



**MANITOWOC COUNTY  
HUMAN SERVICES BOARD  
AMENDED MEETING NOTICE**

DATE: Thursday, February 28, 2019  
TIME: 4:45 p.m.  
PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Information and Updates on the Comprehensive Community Services Program for Mental Health Services – Lori Fure.
5. Financial and Statistical Reports for January, 2019 – Patricia Dodge.
6. *Resolution Authorizing Addition of 1 Opioid Specialist Case Manager position using State Opioid Response Grant – Patricia Dodge and Lori Fure.*
7. Questions from Board Members on the Status of the Human Services Department.
8. Director's Report on Agency Operations – Patricia Dodge.
9. Set Next Meeting Date.

Date: February 21, 2019  
*Amended: February 25, 2019*

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, January 24, 2018 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Burke, Cavanaugh, Geimer, Henrickson, Nasep, Ruggirello.

Board Members Excused: Williams.

Board Members Absent: None.

County Board Members Present: None.

County Staff Present: Stiefvater, Duzeski, Fure, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY BURKE TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**INFORMATION ON THE COORDINATED SERVICES TEAM PROGRAM FOR CHILDREN:**

Erin Stiefvater is the CST Coordinator and Jessica Duzeski is the CST Care Coordinator. The CST Program is a strengths-based wraparound approach to assisting children and families in meeting their needs. A team is formed by the family which meets on a weekly or monthly basis depending on the family's needs. Each family develops their own personalized Crisis Response Plan and an individualized Plan of Care. Nothing is decided without the family's input.

The program helps to keep children from being placed in foster care. CST is more of a philosophy than a program. It is a voluntary service and there are eligibility requirements. The child must be under 21 years of age, be a resident of Manitowoc County, must have a mental health diagnosis, be at risk of out-of-home placement or in an out-of-home placement, and be involved in two or more program systems.

The child's team consists of a variety of people including family as well as formal and informal supports. Members can be relatives, neighbors, police officers, friends, school staff, therapists, bus drivers, social workers, mentors, clergy, coaches, or medical staff.

One goal is to prevent a wait list, so the Coordinators perform assessments as soon as possible. Anyone can refer a child to the program. Currently a mentorship program is being developed and will need volunteer mentors.

The CST program has helped to reduce the amount of hospitalizations and school expulsions, as well as reducing crisis reports. Families remain in the team process until they feel they have successfully achieved their goals.

The Coordinators responded to board members' questions.

### **FINANCIAL REPORTS THROUGH NOVEMBER AND STATISTICAL REPORTS THROUGH NOVEMBER AND DECEMBER, 2018:**

The numbers of clients receiving energy assistance increased from November to December. Most other statistics remained at similar levels to November.

The financial outcome for the 2018 budget may be at break even or a potential surplus. This is due to a Medical Assistance deficit reduction program that allows agencies to report costs that were not covered by MA revenues. The returns for 2016 and 2017 were higher than anticipated and this will assist with the deficits in the mental health inpatient area and the children in out of home care section.

### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

The Secure Detention Summary Report and the Unemployment Report for December were distributed by Bob Ziegelbauer.

A board member asked if we were familiar with any Foster Angel groups. The groups support foster care families for things they couldn't afford to purchase for the children. Some states have them.

In Manitowoc County there is the Lakeshore Foster Family Resource Group that assists with children's needs including a clothing closet.

Our board members Jim Baumann and Mike Williams started the fundraising effort for foster families with local businesses. There is also a Backpack Buddies group that receives donations and assembles backpacks with essential items for foster children.

A board member asked where we are in the process of hiring an additional Child Protective Services worker. The position was posted internally and no one signed up for it. It is being advertised and a few applications have come in.

**DIRECTOR’S REPORT OF AGENCY OPERATIONS:**

The additional Child Protective Services position was possible due to the MA deficit reduction revenues that we were recently awarded. These funds were for prior years and there are many factors that influence the amount that each county will receive.

We were recently awarded a Kids at Hope grant from the Department of Justice. Since it includes funding for out of state travel that was not in the 2019 budget, we need to create a resolution for increasing the budget.

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO INCREASE THE 2019 BUDGET FOR THE DEPARTMENT OF JUSTICE GRANT. MOTION CARRIED.

At the last board meeting I discussed our initiatives for future planning. We are working with the Public Works Department on the possibility of eliminating telephone land lines for many of the child welfare staff and replacing them with smart phones. This would enable staff members to text with their clients, take photographs in the community as needed, and send messages to co-workers. We’re working on a cost comparison and will develop a proposal for Bob Ziegelbauer to determine what is possible.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, February 28, 2018 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGIRRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:30 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary  
Human Services Board  
LB/pd



## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, February 28, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Information and Updates on the Comprehensive Community Services Program for Mental Health Services – Lori Fure.
5. Financial and Statistical Reports for January, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: February 21, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, February 28, 2018 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Cavanaugh, Geimer, Ruggirello, Williams.

Board Members Excused: Burke, Henrickson.

Board Members Absent: Nasep.

County Board Members Present: None.

County Staff Present: Fure, Joas, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

Maura Yost, Centerville, stated that she has repeatedly asked that her annual 2016 public input be included in the county records. Today she is notifying the Human Services Department and the Human Services Board of the state statutes regarding tampering with public records and notices.

