



**Juneau County**  
**Department of Human Services**  
**Board Minutes**  
April 4, 2023  
8:30 am

Members Present: James Ryczek, Chair, John McGinley, Vice Chair/Secretary,  
Richard Kilmer, Judy Kennedy, Julie Quist, Carl Wildes

Members Absent: None

Also Present: Dawn Buchholz, Mary Jo Onsager, Alison Brown, Betty Kryka

**Call to Order**

The Juneau County Human Services Board meeting was called to order at 8:30am by Chairperson James Ryczek in the Juneau County Courthouse County Board Room. It was noted the meeting had been posted in accordance with the law.

**Approval of Minutes**

Motion made by John McGinley and seconded by Richard Kilmer to approve March 7, 2023 meeting minutes. Motion carried.

**Presentation by Community Support Program**

Kim Reigard, Manager, and staff present. The Community Support Program (CSP) consists of five mental health therapists/case managers, three nurses, and one contracted psychiatrist. CSP serves consumers with severe and persistent mental illnesses; severe and persistent mental illnesses include schizophrenia, bipolar, schizoaffective disorder, and severe mood disorder. The purpose of CSP is to assist consumers to live independently and focus on their recovery; recovery focus is person centered with each individual functioning at a different level, reaching their own identified goals. Consumers are encouraged to take an active role in their recovery and learn to manage their illnesses. This can include providing transportation, psychosocial rehabilitation, medication management, symptom management, and case management. Services are not provided in the typical office setting. Since it is a community based program, services are often provided while driving to and from appointments or other activities such as grocery shopping. Case Managers are responsible for maintaining treatment plans, monitoring symptoms, case managing, and maintaining collaboration with hospitals or court if needed. They also observe consumers set up their own medications and monitor for symptoms and side effects. The nurses are responsible for administering injections, setting up medication boxes, and coordinating the psychiatrist's schedule. Currently, for non-Family Care consumers, only 60% of services are reimbursable to Medical Assistance (MA) but could potentially be increased to 100% reimbursable in the next State budget.

**Introduction of Betty Kryka and possible nomination and approval to request County Board Chair to appoint as Community Member for Human Services Board**

Betty introduced herself to the Human Services Board members. She is a retired Clinical Substance Abuse Counselor. Motion made by Julie Quist and seconded by Judy Kennedy to proceed with nomination to be taken to County Board.

**Possible motion and approval to fill Human Services position(s)**

None.

**Review of current Human Services Organization Chart**

Director Buchholz reviewed the current agency organization chart with Human Services Board members.

**Discussion and possible motion/approval of Director's goals**

Director's 2023/2024 goals discussed. Motion to approve made by John McGinley and seconded by Judy Kennedy. Motion carried.

**Update regarding Agency Vehicle Use and Bed Bug Policy**

Current policy discussed. Human Services Board members gave suggestions for edits.

**Update regarding status of staff flex work schedules approved by Human Services Board through March 31, 2023. Possible motion and approval to continue/make permanent.**

Staff productivity compared in Community Support Program, Comprehensive Community Services, Children's Long Term Support, Birth to Three, and Clinic. Motion to discontinue as pilot, to continue as accepted/standard practice made by Judy Kennedy and seconded by Richard Kilmer. Motion carried.

**Discussion and review of Human Services Program Descriptions**

Links included and other details were noted.

**Human Services Board report outs (if any)**

Quarterly Comprehensive Community Services Regional Meeting – learned about an e-health app, Connections, through CHESS Health. Director plans on discussing with Juneau County Adult Drug Court Coordinator.

**Director report outs (if any)**

April 12<sup>th</sup> is Human Services Day at the Capitol. Human Services Board Chair James Ryczek will attend with Director Buchholz.

**Items for Future Meetings**

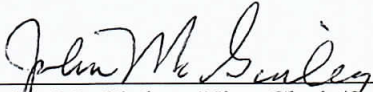
Presentation by Outpatient Mental Health and Substance Treatment Clinic.

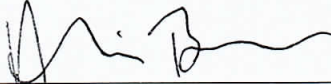
**Next Meeting Date** – Tuesday, May 2, 2023 at 8:30 am in the Juneau County Board Room or via Zoom.

**Adjourn**

Motion to adjourn Juneau County Human Services Board meeting made by Richard Kilmer and seconded by Judy Kennedy. Motion carried.

Respectfully Submitted by,

  
\_\_\_\_\_  
John McGinley, Vice Chair/Secretary

  
\_\_\_\_\_  
Alison Brown, Recorder