

HUMAN SERVICES COMMITTEE

October 20, 2022

8:00AM

Human Services Training Room

810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order Human Services Committee Meeting
2. Roll Call
3. Approval of October 20, 2022 Agenda & Approval of September 15, 2022 Minutes
4. Public Comment
5. Approval of Provider Contracts-None
6. Unit Report – TSSF, Corinne Konkol
7. Financial Report – Brian Johnson
8. Human Services Director/Deputy Report
 - a. Recommendation to fill Family & Community Services Manager position
9. Other items authorized by law
10. Next Meeting date and time
11. Adjournment

ZOOM Instructions:

<https://us06web.zoom.us/j/8284639598?pwd=ak1VRE9KSVEzQnlQbVBBKzFVWTV6QT09>

Meeting ID: 828 463 9588
Passcode: 1111

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
September 15, 2022
Meeting Minutes

Present for the meeting were Human Services Deputy Director Melissa Annoye, Human Services Committee Chairperson Virginia Haske. Committee members, Linda Teske, Paul Ravet, Joanne Lazansky, Mary Ann Szydel, Milt Swagel, Tom Romdenne, Mark Buchanan, Julie Janicsek, and Rose Quinlan. Also present were unit managers Corrine Konkol, Sue Norton, and Brian Johnson.

Absent/Excused – none

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

A motion to approve the August minutes and September agenda was made by Tim Kinnard and seconded by Tom Romdenne. Motion carried.

Public comments –None

Contract Reviews – A motion to approve the provider contract(s) as presented was made by Julie Janicsek and seconded by Joanne Lazansky. Motion carried.

B-3 Program Review – Melissa Annoye shared her presentation reviewing the Birth to 3 Program. This program is a man-dated statewide program that serves families with children under the age of three that have developmental delays or disabilities. The B-3 Program is an early intervention special education program. Services are facilitated in the child's natural environment. The program includes a team of professionals to work with the child and family to support the child's development and growth, and also works to improve the families' level of knowledge, skills, and abilities. An individualized family support plan is developed to help meet the unique needs of the child and family. Melissa shared a short video capturing what the programs goals are like. She followed the video with more detailed information on Birth to 3 Program services, program numbers, child protection referrals, grant funding, etc. The grant monies recently awarded will be used to fund the addition of Social Emotional Support Program providing services for all referrals coming in through child protective services. The provider they will be utilizing is Jenny Geiken, Director of Hand-N-Hand of Northeastern Wisconsin. Any Birth to 3 referrals outside of child protection may also have this service added if deemed appropriate. The new Social Emotional Program will be implemented for Early Social Emotional Learning for quick in the moment teaching to be provided to all current team members with an additional 15 minutes added to each visit to address the family and child's social emotional needs. Some of the grant funding will also be used to provide welcome baskets to make families' more comfortable working with our agency. Melissa also shared the Carol Stuebs has retired as our Birth to 3 Coordinator after 17 years of service. Tina Paral with the CLTS Program has taken on the Birth to 3 Coordinator position as of Monday. Zach Wery has been hired to move into the CLTS position left open by Tina Paral. Zach has currently been interning for the CPS Unit. He will continue to work in both programs part time until the end of the year at which time he will work full time as a CLTS Facilitator. Melissa ended her presentation with addressing committee questions.

Human Services Financial Unit Update –

Financial Manager Brian Johnson provided printouts and reviewed the monthly reports for general finance, billing, contract status, state aid, and vendor reports, also providing clarification to committee member queries when requested. Brian noted that he feels that if things continue as they are, he predicts a positive year end.

Human Services Director Updates – Melissa Annoye

- We continue to work on efforts to improve staff collaboration within the agency. We are working with Initiative One to build additional training opportunities for staff, with the goal of making sure we are best serving consumers by utilizing all of the resources within our agency.

- We are working on implementing a new client progress/outcome tool to measure program/provider effectiveness and client success. A client satisfaction survey is also being developed.
- Another project in the works is working to streamline the budget planning process for 2024.
- We are looking to build policies related to note entry requirements and billable time expectations.
- There was a discussion regarding the hiring freeze implemented at the recent Executive Committee Meeting and the possible implications it may have on Human Services specifically in regards to the director role and other possible open program positions. We are expecting there to be some internal filling of the roles. The plan is for Melissa to secure the Human Services Director role after the first of the year, which would leave her Family and Community Service role open. It is likely that there would be an internal candidate interested in that position, which would then leave another position vacant. If that position is filled by an internal candidate, it would leave their previous position vacant, and so on. Consumers are not best served when there are open positions within the agency.
- Melissa invited Corrine to give a brief update on the high cost placements within the child protection unit which were transferred from out of county. They have been working with a family permanency team, which has representation from the children's family, case managers from all of our units, and also some folks that are natural supports, family members, and also people we are looking to contract to provide the supports needed as the children return to the community and out of the residential facility. Corrine also shared that they have begun working with another family regarding a youth justice residential placement. Corrine answered a few committee questions regarding the two children currently institutionalized.
- Melissa asked for committee members to please continue to think of resource options in the community, or if they know of individuals they think could do amazing things with youth with special needs, specifically children with Autism.

There was a committee member request to discuss the Human Services Department Alternate Work Site policy. Melissa responded by detailing how staff utilize this policy and the measures in place to ensure that work is being completed timely.

Other Items as Authorized by Law – None

The next meeting is scheduled for October 20th at 8:00 a.m.

A motion to adjourn was made by Tim Kinnard and seconded by Tom Romdenne. Motion carried.
Meeting adjourned at 8:50 a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant