

**Kewaunee County Human Service Committee**  
**810 Lincoln Street - Training Room**  
**January 24, 2023 at 8:30 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, and Rose Quinlan.

Absent/Excused – Tom Romdenne

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

A motion to approve the December minutes and January agenda was made by Milt Swagel and seconded by Rose Quinlan. 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 Paul Ravet. Motion carried.

**In-Service** – Christian Servants

Human Services Director Melissa Annoye began with a brief introduction of Sheila Higginbotham representing Christian Servants.

Children and Families Unit Manager, Chad LaLuzerne gave a brief case history review of the two children currently residing at Chileda, and the on-going process of transitioning them back into the community with services and supports. Melissa also introduced Brittany, who works in Child Protection and Youth Justice, and Shannon, who works in Children's Waiver. Brittany and Shannon reviewed their involvement with the case and the work being done to assist with the transition into the community. They have met with mental health staff, CLTS, CCS, CST staff, and also school staff to collaborate on securing in-home supports and services required to get the children back in home with family. Through their search they connected with Sheila, whose participation has been instrumental in organizing supports in the home. Sheila Higginbotham addressed the committee, sharing a brief overview of the company and its history. Christian Servants oversees several area counties and works with all populations. They have a large pool of qualified, experienced caregivers and have great confidence in their ability to provide 24/7 supports/services for the children and their family. The presentation was followed by discussions and many comments complimenting everyone involved, and the phenomenal collaborative work being done with this unprecedented case.

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

Financial Manager Brian Johnson provided printouts and reviewed the monthly reports for November/December in general finance, billing, contract status, state aid, and vendor reports, also providing clarification to committee member queries when requested. Bottom line is that we are still on target for a positive balance on top of the existing fund balance.

**Human Services Director Updates** – Melissa Annoye

- The agency self-assessment was briefly reviewed. Goals created as a result of the assessment were also reviewed such as increased youth involvement in programing and policy development, expanding cultural awareness and translating/interpreter opportunities, increasing collaboration both internally and with our community partners, improved onboarding of new staff, and also cultural awareness in regards to hiring new staff.
- Staff updates: Corinne officially transitioned into the Family and Community position. Chad LaLuzerne has transitioned into Corinne's former position. The open position for CPS/Youth Justice has been filled internally by Zach Wery. Laura Borkovetz, formerly in the Behavioral Health program, will be transitioning to the CLTS position left vacant by Zach's transition.

- Rhonda Rummel will be retiring at the end of the month. Her position has been posted externally and interviews are tentatively being scheduled for next Tuesday.
- Melissa stated that she is looking for a recommendation to be presented to the Executive Committee to fill the position left vacant by the retirement of Maureen O'Shea.

Milt Swagel made a motion to go forward with filling the vacant position as stated. This was seconded by Tim Kinnard. Motion carried.

Melissa concluded with a brief review of the recent CST Committee Meeting.

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

**The next meeting is scheduled for February 16<sup>th</sup> at 8:00 a.m. (Please note time changed back to 8:00 from 8:30)**

A motion to adjourn was made by Tim Kinnard and seconded by Julie Janicsek. Motion carried.  
Meeting adjourned at 9:20 a.m.

Respectfully Submitted,

Lynn Clark  
Program Assistant