

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

Minutes

DATE: Monday, May 4, 2020

TIME: 3:00 p.m.

PLACE: Virtual Meeting via Zoom

MEMBERS PRESENT: Jim Koziczowski, Donna Lohry, Mike Norton, Larry Lautenschlager, Jerry Finch, Chris Kniep

MEMBERS EXCUSED: Judy Wright, Karen Powers

STAFF PRESENT: Bill Topel, Mary Fredrickson, Beth Roberts, Ann Kriegel, Annette Beattie, Renee Soroko, Bryn Ceman, Janet Rohloff and Pam Bartelt

OTHERS PRESENT: Sarah Muhlbauer

Jim Koziczowski called the meeting to order at 3:00 p.m.

Roll call was taken.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

AGENDA ITEM #2: UPDATE HUMAN SERVICES DEPARTMENT RESPONSE TO CORONAVIRUS PANDEMIC

Bill Topel informed the members that mid-March until now there have been changes everyday in regards to handling of business due to Covid 19. At this time 65-70% of our staff are now working from home full or part time with those that need to stay at home able to do so. Consumers can continue to come in with a pre-scheduled appointment. They are greeted at the door and asked a few questions regarding any contact they may have had with anyone that has been ill. They are asked about symptoms and their temperature is taken. Contact with consumers has been maintained with more frequent check-in using electronic, telephone and various video communications. We will continue to change according to Governor's directives. Department heads meet weekly to discuss daily practices moving forward.

AGENDA ITEM #3: PROGRAM ADULT PROTECTIVE SERVICES ELDER ABUSE

Bryn Ceman, ADRC Program Supervisor, oversees the Adult Protective Services (APS) program. Winnebago County has the benefit of having these staff housed in the ADRC which is helpful in working with other specialists in the agency such as Information and Assistance Specialist, Disability or Elderly Benefits Specialist and Dementia Care Specialist. Staff do their best to empower individuals so they may

live with dignity and security. APS serves consumers who are in need of assistance due to abuse, neglect, self-neglect and financial exploitations. Referrals can be received from local health care systems or community referrals which can be entirely confidential. In 2019 Winnebago County, the highest number of incidents were in cases of self-neglect. The quickest growing percentage of cases is financial exploitation which is also the national trend. There are a lot of legislative changes taking place to address these concerns. Additional information can be found at our Winnebago County website.

AGENDA ITEM #4: APPROVE MINUTES OF THE MARCH 2, 2020 HUMAN SERVICES BOARD MEETING

Donna Lohry moved for approval of these minutes as written; seconded by Mike Norton and carried unanimously (6-0).

AGENDA ITEM #5: ACCEPT MINUTES OF THE MARCH 9, 2020 ADRC COMMITTEE MEETINGS

Mike Norton moved for acceptance of these minutes; seconded by Donna Lohry and carried unanimously (6-0).

AGENDA ITEM #6: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel stated that placement statistics remain pretty much the same. Child Welfare (CW) Division – Juvenile Corrections remains at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 2.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 3.9 ADP with the youth being at 0.3 ADP. Secure Detention is at 3.8 ADP. Foster Care is at 83.8 ADP.

AGENDA ITEM # 7: FINANCIAL REPORT

Mary Fredrickson shared the 2019 unaudited financial report. All our expenses are entered and we ended with \$2.6 million that is returned to the general ledger. We budgeted at 98.1% of our actual expenses. We under-budgeted 6.7% in revenues with the majority of unanticipated money coming in from Economic Support Division for work done in 2016 and 2017, and an enhanced MA rate. LTS saw the wait list reduced and more children receiving services, which we will likely continue to see move in that direction this year. In BH some unanticipated revenue for opioid services, OWI fee collections and we received more money for MA outpatient programs, specifically Community Comprehensive Services (CCS).

Mary also addressed the 2020 Financial report through March 2020. Winnebago County Crisis Center is up and running since April 2020 and we will now be billing based on a service fee billing system. The Covid 19 Act will affect the budget as travel expenses will be down and at this point, it is unknown how it will affect our billing. CW is incurring additional expenses as we support families that are now confined to their homes and may not be working.

AGENDA ITEM #8: DIRECTOR'S REPORT

Bill commented that he is in contact weekly with other directors via conference calls in regards to working and providing services and support during Covid 19. Staff have adapted to this new reality doing a

fantastic job in getting things done in meeting the needs of our consumers. All conferences have been cancelled or postponed at this time. Travel has been reduced or eliminated.

Discussion was had on working from home in regards to safety and security for all. Bill noted that all staff working from home had guidelines and were required to sign an agreement. Evaluation of the practices will be reviewed to identify what worked well.

AGENDA ITEM #9: BOARD MEMBER REPORTS

Jerry Finch thanked Bill and all staff for their efforts in continuing to serve the community.

Chris Kniep mentioned that the permanency plan reviews will be taking place tomorrow via teleconference for 13 individual reviews.

Donna Lohry shared her concern about mass inoculation. Donna also commented on the promotion of community gardens.

Mike Norton noted that communication processes may be improved due to methods being used during this time.

Chairman Jim Koziczowski mentioned that once the county executive appoints a new member to this board, we will have elections.

With no further business Mike Norton moved for adjournment; seconded by Jerry Finch and carried at 4:20 p.m. The next meeting of the Human Services Board will be held on **Monday, June 1, 2020 at 3:00 p.m. with location to be determined.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb