

**Kewaunee County Human Services Committee**  
**Human Services Large Training Room**  
**810 Lincoln Street**  
**October 17, 2019**  
**10:00 a.m. – Meeting Minutes**

Present for the meeting were committee members Kaye Shillin, Linda Teske, Mark Buchanan, Rose Quinlan, Paul Ravet, Virginia Haske, Julie Janicsek, Lee Luft, Mary Ellen Dobbins, and Mary Ann Szydel. Also present at the meeting were Dana Johnson, Human Services Director, and Lynn Clark, Program Assistant.

Absent/Excused –Kent Trembl.

This meeting was called to order by Chairperson Kaye Shillin at 10:00 a.m.

A motion was made by Virginia Haske and seconded by Julie Janicsek to approve the October agenda. Motion carried. A motion was made by Mary Ellen Dobbins and seconded by Rose Quinlan to approve the September meeting minutes. Motion carried.

**In-Service –**

- Jolene Umentum with the Elder Rights Project/Legal Action of Wisconsin Green Bay. Jolene shared a power point presentation which reviewed eligibility requirements, services provided, and the referral process.

**Human Services Director Updates –**

- Psychiatry interviews have been completed and a verbal offer was given.
- Telehealth is being looked at as an alternative for the youth who had previously been receiving behavioral health psychiatric services.
- The posting for the open CLTS facilitator position has closed. Interviews are in the process of being scheduled.
- Interviews for the posted internal administrative assistant position which was previously a contracted position have been scheduled.
- A community meeting was held with the Welcomed group who had previously presented to this committee about forming “care groups”. In attendance were several representatives from church groups, and also some private organizations. Our intern from UW Green Bay will be the Care Community Coordinator as part of her internship to help foster this program.
- The Community Youth Advocate position is posted through the Algoma School District.
- We are looking for people to sit on The Youth and Family Advocacy Taskforce, which will meet one to two times per month.
- The Continuous Improvement Project effort is ongoing with the Wisconsin Manufacturing Economic Partnership coming, with first review of the fiscal staff processes beginning shortly.
- The first continuance improvement meeting was held with the behavioral health unit regarding the referral process. Additional meetings are being scheduled for November and will also carry on into 2020.
- The Wisconsin County Human Services Agency Fall conference is scheduled for December 4<sup>th</sup> and 5<sup>th</sup> in Rothschild near Wausau. Reservations will be made for interested members.
- Fiscal update – review of financial dashboard.
- Discussion of overtime/comp time process and the new time keeping system.
- Director Johnson is providing a holiday luncheon for Human Services staff on Thursday December 12<sup>th</sup> 11:30 – 1:00. Dana invited this committee to attend.

**Action Items –**

- Reviewed the revision of the contract and budgetary expenditures for Innovative Services.
- Discussion of new youth justice grant.

**Contract Approvals –**

- A motion to approve contract review and renewal was made by Virginia Haske and seconded by Linda Teske. Motion carried.

**The committee reviewed the monthly vendor payment history, and travel vouchers (no approval required).**

**Public Comments – None**

**Other Items as Authorized by Law – None**

**The next meeting is scheduled for November 21<sup>st</sup> at 10:00 a.m.**

A motion to adjourn was made by Mary Ellen Dobbins and seconded by Lee Luft. Motion carried. The meeting was adjourned 11:10 at a.m.

Respectfully Submitted,

Lynn Clark  
Program Assistant