

**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, April 25, 2019 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: None.

Board Members Absent: Agnew.

County Board Members Present: None.

County Staff Present: Whitney, Randolph, Dodge.

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

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

INFORMATION ON BILLING FOR SERVICES AND VARIOUS REPORTS IN THE BUSINESS DIVISION:

Dan Whitney, Financial Services Supervisor, presented information on several of the reports that are required to be filed on a monthly and annual basis. The main monthly report is comprised of several sections which cover a variety of programs. It is a method of collecting what was spent and included in the contracts with the state offices. The federal dollars are received and allocated by the state to the counties. The report to the Wisconsin Department of Health Services includes Adult Protective Services, Children's Waiver and Community Options Services, Mental Health Services, Alcohol and Other Drug Abuse Services and Grant expenses.

The report for the Wisconsin Department of Children and Family Services includes Child Care, Kinship Care, Foster Care and Youth Aids. Another report is the Economic Support activity that is sent to the ES consortium's lead agency where it is combined with the other partners and sent to DHS.

The Wisconsin Home Energy Assistance Program is filed monthly and includes the expenditures for assistance to eligible households for heating and electric energy costs. Most of the expenditures incurred by the department throughout the year will exceed the contracted amounts established by the state. The difference is made up from local tax levy and third party billings.

The annual reports include a Birth to Three Program reconciliation report, Community Mental Health Allocation Report, Human Services Revenue Report, Human Services Expense Report, Children's Waiver and COP reconciliation report, and the Wisconsin Medicaid Cost Report which reconciles costs to what was paid by Medicaid.

Patricia Dodge provided information on the services that can be billed to fund sources. For the Children's Waiver Program, the staff's case management time, foster care costs and items purchased for the program are billed to Wisconsin Physician's Service. This is a third party administrator that DHS has contracted with. We are required to contract for services from providers and to include those costs in our financial statements but the actual payments are made by WPS.

Case management services, outpatient therapies, and purchased services are billed to the Medicaid and Medicare programs, as well as private insurances. For court-ordered costs, the parents or legal guardians are billed. For private pay sources, we offer an ability to pay program based on the state's sliding fee scale.

In 2018, over \$2.4 million was collected from fund sources. With the expansion of the Comprehensive Community Services program, that amount is expected to increase for 2019.

FINANCIAL AND STATISTICAL REPORTS THROUGH MARCH, 2019:

The financials are projecting a deficit from budgeted figures. In addition to a higher number of children in out of home care, there is one juvenile receiving services from a juvenile facility in Racine County for a specific program that is not provided in this region and was not budgeted for. The statistics showed a large increase in crisis calls compared to March, 2018 activity.

RESOLUTION AUTHORIZING ADDITION OF ONE CHILD PROTECTIVE SERVICES WORKER-ONGOING UNIT:

This position had originally been included in the 2019 budget due to increased demand in the ongoing services unit. The position was removed when the expected funding increase in the DCF Basic County Allocation did not occur.

Additional funding was obtained from prior year costs of programs and can be used for the costs of this position. Since the person won't be hired until late June, the cost will be for half of a full year.

A MOTION WAS MADE BY BAUMANN, SECONDED BY RUGGIRELLO TO APPROVE THE ADDITION OF ONE FULL TIME WORKER IN THE CHILD PROTECTIVE SERVICES-ONGOING UNIT. MOTION CARRIED.

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

No further questions.

Bob Ziegelbauer, County Executive, provided handouts of the Secure Detention activity for March.

DIRECTOR'S REPORT OF AGENCY OPERATIONS:

The Economic Support staff are taking part in an in-service training today in Appleton. All 9 counties in the East Central Consortium participate in trainings and updates on programs.

The Economic Support team received a plaque with a Certificate of Excellence from the Department of Health Services in recognition for Outstanding Achievement in meeting and exceeding the performance standards in 2018.

The Child Welfare staff and supervisors were notified that they achieved 100% of the required case worker contacts for the month of February, 2019. There were 101 children in out of home care and 424 required contacts. This is an achievement since there are times when the clients aren't available or other events prevent the 100% rate.

The state is assessing the counties' crisis infrastructure to determine strengths and gaps in the system. They know that for at least the past year there have been escalating crises state wide. There are capacity issues at the Winnebago and Mendota mental health facilities. The Governor's team is looking at creating 5 regional stabilization centers and a mobile crisis unit. There has been a Suicide Task Force set up by legislators since suicides have increased. The state received a federal block grant last Fall of \$1.7 million for each of two years. The state staff are working with various members of the Wisconsin County Human Services Association on the assessment to figure out how to improve services statewide.

We are working on filling 4 positions: 1 in the Community Support Program, 1 Outpatient Therapist, 1 AODA Counselor for the State Opioid Response grant, and the new Child Welfare position.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, May 23, 2019 at 4:45 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY CAVANAUGH, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 5:35 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board
LB/pd