

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

Minutes

DATE: Monday, January 3, 2018

TIME: 3:00 p.m.

PLACE: Neenah Human Services Building, Room 008

MEMBERS PRESENT: Larry Lautenschlager, Jim Koziczowski, Mike Norton, Harold Singstock, Donna Lohry, Judy Wright, Karen Powers, Michael Conley-Kuhagen

MEMBERS EXCUSED: Jerry Finch

STAFF PRESENT: Bill Topel, Mary Fredrickson, Beth Culp, Renee Soroko and Pam Bartelt

Larry Lautenschlager 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 DECEMBER 4, 2017 HUMAN SERVICES BOARD MEETING

Jim Koziczowski moved for approval of these minutes; seconded by Mike Norton carried. (6-0).

AGENDA ITEM #3: ACCEPT MINUTES OF THE DECEMBER 11, 2017 ADRC COMMITTEE MEETING

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

Program was moved to the next item on the agenda.

PROGRAM: HIPAA – PRIVACY AND SECURITY

Bill Topel introduced Mike Breuer, Development Supervisor in Information Services (IS) of Winnebago County. HIPAA affects records kept in Human Service and how records are dispensed when requested. It also involves meeting the federal government requirements on how the records are stored and transmitted electronically. Our department deals with privacy, policies and practices by letting our consumers that come in for service know how, when, where and circumstances of what is released and to whom. We also share how they can get a record of what is released and to whom, as well as the procedure to follow if there is ever a breach of confidentiality or records. IS needs to verify that they have all information electronically secure. We use 'Relias Learning' for employee yearly HIPAA compliance trainings. Policies are also reviewed yearly and any necessary changes are made. A record of the changes and the date they were approved is documented. Part of the HIPAA security is to do a 'risk assessment' which we have a consultant come in to work with us.

AGENDA ITEM #4: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Child Welfare – Juvenile Corrections was at Average Daily Population of 1. This person has been relocated to a new location. Residential Care Centers remain at 2 ADP. Behavior Health and Long Term Services – Specialty Hospitals for adults is at 2.4 ADP; for youths under 22 years of age the ADP is .6. Secure detention is at 5.4 ADP. Foster Care numbers are staying down at 75.9 ADP due to services that are working with families to keep youth at home and remaining safe.

AGENDA ITEM #5: FINANCIAL REPORT

2017 estimates were over-budgeted in expenses by 2.7% which is primarily due to fewer than anticipated placements by Child Welfare. Revenue was under-budgeted by 6.4% primarily in Behavior Health due to state redistribution of some 2015 and 2016 services: Comprehensive Community Services (BH), WIMCR and Enhanced Funding (ES).

AGENDA ITEM #6: DIRECTOR'S REPORT

Bill shared that due to a scheduling conflict, the WCHSA Eastern Region Board Member Meeting for January 19, 2018 was cancelled and a new date was set February 16, 2018. There have been 5 parking places secured at the credit union for staff parking in Neenah. Katie Herrem from Department of Corrections has been hired as the new executive director for WCHSA. Gina VandenBranden has retired and Janet Rohloff has been hired as the new Financial Supervisor. Chuck Orenstein is retiring as Financial Director on 1/4/2018.

AGENDA ITEM #7: BOARD MEMBER REPORTS

Jim Koziczkowski commented that staff deserve credit for working efficiently to produce a surplus. He noted that this surplus money does belong to the general fund for all county citizens.

Mike Norton shared that the resolution passed regarding joining the lawsuit against pharmaceutical companies responsibilities. Other counties and states have recently joined in as well.

With no further business Jim Koziczkowski moved for adjournment; seconded by Judy Wright and carried at 4:40 p.m. The next meeting of the Human Services Board will be held on **Monday, February 5 at 3:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb