

KEWAUNEE COUNTY
HUMAN SERVICES COMMITTEE MINUTES
October 14, 2015

The meeting was called to order by Acting Chairperson Virginia Haske at 9:00 a.m. Present for the meeting were Mark Buchanan, Virginia Haske, Shirley Kirchman, John Mastalir, Rose Quinlan, Paul Ravet, Kaye Shillin, Mary Ann Szydel, Ken Tebon and Charles Wagner. Also present were Brenda Vandermause and Jack Schad.

Excused: Douglas Doell.

After review, a motion was made by Chuck Wagner and seconded by Rose Quinlan to approve the agenda as mailed. Motion carried.

A motion was made by Shirley Kirchman and seconded by Kaye Shillin to approve the September 8th minutes as mailed **and** the September 24th Special Meeting minutes that were handed out. Motion carried.

Motion made by Chuck Wagner to elect Virginia Haske as the chairperson of the Human Services Committee. The motion was seconded by John Mastalir. The vote was unanimous.

Jack Schad reviewed the budget as it was presented to the County Board. The half-time position that was originally proposed was removed by Administrator Feldt. Clarification as to the difference between the Community Support Program Director and the Comprehensive Community Services Coordinator was given. Mr. Wagner expressed his disappointment that there were not raises for the county employees in the county budget, the discontent of employees that have left county employment and the potential of future losses.

Interim Director Jack Schad shared updates on the positions of Human Services Director and Behavioral Health Director. The County Administrator is hoping to have a director by the end of November. The behavioral health position would be filled after that.

Mr. Schad reported the county HIPAA (Health Insurance Portability and Accountability Act) needs serious upgrading and Administrator Feldt is aware of this. The last update was in 2005. A major piece that needs to be added is the use of electronics.

Mr. Schad reported that the Mental Health protocols with the county jail are completed and written.

While work is still being done on the Memorandum of Understanding, the addition of the public health nurses working with the behavioral health unit is going well.

Mr. Schad wanted the board to know that the Human Services "phone tree" is being revised and should be updated soon.

All Human Services job descriptions are complete and will be given to the County Administrator. Contracted positions will be gone over by Mr. Feldt. The county job descriptions will then go to the personnel committee for their approval.

As a last update, Mr. Schad passed around a listing of past and present members of the Coordinated Services Team and asked that any Board members that may want to be on this committee please let him know.

The Board agreed that they would like to see program presentations at monthly Board meetings, particularly if there are changes in those programs, plus it gives the Board members a face to put with the job.

There were no contracts for approval.

A motion was made by Chuck Wagner and seconded by Kaye Shillin to approve the vouchers as presented. Motion carried.

Motion made by Ken Tebon and seconded by Mark Buchanan to approve the credit card vouchers as requested. Motion carried.

Motion made by Kaye Shillin and seconded by Rose Quinlan to approve the travel vouchers as presented. Motion carried.

There were no public comments and no other items.

Motion made by Chuck Wagner and seconded by Ken Tebon to set the next meeting date for Wednesday, November 11th at 9:00 a.m. Motion carried.

Motion made by Kaye Shillin and seconded by Chuck Wagner to adjourn the meeting. The meeting adjourned at 9:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rita Paul".

Rita Paul

Administrative Assistant