

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:15 p.m. on Thursday, December 14, 2023 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Ruggirello

Board Members Absent:

County Board Members Present: None

County Staff Present: Fure, Huss, Joas, Kubec, Ziegelbauer

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

None

APPROVAL OF MINUTES:

A MOTION WAS MADE BY BAUMANN, SECONDED BY AGNEW TO APPROVE THE MINUTES FROM THE OCTOBER 26TH MEETING. MOTION WAS CARRIED.

REQUEST TO CONVERT AN EXISTING CST POSITION TO A CPS POSITION – Lori Fure

To address a few CPS issues, we would like to convert an existing CST position to a CPS position. We have been experiencing very high caseloads and have many new workers. Currently our most senior CPS intake workers have 3 years' experience and it takes about 2 years to fully learn the job. Due to the high caseloads, high turnover and relative lack of experience in the unit, workers haven't been able to meet time-frames for CPS investigations. Lori has already converted a casual CCS worker position to a casual CPS worker. This worker had 6 years CPS experience so has been really helpful already. She is a part-time worker but has been able to help with training new workers and has been taking access calls.

A MOTION WAS MADE BY BAUMANN, SECONDED BY SHIMULUNAS TO APPROVE THE REQUEST TO CONVERT AN EXISTING CST POSITION TO A CPS POSITION. MOTION WAS CARRIED.

REQUEST TO CONVERT A .5 FTE PSYCHIATRIST POSITION TO A .75 FTE PSYCHIATRIST POSITION – Lori Fure

Our full-time psychiatrist has resigned. Our part-time psychiatrist would be willing to temporarily give us some extra time. He currently sees most patients through tele-health. Given the current shortages of psychiatrists, recruiting a psychiatrist is not realistic in terms of a time frame and salary scale. A locum tenens psychiatrist would be more costly and would be more of a strain for staff and clients to transition to a temporary provider and again to a new permanent prescriber once we find someone.

A MOTION WAS MADE BY BAUMANN, SECONDED BY KLEIN TO APPROVE THE REQUEST TO CONVERT A .5 FTE PSYCHIATRIST POSITION TO A .75 FTE PSYCHIATRIST POSITION. MOTION WAS CARRIED.

DISCUSSION AND POSSIBLE ACTION REGARDING RESTRUCTURING OF PSYCHIATRIST POSITION TO ADVANCED PRACTICE NURSE PRESCRIBER (APNP) – Lori Fure

We would like to restructure the full-time psychiatrist position to an Advanced Practice Nurse Prescriber (APNP). It's more likely we will find an APNP than a psychiatrist. With our current psychiatrist willing to take on more work temporarily, we can take our time recruiting the best fit for our needs. We don't know how hard it will be to find someone, but are confident it will be much easier than finding a psychiatrist.

A MOTION WAS MADE BY AGNEW, SECONDED BY SHIMULUNAS TO APPROVE THE REQUEST TO RESTRUCTURE THE PSYCHIATRIST POSITION TO AN ADVANCED PSYCHIATRIC NURSE PRESCRIBER (APNP). MOTION WAS CARRIED.

FINANCIAL PROJECTIONS FOR OCTOBER, 2023: Jessica Huss

We have really been trying to hold the line on expenses. Alternate care numbers have been stabilizing. We are planning for 2024. It was mentioned that the parentheses are around the wrong numbers for management support, Jessica will adjust that.

STATISTICAL REPORTS FOR OCTOBER, 2023: Jessica Huss

Things are pretty much on par. Youth Justice and CPS Referral numbers are up. The CPS access worker has double the number of cases recommended by the state. In clinical services psychiatric hospitalizations are down.

DEPUTY DIRECTOR'S REPORT ON AGENCY OPERATIONS: Jessica Huss

The foster care team held the foster care Christmas party on December 14th. It was held at the Mikadow theater with 44 kids and 16 families in attendance. There were gifts, games a holiday movie and food. Santa was in attendance along with staff in matching pajamas.

In November we the state Division of Quality Assurance (DQA) was here for two days to survey clinical programs of integrated outpatient services, Intoxicated Driver Program, Intensive Outpatient Program, Crisis and Community Support Program. It was probably the best survey we have ever had in spite of the increased scrutiny with a new administrative code, DHS 75. The State seems to become more meticulous each year, ensuring we are following strict guidelines. The state surveyor state she was impressed and wanted to know how we kept everything so up to date. These surveys are very important, because any deficiencies could lead to a referral for an audit that could result in payback of Medicaid funds, so the staff work really hard to avoid that.

The Youth and Family Services area received a \$68,000 Department of Justice, Deflection and Diversion Grant. The purpose or goal of this grant is to keep low level juveniles out of the criminal justice system. They have started planning meetings with community stakeholders.

Our Clinical Services division held Integrated Treatment Training for all clinical staff at no cost to our department. The speaker was excellent and the training valuable.

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

There was a question on how staffing is going, are we able to fill positions? We had openings from 2023 for CPS Ongoing and CCS. It has been challenging to find candidates for CPS positions. The labor shortage seems to be mitigating as other positions are seeing more applicants and filling positions more quickly than a year ago.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on January 25, 2024 at 4:15 p.m. The meeting will be held at Manitowoc County Human Services, 801 Jay Street.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY KLEIN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:40 P.M., MOTION CARRIED.