

**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, January 23, 2020 in open session at the Manitowoc County Human Services Department, 801 Jay Street, Manitowoc, WI.

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

Board Members Excused: None.

Board Members Absent: None.

County Board Members Present: None.

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

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

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

UPDATE ON BIRTH TO THREE PROGRAM SERVICES:

Lisa Stephan, Supervisor of the Birth to 3 and Children's Waiver teams, and Jodie Odekirk, Birth to Three Teacher, described the program and the staff members assigned to it.

Birth to Three is an early intervention program that is federally mandated. It serves children with developmental delays and disabilities and their families. The program works to enhance the child's development and support the family's knowledge, skills and abilities as they interact with and raise their child.

Referrals are received from parents, doctors, and community partners. After an initial screen, a determination is made as to whether the child is appropriate for the program. A teacher/service coordinator works with the therapist to evaluate the child to start the eligibility process. Children need to have a 25% delay or more in at least one area of development, have a diagnosed condition or qualify under atypical development.

A primary coach is chosen to work with the child on concerns the parents identify. A team is also identified to support the primary coach. Teams consist of a teacher, service coordinator,

Physical Therapist, Occupational Therapist, and a Speech and Language Therapist.

As the child reaches the age of 3, the team assists with the transition out of Birth to Three to early childhood education, Head Start, or a private preschool. In 2016, there were 268 children referred and 126 of them had active service plans. In 2019, there were 295 children referred and 205 of them had active plans.

The program met 100% compliance this last year showing that the data was 100% accurate and no instances of non-compliance were found. The satisfaction surveys from parents have been positive. The team is currently applying for a grant which will continue to allow us to focus on the social emotional needs of the Birth to Three members. The team also ensures that they are capturing the Child Abuse and Prevention Act referrals.

In the past several years, Holy Family Memorial has contracted with us to provide therapy services to families. The therapy team plays an integral role in the program. During the year, we were notified by HFM staff that the program was showing a financial deficit for them and several changes needed to be made in order for them to continue the contract. As a result, a Request for Proposals was processed and published to potential providers. We will be analyzing all proposals in order to determine the best fit for the families and the agency moving forward.

Board members asked questions regarding the program.

FINANCIAL AND STATISTICAL REPORTS THROUGH NOVEMBER, 2019:

The projected financial surplus is continuing due to lower usage at Winnebago and Mendota mental health facilities, as well as higher than budgeted revenues in the WIMCR Medicaid reconciliation program.

The Economic Support Programs serve thousands of participants each month. Some of the services provided are FoodShare, Elderly & Disabled Medicaid, Badger Care, Child Care and Energy Assistance. Some of the cases have more than one service, and each service requires several items to be processed and updated. The team is meeting the benchmarks required by the state, although some participants require more time and attention than the benchmarks allow.

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

No additional questions.

Bob Ziegelbauer distributed the Secure Detention Report and the Unemployment Report.

DIRECTOR’S REPORT OF AGENCY OPERATIONS:

There is a meeting scheduled with the Secretaries of DHS and DCF at the Regional Department Directors’ monthly meeting. Each county submitted their information regarding highlights, systems changes, and improvements being made. The Secretaries will discuss initiatives their offices are working on.

Discussion of 7 different staffing changes occurring. We are working with the Public Works staff to find work space for the new positions in the 8th Street building. We are also working on improving security in both buildings. There is an emergency button located at the front desk that notifies the dispatch office in events of emergencies. Video cameras are being installed in the lobby and at building entrances. Two staff members from the Sheriff’s Department will provide an analysis of both buildings to determine how to make them more secure for clients and staff. We will train our staff and have drills on how to deal with threats.

DATE OF NEXT MEETING:

The next regular meeting of the Human Services Department Board will be held on Thursday, February 27, 2020 at 4:45 p.m.

ADJOURNMENT:

A MOTION WAS MADE BY WILLIAMS, SECONDED BY RUGGIRELLO TO ADJOURN THE MEETING OF THE HUMAN SERVICES DEPARTMENT BOARD AT 6:00 P.M. MOTION CARRIED.

Respectfully submitted,

Laurie Burke, Secretary
Human Services Board
LB/pd