

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:46 p.m. on Thursday, March 24, 2022 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Henrickson, Agnew, Burke, Shimulunas, Williams

Board Members Excused: Ruggirello

Board Members Absent: Baumann, Cavanaugh, Nasep

County Board Members Present: None

County Staff Present: Joas, Kubec, Randolph, Kinzel, Michels, Dodge, Ziegelbauer

**PUBLIC COMMENT ON ANY MATTER PERTAINING TO THE HUMAN SERVICES DEPARTMENT:**

No public comment.

**APPROVAL OF MINUTES:**

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

**EDUCATION TOPIC: Family Find Initiative, Relative Placements, and Permanency – Lane Kinzel, CFS Supervisor and Sean Michels, Child Protective Services Intake Worker.**

The Family First initiative is a federal program trying to place kids with family members over foster homes. Manitowoc County has always tried placing kids with family first and we are doing well with approximately 50% of placements with family. We have been consistently over the state average for family placements. It is important because every child has family and those connections are important, this also decreases the trauma for the child. It also helps decrease the number of children in out-of-home care. There are limited spots available in foster care and the demand for placements is increasing.

Relatives are defined to the 4<sup>th</sup> degree, through blood, marriage or adoption. What it takes to find family can be a tedious process. Some parents just say “no, there is no one that can take care of my kids”. We start with 3 basic steps. Step one is a WiSACWIS Search, we look through our database to see if there are any related people and start a family tree. The second step is a Seneca Search, which is a State funded search program. We fill out the Seneca Search form and submit to the state. We will get results of possible relatives, including phone numbers, email addresses and residential addresses. The third step is cold calls and letters. Immediate family members usually have a lot of information, who is the family historian, find grandma and call her. Usually there is someone in the family that knows everyone and where they are living. Then we create a genogram. A minimum of three relative letters are expected for each child placed in out-of-home care. Workers also do research by looking through obituaries, the white pages, Facebook, True People and CCAP to do searches. Based on the information gathered, the identified people are put in a genogram table and must fit within the definition of 4<sup>th</sup> degree to be considered for placement. Then contact is made with relatives to see if anyone is interested in caring for the child. There are then many steps before a placement would take place. Background checks are completed along with contact/visits with the child.

**RESOLUTION DESIGNATING HUMAN SERVICES DEPARTMENT THE ELDER ABUSE REPORTING AGENCY**

A MOTION WAS MADE BY BURKE, SECONDED BY WILLIAMS TO DESIGNATE THE HUMAN SERVICES DEPARTMENT THE ELDER ABUSE REPORTING AGENCY. MOTION CARRIED.

There was a question on how much money is received and what it is used for. Human Services will receive \$33,000 per year. The Adult Protective Service workers use the money for people in crisis. It is used on an emergency basis for items to keep a person in their home.

**FINANCIAL REPORTS THROUGH FEBRUARY, 2022 AND STATISTICAL REPORTS FOR JANUARY AND FEBRUARY, 2022:**

Between January and February there were no big differences. Under Residential Treatment Center, we haven't used this line as much. We are having problems placing kids with very challenging behaviors, no one will accept them. It is a statewide issue, it is very hard for everyone to find appropriate placements. Last year we had to use a facility in Tennessee for 1 child because there wasn't one that could serve the child in state. Between 2016-2020, the State had 250 kids placed in out-of-state facilities, which is very expensive and not ideal. The Wisconsin Association of Families is working with the State to help with placements. They have arranged a Centralized Resource Connection, which will set up dates for meetings with providers and agencies needing placement. Everyone would call in and discuss the placement needs of the child and see if they would fit with providers. It would save us having to call multiple agencies and repeat the behaviors to each agency and to see if they would be appropriate and have any openings. We don't know what a budget would like right now.

The Clinical Services area was expecting an increase in a grant but did not receive it so they have an overage so far. We have just heard that they will be getting a 27% increase in that area.

Mental Health Inpatient is down a little in February.

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

How is the hiring process going?

Staffing updates: We have been making progress on filling open positions. We are making an offer for 1 CCS Facilitator, and will have 3 openings left for CCS Facilitators. We also have openings for 1 CSP Case Manager and 1 Management Support/Back-up Receptionist.

The remaining staff from our Family Resiliency unit will be moving out to the Office Complex on Thursday (03/31/22). Offices are still being set up. Public Works has been very helpful in making it a smooth transition.

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

Received some good news from the Manitowoc County Expo. They have found a new sponsor for the foster families' county fair passes for this year's fair. The foster families are always very appreciative to receive them. Thank you to the expo and the donor for sponsoring these tickets.

March is National Social Work Recognition Month. Typically, the Admin. Staff host a staff appreciation event in March, but last year due to Covid we had an outdoor picnic in fall. This year we held a mini event last week and plan to do a picnic or luncheon later in the year.

As part of social work month, the State was accepting nominations for a Caring for Kids Award. We nominated Nancy Randolph for her years of work with children. She is a great leader and a successful grant writer. She serves on many boards and committees and has spent many hours over 20 years helping to develop a Boys & Girls Club in Manitowoc, which just recently opened and is being very well received. She was not selected for an award but is our Caring for Kids champion.

**RECOGNITION OF OUTGOING BOARD MEMBERS – PATRICIA DODGE**

Rick Henrickson was presented with a certificate in recognition of his 16 years of service on the Human Services Board. Rick said he has enjoyed working with everyone, hopes everyone keeps up the good work. He has never been more proud than to work with a group of people that work so hard to help people that really need help. He said it has been a privilege and honor to serve on this committee and he hopes his replacement supports the work done at Human Services. The board and Human Service employees are very thankful for his many years of service and wish Rick good luck in the future.

We also had a certificate for Bob Cavanaugh in appreciation of his 10 years of dedication to the citizens of Manitowoc County by serving as a member of the Manitowoc County Human Services Board.

We also had a certificate for Jack Nasep in appreciation of his 6 years of dedication to the citizens of Manitowoc County by serving as a member of the Manitowoc County Human Services Board

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, April 28, 2022 at 4:45 p.m. The meeting will be held in the 8<sup>th</sup> Street building at the 801 Jay Street entrance.

**ADJOURNMENT:**

A MOTION WAS MADE BY AGNEW, SECONDED BY SHIMULUNAS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:41 P.M. MOTION CARRIED.