



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, January 24, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Welcome New Board Member Mike Bauknecht – Rita Metzger.
5. Conduct Vote for Vice Chair of the Human Services Board – Rita Metzger.
6. Education Topic: Update on Use of and Alternatives to Juvenile Detention – Stacy Ledvina.
7. Financial Reports through November, 2012.
8. Request for Increasing .9FTE Position to 1.0 FTE – Bob Ziegelbauer.
9. County Executive Ziegelbauer Report on the status of the Human Services Department.
10. Questions from Board Members on the status of the Human Services Department.
11. Set Next Meeting Date.

Date: January 16, 2013

Rita Metzger, Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, January 24, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Bauknecht, Burke, Cavanaugh, Davis, Metzger, Vogel.

Board members excused: Henrickson.

Board members absent: Agnew.

Board member vacancy: One.

County Board members present: Hoff.

Members of Public present: Maura Yost, Newton.

Staff present: Ledvina, Randolph, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, resident of Newton, gave input on four subjects as follows:

1. “The public high school graduation rate in Wisconsin at 91.1 percent continues to be one of the highest graduation rates in the nation, according to a recently released report from the National Center on Education Statistics. State School superintendent, Tony Evers, reported ““Our 91.1 percent public high school graduation rate places us second in the nation, increasing by more than 4 percentage points over 6 years.””
2. “Wisconsin ranked 42 out of the 50 states in private sector job creation, according to the latest available government jobs data deemed credible by economists. The data, which covers the 12 months from June, 2011 to June, 2012, shows that Wisconsin’s position worsened from a rank of 37 in the previous period from March, 2011 to March, 2012.”
3. “The number of recipients in the Food Share Program in Manitowoc County has held steady with a monthly average of 8,417 people in the program from January through November of 2012. Demographics show that 19% of the Food Share recipients are elderly, blind or disabled, and 34% of the assistance groups have at least one person working. The average monthly earned income of those assistance groups is \$1,262.00, an increase from last month, and 39% of adult Food Share recipients are employed, which is slightly more than last month.”

4. “Thousands of citizens across the Fox Valley and hundreds of thousands across Wisconsin are at risk of being denied BadgerCare if Governor Walker rejects increased federal Medicaid money offered by the Affordable Care Act, the national health care reform law. Under the Affordable Care Act, the holes in the BadgerCare Program would be fixed. These holes in coverage and in accessing the program are set to be fixed, leading to over 200,000 more Wisconsinites able to access BadgerCare. According to the most authoritative national research, Wisconsin would actually save a total of at least \$495 million over the next 10 years by accepting the federal money to fill the holes in BadgerCare. Additionally, this revenue would lead to the creation of over 10,000 new jobs in the healthcare sector.”

APPROVAL OF MINUTES:

A MOTION WAS MADE BY VOGEL, SECONDED BY CAVANAUGH TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING AS WRITTEN. MOTION CARRIED.

Human Services Board Chair, Rita Metzger emphasized to County Executive Bob Ziegelbauer that she wants one of the four HSD Divisional Directors to attend future Human Services Board meetings.

WELCOME NEW BOARD MEMBER:

Board Chair Rita Metzger, welcomed the new board member, County Supervisor Mike Bauknecht. Supervisor Bauknecht formerly served on the Human Services Board for six years.

CONDUCT VOTE FOR VICE CHAIR OF THE HUMAN SERVICES BOARD:

Board Chair Rita Metzger opened the vote for Vice Chair of the Human Services Board. Supervisor Vogel nominated Supervisor Cavanaugh, seconded by Board Member Davis. There were no other nominations. Supervisor Cavanaugh accepted the position of Vice Chair and was unanimously elected.

EDUCATION TOPIC :

Stacy Ledvina, Supervisor of the Youth and Family Services unit, reported on the use of and alternatives to juvenile detention. Ms. Ledvina reported on the status of the services to juveniles who required placement in secure detention since Manitowoc County’s Juvenile Detention Center closed at the end of 2012.

During January, 2013, there were six bookings. The majority were for three days or less. Sheboygan, Brown and Oconto counties all accepted juveniles. Temporary transportation arrangements for both secure and non-secure placements are in place through March. Ms. Ledvina said that implementation has gone smoothly and that any problems were addressed in a cooperative manner by the various agencies’ personnel.

Ms. Ledvina reported that Manitowoc County is a pilot county for juvenile detention alternatives and is applying for a one- time \$60,000.00 grant. The grant application will be submitted in mid-February and would begin on April 1 and continue for 18 months. The grant decision should be received in mid-March. It may include a teen court.

A Crime Enforcement Coalition meeting was scheduled to be held January 31. County Executive Bob Ziegelbauer noted that this is the first month of transition with the closure of the Juvenile Detention Center and that those involved have done a good job of problem solving.

FINANCIAL AND STATISTICAL REPORTS THROUGH NOVEMBER:

Bob Ziegelbauer discussed the information in the financial reports related to surplus and deficit areas of the budget. The projected surplus for the year is approximately \$72,499.00. Ziegelbauer noted that in the area of mental health services, the county is “trying to deal with situations earlier instead of later when treatment gets much more expensive.”

REQUEST TO INCREASE A .9 FTE POSITION TO 1.0 FTE:

Bob Ziegelbauer explained that the social worker position in the Children and Family unit could be increased to full time without additional expense and recommended it. The board members unanimously approved the request and it will be forwarded to the Personnel Committee.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer distributed a listing of employee changes in the Human Services Department. He said that he is revising the Crisis Team and is contracting with a call center agency to pre-screen crisis calls.

Ziegelbauer noted that there is a 60 day deadline requirement for completion of child abuse investigations.

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

Chair Metzger again stated that she would like one of the four co-Directors at all meetings. Metzger also stated she may have the education presentation for the next meeting.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, February 28th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

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

Respectfully submitted,

Rita Metzger, Chair, submitted for Laurie Burke, Secretary
Human Services Board

RM/pd



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

DATE: Thursday, February 28, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Financial Reports through December, 2012 – *Patricia Dodge*.
5. Education Topic: Update on Programming at Painting Pathways – June Schulz.
6. *Resolution for Out of State Travel – Nancy Randolph*.
7. County Executive Ziegelbauer Report on the status of the Human Services Department.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: February 19, 2013
Amended: February 25, 2013 @ 11:36 a.m.

Rita Metzger, Chair
By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, February 28, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Cavanaugh, Henrickson, Metzger, Vogel.

Board members excused: Burke, Davis.

Board members absent: None.

Board member vacancy: One.

County Board members present: Rasmus.

Members of Public present: Maura Yost, Newton; Avery Hammen, Intern at Outagamie County Mental Health Center; Jennifer Steffens, Intern at Manitowoc County HSD Foster Care Program; Ashli Crabb, Intern at Manitowoc County HSD Youth Wellness Center; Kayla Eggen, Intern at Family Services of Brown County.

Staff present: Dodge, Ledvina, Randolph, Ziegelbauer.

The committee agreed unanimously to change the order of the agenda.

