

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

**Minutes**

**DATE:** Monday, August 3, 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, Stephanie Spellman

**MEMBERS EXCUSED:** Judy Wright

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

**OTHERS PRESENT:** Sara Muhlbauer, Lakeland Care; Alyssa Bolante, County Board District 16; Steve Binder, County Board District 13; Yee Leng Xiong, Marathon County Board District 19.

Bill Topel called the meeting to order at 3:00 p.m.

**AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS**

Steve Binder, County Board Supervisor District 13, asked that the Human Services Board have a discussion on the need for a Diversity Affairs Commission and share this with the county board as there is a need for education throughout our community.

**AGENDA ITEM #2: NEW BOARD MEMBER INTRODUCTION**

Bill Topel introduced our new board member Stephanie Spellman who has replaced the position held by Harold Singstock as he has resigned. Stephanie is in her second term on the county board, is on the Neenah City Council, DHS Personnel and Finance Committee and Information Systems Committee. She shared that she is a learning and development manager and is interested in helping out in the community. Introductions were given by all in attendance.

**AGENDA ITEM #3: ELECTION OF OFFICERS**

Bill opened election of officers. Jerry Finch nominated Jim Koziczowski for Chairperson; seconded by Larry Lautenschlager. There were no other nominations. Mike Norton made a motion to accept this nomination; seconded by Larry Lautenschlager which was approved unanimously. (8-0)

Bill turned the meeting over to Chairman Jim Koziczowski. Jim opened nominations for Vice-Chairperson. Karen Powers nominated Larry Lautenschlager for Vice-Chairperson; seconded by Mike Norton. There were no other nominations. Mike Norton made a motion to accept this nomination; seconded by Jerry Finch which was approved unanimously. (8-0)

Jim Koziczkowski nominated Karen Powers for Secretary; seconded by Mike Norton. There were no other nominations. Larry Lautenschlager made a motion to accept this nomination; seconded by Jerry Finch which was approved unanimously. (8-0)

#### **PROGRAM #4: 2019 ANNUAL REPORT**

Bill shared that Annual Report is a newer report to highlight the service areas and major points in all five divisions: Administrative, Behavior Health, Child Welfare, Economic Support and Long Term Support. Human Services is the public social safety net for all of Winnebago County to support the needs of the community that are not addressed by other non-profit groups. A copy of the report was shared with all members. Division managers shared the highlights and accomplishments of each of their areas. A major focus was the pulling together of the 5 Year Strategic Plan which was addressed across all divisions. Donna Lohry made a motion to accept the 2019 Annual Report as presented; seconded by Jerry Finch and approved unanimously. (8-0)

#### **AGENDA ITEM #5: APPROVE MINUTES OF THE JUNE 1, 2020 HUMAN SERVICES BOARD MEETING AND JUNE 18, 2020 HUMAN SERVICES PUBLIC HEARING AND BUDGET REVIEW**

Jerry Finch moved for approval of these minutes; seconded by Larry Lautenschlager and carried unanimously. (8-0)

#### **AGENDA ITEM #6: ACCEPT MINUTES OF THE MAY 12, 2020 SPECIALIZED TRANSPORTATION COUNCIL; JUNE 8, 2020 AND JULY 13, 2020 ADRC COMMITTEE MEETINGS**

Mike Norton moved for acceptance of these minutes; seconded by Donna Lohry and carried unanimously. (8-0)

#### **AGENDA ITEM #7: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS**

Bill Topel stated that placement statistics showed that Child Welfare (CW) Division – Juvenile Corrections remains at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 0.8 ADP, Behavioral Health (BH) - Specialty Hospitals for adults is at 2.8 ADP with the youth being at 0.4 ADP. Secure Detention is at 3.3 ADP. Foster Care is at 84.5 ADP. Bill commented that CW has done a great job using in-home services to keep children at home or closer to home if placement is needed.

#### **AGENDA ITEM #8: FINANCIAL REPORT**

Mary Fredrickson noted that with fewer placements, it is projected that our operating expenses are going to be at about 90% of what was budgeted. It is anticipated we will be spending about 96% on labor with vacancies in our CW and BH area. Fringe benefits have varied this year with 12 of our new staff waiving coverage and 8 staff choosing a single plan. In the past we have seen and budgeted for a family plan. Travel is down by 50% as trainings are taking place in virtual manners. Operating expenses, primarily due to placements, are anticipated to be at about 90% of budgeted. Unanticipated revenue was received from GWAAR for work done in 2019. Economic support received money for work done in 2018. CW received monies for sex trafficking due to placements. Additional monies were received from federal funds due to COVID. Other claims for COVID related items will also be addressed.

**AGENDA ITEM #9: REVIEW AND DISCUSSION ON BANNING CONVERSION THERAPY IN WINNEBAGO COUNTY, ACTION IF NEEDED**

Mike Norton asked that we carry this item to the September 2020 agenda.

**AGENDA ITEM #10: REVIEW AND DISCUSSION ON A RESOLUTION TO CREATE A DIVERSITY AFFAIRS COMMISSION IN WINNEBAGO COUNTY, ACTION IF NEEDED**

Mike Norton introduced Yee Leng Xiong from Marathon County in Wisconsin. Yee feels strongly that the education supported by the creation of a Diversity Affairs Commission is crucial to the advancement of Winnebago County. The commission will help make recommendations on policies and initiatives, but most importantly help encourage discussions in county government on especially important topics such as diversity, inclusion, and fostering and creating a welcoming community. Discussion was had on the scope of the resolution and the inclusion of all of Winnebago County to move this forward. The resolution spells out the requirements for the members filling the positions. All members are in favor of moving this forward.

**AGENDA ITEM #11: APPROVE BUDGET TRANSFERS RELATED TO COVID 19**

Mary Fredrickson addressed two of the budget transfers where we have been offered monies falling into the long-term support area, all being related to nutrition services and are due to COVID. The first transfer is dealing with nutrition in regards to home delivered meals; IIIE which is National Family Caregiver Support Program and would support individual adults to continue living at home; ADRC has given monies to support elder abuse victims and other client related expenses. The next group is a mental health block grant to help cover more office related expenses. All members voted to approve this unanimously. (8-0)

Mary shared that the second transfer is for a sanitizing unit which will be used to decontaminate rooms at our new crisis center as occupants move in and out of the facility. This is not a mobile unit. All members voted to approve this unanimously. (8-0)

**AGENDA ITEM #12: REVIEW AND APPROVE NEW COVID MORTGAGE ASSISTANCE PROGRAM AND BUDGET TRANSFERS FOR SAME**

Bill explained that this is a grant program that is being run in many counties all over the country. Once approved by Personnel & Finance as well as receiving state approval, this would assist consumers that have not been able to make their mortgage payments on their primary residence due to Covid related issues. Some of the money would also be used to cover the additional cost of employee expenses in order to process these applications. These applications need to be submitted and processed by October 31, 2020. All members voted and approved this unanimously. (8-0)

**AGENDA ITEM #13: DIRECTOR'S REPORT**

Bill mentioned that the process of hiring the new Deputy Director is still underway. Bill thanked Mary for all her years of service.

As Covid continues to be of concern, staff are doing their best to continue with all services for consumers.

Information was shared regarding a grant that would propose to place a Human Services staff at Lakeland Care as an advisor and consultant for Winnebago county residents. The staff would help with crisis planning to better serve county residents in order to reduce hospital admissions. Lakeland Care and Human Services would share the cost of the employee with both benefitting greatly. The position will be part of the 2021 budget. If approved they will be housed at Lakeland Care facility and supervised by the DHS BH Division. Sarah Mulbauer shared that they have identified that their staff are not experts in this area and are excited to have ready access to this professional position placed with them.

Bill confirmed with Mike Norton and Stephanie Spellman that they are interested in continuing as Human Services Board Members as of 12/31/2020 for three more years, which they accepted.

#### **AGENDA ITEM #14: BOARD MEMBER REPORTS**

Jerry Finch thanked Mary for her services to the county as she will be greatly missed by all.

Chris Kniep mentioned that the *Powerful Tools Course* did take place virtually with six participants. She thanked Rebecca Groleau and the LTS staff for piloting this program.

Karen Powers wanted to thank Mary for her years of service. Karen shared her appreciation of DHS board members and staff and all they do for the community.

Mike Norton inquired about the masks that were purchased by county. Bill shared that they will be distributed to all staff and then look at the need in non-profit organizations in the county. Mike mentioned the virus testing that will be in the area at two sites and asked that transportation be looked at for those in need of getting to those sites.

Mike Norton and Larry Lautenschlager were recently elected as Vice Chairpersons for NACo Committees.

Stephanie Spellman commented that she is glad to be part of the Human Services Board.

With no further business Mike Norton moved for adjournment; seconded by Jerry Finch and carried at 5:10 p.m. The next meeting of the Human Services Board will be held on **Wednesday, September 9, 2020 at 3:00 p.m. with the location to be determined.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb