



**HUMAN SERVICES COMMITTEE**

March 27, 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 March 27, 2025 Agenda
4. Approval of February 20, 2025 Minutes
5. Public Comment
6. Approval of Provider Contracts:

|               |                       |              |
|---------------|-----------------------|--------------|
| Docu-sign     | Electronic Documents  | \$5,709.60   |
| Helping Hands | SHC/Respite/Mentoring | \$111,612.54 |

7. In-Service: Agency Self-Assessment, Chad LaLuzerne
8. Financial Report: Brian Johnson
9. Review and Approve Adding Economic Support Lead Position, Job Description, Wage Scale
10. Human Services Director Department 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**  
**February 20, 2025**  
**Meeting Minutes**

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

Absent/Excused – Brian Patrycia, and John Ortlieb.

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

A motion to approve the February agenda as presented was made by Julie Janicsek and seconded by Wendy Shelton. Motion carried.

A motion to approve the January minutes was made by Wendy Shelton and seconded by Donna Wallace. Motion carried.

**Public Comment – None**

**Contract Reviews – Melissa**

A motion to approve one new Comprehensive Community Services therapy provider was made by Julie Janicsek and seconded by Paul Ravet. Motion carried.

**In-Service/Presentation – Tracy Nollenberg**

Melissa introduced and welcomed Tracy Nollenberg, Kewaunee County Emergency Management Director, who was invited to provide information on Family Assistance Centers. Tracy touched on the purpose of setting up and operating Family Assistance Centers in case of mass casualty or mass fatality events. She gave an overview of Kewaunee County's Emergency Operation Plan. Tracy went on to discuss the role Human Services would have when operating a Family Assistance Center. She also talked about the difference between shelters and centers and the assistance they provide. She shared a brief PowerPoint presentation, answered questions, and provided clarification when requested by committee members.

**Financial Unit Update – Brian Johnson**

Brian reviewed the monthly reports for December projections in general finance, billing, contract status, state aid, and vendor reports. He also provided clarification to committee member queries when requested. Final claims and payments for 2024 should be finished by the end of March. 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 or concerns. There was a committee query regarding WIMCR (Wisconsin Medicaid Cost Reporting). Clarification and a brief review of the WIMCR program were provided by Brian and Administrator Kral.

Melissa followed up with a discussion regarding the need to better support our economic support team. Kewaunee County Administrator Kral, and Finance Director Paul Kunesh, were present to facilitate the discussion and provide further information. Melissa reported that over the last couple of months, the agency has been thoughtfully considering how to best structure

the Finance Unit going forward. Since we currently have one Economic Support vacancy and two vacancies in the Finance area, restructuring considerations are important at this time. Melissa provided a handout summarizing considerations and cost breakdowns for four possible restructuring scenarios. This was followed by staff and committee discussions regarding the information provided.

Tom Romdenne made a motion for staff to prepare a proposal of how they recommend to proceed and share it at the next committee meeting. The motion was seconded by Wendy Shelton. Motion carried.

The next agenda item discussed was the review of the proposed Financial Specialist job description. Melissa shared a proposal for having one job description with shared responsibilities for the three positions in the Finance area. Administrator Kral gave a brief review on the background of the current situation, and the considerations involved in the decision to propose a restructuring of the position. A proposed plan to adjust the wage scale for that department was also discussed.

A motion was made by Milt Swagel to accept the proposed revised job description for the Financial Specialist position as presented. The motion was seconded by Julie Janicsek. Motion carried.

Wendy Shelton made a motion to have the proposal to revise the job description for the Financial Specialist position advanced to the Executive Committee for approval. This was seconded by Milt Swagel. Motion carried.

A motion to approve the proposed change to the wage scale for the three Financial Specialist positions was made by Wendy Shelton and seconded by Tom Romdenne. Motion carried.

A motion to advance the wage scale change for the three Financial Specialist positions to the Executive Committee for approval was made by Paul Ravet and seconded by Wendy Shelton. Motion carried.

#### **Human Services Updates – Melissa Annoye**

- Interviews have been completed for the open Children's Long-Term Support position and an offer is expected soon.
- A meeting was held yesterday to determine the next steps related to our Statewide Crisis Intervention Program (SCIP) grant award. Areas of focus include a peer support program, QPR suicide awareness training, and crisis training with the Sheriff's Department partners.
- Our agency recently provided support to our local school partner which had experienced a student death by suicide.
- The Kindness Committee continues to meet every month with strong community representation. The next meeting is being held tomorrow at Luxemburg Intermediate School at 10:00 AM.

#### **Committee Updates –**

Aging and Disability Resource Center –Linda Teske reported that the business manager has retired and the new person is on board already. Also noted from their last committee meeting was that the Transportation Grant proposal for their volunteer driver transportation program has been accepted. They also are operating a radio program in Manitowoc.

Lakeshore CAP – Milt Swagel shared that the Lakeshore CAP Committee meeting was held yesterday. He said that there was considerable concern regarding funding. Milt also noted that one of their board members, also their secretary, resigned and they are seeking a replacement. They also had discussions regarding Immigration and Customs Enforcement (ICE), cost of living adjustments, and client survey results.

Violence Intervention Project (VIP) - Wendy Shelton noted that VIP is also experiencing significant funding issues. They continue to work on fundraising efforts to bridge that gap.

**Other items authorized by law – None**

**The next meeting is scheduled for Thursday, March 27, 2025, at 8:30 AM.**

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

Respectfully Submitted,

Lynn Clark  
Program Assistant