

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

Minutes

DATE: Monday, June 1, 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, Karen Powers

MEMBERS EXCUSED: Judy Wright

STAFF PRESENT: Bill Topel, Mary Fredrickson, Beth Roberts, Ann Kriegel, Annette Beattie, Renee Soroko 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: APPROVE MINUTES OF THE MAY 4, 2020 HUMAN SERVICES BOARD MEETING

Mike Norton moved for approval of these minutes; seconded by Larry Lautenschlager and carried unanimously. (7-0)

AGENDA ITEM #3: ACCEPT MINUTES OF THE MAY 12, 2020 ADRC COMMITTEE MEETINGS

Jerry Finch moved for acceptance of these minutes; seconded by Donna Lohry and carried unanimously. (7-0)

AGENDA ITEM #4: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel shared that placement statistics showed that the 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 are at 2.4 ADP with the youth being at 1.3 ADP. Secure Detention is at 3.2 ADP. Foster Care is at 87.5 ADP. Winnebago County Crisis Center (WCCC) is now operational with 8 residents.

AGENDA ITEM # 5: FINANCIAL REPORT

Mary Fredrickson addressed our financial budgeting for the current year to date where we were on target in January and February and then COVID occurred. We are doing very well with revenue coming in despite COVID and we are under-spending. Expenditures are under budget in labor area with less being spent due to positions that haven't been filled and employees that have recently left the agency. Child Welfare (CW) had nine employees resign since the first of the year with only some of these being refilled at this time. Behavior Health (BH) has started working with the new program with the DA's office that had two positions set up. One position has been filled however that person will be going on leave soon. Travel is another area that is under-budget. This includes mileage as well as trainings and hotel stays where this has all been affected by COVID. Trainings and meetings are still taking place in a different way such as online or virtual which saves the cost of travel. Operating expenses are slightly over-budget in the Administrative Division as there have been unexpected expenses in technology with setting up staff for telecommuting; PPE, plexiglass and sanitizing materials to keep people safe within the building; Zoom accounts to provide staff methods to continue servicing consumers and participate in trainings. Some of our provider costs are down as facilities are not able to take on additional residents due to COVID. Staff are having more conversations and contact via phone and Zoom with very good results.

AGENDA ITEM #6: DIRECTOR'S REPORT

Bill shared that all counties are now in some stage of planning for what things will look like as we reopen buildings. A committee was created consisting of departments heads in order to look at what needs to be addressed as we safely prepare for this return. As of next week, Human Services staff will be required to wear masks everywhere in the building unless they are at their desk. Consumers will be encouraged but not required to wear masks as CDC is still advising masks be worn.

Certain divisions can effectively and efficiently complete their work duties from home and may continue to do so. Federal and state guidelines need to be followed as we do this. Contact with many consumers has increased as they are more readily available via phone and/or zoom with less missed appointments.

Information is being gathered and reported regarding monies that have been spent as a result of affects from COVID in the county.

Bill reported the Human Services Public Hearing and Budget meeting will take place via Zoom. Division managers will highlight major changes. The goal has been that we try to develop a budget based on last years tax levy. Discussion was had on looking at the possibility of doing this meeting in-person safely and will be checked out and communicated. Board Chair will make the final decision.

AGENDA ITEM #7: BOARD MEMBER REPORTS

Donna Lohry shared that she has been working with the city on getting some garden spaces for consumer that are interested in planting a garden. Donna is becoming involved with committees to deal with diversity in our community.

Chris Kniep is working with Rebecca Groleau and the Aging Group as they plan to offer the *Powerful Tools for Caregivers* series using Zoom. The state organization is trying to make this happen as well.

Chris shared that she was involved with the permanency plan reviews and the CW staff had them so well organized with a system to maintain confidentiality for all and were able to make the connections needed. Chris is also part of an eviction workgroup that is focusing on Oshkosh area but is broader than that. Advocap will be the agency in our area that will be handling rent relief and are currently in training to help families in Winnebago County.

With no further business Mike Norton moved for adjournment; seconded by Jerry Finch and carried at 4:00 p.m. The Public Hearing and Annual Budget Review Meeting will be held on Thursday, June 18, 2020 via Zoom, unless Board Chair determines it to be an in-person meeting. The next meeting of the Human Services Board following the public hearing will be August 3, 2020.

Respectfully submitted by Pam Bartelt, Human Services Department/pb