

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

**Minutes**

**DATE:** Monday, August 5, 2013

**TIME:** 3:00 p.m.

**PLACE:** Oshkosh Human Services Building, Rm. 33

**MEMBERS PRESENT:** Jim Koziczkowski, Ron Kuehl, Larry Lautenschlager, Donna Lohry, Mike Norton, Rob Paterson, and Harold Singstock

**MEMBERS EXCUSED:** Jerry Finch and Tom Widener

**OTHERS PRESENT:** Doug Gieryn, Public Health Department

**STAFF PRESENT:** Bill Topel, Ellen Shute, Mary Krueger, Tom Saari, Ann Kriegel, Julie Mabry and Dorothy De Grace

Jim Koziczkowski called the meeting to order at 3:00 p.m.

**AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS**

There were no comments.

**AGENDA ITEM #2: APPROVE MINUTES OF THE JUNE 3 AND JUNE 20, 2013 HUMAN SERVICES BOARD MEETINGS**

Ron Kuehl moved for approval of these minutes; seconded by Larry Lautenschlager and carried (7-0).

**AGENDA ITEM #3: APPROVE MINUTES OF THE JUNE 19 AND JUNE 20, 2013 PUBLIC HEARINGS**

Larry Lautenschlager moved for approval of these minutes; seconded by Ron Kuehl and carried (7-0).

**AGENDA ITEM #4: ACCEPT MINUTES OF THE JUNE 11, 2013 FAMILY SUPPORT ADVISORY COMMITTEE MEETING**

Donna Lohry moved for acceptance of these minutes; seconded by Ron Kuehl and carried (7-0).

**AGENDA ITEM #5: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS**

Ellen Shute pointed out that the average daily population (ADP) for juvenile corrections is at zero; the ADP for residential care centers is 8.7 compared to 6.7 a year ago; the ADP for Behavioral Health & Long Term Support Divisions' specialty hospitals for adults is 4.3 compared to 5.1 last year, and for children it is 1.4 compared to 1.2 last year. Secure detention's ADP is 7.4, which is the same as last year; for Foster Care the ADP is 93.5 compared to 105.4 last year.

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**AGENDA ITEM #6: FINANCIAL REPORT**

Ellen Shute said we have an estimated unexpended tax levy of \$628,978. Approximately \$158,000 is related to unexpended labor dollars. She reminded the Board that those dollars cannot be transferred out of the labor area except by a County Board resolution. The remaining amount of approximately \$471,000 is related to program surplus.

**AGENDA ITEM #7: ACT ON “APPROVAL FOR SPECIAL PAY ADJUSTMENT FOR APNP”**

Tom Saari said we have been trying to recruit for a new Advanced Practice Nurse Prescriber (APNP) position, which is in the 2013 Budget. We had recently made an offer to someone at the mid-point of our current pay scale (\$80,095), but it was declined. Tom said he found that the median salary in the Midwest region for an APNP is \$91,232; the median salary in the Oshkosh area for an APNP with a medical specialty is \$94,500. He said that since the Administrative group’s salary step increases were eliminated several years ago, we aren’t as competitive with recruitment. Tom asked the Board’s approval to raise our APNP salary to the current market median of \$91,232. This will also offer greater latitude in recruitment of the current open position for an APNP. Tom said an APNP fills an invaluable role in Behavioral Health. Larry Lautenschlager moved to approve increasing the compensation for our current APNP to \$91,232; seconded by Donna Lohry and carried unanimously (7-0).

**AGENDA ITEM #8: DIRECTOR’S REPORT**

Bill Topel reported on a previous request for an explanation of how grant money is used that we give to some of our providers. The \$5,000 given to the Warming Shelter was used to add five additional beds per night. He said we included \$5,000 for them in our 2014 Budget. The Living Healthy Clinic used \$126,000 by putting \$100,000 into salary and fringes for the first quarter of this year to several employees; over \$2,000 for gas and electric utility; \$843 for housekeeping and janitorial; \$22,627 for drugs and medical supplies; and \$761 for phone and internet.

Bill Topel read a letter that was sent by the state Medicaid Director to the Income Maintenance staff thanking them for their outstanding performance in Food Share payment accuracy in federal fiscal year 1012. The Board acknowledged Ann Kriegel and her staff for a job well-done.

Bill Topel informed the Board that we have created a stop-gap non-Medicaid volunteer transportation service because the Red Cross will no longer be providing that service. Several of the drivers that worked for Red Cross will be providing the rides coordinated through our agency until Advocap takes over as the dispatch coordinator in a few weeks.

Bill Topel said that he and several Child Welfare supervisors visited the Dodge County Shelter Care facility that is operated by Lutheran Social Services. We are still in the process of evaluating Shelter Care vendors.

**AGENDA ITEM #9: BOARD MEMBER REPORTS**

Rob Paterson reported on his attendance at the recent WCHSA meeting in Green Bay where there was discussion on the new non-emergency MTM medical transportation broker and on changes to Badger Care.

Mike Norton attended a NACO Conference where he participated in a session on the Affordable Care Act.

**PROGRAM: ELECTRONIC RECORDS/IMAGING – Julie Mabry**

Julie Mabry is the supervisor for Office Systems and Confidential Records. She explained that in 2007 we began imaging consumer records and other administrative documents so they could be stored electronically. As of 2013, a total of 255,040 administrative service images and 3,148,088 consumer images were completed. Julie said imaging has enabled us to eliminate paper files from five rooms in our office buildings, which has made these rooms available for other use. Since the project began, we've recycled over 189,224 pounds of paper records. Documents can now be accessed immediately on the computer, where previously the documents would need to be retrieved from a file. Ellen Shute said the staff now enters notes electronically on a desk top computer or by using a desktop phone or cell phone for a transcriptionist to process the dictation into an electronic record.

With no further business Mike Norton moved for adjournment at 4:25 p.m.; seconded by Donna Lohry and carried. The next meeting of the Human Services Board will be held on **Tuesday, September 10, 2013 at 3:00 p.m.** in the Oshkosh Human Services Building.

Respectfully submitted by Donna Lohry, Board Secretary/dd