Ms. Yost stated that WI Stat 946.72 reads “Whoever with intent to injure or defraud destroys, damages, removes or conceals any public record is guilty of a Class H felony. The penalty for a Class H felony is a fine not to exceed \$10,000.00 or imprisonment not to exceed 3 years, or both. (Ms. Yost later corrected the imprisonment term to 6 years).

Ms. Yost stated that she is sure that no one wants to be subject to this type of thing so she again respectfully asks that her 2016 annual public input be included in the county’s public records as it should be. Ms. Yost thanked the board.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY WILLIAMS, SECONDED BY RUGGIRELLO TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**INFORMATION AND UPDATES ON THE COMPREHENSIVE COMMUNITY SERVICES PROGRAM FOR MENTAL HEALTH SERVICES:**

Lori Fure, Deputy Director of Clinical Services, stated that when she began working in the CCS program four years ago, there were two facilitators, one part time for adults and one full time for children. There were 18 clients open in CCS; seven adults with mental health diagnoses and eleven children open with AODA diagnoses.

There were two contracted agencies, one had 1 staff person and the other had 7 staff members.

Now the program works with 14 contracted agencies and is in the process of adding two more. There are 101 contracted employees plus their managers and clinical supervisors. There are 19 internal employees who are CCS trained which includes integration with the Coordinated Services Team program.

There are 66 open clients, 35 are children and 31 are adults.

This has become a valuable program for many clients and has helped to prevent crises from occurring as they had in the past.

As with many programs with state and federal funding, the CCS Program had a state survey on February 18<sup>th</sup> to ensure compliance with all of the requirements. The Division of Quality Assurance has become quite strict with evaluating this program and is looking at very minute details.

After the state survey, a report was sent listing two items that were cited involving the location of progress notes in the file and background check reports for contracted providers being kept on file. A corrective action plan is required to be sent in. The program is evaluated by the Department of Quality Assurance every two years.

Ms. Fure answered board members' questions.

#### **FINANCIAL AND STATISTICAL REPORTS THROUGH JANUARY, 2019:**

Financial projections for the whole year are difficult based on only one month of data. So far finances are on target with the budget. The number of Home Energy Program participants increased from December but was about even with January of 2018.

The number of crisis calls during working hours has increased from last year and the number of hospital inpatient days for clients has decreased from last year.

#### **RESOLUTION AUTHORIZING ADDITION OF 1 OPIOID SPECIALIST CASE MANAGER POSITION USING STATE OPIOID RESPONSE GRANT:**

Lori Fure applied for and received a grant to assist with additional opioid related services. The funding will cover one additional case manager, injections of Vivitrol, and contracted services for inpatient programs.

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE ADDITIONAL POSITION FOR THE STATE OPIOID RESPONSE GRANT. ALL APPROVED.

**QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

No further questions.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

The Treatment Alternatives and Diversion Coordinator position is being restructured to a supervisory position. Jason Latva will supervise 3 AODA counselors as well as the Drug Court.

The Governor's budget presentation is tonight. There has been discussion of an increase in the child welfare funding but no details have been released yet.

April is National Child Abuse Prevention month and we are updating the proclamation for approval at the March County Board meeting. There will be a Hands Around the Courthouse event held in April with other agency partners.

The 2018 financial activity is being closed out. All claims and reports have to be submitted by the end of March.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, March 28, 2018 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY AGNEW, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:17 P.M. MOTION CARRIED.

Respectfully submitted,

Bob Cavanaugh, Temporary Chairman  
Human Services Board  
BC/pd





## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, March 28, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Presentation on Be Strong Parent Cafes – Lisa Stephan and Eleanor Agnew.
5. Financial and Statistical Reports for February, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: March 21, 2019

Rick Henrickson, Chair  
By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, March 28, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Cavanaugh, Geimer, Nasep, Ruggirello, Williams.

Board Members Excused: None.

Board Members Absent: Burke.

County Board Members Present: None.

County Staff Present: Fure, Joas, Stephan, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

Maura Yost, Centerville, stated that she was going to read a portion of an Associated Press Breaking News article regarding funding for Special Olympics.

Ms. Yost read from the article which stated that President Trump announced that he was backing off of his budget request to eliminate funding for the Special Olympics, reversing course on a proposal that was unlikely to be approved by Congress after days of bipartisan criticism.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BAUMANN TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**PRESENTATION ON BE STRONG PARENT CAFES:**

Lisa Stephan, Children's Long Term Support Supervisor, Eleanor Agnew, HSD Board Member, and Tracy Klesper from Lakeshore Community Action Program presented information on the Parent Cafes for parents of children with different abilities and special needs. Ms. Stephan and Ms. Klesper assist with coordinating the events and Ms. Agnew is the instructor and advisor for the parents.

The cafes began in 2018 with a mini grant from a foundation when several people saw the need for parents with special needs children to obtain resources and support and to meet others in the community with similar situations. They are intended to assist families and enhance child development, reduce neglect, and reduce stress.

These Parent Cafes were well received and are now held once each month at the Lakeshore CAP building on State Street in Manitowoc.

The cafes include a dinner for the families to share together. Afterward there is supervised play time for the children while the parents attend the meeting in another room. Discussions are initiated and then driven by what the parents want to share or work on. The basis of the discussions are the Five Protective Factors that make families strong. These include social and emotional competence of children, knowledge of parenting and child development, social connections, parental resilience, and concrete support in times of need.

Each month a different topic is used and parents share experiences and what they hope to accomplish by the next meeting. The children enjoy the play time and making friends with other children who may have challenges like theirs. Volunteers provide set up, meal preparation, clean up and child care. Volunteers are welcome.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH, 2019:**

The financials are projecting a slight deficit from budgeted figures. There are increases in the numbers of children needing out of home care, as well as higher liability insurance costs for the agency than what was budgeted.

### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

Gerry Neuser, Kody Burg and Chris Christopherson from the county's Information Services Department were in attendance.

Board members asked about the current software implementation project and what is causing it to take as much time as it has.

The contract for an updated version of the software was signed a few years ago in order to take advantage of discount pricing from the company before their deadline. The actual project didn't begin until several things were in place.

Delays were caused by various things such as staffing changes on the implementation team at Netsmart, length of time it takes to build the infrastructure, and at times the Systems Administrator was assigned to other projects.

With the new I.T. staff in place, a great deal of training in the software and system has occurred and there are more scheduled. The Systems Administrator has been assigned full time to the project and a timeline has been developed for completion by December, 2019 for all programs and all staff. Weekly meetings are taking place and progress is tracked and currently on schedule.

**DIRECTOR’S REPORT OF AGENCY OPERATIONS:**

Authorization was requested to stay at the facility where the Wisconsin County Human Services Association executive board is conducting its spring conference. The Osthoff Resort in Elkhart Lake is located closer than the required distance for overnight stays.

A MOTION WAS MADE BY BAUMANN, SECONDED BY RUGGIRELLO TO APPROVE LODGING FOR THE WCHSA SPRING CONFERENCE. MOTION CARRIED.

The invoices from the state institutions included credits for January and February. This means that the cost for inpatient stays was less than the reimbursements received from Medicaid and other sources. No adjustment in the projections has been made to allow for potential placements later in the year.

For staffing updates, a Child Protective Services worker has been hired and will begin on April 16<sup>th</sup>. The new State Opioid Recovery grant AODA Case Manager position has been posted and advertised. One person resigned from the Community Support Program and this position has been posted.

To recognize April as National Child Abuse Prevention Month, the 7<sup>th</sup> annual Hands Around the Courthouse event will be held on April 17<sup>th</sup> at 4:42 p.m. This is a community gathering uniting 442 hands around the courthouse in awareness of child abuse prevention. It is sponsored by the Children’s Safety Network of Manitowoc County and Court Appointed Special Advocates. It will include a performance by students from the Two Rivers School District singing the song “Kids at Hope.”

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, April 25, 2018 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY WILLIAMS, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:40 P.M. MOTION CARRIED.

Respectfully submitted,

Rick Henrickson, Chairperson and Temporary Secretary  
Human Services Board

RH/pd



## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, April 25, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Information on Billing for Services and Various Reports in the Business Division – Dan Whitney and Patricia Dodge.
5. Financial and Statistical Reports for March, 2019 – Patricia Dodge.
6. Resolution Authorizing Addition of One Child Protective Services Worker – Ongoing Unit – Patricia Dodge.
7. Questions from Board Members on the Status of the Human Services Department.
8. Director's Report on Agency Operations – Patricia Dodge.
9. Set Next Meeting Date.

Date: April 18, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, April 25, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Burke, Cavanaugh, Geimer, Henrickson, Nasep, Ruggirello, Williams.

Board Members Excused: None.

Board Members Absent: Agnew.

County Board Members Present: None.

County Staff Present: Whitney, Randolph, Dodge.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**INFORMATION ON BILLING FOR SERVICES AND VARIOUS REPORTS IN THE BUSINESS DIVISION:**

Dan Whitney, Financial Services Supervisor, presented information on several of the reports that are required to be filed on a monthly and annual basis. The main monthly report is comprised of several sections which cover a variety of programs. It is a method of collecting what was spent and included in the contracts with the state offices. The federal dollars are received and allocated by the state to the counties. The report to the Wisconsin Department of Health Services includes Adult Protective Services, Children's Waiver and Community Options Services, Mental Health Services, Alcohol and Other Drug Abuse Services and Grant expenses.

The report for the Wisconsin Department of Children and Family Services includes Child Care, Kinship Care, Foster Care and Youth Aids. Another report is the Economic Support activity that is sent to the ES consortium's lead agency where it is combined with the other partners and sent to DHS.

The Wisconsin Home Energy Assistance Program is filed monthly and includes the expenditures for assistance to eligible households for heating and electric energy costs. Most of the expenditures incurred by the department throughout the year will exceed the contracted amounts established by the state. The difference is made up from local tax levy and third party billings.

The annual reports include a Birth to Three Program reconciliation report, Community Mental Health Allocation Report, Human Services Revenue Report, Human Services Expense Report, Children's Waiver and COP reconciliation report, and the Wisconsin Medicaid Cost Report which reconciles costs to what was paid by Medicaid.

Patricia Dodge provided information on the services that can be billed to fund sources. For the Children's Waiver Program, the staff's case management time, foster care costs and items purchased for the program are billed to Wisconsin Physician's Service. This is a third party administrator that DHS has contracted with. We are required to contract for services from providers and to include those costs in our financial statements but the actual payments are made by WPS.

Case management services, outpatient therapies, and purchased services are billed to the Medicaid and Medicare programs, as well as private insurances. For court-ordered costs, the parents or legal guardians are billed. For private pay sources, we offer an ability to pay program based on the state's sliding fee scale.

In 2018, over \$2.4 million was collected from fund sources. With the expansion of the Comprehensive Community Services program, that amount is expected to increase for 2019.

**FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH, 2019:**

The financials are projecting a deficit from budgeted figures. In addition to a higher number of children in out of home care, there is one juvenile receiving services from a juvenile facility in Racine County for a specific program that is not provided in this region and was not budgeted for. The statistics showed a large increase in crisis calls compared to March, 2018 activity.

**RESOLUTION AUTHORIZING ADDITION OF ONE CHILD PROTECTIVE SERVICES WORKER-ONGOING UNIT:**

This position had originally been included in the 2019 budget due to increased demand in the ongoing services unit. The position was removed when the expected funding increase in the DCF Basic County Allocation did not occur.

Additional funding was obtained from prior year costs of programs and can be used for the costs of this position. Since the person won't be hired until late June, the cost will be for half of a full year.

A MOTION WAS MADE BY BAUMANN, SECONDED BY RUGGIRELLO TO APPROVE THE ADDITION OF ONE FULL TIME WORKER IN THE CHILD PROTECTIVE SERVICES-ONGOING UNIT. MOTION CARRIED.

**QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

No further questions.

Bob Ziegelbauer, County Executive, provided handouts of the Secure Detention activity for March.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

The Economic Support staff are taking part in an in-service training today in Appleton. All 9 counties in the East Central Consortium participate in trainings and updates on programs.

The Economic Support team received a plaque with a Certificate of Excellence from the Department of Health Services in recognition for Outstanding Achievement in meeting and exceeding the performance standards in 2018.

The Child Welfare staff and supervisors were notified that they achieved 100% of the required case worker contacts for the month of February, 2019. There were 101 children in out of home care and 424 required contacts. This is an achievement since there are times when the clients aren't available or other events prevent the 100% rate.

The state is assessing the counties' crisis infrastructure to determine strengths and gaps in the system. They know that for at least the past year there have been escalating crises state wide. There are capacity issues at the Winnebago and Mendota mental health facilities. The Governor's team is looking at creating 5 regional stabilization centers and a mobile crisis unit. There has been a Suicide Task Force set up by legislators since suicides have increased. The state received a federal block grant last Fall of \$1.7 million for each of two years. The state staff are working with various members of the Wisconsin County Human Services Association on the assessment to figure out how to improve services statewide.

We are working on filling 4 positions: 1 in the Community Support Program, 1 Outpatient Therapist, 1 AODA Counselor for the State Opioid Response grant, and the new Child Welfare position.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, May 23, 2019 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:35 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary  
Human Services Board  
LB/pd





## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, May 23, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Information on Lakeshore Foster Families and Friends and Foster Care – Karie Kobel, Foster Parent, and Foster Care Staff.
5. Financial and Statistical Reports for April, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: May 15, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, May 23, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Cavanaugh, Geimer, Henrickson, Nasep, Ruggirello, Williams.

Board Members Excused: Burke, Williams.

Board Members Absent: Agnew, Nasep.

County Board Members Present: None.

County Staff Present: Fure, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

Nancy Slattery, Maribel, stated that there was a Christian Pastors' Ecumenical meeting yesterday. There were 34 pastors present. The topic was how to support opioid recovery. Christma Rusch from the Lighthouse Recovery Center attended the meeting and provided information. Ms. Slattery stated that some of those present were not aware of the services provided by the Human Services Department. Ms. Slattery encouraged board members to follow up with their own pastors.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**INFORMATION ON LAKESHORE FOSTER FAMILIES AND FRIENDS AND FOSTER CARE:**

Karie Kobel, Director of the Lakeshore Foster Families and Friends non-profit organization provided information on their group and services. Karie and her husband have been foster parents for 21 years. They have 11 children and some are adopted.

The Kobels wanted to inspire and recruit people for fostering, guardianships, and Kinship Care. They wanted to provide resources and promote retention. They recognized the need for foster families to join forces to support each other and create a great environment for their kids. Their goal is to ensure that every placement provider has the resources they need to provide children with a safe and loving home.

As a non-profit, they are conducting fundraisers to raise money to support some of their activities. There was a successful winter fundraiser and this will be held again next year. The organization was set up a year ago in July. Some of the things they provide are birthday bags, welcome bags filled with items to help children settle into their new home, a holiday party, piano lessons, camps, and they are always in need of baby supplies.

The organization moved in to an office at 812 Washington Street in Manitowoc. Their office will be staffed by volunteers and will be open every Wednesday. There was an open house today and Judge Jerilyn Dietz spoke about her support for kids in care, Mayor Nickels spoke, and HSD staff attended.

Board members asked questions and thanked Ms. Kobel and the Lakeshore Foster Families and Friends group for the very important work that they do.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH MAY, 2019:**

The financials continue to project a deficit from budgeted figures. The Wisconsin Home Energy Assistance Program ended this month and the numbers served were similar to 2018.

### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

A board member stated that they saw a story on the news about a foster parent from Brown County who was poked with a used hypodermic needle that was located inside a foster child's bag. What do we do about the contents of the children's bags? Nancy Randolph replied that most of the time the children don't have any belongings with them when they are removed from the home. Foster parents are warned to exercise care when checking bags and backpacks.

A board member asked if people who report elder abuse are required to give their name. Lori Fure responded that they don't need to identify themselves unless they request follow up contact. All reporters' names are kept confidential in the department.

Bob Ziegelbauer, County Executive, distributed handouts of the Secure Detention activity and Local Unemployment Rates for April.

### **DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

The Child Protective Services – Ongoing position was approved at the recent County Board meeting. The job description has been updated and is posted internally as well as advertised.

The Community Support Program position has been filled. Due to some reassigned job duties, there is now a Comprehensive Community Services facilitator position vacant.

In addition to National Foster Care Month, May is also Mental Health Awareness Month. Clients and staff members posted signs and words of encouragement on the building windows facing Washington Street.

An opioid treatment program opened recently in West Allis. The facility is accessible 24 hours per day, 7 days per week.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, June 27, 2019 at 4:30 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:35 P.M. MOTION CARRIED.

Respectfully submitted,

Rick Henrickson, Acting Secretary  
Human Services Board  
RH/pd



## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, June 27, 2019

TIME: 4:30 p.m. (Note time change)

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Update on the Recently Completed Wisconsin Home Energy Assistance Program – Deb Williquette, Economic Support Supervisor.
5. Financial and Statistical Reports for May, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: June 19, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, June 27, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Cavanaugh, Geimer, Henrickson, Nasep, Williams.

Board Members Excused: Ruggirello.

Board Members Absent: Agnew, Burke.

County Board Members Present: None.

County Staff Present: Fure, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**UPDATE ON THE WISCONSIN HOME ENERGY ASSISTANCE PROGRAM:**

Deb Williquette, Economic Support Supervisor, provided information on the 2018/19 heating season. The program runs from October 1 through May 15. The program provides a one time heating and electric benefit. The number of applicants increased from the prior heating season. The average benefit last year was \$336.00 and the average benefit this year was \$323.00.

There were fewer crisis benefits available this year than in prior years. No explanation was given by the state Department of Administration as to the reduction. There was an email sent in February that all funding had been released and no more would be available. When crisis funds are expended, our staff refer people to community agencies or any remaining funds in the Keep Wisconsin Warm Fund can be used.

The eligibility criteria are based on the previous 3 months of income and household size. The payments are based on the heating and electric bill from the prior year.

There were 27 furnace units repaired and 21 units replaced in the Emergency Furnace Program. Each year we are required to perform a quality assurance check on 20 regular cases during January and 20 furnace applications twice per year. The Division of Energy also performs desk top monitoring of our applicants. They look for missing or incorrect information. Of 20 cases reviewed, there were 3 that needed correcting. Also reviewed are the caseload numbers and spending of all of the contract dollars.

The ages of applicants varies. The majority of people who receive assistance are on fixed incomes or SSI. In 2018 there were 2,258 people receiving heating assistance and 2,191 receiving electric benefits. In 2019, there were 2,269 receiving heating and 2,207 receiving electric.

The program ended on May 15<sup>th</sup> and early applications for the next heating season can be sent in September.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH JUNE, 2019:**

The financials continue to project a deficit from budgeted figures. The Youth Justice team decreased the contract with a provider for the juvenile alternatives so that money will be used toward the increased numbers of children being placed in out of home care.

### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

A board member requested that the department compile a wish list of items that would benefit the clients the most but that are not available right now. The list will be presented at the next meeting.

A board member asked if foster parents have a support group. Yes, the Lakeshore Foster Families and Friends group provides support and information to foster and respite families. The foster parent recruitments brought in 26 inquiries and 10 applications packets were sent out. The team continues to hold informational meetings at the library.

A board member asked what they could do to show appreciation and support for the foster parents. A suggestion was made to include a letter from the board in the Caring Times newsletter. Some foster parents have developed blogs and our staff follow those. There have been panels of former foster children to provide information to foster parents and that has been very impactful.

Bob Ziegelbauer, County Executive, distributed handouts of the Secure Detention activity and Local Unemployment Rates for May.

**DIRECTOR’S REPORT OF AGENCY OPERATIONS:**

The Department of Children and Families is requesting input from counties for their strategic planning project. They are asking what areas are working well and areas where significant changes could be made in Youth Justice and the Child Welfare system. This is an effort to improve the partnership between DCF and county departments.

We met with Aurora’s Behavioral Health staff today to provide information on our referral processes and the services we provide to county residents.

Work will begin in July on preparing the 2020 budget. A public hearing is required to obtain input from citizens regarding the budget.

The Foster Care Respite Program will be contracted with Lakeshore CAP. They will recruit, train and pay the respite providers. The foster care staff will make referrals.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, August 22, 2019 immediately following the Public Hearing for the 2020 budget which begins at 4:00 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:17 P.M. MOTION CARRIED.

Respectfully submitted,

Rick Henrickson, Acting Secretary  
Human Services Board  
RH/pd





## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, August 22, 2019

TIME: Immediately Following the Public Hearing at 4:00 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Opioid Grant Types and Usage – Lori Fure.
5. Financial and Statistical Reports for July, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: August 14, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:15 p.m. on Thursday, August 22, 2019 immediately following the Public Hearing in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Burke, Cavanaugh, Geimer, Henrickson, Nasep, Ruggirello, Williams.

Board Members Excused: Agnew.

Board Members Absent: None.

County Board Members Present: None.

County Staff Present: Fure, Joas, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY WILLIAMS, SECONDED BY CAVANAUGH TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**UPDATE ON OPIOID GRANT TYPES AND USAGE:**

Lori Fure described the opioid grants HSD has received as well as additional state funding.

The State Opioid Response Grant awarded \$145,138.00 to serve 20 new clients from March 1 through September 29, 2019. So far we've been able to serve 31 people at a cost of \$58,822.00. The grant has funded 11 residential placements, and provided 6 Vivitrol injections which includes the Psychiatrist's time to prescribe and an RN to administer. All clients received case management services.

The NNAI-Medically Assisted Treatment grant paid for services provided in the jail. Total clients served was 22 and 13 Vivitrol injections were administered. There were 12 injections administered in the community.

We were awarded an additional \$16,771.00 in the Supplemental Mental Health Block Grant for 2019 and \$33,542.00 for 2020.

We were awarded an additional \$63,246.00 in the Supplemental Substance Abuse Block Grant for the period October 1, 2019 through 9/30/2020.

**FINANCIAL AND STATISTICAL REPORTS THROUGH JULY, 2019:**

The financials continue to project a deficit from budgeted figures. One child has been placed in a Residential Care Center for a 90 program for a high daily rate that was not budgeted.

**QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

No further questions. Bob Ziegelbauer distributed the Secure Detention Report and the Unemployment Report.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

Requested authorization for a new position for the Medically Assisted Treatment grant that will be a Jail Counselor/Case Manager. This position will be located in the Sheriff's Department jail but will be supervised by HSD staff. It will be funded 50% by the NNAI-MAT grant and 50% by the Sheriff's Department.

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO AUTHORIZE THE ADDITION OF A JAIL COUNSELOR/CASE MANAGER POSITION. MOTION CARRIED.

The Department of Children and Families has been awarded additional funding in the state budget for Basic County Allocation for 2020. The Department is currently working with counties on a fair distribution method for the additional funds. This funding is to help counties with the costs associated with higher caseloads and out of home placements due to the opioid crisis. Our agency is looking at developing prevention programs and potentially in-home services.

Three new Economic Support Specialists began on Monday, August 19, 2019. These were replacement positions as 2 staff members went to other county departments and 1 staff member is working in the private sector.

A Financial Services Specialist was hired to replace a retiree and will begin on Monday, August 26, 2019.

A Child Protective Services Intake worker will begin on Tuesday, September 3, 2019 to replace a person who is now working with the city of Manitowoc Police Department.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, September 26, 2019 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:50 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary  
Human Services Board  
LB/pd



## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, September 26, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Secure Detention Alternatives for Youth – Sengsai Vang, Detention Alternative Program Director with JusticePoint and Rodney Zahn, Youth/Family Services Worker.
5. Financial and Statistical Reports for August, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: September 19, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, September 26, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Cavanaugh, Geimer, Nasep, Ruggirello.

Board Members Excused: Burke, Henrickson.

Board Members Absent: Williams.

County Board Members Present: None.

County Staff Present: Fure, Joas, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY BAUMANN TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

A MOTION WAS MADE BY BAUMANN, SECONDED BY GEIMER TO APPROVE THE MINUTES FROM THE PREVIOUS PUBLIC HEARING MEETING. MOTION CARRIED.

**SECURE DETENTION ALTERNATIVES FOR YOUTH:**

Sengsai Vang, Detention Alternatives Program Director with JusticePoint and Rodney Zahn, Youth/Family Services Worker provided information on the alternatives currently in place for youth.

JusticePoint is a nonprofit organization dedicated to the promotion of evidence-based criminal justice programs, practices and policies. JusticePoint has programs in 11 counties across Wisconsin and Minnesota, and there are 3 counties working with youth.

The Kids at Hope philosophy is a science-based philosophy that is incorporated into every program which is that every child can succeed, no exceptions. Some of the county school systems are knowledgeable with this philosophy and practice it. There is a Power of Hope event scheduled for March 12<sup>th</sup> and 13<sup>th</sup>, 2020 at the Holiday Inn in Manitowoc. This will include trainings on the Soul, Science and Culture of Hope.

Alternative programs include Intensive Case Management which is reserved for those with criminal behavior and have not responded to standard treatment. Skill building is done with parents or family members. Juveniles are typically living in their own homes. This is court ordered and usually lasts four to six months. There is a referral process, staffing, meetings with youth and family and a discharge plan.

Youth Tracking includes Electronic Monitoring and Home Detention. This provides a high level of supervision, tracking and general case management services to youth who are referred by the social worker or ordered to participate as part of a Temporary Physical Custody order. This level of supervision allows for accountability and community safety.

The Youth Wellness Center is a report center for youth ages 13 – 18 to work on the requirements of their court order and to increase prosocial skills. A youth can be assigned 5, 10, or 15 sessions with a minimum of 1-1/2 hours. The focus is on skill development, independent living and community engagement. This may include experiences in the community that they've never done before. They are encouraged to feel part of the community in order to change behaviors. They often don't feel connected so they don't think their behaviors hurt others.

#### **FINANCIAL AND STATISTICAL REPORTS THROUGH AUGUST, 2019:**

There were two reunifications of children with their families in August. The Energy Assistance Program begins on October 1. The Kinship Care Program is growing.

There were adjustments made to the projected spending during the 2020 budget process. The actual use of Winnebago/Mendota facilities through July is less than what was budgeted so that total was reduced by over \$300,000.00. There were one-time additional amounts awarded by the state in the AODA Block Grant and the Mental Health Block Grant. There is a program called WIMCR which is the process for reconciling the Medical Assistance funding with actual costs at year end. It is anticipated that there will be more available than what was budgeted. All of these items are contributing to a projected surplus for 2019.

#### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

A board member asked if we were familiar with the Family First Prevention Services Act. Yes, we've been informed of the Act. Wisconsin has chosen to delay this act for two years.

The Act was signed into law as part of the Bipartisan Budget Act on February 9, 2018. The act reforms the federal child welfare financing streams, Title IV-E and Title IV-R of the Social Security Act, to provide services to families who are at risk of entering the child welfare system. The bill aims to prevent children from entering foster care by allowing federal reimbursement for mental health services, substance use treatment, and in-home parenting skill training. It also seeks to improve the well-being of children already in foster care by incentivizing states to reduce placement of children in congregate care.

Bob Ziegelbauer distributed the Secure Detention Report and the Unemployment Report.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

The Lighthouse Recovery Community Center held their annual fundraiser last Friday evening and our agency was nominated for a support appreciation award in the Business category. Also nominated were staff members Dr. Caroline Poirier, Jerry Mutchie, and Don Sweet for their work with members of the Lighthouse and others in the recovery community.

Work has been completed on the 2020 budget. More efforts are being focused on alternatives and prevention services in order to have better outcomes while realizing potentially lower costs. There are 5 new positions being requested in the budget. The majority of the costs for the positions will be paid for with Medical Assistance case management funding and additional funding from the state.

The first Human Services Board Member seminar is being sponsored by the Wisconsin County Human Services Association on October 16<sup>th</sup> in Stevens Point. This is a no-cost seminar being held to provide information to board members to become more familiar with human services programs, funding, and cross-county collaborations. As an Executive Board member of WCHSA, I will attend this seminar and distribute any handouts or information to our HSD Board members.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, October 24, 2019 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY AGNEW TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:40 P.M. MOTION CARRIED.

Respectfully submitted,

Bob Cavanaugh, Acting Secretary  
Human Services Board  
BC/pd





## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, October 24, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Community Support Program for Chronically Mentally Ill people – Fred Givens, CSP Clinical Social Worker.
5. Financial and Statistical Reports for September, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: October 17, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, October 24, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Burke, Cavanaugh, Geimer, Henrickson, Nasep, Williams.

Board Members Excused: Ruggirello.

Board Members Absent: Agnew.

County Board Members Present: None.

County Staff Present: Fure, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BURKE TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**COMMUNITY SUPPORT PROGRAM FOR CHRONICALLY MENTALLY ILL PEOPLE:**

Lori Fure, Deputy Director of Clinical Services described the Community Support Program. It began as a result of the move away from institutionalizing people in the 1970's. Our agency's program became certified in 1996. The goal is to keep people out of hospitals and institutions. A broad range of services are provided including intensive case management, psychiatric nursing, medication management, psychoeducation and services for people who also have AODA challenges. At least one half of the services must be provided in the community.

To be eligible, a person has to be enrolled in the Medical Assistance program, have severe and persistent mental illness, have a pattern of hospitalization or living in a severely dysfunctional way if CSP services are not provided, and significant impairment in one or more areas including vocations, educational, self-care, independent living, social, interpersonal or community functioning.

The services end if the person passes away, moves out of the county, if there is a medical condition that supercedes psychiatric needs, or the person develops skills where they can function in a less intense program.

There are 90 people being served at any given time. Some are officially in CSP and others are receiving the service but not officially opened. An average of 5 to 6 clients are opened and closed per year. There are state mandated case load limits. In depth assessments are performed and then detailed treatment plans are developed.

Fred Givens, CSP Clinical Social Worker, provided examples of client services and activities. He helps provide basic living skills training and helps the client live a full life while managing their illness. There is a women's group and a men's group that address specific issues. Some people don't have family members to they look forward to meetings, group sessions and outings.

Fred tries to get clients to be active in the community. He establishes rapport first so that the person will trust him and follow through on his recommendations. The majority of the people in the program are middle-aged. Younger people have benefitted from better medications so they don't need the services of this program.

Board members asked questions regarding the program.

#### **FINANCIAL AND STATISTICAL REPORTS THROUGH SEPTEMBER, 2019:**

There are 3 children placed in Residential Care Centers. These are facilities that we try not to use but sometimes there are no alternatives. One child is ending a 90 day program and has made good progress. The plan is for reunification with the family.

One child was court-ordered to Rawhide. One child was placed this week in an out of state facility after all other options in the state were not appropriate. Wisconsin does not have a facility to serve the special needs population.

The number of crisis calls for adults have increased from last year and a large portion are related to suicide in varying stages beginning with obtaining information and resources to more urgent issues. There aren't a lot of referrals from these calls to inpatient services.

The number of crisis calls for children has decreased since we have been using the Emergency Dispatch center for the initial calls.

The projected financial surplus is continuing due to lower usage at Winnebago and Mendota mental health facilities, as well as higher than budgeted revenues in the WIMCR Medicaid reconciliation program.

#### **QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

A board member provided information on an article published in the Herald-Times-Reporter recently regarding the Drug Court at the two year point. The article featured a few of the participants.

A board member stated that it was good to see 6 reunifications of children with their families in September. He stated that there was a visit center developed in California that helped families keep in touch and visit with the child who is in care. In our agency, the Parent Support Workers provide the visitation services to families.

Bob Ziegelbauer distributed the Secure Detention Report and the Unemployment Report, as well as the consolidated 2020 budget for Human Services.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

The WCHSA seminar for HSD Board members was held on October 16<sup>th</sup>. Some of the handouts from this meeting were shared with our county's HSD board members. The information included a summary of revenue sources, the various programs in health and human services, and the finances related to them.

A greeting card was circulated for a girl who had been in the foster care system, experienced many challenges in life, and has since been adopted. Her Mom thought it would help with her recovery from an upcoming surgery if she would receive inspirational messages that could be read to her after the surgery. Cards throughout the agency will be sent to this girl by the foster care team.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, December 12, 2019 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY BURKE, SECONDED BY GEIMER TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:40 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary  
Human Services Board  
LB/pd



## MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, December 12, 2019

TIME: 4:45 p.m.

PLACE: Manitowoc County Human Services Department  
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of Minutes.
4. Education Topic: Overview of Agency-Wide Crisis Services – Betsy Johnson, Lori Fure.
5. Financial and Statistical Reports through October, 2019 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Director's Report on Agency Operations – Patricia Dodge.
8. Set Next Meeting Date.

Date: December 5, 2019

Rick Henrickson, Chair

By: Lori Fure, Lori Joas, Nancy Randolph,  
Deputy Directors; Patricia Dodge – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, December 12, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Burke, Cavanaugh, Geimer, Nasep, Ruggirello, Williams.

Board Members Excused: Agnew, Henrickson.

Board Members Absent: None.

County Board Members Present: None.

County Staff Present: Fure, Joas, Randolph, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**OVERVIEW OF AGENCY-WIDE CRISIS SERVICES:**

Betsy Johnson, Crisis Services Supervisor, provided information on all of the aspects of the crisis program. There is always one primary crisis worker on duty and one backup scheduled. The daytime staff are assigned one day per week. Frequently a second backup worker is required and the Supervisor has been providing backup services for this.

The contracted agency Northwest Connections screens crisis calls nights and weekends. As necessary, they will obtain information and then contact the crisis worker on call that night. They are able to answer many questions that do not rise to the crisis level. If the call is for children or youth, it is directed to the Manitowoc County Dispatch crisis line. The mobile worker will upload the details of the crisis contacts the next day to the appropriate staff. After the reports are received, the staff provide follow up. The Crisis Supervisor follows up on mental health and AODA calls. The Supervisor sends satisfaction surveys and determines linkage and follow up.

There are 4 contracted crisis beds at Newport Home and 2 at Samaritan Home on 43<sup>rd</sup> that can be accessed as needed, rather than transporting to an inpatient facility. This has helped keep more people in the community and avoided using inpatient high cost facilities.

Board members asked questions regarding the program.

**FINANCIAL AND STATISTICAL REPORTS THROUGH OCTOBER, 2019:**

The projected financial surplus is continuing due to lower usage at Winnebago and Mendota mental health facilities, as well as higher than budgeted revenues in the WIMCR Medicaid reconciliation program.

The Wisconsin Home Energy Assistance Program began October 1 and there were 892 applications processed for energy assistance.

**QUESTIONS AND INPUT FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT:**

No additional questions.

Bob Ziegelbauer distributed the Secure Detention Report and the Unemployment Report.

**DIRECTOR'S REPORT OF AGENCY OPERATIONS:**

We received a report from our lead county in the Economic Support consortium. The state is commending the staff for the low active error rate that they achieved for the month of September. Our team always does a good job and some of the measurements that the state put in place don't always reflect that. Thank you to the ES team.

We are working on completing contracts for 2020. We have 70 services providers and approximately \$7 million in purchased services each year.

Today we presented information to the Noon Rotary Club about our department, it's history, programs, services, and funding. Lori Fure gave information on grants and opioid responses we are working on.

Last week was the Wisconsin Human Services Association Fall conference. The theme was Seeds of Change and there were some good presentations from other agencies and counties on innovative programming that provided good outcomes.

Thank you to our HSD Board members who provide support throughout the year. Thank you to Bob Ziegelbauer who has supported initiatives this year and budgeted for next year. Thank you to our very talented staff who work every day to meet our mission of promoting a healthy community so that people can be self-sufficient and lead productive lives.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, January 23, ~~2019~~ 2020 at 4:45 p.m.

**ADJOURNMENT:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:25 P.M.  
MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary  
Human Services Board  
LB/pd