

**MEETING OF THE
WINNEBAGO COUNTY
DEPARTMENT OF HUMAN SERVICES BOARD**

Minutes

DATE: Monday, February 6, 2012

TIME: 3:30 p.m.

PLACE: Oshkosh Human Services Building, Room 33

MEMBERS PRESENT: Jerry Finch, Jim Koziczkowski, Ron Kuehl, Donna Lohry, Mike Norton, and Rob Paterson

MEMBERS EXCUSED: Jef Hall and Tom Widener

STAFF PRESENT: Bill Topel, Ellen Shute, Ann Kriegel, Mary Krueger, Mary Salzer, Annette Beattie and Dorothy De Grace

ALSO PRESENT: Margaret Winn, Lakeside Packaging Plus, Inc.

Jim Koziczkowski called the meeting to order at 3:30 p.m.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

AGENDA ITEM #2: APPROVE MINUTES OF THE DECEMBER 5, 2011 HUMAN SERVICES BOARD MEETING

Jerry Finch moved for approval of these minutes; seconded by Ron Kuehl and carried (6-0).

AGENDA ITEM #3: ACCEPT MINUTES OF THE NOVEMBER 14, 2011 AND DECEMBER 12, 2011 ADRC COMMITTEE MEETINGS; THE DECEMBER 6, 2011 FAMILY SUPPORT PROGRAM ADVISORY COMMITTEE MEETING AND THE JANUARY 11, 2012 W-2 STEERING COMMITTEE MEETING

Donna Lohry moved for acceptance of these minutes; seconded by Ron Kuehl and carried (6-0).

AGENDA ITEM #4: PROGRAM - CORRECTIONS

Juvenile Justice Supervisors Mary Salzer and Annette Beattie gave a report on the Juvenile Corrections Program. Annette explained that in June 2011, Ethan Allen closed and male residents were transferred to Lincoln Hills School; also, Southern Oaks Girls School closed and the female residents were transferred to Copper Lake Facility, which are both on the same grounds at Irma, WI. Mary Salzer said prior to the start of programming at either of the facilities, juveniles are placed in "reception" for 21 days for assessments and social history, unless they were directly committed to a specific program.

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The Office of Juvenile Offender Review completes a review of the juvenile's programming every 90-120 days. When a juvenile is nearing release from the facility, he is placed on "transition" status for 90 days. Mary explained the various programs that are offered at both facilities. If any of the juveniles have a serious violation they are placed on "security" status and segregated from the other juveniles for a period of time, which extends their program completion time.

Mary Salzer said juveniles could be directly committed from a county for 90-120 days to the PRIDE Program (Personal Responsibility & Integrity in your Daily Environment); or this program could be completed prior to the juvenile's release for a duration that is determined by the result of the youth's post-admission risk assessment. Annette Beattie said the programs at Lincoln Hills and Copper Lake focus on education and maintaining family ties. Bill Topel noted that the trend for juveniles being placed in correctional facilities over the last few months has been going up. Mary responded that our mission is to place juveniles in the least restrictive setting so they can be close to their family and community while receiving services. Sometimes our only option is to place them in corrections if they are a risk to themselves or the community. Annette said certain situations or behavior of the juvenile warrants increasing the level of care to corrections. She said sometimes the judge orders a juvenile into corrections. Bill said we place juveniles in correctional facilities as a last resort. We have an extremely low number of juveniles in corrections considering we have 450 open juvenile justice cases right now. Because of the Board's approval for funding, we have had the opportunity to come up with alternatives to corrections.

AGENDA ITEM #5: FINANCIAL REPORT

Ellen Shute referred to the graphs for inpatient and institutional utilization and said the 2011 average daily population (ADP) in specialty hospitals for adults was 5.5 compared to 6.6 in 2010. The ADP in specialty hospitals for youth under age 22 was .6, which was the same as last year. Bill Topel mentioned that in February we started the operation of Toward Tomorrow, which is an eight-bed CBRF similar to Summit House.

Ellen Shute said our books are still open for 2011, and we will send the final numbers to Finance on the first weekend in March. We are still holding about \$1 million unexpended tax levy, of which \$700,000 is related to labor. We don't anticipate anything happening that would change the budget. We have \$400,000 in operating funds that we didn't expend. Ellen explained that when we budgeted labor for 2011, we were uncertain of the actual increase that union employees would have with the cost of inflation and increase in wages. At the time the budget was adopted, the budgeted labor was at a higher level than the terms of the union contract. For the 2013 budget, Ellen asked if we should prepare our budget information modeled after the County Board's budget pages instead of preparing the traditional book as in the past. This process would save time and money on our part. We could include a list of contracts and amounts from the previous year. Bill suggested we try this change for next year's budget and tweak it as necessary for upcoming years.

AGENDA ITEM #6: 2012 BUDGET TRANSFER REQUEST

Ellen Shute explained that the 2012 adopted budget included \$40,000 for two 7-passenger vans to replace two existing high mileage aging vehicles. We found that the amount budgeted is insufficient to purchase the vehicles through the state's bid list. She asked the Board's approval to transfer funds from operating expense into capital expense in the amount of \$1,581 to cover the purchase of both vans at an estimated inclusive cost of \$21,000 for each vehicle. Ron Kuehl moved for approval of this budget transfer request; seconded by Donna Lohry and carried (6-0).

AGENDA ITEM #7: INCOME MAINTENANCE CONSORTIUM UPDATE

Ann Kriegel said the Call Center operation is going well overall, with ours consistently being one of the top two or three performers. We are answering 96% of the calls before they disconnect. The longest amount of time a caller has had to wait for the call to be picked up is approximately 7 minutes. If the employee isn't able to assist the caller, the call is referred to the case worker. Ann said the staff is adjusting well to the changeover.

AGENDA ITEM #8: DIRECTOR'S REPORT

Bill Topel said the Wisconsin County Human Service Association (WCHSA) meetings may change to quarterly meetings. He informed everyone of the WCHSA Spring Conference which will be held May 22-24 at the Osthoff Resort. Room reservations must be made no later than Monday, April 23.

AGENDA ITEM #9: BOARD MEMBER REPORTS

Mike Norton said it is his understanding that the county will no longer be utilizing one of the group homes that the Housing Authority owns. Bill Topel said we didn't renew our contract with the Housing Authority for several group homes because some of those clients are now with Lakeland Care District. Mike asked about the progress of the poverty coordination group. Bill said as a member of a self-sufficiency workgroup, we are trying to determine the best way to dovetail what that group (consisting of the Community Foundation, Advocap, and other agencies) is doing in their poverty workgroup with how we will use our two related positions that have been budgeted to our table of organization this year.

Rob Paterson referred to the minutes he copied from the last two Comprehensive Community Services (CCS) meetings and said he is available to answer questions. He reported that he attended an Alternative Response meeting in December.

With no further business Mike Norton moved for adjournment; seconded by Donna Lohry and carried unanimously at 5:15 p.m. The next meeting of the Human Services Board will be **Monday, March 5, 2012 at 3:30 p.m.** at the Neenah Human Services Building.

Respectfully submitted by Donna Lohry, Board Secretary

/dd