

**KEWAUNEE COUNTY**  
**HUMAN SERVICES COMMITTEE MINUTES**  
**July 13th, 2016**

The meeting was called to order by Chairperson Kaye Shillin at 8:30 a.m. Present for the meeting were Mark Buchanan, Mary Ellen Dobbins, Virginia Haske, Shirley Kirchman, Donna Thomas, Rose Quinlan, Paul Ravet, Mary Ann Szydel and Linda Teske and Kaye Shillin. Also present were Sue Norton and Jack Schad.

Absent: None

Excused: Lee Luft

A motion was made by Mary Ellen Dobbins and seconded by Linda Teske to approve the agenda as mailed. Motion carried.

An amendment to the June 16<sup>th</sup> minutes on the meeting adjournment time needed to be corrected to be read as 10:42 a.m. A motion was made by Mary Ellen Dobbins and seconded by Shirley Kirchman to approve the minutes as amended. Motion carried.

Susan Norton is the manager for the Behavioral Health area of Human Services. She began her position on March 28<sup>th</sup>, 2016. She oversees the following areas: Mental Health, Alcohol and other Drug Abuse, Community Support Program, Comprehensive Community Services Program, and Crisis Services.

In 2015 Alcohol and Other Drug Abuse had 90 completed assessments, with 46 consumers needing treatment and 44 needing education. The Community Support Program had 17 individuals enrolled. The Comprehensive Community Services Program had 50 consumers in 2015. This program is 100% funded. Our Mental Health Clinic saw 116 clients in outpatient therapy and 144 clients for psychiatric services. In 2015 there were 234 Initial Crisis Contacts handled with 183 adults and 51 children/adolescents. They have also worked very hard with Sheriff Joski and jail staff in regards to counseling and medication management with mental health issues hoping to decrease the chance of reoffending. Protocol for referrals have changed in that suicide watches needs to be assessed within 24 hours by one of our crisis staff. In 2015 we have contracted services for nursing staff out of Public Health for helping with our psychiatric staff to help with medication management and any side effects that consumers are having. Sue's 2016 goals are to update the Behavioral Health Handbook, to find different ways to capture revenue and increase outpatient counseling by recruiting a contracted therapist.

The completion of the New Human Services Committee Rules were handed out. Motion was made by Virginia Haske and seconded by Rose Quinlin to approve adoption of these rules.

The HIPAA Updates and Changes were handed out. Jack explained the changes since the last update in 2005. A motion was made by Paul Ravet and seconded by Mary Ellen Dobbins to approve the HIPAA Updates and Changes.

A Memo of Understanding on Fraud Prevention/Investigation with the Sheriff's Department was handed out. Jack talked about how the Sheriff's Department is contracted to do our fraud investigations for our Income Maintenance Program. It was decided to hold approving this until next month to give time to review it by the board members.

Jack discussed the three positions that are currently open in human services. The transportation position is currently contracting with ABR (staffing agency) for temporary help until the position is filled. This position is at the point of interviews. The accountant position has gone through 1<sup>st</sup> interviews and 2<sup>nd</sup> interviews will be held next week. The director position has been filled and Scott Feldt will be announcing it soon. The 2015 annual report will be handed out to Human Services Board in August and presented to County Board in September.

Contracts were presented for approval. Motion made by Linda Teske and seconded by Mary Ellen Dobbins to approve the contracts as presented. Motion carried.

Motion made by Mary Ann Szydel and seconded by Mark Buchanan to approve the vouchers. Motion carried.

Motion made by Mary Ellen Dobbins and seconded by Paul Ravet to approve the credit card vouchers. Motion carried.

Motion made by Mary Ellen Dobbins and seconded by Virginia Haske to approve the travel vouchers as requested. Motion carried.

There were no public comments.

The county Financial Manager, Paul Kunesh, has developed a Capital Improvement Plan. This would be a fund set aside for high cost items that needs to be done on a scheduled basis such as county cars, computers and so forth.

The August Human Services Board meeting has been set for Wednesday, August 10th at 8:30 a.m. A motion was made by Mary Ellen Dobbins and seconded by Shirley Kirchman to approve this meeting date and new time.

Motion made by Mary Ellen Dobbins and seconded by Virginia Haske to adjourn the meeting. The meeting adjourned at 9:55 a.m.

Respectfully submitted,



Barb Benzshawel