

Agenda



**Human Services Department Board Meeting
Tuesday, December 12, 2017 @ 9:00 AM
DHS Fellman Center, 607 E. Elizabeth Street, Shawano, WI
County Board Members: Mark Bolin, Richard Ferfecki,
Dennis Knaak, Bonnie Olson, Rosetta Stern
Citizen Members: Anne Miller, Melissa Schuler,
Lisa Hoffman, Jim Leuenberger**

	Page
1. Call meeting to order.	
2. Silent meditation and Pledge of Allegiance.	
3. Approve minutes from previous meeting.	
3.1. Human Services Department Board - 07 Nov 2017 - Minutes - Pdf	3 - 7
4. Motion to deviate from the order of the agenda, if necessary.	
5. Report on special meetings attended.	
6. Discuss the collocation of Department of Human Services and take any action deemed necessary.	
7. Public Health merger update.	
8. Approve accounts payable for Department of Human Services.	
9. Resolution to approve the State Contract for the Department of Human Services and the Child Support Agency.	
9.1. State Contract for DHS and the Child Support Agency	8 - 10
10. Discussion and possible approval to refill positions within Department of Human Services.	
11. Discussion and possible approval to purchase a Mondopad for Department of Human Services.	
12. Update of monthly activities.	
12.1. Income Maintenance Programs - oral report by Sarah Bartz	
12.2. Kinship/Foster care statistics - oral report by Jennifer Stuber	
12.3. Youth aids statistics - oral report by Jennifer Stuber	
12.4. Mental Health statistics - oral report by Jennifer Frost Mental Health Stats	11 - 13
12.5. Pre-vocational report - oral report by Kimmery Weber Aluminum Graph 2017	14
13. Board member comments or new business to be considered at a future meeting.	
14. Per diem approvals for miscellaneous meetings.	
15. 2018 meeting dates for Human Services Department Board.	

15.1. [2018 Board Meeting Dates](#)

15

16. Adjournment.

Accommodations due to disability can be made by calling: 715-526-4700



Minutes

**Human Services Department Board Meeting
Tuesday, November 7, 2017 , 9:00 AM
Human Services Department, Lundmark Room at
Fellman Center, 607 E. Elizabeth St., Shawano, WI**

Members Present:

Mark Bolin, Richard Ferfecki, Lisa Hoffman, Dennis Knaak, Jim Leuenberger, Anne Miller, Bonnie Olson, Melissa Schuler, and Rosetta Stern

Members Absent:

None.

Others Present:

Rick Kane, Director; Sarah Bartz, Income Maintenance Division Manager; Melissa Bezio, Administrative Services Supervisor; June Erdmann, Business Division Manager; Jennifer Frost, Behavioral Health Division Manager; Lois Krizan, Accounting Supervisor; Brent Miller, Administrative Coordinator; Jennifer Stuber, Youth Division Manager; Greg Thousand, Community Services Division Manager; Kimmerly Weber, Operations Division Manager

1 Call meeting to order.

The meeting was called to order by Ferfecki at 9:00 a.m.

2 Silent meditation and Pledge of Allegiance.

Ferfecki requested a moment of silent meditation and asked everyone to remember all those in Shawano County struggling with mental illness, a physical disability, an intellectual disability, poverty as well as those who have been affected by the recent mass violence. He then led the group in the recitation of the Pledge of Allegiance.

3 Approve minutes from previous meeting.

Motion made by Bolin, and seconded by A. Miller, to approve the minutes as presented from the Human Services Department Board meeting held on October 10, 2017. Vote: 9 yes; 0 no; 0 absent

4 Motion to deviate from the order of the agenda, if necessary.

Motion made by Stern, and seconded by Leuenberger, to deviate from the order of the agenda if necessary. Vote: 9 yes; 0 no; 0 absent

5 Report on special meetings attended.

Schuler stated the drug take back day that was held on October 28th collected 67 pounds of prescription medication at the collection points in Bonduel, Stockbridge, and Tigerton. In all, Shawano County collected a total of 402 pounds that were taken to Wausau to be properly disposed of.

6 Discuss the collocation of Department of Human Services and take any action deemed necessary.

There is an Ad Hoc Building Committee meeting scheduled for November 10, 2017 at 9:00 a.m.

- 7 Public Health merger update.

Kane discussed a proposed Health and Human Services organizational chart. Also discussed were pros and cons related to combining Human Services and the Public Health Department.
- 8 Motion made by A. Miller, and seconded by Olson, at approximately 9:30 a.m. for the Human Services Department Board to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats., to conduct the performance evaluation of the Department of Human Services Director over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Bolin, aye; Knaak, aye; Stern, aye; Schuler, aye; A. Miller, aye; Leuenberger, aye; Hoffman, aye; Olson, aye; Ferfecki, aye. Brent Miller was present during the closed session.
- 9 Motion made by Olson, and seconded by Schuler, at approximately 10:55 a.m. for Human Services Department Board to come out of closed session. Roll call vote: Bolin, aye; Knaak, aye; Stern, aye; Schuler, aye; A. Miller, aye; Leuenberg, aye; Hoffman, aye; Olson, aye; Ferfecki, aye.

Brent Miller left the meeting at 10:57 a.m.
- 10 Review and approve accounts payable for Department of Human Services.

Krizan discussed the accounts payable listing to the Board for Department of Human Services. Krizan provided an explanation to the Board members regarding payments and services. After reviewing the Accounts Payable, Bolin made a motion, seconded by Knaak, to approve the accounts payable as presented totaling \$292,241.53 for Department of Human Services. Vote: 9 yes; 0 no; 0 absent
- 11 Review funding and expense summary report for Department of Human Services.

Krizan discussed the funding and expense summary report for Department of Human Services. This report shows a summary of the revenues received to date, and billed out but not received within the different units, total posted expenses to date, along with the current surplus and/or deficit, and the projected year end surplus or deficit. It also shows the projected levy we will need at year end. Lakeland Industries assembly, woodworking, and aluminum can revenues and expenses are also included. The Board would like to review this report quarterly.
- 12 Discussion and possible approval of contracts/agreements for Department of Human Services.

SaintA - Thousand discussed the services to be purchased with SaintA include diagnostic evaluations (comprehensive community services) for 25 hours at \$102.00/hour (Masters Level). The maximum payment under this contract is \$2,550.00. Motion made by Olson, and seconded by A. Miller, to approve the contract with SaintA. Vote: 9 yes; 0 no; 0 absent

Lisa Hoffman left the meeting at approximately 11:15 a.m.
- 13 Discussion and possible approval of revised job description for Juvenile Court Intake Worker/Lead.

Kane stated that last month the Human Services Department Board was presented with the personnel action requisition to reclassify one of the Juvenile

Court Social Workers to a Juvenile Court Intake/Lead Social Worker. Changes were made to the job description which were discussed but it was not part of the motion. Stuber pointed out the changes that were made to this job description fall under the Lead Worker heading. After discussion, motion made by Bolin, and seconded by Knaak, to approve the revisions made to the Juvenile Court Intake Worker/Lead job description. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 14 Discussion and possible approval of revised job description for the Outreach/Prevention Specialist.

Frost stated she made updates to the Outreach/Prevention Specialist job description because the duties were not specific enough. This role will foster relationships between community organizations, the County Departments, and public agencies to provide opportunities for youth and adults in Shawano County to combat stigma on mental health and substance abuse issues. In addition, this position is responsible for backup to the crisis team, which may include on-call crisis coverage and court services as it relates to Chapters 51, 54, and 55. After discussion, motion made by Knaak, and seconded by Leuenberger, to approve the revised job description for the Outreach/Prevention Specialist. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 15 Discussion and possible approval of revised job description for Operations Division Manager.

Kane stated that Kimmerly Weber has been selected to be the Drug Court Coordinator effective January 1, 2018. Kane has revised the job description for the Operations Division Manager changing the education requirement to a Bachelor's Degree or in lieu of degree, 10+ years of experience in vocational rehabilitation and production. After discussion, motion made by Olson, and seconded by Schuler, to approve the revised job description for the Operations Division Manager. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 16 Discussion and possible approval to change the Fiscal Technician LTE to part time.

Krizan discussed that she would like to change the Fiscal Technician LTE to part time employment effective January 1, 2018. Krizan anticipates a couple of employees potentially retiring in the next couple of years in the Financial Services and she could cross train to assist with this transition. After discussion, motion made by Knaak, and seconded by Leuenberger, to approve the request to change the Fiscal Technician LTE to a part time position effective January 1, 2018. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 17 Discussion and possible approval to create a Case Manager-Comprehensive Community Services Service Facilitator position at the Shawano County Department of Human Services.

Thousand discussed that Comprehensive Community Services (CCS) serves complex youth who are at risk for institutional or out of home placement. One additional case manager is needed in 2018 to help manage this challenging population of youth and adults with mental illnesses and/or substance abuse disorders who require considerable support and assistance to live in a least restrictive setting. The current workload (135 service hours average per month) for the case managers in this Unit is significantly above our performance standard (120 hours per month). Consumer needs and caseload demands are expected to remain high in 2018 and beyond. After discussion, motion made by A. Miller, and seconded by Knaak, to approve an additional Case Manager-CCS Service

Facilitator position beginning in 2018. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 18 Discussion and possible approval to create a Community Support Professional position at the Shawano County Department of Human Services.

Thousand discussed that the Community Support Program (CSP) provides community based pharmacotherapy, counseling and case management services to persons with serious and persistent mental illness to help avoid costly psychiatric inpatient stays or long-term institutionalizations. Currently, monthly service hours have increased by nearly 20% compared to 2016. One additional Community Support Professional is needed in 2018 to help manage this complex population of persons with major mental illnesses who require considerable support and assistance to live in the community. The current workload (142 service hours average per month) for the case managers in this Unit is significantly above our performance standard (120 hours per month). Consumer needs and caseload demands are expected to remain high in 2018 and beyond. After discussion, motion made by Bolin, and seconded by Leuenberger, to approve an additional Community Support Professional-Bachelor or Master level. Vote: 8 yes; 0 no; 1 absent (Hoffman)

- 19 Review, discuss, and possible approval of the 2017 Department of Human Services Annual Report.

The 2017 annual report for Department of Human Services was reviewed and discussed. After review and discussion, motion made by Olson, and seconded by Knaak, to approve the 2017 Department of Human Services Annual Report as presented and forward to the County Board. Vote: 8 yes; 0 no; 1 absent (Hoffman)

Mark Bolin left the meeting at 11:45 a.m.

- 20 Update of monthly activities:

Income Maintenance Programs - Bartz reported that our IM (Income Maintenance) Performance for October is 99.18%. Since October 1, 2017, 661 energy applications have been received, one paid crisis assistance application, and 4 furnaces have been replaced or repaired. The number of energy applications is comparable to last year. The new walk in process for Energy Assistance seems to be going very well. Other statistical information was discussed regarding the recipients count for FoodShare, ChildCare, and Wisconsin Shares. Bartz also presented statistical information comparing the Bay Lake Consortium to statewide in caseload, overall timeliness, timeliness by program type, renewal and SMRF timeliness, and call center.

Kinship/Foster Care Statistics - Stuber reported that there are 14 in foster care, 9 with relative placements, and 2 with non-relative placements. There are 33 in kinship care, of which 4 are court ordered, and 29 are voluntary. There is no one on the waitlist.

Youth Aids Statistics - Stuber reported that there is one in corrections and no one is at a residential care facility.

Mental Health Statistics - Frost reported that in October there were 14 (5 adults and 9 youth) individuals referred to inpatient services for a total of 91 days. There was one diversion day used, no mental health residential days used, and 31 substance abuse residential days used. There was one substance abuse assessment completed at Theda Care.

Frost also reported on new referrals received in October are as follows: 4 adult protective service referrals, 51 crisis referrals, and 6 jail referrals. There are 28 new outpatient clients and 537 individuals who are currently enrolled in outpatient services.

Pre-vocational report - Weber stated that in the month of October there were 193 aluminum customers and 11,438 pounds of aluminum collected. The price of aluminum is \$.30 per pound. In addition, Weber reported the revenues in woodworking and assemblies comparing October 2016 to October 2017. Two new referrals were received for the month of October showing interest in attending Lakeland Industries. Weber also reminded the Board members to RSVP for the Lakeland Industries Christmas Party by November 15, 2017.

- 21 Approve reappointment of Anne Miller and Melissa Schuler to the Human Services Department Board.

Kane stated that Anne Miller and Melissa Schuler expressed interest to continue serving on the Human Services Department Board. Kane asked the Human Services Department Board to support the recommendation of reappointing Anne Miller and Melissa Schuler to the Board for an additional three year term. Motion made by Leuenberger, and seconded by Olson, to support Kane's recommendation to the County Board for the reappointment of Anne Miller and Melissa Schuler to the Human Services Department Board. Vote: 7 yes; 0 no; 2 absent (Bolin and Hoffman)

- 22 Board member comments or new business to be considered at a future meeting.

None.

- 23 Per diem approvals for miscellaneous meetings.

Motion made by Stern, and seconded by Leuenberger, to approve the per diem of this meeting, the Ad Hoc Building Committee meeting on November 10, 2017, the Community Services Advisory Committee meeting on November 14, 2017, and the Commission on Aging Committee meeting on November 28, 2017. Vote: 7 yes; 0 no; 2 absent (Bolin and Hoffman)

- 24 Set next meeting date.

The next Human Services Department Board meeting is scheduled for Tuesday, December 12, 2017 in the Lundmark Room of the Fellman Center beginning at 9:00 a.m.

- 25 Adjournment.

Motion made by Leuenberger, and seconded by Stern, to adjourn the meeting at approximately 12:03 p.m. Vote: 7 yes; 0 no; 2 absent (Bolin and Hoffman)

Resolution No. ___-17

**To approve the state contract for the Department of Human Services
and the Child Support Agency**

Whereas, Sec. 46.031(2g)(a), Stats. requires the Department of Human Services and the Child Support Agency to submit to the County Board of Supervisors a proposed written contract for 2018 between the County Departments, and the State of Wisconsin, Department of Children and Families and Department of Health Services, containing the allocation of funds and such administrative requirements as necessary; and

Whereas, the Shawano County Department of Human Services and the Child Support Agency have submitted their 2018 plans and budgets to their respective Boards and to the Shawano County Board of Supervisors; and

Whereas, Sec. 46.031(2g)(a), Stats. requires the Shawano County Board of Supervisors to approve these contracts before January 1 of the year in which it is to take effect and further provides that the Shawano County Board of Supervisors may designate an agent to approve addenda to any contract after the contract has been approved.

Now, therefore, be it resolved by the Shawano County Board of Supervisors, in session this 20th day of December, 2017, that the 2018 State and County contracts for the Shawano County Department of Human Services and the Child Support Agency with the State of Wisconsin, Department of Children and Families and Department of Health Services, are approved subject to the approval of the appropriate home committee and Corporation Counsel, and that the County Board Chairman and the County Clerk are authorized to sign the 2018 contracts and any future addenda thereto.

Submitted by,

Mark Bolin Yes No

Ken Capelle Yes No

Richard Ferfecki Yes No

Gerald Erdmann Yes No

Dennis Knaak Yes No

Gene Hoppe Yes No

Bonnie Olson Yes No

Kathy Luebke Yes No

Rosetta Stern Yes No

William Switalla Yes No

ADMINISTRATIVE COMMITTEE

Anne Miller Yes No

Vote: _ Yes; _ No; _ Absent

Melissa Schuler Yes No

Lisa Hoffman Yes No

Jim Leuenberger Yes No

HUMAN SERVICES DEPARTMENT BOARD

Vote: _ Yes; _ No; _ Absent

LEGAL NOTE:

