

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

Minutes

DATE: Monday, May 2, 2022

TIME: 3:00 p.m.

PLACE: Neenah Human Services Building Room 008

MEMBERS PRESENT: Jeffrey Beem, Ralph Harrison, Larry Lautenschlager, Donna Lohry, Rebecca Nichols, Karen Powers, Harold Singstock, Rachel Youngquist

MEMBERS EXCUSED: Chris Kniep

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

Human Services Director Bill Topel 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: NEW BOARD MEMBER INTRODUCTIONS

All in attendance introduced themselves.

AGENDA ITEM #3: ELECTION OF OFFICERS

Director, Bill Topel opened nominations for election for committee Chairperson. Karen Powers nominated Larry Lautenschlager; seconded by Harold Singstock. With no other nominations, Larry Lautenschlager was unanimously approved as the new Chairperson via voice vote. (8-0)

Bill turned the meeting over to Chairman Larry Lautenschlager. Larry opened nominations for Vice Chair. Harold Singstock nominated Ralph Harrison; seconded by Jeff Beem. Karen Powers nominated herself; seconded by Rachel Youngquist. Donna Lohry nominated herself for Vice Chair; seconded by Jeff Beem. Nominations were closed and a paper ballot was collected: Ralph Harrison received 4 votes; Karen Powers received 2 votes; Donna Lohry received 2 votes. (Chris Kniep was not present). Ralph Harrison is the new Vice Chair.

Larry Lautenschlager opened nominations for Secretary. Karen Powers nominated Donna Lohry; seconded by Jeff Beem. With no other nominations, Donna Lohry was unanimously approved as new Secretary. (8-0)

AGENDA ITEM #4: PROGRAM – DHS OVERVIEW, BILL TOPEL

Director Bill Topel explained our monthly program will highlight various areas of the Department of Human Services (DHS) throughout the year. This month will be covering programs offered. DHS is a combination of three departments that were merged in 1999: Department of Social Services, Department Community Programs (Unified Board) and the Department of Aging. In some counties, they could also choose to add additional departments including: Public Health, Veterans, Child Support and others. That was determined by each county board. The department consists of over 300 employees working in 7 locations: Oshkosh Human Services Building with approximately 165 staff; Neenah Human Service Building with over 100 staff; Crisis Center with over 25 staff; County Jail and Oshkosh Police Department with 1 staff at each, Orrin King with 7 staff; State Street Drop-In Center and Shelter Care with staffing in progress. DHS is the largest county department with five divisions: Administrative, Behavioral Health (BH), Child Welfare (CW), Economic Support (ES) and Long Term Support (LTS).

Human Services Department serves over 65,000 consumers per year. Behavioral Health is the largest division with over 100 employees and addresses mental health concerns and substance abuse. Any Winnebago County resident is eligible to receive services, regardless of ability to pay. The one exception is for mental health therapy with an income limit of 275% of poverty level. Payment percentage is determined by income. BH services include assistance with medications with four prescribers available, office based and community-based treatment. Substance abuse services include crisis and initial assessment, treatment and medication assisted treatment with a goal of reaching people before overdose. Child Welfare is the second largest division per number of employees. If there is suspected child abuse / neglect, the access unit receives a call and gathers details of information. This is passed to initial assessment team to investigate. Sometimes the child is removed from the home or there is a safety plan to keep the child/children at home. Economic Support teams processes about 50,000 cases per year. They assist with applications for Badgercare (health insurance), FoodShare (Snaps), and Childcare. Teams only assist with applications and do not make eligibility decisions. Any possible fraud is referred for investigation. Winnebago County is part of the East Central consortium with nine other counties: Manitowoc, Marinette, Calumet, Green Lake, Kewaunee, Marquette, Outagamie, Waupaca and Waushara. Long Term Support provides support through many programs: early intervention program for birth to 3 years that have a delay to prepare them for school; children's long term support program which serves any age child that has physical or mental disability; Aging & Disability Resource Center (ADRC) provides resources for adults with a disability or elder adults to support their current needs; adult protective services; four *Benefit Specialists* to assist consumers with coordination and application for eligible benefits. All divisions work together to serve the needs of families. Bill Topel mentioned that all divisions do a great job coordinating care as determined the best fit for any given family. Administrative division is described as the 'backbone' of the agency as they support all of the divisions. Records and reception staff are the first to greet consumers. They provide records as requested, transcription, and clerical support for the agency. The finance team handles billing, budgets, grants, funding sources (Medicare, Medicaid) and process claims with over 34,000 last year.

Bill explained our focus on being a county that people want to work for. The great people that work here create a positive work environment. Offering adjusted work schedules for work-life balance as well as using a trauma informed care approach for consumers and staff is an important topic for our agency. Staff are proud of the work they do, as they should be. Our positive outcomes are achieved because of staff. Bill encouraged members to contact him via email or phone with any additional questions.

