

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

Minutes

DATE: Monday, June 6, 2022

TIME: 3:00 p.m.

PLACE: Whitman Airport Meeting Room

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

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

OTHERS PRESENT: Morris Cox, County Board Supervisor

Chairman Larry Lautenschlager called the meeting to order at 3:06 p.m.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

PROGRAM #2: BUDGET OVERVIEW

Director Bill Topel shared that the Human Services Budget is governed by Chapter 46.26 of Wisconsin Statutes. The administrative division, with directive from County Executive Jon Doemel, creates a budget for the Human Services Board members. Board members will listen to input from the public hearing and make adjustments as they deliberate on the budget. The budget is built around what the department is expected to spend in terms of employee costs, overhead and provider costs. Approximately twenty years of past budget actuals are used as a guideline to determine next years budget. This year's target for all departments is 0% increase. The 2023 budget has been reduced by \$1.5 million with a combination of reductions in personnel, contracted provider services and internal expenses. The budget will be reviewed in detail at the public hearing scheduled on June 29, 2022 at the Whitman Airport Meeting Room. Once the Human Services Board approves the budget, the County Executive will review. County Executive meets with each department head to review and finalize. In October, the county board will review all department budgets. Bill explained that having a surplus at the end of a year has no effect on the next years budget as any surplus is returned to the County's general fund. Surplus has been high due to reduced cost for placements; reduction in staff travel expenses due to Covid; unanticipated state and federal funding received during the final quarter, which is used for purchases already made, thus freeing up tax levy monies. Future years will likely entail continued budget cuts causing a need for clear identification of state mandates for services and personnel. For the Human Services Department, cuts equal less available services/programs and less employees. Questions and suggestions on budget items/procedures can be directed to Bill via email, mail or phone.

AGENDA ITEM #3: APPROVE MINUTES OF THE MAY 2, 2022 HUMAN SERVICES BOARD MEETING

Karen Powers moved for approval of these minutes; seconded by Jeff Beem and carried unanimously. (9-0)

AGENDA ITEM #4: ACCEPT MINUTES OF THE MAY 9, 2022 ADRC COMMITTEE AND FEBRUARY 8, 2022 ADVISORY COMMITTEE FOR CHILDREN'S VOLUNTARY SERVICES MEETINGS

Jeff Beem moved for acceptance of these minutes; seconded by Karen Powers and carried unanimously. (9-0)

AGENDA ITEM #5: AMEND THE TABLE OF ORGANIZATION FOR WINNEBAGO COUNTY DEPARTMENT OF HUMAN SERVICES TO BLEND TWO PART TIME ADMINISTRATIVE ASSOCIATE POSITIONS INTO ONE FULL TIME POSITION

Director, Bill Topel, explained due to the timing of *Personnel & Finance Committee Meeting* this month as well as there being no transfer of funds required, this resolution was heard during *Personnel & Finance Committee* on June 2, 2022 for approval prior to coming to this committee. The resolution requests combining two current part time positions to one full time position. Karen Powers made a motion to bring the resolution to the table for discussion; seconded by Chris Kniep. Motion was approved unanimously (9-0). Chris Kniep moved for approval of the amendment to the table of organization; seconded by Karen Powers. Motion approved unanimously (9-0).

AGENDA ITEM #6: CONSIDER & ACTION, IF ANY, ON FUTURE LOCATION FOR HUMAN SERVICES BOARD MEETINGS

Chairman Larry Lautenschlager addressed the concern of not having the necessary equipment to fulfil the requirement to record and offer a virtual option for public county meetings. Discussion was had on various options including purchasing equipment or finding alternate locations. DHS has requested equipment specifically for Oshkosh and Neenah buildings. A decision was made to use the Whitman Airport location for now. Becky Nichols will check with the Neenah Public Library as an option.

AGENDA ITEM #7: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Director Bill Topel reviewed placement statistics: 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 2.5 ADP with the youth dropping to 0.1 ADP. Secure Detention is at 2.2 ADP. Foster Care is at 76.5 ADP.

Bill stated that we are currently renting our shelter care facility from Lutheran Social Services. Approximately 75% of positions have been filled and we have been licensed by the state. Once we are close to being 100% staffed, children will be brought back to Winnebago County Shelter Care.

AGENDA ITEM # 8: FINANCIAL REPORT

Director Bill Topel shared the financial report, stating that this report is for the first four months only and is based on eight months of projected figures. New codes have been set up to allow for the tracking of

Shelter Care and the *Connect Program* costs. The Department has been awarded an additional \$90,402 for the State Opioid Response grant for unmet needs.

AGENDA ITEM #9: DEPUTY DIRECTOR REPORT

Renee Soroko described the *Budget Book* and the *Annual Report* that each member will be receiving prior to the public hearing. Each division manager will present their portion of the budget on June 29, 2022. The Annual Report is a re-cap of the previous year. These items will be mailed or delivered directly to board members as soon as they are available. Renee mentioned there has been staff movement with incoming new staff, the *Veterans Department* relocating to Human Services Building on 3rd floor and our *Connect Program* staff having moved to the Orrin King Building.

AGENDA ITEM #10: DIRECTOR REPORT

No additional report. A question was raised in regards to the *Neighborhood Grant* written by Public Health Department. Our portion will be a homelessness prevention program. The money has not yet been received for this project.

Bill addressed a concern raised by a board member who received a letter from an employee about building safety. The agency offers several safety trainings and has recently made more available for interested staff. We have worked with the Sheriff's Dept to coordinate appropriate trauma informed care trainings. A safety phone button and procedure are in place to aid and support staff in escalated situations. All DHS employees in Oshkosh and Neenah Human Services buildings are stationed in secured/locked areas. DHS has had periodic building assessments from local fire department and law enforcement agencies. Recommendations are addressed as feasible and/or relayed to the facility department.

AGENDA ITEM #11: BOARD MEMBER REPORTS

Karen Powers mentioned the possibility of a community member getting a tour of the Winnebago County Crisis Center. She will address with Bill Topel.

Chris Kniep asked that we get continue to be updated on the homelessness prevention program.

Larry Lautenschlager reminded everyone of the upcoming *Wheelchair Wash* on Saturday, June 25, 2022 at J & R Auto on Main Street, Oshkosh. Beth Roberts, Long Term Support Division Manager, noted the volunteer event will take place from 10:00 a.m. until noon providing food, music and fun. Any and all volunteers are welcome.

The Human Services Public Hearing will be held on **June 29, 2022 from 8:30 – 9:30 a.m. at the Whitman Airport Meeting Room, 525 W. 20th Avenue, Oshkosh**. This will be a hybrid meeting with in-person as well as Zoom options. Please see the Winnebago County website or Facebook page for details.

With no further business Karen Powers moved for adjournment; seconded by Ralph Harrison and carried at 4:35 p.m. The next regular board meeting will be on **Monday, August 1, 2022 at 3:00 p.m.** currently scheduled to meet at Whitman Airport.

Respectfully submitted by Pam Bartelt, Human Services Department