



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, January 25, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of December 7, 2023 and December 14, 2023 Regular Meeting Minutes.
4. Education Topic – Professional Services Group (PSG) Parent Coaches – Jena Foster.
5. Request to hire four parent coaches, currently contracted through Professional Services Group (PSG), as Manitowoc County employees – Lori Fure.
6. Financial Projections for December, 2023 – Jessica Huss.
7. Director’s Report on Agency Operations – Lori Fure.
8. Questions from Board Members on the Status of the Human Services Department. – Lori Fure.
9. Set Next Meeting Date.

Date: January 18, 2023

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**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, January 25, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Agnew, Baumann, Burke, Ruggirello

Board Members Absent:

County Board Members Present: None

County Staff Present: Foster, 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 KLEIN, SECONDED BY BRUNS TO APPROVE THE MINUTES FROM THE DECEMBER 7TH AND DECEMBER 14TH MEETINGS. MOTION WAS CARRIED.

EDUCATION TOPIC: Professional Services Group (PSG) Parent Coaches – Jena Foster

Jena Foster and Stacy Rahmlow one of our current PSG workers explained what PSG workers are. In March, 2022 we started contracting with Professional Services Group and currently have 4 workers. The main way we use them is for in-home safety plans. When we have safety concerns in the home, they visit the home sometimes up to 3 times a day to support the family and see what's happening in the household, they are our eyes and ears in the home. They are available early mornings, evenings, and weekends 365 days a year. Stacy has been visiting a family at 6:00 a.m. as that is the most stressful time for them trying to get everyone ready for the day. The PSG workers have assisted with 27 families and we were able to keep the families together. They also provide mentoring, supervised visitation, and sometimes transportation. The PSG workers are currently working with 25 families, six of them have in-home safety plans with 13 children involved.

The outcomes are much better if we can keep the children in their homes with safety plans and monitoring then placements. The cost of placing children is expensive costing between \$375 for Kinship Care up to \$2,000 a month for treatment foster care. Group Homes are \$376 a day and Residential Care is \$613 a day. They gave an example for one family they have been working with since the spring of 2022 with 5 children with many concerns. They worked with them 3 times a day and on weekends and they helped keep the kids out of care, quite a few probably would have been group home placements.

This year they are also doing some mentoring services for kids already placed in out-of-home care that are having behaviors that foster parents are having a hard time handling. Hopefully, it will help to keep the placements going without having to move them to a group home or residential treatment. The PSG workers can also do drug tests, which has been very helpful if workers suspect someone is under the influence during visits or meetings.

We also have parent coaches that work on the parenting education curriculum and supervise visits. Now with the visit center open we are able to have up to 7 families visiting at the same time between 8:00 a.m. – 7:30 p.m. The more visits we can offer the faster children can be returned home. We have also expanded the use of PSG workers on the front end of cases to get kids reunited faster.

REQUEST OF HIRE FOUR PARENT COACHES, CURRENTLY CONTRACTED THROUGH PROFESSIONAL SERVICES GROUP (PSG), AS MANITOWOC COUNTY EMPLOYEES – Lori Fure

The US Dept of Labor published a final rule effective March 11, 2024, revising the department’s guidance on how to determine who is an employee vs. who is an independent contractor under the Fair Labor Standards Act. This change more tightly defines what is a contracted worker vs an employee. The PSG workers use HSD laptops, phones and office space. HDS supervisor, Jena Foster, provides the day to day supervision for these staff. Our corporation counsel advised we make this change. Considering the cost of 4 positions at the current rate of pay vs what it costs for HSD to contract for the positions, there would be a cost savings. It would be more fiscally sound and there would be less chance of exposure to any FLSA penalties if we were to make this change. We hope to hire the current PSG workers as county employees and end the contract with PSG. Jim Brey asked if we can get him the actual numbers on what the savings would be.

A MOTION WAS MADE BY BRUNS, SECONDED BY SHIMULUNAS TO APPROVE THE REQUEST TO HIRE FOUR PARENT COACHES, CURRENTLY CONTRACTED THROUGH PROFESSIONAL SERVICES GROUP (PSG), AS MANITOWOC COUNTY EMPLOYEES. MOTION WAS CARRIED.

A resolution would have to go to the County Board, this can be added to the 02/20/24 meeting.

FINANCIAL PROJECTIONS FOR DECEMBER, 2023 – Jessica Huss

Right now, we are projecting a deficit of \$515,578. We will have a better understanding in February and March as more items will be in. We received \$1.7 million from WIMCR which was a really good projection. Last year we had also received a few smaller payments after the initial amount, so possibly would receive more.

DEPUTY DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

It’s been a year since Lori has been Director so she would like to give a year in review. We had 3 new Deputy Directors in 2023, she would like to thank them all for their support, dedication and hard work. In 2023, we added 17 new positions, and 3 employees moved up to supervisory positions. We restarted a safety committee. This led to home visit safety and general office safety training. We also had some staff CPR and AED trained so we have people available in each area of each building who can respond if the need arises. We had two employees develop an informal new employee orientation that has been well received and valuable to new hires. To encourage a culture of psychological safety we developed a Code of Conduct and Conflict Resolution Policy. We purchased the Docu-Sign program to increase efficiency. We started with provider contracts and the Clinical Unit and will be expanding to the Children units.

We moved the CCS unit to the Hamilton Building. It was a lot of work getting setup and moved and we appreciate public works and IT for all their help. Finally, we were also able to open a visitation center at the Hamilton, which has been extremely helpful and increased our capacity to provide supervised visits.

Moving into 2024, we knew we needed help in certain areas, so had to sacrifice in others. One of these areas is child protective services (CPS) intake/assessment/access. We converted a vacant CST position to a CPS position and moved a casual CCS employee to a casual CPS position. Another area of need has been day time crisis. We converted a vacant Community Support Program position to a daytime crisis position. Finally, when our full-time psychiatrist left in early December, we converted the psychiatrist position to an APNP.

We had 21 workers leave employment here in 2023, which is a 12% turnover rate. That seems high and is definitely rough on supervisors and other staff who assist with training. It is lower than the state average. Given the current shortage of any employees in the mental health field and social workers in general, finding qualified candidates has been quite challenging. We have been hiring people without experience, people we probably would not have hired 5 years ago. Sometimes this works out, but not always.

We have 8 new positions approved for 2024. There will be an IT position funded by HSD and housed in our building but supervised by IT. We added a worker to the front desk at the office complex so between that position and the economic support person there should always be coverage. We have 2 dual CLTS/CCS positions, 2 CLTS positions with 1 not filled until midyear. Also 2 CCS facilitator positions that we are not filling immediately.

We currently have openings for 2 after-hours crisis workers, 1 daytime crisis worker, 1 APNP, 1 CPS intake worker, 1 staff accountant (which we are evaluating to consider if that position could be better used in a different financial capacity) and 2 CCS positions. We are looking at efficiency and the best use of positions to be fiscally responsible.

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

There was a question on if we have a 5-year or 10-year plan. It is tough to plan for frequently shifting needs. We have expanded a lot in the last three years in an attempt to meet these needs. We need to slow expansion, allow some time for the dust to settle, for everything to mature as we monitor results.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on February 22, 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 SHIMULUNAS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:15 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, February 22, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of the January 25, 2024 Regular Meeting Minutes.
4. Education Topic – Adult Protective Services (APS) – Dawn Tisler and Cristy Yang.
5. Financial Projections for December, 2023 – Jessica Huss.
6. Director’s Report on Agency Operations – Lori Fure.
7. Questions from Board Members on the Status of the Human Services Department – Lori Fure.
8. Set Next Meeting Date.

Date: February 14, 2024

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

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**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, February 22, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Burke

Board Members Absent:

County Board Members Present: None

County Staff Present: Fure, Huss, Joas, Johnson, Kubec, Tisler, Yang, Ziegelbauer

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

None

APPROVAL OF MINUTES:

A MOTION WAS MADE BY AGNEW, SECONDED BY BRUNS TO APPROVE THE MINUTES FROM THE JANUARY 25TH MEETING. MOTION WAS CARRIED.

EDUCATION TOPIC: Adult Protective Services (APS) – Dawn Tisler and Cristy Yang

Dawn and Cristy gave an overview of what the Adult Protective Services unit does. They serve elders 60 years or older and people over 18 with disabilities. They get referrals on neglect, emotional, financial, and sexual abuse, caregiver misconduct and self-neglect. They investigate any injuries or what the circumstances are and will contact the police department on cases where it is warranted. There are many cases of self-neglect through hoarding, AODA issues, or not getting medical attention where the person can make their own decisions so we have to convince them to get help.

We receive Elder Abuse Funds of \$35,300 a year we can use for dumpsters, cleaning, homecare, up to a month of placement if the person does not have funds to pay for it. If they are financially able they will be charged for items.

Many people do not have wills or power of attorneys set up, we will then have to do a guardianship, through a court proceeding. It has been getting increasingly hard to find people to act as guardians. If we would have to do a protective placement of someone yearly WATTS Reviews are required. We visit with the person, gather information from doctors, the facility, family members and guardians to see if the placement is still needed and if the person is agreeing to the placement.

The biggest challenges we are facing are finding placements for sex offenders, hazards in the homes, health issues, exposure to lice/fleas, lack of resources (there is a real shortage of caregivers) many facilities are short-staffed.

We currently have 6 APS workers. Just as a reference in 2009 there were 168 referrals in 2023 there were 458 referrals, over 50 new referrals a month. We currently have 37 out-of-county guardianships set up, so workers need to travel to complete the yearly WATTS Reviews.

FINANCIAL PROJECTIONS FOR DECEMBER, 2023 – Jessica Huss

We have about 80% of everything in thru year end. Currently, we have a deficit of \$403,624 but we are still hoping to receive more money to reduce that.

DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

Overall the Youth Justice numbers are up. The offenses have been more serious crimes and fewer repeats.

A bullet was found right outside the employee door of the Hamilton Street building. The police sent an officer who took the bullet, and recorded it as suspicious activity. The officer stated the markings on the bullet indicate there was an attempt to fire it. The officer took the bullet. We may adjust the camera angle so that it shows an area closer to that door.

In February, the Manitowoc SWAT team did a walk-through of the Hamilton building to familiarize themselves with the layout. They will be doing some training there on March 12 and May 14th after 6pm.

We continue to make safety a priority and have a safety committee working on different items. \$10,000 had been approved in 2024 for a elevator fob for the 8th street building, but it was decided to install of paging system at Hamilton first, as there is no way to contact people in the building if something is happening. We will also be looking at some type of door that prevents public access from our lobby into the employee stairwell of the downtown building. It is a fire door so it cannot just be a regular lock, but anyone from the lobby can access the stairs to anywhere in the building. So, Lori has been working with Public Works on different options.

Our provider contracts are going out late this year. After the auditors were here last year, they said the contracts needed to be updated. Corporation Counsel made some changes but it took a while so we didn’t start getting them until the end of January, they will be completed by March 1st. The goal for next year is to have them done by January 1st.

We only have 3 vacancies currently. We have filled the CPS Intake, APNP, Desktop Support, Daytime Crisis and the two after-hours crisis positions workers will be starting within the next few weeks. We have a CCS, a Staff Account position (that is being revised) and a Psychiatric RN position currently open.

Lori asked if there were any education topics the board would like scheduled for this year. Mental health was suggested. Maybe if they could get a chart of all services provided. If anyone thinks of anything else bring suggestions to next meeting.

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 March 28, 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 RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD 5:45 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, March 28, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of the February 22, 2024 Regular Meeting Minutes.
4. Education Topic – Court Liaison – Heidi Barnes.
5. Discussion and possible action regarding reclassification of current Staff Accountant position to Financial Analyst – Lori Fure.
6. Discussion and possible action regarding reclassification of current Administrative Support position to Contract Specialist – Lori Fure.
7. Director’s Report on Agency Operations – Lori Fure.
8. Questions from Board Members on the Status of the Human Services Department – Lori Fure.
9. Set Next Meeting Date.

Date: March 19, 2024

Jim Brey, Chair
By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

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**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.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, April 25, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

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1. Roll Call.
2. Election of Human Services Board Chair, Vice – Chair, and 2nd Vice-Chair – Discussion & Action.
3. Public Comment on any Matter Pertaining to the Human Services Department.
4. Approval of the March 28, 2024 Regular Meeting Minutes.
5. 2023 Financial Results – Bob Ziegelbauer.
6. Director’s Report on Agency Operations – Lori Fure.
7. Questions from Board Members on the Status of the Human Services Department. – Lori Fure.
8. Set Next Meeting Date.

Date: April 17, 2024

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

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5. 2023 Financial Results – Bob Ziegelbauer.
6. Director’s Report on Agency Operations – Lori Fure.
7. Questions from Board Members on the Status of the Human Services Department. – Lori Fure.
8. Set Next Meeting Date.

Date: April 17, 2024

Cancelled: April 22, 2024

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

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MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, May 2, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

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Date: April 25, 2024

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

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**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, May 2, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Burke, Ruggirello, Shimulunas

Board Members Absent:

County Board Members Present: J. Falkowski, Tyler Martell, Dylan Hammel, Mike Grambow, Leo Naidl, Scott Schiesl, Doug Klein

County Staff Present: Fure, Huss, Joas, Johnson, Kubec, Miller, Schmidt-Sadowski, Gutman, Ziegelbauer

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

Public comment was received regarding The Production Farm.