AGENDA ITEM #5: APPROVE MINUTES OF THE APRIL 4, 2022 HUMAN SERVICES BOARD MEETING

Karen Powers inquired about whether a wheel chair wash was held at the end of April. It was confirmed there was an event held at the Menasha Senior Center. The DHS sponsored event is June 25th, 2002 (see further details below in agenda item #11).

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

AGENDA ITEM #6: ACCEPT MINUTES OF THE APRIL 11, 2022 AGING & DISABILITY RESOURCE CENTER (ADRC) COMMITTEE MEETING

Larry Lautenschlager mentioned that ADRC minutes are accepted by this committee noting the meeting has taken place and these minutes have been reviewed by the facilitator of the meeting. Discussion whether minutes to this committee should be delayed pending ADRC approval, however, members agreed to keep as is. Members will be notified if any changes are made by the committee prior to their approval.

Rebecca Nichols moved for acceptance of these minutes; seconded by Ralph Harrison and carried unanimously. (8-0)

AGENDA ITEM #7: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Director Bill Topel explained the inpatient and institutional placement reports and how they are utilized. The statistics for March 2022: Child Welfare (CW) Division – Juvenile Corrections remains at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 1.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 3.7 ADP with the youth being at 0.7 ADP. Secure Detention is at 2.2 ADP. Foster Care is at 78.5 ADP.

AGENDA ITEM # 8: FINANCIAL REPORT

Janet Rohloff, Administrative Division Manager, shared the unaudited fiscal year end report. This is a monthly report broken down by four categories: labor, travel, capital and operating expenses and is provided for each division. The report shows the adjusted budget for the year, the actual budget and the variance between them as an amount and percentage. All variances are favorable indicating we were on or under budget for that year. A graph showing the monthly expenses and revenues was reviewed. The state releases funds to us throughout the year which causes spikes in certain months. There is also federal money that is received for work done in previous year(s) though the amount and timing are unanticipated each year since it's determined at the federal level and can happen at any time. Per Executive Doemel's directive, we will underbudget expected needs relying on receipt of money from federal funding thus reducing budget accounts. Several human services board members are not in agreement

AGENDA ITEM #9: DEPUTY DIRECTOR REPORT

Renee Soroko, Deputy Director, inquired about interest in boards members attending the WCHSA Spring Conference on May 5 – 6, 2022. The Human Services Public Hearings will be held June 29, 2022 at DHS

Neenah Building from 6:00 – 7:00 p.m. and June 30, 2022 at DHS Oshkosh Building from 8:30 – 9:30 a.m. The budget review will take place after the public hearing. There will not be a Human Services Board meeting in July. **PLEASE NOTE: There has recently been a change on the date and time of Public Hearing which will now be held on Wednesday, June 29, 2022 at 8:30 a.m. - 9:30 a.m. at the Whitman Airport Meeting Room. This meeting will have the option of in-person and Zoom participation. The budget review will be immediately following the public hearing.**

AGENDA ITEM #10: DIRECTOR REPORT

Director, Bill Topel, thanked the new board members for their participation. Please contact Bill with any concerns or agenda items as Bill will share with Larry for an upcoming meeting. This summer we will discuss the potential purchase of the Shelter Care building. Members were welcomed to join Bill for a tour of the DHS Neenah building immediately following the meeting. Bill shared the WCHSA Eastern Region Board Member Group would resume meeting once all counties are back to operating in person.

AGENDA ITEM #11: BOARD MEMBER REPORTS

Donna Lohry welcomed new board members. Donna expressed her appreciation of the excellent work that is done to support families whose lives have been shattered for various reasons. She shared her extreme concern in getting the help we need (with adequate staff) to support everyone in the county appropriately.

Ralph Harrison mentioned that he has been learning a lot about the department and is looking forward to making changes moving forward.

Larry Lautenschlager asked Beth Roberts, Long Term Services Division Manager, to share an update on the upcoming Wheelchair Wash. This annual event provides an opportunity for consumers in wheelchairs to have them cleaned entirely and inspected for any needed repairs. This is a volunteer event where there will be food, compliments of Larry Lautenschlager; music by Franki Moscato; door prizes and is a fun free event. This will take place on Saturday, June 25, 2022 from 10:00 – 12:00 noon at J & R Auto, Main Street, Oshkosh. Everyone is welcome to volunteer or just join in the event.

With no further business Donna Lohry moved for adjournment; seconded by Karen Powers and carried at 5:30 p.m. The next meeting will be held on **Monday, June 6, 2022 at 3:00 p.m. in the Whitman Airport Meeting Room.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb