations are in process and will be completed by the end of January.

Melissa's updates were followed by a brief discussion regarding the recently finished mural, and an update on the wraparound house project standstill due to legal implications.

Committee Updates -

Aging and Disability Resource Center –Linda Teske reported that the ADRC Committee will be meeting in Kewaunee next week rather than in Manitowoc due to construction on the building in Manitowoc.

Lakeshore CAP – Milt Swagel shared that the Lakeshore CAP Committee meeting scheduled for last week was canceled.

Violence Intervention Project (VIP) - Wendy Shelton noted that the Mystery Dinner date has been set for November 8, 2025.

Other items authorized by law – None

The next meeting is scheduled for Thursday, February 20, 2025, at 8:30 a.m.

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

Respectfully Submitted,

Lynn Clark
Program Assistant