

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

**CALL TO ORDER:**

The Manitowoc County Human Services Department Board met at 4:55 p.m. on Wednesday, May 27, 2020 in open session at the Manitowoc County Office Complex, Room 300, 4319 Expo Drive, Manitowoc, WI. The meeting was also accessible electronically by Zoom.

Board Members Present: Cavanaugh, Henrickson, Bauman, Williams, Ruggirello, Shimulunas

Board Members Excused: Agnew, Burke

Board Members Absent: Nasep

County Board Members Present: Falkowski

County Staff Present: Joas, Randolph, Kubec, Dodge, Ziegelbauer

**PUBLIC COMMENT:**

No public comment.

**ELECTION OF OFFICERS:**

A MOTION WAS MADE BY BAUMANN, SECONDED BY CAVANAUGH TO NOMINATE SUPERVISOR HENRICKSON AS CHAIR OF THE HUMAN SERVICES BOARD. A MOTION WAS MADE BY CAVANAUGH, SECONDED BY BAUMANN TO CLOSE NOMINATIONS. MOTION CARRIED.

A MOTION WAS MADE BY HENRICKSON, SECONDED BY BAUMANN TO NOMINATE CAVANAUGH AS VICE CHAIR OF THE HUMAN SERVICES BOARD. A MOTION WAS MADE BY HENRICKSON, SECONDED BY BAUMANN TO CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR CAVANAUGH. MOTION CARRIED.

A MOTION WAS MADE BY HENRICKSON, SECONDED BY BAUMANN TO NOMINATE BURKE AS SECRETARY OF THE HUMAN SERVICES BOARD. MOTION CARRIED.

**APPROVAL OF MINUTES:**

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

**INTRODUCTION OF NEW BOARD MEMBER:**

Welcome to Bonnie Shimulunas, she is from the 25<sup>th</sup> District in Two Rivers.

**EDUCATION TOPIC; CURRENT TRANSITION PLAN FOR RETURNING TO IN-PERSON SERVICES – PATRICIA DODGE, LORI JOAS, AND NANCY RANDOLPH:**

Part of every day involves working on Covid items. We work every day to get equipment and supplies and to get our protective services and crisis workers classified as front line workers to obtain better masks, but have not been approved yet. Everyone has pitched in to help with the changes that needed to be made. We have set up Zoom meetings, have loaner laptops and cell phones for workers, and have been limiting the number of people in the building except for injections, crisis appointments, etc. We have some workers working from home almost full-time, some part-time and most of financial and management support staff are in the building.

Changes in the Economic Support programs due to Covid 19 include: if a person is eligible for Food Share they will receive the maximum benefit and Health Care will continue until Covid ends. The number of cases increased, but the State eliminated some verifications and pushed out reviews to make it a little easier. Half the staff is working from home and it is going well.

Face-to-face foster home visits have not been taking place for the last two months but will begin June 1<sup>st</sup>. We will be allowing 2 hours between each visit for workers to sanitize the rooms. Staff members are working on a 3<sup>rd</sup> site outdoors for visits.

CPS staff have continued face-to-face investigations wearing protective gear.

YFS is continuing remote visits until the end of June.

Clinical Services is trying to work remotely when possible. The psychiatric nurse does about 40 injections, some are weekly and some are monthly in the office. CCS is continuing to see children and have helped stop 4 hospitalizations of children.

Public Works did a deep clean of the downtown office and Office Complex at the end of May.

We anticipate all staff will be 100% back in the office by June 30.

Supervisor Baumann said Patricia could get in touch with him regarding any PPE equipment from the State as he is meeting with a State Representative. Bob Ziegelbauer indicated that supplies are also available from the Emergency Government office.

Supervisor Hendrickson thanked the Human Services workers, saying the workers amaze him and are doing the county proud. Keep up the good work and Keep Safe!

**FINANCIAL AND STATISTICAL REPORTS THROUGH APRIL, 2020:**

In looking at the statistics sheet, foster home placements have been steady the last 3 months.

CPS numbers had been down the last few months, since about 70% of calls generally come from the schools. Staff have been worried about what is not being reported. In the last week or two that is changing and referrals are coming in.

There have been fewer crisis calls, but the length of calls is longer.

The Financial Projections for the year show a deficit due to two children in high cost residential care. We have budgeted \$80,000 but are projecting around \$150,000.

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

Supervisor Cavanaugh mentioned two very good newspaper articles he has seen recently. One in the Valders Journal regarding the Homeless Population in the area and an article in the HTR from Nancy Randolph regarding foster care and the need for more homes. Very informative.

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

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

Staffing update: On May 18<sup>th</sup> we had three new CPS workers and a CCS Psychotherapist start. There is currently 1 opening in Economic Support.

Avatar System – all clinical staff are currently using Avatar, the children's units are in test mode. The IS staff have been very helpful working with all units.

Per the Department of Children & Families in April, Foster Homes received a stimulus payment of \$300 per child due to additional costs from the pandemic.

Patricia has joined a work group with members of the Wisconsin County Human Services Association to work on how DCF determines Basic County Allocations (the method they use now is from the 1980's). They have a meeting tomorrow and would like to determine goals, the scope of what to include and a timeline for the project.

**DATE OF NEXT MEETING:**

The next regular meeting of the Human Services Department Board will be held on Thursday, June 25, 2020 at 4:00 p.m. (Note time change). The meeting will be held in the 8<sup>th</sup> Street building at 801 Jay Street.

**ADJOURNMENT:**

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