

**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, March 28, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Brey, Bruns, Naidl, Ruggirello, Shimulunas

Board Members Excused: Agnew, Baumann, Burke, Klein

Board Members Absent:

County Board Members Present: None

County Staff Present: Ader, Barnes, Fure, Johnson, Kubec, Ziegelbauer

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

None

APPROVAL OF MINUTES:

A MOTION WAS MADE BY BRUNS, SECONDED BY RUGGIRELLO TO APPROVE THE MINUTES FROM THE FEBRUARY 22ND MEETING. MOTION WAS CARRIED.

EDUCATION TOPIC: Court Liaison – Heidi Barnes

Heidi introduced herself, she has been with Manitowoc County for 4 ½ years and had 19 years' experience in Fond du Lac County with mental health. She is the Court Liaison for Manitowoc County and coordinates with the court system to manage cases or monitor the status of all individuals under emergency detentions, settlement agreements or commitment to Human Services Department.

The primary goal is to assist individuals placed on a settlement agreement or mental health commitment to locate and participate in treatment with the goal of stabilizing them in the least restrictive environment and successfully complete their court order.

Heidi works extensively with our crisis workers and law enforcement. They assess the individual to see if they are presenting with drug dependence (not alcohol), a mental illness or are cognitively delayed and the individual presents in imminent danger of harm to self or others and they are unwilling or unable to agree to a voluntary hospitalization. If the individual meets the criteria the detention process starts and psychiatric facilities are contacted for placement. If they don't meet detention level of care they explore less restrictive options: voluntary hospitalization, crisis bed placement, a safety plan, or an emergency appointment at 10:30 a.m. at Human Services.

The court liaison files detention paperwork with Probate, contacts psychiatric hospitals to provide additional information, also contacts Probate and the Corporation Counsel to advise if the individual will be discharged from the psychiatric hospital within 72 hours, agrees to a Settlement Agreement or proceed with a Probable Cause Hearing. Probable Cause Hearings must be held within 72 hours of the individual being detained. A final hearing must be held in circuit court within 14 days from the

probable cause hearing. The court appoints two physicians to examine the individual and make recommendations. If the physicians determine the individual is a proper subject for treatment, the client may return back to a locked inpatient psychiatric unit until ready for discharge. The court liaison meets with all involved to provide options. They also meet with the client a week after discharge to develop a crisis plan, discuss treatment and review conditions. At the expiration of the commitment the court liaison works with staff to assess the stability of the client to see if it needs to be extended or is over.

In 2022, the total number of detentions in Manitowoc County was 176. In 2023, the number was down to 129. The addition of daytime crisis workers has really helped, they work well with law enforcement to reduce placements.

DISCUSSION AND POSSIBLE ACTION REGARDING RECLASSIFICATION OF CURRENT STAFF ACCOUNTANT POSITION TO FINANCIAL ANALYST – LORI FURE.

We currently have a Staff Accountant position that we would like to re-classify to a Financial Analyst. A Financial Analyst would work to ensure program staff can check the status of their grants and expense accounts and use projection tools to distribute information to all supervisors and managers on a monthly basis. They will also assume responsibility for the PPS reporting to the State.

A MOTION WAS MADE BY BRUNS, SECONDED BY SHIMULUNAS TO APPROVE THE REQUEST TO RECLASSIFY THE CURRENT STAFF ACCOUNTANT POSITION TO A FINANCIAL ANALYST. MOTION WAS CARRIED.

DISCUSSION AND POSSIBLE ACTION REGARDING RECLASSIFICATION OF CURRENT ADMINISTRATIVE SUPPORT POSITION TO CONTRACT SPECIALIST – LORI FURE.

We also have a long-time employee retiring in May from the Management Support Unit we would like to re-classify as a Contract Specialist. Historically the Business Division Deputy Director would manage all the contracts. Over the years, the number of provider contacts has grown significantly to about 150 for eight different programs, each with unique requirements. We would like to make the process more effective. The PPS state reporting duties of this position will also move to the financial unit. A new hire would likely be a savings of approximately \$12,700.

A MOTION WAS MADE BY SHIMULUNAS, SECONDED BY KLEIN TO APPROVE THE REQUEST TO RECLASSIFY THE CURRENT ADMINISTRATIVE SUPPORT POSITION TO A CONTRACT SPECIALIST. MOTION WAS CARRIED.

DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

The Governor recently signed into law 2023 Act 119 which allows placements of children with an individual who has a significant emotional relationship with a child or the child’s family that is similar to a familial relationship. It also expands eligibility for Kinship Care payments to include like-kin caregivers. The effective date will be no later than 7/1/2025.

The state Department of Children and Families recognized Manitowoc County’s successful efforts at completing and documenting caseworker contacts for children in out-of-home care.

The federal requirement is at least 95% of children in out-of-home care have one face-to-face contact with a caseworker at least once a month. We received a letter of appreciation for having a visit percentage of 99.77% for 2023, will help Wisconsin exceed the federal requirement.

Since the State made changes to the administrative code that governs outpatient mental health and substance use services, we had to re-write our outpatient policies and procedures and shift to an integrated model of outpatient services. This means blending mental health and substance use disorder services. Our clinical services division took part in grant funded technical assistance provided by The Great Lakes Addiction Technology Transfer Center, specifically, Matt Rosso and Mark Sanders. They had management meetings with Mark and Matt to consult on integrated services. Mark provided two different high-quality trainings to clinical services staff on provision of integrated services. The technical assistance culminated in a virtual walk-thru of our system, looking at everything from how referrals are received and assigned to treatment planning and paperwork. They said there was nothing they could offer or suggest to improve our system. They said we could be a model for other counties.

Our Adult Protective Services unit tracks the amount of money lost in Manitowoc County to financial exploitation of elders. The amount for 2023 was \$1,376,388.23.

We are having our annual Staff Appreciation Day on April 24th between 11:30 a.m. – 1:30 p.m. at the office complex, the board is invited to attend.

QUESTIONS FROM BOARD MEMBERS ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT: Lori Fure

None

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on April 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 BRUNS, SECONDED BY NAIDL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD 4:58 P.M., MOTION CARRIED.