

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

**Minutes**

**DATE:** Monday, March 4, 2024

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

**PLACE:** Neenah Human Services Building Room 008

**MEMBERS PRESENT:** Ralph Harrison, Kay Horan, Ed Jeziorny (Zoom), Chris Kniep, Larry Lautenschlager, Rebecca Nichols, Karen Powers, Harold Singstock, Mark Weisensel

**STAFF PRESENT:** Bill Topel, Renee Soroko, Annette Beattie, Heather Foust, Beth Roberts, Janet Rohloff, Tammy Steier and Pam Bartelt

Chairman Larry Lautenschlager called the meeting to order at 3:00 p.m.

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

There were no comments.

**PROGRAM #2: RECORDS DEPARTMENT PROCEDURE, ADMINISTRATIVE DIVISION**

Janet Rohloff, Administrative Division Manager, introduced Haley Hassett from the records team. This team coordinates and processes all records request; maintains and tracks compliances; audits and onboards new steps and procedures; maintain records for child welfare (CW), behavioral health (BH), and long term services (LTS); do background checks and more. They work with all records created at Human Services such as child abuse/neglect reports, psych assessments, evaluations, functional screens to name just a few. Requests are received via phone, in person, email, fax or mail. Records can only be released with a valid release of information or under specific exceptions noted in Wisconsin State Statues or HIPAA disclosures, court orders or open record requests. The team identifies whether the release is valid and determines specifically what records are being requested, for whom and the purpose for the disclosure. Records are gathered from our data storage systems and merged into an electronic file, redacted and it is determined if a fee is applicable. The packet is prepared and sent to the supervisor for their approval. All information related to the records request is imaged and documented. In 2023, the team processed 2,310 requests totaling over 246,000 pages.

**AGENDA ITEM #3: APPROVE MINUTES OF THE FEBRUARY 5, 2024 HUMAN SERVICES BOARD MEETING**

Kay Horan moved for approval of these minutes; seconded by Karen Powers and carried unanimously. (8-0)

**AGENDA ITEM #4: ACCEPT MINUTES OF THE FEBRUARY 12, 2024 ADRC COMMITTEE AND DECEMBER 12, 2023 ADVISORY COMMITTEE FOR CHILDREN'S VOLUNTARY SERVICES MEETINGS**

Karen Powers moved for acceptance of these minutes; seconded by Mark Weisensel and carried unanimously. (8-0)

**AGENDA ITEM #5: CONSIDER AND ACT ON RESOLUTION TO APPROVE HUMAN SERVICES DEPARTMENT 2023 LABOR BUDGET TRANSFER**

Janet Rohloff, Admin Division Manager, explained that we are only approving the line items that pertain to Human Services Dept in the amount of \$783,812.

Karen Powers made a motion to bring this to the table for discussion; seconded by Kay Horan.

Director Bill Topel explained this is coming from the 2023 Budget for the compensation schedule adjustments in 2023. Once approved by this board, it will go to Personnel & Finance and then the County Board for approval.

Chairman Larry Lautenschlager requested a vote on the motion. The resolution was approved unanimously. (8-0)

**AGENDA ITEM #6: INFORMATIONAL ONLY – TRANSFER OF FUNDS FOR THE HOMELESSNESS EVICTION & LOSS PREVENTION (HELP) PROGRAM**

Admin Division Manager, Janet Rohloff, shared that in 2022 a resolution was approved for funding for the HELP program of the Neighborhood Improvement Grant. Actual program expenses have been determined and those funds will now be transferred in the amount of \$430,891.

**AGENDA ITEM #7: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS**

Human Services Director Bill Topel reviewed placement statistics: Child Welfare (CW) Division – Juvenile Corrections is at 0.0 Actual Daily Populations (ADP). Residential Care Centers are currently at 3.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 4.7 ADP with the youth being at 0.1 ADP. Secure Detention is at 2.5 ADP. Foster Care is down to 41.2 ADP. Kinship Placements are at 135.0 ADP.

Director Topel mentioned that anyone interested in Foster Care opportunities should contact our department for information. The bill was recently signed by the governor to allow extended family, close friends or neighbors, godparents, etc. to now be able to qualify for Kinship Care.

**AGENDA ITEM # 8: FINANCIAL REPORT**

Janet Rohloff shared the 2023 year-end report of unanticipated revenues in the amount of \$182,288. This fluctuates greatly year to year as it goes back to prior years' revenue, and we do

not know what amount will be provided by the state. Revenue accounts that were over budget by \$100,000 include the Comprehensive Community Services (CCS) program which is 100% Wisconsin Medicaid Cost Reporting (WIMCR) reimbursable. There was a Community Mental Health Block Grant that we had not anticipated funding to continue to 2023. Subsidized guardianship had additional state reimbursement to offset expenditures that was not budgeted for. WIMCR was at a higher level of eligible program reimbursement. We were helping Outagamie County with OWI assessments which resulted in additional and unbudgeted revenue. Third party insurance had increased the number of submitted claims.

### **AGENDA ITEM # 9: DEPUTY DIRECTOR'S REPORT**

Renee Soroko stated we currently have 18 positions posted with many interviews being held recently. CW and BH typically have the majority of positions as they are the largest divisions. Therapists continue to be difficult to find as well as positions for the 24/7 facilities. Evacuation protocol for safety and security has continued to be a focus for the agency and entire building.

### **AGENDA ITEM #10: DIRECTOR'S REPORT**

Bill Topel mentioned that the WCHSA Spring Conference is being held April 24 – 26, 2024 in Wausau. County Board members that are not running again will not be able to attend. County Board members that are running again can register. However, adjustments will be made pending election outcome. All current DHS Board members will be active until the third Tuesday of April. The last week of April will be a transition week for newly appointed members.

Priority Based Budgeting (PBB) also includes the Strategic Plan which the county board is working on.

The CEO of Resource X, which is the same company that runs PBB, will be speaking to the county board at a special orders meeting tomorrow. Once the strategic plan is complete, the focus will move to PBB. Department heads will not complete any additional training until the Strategic Plan is in place. Bill shared the traditional budget process will still be used and PBB will be blended in.

### **AGENDA ITEM #11: BOARD MEMBER REPORTS**

Chris Kniep mentioned a survey being done across the state gathering information on basic financial needs of individuals. The current survey is different from the last survey as it reflected the pandemic. One finding in Oshkosh area is that many more older adults are now in the "Alice" group. The number one reason being housing. A concern that came out of recent Permanency Plan reviews was the topic of difficult to place children. Facilities are searched throughout the state as there are not many available. Wisconsin needs placement facilities and/or support. Department of Children & Families is working on potential options.

Larry Lautenschlager attended the NACo Conference February 9-14, 2024 where he attended Human Service Education Committee Meeting. Some of the focus areas included support for childcare services; the SNAP program (FoodShare); funding of the Older Americans Act; support

for community services block grants and more. Larry is also part of the Healthy Counties Steering Committee. Discussion was had on being prepared for national disasters.

With no further business Karen Powers moved for adjournment; seconded by Kay Horan and carried at 4:50 pm. The next meeting will be held on **Monday, April 1, 2024 at 3:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb