

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:03 p.m. on Thursday, August 28, 2025 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: Agnew, Bruns

Board Members Absent:

County Board Members Present:

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

ELECTION OF HUMAN SERVICES BOARD CHAIR - DISCUSSION & ACTION:

Supervisor Falkowski nominated Supervisor Shimulunas and Supervisor Naidl nominated Supervisor Klein for the Human Services Board Chair. A roll call vote was taken and Supervisor Klein was elected as the Board Chair.

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

None.

A MOTION WAS MADE TO AMEND THE JUNE 26, 2025 MINUTES ATTENDANCE, JUDY RUGGIELLO WAS EXCUSED NOT PRESENT FOR THE MEETING. MOTION WAS CARRIED.

APPROVAL OF THE JUNE 26, 2025 MINUTES:

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

EDUCATION TOPIC – FINANCIAL AND BUDGET REPORTS – JESSICA HUSS AND MELISSA DIENER

Financial Supervisor Diener and Deputy Director Huss provided handouts explaining how to read our financial reports. They use formulas to prepare projections, review each line item, and can make manual adjustments when necessary. Since items fluctuate monthly and it typically takes 60 days for revenue to be received, the reports may show variances from month to month.

When creating the budget, we look at past trends and meet with program staff to understand what may be coming in the future. We enter all known expenses first, this year about \$29 million then add in revenues we expect to receive. Whatever remains is covered by levy. Ideally, the bottom line of revenues and expenses should equal zero, reflecting a balanced budget. If there isn't a zero, there should be a transfer from fund balance or the general fund to make it balanced.

FINANCIAL PROJECTIONS FOR JULY, 2025 – Jessica Huss

Deputy Director Jessica Huss shared the department's financial results for July, 2025. Although we had a surplus last month, this month we are showing a \$89,142.40 deficit due to youth placed in expensive group homes, and anticipated retirements. There is always a lot of ebb and flow, so we try to project the worst-case scenario, and then adjust it once the situation is fully understood.

DIRECTOR'S REPORT ON AGENCY OPERATIONS - Lori Fure

Director Fure would like to make a few position changes. Our Adult Protective Services numbers increased 26% in 2023 and an additional 31% increase in 2024, in part due to the aging population in Manitowoc County. According to a Forward Analytics report published last year, the state of WI will see a 41% increase in people over the age of 75 in WI by the year 2030.

Director Fure explained two position changes being made through the budget process. One is reclassifying a vacant clinical services supervisor to an APS supervisor. We have not been able to fill the clinical services supervisor position that has been vacant since a retirement in January. Both are levy positions. The APS supervisor will have a lower salary requirement than a clinical services supervisor would, due to the credentials required for the position.

The second change is converting the contract specialist position to a Children's Long Term Support (CLTS) supervisor position. The contract specialist position is a levy position while the supervisor will be funded by Medicaid. CLTS mandates enrollment of all eligible children within 90 days of referral date. There continues to be a steady flow of referrals.

Director Fure reviewed changes to CLTS in 2025. All the providers are now contracted through the state. Gainwell became the new third-party administrator for processing CLTS claims on April 28. We have been able to get our case management time paid, but the process is much more tedious. Our IT and financial staff are continuing to work on this. Finally, the CLTS cost reporting changed to something called WARP-Waiver Administration Reimbursement Process. It's a cost reporting tool as well as the mechanism by which we set our case management rate.

Our budget continues to be impacted by high-cost placements. We had a child at Winnebago Mental Health Institute for 57 days for a cost of \$2000/day. There were additional fees to the daily rate due to need for 1:1 staff. A less restrictive placement was found for \$1,400/day.

Emergency Management scheduled an Active Shooter Training for the county after hours and several staff attended. It was a very good training, and we plan to use the materials to educate staff at a future general staff meeting.

We have been working on CPR training for some staff in each of our buildings. We have found a trainer willing to volunteer time and the fire department is willing to loan us the practice dummies.

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

None.

Supervisor Klein acknowledged Jim Brey's passing noting how shocking it was to everyone. He recognized Jim's many years of involvement with the Human Services Board and shared that our thoughts and continued prayers are with his family.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on September 25, 2025 at 4:15 p.m. The meeting will be held at the Manitowoc County Human Services, 801 Jay Street, Manitowoc, WI.

ADJOURNMENT:

A MOTION WAS MADE BY SCHIESL, SECONDED BY FALKOWSKI TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 4:50 P.M., MOTION CARRIED.