

HUMAN SERVICES COMMITTEE MEETING

Wednesday, December 11, 2013

Call to Order

The meeting was called to order at 9:00 a.m. by Chairperson Linda Sinkula in the Health and Human Services Conference Room.

Present

Committee members present included Linda Sinkula, Paul Ravet, Jan Swoboda, Rose Quinlan, Mark Buchanan, Don Delebreau, LeVerle Koenig, Kaye Shillin, Shirley Kirchman and Jim Abrahamson. Also present were Human Services Director Greg Thousand, ADRC of the Lakeshore Director Judy Rank, Tracy Nelson of East Shore Industries, staff member Rose Sheehy and Supervisor Ron Heuer.

Excused

Helen Horak

Approval of Agenda

A motion to approve the agenda by Paul Ravet was seconded by LeVerle Koenig. Motion carried.

Approval of Minutes

A motion to approve the minutes of the November 13, 2013 meeting by Kaye Shillin was seconded by Shirley Kirchman. Motion carried.

Review and Approval of Grievance Policy and Procedure – Lisa Holzwarth

Copies of the "Client Rights and Grievance Procedures" to be included in Human Services Policy and Procedure Manual were distributed. AODA/Mental Health Counselor Lisa Holzwarth along with Director Thousand reviewed the proposed policy with the committee and described the need for a written procedure. Following discussion, Jan Swoboda moved for approval. The motion was seconded by Shirley Kirchman and carried unanimously.

Review and Approval of 85.21 Transportation Grant Application for 2014 – Judy Rank, Director, ADRC of the Lakeshore

Director Rank passed out copies of the "Kewaunee County Specialized Transportation Assistance Program 85.21 Grant Application -2014". The project budget outline includes Algoma Bus, Driver Escort, East Shore Industries and The Kewaunee Van at a projected 2014 expense of \$230,314.00. Following discussion, Rose Quinlan moved to approve the grant application. The motion was seconded by Jan Swoboda and carried unanimously.

Information on Holiday Food Drive

Director Thousand called attention to the Christmas tree in the waiting room which provides the focus for donations to the food pantry. In memory of Sara Malay, the giving tree is named "The Memory Tree – Giving for Sara". Everyone is encouraged to contribute. An anonymous person has offered to match the gifts with a like donation.

Update on Wisconsin Home Energy Assistance Program (WHEAP) – Kim Vandermoss

A handout "Wisconsin Home Energy Assistance Program (WHEAP) Summary" was distributed. Economic Support Specialist Kim Vandermoss along with Director Thousand described the program. A projected increase in caseload as a result of the Affordable Care Act has led some counties to add staff. To avoid staff increases, Kewaunee has opted to contract with Energy Services Inc. to administer the

program. Their Coordinator for Kewaunee County is Betty Miller who has an office in the Hillcrest Building. Kim Vandermoss is the liaison for Human Services. The program is functioning very well.

Citizen Re-appointments to the Human Services Board

Director Thousand has asked Administrator Dorner to re-appoint Mark Buchanan and Shirley Kirchman to the Human Services Board effective January 1, 2014. Their term was set to expire December 31, 2013. It was noted the Helen Horak has resigned for the Board.

Consider a motion to convene in closed session pursuant to Sec. 19.85(1)(f), considering the financial, social and personal histories of a specific person, to-wit: consider Human Services promotion request and consider promotion/creation of Lead Worker Position

Don Delebrea moved and Jan Swoboda seconded a motion to convene in closed session. Three issues were discussed:

1. An employee request
2. A contract for services
3. A new job description

Reconvene into Open Session

Rose Quinlan moved and Kaye Shillin seconded a motion to reconvene in open session. Motion carried. No actions were taken on the discussed issues since action was not specifically listed on the agenda. These will be considered at the next meeting.

Contract Approvals

None

Approval of Travel

Motion made by LeVerle Koenig, seconded by Paul Ravet, to approve the travel as requested. Motion carried.

Approval of Vouchers

After questions, a motion was made by Shirley Kirchman, seconded by Mark Buchanan, to approve the vouchers as presented. Motion carried.

Public Comments (five minutes per individual)

None

Other Items as Authorized by Law

The committee briefly discussed Family Care. The CEO Report to the Northeast Wisconsin Family Care District Board dated December 4, 2013 was distributed.

Next Meeting Date and Time

The next meeting was scheduled for: **Wednesday, January 8, 2014 at 9:00 a.m.**

Adjournment

A motion was made by Kaye Shillin, seconded by Paul Ravet to adjourn the meeting. The meeting was adjourned at 10:32 a.m.

Respectfully Submitted,

James M, Abrahamson, Secretary