



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, January 23, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Resolution for Out-of-State Travel – Stacy Ledvina
5. Education Topic: Juvenile Sex Offender Program – Tom Cleereman.
6. Financial Reports through November, 2013 – Patricia Dodge.
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: January 14, 2014

Rick Henrickson, 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 4:30 p.m. on Thursday, January 23, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Baumann, Burke, Cavanaugh, Davis, Tomasik.

Board members excused: Henrickson, Ruggirello.

Board members absent: None.

County Board members present: Rasmus.

Members of Public present: Maura Yost, Newton; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

Staff present: Dodge, Cleereman, Jenswold, Ledvina.

Vice Chair Mike Bauknecht conducted the meeting in the absence of the Chair, Rick Henrickson.

PUBLIC INPUT:

Nancy Slattery stated that she was glad to see the juvenile program on the agenda for today's meeting.

APPROVAL OF MINUTES:

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

RESOLUTION FOR OUT-OF-STATE TRAVEL:

A resolution authorizing out-of-state travel was presented to the board for Stacy Ledvina, Youth and Family Services Supervisor, to attend a National Council on Crime and Delinquency Conference on May 13 – 16, 2014 in San Diego, California. Ms. Ledvina explained that this is a large conference with over 50 breakout sessions and she was invited to participate in a panel discussion regarding the Human Services Department's implementation of a risk and needs assessment tool for youth referred to juvenile court.

A MOTION WAS MADE BY BAUMANN, SECONDED BY DAVIS TO APPROVE THE RESOLUTION FOR OUT OF STATE TRAVEL AND FORWARD IT TO THE COUNTY BOARD. MOTION CARRIED.

EDUCATION TOPIC – JUVENILE SEX OFFENDER PROGRAM:

Jeff Jenswold, Clinical Division Manager, introduced Tom Cleereman who has transferred from the Youth and Family Services unit into Clinical Services to lead the Juvenile Sex Offender Program called Gateways of Manitowoc County. Jenswold explained that Cleereman has 3,000 hours of supervised practice and obtained licensure to provide these services.

There will be 2 positions in the program and approval was received at last month's Human Services Board meeting and it moved on to the Personnel Committee, Finance Committee and County Board for approvals.

The program was being contracted for in the past few years but has changed and will now be provided in-house.

Cleereman stated that he has been working at Human Services for over 15 years. Back then there were only 1 or 2 juvenile sex offenders and they would be placed in a facility at a large cost. Approximately 12 years ago the number of juvenile offenders started growing to the level of today at 20-25. If they can be treated early and receive therapies by themselves and with their family members, the rate of recidivism is close to 3%.

Individualized treatment plans will be used. There is a comprehensive assessment plan at the start to determine the needs. There may be a prevention component added in the future. Right now the team will be working on intervention. Cleereman gives presentations and trainings to schools and community organizations describing the program.

Cleereman responded to board members' questions. He stated that the age of offenders is 10 to 18 years old. The majority are ages 12 to 16. Court orders can start at the age of 10.

About 20% of juveniles become registered offenders. Cleereman works well with the District Attorney's office to hold the clients accountable and if they meet the program requirements, they don't get registered.

FINANCIAL AND STATISTICAL REPORTS THROUGH NOVEMBER:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through November, 2013. We are now comparing statistics for this month, last month and this month from the prior year.

It was noted that there was a large increase in Energy Assistance recipients compared to prior year.

Financial projections using actual data through November shows a potential \$176,325.00 deficit at the end of 2013. In the case of a deficit, a transfer would need to be made from the county's General Fund. In the case of a surplus, a transfer is made to the county's General Fund.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer provided handouts on the number of days and costs of the secure detention program for juveniles. He noted that the juvenile justice numbers are down and Sheboygan County's facility was used for the most part. The first year with them was good and he expects next year to be better.

Ziegelbauer stated that Outagamie County is closing their detention center and more counties are closing their facilities, including Shawano County.

Ziegelbauer stated that last month the Human Services Board approved the sale of the 16 Street county owned home. The person who operates the program there is not able to purchase the property at this time so he will lease it for one to two years.

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

Board member Agnew asked what Bob Ziegelbauer's reaction was to Governor Walker's state of the state speech and how it might impact county residents. Ziegelbauer stated that he thought the Governor had some good news but there was also some campaign talk included and that this is an election year. He didn't think the county's funding would be impacted.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, February 27, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:15 P.M.
MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, February 27, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Business Division/ Billing & Collections – Janet Gahagan, Judy Rogers.
5. Financial Reports through January, 2014 – Patricia Dodge.
6. County Executive Ziegelbauer Report on the Status of the Human Services Department.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.

Date: February 19, 2014

Rick Henrickson, Chair

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

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MANITOWOC COUNTY HUMAN SERVICES DEPARTMENT BOARD MEETING MINUTES

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:30 p.m. on Thursday, February 27, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Baumann, Burke, Cavanaugh, Henrickson, Ruggirello, Tomasik.

Board members excused: Davis.

Board members absent: None.

County Board members present: None.

Members of Public present: None.

Staff present: Dodge, Gahagan, Rogers, Ziegelbauer.

PUBLIC INPUT:

None.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC – BUSINESS DIVISION/BILLING & COLLECTIONS:

An organization chart was distributed to describe the Business Division and how it is set up. Some of the duties of the division were explained.

Judy Rogers, Financial Services Supervisor, explained that there are 7 staff members in the financial unit and 3 of them perform billing functions. Some of the services that are billed for are juvenile services, parental fees for children's services, outpatient and inpatient therapies for mental health and AODA (alcohol and other drug abuse) services, and crisis services.

The staff members bill Medical Assistance, Medicare, individuals, insurance companies, and HMOs.

Janet Gahagan, Financial Services Specialist, presented billing information regarding inpatient services for mental health and AODA therapies.

Examples of facilities that provide these services are Brown County Treatment Center, Holy Family Memorial Medical Center, Aurora Sheboygan Memorial, Fond du Lac County Acute Psychiatric Center, Bellin Psychiatric Center, Friends of Women in Recovery, and Nova House in Oshkosh.

The client or responsible party is billed for services provided if there is no other fund source, and they are given the opportunity to apply for an ability to pay determination (payment plan) based on the HFS 1 Uniform Fee System under Wisconsin Stats. 46.03 and 46.10. These are state guidelines based on income and dependents. Consumers are billed monthly and expected to make a monthly payment based on the determined payment plan.

Special considerations are made on a case-by-case basis due to hardship. Payment plans are updated annually or when there is a change in the financial situation. Periodically an age analysis is performed on every outstanding account. When clients are non-responsive to collection efforts, the account is given to the county's collection agent or referred to the Tax Refund Intercept Program.

In 2013, collections in-house on inpatient debts were \$53,776.00. Collections in 2013 from the Tax Intercept Program were \$32,348.00 on inpatient debts.

The current number of inpatient accounts is 273 in-house, 157 at the collection agency, and 449 with the Tax Intercept Program.

FINANCIAL AND STATISTICAL REPORTS THROUGH JANUARY:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through January, 2014. Board members noted that the mental health inpatient days of service were 35 more than in December.

It was noted that the deficit for 2013 will likely be in the \$300,000s due to several factors including unbudgeted staff positions including limited term appointments, placements in residential care centers for children, the addition of a crisis call center for the after hours crisis program, placements at state mental health facilities, and increased expenditures in the Community Options Program for mental health clients.

Financial projections using actual data through January shows a potential slight surplus at the end of 2014. Since only one month of activity is recorded at this point, these are very preliminary projections.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer provided handouts on the number of days and costs of the secure detention program for juveniles. There were 3 days used in January. He noted that the juvenile justice numbers are down. In response to board member Bauknecht's question, Ziegelbauer stated that the Sheboygan Detention Center is used most frequently, and that Brown County's facility was used in 2013 for a client who was in a treatment home in Green Bay.

Ziegelbauer stated that the child protective services calls increased in January.

Ziegelbauer stated that Lori Garceau, Co-Director/Economic Support will present information at the March meeting regarding the Affordable Care Act and their experiences with preparing for the changes in BadgerCare.

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

Board member Cavanaugh requested that a discussion of Painting Pathways mental health clubhouse operations and funding be included on next month's agenda.

Board member Henrickson stated that since there will be a change in board members in April after the county board election, the board should discuss setting rules or guidelines for public input. Board member Burke said she is not in favor of suppressing public input but suggested that the input be related to items on the agenda for that meeting.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, March 27, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:10 P.M.
MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY
HUMAN SERVICES BOARD
2ND AMENDED MEETING NOTICE

DATE: Thursday, March 27, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Discussion of Painting Pathways Clubhouse Program and Funding – Board Members and Jeff Jenswold.
5. ***Request for Limited Term Position in Adult Protective Services – Jeff Jenswold.***
6. Education Topic: Update on Affordable Care Act – Lori Garceau.
7. ***Resolution for Out-of-State Travel – Stacy Ledvina.***
8. Financial Reports through February, 2014 – Patricia Dodge.
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: March 19, 2014

Amended: March 20, 2014 @ 1:47 p.m.

Amended: March 24, 2014 @ 5:26 p.m.

Rick Henrickson, 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
CORRECTED BOARD MEETING MINUTES
4/24/2013

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:30 p.m. on Thursday, March 27, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board members excused: Davis.

Board members absent: Bauknecht.

County Board members present: Todd Holschbach, Martha Rasmus.

Members of Public present: Nancy Slattery, Maribel; Maura Yost, Cleveland.

Staff present: Dodge, Garceau, Jenswold, Ledvina, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, Cleveland, gave input regarding the February HSD Board meeting minutes that referred to the board setting rules or guidelines for public input. Ms. Yost stated that the Bill of Rights in the Wisconsin Constitution guarantees “every person may freely speak, write and publish his sentiments on all subjects, being responsible for the abuse of that right, and no laws shall be passed to restrain or abridge the liberty of speech or of the press.”

Ms. Yost stated that it has been a disappointment that for the past 3 Human Services Board meetings during public input, she was prevented from speaking to the issue that is central to the duties and responsibilities of the Human Services Board, which in part are to determine administrative and program policies.

Ms. Yost also discussed two state statutes. She stated that statute 46.23 referred to county department of human services and statute 990.001 referred to construction of laws; rules for. Ms. Yost stated that the first statute states the legislature’s intent for the statewide organization of county human services departments and the second statute explains the reason that the singular qualified director is not interchangeable with the plural or four co-directors.

Ms. Yost stated that the human services board members are the policy makers who decide whether to uphold the law or not. Ms. Yost requested that the board initiate the resolution process to resolve, as it has done twice before, for a single, qualified Director so our county complies with state law and our own county code.

Nancy Slattery, Maribel, stated that she was here to listen to the education topic but wanted to refer to two bills that the Governor is passing regarding mental health issues. Ms. Slattery referred to a grant available to Painting Pathways Clubhouse that she forwarded to their Director, June Schulz.

APPROVAL OF MINUTES:

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

DISCUSSION OF PAINTING PATHWAYS CLUBHOUSE PROGRAM AND FUNDING:

Board member Bob Cavanaugh wanted the board to discuss the Painting Pathways Clubhouse and their funding possibilities. He stated he toured the Clubhouse and saw that they are doing good things for their members who have mental health issues.

Jeff Jenswold stated that he met with Todd Holschbach, Martha Rasmus and June Schulz in 2013. He stated that there is no money in the HSD budget to just give a donation to the Clubhouse. While there has been an amount of money set aside in the state budget for expanding the Comprehensive Community Services program, there has been no indication of how much, when, or how to access that money. Our county has formed a consortium with Brown, Winnebago, Outagamie and Calumet counties for a regional delivery model.

Jenswold stated that the discussion with Painting Pathways would include a contract for services, paid for with the future CCS funds. There is a need for employment services and Painting Pathways is interested in providing them. Dave Schibline will be meeting with Painting Pathways on April 3rd to see what can be provided to clients. Once we are informed of the amounts, we can move forward with contracting for services.

Supervisor Todd Holschbach stated that there will still be a need for funding for Painting Pathways even with the CCS program funding. He distributed a handout to the board regarding information on what the clubhouse does and some of their successes with members. Supervisor Holschbach stated that he had been proposing \$20,000.00 for the county to provide 20 – 25 hours per week of job coaching to members. He stated that 5 other counties provide unrestricted funds to their clubhouses for employment services. He would like to work with the county board and the HSD board on providing this funding and having outcomes but not to take out of the HSD budget.

Board member Agnew stated that she is a school board member of charter groups for kids with mental health issues. She stated that many groups need funding and we should look at all groups.

Board member Burke stated that the Expo is struggling and the county invested money there, the airport is struggling and the county invested money there. She proposed looking for grants or other revenues to support these things.

Supervisor Martha Rasmus asked if the HSD has a grantwriter position. The response was no, our staff members write grants but there is no full-time position. The lack of funding for the sustainability of grants does not make HSD a good candidate for grants.

Board member Baumann questioned the 2012 figures of accumulated income included in the handout.

REQUEST FOR LIMITED TERM POSITION IN ADULT PROTECTIVE SERVICES:

Jeff Jenswold requested a Limited Term employee in Adult Protective Services and the Community Support Program. He stated the staff members have been swamped with referrals and several are more complex problems. Some have developmental disabilities and physical disabilities. They do work with the ADRC staff but the county employees are required to do investigations and timelines and respond within 24 hours. Staff members are working overtime. The number of calls has increased from 168 a few years ago to 301 in 2013.

Part of the time would be spent in the Community Support program where there has been an increase in referrals and more complex cases with medical problems or AODA issues. They use a supported apartment program and medication management services. A case aide would help the Masters degree level therapists with transportation and other needs to free them up.

They are looking to hire a Bachelors degree level for education and billing. If they don't have a qualified applicant, they will look for a technician. The estimated MA revenue for the position would be \$5,500.00 to \$8,500.00 with the possibility of adding this to the next budget.

A MOTION WAS MADE BY AGNEW, SECONDED BY BAUMANN TO HIRE A TEMPORARY APS/CSP WORKER. Discussion by Burke of how many positions have been added to the roster since January, 2013 and a suggestion to look at the Silver Lake College social work program. MOTION WAS CALLED AND MOTION CARRIED.

EDUCATION TOPIC - UPDATE ON AFFORDABLE CARE ACT:

Lori Garceau provided a handout of information regarding the Affordable Care Act for health insurance coverage. The premise is that there is "no wrong door" for applying for benefits. The changes to BadgerCare were delayed from 12/31/13 to 4/1/14 so there were applications waiting in a file until we could process them. The system was ready on February 1 and we began processing applications. *There have been multiple thousands of applications processed by the consortium and approximately 1,100 by county staff.* The ACA money will pay for overtime. Staff members have been working very hard to process the applications. Staff is required to follow up calls to see if assistance is needed.

The handout covers information regarding when the rules take effect, how to get help applying, the numbers to call, and how to get assistance from the local navigators. Ms. Garceau answered questions from board members.

RESOLUTION FOR OUT OF STATE TRAVEL:

Stacy Ledvina stated that she and a program coordinator, Thomas Mann along with Patricia Koppa, Court Commissioner have been invited to attend a national inter-site conference in Philadelphia, Pennsylvania from June 2 – 4, 2014 with all travel expenses paid by the Department of Justice and/or the Annie E. Casey Foundation in order to gain information on alternatives to juvenile detention.

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO APPROVE THE OUT OF STATE TRAVEL RESOLUTION FOR LEDVINA, MANN, AND KOPPA. MOTION CARRIED.

FINANCIAL AND STATISTICAL REPORTS THROUGH FEBRUARY:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through February, 2014. Board member Agnew requested that the IRIS program numbers be added to the monthly statistics report.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer provided handouts on the number of days and costs of the secure detention program for juveniles. There were 18 days used in February.

Ziegelbauer provided a handout regarding unemployment rates.

Ziegelbauer stated that the two year county board session is closing. He thanked Supervisor Mike Bauknecht for serving on the county board and the HSD board. He stated that Supervisors Henrickson and Baumann's terms are up. All other terms are still in effect. Ziegelbauer stated that with the new session beginning in April, he will step aside in future HSD board meetings and the Co-Directors will run the meetings. He stated he will attend the meetings from time to time.

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

Chair Henrickson stated that he enjoyed working with the board members and thanked everyone for their support.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, April 24, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BURKE, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:50 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, April 24, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Introduction of New Board Members and Election of Officers.
5. Education Topic: Overview of Services Provided by Human Services Department – Jeff Jenswold, Lori Garceau, Patricia Dodge.
6. Financial Reports through March, 2014 – Patricia Dodge.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.
9. Tour of the 8th Street HSD Building.

Date: April 16, 2014

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:30 p.m. on Thursday, April 24, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Burke, Cavanaugh, Davis, Henrickson, Tomasik, Williams.

Board members excused: Baumann.

Board members absent: Ruggirello.

County Board members present: None.

Members of Public present: Cecelia Held, Manitowoc; Nancy Slattery, Maribel; Maura Yost, Cleveland.

Staff present: Dodge, Garceau, Jenswold.

PUBLIC INPUT:

Maura Yost, Cleveland, referred to the Bill of Rights in the Wisconsin Constitution and stated that the constitution reads, "Every person may freely speak, write and publish his sentiments on all subjects, being responsible for the abuse of that right, and no laws shall be passed to restrain or abridge the liberty of speech or of the press."

Ms. Yost stated that on Tuesday evening at the county board meeting she had presented material similar to the material that was provided to the Human Services Board last month. She stated that she had asked the new county board Chair, Jim Brey, if the Corporation Counsel had provided information on what the Attorney General said about the county's director at Human Services.

Ms. Yost stated that the Corporation Counsel's request dated December 28, 2012 to the Attorney General included a question "May a self-organized county that has a County Executive and that operates a human services department create more than one human services director position?"

Ms. Yost stated that the Attorney General's response included reference to organizational structures of county human services departments and that they are matters exclusively or primarily of statewide concern. Ms. Yost stated that the A.G. "rejected our Corporation Counsel's best pitch to employ four co-directors in lieu of a single, qualified Director, as required by state statutes and county code."

Ms. Yost stated that “despite the solid rejection by the A.G. of our Corporation Counsel’s argument, he persists in the red herring that the county board’s approval of the appointment of four co-directors complies with the requirements of Wisconsin Statutes.”

Ms. Yost stated that the County Executive is mandated by state statute to uphold the ordinances and laws within his or her county and that the county executive was quoted in the March 15, 2014 edition of the Herald-Times-Reporter as saying “it would be impossible for us to take a position that says we will ignore the law” when referring to the open records and open meetings laws of the Manitowoc County Economic Development Corporation.

Ms. Yost asked the Human Services Board to create a resolution to resolve for a single, qualified Human Services Director so the county complies with state law and county code.

Nancy Slattery, Maribel, stated that she was here to listen to the information but had to leave early to greet people at a volunteer appreciation dinner.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY DAVIS TO APPROVE THE CORRECTED MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

Minutes were corrected from the first draft to clarify numbers related to Health Care applications in Economic Support locally and in the consortium

INTRODUCTION OF NEW BOARD MEMBERS AND ELECTION OF OFFICERS:

Supervisor Mike Williams was introduced as a new Human Services Board Member. Supervisor Williams stated that he was familiar with Human Services and has volunteered in the children’s division in the past. Board members introduced themselves.

Supervisor Cavanaugh nominated Supervisor Henrickson as board Chair. Davis seconded and asked to close nominations. Motion carried.

Supervisor Burke nominated Supervisor Cavanaugh as board Vice Chair. Supervisor Henrickson seconded and the motion carried.

Supervisor Cavanaugh nominated Supervisor Burke as board Secretary. Supervisor Henrickson seconded and the motion carried.

EDUCATION TOPIC - OVERVIEW OF SERVICES PROVIDED BY HUMAN SERVICES DEPARTMENT:

Handouts included organization charts, office locations, and agency information.

Jeff Jenswold, Co-Director/Clinical Services Division, described how the agency divisions are set up. He gave information on the services provided in his division. Jenswold stated that there is less emphasis on behind-the-desk-therapy and more emphasis on community services.

Jenswold stated that the county is the designated alcohol and other drug assessor. He stated there are approximately 400-500 assessments performed each year and about half of those go to treatment and half go to education sessions. The fee is collected prior to the assessment.

