

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:34 p.m. on Thursday, February 25, 2016 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Cavanaugh, Ruggirello, Waack, Williams.

Board members excused: Henrickson.

Board members absent: Burke.

County Board members present: None.

County staff present: Dodge, Fure, Garceau, Glaeser, Jenswold, Randolph, Reno, Ziegelbauer.

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

A MOTION WAS MADE BY WILLIAMS, SECONDED BY BAUMANN TO APPROVE THE MINUTES FROM THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

**CLINICAL SERVICES DIVISION UPDATES:**

The 2012 Comprehensive Community Services Program audit began in May, 2015. A notice was received in October, 2015 that the OIG was disallowing \$78,085.00 of MA revenues. An appeal was filed citing various program items and the staff have not received a response to the appeal. Lori Fure contacted the OIG office and was told that the reviewers were no longer there and she was routed to a new person. They are re-assigning the audit to a different person.

On February 11, 2016 there was a state survey performed by the Department of Quality Assurance for the 2014 CCS program. There have been 3 entities involved in the audit process. DQA, DHS oversees the program, and OIG looks at the MA funding and reimbursements. In the past we received differing information on requirements from each entity. The new surveyor was helpful, there were no citations, and our staff was assured that the three entities are working together now. Lori Fure stated that there is a lot of work and detail required for this program, more than other programs. This program is being targeted due to the potential for 100% reimbursement.

Jeff Jenswold stated that he has been restructuring the Clinical Services Division for over a year. Upon his retirement this year, Lori Fure will assume the Co-Director position for all of Clinical Services. A Clinical Manager will supervise the crisis program as well as the outpatient mental health and AODA services. The Manager position was posted and there were two internal candidates and one external. There are 8 counties, 4 in the northeast region that are currently looking to fill the same type of position. One of the internal candidates was qualified for the position. Matt Fure is currently the coordinator of the Community Services Program. He brings many types of experience to the agency, and is qualified for this position. Because Matt Fure is Lori Fure's brother, a waiver of the county's nepotism policy would have to be approved by the county board.

Jenswold and Fure responded to questions from board members regarding this setup. After discussion, a call for a motion was made by the Acting Chair.

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE WAIVER OF THE NEPOTISM POLICY IN ORDER TO AWARD THE CLINICAL MANAGER POSITION TO MATT FURE. MOTION CARRIED.

**EDUCATION TOPIC:**

Nancy Randolph supervises the Birth to Three Program. Maggie Glaeser and Jodie Reno are teachers in the program and were introduced. The program is reviewed by the state each year. The review and family surveys were very positive for 2015 and the reviewers were complimentary in the letter they sent.

This program has always been high in numbers served compared to other counties in the state. Maggie Glaeser provided information regarding where referrals to the program come from, as well as types of services provided. Twenty percent of referrals came through the Child Protective Services system in 2015. There were a lot of neo-natal referrals from hospitals due to opiate use by the parent.

The teachers work with many community agencies. Many of the clients transition to county school districts and there's a meeting set up 90 days before the child turns three. Other referrals come from families and pediatric doctors. All referrals are screened. Some of the children are in foster homes. There has been an increase of children with sensory processing issues over the past 15 years. The new model of care uses one primary therapist at a time.

Jodie Reno stated that the Investing Early of Manitowoc County is a collaboration of several community groups. They provide a Welcome Baby visit for all newborns. At-risk children are offered a helper at home. The Ages and Stages Program includes social and emotional screenings. The next screening will be held at the Manitowoc Public Library with parents. Last year there were over 100 children screened at these events. The group received a grant to purchase two screening boards. One will be located in the lobby at the YMCA.

Grants were received to provide shirts with a logo for screeners and screening bags. There is one public screening every six months. The group holds fundraisers throughout the year. Other counties have asked about these community screening initiatives to get information for their county to use. Handouts were distributed.

**FINANCIAL AND STATISTICAL REPORTS THROUGH JANUARY:**

Patricia Dodge, Co-Director/Business Division, provided handouts for the monthly statistics and the financial projections report. With only one month of activity in the year so far, it is difficult to project spending trends for the year. There were 9 more children being served in January compared to December, 2015 and 8 more adults in the Children and Family Services unit. Referrals to the Child Protective Services unit were higher than in December.

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

Acting Chair Cavanaugh explained a new procedure for recognizing retiring board members. Beginning with Tom Davis's resignation, a Certificate of Appreciation will be awarded to recognize the service provided to the Human Services Board.

A MOTION WAS MADE BY RUGGIRELLO, SECONDED BY WILLIAMS TO APPROVE THE CERTIFICATE OF APPRECIATION PROCESS. MOTION CARRIED.

Lori Burke will replace Tom Davis as a citizen member when her county board term is up in April, 2016.

Jim Baumann wants to support foster care recruitment efforts and has many ideas. We solicit support for foster parents from businesses on various occasions and use it as a recruitment tool. There are only 37 county foster homes so some children have to be placed out of the county. If foster parents have to purchase items for children, it may deter them from wanting to be foster parents. Baumann suggested creating a wish list of items and sending it to service clubs and putting it in newspapers. He suggested getting donations of swimming pool passes, tickets to Bay Beach, the Sheboygan Children's Museum, state park day passes, and county fair passes.

These suggestions will be forwarded to the recruitment team.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, March 24, 2016 at 4:30 p.m. at the Human Services Department, 801 Jay Street entrance, Manitowoc, Wisconsin.

**ADJOURNMENT:**

A MOTION WAS MADE BY AGNEW, SECONDED BY WAACK TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:40 P.M. MOTION CARRIED.

Respectfully submitted,

Bob Cavanaugh, Acting Chair and Secretary  
Human Services Board

BC/pd