

**Amended**  
**KEWAUNEE COUNTY**  
**HUMAN SERVICES COMMITTEE MINUTES**  
**January 13, 2016**

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

A motion was made by Charles Wagner and seconded by Shirley Kirchman to approve the agenda as mailed. Motion carried.

A motion was made by Paul Ravet and seconded by Mark Buchanan to approve the December 9, 2015 minutes as mailed. Motion carried.

Terry Schleis, Economic Support Worker, gave a summary of the workings of the Economic Support/Income Maintenance area of the agency. Until 2012, the county agency was in charge of all facets of the local county clientele. New applications, reviews, questions, etc. were all taken care of by the three IM workers, Terry, Jodi Zimmerman and Kim Vandermoss. While larger counties have a 50% turnover in this particular area, there has not been a change in the three Kewaunee County workers for 12 years.

In 2012 the State switched the handling of Economic Support cases to a Consortium to better serve clients. There are currently 9 counties in the East Central Partnership – Calumet, Green Lake, Kewaunee, Marquette, Manitowoc, Outagamie, Waupaca, Waushara and Winnebago. Each county has a designated schedule for the workers to be on the call center. The programs covered in the Income Maintenance area are Child Care, Badger Care Plus, Food Share and Medicaid. Statistics of the number of clients that are in these programs in Kewaunee County were shared with the board. Although Forward Services handles the FSETP program (Food Share Employment and Training Process) and the W-2 program, the county IM workers refer clients to these areas. The board followed up with a few questions for Terry.

Jack asked the Board to consider any changes they may want made to future Committee meetings. Chuck Wagner suggested possibly having an evening meeting and Doug Doell suggested possibly having the meeting later in the afternoon to make it easier on those members that are employed. It was decided to hold off on anything more on the times of meetings until after the April election.

Jack also requested that the Board consider the presentations that they would like to have at the monthly meetings to better acquaint them with the Human Services Programs.

In going over the 2016 planning, Jack noted that CCS has added a 32 hour position. This position is 100% financed. A scanner is being looked at in order to make all files available electronically. Files should either be paper or electronic but not both. Jack also added that a plan is being developed for Trauma

Informed Care with schools and law enforcement and that the agency is working on updating protocols, audit concerns and trainings.

Jack handed out an End of Year Memo that he had sent to the Human Services Staff. He told the Board about the major office move that was undertaken in order to increase efficiency within the agency. The ADRC has moved to the former Behavioral Health part of the building and will now have a separate reception area. The north end of the former BH area is now agency administrative/finance offices.

Nine computers were replaced through monies the agency had and at no cost to the county. Five more computers were replaced that were included in the budget. The behavioral Health Manager and the Transportation coordinator interviews will take place next week. Staff evaluations will be completed by the end of January and work is being done to redevelop agency procedures.

Contracts for the following organizations were presented for approval. Those included were: Bellin Memorial Hospital, Rehab House Bletzinger House, Brown County DHHS, Country Kids, CURA Personalis LLC, Evergreen CBRF, Family Services, Laurie Hoffman, Jackie Nitschke Center, The Mooring, Winnebago County HS. Motion made by Chuck Wagner to approve the contracts presented. Paul Ravet seconded the motion. Motion carried.

Motion made by Ken Tebon and seconded by Doug Doell to approve the vouchers as presented. Motion carried.

Motion made by Kaye Shillin and seconded by Shirley Kirchman to approve the credit card vouchers as presented. Motion carried.

Motion made by Chuck Wagner and seconded by Ken Tebon to approve the travel requests as presented. Motion approved.

There were no public comments or other items.

The next meeting date was set for Wednesday, February 10, 2016 at 9:00 a.m.

Motion made by Kaye Shillin and seconded by Mark Buchanan to adjourn the meeting. The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Rita Paul  
Administrative Assistant

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