Patricia Dodge, Co-Director/Business Division, described some of the duties of the division and how it is set up. Dodge stated that the funding for services is provided by federal, state, and local tax dollars; grants; public fees for services; and a small amount through donations. Dodge stated that the agency contracts with over 70 providers of services averaging \$7 million per year and utilizing community agencies as well as companies outside of the county when necessary.

Lori Garceau, Co-Director/Economic Support Division, described the public assistance programs and stated that the energy assistance program will be ending on May 15th. Garceau stated that there were many heating assistance crisis applications due to the harsh winter and the propane fuel shortage. Garceau stated that we are in the third year of a consortium with 9 other counties. The counties rotate the call center shifts.

Garceau suggested that the board meet at the Job Center for a future board meeting and tour.

FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through March, 2014. It was noted that while the numbers of children in foster care are lower, the costs are higher due to many placements in treatment foster care. The mental health inpatient days were higher than in February and higher than in March, 2013.

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

A board member asked if there were gasoline cards being given to parents to visit their children in the juvenile detention center in Sheboygan. There have been very few cards issued due to the low census in the facility.

A board member asked how the Economic Support consortium is working out. Garceau stated it's been working well, especially with being able to cover the call center when staff are out of the office.

A board member asked if there was much usage this year at institutions for adults. Jenswold reported that one person was at Mendota for two months. The Brown County facility has changed to a 15 bed diversion facility where MA will pay 60% of the costs for clients.

A board member asked if there were any updates on the Comprehensive Community Services grant increase from the state. Jenswold stated that there is a two day meeting in Appleton in June which will provide information on billing, etc. We worked with the proposed consortium counties on the Memorandum of Understanding to set up the consortium. The target start date was July 1 but may be set back to September 1.

A board member asked if the people who were hired as a result of the Affordable Care Act are staying on. Garceau stated that as long as there is funding for the program, they will stay. Garceau stated that the staff are receiving fewer applications for the health care marketplace.

Jenswold stated there were 71 applicants for the limited term case aide position but very few were qualified. A few were over-qualified. This is very concerning regarding the employment outlook for the area.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, May 22, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY AGNEW, SECONDED BY CAVANAUGH 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



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, May 22, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input on any Matter listed on the Agenda.
3. Approval of Minutes.
4. Education Topic: Overview of Birth to Three Program – Margaret Glaeser and Nancy Randolph.
5. Financial Reports through April, 2014 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Set Next Meeting Date.

Date: May 14, 2014

Rick Henrickson, Chair

**By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors**

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 4:30 p.m. on Thursday, May 22, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Burke, Cavanaugh, Tomasik, Williams.

Board members excused: Davis, Henrickson, Ruggirello.

Board members absent: None.

County Board members present: None.

Members of Public present: Maura Yost, Cleveland.

Staff present: Dodge, Glaeser, Jenswold, Randolph.

PUBLIC INPUT:

None.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC - OVERVIEW OF BIRTH TO THREE PROGRAM:

Maggie Glaeser, Birth-to-Three Teacher and Nancy Randolph discussed the program and some of its requirements. This is an approximately \$500,000.00 program for the agency. There are 5 teachers and various contracted speech therapists, occupational therapists and physical therapists.

Delays in development are the focus of the program. This program is currently operating in all counties in Wisconsin and also nationwide. The funding is provided by the state, MA billings for case management, local tax levy, and a small amount from parental cost shares and insurances.

The state established a Maintenance of Effort amount that they require each county to spend on the program based on prior years. Our agency recently completed an appeal process with the state when they had initially determined the Maintenance of Effort for 2012 was not met. We are required to maintain a level of spending regardless of cost reductions or efficiencies.

Referrals have remained at a similar rate for the last several years but took a jump in 2013. Referrals come from clinics, schools, parents, Lakeshore Family Resources, Head Start program, and Lakeshore CAP.

The new initiative called Play to Talk involves parents working with their children every day and is expected to help with speech delay and also in keeping the workloads down. Speech delay is the largest population of Birth to Three clients.

Handouts were distributed to board members.

FINANCIAL AND STATISTICAL REPORTS THROUGH APRIL:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through April, 2014. Statistics showed that the number of energy assistance clients increased over the 2013 heating season. For the budget, placements of children in out of home care and adults with mental health issues being placed in expensive settings continues to be higher than projected.

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

A board member asked how the foster home drive is going. In the Fall there were 8 new foster homes but the Spring drive did not bring as many. Foster parent resources are very difficult to find.

A board member asked how the department is doing with 4 Co-Directors instead of one Director. The three Co-Directors in attendance replied that they work well together, meet regularly, and haven't encountered any major issues with the current leadership setup.

A board member asked if there were any updates on the Comprehensive Community Services grant increase from the state. Jeff Jenswold stated that he will know more after a 2 day training in Appleton in June which will provide information on services and billing.

Jenswold stated that there will now be mental health services provided in the jail setting. Our staff provides 6 hours per week with inmates and will collaborate with jail staff who will contract for an outside provider for 8 hours per week.

The Secondary Traumatic Stress project for staff is moving along. Trainings are coming up and the committee members will be using the peer support system for new staff members.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, June 26, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS 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, June 26, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input on any Matter listed on the Agenda.
3. Approval of Minutes.
4. Education Topic: Overview of Children & Family Services Unit and Benchmark Measurements for Placement Outcomes – Lane Kinzel and Nancy Randolph.
5. Financial Reports through May, 2014 – Patricia Dodge.
6. Approval for New Version of Agency Computer Software – Patricia Dodge and Dave Schibline, HSD with Bob Blashe and Mike Wingender, I.T. Department.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.

Date: June 16, 2014

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:30 p.m. on Thursday, June 26, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board members excused: Tomasik.

Board members absent: Agnew.

County Board members present: None.

Members of Public present: Maura Yost, Cleveland; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

Staff present: Dodge, Kinzel, Randolph, Rogers, Schibline, Blashe, Wingender, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, Cleveland, stated that she advocates for “a single, qualified Human Services Director as required by state law and county code.” Ms. Yost stated that she hopes that the new county supervisors will tip the scale in favor of Manitowoc County conforming to state law and county code.

Ms. Yost cited state statutes regarding administrative structure and boards. Ms. Yost stated she feels that it is unkind and illegal for the County Executive to appoint staff to job titles and functions contrary to state law and county code.

Ms. Yost asked the board to initiate the resolution process to resolve for a single, qualified Human Services Director to be in compliance with state law and county code. She stated that this process has been done numerous times before. Ms. Yost provided information regarding former resolutions on this subject.

CHANGE IN AGENDA ORDER:

A request was made to move agenda item #6 to #4 so that presentors could attend other commitments on time.

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRELLO TO CHANGE THE ORDER OF THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES:

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

APPROVAL FOR NEW VERSION OF AGENCY COMPUTER SOFTWARE:

Bob Blashe and Mike Wingender, I.T. Department and Dave Schibline and Patricia Dodge, Human Services Department gave an overview of the current computer system being used for client information and all operations on behalf of clients.

