

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

Minutes

DATE: Monday, December 6, 2010

TIME: 3:30 p.m.

PLACE: Second Chance Building

MEMBERS PRESENT: Jerry Finch, Jef Hall, Jim Koziczkowski, Ron Kuehl, Donna Lohry, Mike Norton, Rob Paterson, Harvey Rengstorf, and Tom Widener

STAFF PRESENT: Bill Topel, Ken Stoffel, Ellen Shute, Mary Krueger, Leo Podoski, Ann Kriegel, and Dorothy De Grace

OTHERS PRESENT: Margaret Winn, Lakeside Packaging Plus

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 NOVEMBER 1, 2010 HUMAN SERVICES BOARD MEETING

Harvey Rengstorf moved for approval of these minutes; seconded by Mike Norton and carried (8-0). (Hall not present yet).

AGENDA ITEM #3: ACCEPT MINUTES OF THE OCTOBER 13, 2010 W-2 STEERING COMMITTEE MEETING AND THE NOVEMBER 9, 2010 SPECIALIZED TRANSPORTATION COUNCIL MEETING

Tom Widener moved for acceptance of these minutes; seconded by Ron Kuehl and carried (8-0).

AGENDA ITEM #4: 2010 FINANCIAL REPORT

Ellen Shute said we currently have an unexpended tax levy of \$1,159,329. She said the trend of diversions from institutional placements and shorter lengths of stay continues for correctional institutions, residential care facilities, and specialty hospitals. She said we have been able to access over \$100,000 of the state's Family Support COP dollars which resulted in a surplus for the Long Term Support Division. Ellen pointed out that \$712,494 surplus in Labor is due to retirements, staff turnover and the approved labor contract. Referring to the Inpatient and Institutional Utilization graph, Ellen said the average daily population (ADP) for juvenile corrections is 1.2 through October. The ADP for residential care centers is 5.3, which is slightly below our budgeted level. Specialty hospital inpatient utilization for adults has an ADP of 6.7, which is slightly above our budgeted amount. Children's inpatient utilization in specialty hospitals averages .7 children. (Hall now present).

AGENDA ITEM #5: DIRECTOR'S REPORT

Bill Topel invited Board members to the Human Services annual Smorgasbord to be held on December 15 at the Expo Center.

AGENDA ITEM #6: RECOMMENDATION FOR DEPUTY DIRECTOR/ADMINISTRATIVE SERVICES DIVISION MANAGER POSITION TO THE 2011 TABLE OF ORGANIZATION

Bill Topel informed the Board that Deputy Director Ken Stoffel will be retiring on February 2 of next year. Bill said he talked with the County Executive about consolidating and therefore combining the Deputy Director position with a Manager position. Bill said he came to the conclusion that in the best interest of the agency and in complementing the work of the Director and the Deputy Director, it makes the most sense to combine the Deputy Director position with the Administrative Services Manager position. Bill proposed that we proceed with combining the two positions and that Ellen Shute would be the Deputy Director with responsibilities over the Administrative Services Division. Bill referred the Board to the job description of the Deputy Director, which is a combination of these two positions. He said the possibility of not having a Deputy Director had been discussed, but that scenario pulls the one person in many different directions having to perform all of the duties. Bill was asked to clarify if the Deputy Director position's main focus would be on another area when Ellen Shute leaves her employment in the future. Bill responded that in Ken Stoffel's job description he was in charge of overseeing the Long Term Support Division, so that is a possibility. Bill was asked if he feels this is the best way of reducing a position from the table of organization at this time, and he said it is. It was suggested that the combined position could be "tweaked" or enhanced as time goes on. Jef Hall said he would support this recommendation at this time because it seems we have an opportunity to combine positions for the right person and save some money; but in the future he said we need to look at whether this position is something that can still be split out if we look at it from an organizational point of view. If a change happens, it would be difficult to add a position. Jef Hall said another alternative might be to hire Ellen as the Deputy Director and leave her current position open with her doing those duties as well, until it's shown that it works or until there is a movement (for example, that Ellen leaves employment and we need both positions filled). After discussion, Tom Widener moved to accept the recommendation to combine the Deputy Director and the Administrative Services Division Manager positions; seconded by Mike Norton and carried (9-0).

AGENDA ITEM #7: RECOMMENDATION TO DISCONTINUE A JUVENILE JUSTICE SOCIAL WORKER POSITION UPON RETIREMENT AND ADD AN ADDITIONAL INTENSIVE CPS ONGOING SOCIAL WORKER POSITION TO THE 2011 TABLE OF ORGANIZATION

Bill Topel explained that a Juvenile Justice social worker is retiring from our Neenah office, and our needs indicate that we could use an additional social worker in the Intensive Child Protective Services area. He said Juvenile Justice social workers deal with children determined to be delinquent by the court and are ordered to have supervision; while the Child Protection area deals more with making sure kids are safe from abuse/neglect and working with the families to get their children back.

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Leo Podoski said the Juvenile Justice caseload numbers have declined over the years; although they have remained steady the last couple of years. There are more caseloads in the Child Protective Services area. Ron Kuehl moved to support the recommendation to discontinue a Juvenile Justice social worker and add an Intensive CPS ongoing social worker to the 2011 Table of Organization; seconded by Harvey Rengstorf and carried (9-0).

AGENDA ITEM #8: ADRC (AGING & DISABILITY RESOURCE CENTER) UPDATE

Mary Krueger said the ADRC Committee meets once a month on the 2nd Monday. The 12 members were appointed by Mark Harris. We have been focusing on the purpose of the ADRC Committee and going over the policies and procedures of the ADRC. Next week a person from the Office of Resource Development will meet with the ADRC Committee and talk about a facility survey that must be completed. Mary said we must submit our policies and procedures every year to the state.

AGENDA ITEM #9: DISCUSS MEETING DATE CHANGES FOR 2011

Jim Koziczowski referred to the Human Services Board meeting date schedule for 2011. It was decided that since January 3 is an agency holiday, the meeting would be cancelled. If a meeting needs to be scheduled it will be held the following day on January 4. The September 5 meeting will be held on Tuesday, September 6.

AGENDA ITEM #10: BOARD MEMBER REPORTS

Donna Lohry reported on her attendance at the WCHSA Fall Conference.

Mike Norton also attended the WCHSA Conference. He would like to hear more information at the Spring Conference about what other counties are doing. He reported on his attendance at the WCA Conference last month where the main topic was the future of the aging population and counties finding ways of becoming more aging friendly.

Jim Koziczowski reported that he also attended the WCHSA Conference.

PROGRAM: SECOND CHANCE PROGRAM

Leo Podoski said the Second Chance Program has been in existence for 20 years as a collaborative effort between Winnebago County and the Oshkosh School system. It is an alternative program for students struggling in the school system and who have a Human Services connection because of a Juvenile Justice issue. The program is capable of providing for 20-25 students at any given time at the new facility. Leo said he defines the success of the program as those kids not needing to be placed somewhere, which is about 75% of them. Leo introduced Jenny Fahrney, the social worker assigned to the Second Chance Program. Jenny said they are very grateful for the new facility.

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Jenny said they plan to keep the connection with the residents of Park View Health Center by having the students visit with them on occasion. She said the students are bussed to school and to any scheduled activities during the day. They serve students in grades 6 through 12 who are on a court order to attend Second Chance by a referral from the school system. The average stay at Second Chance varies, depending on the motivation of the student. The ratio of male vs. female students has been predominantly male over the years. The criteria to move a student back into the school system is an IEP (Individual Education Plan) team decision. The student must maintain the highest level of behavior for nine weeks of school and must have good attendance. The student must also be succeeding at home and in the community by not violating a court order. If a student has attendance issues, he/she could be placed at Shelter Care or in secure detention. They could also be referred to an AODA treatment program or a mental health program. There are six (6) staff members at Second Chance.

A tour of the Second Chance facility followed the meeting.

With no further business Jef Hall moved for adjournment; seconded by Jerry Finch and carried unanimously at 4:45 p.m. The next meeting of the Human Services Board will be **Monday, February 7, 2010 at 3:30 p.m.**

Respectfully submitted by Donna Lohry, Board Secretary

/dd