ELECTION OF HUMAN SERVICES BOARD CHAIR, VICE – CHAIR, AND 2ND VICE-CHAIR – DISCUSSION & ACTION.

INTRODUCTION OF NEW HSD BOARD MEMBER – JIM BREY

Jim Brey introduced the new HSD Board member, Scott Schiesl.

ELECTION OF OFFICERS – JIM BREY, CHAIR

Jim Brey, Board Chair opened the nominations for the next Chair of the HSD Board.

Agnew nominated Brey for Chair and Schiesl seconded the nomination. There were no other nominations. With a unanimous vote MOTION APPROVED.

Vice-Chair – Agnew nominated Shimulunas for Vice Chair, Agnew made the motion and Klein seconded the motion. There were no other nominations. With a unanimous vote MOTION APPROVED.

2nd Vice-Chair – Schiesl nominated Bruns, Klein made the motion and Agnew seconded the motion. There were no other nominations. With a unanimous vote MOTION APPROVED

APPROVAL OF MINUTES:

A MOTION WAS MADE BY AGNEW, SECONDED BY BRUNS TO APPROVE THE MINUTES FROM THE MARCH 28TH MEETING. MOTION WAS CARRIED.

2023 FINANCIAL RESULTS – BOB ZIEGELBAUER

County Executive Ziegelbauer addressed the board in regards to the financial condition of the Human Services Department relative to 2023 and 2024 budgets.

Lori Fure shared information about legally mandated services, increased demand for services and consequences for not providing services.

After the presentation, questions were opened to HSD Board and additional county board members in attendance.

DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

The state recently completed a Management Evaluation Review for our administration of Foodshare. This includes evaluation of the lobby, calling as an applicant for Foodshare and case reviews of Foodshare recipients. Our error rate was almost half of what the state allows are tolerable, which is very good.

May is Mental Health Awareness month and Foster Care month.

May 13th - May 17th is Economic Support Specialist and Case Manager’s week.

Laurie Burke is resigning her Human Service Board position so there is a vacancy.

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 May 23, 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 KLEIN, SECONDED BY AGNEW TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:27 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, May 23, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of the May 2, 2024 Regular Meeting Minutes.
4. Education Topic – Substance Use Disorders (SUD) – Jerome Mutchie.
5. Financial Projections for April, 2024 – Jessica Huss.
6. Director’s Report on Agency Operations – Lori Fure.
7. Questions from Board Members on the Status of the Human Services Department. – Lori Fure.
8. Set Next Meeting Date.

Date: May 14, 2024

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss – Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**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, May 23, 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, Shimulunas

Board Members Excused:

Board Members Absent:

County Board Members Present: J. Falkowski

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

INTRODUCTION OF NEW HSD BOARD MEMBER – Jim Brey

Jim Brey introduced new HSD Board member, Nicholas Muench.

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

None

APPROVAL OF MINUTES:

A MOTION WAS MADE BY SHIMULUNAS, SECONDED BY AGNEW TO APPROVE THE MINUTES FROM THE MAY 2ND MEETING. MOTION WAS CARRIED.

We will have a closed session regarding the budget at the June 27th meeting.

EDUCATION TOPIC – SUBSTANCE USE DISORDERS (SUD) – Jerome Mutchie.

Jerry Mutchie, certified Clinical Substance Abuse Counselor, works as and a substance use disorders counselor in our clinical services division. Jerry educated the board about the continuum of care we provide for people with substance use disorders, ways in which our system has evolved since 2017, funding sources, the role of trauma in substance use disorders, the use of Narcan to prevent overdose deaths and how our staff interface with law enforcement.

FINANCIAL PROJECTIONS FOR APRIL, 2024 – Jessica Huss

We are projecting a deficit of \$3,266,833 for 2024. We have been working with auditors and working on the April print-out all week. We will have more accurate numbers next month.

Questions were opened to the HSD Board and any county board members in attendance.

DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

Lori introduced herself and staff present to new board members. She gave an overview of the programs and services Human Services provides and handed out a packet of information including an organizational chart of workers in our agency, a list of programs and services we provide, a list of frequently used acronyms, and a list of some of the mandates that affect Human Services.

She discussed some of the position changes made in the last few years to help reduce high-cost placements and assist areas of need within our department, mainly crisis and child protective services.

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

Is there any way to get more information out in the public of all the services Human Services provides? There was discussion about printing the distributed information in the newspaper or on our website.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on June 27, 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 MUENCH, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:33 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, June 27, 2024
TIME: 4:15 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of the May 23, 2024 Regular Meeting Minutes.
4. Education Topic – Deflection and Diversion Grant – Stacy Ledvina.
5. Financial Projections for May, 2024 – Jessica Huss.
6. Request to create a fully funded .75 Community Navigator position for the Juvenile Deflection and Diversion Implementation Program grant. – Lori Fure.
7. Director’s Report on Agency Operations – Lori Fure.
8. Questions from Board Members on the Status of the Human Services Department. – Lori Fure.
9. Discussion regarding The Production Farm CCS Contract.
 - a. The Board may convene in closed session pursuant to Wis. Stat. § 19.85(1)(g) for the purpose of conferring with legal counsel for the County who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically, the Board may convene in closed session to discuss The Production Farm CCS Contract.

If the Committee convenes in closed session, it will reconvene in open session prior to taking any action.
 - b. Reconvene into Open Session.
10. Set Next Meeting Date.

Date: June 20, 2024

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss – Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:25 p.m. on Thursday, June 27, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Agnew, Brey, Bruns (remote), Klein, Muench, Naidl, Ruggirello, Schiesl, Shimulunas

Board Members Excused: None

Board Members Absent: None

County Board Members Present: Grambow

County Staff Present: Conrad, Fure, Huss, Joas, Johnson, Ledvina, Ziegelbauer

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

None

APPROVAL OF MINUTES:

A MOTION WAS MADE BY MUENCH, SECONDED BY RUGGIRELLO TO APPROVE THE MINUTES FROM THE MAY 23rd MEETING. MOTION WAS CARRIED.

EDUCATION TOPIC – Deflection and Diversion Grant – Stacy Ledvina

Stacy Ledvina educated the board about the Deflection and Diversion Grant. Ms. Ledvina explained the purpose of the grant is to set up innovative programming to deflect and divert troubled youth in a more positive direction. Manitowoc County received the first grant in for programming planning, and a second grant was awarded in 2024 – 2025 to implement the program. Many community stakeholders have been involved in the program including, but not limited to law enforcement, judicial, District Attorney’s office, Public Defender’s office, and CESA 7. Second grant includes full funding for a .75 Community Navigator position.

Chairman Brey requested to take action on agenda item #6.

REQUEST TO CREATE A FULLY-FUNDED .75 COMMUNITY NAVIGATOR POSITION FOR THE JUVENILE DEFLECTION AND DIVERSION IMPLEMENTATION PROGRAM GRANT – LORI FURE

Director Fure presented the position request and answered questions from the board.

A MOTION WAS MADE BY MUENCH, SECONDED BY BRUNS TO APPROVE THE CREATION OF A .75 COMMUNITY NAVIGATOR POSITION. MOTION WAS CARRIED.

FINANCIAL PROJECTIONS FOR MAY, 2024 – Jessica Huss

We are projecting a deficit of \$2,471,816.00 for 2024.

Questions were opened to the HSD Board and any county board members in attendance.

DIRECTOR’S REPORT ON AGENCY OPERATIONS: Lori Fure

Director Fure reported on the success of the annual picnic for children placed in out-of-home care. . Safety concerns about the building that currently houses the Youth Wellness Center were shared. The staff are currently seeking out a new location. Economic Support currently has three vacant positions, and is preparing for one retirement in the near future. There is one open position in CCS, and one open position in CSP.

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

There were no questions asked.

CLOSED SESSION - DISCUSSION REGARDING THE PRODUCTION FARM CCS CONTRACT

MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL AT 5:07 PM. TO CONVENE INTO CLOSED SESSION. ROLL CALL VOTE AGNEW – AYE, BREY – AYE, KLEIN – AYE, MUENCH – AYE, NAIDL – AYE, RUGGIRELLO – AYE, SCHIESL – AYE, AND SHIMULUNAS – AYE. MOTION CARRIES.

MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL AT 5:35 PM. TO RECONVENE INTO OPEN SESSION. ROLL CALL VOTE AGNEW – AYE, BREY – AYE, KLEIN – AYE, MUENCH – AYE, NAIDL – AYE, RUGGIRELLO – AYE, SCHIESL – AYE, AND SHIMULUNAS – AYE. MOTION CARRIES.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on August 22, 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 MUENCH, SECONDED BY SCHIESL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:37 P.M., MOTION CARRIED.



**MANITOWOC COUNTY
HUMAN SERVICES BOARD
AMENDED MEETING NOTICE**

DATE: Thursday, August 22, 2024
TIME: Immediately following Public Hearing which begins at 4:00 p.m.
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of June 27, 2024 Regular Meeting Minutes.
4. Education Topic – Community Support Program (CSP) – Dr. Basil Spyropoulos and Crystal Franzen, RN.
5. Financial Projections for July, 2024 – Jessica Huss.
6. Questions from Board Members on the Status of the Human Services Department.
7. *Discussion and possible consideration of a resolution in support of state investment for Mental Health Funding - Board Chairman Jim Brey.*
8. *Request to create and fill a Substance Use Disorder (SUD) Supervisor position. – Lori Fure.*
9. Director's Report on Agency Operations – Lori Fure.
10. Set Next Meeting Date.

Date: August 12, 2024
Amended: August 20, 2024

Jim Brey, Chair
By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:13 p.m. on Thursday, August 22, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Agnew

Board Members Absent: None

County Board Members Present:

County Staff Present: Franzen, Fure, Huss, Joas, Johnson, Kubec, Spyropoulos

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

None

APPROVAL OF THE JUNE 27, 2024 MINUTES:

A MOTION WAS MADE BY SCHIESL, SECONDED BY BRUNS TO APPROVE THE MINUTES FROM THE JUNE 27TH MEETING. MOTION WAS CARRIED.

EDUCATION TOPIC – Community Support Program (CSP) – Dr. Basil Spyropoulos and Crystal Franzen, RN.

Dr. Spyropoulos and Crystal Franzen gave an informative talk on their work with clients with serious, persistent mental illness. The CSP program is one of the critical programs at Human Services that work to keep people out of mental health institutions. They work to get clients stable, through medication management, counseling, many group activities and socialization.

FINANCIAL PROJECTIONS FOR JULY, 2024 – Jessica Huss

Copies of the projected budget were distributed to board members.

Questions were opened to the HSD Board members in attendance.

DISCUSSION AND POSSIBLE CONSIDERATION OF A RESOLUTION IN SUPPORT OF STATE INVESTMENT FOR MENTAL HEALTH FUNDING - BOARD CHAIRMAN JIM BREY.

The Wisconsin Counties Association requested counties sign a resolution in support of more State investment for mental health funding. Jim Brey read the resolution to members.

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY MUENCH TO ADOPT A RESOLUTION IN SUPPORT OF STATE INVESTMENT FOR MENTAL HEALTH FUNDING, MOTION CARRIED.

The official resolution will go to the September 17th County Board meeting.

REQUEST TO CREATE AND FILL A SUBSTANCE USE DISORDER (SUD) SUPERVISOR POSITION. – LORI FURE

Our Outpatient Clinic Manager resigned. We will not find another individual that meets all the qualifications necessary per the new DHS 75 to provide clinical supervision for mental health and SUD. Since we have an acute need for a supervisor with the SUD credentials, we are requesting creation of this position now.

A MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL TO CREATE AND FILL A SUBSTANCE USE DISORDER SUPRVISOR POSITION, MOTION CARRIED.

DIRECTOR’S REPORT ON AGENCY OPERATIONS - Lori Fure

Lori informed the board that a car crashed into the Hamilton building and it received some significant structural damage. Insurance should cover expenses. They will be building a temporary wall but the visit center may be unavailable for 2 – 3 weeks.

This year we are contractually obligated by the state to be working on implementation of National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care. This impacts all of our DHS programs and services. We have an implementation guide from the state that suggests resources be allocated to this purpose. An internal workgroup has been formed and is in the process of assessing each program area. This will be a very time-consuming project.

Lori educated the board about our increase in Medicaid billing over the years, the risks and the benefits of Medicaid billing. As part of the risks, the Office of Inspector General (OIG) is currently auditing \$500,00 in CCS services from 2022. We should have preliminary results of that audit in 90 days.

There is a new Lakeshore Regional Child Care Advocacy Center where forensic interviews can take place in Sheboygan. This means less travel for forensic interviews.

We have a large State Opioid Response (SOR) Grant that runs annually from Oct-Oct. We had a recent virtual site visit from the state grant coordinator that went well. Our staff are doing an excellent job with required data collection. Applications for the next SOR grant, starting Oct 1 have not yet been released. This makes planning for 2025 a challenge.

The drug court picnic was held on Sunday, with over 100 attendees. Quote shared, “people are thriving, people who would not have had a chance at recovery without this department’s services.”

Lori shared a recent success story from the Children and Families Division.

