

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

Minutes

DATE: Monday, August 2, 2021

TIME: 3:00 p.m.

PLACE: Oshkosh Human Services Building Room 33

MEMBERS PRESENT: Larry Lautenschlager, Mike Norton, Harold Singstock, Jerry Finch, Karen Powers

MEMBERS EXCUSED: Donna Lohry, Chris Kniep, Nicole Neuhoff

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

OTHERS PRESENT: Jon Doemel, County Executive; Vicky Fitzgerald, Director of County Finance Department

Chairman Larry Lautenschlager 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 JUNE 7, 2021 HUMAN SERVICES BOARD MEETING; JUNE 16, 2021 AND JUNE 17, 2021 PUBLIC HEARINGS; JUNE 17, 2021 HUMAN SERVICES BOARD MEETING FOR BUDGET REVIEW

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

AGENDA ITEM #3: ACCEPT MINUTES OF THE MAY 11, 2021 ADVISORY COMMITTEE FOR CHILDREN'S VOLUNTARY SERVICES MEETING; JUNE 14, 2021 AND JULY 12, 2021 ADRC COMMITTEE MEETINGS

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

AGENDA ITEM #4: CONSIDER & ACT ON RESOLUTION TO CREATE A RESERVE FUND FOR DEPARTMENT OF HUMAN SERVICES

Bill Topel shared a draft of the resolution to create a reserve fund for DHS per the vote from Human Services Board at previous meeting. Bill introduced Jon Doemel, County Executive and Vicky Fitzgerald,

Director of County Finance Department. Jon shared a letter asking the board to consider tabling the request. Jon stated he is committed to ensuring Human Services is adequately serving the needs of our citizens. He shared his reservations on creating this reserve fund at this time. There is currently a general fund account set up for Winnebago County. Creating a fund could cause future debate on the appropriateness of spending it down regarding the rules of use. Levy limits have created budget constraints for all departments and this would move away from a team approach. Other policy discussion may be given to DHS maintaining any budgetary surplus in a carryover or non-lapse situation. Discussion regarding pros and cons as well as timing.

Mike Norton motioned to table this resolution until March 2022, seconded by Harold Singstock and carried with 3-2 vote.

AGENDA ITEM #5: CONSIDER & ACT ON ELIMINATING A FINANCIAL ASSOCIATE II POSITION AND CREATING AN ACCOUNTING ASSOCIATE POSITION

Janet Rohloff explains there is a Financial Associate II staff person retiring 9/1/2021. Currently, this position manually enters all admittance information. We would like to upgrade the position to the title of "accounting associate" which will allow for additional tasks to support the agency's needs. As we grow and specialize in community services, so does the need for administrative support. Upgraded duties include resolving claim denials, review of aging reports, in-house CPT coding, monthly accounting transaction and grant activity summaries. It's not a new position rather changing the job title with additional duties to an existing position on the table of organization.

Karen Powers moved to approve; seconded by Jerry Finch and approved unanimously. (5-0)

AGENDA ITEM #6: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel reviewed placement statistics: 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 2.9 ADP with the youth being at 2.5 ADP. Secure Detention is at 1.3 ADP. Foster Care is at 67.3 ADP.

AGENDA ITEM # 7: FINANCIAL REPORT

Janet provided the financial report for June. Labor indications for some of the divisions are shown as being over budget which is due to reorganization where some positions were realigned from admin and placed under the division they are supporting. Currently we are showing approximately \$4 million in unspent funds. 5 year trends were reviewed prior to the pandemic and it was determined that 56.4% of our savings are pandemic related. Graphs indicated that actual monthly expenses have an upward trend. Revenue will spike throughout the year depending on when the state releases funds and then will even out over the year. The vast majority of surplus is in Operational Savings. Unanticipated revenue increased due to funds that were reimbursed by the state from the prior years' work. The largest discrepancy between budgeted vs projected expenses was under operating expenses such as CBRFs. Residential facilities are becoming fully operational again. There was a change at the state level where the MA benefit now goes directly to the facility for the treatment portion where we are responsible for room and board thus decreasing direct costs to contracted providers.

AGENDA ITEM #8: PROGRAM

Bill shared Human Services related updates from the 2021-23 State Biennial Budget. Some of the highlights include: increased rates charged to county for placement at Lincoln Hills; Kinship Care payments are going up from \$254 to \$300 per child; Foster Care increase for level 1 monthly rate from \$254 to \$300 per child; Nursing Home Reimbursements are going up; Direct Care Workforce Funding for agencies has increased; Outpatient Mental Health and Substance Abuse services will see a 15% increase in reimbursed rate; Medication-Assisted Treatment for opioids has additional funds; Autism Services will see increased reimbursement rate; Methamphetamine Addiction Treatments funds for training providers; Building Commission - added funds for allowing expansion for an additional site in Eau Claire where Winnebago is currently the only site available for the state.

AGENDA ITEM #9: DEPUTY DIRECTOR REPORT

Renee stated that as of August 2nd the majority of staff have returned to the office with the exception of economic support. The majority of economic support will rotate between the office and telecommuting. Range of feedback regarding staff's preference from those who feel everyone should be in the office full time to those that feel the majority should telecommute as much as possible.

AGENDA ITEM #10: DIRECTOR REPORT

Bill noted the CDC has upgraded Winnebago County to 'substantial' level of transmission risk. Following this guidance, staff may be asked to wear masks indoor regardless of whether they have been vaccinated. The next meeting will be in person at DHS Neenah Building unless determined otherwise due to CDC guidelines.

AGENDA ITEM #11: BOARD MEMBER REPORTS

Mike Norton mentioned the strong need to continue support of the eviction moratorium moving forward to assist with housing needs in Winnebago County. Saturday August 7, 2021 is the Annual Winnebago County Wheelchair Wash.

With no further business Jerry Finch moved for adjournment; seconded by Karen Powers and carried at 4:35 p.m. The next meeting of the Human Services Board is planned to be held on **Wednesday, September 8, 2021 at 3:00 p.m. in the Neenah Human Services Building in Room 008.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb