



HUMAN SERVICES COMMITTEE
November 16, 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 November 16, 2023 agenda & approval of October 26, 2023 minutes**
4. **Public comment**
5. **Approval of provider contracts-**

Christian Servants Home Care	Respite and SHC	\$568,646.40
Communication Pathways	Consumer Education and Training	\$2,002.00
Sensory GB	Health and Wellness	\$43,160.00
Spartan Construction, Inc	Home Modifications	\$17,285.00
		<u>\$631,093.40</u>

6. **Financial report--Brian Johnson**
7. **Inservice-Credentialing**
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
October 26, 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, Julie Janicsek, Tom Romdenne, Donna Wallace, and Rose Quinlan.

Absent/Excused – Tim Kinnard, Joanne Lazansky

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

A motion to approve the September minutes and October agenda as presented was made by Milt Swagel and seconded by Julie Janicsek. Motion carried.

Public Comment – None

Melissa Annoye requested to change the order of the agenda by moving the in-service presentation to allow for Sheriff Joski's schedule.

Contract Reviews – Melissa reviewed the contract for Cisler Construction. Donna Wallace made a motion to approve the contract as reviewed and was seconded by Mary Ann Szydel. Motion carried.

Financial Unit Update – Brian Johnson

Brian reviewed the monthly reports for August and September in general finance, billing, contract status, state aid, and vendor reports. He provided clarification to committee member queries when requested. There may be some contract addendums required within the next month or so. It was noted that we are already working on 2024 contracts; by December's meeting there will be an array of contracts to be approved. Overall, we are doing well with a positive fund balance. There were no notable issues/concerns.

Human Services Director Updates – Melissa Annoye

- ✓ Review of the new case weight tool. Next step is to look at program capacity.
- ✓ 2024 Human Services budget review.
- ✓ The staff wage increase of 4% plus steps has been proposed. Melissa extended gratitude to committee members for their support.
- ✓ We are currently exploring a HIPAA compliant appointment reminder system in the Mental Health Department in an attempt to reduce no shows and last-minute cancellations.
- ✓ There is an all-agency training scheduled at the highway shop on November 8th. Committee members were invited to participate; the focus will be on servant leadership.
- ✓ The Child Protection vacancy has been filled internally leaving a vacancy in the CLTS unit. That position has been posted and we are hoping to have interviews the week of November 6th.
- ✓ The Economic Support position remains posted until October 31st, with interviews being scheduled next week.

In-Service/Presentation – Staff Safety Discussion

Melissa shared information regarding a recent threat made to one of our staff members. She gave details about the situation and discussed the steps taken by the agency in response. Sheriff Joski joined the discussion to share his

prospective on the incident. Melissa and Sheriff Joski went on to review current safety measures observed by our agency and also discussed some new proposed safety measures.

The next meeting is scheduled for November 16, 2023 at 8:00 a.m.

A motion to adjourn was made by Paul Ravet and seconded by Tom Romdenne. Motion carried.
Meeting adjourned at 8:52 a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant