



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, January 20, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Discussion of the Energy Assistance Program – Deb Williquette, Chris Wilfert
5. Financial Reports through November – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department, including the Operating While Intoxicated Program, 3<sup>rd</sup> offense program proposal.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date

Date: January 11, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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  
AMENDED 3-10-2011**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, January 20, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Davis, Metzger, Schmidt, Vogel

Board members excused: Henrickson, Rappe, Yost

Board members absent: None

County Board members present: None

Members of Public Present: Nancy Slattery, Maribel

Staff present: Dodge, Wilfert, Williquette

Vice Chair Tom Davis conducted the meeting in the absence of Chair Ed Rappe.

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY VOGEL, SECOND BY BURKE, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – Discussion of the Energy Assistance Program – Deb Williquette, Chris Wilfert**

The Wisconsin Home Energy Assistance Program is actually a federal program assisting the state's residents with their fuel costs. The state contributes funds to the electrical benefits portion of clients' energy bills.

The staff in the Economic Support Division performs required outreach each year throughout the county and at the Aging Disability Resource Center.

The criteria used to be 115% of the federal poverty level to qualify. Now the standard is 200% of poverty level. Clients bring in their income data for the 3 months prior to application. The staff goes over a basic budget and the client is required to make a \$25.00 payment each month.

If the heat is turned off for clients or elderly residents, a crisis fund is used and the case is referred to a social worker.

There is a weatherization program that is administered by a private, non-profit agency called Partners for Community Development based in Sheboygan. They determine whether the person is eligible for the program.

There is a program called Focus on Energy that includes weatherization and other services. The numbers of applicants increased significantly in 2010 over 2009. The total households that applied for energy assistance was 2,914 and the number that qualified was 2,609.

**FINANCIAL AND STATISTICAL REPORTS THROUGH NOVEMBER – Patricia Dodge**

There is a projected deficit of \$131,870.00 in the budget using actual and potential activity. The Mental Health Inpatient section continues to be of concern and higher activity than anticipated.

**AMENDED UPDATE ON WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Patricia Dodge**

The numbers of residents on the wait list for services at the Lakeland Care District are: 120 Developmentally Disabled, 22 Physically Disabled, and 34 Elderly. **There were approximately 100 individuals waiting for functional screens to be completed to determine eligibility for services.**

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer provided a written report to the Board members. It referred to the budget for 2010, “this year has been a good one budget wise for the Children and Families Division, a normal one for Economic Support, and a challenging one for Clinical Services due primarily to sporadic increases in mental health commitments.”

“Staffing – at year end 2 additional social workers were laid off as part of the 2011 budget passed in November. Since then, one has been recalled due to a retirement, and the other has been employed by a firm that provides contracted services to the Children and Families Division.”

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

The Board members discussed concerns regarding HSD staff members. Some are concerned about cutting staff and then the remaining staff’s workloads have to increase. Concern was also expressed about the staff receiving the training they need to keep current in their profession if they don’t have time to attend trainings. Board members would like to know if the caseload sizes are too high now.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, February 24, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY SCHMIDT, SECOND BY CARLSON TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:45 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, February 24, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: JAIS Assessment Tool – Stacy Ledvina, Youth and Family Services Supervisor.
5. Financial Reports through December – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date

Date: February 15, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, February 24, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Henrickson, Metzger, Rappe, Schmidt, Vogel, Yost

Board members excused: Davis

Board members absent: Carlson

County Board members present: None

Members of Public Present: Nancy Slattery, Maribel

Staff present: Dodge, Ledvina, Randolph

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

Metzger requested an addition to the minutes of the January 20, 2011 meeting. Add to the section on the Update of Wait List Numbers of the Family Care District: 100 waiting to be screened for eligibility by Aging Disability Resource Center staff.

MOTION BY HENRICKSON, SECOND BY METZGER, TO APPROVE THE AMENDED MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – J.A.I.S. Assessment Tool – Stacy Ledvina, Youth & Family Services Supervisor**

The Juvenile Court System and services began in the early 1900's. It was based on replacing parents' responsibilities for their children. The late 1980's into the 1990's brought the myth of super-predator kids without a conscience and, as a result, there was a switch in how to deal with juveniles. The actual situation wasn't as out of control as people perceived. The age of delinquency was lowered to 10 and the age of adults in the court system was lowered to 17.

Crimes by juveniles have decreased in the last 4 years. Manitowoc county juvenile court referrals went from 391 in 2007 to 262 in 2010.

The Juvenile Assessment Intervention Strategies tool is a new way of assessing juveniles and their need for services. It was made available to HSD staff through a grant from the Department of Corrections. It is based on 3 competencies: community safety, juvenile accountability, and developmental competency.

This tool is very specific to the individual and gives a risk level to assess who needs what services and who can be placed in groups together. The goal is to figure out what they need, deliver it, and let them move on with their lives.

Staff will be receiving additional training to be able to do motivational interviewing to find out

where kids are in their development. They will address family dysfunction to give them skills to make better choices.

The staff have been working on developing alternatives to secure detention. A Youth Wellness Center opened on January 4, 2011. It is a report center for juveniles and is open Monday – Thursday from 3:00 until 8:30 p.m. and from 3:00-7:30 p.m. on Friday. The staff transports the kids from school to the center to home.

Each child is assigned a specific number of days they must attend and they have to earn 80% of their points to complete their program. They have chores such as menu preparation, cooking meals, and clean-up. They also work on competencies skills and decision making skills to take with them. They will eventually have aggression mediation training.

Ledvina reported that juvenile gang activity was prevalent 7 years ago but now is minimal. Mainly the gangs have young adults as members.

Ledvina stated that community service can be ordered in place of detention. The staff can request the judge to order other things like work at Goodwill or Lakeshore CAP. They can attend a 7 week Strong Families Program in place of detention.

If the charter school program could be doubled, it would be filled with kids with mental health and behavior issues. Some of the kids are incorrectly medicated. Their conditions are permanent so they can't be rehabilitated. There are other programs available for autistic children or developmentally disabled children.

A question was asked about progressive recidivism. Are the kids' crimes getting worse each time? This does happen but not with a large amount of kids. Mostly they commit the same crimes over and over again.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH DECEMBER – Patricia Dodge**

There is a projected deficit of \$242,391.00 in the budget for 2010 using actual and potential activity. This includes an unbudgeted amount of \$61,976.00 for the workers compensation insurance expense item (after the Comptroller's office moves \$16,700.00 from a prior year insurance refund to our 2010 budget). During 2010, the category for social work staff was changed for workers comp. at the state level and this meant a significant increase in the premium.

The final amount of deficit will not be determined until the state has reconciled its fund sources and can let us know of deobligated funding from other counties.

### **DATA ON WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Patricia Dodge**

The numbers of residents on the wait list for services at the Lakeland Care District are: 120 Developmentally Disabled, 16 Physically Disabled, and 34 Elderly. There are approximately 100 people waiting for functional screens to be completed to determine eligibility for the wait list.

### **COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer provided a written report to the Board members. It referred to the budget for

2010, “overall although 2010 was another tough year with lots of fluctuation in the total costs for services we were called on to provide versus our projections in making an annual budget, on balance I believe the 2010 results are very manageable.”

“As for the current events in Madison – if the Legislature enacts the contemplated changes in the laws dealing with municipal finance and collective bargaining, I would expect that we would see an immediate positive impact on our staffing. Not only would layoffs that are scheduled or likely in the near future be cancelled, but I would expect that we would also call back at least a few of our laid off employees very shortly afterward.”

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

Rappe commented that the HSD does not have a Department Director and this is not in compliance with state statutes. A Director needs to be attending the HSD Board meetings and reporting on the variety of issues the department faces.

It was requested that at the next meeting a case study be presented.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, March 24, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY SCHMIDT, SECOND BY BURKE TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:35 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, March 24, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Case Study – Nancy Randolph or Jeff Jenswold.
5. Financial Reports through February – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: March 16, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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# MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT BOARD MEETING MINUTES

## **CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, March 24, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Henrickson, Metzger, Rappe, Schmidt, Vogel

Board members excused: Davis, Yost

Board members absent: None

County Board members present: None

Members of Public Present: Christy Yang, social work student at U.W. Green Bay, resident of Manitowoc, works at the Manitowoc Health Care Center and interns at the Aging Disability Resource Center.

Staff present: Dodge, Jenswold, Murphy, Tisler, Weina, Ziegelbauer

## **PUBLIC INPUT:**

None.

## **APPROVAL OF MINUTES:**

MOTION BY SCHMIDT, SECOND BY HENRICKSON, TO APPROVE THE MINUTES AS PRESENTED OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

## **EDUCATION TOPIC – CASE STUDY, ADULT PROTECTIVE SERVICES – Jenswold, Murphy, Tisler, Weina**

Adult Protective Services cases are comprised of people with mental disabilities, physical disabilities, and the elderly. A lot of referrals are coming in to the agency and are more serious than in the past. Three staff members are assigned to do investigations and court work.

In 2009 there were 168 referrals and some were screened out. In 2010 there were 239 referrals. A time line and protocol have to be followed and we have to respond within 24 hours.

A review (W.A.T.T.S.) has to be done each year and there were 128 in 2010. 30 are placed out of the county and the reviews have to be done in person.

Staff will determine safety and needs, then get the resources. Staff presented two case studies and photos of what they would typically encounter.

Sometimes it takes several months to build a case once a referral is received. There can be many visits, calls to law enforcement by neighbors and others due to concern of the person's behaviors.

The APS staff gets involved when there are safety or health issues. If someone just needs some assistance, they are referred to the Aging Disability Resource Center.

There has been an increase in financial exploitation cases, mainly adult children using their parent's money. Some people are victimized by people saying they want to help with chores or

repairs but never perform those repairs once they are paid.

Sometimes a guardianship needs to be set up to protect the person. This is a court proceeding to establish incompetence or dementia. People can contest guardianships and the staff members have to go to court to prove the need.

During the referral, the staff ask if the person has firearms, dangerous animals, or a history of substance abuse so they know how to be prepared for a visit. They sometimes take police with them if there are suspected dangers. Staff answered questions from board members.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH FEBRUARY – Patricia Dodge**

There is a projected surplus of \$9,537.00 in the budget for 2011 using actual and potential activity through February. We are able to project more accurately later in the year when there is more historical activity to use.

For statistics, there is an increase over February, 2009 in W-2 Program cases, Employment & Training Cases, Elderly/Blind/Disabled cases, Energy Program applications, Winnebago/Mendota placement days, Brown County Mental Health Center days and Adult Protective Service referrals.

### **DATA ON WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

The numbers of residents on the wait list for services at the Lakeland Care District are: 108 Developmentally Disabled, 12 Physically Disabled, and 31 Elderly. There are approximately 100 people waiting for functional screens to be completed to determine eligibility for the wait list.

### **COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer discussed items from the proposed state 2011-2013 budget. Proposals are expected to begin soon for compromises on some of the state budget items. In 2012 there is a 24% (approximately \$800,000.00) revenue cut to Manitowoc County in shared revenue funds.

On June 20, 2011, there will be a freeze in enrollments in the Family Care Programs. We can only move people in if there are disenrollments.

There is a proposal to change the Economic Support programs to a statewide or regional administration center.

In other matters, the Intoxicated Driver Program staff have been working Saturdays to keep up with the demand for assessments. The current schedule time is 5 weeks out. This overtime will end in April.

The average census at the Juvenile Detention Center was two per day in November, December, and February and January was one per day. This is down from 4 or 5 before November.

Staffing status – if the Budget Repair Bill is approved, there will be no layoffs at the Highway Department and Bob will address the acute needs of replacing positions if possible.

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

None.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, April 28, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY METZGER, SECOND BY SCHMIDT TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:10 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, April 28, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Children's Autism Program – Nancy Randolph and Lisa Reindl.
5. Financial Reports through March – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: March 29, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, April 28, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Davis, Metzger, Rappe, Yost. Vogel arrived at 4:10.

Board members excused: Carlson, Henrickson, Schmidt

Board members absent: **None**

County Board members present: None

Members of Public Present: None.

Staff present: Dodge, Randolph, Reindl, Ziegelbauer

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY BURKE, SECOND BY METZGER, TO APPROVE THE MINUTES AS PRESENTED OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – CHILDREN’S AUTISM PROGRAM – Nancy Randolph and Lisa Reindl.**

Lisa Reindl works with children with autism spectrum disorders and presented information on autism services. She stated that a person with autism spectrum disorder has difficulties in three main areas: social relationships, communication, and behaviors.

Autism workers use evidence-based treatment methods as this provides better outcomes for children. “Treatment” means any intervention, therapy, procedure or program that may impact the biology or behavior of a child in the home or community.

Statistically, 1 out of 200 children were affected by autism in 1998. In 2010 there was 1 out of 110 children affected. Based on the county population census data, there are 732 children on the autism spectrum. There are 67 children being served in our agency. 910 children are receiving intensive-level autism treatment services in 72 counties. More are receiving ongoing services. There are 302 children on a wait list throughout the state. 6 children are released from the wait list per week among the 72 counties, making the average wait time 12 months.

Autism services were mandated in January, 2004. It is a federally funded Medicaid program with a portion of state General Purpose Revenue applied. Insurances are billed first, and private pay can be used for children on the wait list.

Autism is much more prevalent in boys than in girls. Diagnoses have been growing, forcing an increase in services county and statewide.

## **FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH – Patricia Dodge**

There is a projected year end deficit of approximately \$146,000.00 in the budget for 2011 using actual and potential activity through March. In the chronically mentally ill section of the budget there is one person that has been institutionalized that has stabilized at a supported apartment but the cost is high per month and this was not budgeted.

For statistics, there is an increase in juvenile intakes over prior months. There were 17 in March compared to 1 in March of 2010.

The board members were provided with a juvenile detention center population report from the Comptroller's office. There was an average of 3 juveniles detained per day in March.

There was a discussion of juvenile detention center costs and the use of other facilities.

## **DATA ON WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

The numbers of residents on the wait list for services at the Lakeland Care District as of 3/23/11 are: 108 Developmentally Disabled, 12 Physically Disabled, and 31 Elderly. There are approximately 100 people waiting for functional screens to be completed to determine eligibility for the wait list.

## **COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer discussed items from the proposed state 2011-2013 budget. On June 20, 2011, there will be a freeze in enrollments in the Family Care Programs. We can only move people in from the wait list if there are deaths or disenrollments. 14 people came off the wait list in March.

The Budget Repair Bill has a number of ways for locals to cut their costs to prepare for the lowered shared revenue.

There is a proposal to change the Economic Support programs to a statewide or regional administration center. This will not make the program more efficient at the state level so there should be more discussion on this before it is voted on.

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

None.

## **DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, May 26, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

## **ADJOURNMENT:**

MOTION BY VOGEL, SECOND BY METZGER TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:10 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, May 26, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Quality Service Review – Lane Kinzel.
5. Financial Reports through April – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: May 18, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, May 26, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Davis, Henrickson, Metzger, Rappe, Schmidt, Vogel, Yost.

Board members excused: None.

Board members absent: Carlson.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Kinzel, Randolph, Ziegelbauer

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

One amendment to the previous meeting's minutes: Change the entry of Board members absent to None.

MOTION BY YOST, SECOND BY METZGER, TO APPROVE THE MINUTES AS AMENDED OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – QUALITY SERVICE REVIEW – Lane Kinzel.**

Lane Kinzel, Supervisor of the Children and Families Unit, discussed the Quality Service Review process and upcoming dates.

The Quality Service Review is a process that began in response to the federal review of the services provided to children. Our agency completed the same process 3 years ago. The next QSR is scheduled for September 19<sup>th</sup> through the 22<sup>nd</sup>, 2011. A preliminary will be held on July 12<sup>th</sup> for planning purposes.

The state staff from the Department of Children's Services works with our case managers and supervisors to complete the study. They review twelve cases chosen from open cases as of March through September, 2011. They include the family members and anyone involved in the child's life to determine the types and quality of services being provided. The agency is graded on engaging with clients, knowing their situation, and guiding them toward positive outcomes.

There are focus groups of foster families, judges, and meetings with supervisors and the County Executive. The state will also do reviews of cases in the Protective Services unit and listen to live calls by the intake worker to assess the process in place.

There is a lot of preparation needed before the review begins. The case managers contact the families to see if they will participate. The state staff will come back on September 27<sup>th</sup> to provide results as well as giving a written report. If necessary, they will provide a corrective action plan and give assistance as needed.

## **FINANCIAL AND STATISTICAL REPORTS THROUGH APRIL – Patricia Dodge**

There is a projected year end deficit of approximately \$297,867.00 in the budget for 2011 using actual and potential activity through April. The main projected deficit sections are in Chronically Mentally Ill and the Children Waiver programs.

For statistics, there is a continued increase in juvenile intakes over prior months. There were 19 in April compared to 2 in April of 2010. The ACCESS or on-line applications for economic support were 13 higher than last April.

## **WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

The numbers of residents on the wait list for services at the Lakeland Care District as of 4/22/11 are: 126 Developmentally Disabled, 15 Physically Disabled, and 65 Elderly. There are approximately 100 people waiting for functional screens to be completed to determine eligibility for the wait list.

## **COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer stated that there were 18 new admits in the family care program. Two were through the Community Relocation Initiative program and sixteen were from the wait list. The Governor's budget includes a cap on new admits as of June 30<sup>th</sup>. The state Legislature's Finance Committee has modified that proposal to slow down the wait list, rather than freeze it.

The Budget Repair Bill has a number of ways for locals to cut their costs to prepare for the lowered shared revenue. For our county, that would include staffing as well as financial concessions from staff members.

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

A case manager is assisting with transporting children from Iowa back to their home in Manitowoc today. Nancy Randolph had not received an update yet on how the trip went.

There were questions regarding people between the ages of 16 and 20 years old and what we are required to provide for services. There are no statutes requiring us to provide living arrangements or supports to young adults over 18 years old and nothing in the budget to do so.

## **DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, June 23, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

## **ADJOURNMENT:**

MOTION BY VOGEL, SECOND BY DAVIS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:55 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, June 23, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Community Options Program and Long Term Support Committee – Jeff Jenswold
5. Financial Reports through May – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: June 14, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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 4:00 p.m. on Thursday, June 23, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Davis, Henrickson, Rappe, Schmidt, Yost.

Board members excused: Metzger, Vogel.

Board members absent: None.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Jenswold, Ziegelbauer

## **PUBLIC INPUT:**

None.

## **APPROVAL OF MINUTES:**

MOTION BY SCHMIDT, SECOND BY HENRICKSON, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

## **EDUCATION TOPIC – COMMUNITY OPTIONS PROGRAM AND LONG TERM SUPPORT PLANNING COMMITTEE – Jeff Jenswold.**

The Community Options Program is a state and federally funded program used to cover certain services for elderly, physically disabled, and mentally ill clients.

While most of the funding was transferred to the family care program, some funding remains for clients in the mental health unit and children's disability unit.

One of the requirements of the program is to have a Long Term Support Planning Committee in place. The original committee was in place for many years but was disbanded in 2010 with the start of the Lakeland Care District. Our agency has been notified that the state has changed the original direction and a committee is once again required.

Another requirement of the funding is to submit a C.O.P. plan each year describing how the funding will be used.

The L.T.S. planning committee is made up of 15 members that include consumers or their representatives, a person from the Health Department, a person from the Aging Disability Resource Center, staff members, and board members.

The committee will meet quarterly to approve any new participants, oversee how the funding is used, and provide quality assurance for complaints.

Since this committee was disbanded in 2010, it is believed that a new resolution is necessary to re-establish it.

MOTION BY RAPPE, SECOND BY DAVIS TO CREATE A RESOLUTION TO RE-ESTABLISH THE LONG TERM SUPPORT PLANNING COMMITTEE. MOTION CARRIED.

**FINANCIAL AND STATISTICAL REPORTS THROUGH MAY – Patricia Dodge**

There is a projected year end deficit of approximately \$209,689.00 in the budget for 2011 using actual and potential activity through May. The main projected deficit sections are in Chronically Mentally Ill for a higher demand for institutional services, increase in foster home numbers, and the children's waiver programs.

For statistics, Jeff Jenswold stated that the Clinical Services activity is about the same as last year in May. There were 21 juvenile intakes in May compared to 15 in May of 2010. This increase has been seen for the past few months.

**WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

The numbers of residents on the wait list for services at the Lakeland Care District as of 5/23/11 are: 110 Developmentally Disabled, 11 Physically Disabled, and 27 Elderly. There are approximately 100 people waiting for functional screens to be completed to determine eligibility for the wait list.

In the new state budget, family care agencies can only add clients if another client disenrolls.

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer stated that the state Supreme Court ruling on the Act 10 Budget Repair Bill vote will allow for financial and management flexibility. Act 10 is expected to be published next week and put into place soon after.

The 2011/2013 state budget was passed last week. Included is the slowdown of the family care program, and the consortium approach to the delivery of economic support programs. On balance, the day to day services will be the same.

There continues to be takebacks or reductions in state and federal funding in various ways. One requirement of this funding is to seek public input into the annual budget. This can be done by conducting a survey or by holding a hearing.

MOTION BY DAVIS, SECOND BY YOST TO CONDUCT A PUBLIC HEARING FOR THE PURPOSE OF RECEIVING PUBLIC INPUT INTO THE 2012 BUDGET.

Hearing will be held in conjunction with the next Human Services Board meeting on July 28, 2011 at 4:00 p.m. at the Human Services building.

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

There was a question regarding the Intoxicated Driver Program wait list. Jeff Jenswold reported that the scheduling for assessments is now about 5 weeks out and he has not received any

complaints on the scheduling.

There was a question regarding how the work of staff will improve by not having union rules. Bob Ziegelbauer stated that the focus will be on changing from an approach of “my work and your work, to our work.”

There was a question regarding the increase from budget to actual in the Medicaid Transportation Program activity. This was budgeted for only two months of activity since the state was supposed to take over the program with a private broker in February, 2011. The date was moved forward to July 1<sup>st</sup> so there was more activity than what was budgeted. These costs are covered by the program.

There was a question regarding the statistics that are kept in the foster care program on why the children are in care. This will be checked on and brought to the next meeting.

There was a question regarding using the juvenile detention center for deportation services. The I.N.S. is looking for space to work on these issues. Rick Henrickson said he will bring this up at the Safety Committee next month.

There was a question regarding funding for Planned Parenthood. Bob Ziegelbauer stated that the state did cut back funding for this organization’s clients.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, July 28, 2011 immediately following the Public Hearing which is scheduled for 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY SCHMIDT, SECOND BY HENRICKSON TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:55 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, July 28, 2011

TIME: Immediately following Public Hearing

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Family Support and Children's Waiver Programs – Lisa Stephen.
5. Financial Reports through June – Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: July 20, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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**  
**AMENDED BOARD MEETING MINUTES**

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:22 p.m. on Thursday, July 28, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Davis, Henrickson, Metzger, Rappe, Schmidt, Vogel, Yost.