The system was implemented in 1999 and the CMHC/Netsmart company has developed a new platform that is easier to use and maintain. They informed their users that the system may not be supported after 2017. Since planning and implementation can take 12 – 18 months, it was decided to begin to plan for replacement of the system.

After viewing demonstrations of other software, the choice was made to move to the Avatar software with Netsmart. Netsmart offered significant discounts on the cost if our agency signed on at this time, rather than at some time in the future.

After questions and discussion by board members, a vote was called to support the new software project.

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO SUPPORT PURCHASING AND IMPLEMENTING AVATAR WITH THE NETSMART COMPANY. MOTION CARRIED.

EDUCATION TOPIC – OVERVIEW OF CHILDREN AND FAMILY SERVICES UNIT AND BENCHMARK MEASUREMENTS FOR PLACEMENT OUTCOMES:

Lane Kinzel, Child and Family Services Supervisor and Nancy Randolph discussed the unit structure and explained how their unit gets assigned cases. Some of the reasons for children being referred to this unit are parents abusing drugs or alcohol and babies being born addicted (this number has risen in the past few years), neglect, physical abuse, and sexual abuse.

There are in-home cases where the staff members try to work with the families to maintain the children in the home and improve the parenting skills. There are out-of-home cases when abuse or neglect requires placement outside of the home. When this occurs, the parents are brought to the foster home to establish a relationship with the foster parents and to visit the child. There is a hearing every 6 months for updates.

Lane provided graphs and explained statistics that show that Manitowoc County has a low re-placement record, especially compared to other counties in the state. Lane stated that research shows that if the parents can get healthy and improve their skills, the child does much better in the long run with reunification with their family, rather than remaining in out of home care.

The staff members make referrals to service providers to help the parents meet their court ordered conditions of return. If the parents don't comply with requirements after 12 – 18 months of working with our staff, a Termination of Parental Rights will most likely occur to give the child the opportunity of permanence with another family.

FINANCIAL AND STATISTICAL REPORTS THROUGH MAY:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through May, 2014. Mental health placements continue to be higher than budgeted.

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

Bob Ziegelbauer distributed handouts of Local Unemployment Rates for May, 2014 and a Secure Detention report.

A board member questioned why the unemployment rate was lower when there are many home foreclosures published each day. The lower rate could be attributed to seasonal adjustments plus there are less people in the job search.

In response to a question from a board member at a prior meeting, Nancy Randolph provided an update on the progress of the additional Comprehensive Community Services money from the state. There was an expansion meeting in Appleton last week. Almost all counties have decided to regionalize. There are 4 model types and our county chose to use the shared services model with Calumet, Brown, Outagamie and Winnebago. The second step is to submit a plan to the Bureau of Quality Assurance. Since we are already a certified provider, this step should move quickly. Approximately 40 children will be eligible for this expanded program. It is expected that some of the children in the waiver programs who don't have 100% funding will be moved to CCS to capture the additional funding.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, August 28, 2014 at the Human Services Department Jay Street conference room immediately following the public hearing into the 2015 budget.

ADJOURNMENT:

A MOTION WAS MADE BY BURKE, SECONDED BY BAUMANN 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, August 28, 2014

TIME: Immediately following the Public Hearing session scheduled to begin at 4:00 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input on any Matter listed on the Agenda.
3. Approval of Minutes.
4. Education Topic: Update on the Comprehensive Community Services Program Expansion – Jeff Jenswold and Lori Fure.
5. Financial Reports through July, 2014 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Set Next Meeting Date.

Date: August 13, 2014

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:17 p.m. on Thursday, August 28, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board members excused: Tomasik.

Board members absent: Agnew.

County Board members present: None.

Members of Public present: Maura Yost, Cleveland; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

County staff present: Dodge, Fure, Garceau, Jenswold, Randolph, Ziegelbauer.

PUBLIC INPUT:

No public input.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC – UPDATE ON THE COMPREHENSIVE COMMUNITY SERVICES PROGRAM EXPANSION – JEFF JENSWOLD AND LORI FURE:

Jeff Jenswold introduced Lori Fure as the new Community Services Program Manager supervising the CCS, CSP, and COP programs. He stated that Lori has been working with HSD since 1999 and was the Clinical Coordinator for the Community Support Program prior to this promotion.

The Comprehensive Community Services Program works to keep youth and adults in the community. Services are considered psychosocial rehabilitation and are comprehensive.

In order to access the state's new 40% match funding, counties are being required to regionalize the program that we've been providing for about 6 years. Our agency has partnered with Brown, Calumet, Outagamie and Winnebago Counties. Each county had to prepare an individual plan but they had to be similar to the other counties. Our plan is 100 pages long and the larger counties have bigger plans.

The expansion program was supposed to begin on July 1 but we have not been notified if they will back date the services. Jeff should hear tomorrow if our plan has been accepted by the Department of Quality Assurance. A surveyor went over the plans very diligently and corrections had to be submitted. Approval by MA is required but should be provided since all of the counties are already certified.

Some expansion plans have been made, primarily with children. The 2015 budget includes a request for two new positions, one for adult clients and one for children. New services will be purchased, possibly with the Paintings Pathways mental health clubhouse. Staff will work to get children off of the wait list since they don't have a lot of other services. Other counties have a lot of staff running this program and use it extensively.

The state's goal was to have each county run the program. With the new funding, there are 31 counties currently running the program, 31 are applying for it, and 10 won't have it.

FINANCIAL AND STATISTICAL REPORTS THROUGH JULY:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through July, 2014 and answered board members' questions. Mental health placements continue to be higher than budgeted.

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

A board member asked about the new mental health program at the county jail. Jenswold stated that our staff still does crisis for inmates and in-house consultations. The new program provides for 8 hours per week from a counselor out of Milwaukee. Our staff reported that the new arrangement is working out.

A board member asked about an article in the local paper which stated that a juvenile being held in the county jail was exposed to some type of pornography. The 17 year old had been waived to adult court and we do not have details on what may have occurred at the jail. A board member suggested that people attend the Public Safety Committee meeting to get more information.

A board member asked if writing grants is a standard part of a Director's job. The response was that a Director may learn of grants and pass them on to the appropriate staff to submit proposals but that grant writing was not usually done by Directors. All of the Co-Directors have had some type of grant writing training over the years and they do look for opportunities for funding. Grant money cannot supplant what is already occurring and we have to be cautious about continuing funding for programs after the grants run out.

Bob Ziegelbauer distributed handouts of Local Unemployment Rates for July, 2014 and a Secure Detention report for juveniles. There were 5 days of detention used in July by 1 person.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, September 25, 2014 at 4:30 p.m.at the Job Center on Dewey Street.

ADJOURNMENT:

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:55 P.M.
MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



**MANITOWOC COUNTY
HUMAN SERVICES BOARD
PUBLIC HEARING NOTICE**

DATE: Thursday, August 28, 2014

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 2015 Human Services Department Budget.
3. Close Public Hearing.

Date: July 28, 2014

Rick Henrickson, Chair

By: Patricia Dodge, preparer of notice
Co-Director/Business Division

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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PUBLIC HEARING OF THE
2015 HUMAN SERVICES DEPARTMENT BUDGET
August 28, 2014

Human Services Board Members Present: Baumann, Burke, Cavanaugh, Davis, Henrickson, Ruggirello, Williams.

Board Members Absent: Agnew.

Board Members Excused: Tomasik.

Human Services Department Staff Present: Dodge, Fure, Garceau, Jenswold, Randolph, County Executive Ziegelbauer.

Members of the Public Present: Cecelia Held, Manitowoc, Nancy Slattery, Maribel, and Maura Yost, Newton.

CALL TO ORDER:

The Public Hearing for input into the 2015 Human Services Department Budget was called to order at 4:00 p.m. by Human Services Board Chair Rick Henrickson. Chair Henrickson stated the Ground Rules for Testifying.

PUBLIC INPUT:

Maura Yost, resident of Newton, stated "I remind the Human Services Board that the Bill of Rights in our Wisconsin Constitution guarantees "Every person may freely speak, write and publish his sentiments on all subjects, being responsible for the abuse of that right, and no laws shall be passed to restrain or abridge the liberty of speech or of the press.""

Ms. Yost stated that "this upcoming budget season marks the second budget cycle since the Wisconsin Attorney General's office stated unequivocally that Manitowoc County is without a single, qualified Human Services Director as required by state law, and of course by county code."

Ms. Yost stated "today I would like to focus with you on two state statutes. The first statute is titled: "46.23 County Department of Human Services. (1) Intent. The intent of this section is to enable and encourage counties to develop and make available to all citizens of this state a comprehensive range of human services in an integrated and efficient manner; to utilize and expand existing governmental, voluntary and private community resources for the provision of services to prevent or ameliorate social, mental and physical disabilities; to provide for the integration of administration of those services and facilities organized under this section through the establishment of a unified administrative structure and of a unified policy-making body; and to authorize state consultative services, reviews and establishments of standards and grants-in-aid for such programs of services and facilities"".

Ms. Yost stated that “the second statute is titled: 990.001 Construction of Laws; rules for. In construing Wisconsin laws the following rules shall be observed unless construction in accordance with a rule would produce a result inconsistent with the manifest intent of the legislature: (1) Singular and Plural. The singular includes the plural, and the plural includes the singular.”

Ms. Yost stated “the first statute above states the legislature’s intent for the statewide organization of county human services departments, and the second statute explains the reason that the singular (as in a single, qualified Director) is not interchangeable with the plural (as in 4 Co-Directors) in our situation because that arrangement produces a result that is inconsistent with the “manifest intent of the legislature.””

Ms. Yost stated “in short, as the Assistant Attorney General advised Corporation Counsel Rollins in February, 2012, referring to the Co-Directors, “None of these persons is a Director because none of them is in charge of or the head of the entire county Human Services Department.””

Ms. Yost stated “the County Executive is mandated by state statute to “take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county.” “He does not have the authority or discretion to break state law or county code”.

Ms. Yost stated “as Human Services board members, you are the policy makers. I ask you to bring Manitowoc County into compliance with state law and county code by making a resolution for funding a single, qualified Human Services Director . Thank you.”

Chair Henrickson stated that the next input would be from Nancy Slattery.

Nancy Slattery stated “I read the new amendments to the public input for public comment and we’re only supposed to talk to you. I would like to...I did attend the Finance Committee meeting recently and it was stated that one third of the county’s budget is spent in your area of supervision.”

Ms. Slattery stated “I just wanted to make sure that you realize you have a huge responsibility of supervising one third of the county budget. I wanted to make sure that as we enter this budget season and you are asked to look at a budget, you give it the time it needs and adjust the meeting length realizing that you’re only here for an hour and you really can’t give it justice so I would encourage you to go over all of the line items that are in your area of responsibility and spend a little extra time looking at it. It’s not just whether you are going to do this sidewalk in front of this building, it’s a huge responsibility so I encourage you to ask for that.”

Ms. Slattery stated “and I also ask that the particular issue I wanted to focus on is...we heard many times there are lots of grants that people are writing for to lessen the county expenses because they get funds from public sponsors and non-profits and I see the Annie E. Casey Foundation and all of those have been really good news to the citizens of the county. I would encourage that each...with the Human Services Department divided like it is into four sections that each one of those sections have someone totally qualified to write grants. They shouldn’t be citizens from outside or retired who help do a grant because they find that they need that

expertise. They should somehow plan to have the expertise in-house to write grants and to help the county lower the costs. And if they can't fund a full-time position, then maybe a half-time but make sure that the position is fully trained or fully train the four Co-Directors. I really feel that that is something that is quite normal to expect. If you really want the budget to be decreased by grants, you have to be able to do it in-house, you can't farm it out."

Ms. Slattery stated "I, myself went to a grant writing workshop, only half a day and it cost me, when I did it, I think it was a little bit less but there's one offered at Lakeshore Technical College for \$59.00. The individual who does present it I can't pronounce his last name but I'm sure many of you know this individual but it's Huycke, but he's now the Associate Director for grants at Moraine Park Technical College and he was at LTC here, locally and I'm sure... and I found it very interesting. If nothing else it alerted me to the vocabulary and some of the recordkeeping and some of the needs of a grant writer so I could possibly give input to a grant writer. Not that I ever did one but I would really strongly encourage any of you on this board if you could spare a half a day I would certainly think that would be a good place, if you wanted to fund it yourself that I think it would be a good donation to the county and if not certainly it requires that the Directors of this next budget have some kind of grant writing abilities because if you want to lower the costs to the county, somebody's going to have to do it and it should be the people in leadership and not the volunteers from the community."

Ms. Slattery stated "thank you very much and I enjoy learning all of the things here."

Supervisor Williams asked for details on the grant writing workshop at Lakeshore Technical College.

Since there was no other public input, Board Chair Henrickson closed the public hearing at 4:15 p.m.

Respectfully submitted:

Laurie Burke, Secretary
Human Services Board

LB/pd



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

DATE: Thursday, September 25, 2014

TIME: 4:30 p.m.

PLACE: Job Center, Conference Room, 3733 Dewey Street, Manitowoc, WI

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 listed on the Agenda.
3. Approval of Minutes.
- 4. Education Topic: Update on the Wisconsin Home Energy Assistance Program – Lori Garceau *and Debra Williquette*.**
5. Financial Reports through August, 2014 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Set Next Meeting Date.
- 8. *Tour of the Job Center.***

Date: September 16, 2014

Amended: September 18, 2014 @ 5:54 p.m.

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:30 p.m. on Thursday, September 25, 2014 in open session at the Manitowoc County Job Center, 3733 Dewey Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik, Williams.

Board members excused: Burke.

Board members absent: None.

County Board members present: None.

Members of Public present: Maura Yost, Cleveland; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

County staff present: Dodge, Garceau, Williquette, Ziegelbauer.

PUBLIC COMMENT:

Maura Yost, Cleveland, requested to provide public input in reference to item #6 on the agenda. Ms. Yost stated that the administration of Human Services is a specialized field of work. Ms. Yost stated that “proof of that is the \$3.3 million dollar loss during the 5 year period when the County Executive attempted to work as County Executive, Human Services Director, and State Assemblyman versus the \$350,000.00 surplus during the previous 5 year period when the department was headed by a single, qualified Director, in accordance with state law and county code.”

Ms. Yost stated that she heard various explanations of the reasons for the deficits, but she stated that the County Executive is ultimately accountable for it.

Ms. Yost stated that the County Executive does not have the authority or discretion to ignore or circumvent state law or county statutes.

Ms. Yost stated that among the power and duties mandated to the Human Services Board in Wisconsin statutes, they are to develop county human services board operating procedures and comply with state requirements.

Ms. Yost stated that the current organizational structure of the Human Services Department does not conform to state law. She stated that the county staff members are as obligated as the county executive by state law to take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county executive or any person supervised by the county executive and it is unkind and illegal to implicate county staff in titles and functions.

Ms. Yost stated that it is incumbent upon the Human Service Board to resolve to make and fund a position for a Director and forward it to the Finance Committee and the County Board. Ms. Yost stated that time is of the essence and she asked that the topic be placed on the next Human Services Board agenda for discussion and possible action.

Nancy Slattery, Maribel, referred to the minutes of the Public Hearing that included testimony from members of the public. Ms. Slattery stated that she hopes the Human Services Board members take a good deal of time going over the budget for 2015.

Ms. Slattery stated that she was glad to be taking a tour of the Job Center and that she is active at Hope House. She stated that a case manager asked her to pick up brochures for them and also for the Haven.

No further public comment.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO APPROVE THE MINUTES OF THE ANNUAL PUBLIC HEARING. MOTION CARRIED.

A MOTION WAS MADE BY DAVIS AND SECONDED BY RUGGIRELLO TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. AFTER DISCUSSION, IT WAS DECIDED TO AMEND THE MINUTES TO CLARIFY THAT STAFF MEMBERS, INCLUDING THE CO-DIRECTORS, APPLY FOR GRANTS FOR VARIOUS PURPOSES.

A MOTION WAS MADE BY DAVIS, SECONDED BY WILLIAMS TO APPROVE THE PREVIOUS MINUTES AS AMENDED. MOTION CARRIED.

EDUCATION TOPIC – UPDATE ON THE WISCONSIN HOME ENERGY ASSISTANCE PROGRAM – LORI GARCEAU AND DEB WILLIQUETTE:

Lori Garceau and Deb Williquette provided information on the home energy assistance program. The program provides assistance to 225,000 Wisconsin households annually. Assistance is based on income and the size of the family. Applicants can be renters or homeowners and must provide an actual check stub for proof of income. People may be eligible for a one-time benefit for electricity costs. The Department of Energy Services pays these.

Amounts are allocated on the federal fiscal year basis of October 1 – September 30. The amounts are capped so some people may not receive services. There is a furnace program that will repair or replace a furnace for a qualified homeowner. A referral is made to a private agency that conducts on-site assessments.

In 2014 there were 2,729 applicants and of those, 2,446 were eligible. 136 households received crisis assistance which is paid directly to suppliers. There were 9 repairs, 7 replacements and 2 assessments. Most of the applicants are elderly or disabled.

Fixed income households can apply for assistance in September. There were 1,100 applications mailed out in August. The staff members are processing 300+ paper applications right now. Outreach is done at the Manitowoc Senior Center, Two Rivers Senior Center, Mishicot Vets Club and the Kiel Community Center.

There is a meeting with vendors each year to give new information on the program. A new and improved Home Energy Plus website was released on September 17th.

FINANCIAL AND STATISTICAL REPORTS THROUGH AUGUST:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through August, 2014 and answered board members' questions. The numbers of children in foster care have been going down.

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

A board member asked about the Family Care program and if another company was coming into the county to provide these services.

Bob Ziegelbauer stated that the existing Lakeland Family Care District is expanding services to the Waupaca, Calumet and Outagamie county partnership as well as several northeast Wisconsin counties. They will expand rapidly in the next few years.

Community Care Organization will also be providing these services to county residents in 2015. The ADRC will contact all members now so they have a choice of staying with the Long Term Care District, going to the Community Care Organization, or choosing the IRIS program.

A board member stated that she had spoken with Nancy Randolph regarding a provider of service. She stated that she is concerned that the contract does not include a provision for what is provided in trainings related to IEPs or other training services. The staff member responsible for the service would oversee what is provided.

Bob Ziegelbauer distributed handouts of Local Unemployment Rates for August, 2014 and a Secure Detention report for juveniles. There were 49 days of detention used in August by 3 people. Ziegelbauer stated that due to the lower census, the county may have to pay a premium to meet the \$40,000.00 minimum annual usage amount.

Bob Ziegelbauer stated that he will provide an overview of the 2015 budget at the next meeting.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, October 23, 2014 at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:20 P.M.
MOTION CARRIED.

TOUR OF THE JOB CENTER – Lori Garceau.

Lori Garceau distributed a Quick Reference Guide to the Manitowoc County Job Center and conducted a tour of the facility. She stated that the Human Services Department uses a lot of space at the center. Lakeshore Technical College has a lot of classroom space and their own reception area. Lori stated that the Workforce Investment Act provides assistance to dislocated workers. There are resume writing and job interviewing skills workshops. The Department of Vocational Rehabilitation has a disability navigator that has office hours at the Job Center.

Respectfully submitted,

Rick Henrickson, Chair and Temporary Secretary
Human Services Board

RH/pd



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, October 23, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department, Jay Street Entrance
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 listed on the Agenda.
3. Approval of Minutes.
4. Education Topic: Coordinated Services Team Program – Nancy Randolph & Morgan Schmelter.
5. Financial Reports through September, 2014 – Patricia Dodge.
6. Overview of the 2015 Budget – Bob Ziegelbauer, County Executive.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.

Date: October 3, 2014

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:30 p.m. on Thursday, October 23, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Baumann, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik, Williams.

Board members excused: Agnew.

Board members absent: Burke.

County Board members present: Waak.

Members of Public present: None.

County staff present: Dodge, Lensmeyer (Lakeshore CAP), Randolph, Schmelter (Lakeshore CAP), Ziegelbauer.

PUBLIC COMMENT:

No public input.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC – COORDINATED SERVICES TEAM INITIATIVE:

Morgan Schmelter and Sara Lensmeyer provided information on the Coordinated Services Team Initiative. The initiative is provided through Lakeshore CAP, Inc. and is a voluntary process. The goal is helping families be successful. It is a wraparound approach to meeting each family's needs.

The program is geared toward children with severe emotional disturbance who are involved in two or more systems such as mental health, special education, child protective services, etc. The children are at risk of out of home placement or are in out of home placement.

CST is a family-centered approach that builds resources with natural and community supports and provides unconditional care for the child and family. The team prioritizes the top 3 needs that include targeting the youth or child's present level of functioning; goals, objectives and activities; establishes who is involved; how services will be paid for; how the progress will be evaluated; and crisis prevention planning.

There is a Coordinating Committee that assists with policies and procedures and building the structure of the initiative. If Human Services Board members are interested in being a committee member, they can contact Morgan Schmelter.

Since the CST initiative works to deter placing children in out of home care, Nancy Randolph provided information related to children in out of home placements. Randolph provided graphs that showed the number and cost of children in out of home care over the past 16 years, as well as the census and costs at the Lincoln Hills Correctional facility since 1995. There have been no placements since 2008 at Lincoln Hills due to community-based alternative programs that have been set up for juveniles.

FINANCIAL AND STATISTICAL REPORTS THROUGH SEPTEMBER:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through September, 2014 and answered board members' questions. While the numbers of children in foster care have been going down, the numbers at the juvenile detention center will be up since two juveniles were placed for a few months until their cases work through the court system.

OVERVIEW OF THE 2015 BUDGET:

County Executive, Bob Ziegelbauer, provided handouts of the county's 2015 proposed budget by graphical representation and by summaries of program areas. Ziegelbauer also included a copy of a letter he wrote to the County Board with details included in the county budget.

Ziegelbauer stated that the HSD budget includes 4 additional FTE positions for increased programming in child welfare and mental health with state revenues covering much of the cost of the positions. The rest of the HSD budget is relatively status quo from 2014. Ziegelbauer answered questions from board members.

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

Bob Ziegelbauer distributed handouts of Local Unemployment Rates for September, 2014 and a Secure Detention report for juveniles. There were 28 days of detention used in September by 5 juveniles.

No additional questions from board members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, December 4, 2014 at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY DAVIS, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:28 P.M. MOTION CARRIED.

Respectfully submitted,

Rick Henrickson, Chair and Temporary Secretary
Human Services Board

RH/pd



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, December 4, 2014

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department, Jay Street Entrance
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 listed on the Agenda.
3. Approval of Minutes.
4. Education Topic: Service Contract Process and Providers – Patricia Dodge.
5. Financial Reports through October, 2014 – Patricia Dodge.
6. Questions from Board Members on the Status of the Human Services Department.
7. Set Next Meeting Date.

Date: December 1, 2014

Rick Henrickson, Chair

By: Jeff Jenswold, Nancy Randolph, Lori Garceau,
Patricia Dodge – Co-Directors

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 4:30 p.m. on Thursday, December 4, 2014 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Burke, Davis, Ruggirello, Williams.

Board members excused: Davis, Henrickson, Tomasik.

Board members absent: None.

County Board members present: None.

Members of Public present: Cecelia Held, Kathy Protzman, Kate Reynolds, Rhonda Trader.

County staff present: Dodge, Garceau, Randolph, Ziegelbauer.

PUBLIC COMMENT:

Rhonda Trader, Manitowoc, discussed the need for an acute behavior health treatment center in Manitowoc County. Ms. Trader and a group of people believe this will help keep people out of expensive institutional placements.

Ms. Trader explained it would be a free-standing facility, not affiliated with medical centers but willing to work with them. Ms. Trader stated that there has been an increase in suicides in Manitowoc County and the state of Wisconsin is one of the highest in the nation. She stated that 30% of suicides occur within 28 days of release from acute care centers.

Ms. Trader's group is looking at possible sites for the facility and is considering the former St. Boniface church. Ms. Trader stated that they need verbal support from the HSD Board for pursuing the project and a grant to fund it. They would like to obtain statistics from HSD to include in their grant.

Supervisor Burke asked if this would be an emergency 24 hour program. The response was no, this would be a formal program of 4 – 8 hours per day, 5 days per week for 12 weeks for those who meet the criteria. Board member Ruggirello asked if there was an aftercare program. The response was that it could be or it may provide proactive intervention.

The group is looking at respite services for off-hours. They would provide meals at The Haven, a men's homeless shelter on the proposed premises. Board member Agnew asked what ages would be served. The response was potentially adolescents, mental health and AODA affected county residents, depending on acquiring licensure. The group knows that there is a need for services for adolescents but stated that Lutheran Social Services is applying for grant money for that age group.

Supervisor Williams asked if the group is working with similar agencies to coordinate services. The response was that they would like to collaborate with HSD and would like to meet with Jeff Jenswold, Co-Director of the Clinical division.

Supervisor Cavanaugh stated that this project is timely since there have been many more suicides in his community alone. He stated this is a devastating issue for families and he would like to see a support group set up for families. Ms. Trader provided information on a suicide support group that holds regular meetings.

Kate Reynolds, Manitowoc, stated that she is an attorney and a member of the committee and was present to support Ms. Trader and to request the board's support of this project.

Kathy Protzman, Manitowoc, stated that she is a retired mental health nurse and has attended meetings and supports the project.

No further public input.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC – SERVICE CONTRACT PROCESS AND PROVIDERS:

Patricia Dodge provided information regarding the contracting process and what is purchased on behalf of county clients. The service contracts for 2015 are being prepared. A handout was provided that shows the contract activity by provider, types of services purchased, and the amounts paid through October 31, 2014. Approximately \$7.4 million is contracted each year for services to clients.

Dodge stated that service contracts are required for any service purchased on an on-going basis for clients. Contracts are not required for products, medications, one-time purchases, durable medical goods, personal products or therapeutic items. The state DHS and DCF require contracts for anything above \$10,000.00 in a year. Manitowoc County HSD uses contracts for all on-going services to track and monitor services being provided to clients as well as the amount of money spent.

There is a Request for Proposals process in place that is used for new programs or when staff members want to seek services that are not currently available, are seeking a more competitive bid, or find the need for additional providers.

FINANCIAL AND STATISTICAL REPORTS THROUGH OCTOBER:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through October, 2014 and answered board members' questions. Nancy Randolph stated that there were 3 longer term juveniles

at the detention center in October and 1 is there currently. The budget projections through October are near the break-even point for 2014.

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

Bob Ziegelbauer distributed handouts of Local Unemployment Rates for October, 2014 and a Secure Detention report for juveniles. There were 102 days of detention used in October by 10 juveniles. Ziegelbauer stated that the JDC numbers are low for the year and the staff is doing a good job. He stated that the activity is below budget for the year.

The board members asked that Jeff Jenswold contact Rhonda Trader to possibly assist with statistics that her group is requesting.

Supervisor Cavanaugh wants to be contacted and assured that HSD will work with Ms. Trader's group.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, January 22, 2015 at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:50 P.M. MOTION CARRIED.

Respectfully submitted,

Lori Burke, Secretary
Human Services Board

LB/pd