

**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 5, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Agnew, Brey, Bruns, Klein, Muench, Naidl, Ruggirello, Schiesl

Board Members Excused: Shimulunas

Board Members Absent:

County Board Members Present: Martell

County Staff Present: Ader, Foster, Fure, Huss, Joas, Johnson, Kinzel, Kubec, Schmidt-Sadowski, Ziegelbauer

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

None.

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

None.

**APPROVAL OF THE OCTOBER 24, 2024 MINUTES:**

A MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL TO APPROVE THE MINUTES FROM THE OCTOBER 24<sup>TH</sup> MEETING. MOTION WAS CARRIED.

**EDUCATION TOPIC – FAMILIES FIRST INITIATIVE – JENA FOSTER AND LANE KINZEL**

Jena Foster and Lane Kinzel presented information about the Family First Prevention Services Act. Since 2018, Wisconsin has been working toward transforming the child welfare system to become more in-home, family focused and reduce the number of children placed outside of their family home. Manitowoc County has been working hard to keep children with family and has a higher than state average percentage of children placed with family members.

**FINANCIAL PROJECTIONS FOR OCTOBER, 2024 – Jessica Huss**

Deputy Director Jessica Huss provided a brief overview of the department's financial performance. We are currently projecting a \$3 million deficit.

**REQUEST TO CONVERT A CLINICAL CASE MANAGER POSITION TO A PSYCHOTHERAPIST POSITION.**

We currently have a vacant Clinical Case Manager position and would like to convert it to a psychotherapist position. We are obligated to provide juvenile sex offender treatment and currently have a \$20,000 contract with an outside provider to provide the treatment. If we can find a psychotherapist to provide the treatment, we could end that contract and bill Medical Assistance for the treatment provided. The salary scale would be the same as the clinical case manager position.

A MOTION WAS MADE BY MUENCH, SECONDED BY BRUNS TO APPROVE THE REQUEST TO CONVERT A CLINICAL CASE MANAGER POSITION TO A PSYCHOTHERAPIST POSITION. MOTION WAS CARRIED.

A RESOLUTION WILL BE FORWARDED TO THE COUNTY BOARD.

**DIRECTOR’S REPORT ON AGENCY OPERATIONS - Lori Fure**

After our last meeting there was a serious viable threat to HSD workers. The building is currently on lockdown. It was decided to go ahead with the safety measures instead of waiting until 2025. This will include an id badge or fob to operate the elevator, an alarm on the door leading to the stairwell from the lobby and updated cameras in the lobby and an additional camera outside for an expanded view of the 8<sup>th</sup> street entrance.

We continue to work towards CLAS (Culturally and Linguistically Appropriate Services) standards per our DHS contracts.

From October 2022 to October 2024, adult after-hours crisis contacts are up by 20%, working hours crisis contacts up 27% and Adult Protective service referrals up 17%. Food share cases are down 3% from a year ago.

In 2022, there were 79 crisis contacts that involved a homeless person. In 2023, there were 176 and as of the end of November, 2024 there are 266.

Repairs at Hamilton should be complete by 12/15/24. The window shades are expected to be installed mid-January.

We will be ending our contract for 2 crisis beds at CORE Treatment Services in 2025. The plan is to use Lighthouse as a provider of emergency respite beds. This will save about \$45,000.

The Office of Inspector General CCS Audit is complete. The total disallowance will be \$4,972. Medicaid will withhold this amount in the future.

**DISCUSSION ON THE 2024 - 2025 HUMAN SERVICES BUDGET – Chairman Jim Brey**

This will be an ongoing topic for meetings. The 2025 budget did get approved.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on January 23, 2025 at 4:15 p.m. The meeting will be held at Manitowoc County Human Services, 801 Jay Street, Manitowoc, WI.

**ADJOURNMENT:**

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY BRUNS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:24 P.M., MOTION CARRIED.