

**Kewaunee County Human Services Committee
County Board Room
810 Lincoln Street
June 18, 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, and Julie Janicsek. Kewaunee County Administrator Scott Feldt. Department Managers Sue Norton, Melissa Annoye, Corrine Konkol, and Brian Johnson. Program Assistant Lynn Clark.

Absent/Excused – Mark Buchanan and 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 Doak Baker to approve the current agenda. Motion carried.
A motion was made by Julie Janicsek and seconded by Joanne Lazansky to approve the May meeting minutes. Motion carried.

Public Comments – None.

Behavioral Health Unit Update - Update given by Sue Norton. Sue provided this committee with a handout of program statistics and went on to give a brief review of that information. She also reviewed all the program areas she oversees, including staff members and which programs they are involved in. Sue reported that as of June 1st, all of her staff have returned to working out of their offices. As of June 8th they began seeing some people in the building for therapy services, but that has been limited to holding their visits in the conference rooms rather than their offices to allow for social distancing. Her staff have been recommended to wear masks when engaging with the public and although they cannot require clients to wear masks, they are asking that if a client wishes to have face to face contact, they would prefer that they wear a mask. Home visits have also started to be resumed based on need and the staff and clients' comfortability. We have been trying to do as many of those contacts in an outdoor setting when possible.

Family and Community Unit Update – Program update and review given by Melissa Annoye. Melissa reviewed the different programs she oversees and stated that over the coming months, she would like to give a more detailed review and information about each of the programs individually. For today's meeting, Melissa went on to give her review of the Birth to 3 Program, addressing the purpose of the program, who it serves, and some of the services provided. It was also reported that the CLTS (Children's Long Term Support) program has also resumed face to face visits and are continuing to work on the reduction of the wait list. Face to face visits have also been started again for the Birth to 3 program. Coordinated Services Teams (CST) has one additional consumer beginning in May and are also working through a few referrals. In APS (Adult Protective Services) numbers have been fairly consistent but is dealing with one new financial exploitation case. The Transportation program is working on new safety guidelines and meeting with drivers to begin to resume services. As of June 22nd the program will resume providing transportation services with safety guidelines in place. There will be a limited number of drivers, as many of the drivers still have concerns due to Covid and are not yet ready to resume driving. Ride requests will also be prioritized with medical rides placed first, then nutritional, with rides to work and other miscellaneous rides considered last.

Child Protection and Juvenile Justice Unit Update - Unit Manager, Corrine Konkol, reviewed program numbers for her unit. She reported that the number of contacts are up, as well as the number of Child Protection referrals. Referrals for Youth Justice remain down. It is her belief that number will remain down at least throughout the summer as law enforcement has different priorities at this time, and also because referral sources, such as schools, are not open.

Corrine reported her unit caseload fairly is stationary and she doesn't expect that to change too much. This was followed by Corrine's update on her units' safety precautions while resuming face to face contacts, although they didn't really have a moratorium on face to face contacts for some of their most needy families, and were still required to make those contacts.

Corrine went on to review referrals, initial assessments, and out of home care placements.

Human Services Financial Unit Update – Brian Johnson provide printouts and reviewed the general finance report, billing report, and state aid reports. He reported that the billing process is getting much better and is more up to date, and expenses are within budget. Brian also reviewed the contract status report, the most recent payment report, and WIMCR payment. There was a committee member question regarding vendor payments which was then discussed.

Contract Approvals – There were four contracts up for approval; Advocates for Healthy Transitional Living, Broadscope Disabilities, Lifestriders, and Dr. Lorenzo. A motion to approve the listed vendors was made by Tim Kinnard and seconded by Doak Baker. Motion carried.

Human Services Director Update – Scott Feldt's update included a review of a handout regarding acronyms commonly used in our meetings. Mr. Feldt provided information on budget to actual for the prior three years as requested by committee, and also spoke more about WIMCR payments, and the status of the budget.

There was also discussion regarding revenues and how they appear on the budget and the lag time in receiving those monies. He has asked Brian Johnson and the financial staff to collaborate on a more detailed projected revenue, to give us a better picture as to where we are from a budgetary standpoint.

There is a policy change in progress to have expenditures authorized for payment by unit managers, rather than having to wait on approval from the Human Services Director.

From a statutory standpoint, it is in statute that we have to provide Public Participation Process for the upcoming 2021 budget. With the acceptance of this committee, Mr. Feldt would like to have public hearing at our July meeting in order to be in compliance with that statute. There were no objections made by this committee.

Also reviewed was the Income Maintenance Consortium, which includes nine counties, and how Kewaunee Counties Income Maintenance Department will be affected due to the Consortium doing a reallocation. Basically this would mean our staff would have to put in more hours on the call center.

Human Services is still receiving applications for the open Economic Support Specialist position and will be updated as to the hiring process. It is hopeful to have the position filled sometime in July.

Other Items as Authorized by Law – None

The next meeting is scheduled for July 16, 2020 at 8:00 a.m.

A motion to adjourn was made by Joanne Lazansky and seconded by Tim Kinnard. Motion carried. The meeting was adjourned 8:53 at a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant