

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

Minutes

DATE: Monday, October 5, 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, Renee Soroko, Beth Roberts, Ann Kriegel, Annette Beattie, Janet Rohloff 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.

PROGRAM #2: UW EXTENSION ON THE EVICTIONS COALITION

Bill introduced Todd Wenzel from the UW Extension Office who also sits on the Winnebago County (WC) Eviction Task Force. They have been doing a lot of work in the past six months to understand what is happening in WC with regard to evictions and the pandemic. The task force was formed by Oshkosh Area United Way, Winnebago Conflict Resolution Center and the Oshkosh Area Community Foundation with a focus of addressing immediate eviction concerns during the pandemic and ongoing eviction problems in WC. Todd is an advocate for the Rent Smart which is a learning program for first time renters or those that have difficulties in the past. This program helps renters understand their role as a renter including the legal and financial aspects. The education from the program would help to prevent evictions before they occur. There is a wide cross section of community members involved in the group. Anyone is welcome. They have been meeting weekly since April and have developed tenant/landlord info sheets that were distributed within WC. They also developed a landlord questionnaire to get feedback from landlords to understand what they were seeing. They are now looking to find a facilitator through a grant from to try to identify what is causing evictions and how can we come together as a community with non-profit and governmental institution to make some changes and organize and coordinate everyone that has a stake in this. Evictions have steadily increased in WC since 2016 with a significant jump in filed evictions 2018 to 2019. In March, April and May there was a Wisconsin moratorium banning evictions based on financial reasons. In June this was lifted and the evictions increased. The CDC eviction moratorium came in the beginning of September and there were still 46 filed evictions in September. So far in October there have been 82 filed evictions. Evictions for reasons other than financial are still occurring. This is all public record and can be found CCAP. It is a landlord's market right now with many applications being received per each vacancy. Many landlords are also being affected by losses of rental income which is a concern. At the onset of COVID a tip sheet was created by the task force in regards to some actions to be taken and resources that could be shared with tenants

and landlords in need of assistance. One such program is the WRAP program through Cares funds. They also created some guidelines for tenants to help them understand all the resources available to help keep consumers in their rental units.

Chris commented that much of this work of the task force has been going on for many years as this has been an issue prior to COVID.

Larry Lautenschlager departed the meeting. Donna Lohry joined the meeting.

AGENDA ITEM #3: APPROVE MINUTES OF THE SEPTEMBER 9, 2020 HUMAN SERVICES BOARD MEETING

Jerry Finch moved for approval of these minutes; seconded by Karen Powers and carried unanimously. (7-0)

AGENDA ITEM #4: ACCEPT MINUTES OF THE SEPTEMBER 14, 2020 ADRC COMMITTEE MEETINGS

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

AGENDA ITEM #5: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel stated that placement statistics showed that Child Welfare (CW) Division – Juvenile Corrections continues to remain at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 1.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 2.4 ADP with the youth being at 1.7 ADP. Secure Detention is at 2.2 ADP. Foster Care is at 79.4 ADP which is the lowest number we have had.

AGENDA ITEM # 6: FINANCIAL REPORT

Our bottom line projection for year end is still looking very favorable, and we anticipate that the department will have a surplus of over \$4 million for this year. Overall expense savings are projected to be 6.2% this year. We are not expecting any further significant swings in expenses in the labor or travel expense categories as we move into the 4th quarter. It is very difficult to predict how our operating expenses may trend for the latter part of the year. As in other cost categories, this one has also been significantly affected by Covid 19. Placements were beginning to pick up slightly, but with the coronavirus numbers as high as they currently are, we may revert to fewer expenses once again as facilities struggle with staffing issues and take additional measures to try to mitigate the spread of the virus. Fewer placements will result in less expenses which will have an impact on our bottom line.

When reviewing the anticipated year end surplus, the operating expenses category accounts for 35.4% of our projected savings. This category is comprised of office expenses, operations, repair & maintenance, utilities, contractual services and insurance expenses. The largest contributor to the surplus is in contractual services in both the Behavioral Health and Child Welfare Divisions, with the largest savings projected in the CBRF and Family Training Skills line items. As noted, additional expenses this month were a grant to the Day by Day Warming Shelter and support for the Winnebago Catch-A-Ride program. These expenses totaled \$15,000. Year-end revenues are expected to account for over 40% of the projected bottom line surplus. Approximately 10% of this is attributed to unanticipated revenue which through this reporting period accounted for nearly half a million dollars. \$131,200 was posted this month primarily for prior year final adjustments. As mentioned last month, we had submitted our second reimbursement request for the Routes to Recovery program funded via CARES funding. All items claimed were approved. The revenue will be transferred to our budget by the Finance Department once they have received these funds.

AGENDA ITEM #7: DISCUSS AND ACT TO REFER RESOLUTION ON CREATING A DIVERSITY AFFAIRS COMMISSION TO UW EXTENSION COMMITTEE:

Bill explained that per his discussion with Mary-Anne Mueller, the resolution on creating a diversity affairs commission that Mike Norton, Larry Lautenschlager, Stephanie Spellman and other board members brought before the committee in September needs approval by the Human Services Board Committee in order to refer this to the UW Extension Committee.

A motion was made to refer this to the UW Extension Committee by Donna Lohry; seconded by Stephanie Spellman and carried unanimously. (7-0)

AGENDA ITEM #8: DIRECTOR'S REPORT

Bill notified the board that DHS has a Family Mobile Team which consist of two staff that identify children and families that are in crisis. The team will go to the home and work with the family to develop a plan to keep children at the home. They have been housed under the BH division and are now moving to the CW division. There were no objections so this will move forward.

With COVID cases increasing there have been more staff that have needed to self-quarantine. While we have not had an increase of cases in staff, this puts a little more strain on all staff to cover workloads. Break rooms have now been closed and staff are taking their breaks in their offices to avoid unnecessary exposure. Our Public Health Department has been stressed with the increase of cases and all the contact tracing that is needed. Some DHS staff have volunteered but there is still a need for additional support.

There may be an increase in placements in the third quarter in CW as well as BH. Staff is doing everything they can to keep families together and in our local area. Next year we will still budget for reduced placements, minimal contracted providers cost and include salary and fringe increases.

AGENDA ITEM #9: BOARD MEMBER REPORTS

All board members commented on the endurance of the staff as they continue to provide services as the pandemic continues to be a concern.

Mike Norton mentioned that he would like updates on staff turnover as well as the status of the diversion program, Connect, at the DA's request. Mike noted the importance of moving forward with promoting the Healthy Living discount program.

Donna Lohry commented on moving forward to make changes in laws involved with the sharing of information in regards to the Kinship care program.

With no further business Mike Norton moved for adjournment; seconded by Jerry Finch and carried unanimously at 4:15 p.m. The next meeting of the Human Services Board will be held on **Monday, November 2, 2020** via Zoom.

Respectfully submitted by Pam Bartelt, Human Services Department/pb