Board members excused: None.

Board members absent: None.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Stephan, Ziegelbauer

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY SCHMIDT, SECOND BY BURKE, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – FAMILY SUPPORT AND CHILDRENS WAIVER PROGRAMS**  
**– Lisa Stephan.**

Lisa Stephan explained that there were two programs established to keep kids in their home. The Family Support Program was created in 1991 and allows for up to \$3,000.00 per family to assist with equipment, therapies, or supplies for their developmentally or physically disabled child. The child needs to meet a certain level of care to be accepted in the program.

There is a committee that meets quarterly to make decisions for the child. The committee includes family members, school staff, workers, and community members. There are 35 families in this program.

The Childrens Long Term Support Waivers program has criteria such as physical disability, severe emotional disability, or developmental disability. The cases are reviewed every 6 months.

Currently there are 25 children with a developmental disability, 5 with a physical disability and 11 with a severe emotional disability. Each family is screened for a financial ability to pay toward the costs of the program.

Referrals are received through doctors, schools, and parents. Family Support has two kids on a wait list and CLTS has 18 kids on a wait list, 11 of whom are in the program but waiting for additional services.

**FINANCIAL AND STATISTICAL REPORTS THROUGH JUNE – Patricia Dodge**



There is a projected year end deficit of approximately \$207,501.00 in the budget for 2011 using actual and potential activity through June. The main projected deficit sections are in Chronically Mentally Ill for a higher demand for institutional services, increase in foster home numbers and the children's waiver programs, and the Birth to Three program.

**WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

There were 30 new enrollments in the Lakeland Care District in June. Twenty two of these were from the ADRC wait list. There were 9 disenrollments for various reasons.

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

No additional report.

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

There was a question regarding the cost savings that are being realized due to having two psychiatrists on staff. Jeff Jenswold will be asked to submit this information for the next board meeting.

Information was provided in response to a question regarding what the reasons are for children to be placed in foster care from the May HSD board meeting.

Of 51 foster home placements, 40 were due to abuse or neglect by the primary caregiver and 11 were due to lack of adequate supervision for delinquent children.

Of 50 kinship care placements, 10 were court ordered and 40 were voluntary placements with relatives.

There was 1 group home placement due to delinquency.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, August 25 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY VOGEL, SECOND BY SCHMIDT TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:15 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# **MANITOWOC COUNTY**

## **Human Services Board**

### **Public Hearing Notice**

**DATE:** July 28, 2011

**TIME:** 4:00 P.M.

**PLACE:** Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

The hearing 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. Open Public Hearing.
2. Public Input regarding the 2012 Human Services Department Budget.
3. Close Public Hearing.

**Date:** July 18, 2011

**Ed Rappe, Chair**

**By: Robert Ziegelbauer, preparer of notice**  
**County Executive**

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.

PUBLIC HEARING OF THE  
2012 HUMAN SERVICES DEPARTMENT BUDGET  
July 28, 2011

Human Services Board Members Present: Burke, Carlson, Davis, Henrickson, Rappe, Schmidt, Vogel, Yost.

Board Members Excused: Metzger.

Human Services Department Staff Present: Dodge, Stephan, Ziegelbauer.

CALL TO ORDER:

The Public Hearing of the 2012 Human Services Department Budget was called to order at 4:00 p.m. by Human Services Board Chair Ed Rappe.

PUBLIC INPUT:

None

DISCUSSION:

The board and staff members discussed some of the challenges of the 2012 budget including the economic support consortium, converting contracted employees to county employees, and how to budget for the family care wait list numbers.

MOTION TO CLOSE PUBLIC HEARING:

AFTER NO INPUT FROM THE PUBLIC WAS GIVEN, A MOTION WAS MADE BY SCHMIDT, SECONDED BY HENRICKSON, TO ADJOURN THE 2011 PUBLIC HEARING ON THE HUMAN SERVICES BUDGET. MOTION PASSED. HEARING WAS ADJOURNED AT 4:22 P.M.

Respectfully submitted:

Patricia Dodge, Business Division Manager  
MANITOWOC COUNTY  
HUMAN SERVICES DEPARTMENT



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, August 25, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Concealed Carry Law Pertaining to Public Buildings – Steve Rollins, Corporation Counsel.
5. Financial Reports through July - Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: August 17, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, August 25, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Davis, Metzger, Rappe, Schmidt, Vogel, Yost.

Board members excused: Henrickson.

Board members absent: None.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Rollins, Ziegelbauer.

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY SCHMIDT, SECOND BY YOST, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – CONCEALED CARRY LAW PERTAINING TO PUBLIC BUILDINGS – Steve Rollins.**

Steve Rollins presented information on the concealed carry law change in Wisconsin. He stated that the county has to review ordinances and consider bans carrying concealed weapons anywhere in the county.

The employee policy may have to be changed regarding carrying weapons.

Local municipalities can determine which buildings should be banned from the concealed carry law. Steve has met with the Public Works Department Board, Sheriff's Department Board, and the Personnel Committee on this issue.

The HSD Board requested that this item be placed on the next agenda so they can discuss making a recommendation to the County Board for the HSD buildings.

**FINANCIAL AND STATISTICAL REPORTS THROUGH JULY – Patricia Dodge**

There is a projected year end deficit of approximately \$250,323.00 in the budget for 2011 using actual and potential activity through July. The main projected deficit sections are in Chronically Mentally Ill for a higher demand for institutional services, increase in treatment foster care services, and an expensive residential care placement.

**WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

Bob Ziegelbauer distributed a report from Judy Rank at the ADRC which listed wait list and

nursing home information. Judy also gave information on the family care capitation plan.

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob reported that there is currently an increased number of staff positions in the 2012 budget and that several contracted positions may be transitioned to county positions.

A question was asked regarding what the plan is for the 2012 budget regarding hiring an agency Director. Bob replied that there is no plan to include the cost in the 2012 budget. A board member expressed concern that something could happen to a client without a director on site regularly. It was requested that this topic be placed on the agenda for the next board meeting so that members could make a recommendation for replacement of the Director position if they choose.

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

A board member had requested that staff bring wait list numbers to this meeting. In the Child Welfare Division, there are 6 children waiting for Comprehensive Community Services, 2 children waiting for Family Support services, 22 children waiting for Childrens Long Term Support waiver services, and 13 children waiting for the state to open up intensive autism slots. In Clinical Services, there is no wait list as emergencies are dealt with through crisis services.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, September 22, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY VOGEL, SECOND BY YOST TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:10 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, September 22, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Proposed Economic Support Consortium for 2012 – Lori Garceau.
5. Financial Reports through August - Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
  - a. Concealed carry recommendation.
  - b. Department Director replacement recommendation.
9. Set Next Meeting Date.

Date: September 13, 2011

Ed Rappe, Chair  
By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, September 22, 2011 in open session at the Manitowoc County Human Services Department. Meeting was chaired by Maura Yost in the absence of Ed Rappe, Chair.

Board members present: Burke, Carlson, Henrickson, Metzger, Schmidt, Vogel, Yost.

Board members excused: Davis, Rappe.

Board members absent: None.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Garceau.

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY HENRICKSON, SECOND BY SCHMIDT, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – PROPOSED ECONOMIC SUPPORT CONSORTIUM FOR 2012  
– Lori Garceau.**

Lori Garceau, Economic Support Division Manager, discussed the changes to the programs for 2012. With the new state budget, there was a proposal for the state to take over all of the Economic Support programs or else privatize them. The counties were concerned about access to services for local clients so the counties association proposed consortiums in the state.

Originally there were 4 counties planning to develop a consortium and now there are 10. The name is the East Central Consortium and the counties are Outagamie, Calumet, Green Lake, Marquette, Sheboygan, Waushara, Waupaca, Kewaunee, Manitowoc, and Winnebago.

There will be a centralized call change center with a toll free number for clients to call in questions and changes. It will be an automated system and calls will go to the next available operator. Each county will have different days assigned to them for staffing this call center.

Each agency had to submit a letter of intent to the lead agency (Marquette County) and the lead agency had to submit an application to the state by September 30<sup>th</sup>. They will receive a decision by October 31<sup>st</sup>. The consortium would be required to begin January 1, 2012.

There are many meetings being held for organizing, setting up an agreement, and establishing fiscal procedures. The current Job Center staff will still be here and available to meet face to face with clients. Clients can come in and use computers or phones if they don't have access to either.



Determining eligibility for clients is being assigned back to the counties from the state. As cases come up for review, they will be transferred to the county level. There are many errors in these cases being transitioned back to the counties. The state said it should not cause more work but it will take more staff time.

Lori answered the board members' questions and stated that it is good that all the counties get along with each other and that we can now share training resources throughout the counties.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH AUGUST – Patricia Dodge**

There is a projected year end deficit of approximately \$168,682.00 in the budget for 2011 using actual and potential activity through August. The main projected deficit sections are in Chronically Mentally Ill for a higher demand for institutional services, increase in treatment foster care services, and an expensive residential care placement.

Statistics in Youth Aids (juvenile cases) are higher than average. According to a report by Stacy Ledvina, Youth and Family Services unit, June was a record high for new intakes assigned since 2008 with 21. July and August weren't quite as high with 11 in July and 13 in August. In July we requested 37 petitions be filed by the D.A.'s office. There are only three months since 2008 where we requested more than 20 petitions in one month. There were 21 in August 2008, 30 in April 2009, and 26 in June 2011. This means there are a lot of court hearings coming up.

### **WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Patricia Dodge**

The ADRC staff sent the current wait list numbers. There are 11 with physical disabilities, 74 elderly, and 99 with developmental disabilities. There are 75 total names on a list to be screened. All but 8 have already been assigned and progress has been made towards eligibility to remain on the wait list.

### **COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob Ziegelbauer was not able to attend the meeting so he sent a written report which was distributed to the board members. The report states that "Our current projections for yearend continue to show that taking the department as a whole, we are slightly below breakeven for the year. We have continuing challenges in a couple of areas. This year has been a good one budget wise for the Children and Families Division, a normal one for Economic Support, and a challenging one for Clinical Services due primarily to sporadic increases in mental health commitments. We continue to use the monthly report to manage the changes as they occur."

Bob wrote about the Quality Service Review in the Children and Families Division. This was an intensive review of the operations in that division. "It is a fairly exhaustive review that takes up a great deal of time and preparation."

"Work continues on preparation of the county budget for 2012. At HSD we are on track to add back one or two positions to our department total, with no layoffs or other cuts in positions contemplated, and are finalizing how all of that fits together. We hope for a stable 2012."

Bob wrote that there are up to 12 positions in HSD being considered for converting from contracted to county positions.

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

- a. Regarding the concealed carry law, after discussion, the board decided to refer their recommendation to the Personnel Committee of banning concealed carry in all HSD buildings.

MOTION BY METZGER, SECOND BY HENRICKSON TO RECOMMEND THAT A BAN ON THE CONCEALED CARRY LAW BE INCLUDED FOR ALL HSD BUILDINGS. MOTION CARRIED.

- b. Regarding the department director replacement, after discussion, the board decided to recommend that the position be included in the 2012 budget.

MOTION BY HENRICKSON, SECOND BY METZGER TO RECOMMEND THAT THE COUNTY FOLLOW THE STATE AND COUNTY CODES REQUIRING A DEPARTMENT DIRECTOR AND INCLUDE THE POSITION OF DEPARTMENT DIRECTOR IN THE 2012 COUNTY BUDGET. MOTION CARRIED.

The board requested that agency staff follow up with Steve Rollins, Corporation Counsel, to determine the method of moving this motion forward.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, October 27, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY SCHMIDT, SECOND BY VOGEL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:20 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### Meeting Notice

DATE: Thursday, October 27, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Results of the Quality Service Review in Children's Division – Nancy Randolph.
5. Financial Reports through September - Patricia Dodge.
6. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: October 19, 2011

Ed Rappe, Chair

By: Robert Ziegelbauer, preparer of notice  
County Executive

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.

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:00 p.m. on Thursday, October 27, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Carlson, Davis, Metzger, Rappe, Schmidt, Vogel, Yost.

Board members excused: Henrickson.

Board members absent: None.

County Board members present: Dufek.

Members of Public present: Sherry Bohm, Diane Streekstra, Cheryl Basken.

Staff present: Dodge, Gajewski, Randolph.

**PUBLIC INPUT:**

Sherry Bohm, Manitowoc, presented information regarding her experiences as an Economic Support Specialist in the Human Services Department located at the Job Center. Sherry listed the various Economic Support programs being provided for clients. Sherry stated she has worked for Manitowoc County for 23 years. The clients they are serving include the middle class, friends, and neighbors. She stated that caseloads are through the roof with 2,235 applications for energy assistance last year and 3,166 applications this year, an increase of 30%.

Sherry stated that since 2008 there have been layoffs of staff and hours cut. People have to wait weeks or months for services. Clients need help faster. She stated that unused energy funding is going back to the federal government. She stated that the staff are maxed out and stressed out. Now there is another plan by the County Executive to cut wages by cutting longevity pay.

The BadgerCare Core Plus program is being assigned to the Economic Support Staff by the state. The new change center processes will be more time consuming. Sherry asked if any thought has been given to people in the community and what will happen to them.

No other public input was presented.

**APPROVAL OF MINUTES:**

MOTION BY YOST, SECOND BY BURKE, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**EDUCATION TOPIC – RESULTS OF THE QUALITY SERVICE REVIEW IN CHILDREN’S DIVISION – Nancy Randolph and Al Gajewski.**

There was a quality service review conducted in all 50 states and all of the states failed to meet the standards.

The second review included 4 counties and 65 cases were selected. All counties are now reviewed for the services provided to children and families. Our agency was reviewed in September. The Quality Service Review Interpretive Guide for Access and Practice Indicators is a preliminary report and was distributed to the board members.

It stated that the review checks for safety first, then moves to appraising best practice for well-being and permanency. There were 12 ongoing cases reviewed and 95 interviews with county staff, community members and service providers.

The review was very time intensive. There were 27 reviewers in the agency from 7:00 a.m. to 7:00 p.m. for four days. There were three people from Utah who observed the process in order to take the ideas back with them.

In general, the review was positive. The next review will be in three years. We need to provide better independent living skills for foster teens and build upon the strengths in place with evidence based practices, teaming and other items.

There will be 4 different 3 hour sessions and a team of 10 people who will develop a plan over the next 6 months of adjustments and improvements.

Al Gajewski, Supervisor in the Child Protective Services unit spoke about their experience with the review. He said that some access reports were inconsistent among workers so it was suggested that we coordinate that more. There were some Initial Assessments tested and most were acceptable. One was exceptional and one was needing improvement but it was a complicated case of a family who moved from state to state and it was difficult to provide services.

A number of schools in the focus groups asked for updated mandatory reporter training. The Department of Public Instruction and Department of Children and Families developed a lengthy book on what is abuse and neglect and Al will give a copy to schools as a preliminary to potential future trainings.

The reviewers suggested we renew the memorandum of understanding with the police departments. Al answered questions from board members.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH SEPTEMBER – Patricia Dodge**

There is a projected year end deficit of approximately \$94,807.00 in the budget for 2011 using actual and potential activity through September. The reductions for employee benefit costs which began in August are now included in the projection.

### **WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

Bob stated that there were 12 disenrollments in September and 15 new enrollees.

The ADRC staff sent the current wait list numbers. There are 16 with physical disabilities, 61 elderly, and 99 with developmental disabilities.

A board member requested an update on the cap for new enrollments in the Lakeland Care District. Bob's guess is that it may be lifted in a year but he does not have firm information on that.

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Bob distributed handouts of Human Services fund experience over the past 5 years and compared it to current and next year's budget. There was also a packet of comparisons of the agency organization chart back to 2006. Bob discussed the changes in staffing since that time.

Bob distributed a form titled Changes to Authorized Employees which listed changes and additions being proposed for the 2012 budget. Bob stated that when we've had extra resources we have added staff in the Economic Support division. Bob stated that we are managing in a difficult time and staff are doing well with that. He stated that there were 79.3 full time equivalent positions in 2011 and there are 92 being proposed for 2012, including the conversion of contracted positions to county staff positions.

Bob answered the board member's questions including "How many hours are given to the Director position?" Bob stated that there are a couple of hours per week and he is in touch with staff as needed. He stated that the managers have flourished into their additional responsibilities.

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

A board member was concerned that there is not enough staff at Human Services compared to the Highway Department staffing increases. Bob stated that the staffing decreased more at the Highway Department than at Human Services.

Greg Dufek, County Board member, and member of the Finance Committee stated that he would be in favor of filling the Director position but not at the expense of giving up two service workers.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, December 8, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY SCHMIDT, SECOND BY METZGER TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 6:00 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd



# MANITOWOC COUNTY

## Human Services Board

### **AMENDED** Meeting Notice

DATE: Thursday, December 8, 2011

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services  
801 Jay Street, Manitowoc, Wisconsin

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 Input.
3. Approval of Minutes.
4. Education Topic: Results of the Birth to 3 Program Review – Nancy Randolph, Maggie Glaeser, Jodie Reno.
5. Financial Reports through October - Patricia Dodge.
6. Resolution for December County Board meeting to authorize signing contracts with the State and the Multi County Income Maintenance Consortium.
7. *Discussion of a review of state laws pertaining to the operations of Human Services Departments – Maura Yost, HSD Board Member.*
8. Update on Wait List Numbers for the Family Care District – Bob Ziegelbauer.
9. County Executive Ziegelbauer Report on the status of the Human Services Department.
10. Questions from Board Members on the status of the Human Services Department.
11. Set Next Meeting Date.

Date: November 29, 2011  
*Amended: December 2, 2011*

Ed Rappe, Chair  
By: Robert Ziegelbauer, preparer of notice  
County Executive

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 4:00 p.m. on Thursday, December 8, 2011 in open session at the Manitowoc County Human Services Department.

Board members present: Burke, Davis, Metzger, Rappe, Vogel, Yost.

Board members excused: None.

Board members absent: Carlson, Henrickson

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Glaeser, Randolph, Reno, Ziegelbauer.

**PUBLIC INPUT:**

None.

**APPROVAL OF MINUTES:**

MOTION BY BURKE, SECOND BY YOST, TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

(The agenda order was changed to move Item # 6, Resolution to Item #4).

**RESOLUTION FOR DECEMBER COUNTY BOARD MEETING TO AUTHORIZE SIGNING CONTRACTS WITH THE STATE AND THE MULTI-COUNTY INCOME MAINTENANCE CONSORTIUM.**

A 10-county Income Maintenance consortium was created in response to the state's requirement that all counties become part of one of 10 different consortiums in the state.

As a result, a resolution regarding participation in this Income Maintenance Program Consortium was drafted and needs to be approved by the Human Services Board.

Board members asked if the Badgercare Plus program would be going away due to this new method of delivering services. The Badgercare Plus program was not eliminated.

MOTION BY BURKE, SECOND BY VOGEL TO APPROVE THE RESOLUTION AND FORWARD IT TO THE COUNTY BOARD FOR APPROVAL. MOTION CARRIED.

Board members requested that they receive updates once the consortium is up and running.

**EDUCATION TOPIC: RESULTS OF THE BIRTH TO 3 PROGRAM REVIEW – Nancy Randolph, Maggie Glaeser, Jodie Reno.**

Nancy Randolph explained that the state conducts an annual review of the Birth to Three Program and then an extensive review every three years. The new focus is on evidence-based outcomes that require large time commitments to plan and change the programming.



There are 5 teachers with an average of 42 children each. There are 2,772 children in the county between the ages of birth to three years and this program serves 5% of that population.

The review went well and our agency received good responses from the reviewers.

Maggie Glaeser described the referral process. Referrals are received by phone or fax from doctors, the Head Start program, families, hospitals, and sometimes through the Child Protective Services process. The teachers receive an average of 224 referrals per year.

Some of the referrals can be related to undiagnosed autism spectrum, premature babies, sensory processing issues, or expressive language with limited. Each child is then screened to determine if they meet the criteria for entrance into the program.

Jodie Reno distributed a transition flow chart. It shows the process from entry into the program to how the child exits the program. The staff members meet with teachers in the county school districts by the time the child is 2 years and 9 months old to plan for the transition into the school setting. Our program reached 100% compliance with this deadline.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH OCTOBER – Patricia Dodge**

With updated billing information from the state facilities at Winnebago and Mendota Mental Health Centers, the projection for spending was decreased. This allowed for a projected overall surplus of \$96,628.00 if all other factors remain the same.

### **DISCUSSION OF A REVIEW OF STATE LAWS PERTAINING TO THE OPERATIONS OF HUMAN SERVICES DEPARTMENTS –Maura Yost, Human Services Department Board Member**

Maura Yost stated that she received a phone call from a citizen regarding the Manitowoc County Executive being able to appoint himself the Human Services Director according to a state statute.

Yost had sent an email to the HSD Board members and the County Executive with a packet of information attached. The subject of the information was Review of Wisconsin State Law Pertaining to Human Services Departments. Yost discussed the different types of county authorities and what the state sees as general intent for county Human Services departments.

Yost asked County Executive Bob Ziegelbauer what he thinks about officially appointing himself as the HSD Director since this process has not been followed yet.

Ziegelbauer responded that his position is the Chief Executive Officer in the county so he oversees all departments. Ziegelbauer stated that he would be happy to refer the question to the Corporation Counsel for an opinion. Since the request for assistance needs to come from a county board member and Yost is a citizen member, Ed Rappe stated that he would contact the county Corporation Counsel for assistance with determining whether an official appointment as HSD Director needs to be made.

### **WAIT LIST NUMBERS AT THE LAKELAND CARE DISTRICT – Bob Ziegelbauer**

Ziegelbauer stated that there were 16 disenrollments in October and 17 new enrollees in the 3 target groups.

The ADRC continues to screen and enroll people as the openings become available.

**COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT – Bob Ziegelbauer**

Ziegelbauer stated that 4 Birth to Three teachers are converting from contracted to county positions on January 1, 2012. The Birth to Three review was positive.

In the Economic Support area, staff members are allowed to work up to 40 hours per week right now to catch up with cases and prepare for the transition to the consortium duties. They are beginning to compile a list of qualified staff and possibly begin training to replace a staff member.

The juvenile intakes are high right now. The Operating While Intoxicated assessment process is caught up to about four weeks wait time.

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

Board members discussed the juvenile detention numbers.

A board member asked if staff members here would know if youngsters are being over medicated and this could be affecting their behavior.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, January 26, 2011 at 4:00 p.m. in the Jay Street conference room of the Human Services Department building.

**ADJOURNMENT:**

MOTION BY YOST, SECOND BY VOGEL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:25 P.M. MOTION CARRIED.

Respectfully submitted,

Tom Davis, Secretary  
Human Services Board

TD/pd