

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

Minutes

DATE: Monday, November 2, 2020

TIME: 3:00 p.m.

PLACE: Virtual Meeting via Zoom

MEMBERS PRESENT: Jim Koziczowski, Donna Lohry, Mike Norton, Larry Lautenschlager, Jerry Finch, Karen Powers, Stephanie Spellman

MEMBERS EXCUSED: Judy Wright, Chris Kniep

STAFF PRESENT: Bill Topel, Renee Soroko, Ann Kriegel, Annette Beattie, Heather Foust, 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

Bill Topel introduced Heather Foust as our new Behavioral Health Division Manager. Welcome Heather! Bill provided information on a program from NACo for a new and improved ***Live Healthy Discount Drug Program*** that focuses on getting a prescription drug discount card for citizens in Winnebago County that do not have access to some type of discount for prescriptions. This can provide a savings of 15 – 40% on the cost of prescriptions. The new discount card is through CVS Caremark and has added additional benefits including dental, vision, hearing, diabetic supplies. In addition to having the card, there is a fee of \$5.95/month for the vision, hearing and diabetic supply discounts and an additional \$5.95/ month for the dental services. The prescription discount card cannot be used in combination with any other discount card. This card is free and can be applied for at www.livehealthycard.com . This information will be presented to the public through brochures, posters which will be shared with local providers and vendors, public service announcements, posted on our Facebook page and website pages.

AGENDA ITEM #3: APPROVE MINUTES OF THE OCTOBER 5, 2020 HUMAN SERVICES BOARD MEETING

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

AGENDA ITEM #4: ACCEPT MINUTES OF THE OCTOBER 12, 2020 ADRC COMMITTEE MEETINGS

Donna Lohry moved for acceptance of these minutes; seconded by Mike Norton 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 remains at 0.0 Actual Daily Populations (ADP) for the third year now. Residential Care Centers are at 1.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 3.1 ADP with the youth being at 2.5 ADP. Secure Detention is at 1.8 ADP. Foster Care is at 77.0 ADP.

AGENDA ITEM # 6: FINANCIAL REPORT

Janet shared that at last month's meeting, we were asked to provide a summary of the Routes to Recovery Cares reimbursement. The expense categories listed are those that we are required to submit under. Public health and safety was the largest category of expense. Most of these were Child Welfare expenses associated with a variety of family needs due to covid. Telework facilitation was primarily for staff equipment and connectivity needs to get people up and running to work from home. 46% of the total operating expenses were reported for the Child Welfare Division and 36% from Administration. Labor expenses were reimbursed for Behavioral Health and Child Welfare supervisory staff. Our department's funding is complex and to try to ensure that we were not "double dipping" with labor reimbursement, the other divisions were not included as staff is already funded from other, non-levy sources. The Finance Department is in the process of making all the necessary budget adjustments and revenue transfers to properly account for covid monies in each of the departments. We will be submitting our 3rd and final Routes to Recovery reimbursement request later this week for expenses through October 31.

For our September projections, we are staying fairly close to our prior month's assumptions. Janet summarized where our surplus was coming from with savings from operations being the largest contributor at 35.8% followed by general revenue and labor. Unanticipated revenue accounts for 10% and mileage & registration is showing a 5.7% savings. We are also beginning to take a look at this year as compared to last year's financial performance to try to determine the effects of covid on our projected surplus. Our monthly revenue and expense comparison between 2019 and 2020 indicate that while revenues are more robust in 2020 than in 2019, expenses are fewer. An increase in revenues plus a decrease in expenditures equals a larger year end surplus. We do not expect to see any significant reversal of this trend between now and the end of the year. On the expense side of the equation, we have begun to take a look at our top vendors and our largest line items to take a deeper dive into the covid impacts on our expenses.

AGENDA ITEM #7: CONSIDER AND ACT ON ADDING THE HUMAN SERVICES MANAGER – ADMINISTRATION POSITION BACK ON THE TABLE OF ORGANIZATION. RESOLUTION TO BE DRAFTED BY HUMAN RESOURCES

Bill shared that in recent years, the Deputy Director position and the Administrative Division Manager position have been combined into one position. Upon Mary Fredrickson's retirement and agency growth, DHS plans to separate the positions in order to allow more focus on administrative areas i.e.; financial

billing, credentialing, insurance reimbursement, quality/efficiency improvement to name a few. There is no new money involved. Approval is needed to add the Administrative Division Manager position on the Table of Organization. Mike Norton motioned to add the position to the Table of Organization and send to Mike Collard for review; motion seconded by Larry Lautenschlager and approved unanimously. (7-0)

AGENDA ITEM #8: DIRECTOR'S REPORT

WCHSA Fall Conference will be held virtually on December 1 – 3, 2020 via Zoom. Additional information will be sent once available. Bill thanked the board members for their advocacy for Human Services as we do the best to meet the needs of consumers, especially during these unprecedented times.

AGENDA ITEM #9: PRESENT AND DISCUSS DRAFT OF 2021 HUMAN SERVICES BOARD MEETING SCHEDULE

Members reviewed the schedule for the 2021 Human Services Board meetings which was accepted.

AGENDA ITEM #10: BOARD MEMBER REPORTS

Mike Norton mentioned that the WCA Health & Human Services Steering Committee meeting will be held this Friday. Discussion regarding the Mississippi Valley and Marsh Country Health Alliance meetings which meet quarterly. Karen Powers has been connected to these groups as a representative of the DHS board.

Jim Koziczkowski announced that he will be retiring from the board at the end of 2020.

With no further business, Mike Norton moved for adjournment; seconded by Jerry Finch and carried at 4:20 p.m. The next meeting of the Human Services Board will be held on **Monday, December 7, 2020 at 3:00 p.m. via Zoom.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb