

**Kewaunee County Human Services Committee
County Board Room
810 Lincoln Street
October 15, 2020
Meeting Minutes**

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

Absent/Excused – Paul Ravet, Matthew Piesler.

This meeting began with an in-service presented by Carol Stuebs, Birth-3 Coordinator for Kewaunee County. Carol began by introducing herself and noting that the Birth-3 Program consists of herself, and also Speech, Occupational, and Physical Therapists who are contracted through other agencies. The program objective is to work with babies and toddlers with disabilities or significant delays which impede their development. The Individuals With Disabilities Education Act dictates regulations that govern how the program services are provided. The IDA requires the use of evidence based practices that happen in real life settings. Carol continued with a brief overview of the Birth-3 Program and its goals. Carol also shared the story of a consumer and their family to provide an example of how the program works and what it encompasses on a daily basis.

Behavioral Health Unit Update - Department Manager Sue Norton reported that four of her staff have tested positive for Covid and talked about the impact it has had on caseloads and consumers. All four are recovered and back to work. The Crisis Program has been very busy with the severity of cases being significant with four consumers being treated inpatient in psychiatric hospitals. Sue went on to discuss how having had staff off of work due to Covid will affect contact data for next month's reports.

Sue continued by noting that department managers had attended the Executive Committee meeting this week and wanted to address a comment which had been made. Sue went on to talk about how the Covid shutdown had impacted her department and staff, and also how it affected daily business, client contacts, client education regarding technology, and the complete change in the billing process. This was followed by a committee member comment and discussion regarding the Executive Committee's decision regarding staff pay increases.

Child Protection and Juvenile Justice Unit Update - Department Manager Corrine Konkol reviewed program numbers and case contacts for her unit. It was also noted that the reports they have been receiving have also been becoming more significant. Corrine continued by also addressing the Executive Committee Meeting's pay increase decision, echoing Sue's comments and asked that this committee take a look at what was done and the basis for that decision.

Corrine went on to report that she has had one staff member test positive for Covid and one who is out on quarantine. She noted that at one point it had come very possible that she would be down to only one staff available to mobile out for the county to provide safety services. The Covid situation was noted to be having a major impact on Corinne's unit, and their ability to do the safety work required. This was followed by a report of having two kids moving towards legal permanence making it a realistic possibility for the unit to begin 2021 with only two kids remaining in out of home placement. Corrine stated that this is a remarkable achievement and gave credit to her staff for working so hard to reach this goal.

Family and Community Unit Update – Department Manager Melissa Annoye reviewed the handouts she provided with her monthly program numbers and individual program updates. Melissa notes that new guidelines have been received from the Department of Human Services to eliminate the Children's Long Term Support waitlist by the end of the year. Currently there are 17 on the waitlist with 2 new cases being assessed. Staff continues to work hard to move consumers from the waitlist to service mode. Also reported on was the upcoming CLTS yearly audit due to begin next week. Metastar will be the agency reviewing files remotely this year. Of the 92 current files, 30 are being reviewed. Melissa stated that she performs internal audits of consumer files and is confident it will go well. The CST program update included notice that the upcoming its upcoming committee meeting will be held virtually. As she continued with program

updates, Melissa shared that due to the vast statewide increase in financial exploitation cases in the Adult Protective Services, she and Jodi Vandervest are going through a new training process to explore a tool used to evaluate a person's ability to make sound financial decisions. Melissa finished her program updates noting that the Transportation Program numbers continue to go up although we are still at about half the number we were at pre-Covid. It was also shared that work continues on the 85.21 Grant Fund and that there will be a public hearing held in conjunction with Transportation Committee Meeting being held on November 10th. Melissa is also, exploring the WETAP (Wisconsin Employment Transportation Assistance Program) to potentially support the cost of our mobility management. After Melissa's program updates, she also shared her thoughts on the subject of the Executive Committee's pay increase decision.

Human Services Financial Unit Update – Financial Manager Brian Johnson provided printouts and reviewed the monthly reports for general finance, billing, contract status, state aid, and vendor reports. Brian provided clarification to committee members questions regarding state aid, and the Human Services budget being under budget due to the vacant director position and how that affects the budget. It was noted that Director Feldt does not receive a stipend or bonus for filling in as interim director for Human Services. There was a committee member comment commending Director Feldt, Brian Johnson, and all the department heads for everything they are doing.

Human Services Director Update – Director Feldt reviewed the memo he had provided to this committee regarding the Human Services Funds balance. Mr. Feldt also noted that he is very proud of all the unit managers and staff and the procedures they have utilized in regards to Covid, and wanted to acknowledge the phenomenal job they have done. He then went on with his updates his review of the fund balance memo and the purpose of a department fund. Director Feldt discussed what he noted as the contributing factors to the fund deficit and also what corrective actions have been, and will continue to be taken. At the end of his updates, Mr. Feldt again commended, and wished to recognize, staff's ability to do some phenomenal things with the limited amount of resources available to them.

This was followed by a committee member comment thanking Director Feldt for his report, and also looking for clarification on Brian's report information in regards to overmatch/match. He also asked that this committee be kept up to date on the progress of the corrective actions and practices being put into place to manage the budget deficit. There was also a lengthy discussion on billable hours including the effect of employee turnover.

In closing, Director Feldt wished to once again commend the staff and unit managers in the respect that they understand, and are looking at the problems, and are committed to addressing them. He wanted to recognize the staff for the work that they do and noted that they are all true professionals.

Other Items as Authorized by Law – None

The next meeting is scheduled November 12, 2020 at 8:00 a.m.

A motion to adjourn was made by Tim Kinnard and seconded by Doak Baker. Motion carried. The meeting was adjourned at 9:53 a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant