

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:05 p.m. on Thursday, August 24, 2023 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Agnew, Baumann, Brey, Bruns, Klein, Naidl

Board Members Excused: Ruggirello

Board Members Absent: Burke, Shimulunas

County Board Members Present: None

County Staff Present: Ader, Foster, Fure, Huss, Joas, Johnson, Kubec, Michels, Ziegelbauer

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

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY BRUNS TO APPROVE THE MINUTES FROM THE JUNE 22<sup>ND</sup> MEETING. MOTION WAS CARRIED.

**EDUCATION TOPIC: Child Protective Services (CPS) Intake: Jena Foster**

Jena Foster introduced herself and Sean Michels, they are the two supervisors in the CPS Intake unit. Today she is going to talk about the CPS intake process. When calls come in a determination is made on how fast the children need to be seen. A worker will be assigned and will have contact with the family to determine if the children are safe in the home. A majority of our cases currently are related to drug abuse. Our workers work very well with Metro Drug and attend police briefings before they do drug busts, when they know children reside in the home. Workers will have contact with the parents, explain the referral, be clear that they are the alleged maltreaters, explain our role, gather information and explain what will happen next. We try to set up a Protective Plan while we are investigating, which would be a safe relative or friend that can stay in the home and provide 24-hour supervision to the family. When it is determined that we have to take the children into custody, the first stop for the children is to the hospital for a drug test and exams. We will arrange for forensic interviews of the children at the Child Advocacy Center in Saukville. These interviews are recorded and the video interview can be used in court, so children don't have to testify in court, which would cause more trauma.

When children are placed in TPC (temporary physical custody) we try to place in the least restrictive placement possible. We conduct background checks on everyone in the placement home. We provide information and give parents their rights and explain the process. There is a hearing within 12-24 hours, the worker will provide testimony, the parents can question workers in court. A Guardian ad Litem will be appointed for kids, they may also get their own attorney, depending on age. The judge will ask what reasonable efforts were made to keep the kids in the home. There will be a Plea Hearing, a Pre-trial fact-finding hearing, and a Dispositional hearing. The GAL will give an opinion, recommendations will be given to the parents on what they need to do and the judge will determine if the children will remain in TPC.

## **STATISTICAL REPORTS FOR JUNE AND JULY, 2023: Lori Fure**

This agenda item was combined with the director's report. The Deputy Director of Business Operations discussed juvenile residential care center placements.

## **FINANCIAL PROJECTIONS FOR JULY, 2023 – Jessica Huss**

Currently we have a deficit of approximately \$500,000. Juvenile placements continue to be high but there has been a downward trend with two moving from residential care centers into foster care, one returning home and one will be aging out soon.

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

There was a discussion regarding a department meeting.

## **DIRECTOR'S REPORT ON AGENCY OPERATIONS: Lori Fure**

The CCS staff moved into the Hamilton Street building on 07/31. The move went smoothly, Public Works did a great job getting everything set up. The CCS workers seem to be settling in and we have received positive feedback. We will be scheduling the next board meeting there to take a tour. The visitation center, also located in the Hamilton Street building, should be ready in the next few weeks. Once it's all set up we can determine if we have enough room before ending our lease with Lakeshore CAP for visit space. The more visits we can provide families the faster they can be reunited.

Economic Support had a review of the food stamp program, and everything went very well. They continue with the unwinding process, and are using ARPA Funds for some overtime to get all the reviews completed. They are currently down by two workers, but have a couple promising candidates for those open positions.

WIMCR (Wisconsin Medicaid Cost Reporting) is an annual report to the state documenting our MA revenue and along with the actual cost to provide those services. For all services we directly bill to Medicaid we receive a fraction of the actual cost in revenue. Every year we file a report (WIMCR) that proves our actual costs. The more we bill to Medicaid, the more complicated the report. In 2016, we were reimbursed \$674,419 from Medicaid claims and in 2022, more than \$4,000,000. Every year 3 counties are chosen for a WIMCR monitoring review. This is an audit of the previous year's WIMCR report. We were chosen for this audit for the first time in 9 years. The outcome was incredibly positive thanks to our financial supervisor. A quote from the firm that completed the audit: *“Overall this is the fewest issues I've ever seen for a Monitoring Review, you'll get a very clean bill of health!”*

SOR (State Opioid Response Grant) we will again be receiving \$731,590 for 2024. The State did a virtual site visit to look at our budget, programming, and barriers. The state SOR coordinator said Manitowoc County is impressive for our data collection and continuum of care. She said compared to other counties Manitowoc is “knocking it out of the park”. Credit goes to the SUD staff, who have been working hard as a team to make sure all aspects of care are covered and all necessary data is collected, even while we are short staffed.

**REQUEST TO RECLASSIFY THE CURRENT CLINICAL PROGRAM MANAGER POSITION TO A CRISIS SUPERVISOR – LORI FURE**

A MOTION WAS MADE BY BAUMANN, SECONDED BY BRUNS TO APPROVE THE REQUEST TO RECLASSIFY A VACANT CLINICAL PROGRAM MANAGER POSITION TO A CRISIS SUPERVISOR POSITION. MOTION WAS CARRIED.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on September 28, 2023 at 4:15 p.m. The meeting will be held at the Hamilton Street building, 808 Hamilton Street.

**ADJOURNMENT:**

A MOTION WAS MADE BY KLEIN, SECONDED BY BAUMANN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:52 P.M., MOTION CARRIED.