David Foster will receive a recognition award for his work with youth from the Wisconsin Juvenile Court Intake Association at the association’s annual conference on Sept. 18th.

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

There were no questions asked.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on September 26, 2024 at 4:15 p.m. The meeting will be held at Manitowoc County Human Services Hamilton location, 808 Hamilton Street, Room 130.

ADJOURNMENT:

A MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:28 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, September 26, 2024
TIME: 4:15 PM.
PLACE: Manitowoc County Human Services Department
808 Hamilton Street, Room 130
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of August 22, 2024 Regular Meeting Minutes.
4. Questions from Board Members on the Status of the Human Services Department.
5. Financial Projections for August, 2024 – Jessica Huss.
6. Director's Report on Agency Operations – Lori Fure.
7. Set Next Meeting Date.
8. Education Topic – Tour of Youth Wellness Center – Lori Fure.

Date: September 17, 2024

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:16 p.m. on Thursday, September 26, 2024 in open session at the Manitowoc County Human Services Department, 808 Hamilton Street, Room 130, Manitowoc, WI.

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

Board Members Excused: Agnew

Board Members Absent: None

County Board Members Present: None

County Staff Present: Ader, Fure, Huss, Joas, Johnson, Ziegelbauer

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

None

APPROVAL OF THE AUGUST 22, 2024 MINUTES:

A MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL TO APPROVE THE MINUTES FROM THE AUGUST 22ND MEETING. MOTION WAS CARRIED.

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

There were no questions asked.

FINANCIAL PROJECTIONS FOR AUGUST, 2024 - Jessica Huss

Copies of the projected budget were distributed to board members, and questions were opened to the HSD Board members in attendance.

Deputy Director Jessica Huss provided a brief overview of the department's financial performance, and the projected deficit for 2024. County Executive Bob Ziegelbauer reminded the committee that the projected deficit was expected to be higher than we are currently projecting. Discussion ensued about revenue sources.

DIRECTOR'S REPORT ON AGENCY OPERATIONS - Lori Fure

Director Fure announced that Jerry Mutchie accepted the newly created SUD Supervisor position. Recruitment to fill his vacated position has commenced.

Director Fure provided an update on the damage to the Hamilton Street Building incurred from 8/16/24 car accident. Work to repair the damage has begun. The projected completion date is November 1, 2024.

Update on state required “Culturally and Linguistically Appropriate Services” standards. Internal workgroup has completed assessments on nearly all DHS programs and services the department.

Deputy Director Betsy Johnson recently provided in-service training for Aurora Healthcare staff on crisis services and the Ch. 51 detention process.

The Community Support Program (CSP) held their annual picnic on Friday September 13, 2024. Food for the picnic is funded by donations from staff and family members of former clients.

Lisa Stephan, Manager of Human Services Department’s Family Resiliency Unit and Tessa Randolph, children’s waiver specialist were guests on the September 20th “Hello Lakeshore” podcast to provide information about Manitowoc County’s two parent cafes and the Community Baby Shower.

Director Fure shared a recent Child Protective Services (CPS) success story that involved incredible teamwork, many hours of additional work and three siblings with significant developmental delays who were ultimately placed with relative instead of in foster care.

Director Fure also shared a substance abuse success story of a former drug court participant who recently contacted county staff to interview them for a college writing assignment. Someone who had a child placed in out of home care, went from jail to treatment at Human Services to full time employment in the recovery community and reunification with her child. We now know this person is long term recovery, has had continuous employment and is working on a bachelor’s degree with plans to continue for a master’s degree.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on October 24, 2024 at 4:15 p.m. The meeting will be held at Manitowoc County Human Services, 801 Jay Street, Manitowoc, WI.

EDUCATION TOPIC - TOUR OF THE YOUTH WELLNESS CENTER – Lori Fure and Stacy Ledvina

Board members were provided a tour of the vehicle damage, and the newly constructed Youth Wellness Center.

ADJOURNMENT:

A MOTION WAS MADE BY MUENCH, SECONDED BY KLEIN TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:37 P.M., MOTION CARRIED.



MANITOWOC COUNTY HUMAN SERVICES BOARD MEETING NOTICE

DATE: Thursday, October 24, 2024
TIME: 4:15 PM
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Approval of September 26, 2024 Regular Meeting Minutes.
4. Education Topic – Economic Support – Deb Williquette.
5. Financial Projections for September, 2024 – Jessica Huss.
6. Discussion on the 2025 Human Services Budget – Bob Ziegelbauer.
7. Questions from Board Members on the Status of the Human Services Department.
8. Director’s Report on Agency Operations – Lori Fure.
9. Set Next Meeting Date.