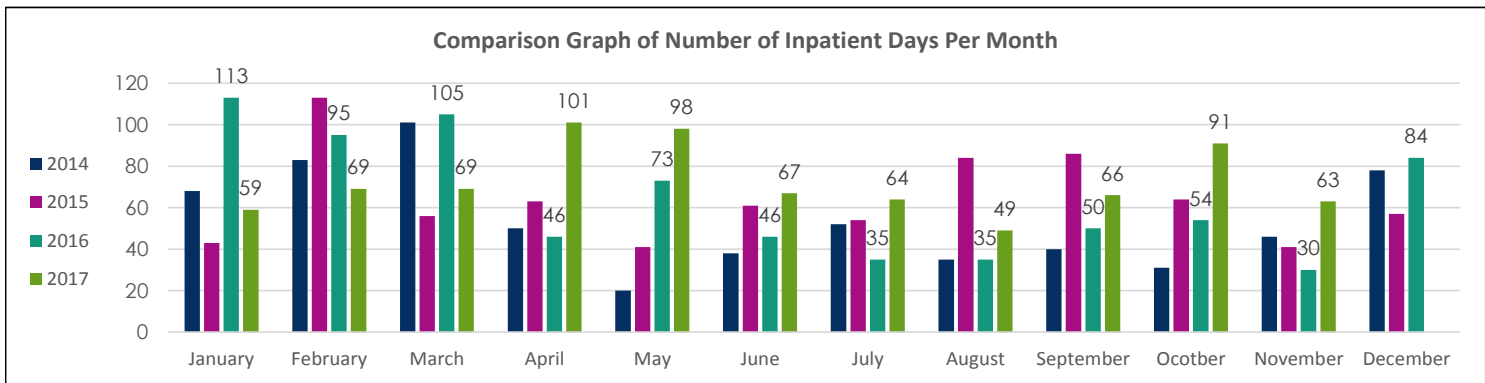
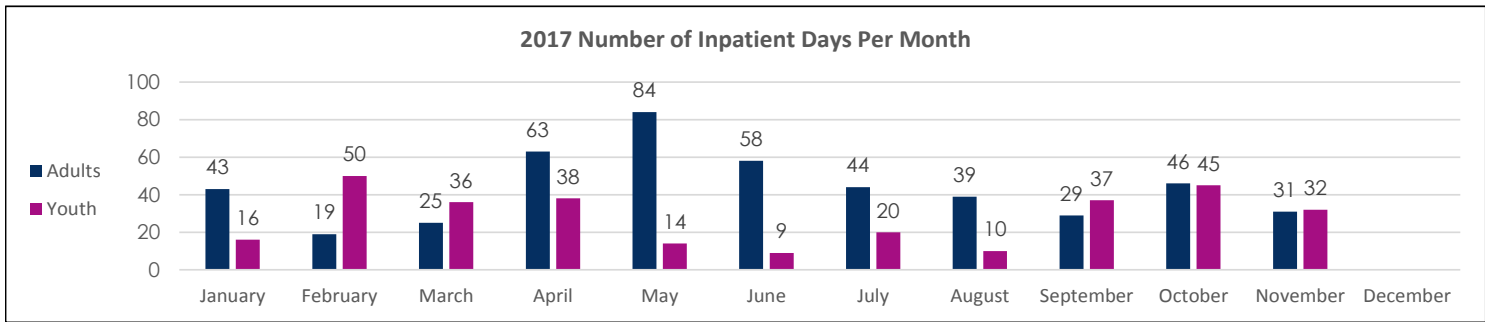
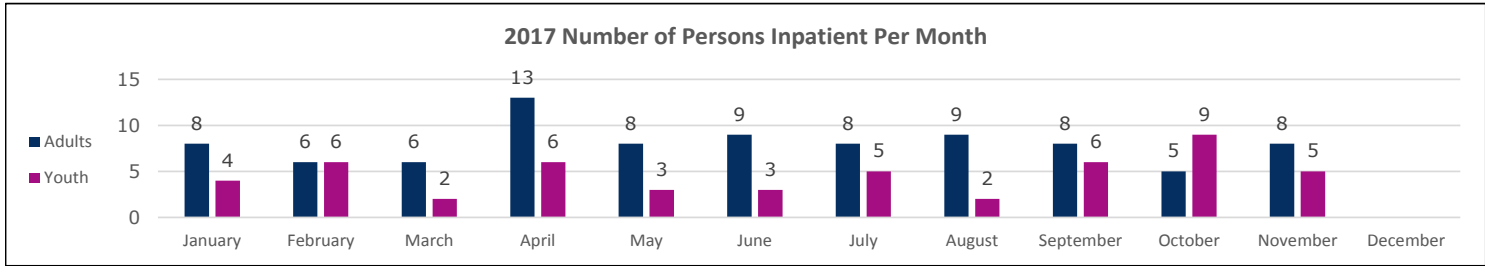
Requires a majority vote of the Board members present.

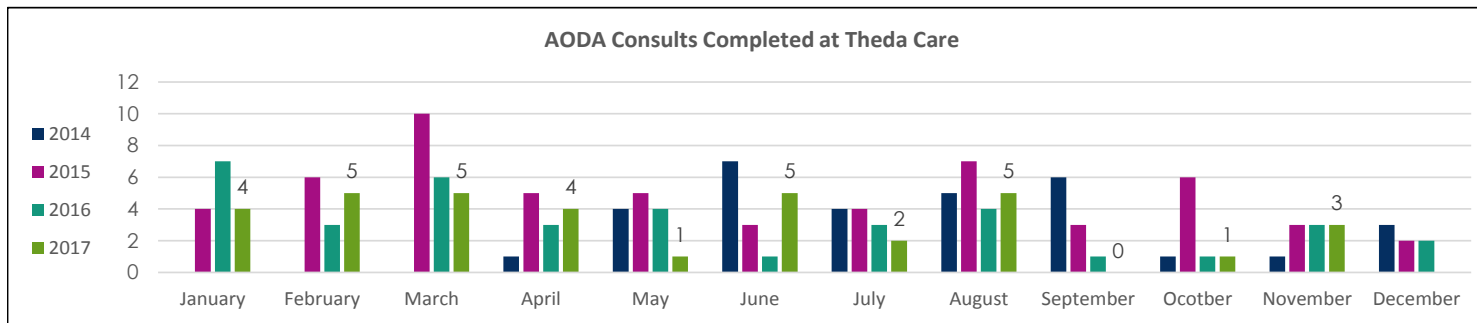
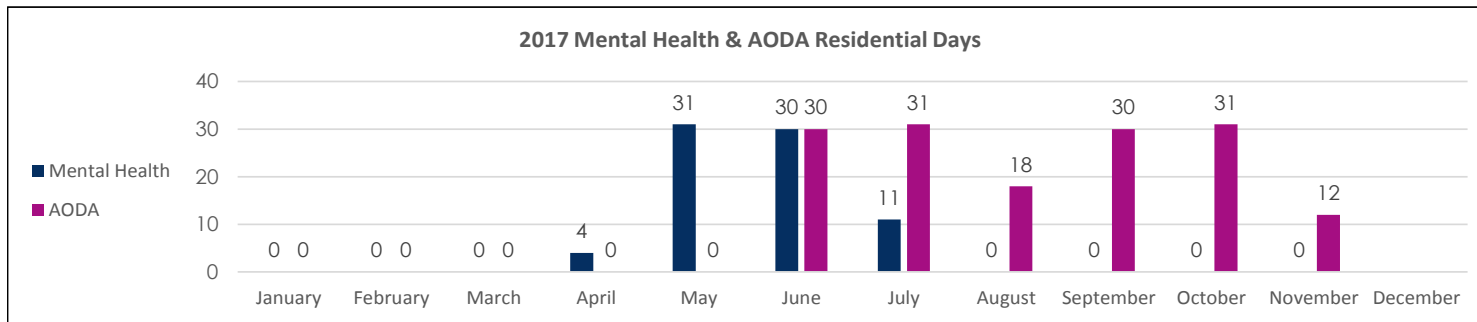
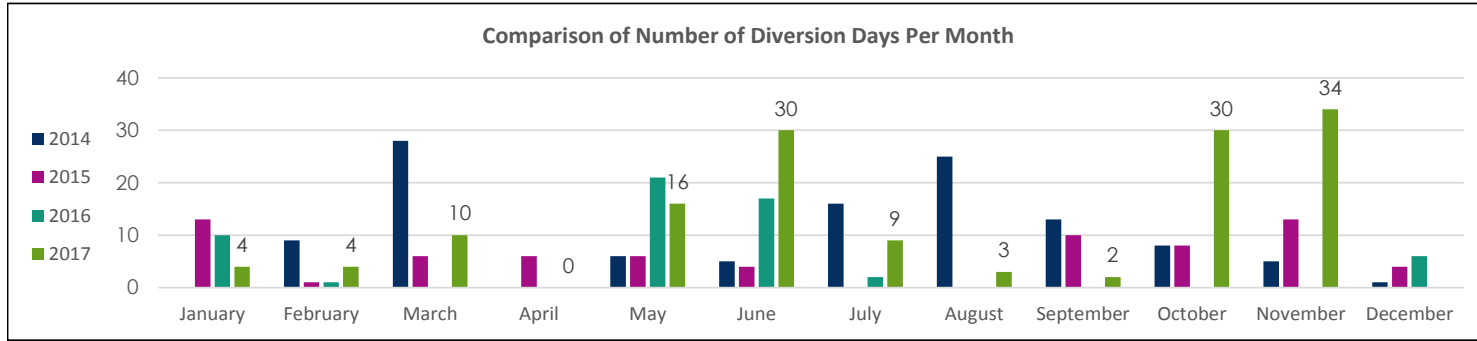
Tony A. Kordus
Corporation Counsel

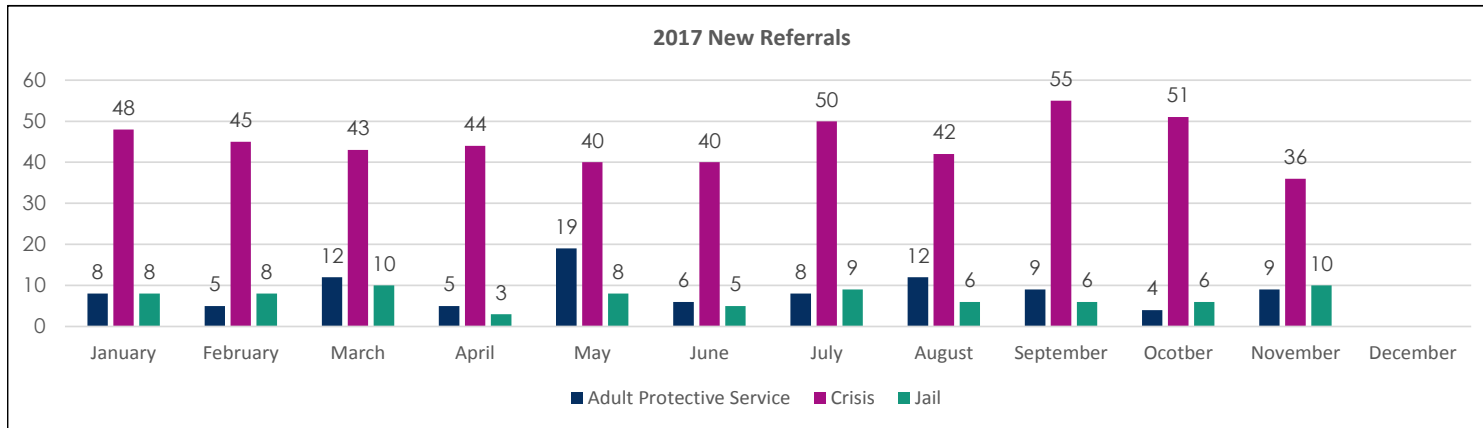
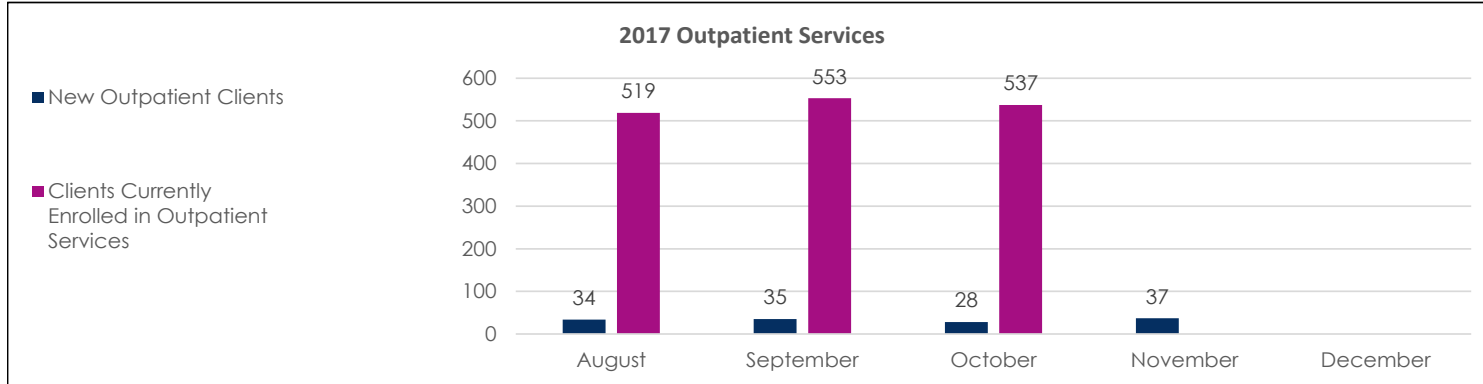
ADMINISTRATIVE/FISCAL NOTE:

Grant funds included in the 2018 budget. The contract with the state must be signed in order to receive these funds.

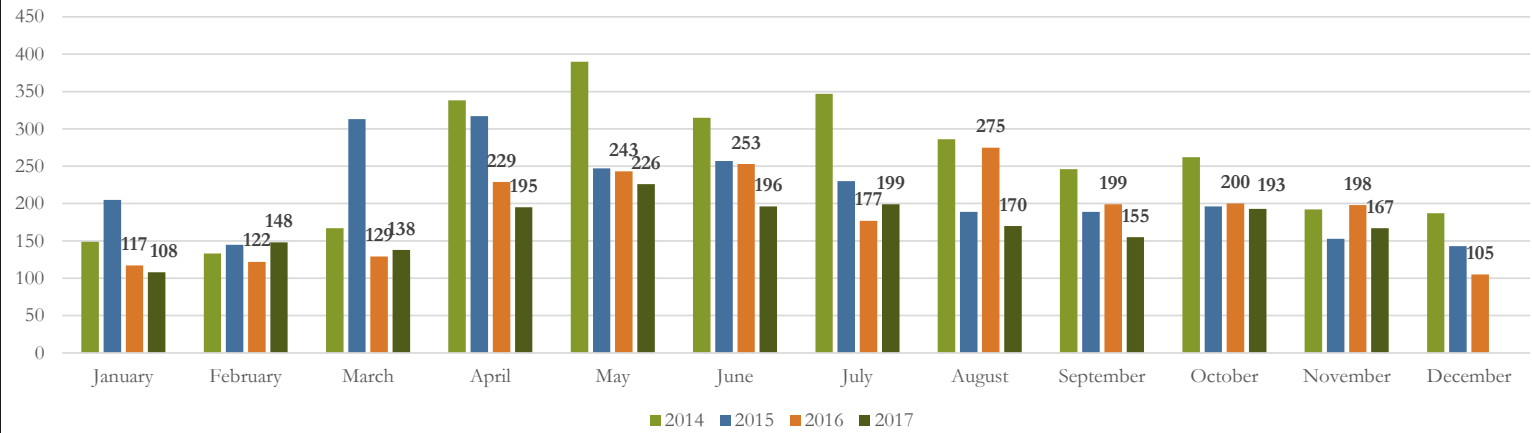
Brent R. Miller
Administrative Coordinator



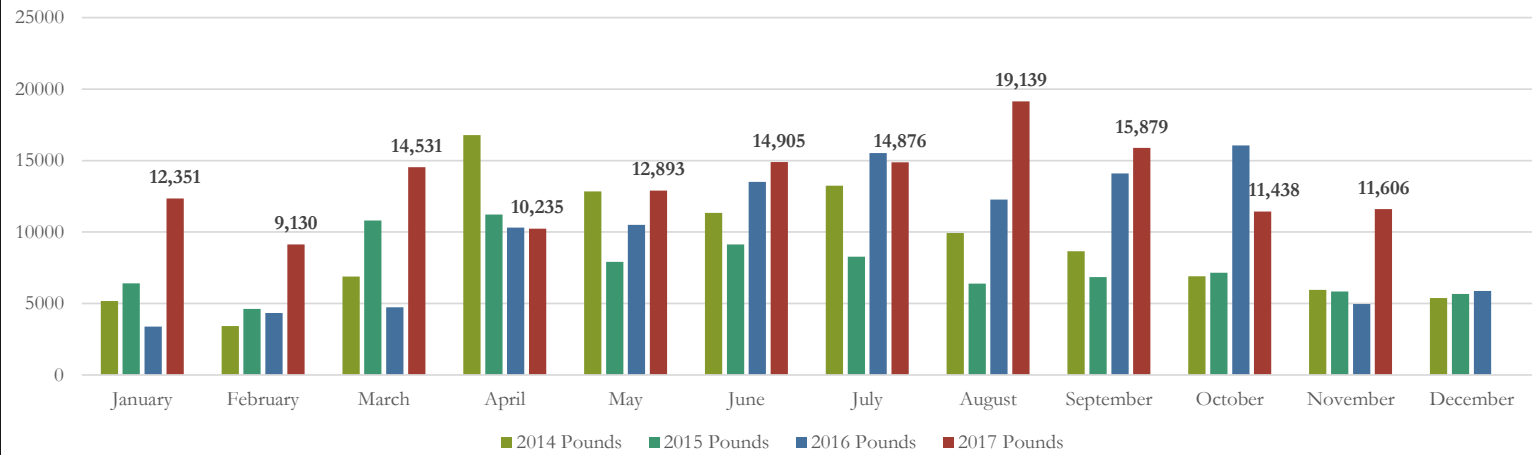




Aluminum Customers



Aluminum Collections



Memorandum

TO: Human Services Department Board Members
CC: County Clerks Office
FROM: Melissa Bezio, Administrative Services Supervisor
DATE: 11/30/2017
RE: Human Services Department Board 2018 Meeting Dates

Here are the tentative dates for the 2018 Department of Human Services Board meetings, which fall on the second Tuesday of the month. All meetings will begin at 9:00 a.m. and will be held in the Lundmark Room at the Fellman Center unless otherwise noted.

January 9, 2018

February 13, 2018

March 13, 2018

April 10, 2018

May 8, 2018

June 12, 2018

July 10, 2018

August 14, 2018

September 11, 2018

October 9, 2018

November 13, 2018

December 11, 2018