RESOLUTION FOR OUT OF STATE TRAVEL:

A resolution authorizing out-of-state travel for Stacy Ledvina, Patricia Koppa, and Judy Wiesbrook was presented to the board for approval. They have been invited to attend the Juvenile Detention Alternatives Conference in Atlanta, Georgia from April 16th- 18th, 2013. These three individuals are part of a team that is meeting to develop detention alternatives for Manitowoc County with the support, guidance, and funding from the Annie E. Casey Foundation. The conference and all costs will be paid by the foundation with the exception of the staff time.

MOTION BY BAUKNECHT, SECOND BY CAVANAUGH TO APPROVE THE RESOLUTION. MOTION CARRIED.

PUBLIC INPUT:

Maura Yost, resident of Newton, gave input on four subjects as follows:

1. Ms. Yost stated that there is an excellent 6 minute video of DHS's Secretary Smith explaining Governor Walker's Badger Health Care Plan on the Wisconsin Public Television site. She stated that DHS Secretary Dennis Smith resigned this month and Deputy Secretary Kitty Rhoades was appointed to the position.

Ms. Yost stated that this month marks the one year anniversary of her removal from the HSD Board “for advocating for a single, qualified Director.”

2. Ms. Yost stated that Paul Tittl, former HSD Board member, was appointed to Speaker Robin Vos’s new statewide mental health task force. She stated that Speaker Vos has charged the committee with making recommendations on several issues.

Most Yost stated that the first meeting of the statewide Mental Health Task Force was held. She stated that Representative Erik Severson (R-Osceola), chairman of the Assembly Speaker’s Task Force on Mental Health wrote: The next meeting of the Task Force is scheduled for March and will focus on the challenges and opportunities faced by professionals who treat people with mental illness.

3. Ms. Yost stated that the Mental Health Task Force for Manitowoc County is presenting their Mental Health Study Report to the community on Thursday, March 14th from 7:30 – 9:30 a.m. at the First Presbyterian Church, 502 N. 8th Street in Manitowoc. She stated that reservations are requested by March 1.
4. Ms. Yost stated that there is bipartisan agreement that Governor Walker’s budget proposal contains serious flaws, particularly on education policy and spending priorities. Ms. Yost quoted statements by various state senators and the executive director of the Wisconsin Taxpayers Alliance referring to the Governor’s proposal not being a good plan.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY VOGEL, SECONDED BY AGNEW TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING AS WRITTEN. MOTION CARRIED.

FINANCIAL AND STATISTICAL REPORTS THROUGH DECEMBER:

For statistics, Bob Ziegelbauer discussed the daily census at the juvenile detention center in Sheboygan, Outagamie and Brown Counties since the beginning of the year. He answered questions related to the facilities.

The current estimate of financial activity through December projects a surplus of approximately \$144,000.00. Year end adjustments will be made through April, 2013 as we are informed of any deobligations and reobligations at the state level.

EDUCATION TOPIC :

June Schulz, Director at Painting Pathways Clubhouse, and Nancy Randolph, Children and Families Division Manager, presented an update on the activities at the Clubhouse.

June distributed a pamphlet that explained what the Clubhouse is, its mission, the components of a Clubhouse and testimonials from members.

Ms. Schulz and Ms. Randolph provided the history of the development of the Clubhouse and stated that they have 109 members, 44% of whom are employed, volunteering or in an education program. There is a transitional employment program with 4 members at Holiday Inn, 1 member at Festival Foods, one member at Holy Family Memorial Medical Center, 1 member at Lakeside Foods, and one member at a nursing home.

In this program, the Clubhouse staff member trains the member on the job and will fill in for the member if they can't work.

Referrals come from staff at HSD, doctors or therapists, and there is a requirement that the person have a mental health diagnosis.

The Clubhouse was accredited in September of 2011. The Clubhouse staff work with the high schools for transitioning students into their programs. A member must be 18 or older.

Madison, Milwaukee, Wausau and Racine have clubhouses. They do interact with the local NAMI organization. The Clubhouse is funded by donations, grants, United Way and corporate funding. They have a volunteer board that assists in many ways.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer stated that he will bring a juvenile detention report each month.

Mr. Ziegelbauer stated that the agency's crisis team is being restructured beginning March 4th. A contracted crisis call center and the staff will triage the call and will either direct the person to a crisis worker or to another resource.

Mr. Ziegelbauer stated that the Wisconsin Counties Association does a summary of the Governor's proposed budget and he sent it to the County Board members. He stated that there may be changes before it is adopted in June.

Mr. Ziegelbauer stated that there is a vacant .6 crisis worker position that needs to be filled, and 1 vacant social worker position in child welfare that needs to be filled. He stated that there is a retirement coming up at the Job Center and the intent is to hire and train a new staff member before the vacancy occurs.

Mr. Ziegelbauer stated that a movement is being re-born toward regionalization in Human Services. Staff attended a meeting in Brown County with several Northeast counties to see what services can be shared, and if rates can be negotiated as a group with service providers. The next meeting will focus on mental health crisis services.

Mr. Ziegelbauer stated that there is a new Performance Management Project in the county and the supervisors will be trained first. This project is in conjunction with the pay banding method. There will be 7 sessions over the next 7 months.

Board Member Agnew stated that for collaborations among counties, Kewaunee County and Manitowoc County have established a joint ADRC which is working well.

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

Board members requested that the Co-Directors of the agency give operations reports each month.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, March 28th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

MOTION WAS MADE BY VOGEL, SECONDED BY BAUKNECHT TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:20 P.M. MOTION CARRIED.

Respectfully submitted,

Rita Metzger, Board Chair for Lori Burke, Secretary
Human Services Board

RM/pd



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, March 28, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Financial Reports through February, 2013 – Patricia Dodge.
5. Education Topic: Update on Child Protective Services – Sue Ader.
6. Reports of Economic Interest – Patricia Dodge.
7. County Executive Ziegelbauer Report on the status of the Human Services Department, including April Board appointments – HSD Board reorganization.
8. Questions from Board Members on the status of the Human Services Department.
9. Set Next Meeting Date.

Date: March 20, 2013

Rita Metzger, Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, March 28, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Cavanaugh, Davis, Metzger.

Board members excused: Burke, Henrickson, Vogel.

Board members absent: None.

Board member vacancy: One.

County Board members present: Rasmus.

Members of Public present: Maura Yost, Newton; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

Staff present: Ader, Dodge, Garceau, Jenswold, Randolph, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, resident of Newton, gave input on five subjects as follows:

1. Ms. Yost referred to the HSD Board's agenda for today's meeting, specifically the County Executive's report on the status of the HSD including April board appointments and the board reorganization. Ms. Yost stated that the agenda for the Personnel Committee meeting scheduled for April 2nd at 4:45 p.m. includes a discussion of the organizational structure of the HSD. Ms. Yost stated that she hopes the County Executive will provide the HSD Board with his thoughts about the organizational structure of the HSD.
2. Ms. Yost stated that during the public input portion of the last County Board meeting, she described the key points in the state's Attorney General's response to the question of whether a county can create more than one Human Services Director position.

Ms. Yost cited several points in the Attorney General's response letter regarding the Director position at HSD. Ms. Yost stated that the letter included reference to the dictionary definition of Director and whether any of the four individual Directors is actually a Director.

3. Ms. Yost stated that according to a press release from State Rep. Erik Severson, the next meeting of the Mental Health Task Force is scheduled for April and will focus on challenges faced by law enforcement and rural communities.

4. Ms. Yost stated that the County Health Rankings and Roadmaps were recently released by the Robert Wood Johnson Foundation. Manitowoc County ranks 40th, Kewaunee County ranks 2nd, Door County ranks 5th, Calumet County ranks 14th, Sheboygan County ranks 19th, Fond du Lac County ranks 36th, and Brown County ranks 30th.
5. Ms. Yost stated that Wisconsin now ranks 44th in job creation; the state legislature passed “Wisconsin Fast Forward” legislation Worker Training Grants of \$15 million in GPR funds over the biennium for DWD grants to both public and private organizations.

Ms. Yost stated that the legislature passed creating the Office of Skills Development at DWD and funds 4.0 full time positions to administer the worker training grants to current and changing workers’ skill needs and emerging skill clusters.

Ms. Yost stated that the legislature approved development of a state of the art Labor Market Information System through the DWD to track job vacancies and link unemployed workers to openings they are qualified to fill or to training they can complete to become qualified, helping the unemployed to return to the workforce faster.

Nancy Slattery, resident of Maribel, stated that she would like to know who the new HSD board members are going to be. Ms. Slattery also stated that she did not see the mission statement for HSD listed on the county website.

Public Input was closed.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY AGNEW TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING AS WRITTEN. MOTION CARRIED.

FINANCIAL AND STATISTICAL REPORTS THROUGH FEBRUARY:

The statistics in the Youth Aids section regarding total referrals from law enforcement agencies in the county were lower by approximately 40% in 2013 as compared to 2012.

The financial projection using activity through February is estimating a \$15,000.00 deficit for the year. These are very early projections.

EDUCATION TOPIC :

Nancy Randolph introduced Sue Ader as the new Child Protective Services Supervisor, replacing Al Gajewski who retired in December, 2012.

Ms. Randolph also stated that the agency has received a grant from the Office of Justice Assistance to implement a Youth Diversion Court. The grant is for \$56,000.00 out of 298,000.00 awarded to 8 counties in the state. They are looking for a judge to volunteer for these cases.

Ms. Ader stated that she has been a Child Protective Services social worker for over 20 years.

There are 6 staff members in CPS, and the access worker takes phone calls and police reports. For any allegations of physical or emotional neglect and abuse, the state has strict guidelines. Each referral can take between 5 minutes or up to an hour to deal with.

Ms. Ader has to decide which cases to accept for investigation. The remaining 5 social workers research the allegations. They conduct a thorough assessment of the entire household and any caregivers of the child.

They have 60 days to complete an analysis by conducting interviews, home visits, and speaking to teachers, doctors and day care providers. The worker has to determine how to make the child safe.

Ms. Ader stated that they are seeing increases in prescription drug abuse and sexual abuse and those cases are being substantiated. Law enforcement helps with getting confessions and convictions in those cases.

The Safe Haven law was established to allow a parent to bring a baby to law enforcement agencies or medical staff without punishment. This is rare in our county but there was one recently.

Ms. Ader stated that April is Child Abuse Prevention Month and she is a member of the Child Abuse Prevention Task Force. There will be a fundraiser on April 22nd at the Pizza Ranch from 4:00 – 8:00 p.m. to help with costs of the task force. On April 1st there will be a walk from Washington Park in Manitowoc to the courthouse to show the community that this group is being supported.

Ms. Ader concluded with stating that they don't receive much positive feedback in their jobs but recently she received a phone call from a former client to thank her for helping her family. The former client reported that she and her children are safe and happy now and that was as a direct result of the assistance she received from Ms. Ader and two other workers.

Board members asked questions and Ms. Ader stated that there is a higher incidence of children with disabilities being abused. She stated that approximately 50% of the calls they receive involve children with some type of disability.

RESOLUTION FOR OUT OF STATE TRAVEL:

Nancy Randolph explained that two staff members have received subpoenas to testify in a family court trial on April 11, 2013 in Marshalltown, Iowa.

A MOTION WAS MADE BY DAVIS, SECONDED BY BAUKNECHT TO APPROVE THE OUT OF STATE TRAVEL RESOLUTION FOR LANE KINZEL AND CINDY HUNDT. MOTION CARRIED.

The board approved changing the order of the agenda at Bob Ziegelbauer's request so that Board members could ask questions of the 4 agency Directors who were in attendance before some of them had to leave.

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

A board member asked if Bob Ziegelbauer had made any decisions on the state Attorney General's letter regarding creating 4 Co-Directors in the HSD agency.

Mr. Ziegelbauer stated that the Attorney General did not provide an opinion on this question. The Attorney General provided his thoughts on the issue and a dictionary definition of a director but did not include a legal opinion. Mr. Ziegelbauer stated that he will not be making any changes in the leadership structure as we move forward and he thinks that the structure is legal.

Board Chair Rita Metzger referred to the Personal Committee agenda item regarding the HSD Board structure and asked if the new structure has to get Personnel Committee approval. Bob Ziegelbauer explained that the agenda item referred to the agency's management structure and not the HSD Board structure. Ms. Metzger stated that she had asked Personnel Committee Chair Kevin Behnke for a joint committee meeting to discuss the Director issue. She stated that Mr. Behnke did not think it was necessary at this time. Ms. Metzger encouraged the HSD board members to attend the next Personnel Committee meeting if they could.

REPORTS OF ECONOMIC INTEREST:

With the update to the county's Ethics Policy, a Report of Economic Interest is required to be presented to each department's committees and included in the minutes of the meetings. The report is necessary when employees receive monetary value from outside entities in the course of performing their duties. The completed form is presented to the committee and then filed with the County Comptroller's office.

For the first report, one staff member attended a Juvenile Justice conference in Houston, Texas in April, 2012 and all travel expenses were paid for by the Annie E. Casey Foundation.

The second report is for travel and costs for staff members who attended a meeting in Milwaukee for Alternatives to Juvenile Detention and paid for by the Annie E. Casey Foundation.

The third report is for travel and costs for 2 staff members to attend the Inter-Site Juvenile Detention Alternatives conference in Atlanta, Georgia in April, 2013. The costs will be paid by the Annie E. Casey Foundation.

The board asked if Stacy Ledvina could give a report at a future board meeting related to the conference in Atlanta.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT, INCLUDING APRIL HSD BOARD APPOINTMENTS :

Bob Ziegelbauer distributed various handouts related to the news release of the grant for Teen Diversion Court, the juvenile detention statistics for January and February, local unemployment figures for January, 2013, an organization chart for HSD, and an explanation of the Human Services Department Special Revenue Fund with budget to actual comparisons for the past 21 years.

Mr. Ziegelbauer stated that a Crisis Supervisor position was added and that the .6 crisis worker position has been filled as well as the social worker position in the Children and Families unit.

There are two retirements at the Job Center and there are two new hires beginning April 1 to replace them.

A board member requested that an organization chart with staff names be sent to the board members.

Mr. Ziegelbauer stated that in the Governor's next budget, the increase in mental health services calls for regional collaboration. There is a Northeast Wisconsin group of HSD agencies that is meeting to explore sharing mental health services and is beginning with crisis service programs.

Mr. Ziegelbauer stated that the county code referring to the Human Services Department Board makeup states there will be not less than 3 and not more than 6 County Board members on the HSD Board and the remainder will be citizen members for a total of 9 members. He is considering a change to include more citizen members. This board has a vacancy and some of the board members' terms are up in April. Mr. Ziegelbauer will have the names of the new or returning board members for the County Board meeting in April and the newly appointed members will attend the April HSD Board meeting along with existing members.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, April 25th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

MOTION WAS MADE BY BAUKNECHT, SECONDED BY AGNEW TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:45 P.M. MOTION CARRIED.

Respectfully submitted,

Rita Metzger, Board Chair for Lori Burke, Secretary
Human Services Board

RM/pd



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

DATE: Thursday, May 23, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Introduction of new Board Members.
5. Election of Officers of the Human Services Board.
6. Information on the Role of the Human Services Board – Steve Rollins, Corporation Counsel.
7. Financial Reports through April, 2013 – Patricia Dodge.
8. Education Topic: Orientation to the Human Services Department – Bob Ziegelbauer, and staff.
9. *Out of State Travel Resolution for Ledvina, Zahn, Ledvina, and Alternate (Mann) – Bob Ziegelbauer.*
10. County Executive Ziegelbauer Report on the status of the Human Services Department.
11. Questions from Board Members on the status of the Human Services Department.
12. Set Next Meeting Date.

Date: May 14, 2013

Amended: May 22, 2013 @ 8:40 a.m.

Human Services Board Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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

CALL TO ORDER:

The Manitowoc County Human Services Department Board met at 4:30 p.m. on Thursday, May 23, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Baumann, Burke, Cavanaugh, Henrickson, Ruggirello, Tomasik .

Board members excused: Davis.

Board members absent: None.

County Board members present: Metzger.

Members of Public present: Maura Yost, Newton.

Staff present: Dodge, Garceau, Jenswold, Rollins, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, resident of Newton stated that she had been a member of the Human Services Board for 11 years until February, 2011. She stated she worked as an Employment and Training Specialist which included workshops, employment plans, and individual job training.

Ms. Yost stated that she is working with the Manitowoc County Task Force on Mental Health on the Advocacy Committee. She stated that the annual cost of excessive alcohol use is \$1,117,000.00. She stated that 13% of that is for health care, 85% in lost productivity, and 19% in other areas.

Ms. Yost stated that there is a significant drug abuse problem in the county including heroin use. She stated that the Sheriff Department said the rise in home burglaries is due to desperate people wanting money. She stated that prescription drug abuse is a significant problem also.

Public Input was closed.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY BAUKNECHT, SECONDED BY HENRICKSON TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING AS WRITTEN. MOTION CARRIED.

INTRODUCTION OF BOARD MEMBERS:

Board members introduced themselves.

ELECTION OF OFFICERS OF THE HUMAN SERVICES BOARD:

Supervisor Cavanaugh nominated Rick Henrickson as Chair of the Board, seconded by Supervisor Baumann. With no other nominees, a unanimous ballot was cast by Laurie Burke, seconded by Jim Baumann.

Supervisor Henrickson nominated Mike Bauknecht as Vice Chair of the Board, seconded by Supervisor Cavanaugh. With no other nominees, a unanimous ballot was cast by Jim Baumann, seconded by Rick Henrickson.

Supervisor Henrickson nominated Laurie Burke as Secretary of the Board, seconded by Bob Cavanaugh. With no other nominees, a unanimous ballot was cast by Rick Henrickson, seconded by Bauknecht.

INFORMATION ON THE ROLE OF THE HUMAN SERVICES BOARD:

Steve Rollins, County Corporation Counsel, presented information on the duties of an HSD board spelled out by state statute as follows:

The board has the ability to appoint committees made up of county residents.

The board can recommend program priorities and policies.

The board can work with the HSD Directors on budget preparation and submit it to the County Executive.

The board has an administrative role in the final complete budgets.

The board can advise the HSD Directors regarding purchased services to complete the mission of the department.

The board can set internal operating procedures for themselves.

The board must comply with codes and laws.

The board can be involved in cooperative agreements of the agency.

The relationship of the board with the staff is to have collective authority and operative collectively. Individual board members do not set policy.

The board does not provide operational or administrative input, only policy.

The board can recommend ordinances to the county board to pass. The board can recommend resolutions to the county board.

The board has a visionary role to create policy. Then staff work on the operations of policies.

The board can provide policy oversight and it is the task of the Directors to move forward and then provide feedback. The Directors figure out how to implement policy and the staff carry out the services.

Steve Rollins stated that if the board members had questions, they should contact him.

A handout was provided that gives detail on the activities of each unit. A list of abbreviations was also distributed.

Bob Ziegelbauer gave an overview of the agency and how it is organized. He stated that it has changed from a top down structure to four divisions with Co-Directors, Supervisors, and Staff members.

Ziegelbauer stated that Nancy Randolph is the Co-Director of the Child and Family division, Jeff Jenswold is the Co-Director of the Clinical Services division, Lori Garceau is the Co-Director of the Economic Support division, and Patricia Dodge is the Co-Director of the Business division. He stated that the Co-Directors have the autonomy to be managers of change as needed and there have been a number of successes in the past six years.

Lori Garceau stated that all of their business is conducted at the Job Center on Dewey Street. They screen people for Medical Assistance, Child Care, Employment Programs, Job Skills, Transportation and other services. The division is part of a ten county consortium with a call center that is staffed by each county. There are 18 staff members and thousands of clients served each year.

Jeff Jenswold stated that he has been at HSD for 27 years. His division provides adult services for mental health, crisis, adult protective services and alcohol and other drug abuse, and an intoxicated driver program. It is an outpatient clinic with 1.5 psychiatrists and 1 psychologist. Several of their staff members move between programs. They contract for various services. The AODA program is small with an increasing need for more services. They work with Marco services and some with inpatient. Adult protective services is growing as the population ages.

They operate two crisis systems, one in the daytime and then an after hours program. Jenswold answered board members' questions. He stated they are working on using peer counselors in conjunction with the community mental health study that was conducted. They are also looking into a "warm line" concept where people can talk to someone who isn't in full crisis. At Marco, outpatient services are offered first and then a person could be referred to residential. Jenswold stated that they refer veterans to the veterans service office.

Ziegelbauer gave an overview of children's services and the relocation of the juvenile detention center in Randolph's absence.

Patricia Dodge gave information on the Business Operations division. The division provides services to each unit in the agency with management support, financial support, computer support, contract processing and negotiations, personnel services, policies and procedures, and information and reporting services.

FINANCIAL AND STATISTICAL REPORTS THROUGH APRIL:

Bob Ziegelbauer described the financial report and the statistical report to board members and explained how they are completed.

The financial report shows a deficit projection of approximately \$133,000.00 for 2013. This is due to a child being placed in a residential care center that is not in the budget, and higher use in the Community Options Program for mental health clients.

RESOLUTION FOR OUT OF STATE TRAVEL:

There is a resolution for 3 staff members and one alternate to travel to Multnomah County, Oregon for information on alternatives to juvenile detention from July 24 – 27, 2013 with all travel expenses paid by the Annie E. Casey Foundation.

A MOTION WAS MADE BY BAUKNECT, SECONDED BY BAUMANN TO APPROVE THE OUT OF STATE TRAVEL RESOLUTION FOR STACY LEDVINA, RODNEY ZAHN, LARRY LEDVINA, AND ALTERNATE THOMAS MANN. MOTION CARRIED.

The board requested a report from staff members after the trip.

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

The board would like a Co-Director to attend each meeting. Bob Ziegelbauer stated that one or more would attend each meeting.

The board would like to discuss the community mental health study results at future meetings.

A board member asked if there is a list of staff members who have left since last year.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer distributed handouts related to unemployment information and the statistics for the juvenile detention center. The juvenile report does not include costs of transport by Sheriff's Department.

Ziegelbauer stated that there is a new grant to establish a teen court program and staff are setting that up.

A Child Protective Services worker will be added by mid July due to increased numbers and the increase in the state's deadlines.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, June 27th, 2013 at the Human Services Department Jay Street conference room at 4:00 p.m. (Note earlier time for the summer months).

ADJOURNMENT:

MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 6:05 P.M. MOTION CARRIED.

Respectfully submitted,

Lori Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, June 27, 2013

TIME: 4:00 p.m. (Note time change)

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Information on Clinical Services Programs – Jeff Jenswold.
5. Financial Reports through May, 2013 – Patricia Dodge.
6. County Executive Ziegelbauer Report on the status of the Human Services Department.
7. Questions from Board Members on the status of the Human Services Department.
8. Set Next Meeting Date.

Date: June 19, 2013

Human Services Board Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, June 27, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Burke, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik.

Board members excused: Agnew, Bauknecht, Baumann.

Board members absent: None.

County Board members present: Rasmus.

Members of Public present: Maura Yost, Newton; Cecelia Held, Manitowoc; Lucy Kujawski, Manitowoc; Nancy Slattery, Maribel.

Staff present: Daehn, Dodge, Fure, Jenswold, Maney, Ziegelbauer.

PUBLIC INPUT:

Maura Yost, resident of Newton stated that the Corporation Counsel did a fine job of explaining the responsibilities of the Human Services Department Board at the last meeting. She stated that she is an advocate of a single Director for the department. Ms. Yost stated that the former Director retired in August, 2007 and Bob Ziegelbauer said that we would know what direction the department would take in the next budget. She stated that state statutes require a Director and the county board doesn't have authority to appoint staff.

Ms. Yost referred to the Corporation Counsel's post on the county website. She stated that there are 72 counties in Wisconsin and Manitowoc County is the only one that doesn't have a Director.

Ms. Yost asked the Human Services Board to make a motion to put money in the 2014 budget to comply with state and county codes.

Nancy Slattery, Maribel, stated that she came to the meeting to hear the education piece and thanked the board for having it.

Public Input was closed.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BURKE TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING AS WRITTEN. MOTION CARRIED.

INFORMATION ON CLINICAL SERVICES PROGRAMS:

Jeff Jenswold, Clinical Services Manager, introduced the staff members from his division. Lori Fure is the Community Support Program Coordinator; Gary Daehn is the Intoxicated Driver Program Assessor and Alcohol and Other Drug Counselor; and Julie Maney is the Crisis Services Supervisor.

Jeff distributed a handout that included a brief history of outpatient mental health services provided by Manitowoc County, dating back to 1941 when the Manitowoc County Council of Social Agencies began a nine year study and initiated a plan to establish mental health services to county residents.

Jeff gave a description of the 7 major programs that the staff work with. Jeff stated that the AODA counseling program is quite small right now with only 1 full time staff member. He stated that our Hmong bilingual counselor is the only one in the state. Jeff stated that they have shifted to crisis management due to having less staff members to provide counseling services.

Jeff stated that they have a contract with Northwest Passages to staff a call center for crisis calls due to an increase in the number and type of calls. Jeff stated that the Adult Protective Services staff have also seen an increase in the number of calls related to county residents.

Jeff referred to several statistics from 2012 of provided services. When asked about the Newport Home crisis beds and whether they were under contract and if we pay for empty beds, Jeff stated that we currently pay for empty beds but that will be changing to making use of 1 or 2 long term beds instead.

FINANCIAL AND STATISTICAL REPORTS THROUGH MAY:

The statistics report has new categories listed for the Economic Support section. In response to a question about how we let people know about the Foodshare Program, Bob Ziegelbauer stated that information is available on the state and county websites, most community agencies give information on the program, and residents are given information when they call Human Services.

For the financial report, a deficit of approximately \$29,000.00 is being projected for 2013. Currently, the foster care placements are a bit lower but there has been much more usage in the Winnebago and Mendota state institutes.

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

No additional questions or input.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer distributed handouts related to unemployment information and the statistics for the juvenile detention center. Bob stated that the unemployment rate is high for both the city and the county. Bob referred to an article in the Press Gazette regarding the reduction in need for space at the juvenile detention center.

Ziegelbauer stated that he attended a Neighborhood Watch meeting with Nancy Randolph and Stacy Ledvina from the Youth Services unit. There were 15-20 people at the police department regarding one of the neighborhoods with drug activity in Manitowoc. The people in the neighborhood appreciated them being at the meeting and showing interest in the issue.

Bob stated that there are two retirements in the Economic Support Division and the county is in the process of hiring so they can meet the training requirements. The open position in CPS was filled by a transfer from the CFS unit so there is an opening and we hope to have it filled by mid-August.

Bob stated that he hopes to have state budget information for the next meeting.

Bob explained the requirements for a public hearing each year for input into the budget. The board decided to hold the public hearing on August 22nd at 4:00 p.m. and the regular Human Services Department Board meeting immediately following the hearing.

The board decided not to have a July meeting.

Bob stated that the foster care picnic is tonight at the Newton firefighters park.

Bob stated that the next education topic will be and overview of the childrens programs.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, August 22th, 2013 at the Human Services Department Jay Street conference room immediately following the Public Hearing which begins at 4:00 p.m.

ADJOURNMENT:

MOTION WAS MADE BY CAVANAUGH, SECONDED BY DAVIS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:00 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, August 22, 2013

TIME: Immediately following Public Hearing scheduled for 4:00 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Overview of Children and Family Services Division – Nancy Randolph.
5. Request to Create 1.0 FTE Economic Support Worker Position – Bob Ziegelbauer.
6. Request to Create Regular Part Time Economic Support Assistant Position – Bob Ziegelbauer.
7. Financial Reports through July, 2013 – Patricia Dodge.
8. County Executive Ziegelbauer Report on the Status of the Human Services Department.
9. Questions from Board Members on the Status of the Human Services Department.
10. Set Next Meeting Date.

Date: August 14, 2013

Human Services Board Chair
By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:20 p.m. on Thursday, August 22, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI immediately following the Public Hearing for the 2014 Budget.

Board members present: Agnew, Bauknecht, Baumann, Burke, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik.

Board members excused: None.

Board members absent: None.

County Board members present: None.

Members of Public present: Maura Yost, Newton.

Staff present: Randolph, Ziegelbauer.

PUBLIC INPUT:

None.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY BAUCHNECHT, SECONDED BY DAVIS TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING WITH ONE CORRECTION. THE START TIME WAS 4:00 P.M. MOTION CARRIED.

OVERVIEW OF CHILDREN AND FAMILY SERVICES DIVISION:

Nancy Randolph, Co-Director/Children & Family Services Division, stated that there are 40 county employees and 10 contracted workers in her division. Target populations are mandated by the state laws and regulations. There are four units within the CFS Division (Child Protection Services, Child and Family Services, Youth and Family Services and the Family Resource Unit). The Child Protection Services Unit received 1,300 calls last year. There is one intake worker who decides which calls are CPS referrals. In 2012 there were 382 CPS investigations with 102 for physical abuse, 199 for neglect, 63 for sexual abuse, 3 for emotional abuse and one "unborn baby". The intake team has six workers. CPS increased their staff by one worker this past May due to the increased number of referrals. So far this year there are 53 CHIPS cases compared to a total of 56 for all of 2012. All CPS referrals are taken in a structured format and go to the CPS supervisor for review and for screening. They are either screened in for investigation or screened out. CPS workers have an average caseload size of 18 cases. Approximately 70 to 80 cases get transferred each year to the Children and Family Services Unit based upon the need for ongoing services as determined in the Initial Assessment made by CPS.

The CFS Unit, supervised by Lane Kinzel, currently has 75 open cases and 8 social workers. The ongoing social workers in the CFS Unit implement safety plans, prepare for parental termination and work on reunification with birth families. The average caseload size in CFS is 12 cases. The average length of out of home stay is 12 months. 81.2 percent of the placement cases have had 2 or fewer placements in a 12 month period, which is lower than the state average.

The Youth and Family Services Unit has 7 social workers supervised by Stacy Ledvina. There were 476 law enforcement referrals handled by YFS in 2012. Most referrals come from Manitowoc (299 or 60%) and Two Rivers (128 or 26%) law enforcement agencies. Law enforcement writes up referrals and sends them to Human Services. If the referrals are on a youth who has little or no history with HSD, the child and parents will be asked to attend an Intake Conference with the YFS Intake Worker. The Intake Worker decides how to address the referral once she has met the family, talked with the child, assessed the child and reviewed all the relevant materials. If the referral is on a youth who already has a social worker, that referral is given to the existing worker who will decide how to address it. Referrals can be closed out after the intake process if it's determined that the intake intervention has addressed the referred incident or can be handled by having the parties agree to take care of certain conditions without going to court (deferred prosecution agreement). Or, if the matter is serious, the youth will likely get referred to the district attorney for prosecution. In 2012, 213 referrals (43%) were sent to the District Attorney for delinquency petitions.

The Family Resource Unit is composed of several programs, one of which is Foster Care. There are currently 68 children in placement. Respite care is also provided to kids in foster care or to some kids still at home in order to prevent placements. There is one ongoing social worker who is assigned to the Kinship Care Program and who is now responsible for having to license those kinship homes who want to be foster homes. There are also two social workers who specialize in working with juveniles who have mental health issues.

The Birth to Three Program is another component of the Family Resource Unit and consists of five teacher/coordinators. The Manitowoc County Birth to 3 Program serves approximately 6% of all children 0-3 residing in Manitowoc County. Current caseloads average about 30 per worker. The Children's Long Term Support Waiver Program is also in this unit and has 3.5 service coordinators who specialize in working with children with disabilities. There are 21 developmentally disabled youth on waivers, 20 youth with mental health disabilities, and 33 children with autism disabilities. The object of the Children's waivers is to keep children in their own home, whenever possible and then in their own community.

The FR Unit also has Independent Living Services for children who are at least 15 ½ years of age and who are in foster care for at least six months. The services can continue until the age of 23 if the child ages out of foster care.

Discussion took place about a recent incident and radio conversation related to a juvenile theft incident in Manitowoc.

REQUEST TO CREATE 1.0 FTE ECONOMIC SUPPORT WORKER POSITION:

Bob Ziegelbauer explained that this position is new and will assist the public with navigating the new health care exchanges. The position is funded with federal dollars.

A MOTION WAS MADE BY BURKE, SECONDED BY CAVANAUGH TO APPROVE THE CREATION OF A FULL TIME ECONOMIC SUPPORT POSITION. MOTION CARRIED.

REQUEST TO CREATE A REGULAR PART TIME ECONOMIC SUPPORT ASSISTANT POSITION:

This part time position will assist during the home energy assistance season from October until May or June. Funding is available through the program.

A MOTION WAS MADE BY BAUKNECHT, SECONDED BY BAUMANN TO APPROVE THE CREATION OF A PART TIME ECONOMIC SUPPORT ASSISTANT POSITION. MOTION CARRIED.

FINANCIAL AND STATISTICAL REPORTS THROUGH JULY:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through July, 2013.

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

Further discussion about the incident previously mentioned.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Further discussion regarding a director for the department.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, September 26th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m. (Note time change).

ADJOURNMENT:

MOTION WAS MADE BY BAUKNECHT, SECONDED BY CAVANAUGH TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:45 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY

Human Services Board

Public Hearing Notice

DATE: Thursday, August 22, 2013

TIME: 4:00 p.m.

PLACE: Manitowoc County Human Services
801 Jay Street, Manitowoc, Wisconsin

The hearing 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. Open Public Hearing.
2. Public Input regarding the 2014 Human Services Department Budget.
3. Close Public Hearing.

Date: August 12, 2013

Rick Henrickson, Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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.

PUBLIC HEARING OF THE
2014 HUMAN SERVICES DEPARTMENT BUDGET
August 22, 2012

Human Services Board Members Present: Agnew, Burke, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik.

Board Members Absent: Bauknecht, Baumann.

Human Services Department Staff Present: Jenswold, Randolph, Ziegelbauer.

County Board Supervisors Present: Waak.

Members of the Public Present: Chris Able, Manitowoc and Maura Yost, Newton.

CALL TO ORDER:

The Public Hearing for input into the 2014 Human Services Department Budget was called to order at 4:05 p.m. by Human Services Board Chair Rick Henrickson.

PUBLIC INPUT:

Maura Yost, resident of Newton, stated “at the June Human Services Board meeting I asked the Human Services Board members to begin the subcommittee process by formally resolving to make and request funding for the position of a qualified Human Services Director and that the county’s well-paid and experienced financial professionals draft the coming proposed budget to include a single, qualified Human Services Director to comply with state law and county code.”

Ms. Yost stated that “the preparer of today’s agenda, County Executive Bob Ziegelbauer, chose not to put the resolution on today’s agenda so no vote can be taken. It is indeed unfortunate that the County Executive chooses to circumvent state law and county code. One event that happened since the Human Services Board last met was that County Executive Bob Ziegelbauer distributed our Corporation Counsel’s nota bene, Latin for “pay special attention to”, remarks to each of the legal opinions the Corporation Counsel offered.”

Ms. Yost noted that “each of the opinions was issued prior to the state Attorney General issuing his letter in February, 2013 in which the Attorney General stated unequivocally about the County Executive’s divisional director appointments that quote “none of these persons is a director because none of them is in charge of or the head of the county Human Services Department” end quote. At the recent Finance Committee meeting on August 12th, an effort was made to convince the committee members that the elimination of the position and funding for a single qualified Human Services director was made on the basis of a recommendation by Schenck and Associates for organizational restructuring that was carefully considered before implementation. Such a recommendation does not supercede state statutes or county code. The county continues to operate our Human Services Department outside the rule of law.”

Ms. Yost stated that “this upcoming budget season marks the first budget cycle since the Attorney General’s office stated unequivocally that Manitowoc County is without a single, qualified Human Services director as required by state law and of course by county code.”

Ms. Yost stated that “we know that the County Executive represented himself as the interim director of the Human Services Department for a number of years. As County Executive, Bob is charged by state statute to quote “take care that every county ordinance and state or federal law is observed, enforced, and administered within his county” close quote. Bob’s preference in management or organizational style doesn’t change the legal requirements of state law and county code. And the couple of hours a week that he said he spends on Human Services work is insufficient to meet the department’s demands.”

Ms. Yost stated that “we know that when the former Human Services Director retired in August, 2007 the County Executive claimed that not having a Human Services director was not a way to save money and that he would know what kind of reorganization was necessary later in the year.”

Ms. Yost stated “we know that as he was saying that to the Human Services Board, he was moving forward in the Personnel Committee in February, 2008 to reclassify Human Services supervisors as Human Services coordinators, later terming them first as co-directors then appointing them as directors of specific Human Services divisions.”

Ms. Yost stated “we know that the Wisconsin statutes require that each county have a Human Services director and we know that the state legislature specified its intent so that administrative home rule does not apply. Therefore, we know that the county board doesn’t have the authority to approve staff appointments made that contradict state law.”

Ms. Yost stated “I again point out that our county’s budget and any changes to the County Executive’s proposed budget are best made by our well-paid, professional, financial experts who possess the financial education, expertise, and budgetary operational knowledge to best implement the county board’s policy of complying with state law and county code.”

Board Chair Henrickson introduced a letter written by Nancy Slattery of Maribel and distributed to the Human Services Board members. He stated that it is not a recommendation but to acknowledge that “we make sure everyone is taken care of.”

Bob Ziegelbauer stated that this letter would be added to the record of the public hearing.

The board members discussed the public hearing process and what is done with the suggestions or requests made during the hearing. Also discussed was the former process of budgeting and the involvement of the Human Services Board in the final budget.

Since there was no other public input, Board Chair Henrickson closed the public hearing.

Respectfully submitted:

Laurie Burke, Secretary
Human Services Board



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, September 26, 2013

TIME: 4:30 p.m. (Note time change).

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Progress of Juvenile Detention Alternatives Initiative and Report on Multnomah Detention Center in Oregon – Stacy Ledvina.
5. Financial Reports through August, 2013 – Patricia Dodge.
6. County Executive Ziegelbauer Report on the Status of the Human Services Department.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.

Date: September 13, 2013

Human Services Board Chair
By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, September 26, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Baumann, Burke, Cavanaugh, Davis, Henrickson, and Ruggirello.

Board members excused: Tomasik.

Board members absent: Bauknecht.

County Board members present: Waak.

Members of Public present: Maura Yost, Newton; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

Staff present: Ledvina, Randolph, Ziegelbauer.

PUBLIC INPUT:

Nancy Slattery invited the HSD Board to a presentation on Drug Treatment Court to be held at the city hall at 6:30 p.m. tonight.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGIRELLO TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

PROGRESS OF JUVENILE DETENTION ALTERNATIVES INITIATIVE AND REPORT ON MULTNOMAH DETENTION CENTER IN OREGON:

Manitowoc County HSD is one of three pilot counties for the juvenile detention alternatives and has been working with the Casey Foundation for almost one year.

Staff members are working with the police departments along with other individuals who are involved in the JDAI program. The Youth Wellness Center is one of the alternative initiatives. Data is being gathered on secure detention usage and current analysis shows a reduction in use of the detention center by approximately 60% with the new initiatives.

The number of days clients stay in the YWC program depends on the type of crime they committed. They work on problem solving and other life skills. The Youth Wellness Center has had only one police call in two and a half years and that wasn't for a client. The maximum capacity in the program is ten. The highest need clients are referred to the Intensive Supervision Program and are seen every day, face-to-face. Electronic monitoring and home detention can also be used as alternatives.

Several different grants have been applied for to provide training and programming to continue the systems reform initiative. In the future, these programs hope to be sustainable.

FINANCIAL AND STATISTICAL REPORTS THROUGH AUGUST:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through August, 2013. Bob Ziegelbauer explained that the current projected deficit of approximately \$235,000.00 is due to high cost placements and new positions.

Bob Ziegelbauer also explained that the secure detention costs were \$44,890.00 through August. He stated that the unemployment rate for Manitowoc County is 6.4%.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer stated that the cost of staff health insurance is going up for 2014. He stated there is a need to reconfigure the plan so it fits what we are doing.

Bob Ziegelbauer stated that there may be a new position in the Business Division related to Medicaid billing and benefits for clients. The position will be paid for by capturing Medicaid dollars.

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

Rick Henrickson stated that he hopes the staff can stay on top of things, especially the changes in Economic Support. Eleanor Agnew discussed the topic of staff being ready for the changes in the Economic Support programs at the Job Center.

ADDITIONAL PUBLIC INPUT:

Maura Yost arrived after the meeting began and requested five minutes for her public input. Chair Henrickson approved re-opening public input. Ms. Yost began to speak on the issue of a Director for the Human Services Department. She was asked to stop by the board Chair and County Board Rule #20F was invoked, at which time all input was stopped.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, October 24th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY BAUMANN, SECONDED BY DAVIS TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:10 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, October 24, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Discussion of 2014 Budget – Bob Ziegelbauer.
5. Financial Reports through September, 2013 – Patricia Dodge/Bob Ziegelbauer.
6. County Executive Ziegelbauer Report on the Status of the Human Services Department.
7. Questions from Board Members on the Status of the Human Services Department.
8. Set Next Meeting Date.

Date: October 16, 2013

Rick Henrickson, Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, October 24, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Baumann, Cavanaugh, Davis, Henrickson, Ruggirello, Tomasik.

Board members excused: None.

Board members absent: Burke.

County Board members present: Holschbach, Rasmus.

Members of Public present: Maura Yost, Newton; Nancy Slattery, Maribel.

Staff present: Ziegelbauer.

PUBLIC INPUT:

Maura Yost spoke of replacing the Human Services Director position. Chair Henrickson applied Rule 20#F regarding this input, and also allowed some input.

Manitowoc County Supervisors Todd Holschbach and Martha Rasmus discussed their support for Painting Pathways and urged support for them in the form of a \$15,000.00 direct grant to the organization in 2014.

Nancy Slattery spoke in favor of the drug court proposal.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY DAVIS, SECONDED BY BAUKNECHT TO APPROVE THE MINUTES OF THE PREVIOUS REGULAR MEETING. MOTION CARRIED.

DISCUSSION OF 2014 BUDGET:

County Executive Bob Ziegelbauer discussed areas of the 2014 HSD budget.

FINANCIAL AND STATISTICAL REPORTS THROUGH SEPTEMBER:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through September, 2013. Bob Ziegelbauer discussed the reports.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer discussed items related to the operations of the department.

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

No additional discussion.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, December 5th, 2013 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

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

Respectfully submitted,

Bob Ziegelbauer for Laurie Burke, Secretary
Human Services Board

BZ/pd



MANITOWOC COUNTY

Human Services Board

Meeting Notice

DATE: Thursday, December 5, 2013

TIME: 4:30 p.m.

PLACE: Manitowoc County Human Services Department Jay Street Entrance
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 Input.
3. Approval of Minutes.
4. Education Topic: Foster Parent Policies and Procedures – Georgeann Knier.
5. Financial Reports through October, 2013 – Patricia Dodge.
6. Approval for Adding two Positions in Clinical Services – Nancy Randolph.
7. Sale of Rex House on S. 16th Street – Bob Ziegelbauer.
8. County Executive Ziegelbauer Report on the Status of the Human Services Department.
9. Questions from Board Members on the Status of the Human Services Department.
10. Set Next Meeting Date.

Date: November 26, 2013

Rick Henrickson, Chair

By: Robert Ziegelbauer, preparer of notice
County Executive

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 4:30 p.m. on Thursday, December 5, 2013 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

Board members present: Agnew, Bauknecht, Baumann, Cavanaugh, Davis, Henrickson (4:40 p.m.), Ruggirello, Tomasik.

Board members excused: None.

Board members absent: Burke.

County Board members present: None.

Members of Public present: Maura Yost, Newton; Nancy Slattery, Maribel; Cecelia Held, Manitowoc.

Staff present: Dodge, Knier, Randolph, Zahn.

PUBLIC INPUT:

Maura Yost requested to give public input. Vice Chair Bauknecht agreed as long as the topic was not regarding the replacement of the Human Services Department Director position or the Attorney General's response to the question of one director for the agency.

Ms. Yost indicated that this would be her topic and stated she was disappointed that she was not able to discuss the subject.

Nancy Slattery stated that she was glad to see the foster care program on the agenda for today's meeting.

APPROVAL OF MINUTES:

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

EDUCATION TOPIC - FOSTER PARENT POLICIES AND PROCEDURES:

Nancy Randolph, Co-Director/Child and Families Division introduced Georgeann Knier, Foster Parent Coordinator, Karen Zahn, Foster Parent Assistant, and Fue Lee Foster Parent Program Intern.

Ms. Randolph also introduced Allison Zahn, a Roncalli student receiving credit for attending this meeting.

Georgann Knier stated that she began with the program in 2010. Their work is guided by State Chapter 56 which details what they have to do in the program.

The staff conduct several background checks and various inspections before approving anyone to be a foster parent.

There are 3 mandatory meetings held in January for foster parents where new procedures are presented. The staff explain the necessary forms, babysitting, and consequences for not meeting training requirements.

Foster parents receive transportation reimbursement for certain appointments, otherwise they are expected to provide transportation as if the foster child were their own child.

There are 3 levels of foster care: Level 1 is Kinship Care; Level 2 is General Foster Care; and Level 3 requires a specific license and would be for more challenging behaviors for children that usually are seeing a therapist.

Georgeann Knier explained the Foster-Adopt Program and stated that some people begin with foster care in order to adopt a child.

Ms. Knier answered questions from the board members.

A MOTION WAS MADE BY AGNEW, SECONDED BY BAUMANN TO APPROVE THE FOSTER CARE POLICIES AND PROCEDURES AS PRESENTED. MOTION CARRIED.

FINANCIAL AND STATISTICAL REPORTS THROUGH OCTOBER:

Patricia Dodge provided handouts for the monthly statistics and the financial projections through October, 2013. The board members decided to keep the Lakeland Care District statistics on the report, even though these are not HSD clients. A request was made to add the number of IRIS cases.

A question was asked regarding how the alternatives to juvenile detention are working. Nancy Randolph replied that the alternatives are working and keeping recidivism down.

Ms. Randolph explained what the Childrens Long Term Support Program is as well as the Community Options Program funding for it.

Financial projections using actual data through October shows a potential \$205,450.00 deficit at the end of 2013.

APPROVAL FOR ADDING TWO POSITIONS IN CLINICAL SERVICES:

Nancy Randolph explained that the agency had been placing juveniles at Lincoln Hills and Residential Care Centers several years ago at a cost of over \$2.5 million per year. In an effort to prevent these placements, the agency contracted with a provider for the Juvenile Sex Offender Program.

An agency social worker has been working with this program and was able to complete the 3,000 hours necessary to conduct the therapy sessions. This social worker has been trained in providing new approaches to these offenders. There are currently 20 juveniles in the program, mainly in their early teens.

The plan is to bring the program in-house, create two new positions and assign them to the Clinical Services Division for oversight and supervision. The social worker would move to one of these positions and his position in Youth and Family Services would need to be replaced.

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BAUMANN TO APPROVE THE ADDITION OF TWO THERAPY POSITIONS IN CLINICAL SERVICES AND BRING THE JUVENILE SEX OFFENDER PROGRAM IN-HOUSE. MOTION CARRIED.

SALE OF REX HOUSE ON S. 16TH STREET:

Rex House is a shift staffed home set up for one severely autistic young man who was brought back from the Oconomowoc facility which was costing \$650.00 per day.

This young man will be turning 18 years of age in July, 2014 and will no longer be our client. They would have the option of joining the Lakeland Care District's Family Care Program or choosing the state's IRIS program. The house was purchased by the county for \$1.00 and renovated for this client. The current contracted provider may be interested in purchasing this house and continuing to serve this client.

Nancy Randolph requested authority to sell this home.

A MOTION WAS MADE BY BAUKNECHT, SECONDED BY BAUMANN TO APPROVE THE SALE OF THE COUNTY-OWNED REX HOUSE. MOTION CARRIED.

COUNTY EXECUTIVE REPORT ON THE STATUS OF THE HUMAN SERVICES DEPARTMENT :

Bob Ziegelbauer was not able to attend the meeting.

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

Board members expressed an interest in having representatives from the Painting Pathways Clubhouse attend an upcoming HSD Board meeting.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, January 23, 2014 at the Human Services Department Jay Street conference room at 4:30 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY AGNEW, SECONDED BY BAUKNECHT TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:36 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board

LB/pd