

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:30 p.m. on Thursday, May 26, 2016 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board members excused: Henrickson.

Board members absent: None.

County Board members present: None.

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

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

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

**AMENDED MEETING NOTICE:**

Vice Chair Bob Cavanaugh presented the amended meeting notice.

A MOTION WAS MADE BY WILLIAMS, SECONDED BY BAUMANN TO ACCEPT THE AMENDED MEETING NOTICE. MOTION CARRIED.

**UPDATE AND PROPOSED CHANGES IN CLINICAL SERVICES DIVISION STAFF POSITIONS, RECRUITMENT AND JOB DUTIES:**

Jeff Jenswold stated that he and Lori Fure are working on restructuring some of the staff positions and they need approval to bring them to the June 7<sup>th</sup> Personnel Committee meeting.

He distributed handouts of the organization of the division before and after the proposed changes.

One position is changing from a Community Support Program Coordinator to a Supervisor overseeing CSP, CCS, and the Crisis Program.

The Crisis Program Supervisor will change to a Case Manager and on call backup position. These job duties are being changed due to the licensure of the individual and the ability to capture MA billings.

Jenswold stated that this provides for a better use of staff, better distribution of duties, and an increased ability to bill Medicaid for Supervisors' time.

A board member asked about the Juvenile Sex Offender program since it was not included in the new organization chart. Jenswold stated the program ended when the Coordinator resigned.

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO APPROVE THE STAFF CHANGES AND FORWARD THE RECOMMENDATION TO THE PERSONNEL COMMITTEE. MOTION CARRIED.

**EDUCATION TOPIC – UPDATE ON THE EAST CENTRAL INCOME MAINTENANCE CONSORTIUM:**

Lori Garceau distributed handouts with information regarding the various consortiums in the state, the East Central Partnership, and statewide call center data.

Garceau stated that the consortiums have been in place since 2012. The Governor's budget process was looking at privatizing the Income Maintenance Program. It had been tried with Badger Care but there were too many failed standards. The state developed a plan to create ten different consortiums.

The East Central group began with 10 counties and then Sheboygan County left in 2016 to join the Dane County group. A call center was developed to answer questions for assistance and to complete applications on the telephone.

The call center is open Monday through Friday from 8:00 a.m. – 4:00 p.m. Any documents that come in are scanned to shared files. There are pros and cons to being a member of a consortium.

Pros: Partners can work together to share resources such as trainings. Partners can assist when there are staff vacations or turnover. There is a new worker support group on line for assistance in getting questions answered. The partners can assist each other with scanning documents if one partner is behind. The people calling for information won't get a voice mail.

Cons: Partners don't always know what resources are available in other counties such as Christmas programs for clients and back-to-school programs.

Partners are still required to offer lobby services. People can drop off or pick up documents.

Surveys are given but they are limited to satisfied or dissatisfied categories. People get upset

when they aren't eligible for services.

A board member asked about the coding program. Everything gets faxed to the coding company in Janesville, Wisconsin and is coded and scanned into cases within 24 – 48 hours. Any questions by coders on clarity, etc. are directed back to the local agencies.

There is a decrease in Food Share cases from last year. If the person doesn't cooperate with the program, they will get dropped after three months.

A board member asked how many people are staffing the lobby. The receptionist refers the person to one worker and this is rotated each day.

A board member asked how to find the telephone number for Food Share. The number is listed on the state's website and the county's website. People also call the Human Services main number for this information.

#### **FINANCIAL AND STATISTICAL REPORTS THROUGH APRIL:**

Patricia Dodge, Co-Director/Business Division, provided handouts for the monthly statistics and the financial projections report. It was noted that the numbers of children in out of home care continue to increase.

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

A board member asked about adoptions and how involved our department gets with adoptions. Nancy Randolph stated that adoptions are not a part of our business but that we look for resources for children in out of home care. Some adoptive parents were former foster parents. There is a resource center in Green Bay for adoptive parents and an adoption coach is available.

Randolph provided a handout listing Terminations of Parental Rights performed in the last nine years. This allows children to be adopted.

Subsidized Guardianships are used if the child isn't adopted. The child stays with the guardians until they age out of the system. Many times the foster parent becomes a subsidized guardian and we lose them as foster parents. Some prefer this because they don't want the full responsibility of being a parent.

Jack Nasep stated that the Wendy's Foundation assists with adoption services. They have recruiters across the country and are very successful. In some cases they are 3 times more successful than local agencies.

Randolph stated that there are currently 40 licensed foster homes and 105 kids in out of home

care. The May recruitment efforts were positive. Twenty one people called to indicate an interest, and three completed applications have been returned.

The foster family picnic will be held on June 16<sup>th</sup> in Newton to recognize foster parents, and the board members will be invited.

A board member asked if there is a restaurant offering to give a discount to foster parents, can this be accepted? Bob Ziegelbauer stated that because the county Health Department licenses restaurants, we can't accept restaurant discounts. Staff members and a board member are currently looking into getting discounts to Bay Beach, the county fair and the Railroad Museum in Green Bay for foster parents. A suggestion was made to dedicate one of the county fair days to foster parents.

Bob Ziegelbauer provided handouts of the local unemployment rates and the Secure Detention Report.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, June 23, 2016 at 4:30 p.m. at the Human Services Department, 801 Jay Street entrance, Manitowoc, Wisconsin.

**ADJOURNMENT:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY WILLIAMS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:30 P.M. MOTION CARRIED.

Respectfully submitted,

Bob Cavanaugh, Vice Chair  
Human Services Board

BC/pd