

**Kewaunee County Human Service Committee**  
**810 Lincoln Street – Training Room**  
**February 16, 2023 at 8:00 a.m.**  
**Meeting Minutes**

Present for the meeting were Human Services Director Melissa Annoye, Human Services Committee Chairperson Virginia Haske. Committee members, Tim Kinnard, Linda Teske, Paul Ravet, Mary Ann Szydel, Milt Swagel, Julie Janicsek, Joanne Lazansky, Tom Romdenne, Donna Wallace and Rose Quinlan.

Absent/Excused – none

This meeting was called to order by Chairperson Virginia Haske at 8:00 a.m. Virginia also extended a welcome to new committee member, Donna Wallace.

A motion to approve the January minutes and February agenda was made by Milt Swagel and seconded by Joanne Lazansky. Motion carried.

**Public comments** –None

**Contract Reviews** – A motion to approve new and revised vendor contracts as reviewed was made by Julie Janicsek, and seconded by Mary Ann Szydel. Tim Kinnard abstained from voting due to having a family member involved with one of the vendors. Motion carried.

**Presentation** – Behavioral Health Manager Sue Norton, and CCS/CSP Facilitator Stephanie Oswald  
Sue began by giving an overview of both the Comprehensive Community Services (CCS) and the Community Support Program (CSP), and what her duties include as manager. She shared some of the history of the programs and how they have evolved. For the past several years the CSP Program has been serving 10 consumers, this number being small as we only have one staff person for that program. There has been little growth for CSP programming as new consumers are being enrolled in the expanding CCS Program, which has more staff members and also more options for services. Because the sole staff person, Laura Borkovetz, is transitioning into the vacant CLTS position, Sue is proposing to transition the CSP consumers to the CCS program. Sue explained her thoughts and her reasoning; this transition would ultimately be the best choice for the 10 consumers involved, both clinically, and financially. A situation arose in 2018 requiring the need to make a case management shift for a CSP consumer. At that time, Sue decided since they were already doing a case management shift, she would use this opportunity as a pilot case to also switch the consumer to the CCS Program. CCS Facilitator, Stephanie Oswald, who also had previous experience with the CSP Program, was assigned as case manager for this pilot to see how the changes would affect the consumer involved before deciding on what to do with the rest of the CSP Program consumers.

Stephanie introduced herself, sharing that over the years she has had the opportunity to provide CSP and CCS case management. Recently, over the past couple years, she has transitioned out of CSP and shared her opinion that the CCS program has provided significantly more mental health treatment to our consumers. She believes this has resulted in substantially less hospitalization time, much more stability, and additional therapy service options. The CCS Program has been able to meet the consumer's level of need and has, in turn, provided significantly more mental health stability. Committee questions were addressed.

**Human Services Financial Unit Update** – Brian Johnson

Financial Manager, Brian Johnson, provided printouts and reviewed the monthly reports for December in general finance, billing, contract status, state aid, and vendor reports, while also providing clarification to committee member queries when requested. Brian noted 2022 financial claims and revenues continue to come in and final numbers won't be seen until mid-March to early April. Brian is estimating a positive balance around \$400,000, which will go into the Human Services fund balance.

## **Human Services Director Updates – Melissa Annoye**

- Rhonda Rummel retired at the end of January. Interviews were held to fill the vacancy and the position was offered to, and accepted by, Stephanie Shikoski; she will begin on February 27<sup>th</sup>.
- Laura Borkovetz has posted from the CSP Program into the vacant Children’s Waiver (CLTS) position, which was left open when Zach Wery transitioned into the Child Protection position.
- 7 of the 10 consumers formerly served in CSP will transition to the CCS Program. The three remaining consumers will receive services through the Adult Protection Program by Coordinator, Jodi Vandervest.
- The agency needs assessment was completed by the management staff to determine the areas in greatest need for case management services. It was identified that the Children’s Waiver Program continues to exceed the numbers that we had at our base. Through the assessment, we are hoping to have the open position left by Laura Borkovetz in CSP, serve in the CLTS Program rather than the CSP Program.
- There was further discussion regarding the position left open by Maureen O’Shea’s retirement. Moving forward, it has been identified that it would be better suited to utilize that position for Crisis Coordination, Crisis coverage, and CCS Facilitation. If we find the need for increased therapy that can’t be met by our internal providers, we do have the opportunity to contract with community providers.
- The management team is looking at tools to measure the “weight” of each case to help determine case manager caseload capacity.
- Review of the relocation process for the two children currently at Chileda.
- Melissa shared a review of the updates provided by the last Transportation Committee meeting.

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

### **The next meeting is scheduled for March 23<sup>rd</sup> at 8:00 a.m.**

A motion to adjourn was made by Tim Kinnard and seconded by Joanne Lazansky. Motion carried.  
Meeting adjourned at 8:52 a.m.

Respectfully Submitted,

Lynn Clark  
Program Assistant