



HUMAN SERVICES COMMITTEE

January 18, 2024

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 January 18, 2024 agenda & approval of December 21, 2023 minutes
4. Public comment
5. Approval of provider contracts-information attached
6. Financial report—Paul Kunesh
7. Inservice-*Human Services Year in Review & Year Ahead*
8. Human Services Director report-- Melissa Annoye
  - a. Department Report
  - b. Personnel Updates
9. Other items authorized by law
10. Next meeting date and time
11. 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**  
**December 21, 2023**  
**Meeting Minutes**

Present for the meeting were Human Services Director: Melissa Annoye and Human Services Committee Chairperson, Virginia Haske. Committee members present included: Linda Teske, Paul Ravet, Mary Ann Szydel, Milt Swagel, Tim Kinnard, Julie Janicsek, Tom Romdenne, Donna Wallace, 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 November minutes and December agenda as presented was made by Milt Swagel and seconded by Joanne Lazansky. Motion carried.

**Public Comment – None**

**Contract Reviews** – 2024 A & J Mobility, 2023 Cura Personalis LLC addendum, 2023 Door County YMCA and 2024 Helping Hands contract plus additional addendum for 2023. A motion to approve the listed contracts was made by Donna Wallace and seconded by Paul Ravet. Motion carried.

Melissa shared that our Fiscal Manager, Brian Johnson, will be having heart surgery and will be off work for about three months. Our other fiscal staff, as well as Paul Kunesh, will be helping to complete Brian's duties while he is recovering. Paul was welcomed to this committee meeting to observe as he will be covering the financial updates during Brian's absence.

**Financial Unit Update** – Brian Johnson

Brian reviewed the monthly reports for October/November in general finance, billing, contract status, state aid, and vendor reports, while also providing clarification to committee member queries when requested. Bottom line is that overall, we continue to do well with a positive fund balance. There were no notable issues/concerns.

**In-Service/Presentation** – Birth to 3 Social Emotional Coach. Jenny Geiken, Program Coordinator, Tina Paral, Family and Community Unit Manager, Corinne Konkol, shared a brief introduction of the Birth to 3 program, and a short slideshow giving a review of the program.

Tina continued by giving a brief definition of what infant mental health means and its importance to a child's development. The importance of early intervention was discussed. As part of the early intervention process, Birth to 3 staff teach, show, coach parents and caregivers how to better understand, communicate, and engage with their children in a connected way. To foster that, the agency was able to apply for and receive a Social Emotional Grant. She went on to review the details of that grant and share some of the things it was used to support. Tina also shared that a scholarship was received as well, which enabled her to attend an Infant Mental Health Certification Program.

Jenny introduced herself and gave a brief history of her work, background and experience working with infants, toddlers, and families who are deaf or hard of hearing. She defined her role as a Social Emotional Coach as an opportunity to support families in what often feels to them, uncharted territory. Jenny went on to talk more about some of the things she works on with our Birth to 3 families.

Tina closed the presentation by discussing the importance of early intervention, which was followed by a lengthy committee discussion/response on the subject.

## Human Services Director Updates – Melissa Annoye

- \* Update of the wraparound house project and discussion about the formation of a committee for the project to support and guide as we move forward. The purpose of the committee will initially be to assist with planning and decision making throughout the construction process. When the home is ready for residents, the committee will review applications, address tenant concerns, and attend to ongoing decision making. The plan is to include Village of Luxemburg residents, the Sheriff's Department, the Luxemburg-Casco School District, Public Health, and the Luxemburg Police Department. We would also like to have a County Board representative. Melissa noted that board member, Tom Romdenne, has expressed willingness to participate on the committee.

A motion of formal recommendation of County Board representative, Tom Romdenne, to be included on the Wraparound House Committee was made by Joanne Lazansky and seconded by Mary Ann Szydel. Motion carried.

- \* Reviewed the plans for additional safety measures for the Human Services reception area noting that we are currently looking for additional quotes for the cost of bullet proof windows. Executive Committee has approved proceeding with entrance cameras.
- \* Discussed the recent success of the annual Christmas Giving Program and its collaboration with community partners.
- \* Update on the work being done to support staff morale as we continue to struggle with staff recruitment and retention.
- \* Review of the appointment reminder system we are looking to implement.
- \* Melissa shared a few takeaways from the Fall WCHSA Conference that she and Sue Norton recently attended.
- \* Introduction and welcome to Aubrey McCarthy who was recently hired to fill a CLTS position.
- \* In the Economic Support unit, Amy Goodavish was hired to replace Janine Bowers, who moved into the fiscal unit. Kim Selner, who was hired in August and is still in training, has accepted a position in Emergency Management, which again leaves an open position in Economic Support. Tracy Koller of Economic Support has also turned in her resignation leaving the unit with only one full-time person who is still in the learning phase of that position. The Executive Committee has approved the recommendation to fill the open vacancy left by Kim Selner's transition to Emergency Management. Melissa then asked for a recommendation from this committee to move forward with filling the vacancy being left by Tracy Koller's resignation. A motion to move forward with the filling of the open position in the Economic Support unit was made by Tim Kinnard and seconded by Milt Swagel. Motion carried.

### **The next meeting is scheduled for January 18, 2024 at 8:00 a.m.**

A motion to adjourn was made by Tim Kinnard and seconded by Joanne Lazansky. Motion carried.  
Meeting adjourned at 8:40 a.m.

Respectfully Submitted,

Lynn Clark  
Program Assistant