

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:45 p.m. on Thursday, March 28, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: None.

Board Members Absent: Burke.

County Board Members Present: None.

County Staff Present: Fure, Joas, Stephan, Dodge, Ziegelbauer.

**PUBLIC COMMENT:**

Maura Yost, Centerville, stated that she was going to read a portion of an Associated Press Breaking News article regarding funding for Special Olympics.

Ms. Yost read from the article which stated that President Trump announced that he was backing off of his budget request to eliminate funding for the Special Olympics, reversing course on a proposal that was unlikely to be approved by Congress after days of bipartisan criticism.

**APPROVAL OF MINUTES:**

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

**PRESENTATION ON BE STRONG PARENT CAFES:**

Lisa Stephan, Children's Long Term Support Supervisor, Eleanor Agnew, HSD Board Member, and Tracy Klesper from Lakeshore Community Action Program presented information on the Parent Cafes for parents of children with different abilities and special needs. Ms. Stephan and Ms. Klesper assist with coordinating the events and Ms. Agnew is the instructor and advisor for the parents.

The cafes began in 2018 with a mini grant from a foundation when several people saw the need for parents with special needs children to obtain resources and support and to meet others in the community with similar situations. They are intended to assist families and enhance child development, reduce neglect, and reduce stress.

These Parent Cafes were well received and are now held once each month at the Lakeshore CAP building on State Street in Manitowoc.

The cafes include a dinner for the families to share together. Afterward there is supervised play time for the children while the parents attend the meeting in another room. Discussions are initiated and then driven by what the parents want to share or work on. The basis of the discussions are the Five Protective Factors that make families strong. These include social and emotional competence of children, knowledge of parenting and child development, social connections, parental resilience, and concrete support in times of need.

Each month a different topic is used and parents share experiences and what they hope to accomplish by the next meeting. The children enjoy the play time and making friends with other children who may have challenges like theirs. Volunteers provide set up, meal preparation, clean up and child care. Volunteers are welcome.

### **FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH, 2019:**

The financials are projecting a slight deficit from budgeted figures. There are increases in the numbers of children needing out of home care, as well as higher liability insurance costs for the agency than what was budgeted.

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

Gerry Neuser, Kody Burg and Chris Christopherson from the county's Information Services Department were in attendance.

Board members asked about the current software implementation project and what is causing it to take as much time as it has.

The contract for an updated version of the software was signed a few years ago in order to take advantage of discount pricing from the company before their deadline. The actual project didn't begin until several things were in place.

Delays were caused by various things such as staffing changes on the implementation team at Netsmart, length of time it takes to build the infrastructure, and at times the Systems Administrator was assigned to other projects.

With the new I.T. staff in place, a great deal of training in the software and system has occurred and there are more scheduled. The Systems Administrator has been assigned full time to the project and a timeline has been developed for completion by December, 2019 for all programs and all staff. Weekly meetings are taking place and progress is tracked and currently on schedule.

**DIRECTOR’S REPORT OF AGENCY OPERATIONS:**

Authorization was requested to stay at the facility where the Wisconsin County Human Services Association executive board is conducting its spring conference. The Osthoff Resort in Elkhart Lake is located closer than the required distance for overnight stays.

A MOTION WAS MADE BY BAUMANN, SECONDED BY RUGGIRELLO TO APPROVE LODGING FOR THE WCHSA SPRING CONFERENCE. MOTION CARRIED.

The invoices from the state institutions included credits for January and February. This means that the cost for inpatient stays was less than the reimbursements received from Medicaid and other sources. No adjustment in the projections has been made to allow for potential placements later in the year.

For staffing updates, a Child Protective Services worker has been hired and will begin on April 16<sup>th</sup>. The new State Opioid Recovery grant AODA Case Manager position has been posted and advertised. One person resigned from the Community Support Program and this position has been posted.

To recognize April as National Child Abuse Prevention Month, the 7<sup>th</sup> annual Hands Around the Courthouse event will be held on April 17<sup>th</sup> at 4:42 p.m. This is a community gathering uniting 442 hands around the courthouse in awareness of child abuse prevention. It is sponsored by the Children’s Safety Network of Manitowoc County and Court Appointed Special Advocates. It will include a performance by students from the Two Rivers School District singing the song “Kids at Hope.”

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, April 25, 2018 at 4:45 p.m.

**ADJOURNMENT:**

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

Respectfully submitted,

Rick Henrickson, Chairperson and Temporary Secretary  
Human Services Board

RH/pd