

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

**Minutes**

**DATE:** Monday, November 7, 2011

**TIME:** 3:30 p.m.

**PLACE:** Oshkosh Human Services Building, Room 33

**MEMBERS PRESENT:** Jerry Finch, Jim Koziczkowski, Ron Kuehl, Mike Norton, Rob Paterson, and Tom Widener

**MEMBERS EXCUSED:** Jef Hall and Donna Lohry

**STAFF PRESENT:** Ellen Shute, Ann Kriegel, Mary Krueger and Dorothy De Grace

**ALSO PRESENT:** Angie McCarthy, Executive Director and Tina Haffeman, Board President – Day by Day Warming Shelter

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 OCTOBER 3, 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 SEPTEMBER 12, 2011 ADRC COMMITTEE MEETING AND THE SEPTEMBER 13, 2011 FAMILY SUPPORT PROGRAM ADVISORY COMMITTEE MEETING**

Rob Paterson moved for acceptance of these minutes; seconded by Mike Norton and carried (6-0).

**AGENDA ITEM #4: 2011 FINANCIAL REPORT**

In referring to the inpatient and institutional utilization chart, Ellen Shute said there was a slight increase from last month in the average daily population (ADP) for juvenile corrections, but that number should level off in December; the ADP of 3.5 for residential care centers for children is below last year's average of 4.9. For Behavioral Health & Long Term Support specialty hospitals the ADP for adults is 5.6 and a bit above our budgeted average, but the downward trend is expected to continue. The ADP for specialty hospitals for children under age 22 is a favorable .6 through September.

Ellen said we are projecting to have slightly over \$1 million in unexpended tax levy at the end of the year; labor accounts for \$706,000 of that total. If we should need any of those funds next year we could request them from the county's general fund account.

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### **AGENDA ITEM #5: INCOME MAINTENANCE CONSORTIUM UPDATE**

Ann Kriegel said the members of the 10-county consortium continue to meet on a regular basis with various groups to form the internal policies. We are beginning to talk with the state and the consortium about marketing. Our Information Systems Department is working on testing our call center software to be sure it's compatible with our other systems. Things are moving along on schedule.

### **AGENDA ITEM #6: DIRECTOR'S REPORT**

Ellen Shute said our agency's budget for 2012 was approved by the County Executive and the County Board.

### **AGENDA ITEM #7: BOARD MEMBER REPORTS**

There were no reports.

### **PROGRAM: DAY BY DAY WARMING SHELTER**

Angie McCarthy said the Day by Day Warming Shelter is located at 449 High Avenue on the campus of Most Blessed Sacrament Parish. They are part of the Winnebagoland Housing Coalition. They are in the lower level in one large room, and they have the capacity to serve up to 20 guests. They are currently averaging between 10-12 guests each night, and they have a contingency plan in place for overflow if needed. Their hours of operation are from 8:00 p.m. until 8:00 a.m. every day of the week. Angie said they've made community contacts for donations and there are meals scheduled to be prepared and donated through the end of the year. They have several paid staff members, but they also rely on volunteers. She explained the process that is followed each time a guest comes to the shelter and the intake procedure that first-time guests must follow. According to best practice standards, the length of stay for anyone is no longer than 90 consecutive days. The population at the shelter is best served under supervision. They accept anyone over the age of 18, but no families. Background checks are completed every night on each guest, and they don't accept anyone that has an active warrant. Angie said the shelter staff works collaboratively with Fr. Carr's place, but the shelter's population doesn't qualify to stay at Fr. Carr's. The shelter pays a stipend for utilities, but rent is free. Tina Haffeman said she submitted a request for a grant which they plan to use for the installation of new showers. A list of items that are needed at the shelter can be found on their website [www.warmingshelter.com](http://www.warmingshelter.com). Tina said the vision of the warming shelter is to give their guests a warm meal and a place to stay on an emergency basis. They will also give them a list of community resources so they can access services that they might be eligible for that can help them have a better life.

With no further business Mike Norton moved for adjournment; seconded by Ron Kuehl and carried unanimously at 4:50 p.m. The next meeting of the Human Services Board will be **Monday, December 5, 2011 at 3:30 p.m.** at the Neenah Human Services Building.

Respectfully submitted by Donna Lohry, Board Secretary

/dd