

**Kewaunee County Human Services Committee
County Board Room
810 Lincoln Street
July 16, 2020
Meeting Minutes**

Present for the meeting were Committee Chairperson Virginia Haske. Committee members, Tim Kinnard, Linda Teske, Doak Baker, Joanne Lazansky, Matthew Piesler, Mary Ann Szydel, Julie Janicsek, and Rose Quinlan via telephone. Kewaunee County Administrator Scott Feldt. Department Managers Sue Norton, Melissa Annoye, Corrine Konkol, and Brian Johnson. Program Assistant Lynn Clark.

Absent/Excused – Paul Ravet

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

A motion was made by Tim Kinnard and seconded by Matthew Piesler to approve the current agenda. Motion carried. A motion was made by Joanne Lazansky and seconded by Tim Kinnard to approve the May meeting minutes. Motion carried.

Public Comments – None.

Behavioral Health Unit Update - Update given by Sue Norton. Sue reviewed a handout she had presented which covered brief overviews of all the programs which are included within the Behavioral Health Unit and asked this committee if they had any questions or concerns for her to address. There were no comments. She went on to state that things in her unit were pretty status quo in terms of contacts made and clients seen. Precautions due to Covid continue to be observed.

Sue reported that she has had two staff changes. One contracted staff person has ended their services with Kewaunee County and one county employee has resigned. The hope is to have the County position filled soon and Helping Hands will be working on filling the contracted position.

Family and Community Unit Update – Program update and review given by Melissa Annoye. Melissa continued with her program reviews of the “why’s, what’s, how’s, and who’s” of the individual programs within her unit. Last month she covered the Birth to Three program, and today continued with the Children’s Long Term Support Waiver program. Melissa went on to review the handout she had provided regarding current program participation, waitlist, and referral numbers for her unit’s programs including CLTS – Children’s Long Term Support, Birth to Three, CST-Coordinated Services Teams, APS-Adult Protective Services, and Transportation.

Child Protection and Juvenile Justice Unit Update - Unit Manager, Corrine Konkol reported that she had no substantial changes within her unit. Reports in general are still a bit down from where they were at the beginning of the year which has been giving staff time to catch up on required paperwork and state mandated data entry. Out of home care numbers remain steady. Face to face contacts and initial assessments are being documented and completed at 100 %. All other program numbers remain steady.

Corrine went on to note that they are currently working on the program created by the recently received Youth Justice Innovation Grant. This grant was intended to address communication and connections, and truancy issues in partnership with the Algoma School District. After some mid-year reporting it was realized that there was a substantial amount of grant money still available. Corrine stated that they are continuing to look at ways to utilize the remaining grant money.

Human Services Financial Unit Update – Brian Johnson provided printouts, and reviewed the general finance report, billing report, contract report and state aid reports. Brian also reviewed vendor payments and a monthly financial report.

There were some questions raised on the billing and reconciliation process's which was then discussed in more detail to clarify. There was also some discussion regarding contract amounts and how they appear on the reports. A newly revised monthly finance report which had been given to committee members was reviewed and discussed. There was a request made by a committee member to have any future financial report printouts contain numbered pages.

Contract Approvals – None

Human Services Director Update – Mr. Feldt began by noting that public hearing on the 2021 budget which was supposed to be this month had not been held and apologized for not getting the required notices out on time for that to happen. It is planned to have this state required public hearing as part of our August Human Services Committee Meeting. Scott also discussed his 2021 budget planning procedure and will be working closely with unit managers on their budgets. He is hoping this will be a good learning experience for him to be able to have a much better understanding of individual program budgets. Those budgets will then be presented to the County Board at their September meeting.

Other Items as Authorized by Law – None

The next meeting is scheduled for August 20, 2020. Public Hearing at 8:00 a.m. Committee Meeting begins at 8:15.

A motion to adjourn was made by Tim Kinnard and seconded by Matthew Piesler. Motion carried. The meeting was adjourned 9:07 at a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant