

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

**Minutes**

**DATE:** Tuesday, February 4, 2020

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

**PLACE:** Park View Health Center

**MEMBERS PRESENT:** Jim Koziczowski, Mike Norton, Judy Wright, Chris Kniep, Karen Powers

**MEMBERS EXCUSED:** Donna Lohry, Larry Lautenschlager, Harold Singstock, Jerry Finch

**STAFF PRESENT:** Bill Topel, Mary Fredrickson, Beth Roberts, Annette Beattie and Pam Bartelt

Jim Koziczowski 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: PROGRAM: STRATEGIC PLAN – PLAN 2023**

Mary Fredrickson explained Plan 2023 which is a five-year strategic plan for Human Services. Input was gathered from all staff during 2018 with division managers, supervisors and front-line staff. Three areas of focus were identified: 1) Employee – how can we best lead and learn to be sure we have a good workforce, ensure staff have tools needed to do their job well; 2) Sustainable Growth – what is our work culture and how to sustain moving forward; 3) Practice – engaging with other entities to provide best services for the people we serve. Smaller workgroups were formed as staff were able to choose particular areas of interest to them. Some areas of interest include communication, employee recognition, adjusted work schedules, exploring retention strategies, empowering consumers, collaborating within our agency to streamline effective processes and partnering with the community.

Economic support division is working to set up staff to be able to work from home. They look at the position, space, technology and other needs and work with human resources to arranged telework.

Departing staff are offered an ‘exit’ interview to make any suggestions for improvements with employee relations. ‘Stay’ interviews are now being created to get feedback that can help identify areas of concern and these will be starting in March.

New employees attend an orientation provided by administrative staff where Bill shares an introduction to the agency. Mary will now be meeting with employees after six months with the agency to gather suggestions that would be helpful for new staff.

Annette Beattie mentioned that Child Welfare (CW) teams currently meet on a regular basis. Now the entire division has begun meeting once a year with an educational piece as well as social event. New staff are assigned a 'peer mentor' that has been with the agency for some time. They have created a binder for each of the teams that identifies the procedures for that team. CW has their own 'exit' interview that staff are offered when they leave or transfer that is specifically related to the CW division items. Trainings, technology and organizational effectiveness are all areas of focus. A *Systems Change Group* is in place to ensure that we treat all youth the same across all divisions and work together to best serve the needs of consumers.

Beth Roberts shared that the Long Term Support (LTS) division is making progress as they continue to work on staff development with staff choosing an area of expertise and they become the 'go to' person for that topic. They developed a crisis plan for dementia patients in the community by working with other entities to better service the needs of our community. LTS, CW and Behavioral Health (BH) partnered with public health department, senior centers, school districts, housing authority and other members in making better connections with other cultures.

### **AGENDA ITEM #3: APPROVE MINUTES OF THE JANUARY 6, 2020 HUMAN SERVICES BOARD MEETING**

Mike Norton moved for approval of these minutes; seconded by Chris Kniep and carried unanimously. (5-0)

### **AGENDA ITEM #4: ACCEPT MINUTES OF THE JANUARY 13, 2020 ADRC COMMITTEE AND DECEMBER 10, 2019 ADVISORY COMMITTEE FOR CHILDREN'S VOLUNTARY SERVICES MEETINGS**

Mike Norton moved for acceptance of these minutes; seconded by Judy Wright and carried unanimously. (5-0)

### **AGENDA ITEM #5: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS**

Bill Topel stated that placement statistics are very good for the year. Child Welfare Division – Juvenile Corrections remains at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 2.0 ADP. Behavioral Health - Specialty Hospitals for adults is at 1.9 ADP with the youth being at 1.3 ADP. Secure Detention is down to 2.2 ADP. Foster Care is at 87.4 ADP.

### **AGENDA ITEM # 6: FINANCIAL REPORT**

Mary noted that the next written financial report will be in April with the final of 2019. The first couple months of 2020 will also be available. Little has changed since last update.

### **AGENDA ITEM #7: REVIEW & ACT ON 2020 BUDGET ADJUSTMENT AND THREE ADDITIONAL POSITIONS TOTALING \$890,524 DUE TO ADDITIONAL FUNDING FROM DEPARTMENT OF CHILDREN AND FAMILIES IN STATE 2019 – 2021 BUDGET FOR**

## **PURPOSES OF REDUCING OUT-OF-HOME PLACEMENTS AND EXPANDING LOCAL RESOURCES**

Chris Kniep make a motion for approval of the budget transfer with Mike Norton seconding this motion.

Bill explained that this is new money that the state authorized as the new base funding for the budget moving forward. The state of Wisconsin wants the money used to improve staffing and add services to shorten placements. Timing did not allow for getting this into the 2020 budget. Three additional full-time positions will be added: Home Consultant Resource Support, Foster Family Specialist and a Psychotherapist – Youth & Family Team. Other changes were related to the new positions and for expanding current services as well as improving private services. Our overall goal is for a reduction in foster care numbers and to avoid long term foster care placements.

The motion on the table was approved unanimously by the board. (5-0)

### **AGENDA ITEM #8: DIRECTOR'S REPORT**

Bill gave an update on the new Winnebago County Crisis Center. Next week there will be a site inspection. Goal is to move the last week of February.

WCHSA Eastern Region Board Member Group had a good turn out on January 17, 2020. The next meeting will be April 17, 2020. The spring conference will be held at the Best Western Premier Hotel and Convention Center in Oshkosh on May 6-8, 2020.

### **AGENDA ITEM #9: BOARD MEMBER REPORTS**

Karen Powers inquired about any support for grandparents that are doing kinship care. A presenter is being looked at in order to provide some legal and other information for this group. Consumers can call our access line to get information of what is currently available.

Mike Norton requested an update for the Justice Support Services Diversion Program. Lead Justice Program Case Manager, Morgan Hoffman, has been hired and will be working with Carol Morack and the DA's Office to identify consumers that are in need of diversion services. Morgan will be working at the Orrin King Building.

Chris Kniep shared information about a group that is just starting to write a planning grant to help consumers avoid eviction.

Mike Norton thanked the group for their support as he adjusts to his new needs.

With no further business Mike Norton moved for adjournment; seconded by Karen Powers and carried at 5:00 p.m. The next meeting of the Human Services Board will be held on **Monday, March 2, 2020 at 3:00 p.m. in the Neenah Human Services Building in Room 008.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb