

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

**Minutes**

**DATE:** Thursday, March 11, 2010

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

**PLACE:** Orin King Building—Human Resources Conference Room

**MEMBERS PRESENT:** Don Griesbach, Jef Hall, Jim Kozickowski, Donna Lohry, Mike Norton, Rob Paterson, Harvey Rengstorf, and Tom Widener

**MEMBERS EXCUSED:** Ron Kuehl

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

**OTHERS PRESENT:** Margaret Winn – Lakeside Packaging Plus, Inc.

Jim Kozickowski called the meeting to order at 3:30 p.m. Introductions were made.

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

There were no comments.

**AGENDA ITEM #2: APPROVE MINUTES OF THE FEBRUARY 11, 2010 HUMAN SERVICES BOARD MEETING**

Don Griesbach moved for approval of the minutes; seconded by Harvey Rengstorf and carried (7-0). Hall not present yet.

**AGENDA ITEM #3: ACCEPT MINUTES OF THE JANUARY 13, 2010 W-2 STEERING COMMITTEE MEETING**

Tom Widener moved to accept these minutes; seconded by Mike Norton and carried (7-0).

**AGENDA ITEM #4: 2009 PRE-AUDIT FINANCIAL REPORT**

Ellen Shute said the pre-audit report shows \$580,000 of unexpended levy for 2009.

Ellen referred to a graph of the average daily population (ADP) for inpatient and institutional care. Juvenile Corrections shows 2.4 ADP for January, which is a decrease from 3.4 for December. The ADP for Residential Care Centers is up slightly from 6.9 to 7.2.

Ellen said the ADP for adults in Specialty Hospitals is 9.0 in January, compared to 6.2 in December. The ADP for children in specialty hospitals for Behavior Health and Long Term Support Divisions is 1.2 for January, compared to .2 in December. She said the county must now pay a portion of the cost of care for adults over the age of 64 who are in specialty hospitals and are on Medical Assistance. A portion of the cost of care for children in specialty hospitals is also required of counties going forward. Bill Topel said placements are now being funneled through our Crisis Team for triage to appropriate services.

**AGENDA ITEM #5: 2010 FINANCIAL REPORT**

Ellen said the 2010 projected report currently shows a surplus of \$274,092. She said the things that could sway our budget this year would be inpatient and corrections placements. Bill Topel said we continue to make diversions from such placements.

**AGENDA ITEM #6: ADRC UPDATE**

Mary Krueger said since the Aging & Disability Resource Center (ADRC) opened a few weeks ago we have averaged about 10-12 phone inquiries per day. We have one person on-call each day. Mary said we have been doing some outreach in the community for the ADRC by giving presentations at various locations and preparing a news release. We have created a brochure and are putting together a marketing plan. Staff has been doing enrollment counseling with persons who are already receiving Waiver services for long-term care. Staff will receive more training from the state in April and May. Mary said we will be sending out applications for people to apply for membership on the ADRC Committee. We must follow the state's criteria for representation of target groups on the committee. The committee will report to the Human Services Board on any operational policy changes for the ADRC. Mary said there is a website set up for the ADRC, and we are working on a Resource Directory.

**AGENDA ITEM #7: DIRECTOR'S REPORT**

Bill Topel reported on the Human Services Day that was held March 4 at the Capitol. He said that he and several of our Human Service Board members met with some state representatives to discuss issues such as the rate limits for our county. They also discussed that if 17 year olds return to the juvenile system, we would like funding to cover the 20% increase in budget.

Bill shared that two months ago we asked Human Resources to evaluate two positions that have additional duties because of our reorganization of Behavioral Health. Salary adjustments were made to the positions. A third position needed the review of Personnel & Finance Committee for a salary adjustment to align with similar positions. Bill said the committee denied this request.

Bill invited Board members to attend the Personnel & Finance Committee meeting on April 1 where the Board's recommendation for a study of the pay structure of non-represented management staff will be discussed.

**AGENDA ITEM #8: BOARD MEMBER REPORTS**

Several Board members commented on the good dialogue that was experienced at the Human Services Day in Madison on March 4.

**PROGRAM: CHILD CARE FRAUD REGULATIONS**

Ann Kriegel explained that the Child Care program began simultaneously with the W-2 Program as a safe place for working parents to put their children. The program pays for the service based on a parent's income. Child care centers have always had to keep records for licensing, attendance, and payments. Ann said the state has recently initiated a 5-person fraud unit to monitor for any fraud activity to the program.

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

**Minutes for Thursday, March 11, 2010**

**Page 3**

Ann said her staff has been put on the alert for questionable recordkeeping or payments to child care centers. The enforcement of rules by the state has become stricter, and our monitoring of child care centers has increased. Ann said there are between 450 and 500 families receiving child care assistance in Winnebago County in any given month.

With no further business Mike Norton moved for adjournment; seconded by Harvey Rengstorf and carried unanimously at 4:40 p.m. The next meeting of the Human Services Board will be **Thursday, April 8, 2010 at 3:30 p.m.**

Respectfully submitted by:

---

Donna Lohry, Human Services Board Secretary  
/dd