

**KEWAUNEE COUNTY
HUMAN SERVICES COMMITTEE MINUTES
February 10, 2016**

The meeting was called to order by Chairperson Virginia Haske at 8:59 a.m. Present for the meeting were Mark Buchanan, Virginia Haske, John Mastalir, Rose Quinlan, Paul Ravet, Kaye Shillin, Mary Ann Szydel, Ken Tebon and Chuck Wagner. Also present were Cathy Ley, Mary Ellen Dobbins, Melissa Annoye and Jack Schad. Excused: Douglas Doell and Shirley Kirchman

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

A motion was made by Paul Ravet and seconded by Mary Ann Szydel to approve the January 13, 2016 *Amended* minutes. Motion carried.

Introductions to the committee of new employees were made by Melissa Annoye and Denise Harmann. Melissa introduced Marian Giffin, who will be the new part-time Transportation assistant. Denise introduced Sarah McKnight who is contracted through Helping Hands for the full time position of CCS Facilitator.

Cathy Ley, Director of the Aging and Disability Resource Center of the Lakeshore, presented an overview of the ADRC to the Human Services Board. Because of regulations, the ADRC had to have a hearing aid looped lobby and this is what brought about the move of the ADRC offices. The ADRC currently has 8 staff in Kewaunee County. The core services includes I&A (Information and Assistance), Prevention and Early Intervention and access to Long Term Care. The ADRC has a Family Care Specialist providing assistance to caregivers, a dementia care specialist, meal sites, frozen meals and meals –on-wheels. There is a Registered Dietician, an Elder Benefit Specialist, and a Disability Benefit Specialist who works with consumers from age 18-59. The ADRC has four core prevention classes that are held in both Kewaunee and Manitowoc counties. Medical equipment loans are obtained through the local Lions Clubs. In 2015, the ADRC averaged over 450 calls per month, the vast majority regarding public benefits, Medicare and insurance questions. Cathy then answered questions from the Board.

Jack explained the handout which listed CST (Coordinated Services Team) encumbered expenditures. Permission was granted by the state to obligate monies to the CST program so as not to lose those monies. Questions from the committee regarding items on the list were answered by Jack and Melissa.

Director Updates included the murals that will be painted by professional artists. There will be two murals, funded through the CST program, one in the waiting room and one in the hallway across from

the training room. The murals will be painted on canvas and maintenance will build frames for them so they will look like paintings. The murals will be removable with the local themes of nature, farm and water.

Trauma Informed Care training will begin soon. Kewaunee County is a part of this with Door County. The three components of Trauma Informed Care are - Trauma Informed Parenting training, Train the Clinicians, and Whole Agency training which will involve schools and Law Enforcement. The State will do the training.

Karen Jick, Clinical Social Worker/Therapist gave morning and afternoon presentations to Agency staff, ADRC staff and Public Health staff involving change and organizational skills. This presentation was funded through the CST program.

Agency administration is continuing to update policies and procedures. Job evaluations were completed and given to the Administration office at the end of January. The balance of 2016 contracts was completed and is being submitted today for approval.

Jeff Wisnicky, Jack Schad, Ross Loining, Scott Feldt and Cindy Kinnard are in the process of upgrading county HIPAA regulations.

The second interviews are today for a Behavioral Health Manager. There are still the part time counselor position and the psychologist positions to be filled.

Contracts for the following organizations were presented for approval. Those included were: Advocates for Healthy Transitional Living, American Foundation, Aspiro, Crossing the Bridges, East Shore Industries, Fond du Lac Co. DCP, Gina Greatens, Helping Hands, Innovative Services, Justice Point, Kathleen Lyons, Kewaunee Co. Public Health MOU, Lepak-Jostsons, Lutheran Social Services, Mercy Medical Center MOU, North Central Health Care, Phoenix Behavioral Center, Dr. Shopbell, Trempealeau Co HCC, and WI Early Autism Project. Motion made by Kaye Shillin to approve the contracts presented. Ken Tebon seconded the motion. Motion carried.

Motion made by Chuck Wagner and seconded by Mark Buchanan to approve the vouchers as presented. Motion carried.

Motion made by Ken Tebon and seconded by Paul Ravet to approve the credit card vouchers as presented. Motion carried.

Motion made by Kaye Shillin and seconded by Chuck Wagner 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, March 9, 2016 at 9:30 a.m.

Motion made by Ken Tebon and seconded by Mary Ann Szydel to adjourn the meeting. The meeting adjourned at 9:56 a.m.

Members were then offered a tour of the Human Services building.

Respectfully submitted,

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

Rita Paul

Administrative Assistant