Date: October 15, 2024

Jim Brey, Chair

By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**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, October 24, 2024 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board Members Present: Bruns, Klein, Muench, Naidl, Ruggirello, Schiesl, Shimulunas

Board Members Excused: Agnew, Brey

Board Members Absent:

County Board Members Present: Martell

County Staff Present: Ader, Diener, Fure, Huss, Joas, Johnson, Kubec, Williquette, Ziegelbauer

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

None

APPROVAL OF THE SEPTEMBER 26, 2024 MINUTES:

A MOTION WAS MADE BY MUENCH, SECONDED BY SCHIESL TO APPROVE THE MINUTES FROM THE SEPTEMBER 26TH MEETING. MOTION WAS CARRIED.

EDUCATION TOPIC – ECONOMIC SUPPORT – Deb Williquette

Deb Williquette gave an informative talk on the Economic Support Programs available and eligibility guidelines. These programs have many policies that are continually changing. They had anticipated some reduced numbers once all the covid restrictions were lifted but the numbers really haven't changed.

FINANCIAL PROJECTIONS FOR SEPTEMBER, 2024 – Jessica Huss

Copies of the projected budget were distributed to board members, and questions were opened to the HSD Board members in attendance.

Deputy Director Jessica Huss provided a brief overview of the department's financial performance, and the projected deficit for 2024. She also introduced Melissa Diener, the financial supervisor.

DISCUSSION ON THE 2025 HUMAN SERVICES BUDGET – Bob Ziegelbauer.

County Executive Ziegelbauer distributed and reviewed the Human Service Department's 2025 proposed budget. The documented included HSD proposed budget and changes made by Executive Ziegelbauer.

There were questions and discussions on individual line items.

There was also a discussion on the safety items that were removed from the budget.

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY MUENCH TO ADD \$15,500 TO THE 2025 HUMAN SERVICES BUDGET FOR SAFETY IMPROVEMENTS FOR THE DOWNTOWN BUILDING, MOTION CARRIED.

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

No additional questions.

DIRECTOR'S REPORT ON AGENCY OPERATIONS - Lori Fure

Director Fure said DPW will be adding lettering to one of the downtown building first floor windows facing Washington Street. It will indicate direction to public entrance and will list crisis line number.

Director Fure provided an update on the damage to the Hamilton Street Building; the projected completion date will now be early December.

Stacy Ledvina provided a Kids at Hope training for staff and community partners last week.

Update on state required "Culturally and Linguistically Appropriate Services" standards. An internal workgroup completed assessments on all DHS programs and services. We are asking staff to divide into sub groups to start work on implementation plans in the following areas in which we need to improve: 1. Training (onboarding and annual for cultural competence and health equity) 2. Forms translation 3. Signage and décor 4. Policies and Procedures. Since there is no funding/budget part of the work group will involve searching and applying for grants.

Sarah Murphy, Adult Protective Services worker, provided training on financial exploitation along with an APS worker from Sheboygan County, to the Manitowoc and Sheboygan branches of United One Credit Union.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on December 5, 2024 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 MUENCH, SECONDED BY SCHIESL TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:53 P.M., MOTION CARRIED.



**MANITOWOC COUNTY
HUMAN SERVICES BOARD
AMENDED MEETING NOTICE**

DATE: Thursday, December 5, 2024
TIME: 4:15 PM
PLACE: Manitowoc County Human Services Department
801 Jay Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call.
2. Public Comment on any Matter Pertaining to the Human Services Department.
3. Questions from Board Members on the Status of the Human Services Department.
4. Approval of October 24, 2024 Regular Meeting Minutes.
5. Education Topic – Families First Initiative – Jena Foster and Lane Kinzel.
6. Financial Projections for October, 2024 – Jessica Huss.
7. Request to covert a Clinical Case Manager position to a Psychotherapist position.
8. Director’s Report on Agency Operations – Lori Fure.
9. *Discussion on 2024-2025 Human Services Department Budget – Chairman Jim Brey.*
10. Set Next Meeting Date.

Date: November 25, 2024
Amended: December 2, 2024

Jim Brey, Chair
By: Sue Ader, Lori Joas, Betsy Johnson, Jessica Huss –
Deputy Directors, Lori Fure – Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s Office at 920-683-4003 at least 24 hours before the meeting so that appropriate accommodations can be made.

Persons who are members of another government body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties or responsibilities of any other governmental body.

**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 24TH 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 8th 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.