

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

**Minutes**

**DATE:** Thursday, June 23, 2011

**TIME:** 9:00 a.m.

**PLACE:** Neenah Human Services Building, Room 008

**MEMBERS PRESENT:** Jerry Finch, Jef Hall, Jim Koziczowski, Ron Kuehl, Donna Lohry, Mike Norton, Rob Paterson, Harvey Rengstorf, and Tom Widener

**STAFF PRESENT:**

Bill Topel, Ellen Shute, Tom Saari, Leo Podoski, Mary Krueger, Ann Kriegel, Gina Vanden Branden, and Dorothy De Grace

Jim Koziczowski called the meeting to order at 9:00 a.m. with the intent of considering any additional testimony for the Public Hearing.

**AGENDA ITEM #1: PUBLIC HEARING:**

The Public Hearing concluded at approximately 9:30 a.m.

**AGENDA ITEM #2: APPROVE MINUTES OF THE JUNE 6, 2011 HUMAN SERVICES BOARD MEETING:**

With no additions or corrections, Jerry Finch moved for approval of these minutes; seconded by Ron Kuehl and carried (8-0). Widener not present yet.

**AGENDA ITEM #3: ACCEPT MINUTES OF THE MAY 9, 2011 ADRC COMMITTEE MEETING:**

With no additions or corrections, Donna Lohry moved for acceptance of these minutes; seconded by Jerry Finch and carried (8-0).

**AGENDA ITEM #4: REVIEW, DISCUSS AND RECOMMEND 2012 HUMAN SERVICES BUDGET TO COUNTY EXECUTIVE:**

Harvey Rengstorf moved to bring the Budget book to the table for review, discussion and recommendation; seconded by Jerry Finch and carried (8-0).

Bill Topel addressed the following questions that were presented by Paul Eisen at the Public Hearings: 1) Overall the state of the Human Services Department since Bill became director is that we developed a strategic plan which included hiring eight new staff so we could redesign our service delivery for Child Welfare resulting in fewer out-of-home placements for children. We also redesigned Behavioral Health by expanding our crisis or hospital diversion alternatives, and we've completed a smooth transition to Family Care. These changes have not impacted the tax levy, but they have made an impact on lowering our overall costs of sending kids and adults away for treatment and at the same time improving the quality of care that we deliver within the department.

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2) Bill said he hasn't had any complaints about things being overlooked because of the appointment of Ellen Shute as Deputy Director. She has consolidated her current duties as Manager of the Administrative Division with those of the deputy director position. 3) We have been consulted regarding the recent Criminal Justice Study, but we don't see a big impact in how the study will affect our operations. It affects us to the degree that we will continue to accept people that are referred to us as they are diverted from the regular criminal system to our Drug Courts or services for AODA or mental illness. 4) Regarding the status of the budget barrier to Family Care and the implications on our 2012 budget, we don't know who will control the wait list; how many people will get moved into Family Care; who will be able to access the 400 crisis slots that will be available. It is unknown as to what our liability will be if someone is court ordered to us for services. The 18-21 year olds with disabilities who are transitioning out of the school district will continue to be served with waiver match funding. 5) Employees that are close to retirement are watching the outcome of the State Budget to decide if they will retire sooner than they had planned. It doesn't appear that the Budget is the only consideration for making that decision. 6) We work with Probation & Parole and other departments in our county once people are released from prison to coordinate a plan of care, such as for mental health or AODA issues. We haven't seen a huge number of early release incarcerated individuals asking us for services, which would be for residential in-patient or transitional living. The fiscal impact to us is minimal since the Department of Corrections received money from the state for their own outpatient AODA services as needed.

In response to Bob Poeschl's questions at the Public Hearing, Bill Topel said we contribute \$30,000 per year to the transportation system for some of our clients. Mary Krueger said she would be meeting with Oshkosh Transit to discuss their recommendations for a proposed change to bus route #10, which travels between Oshkosh and Neenah. She said we want to assure that the elderly, disabled and low-income individuals who currently use the transportation system will be able to continue using it if changes are made.

Bill Topel addressed several other questions that came up during the Public Hearings: 1) In regards to the numbers that are presented in the budget, Bill said we generally start putting together parts of the budget by March of each year. Normally we would know an estimate of what the state and feds would do for the upcoming year and the directives of the County Executive, but this year was more difficult because a lot of things were "up in the air." For example, we always kept money in the budget for Income Maintenance; we always budget for increases in salaries and fringes. Within the next three weeks we should have a very good idea whether all of our numbers are accurate. We coincide the meeting for our proposed budget with the Public Hearings which are required to be held by July 1 of each year. We will continue to make changes after the Board passes the budget at today's budget meeting in order to have accountability for things that might happen before our final budget goes to the County Executive. 2) Bill said we have not switched employees to contracted positions. If there is a position that is in a Union already, we cannot eliminate that position and contract for a similar position. If we start some new programming and aren't sure that we want to make it an official position, we would contract for some things first. 3) We have put the budget on-line for the past several years, but we will make a better effort to inform the County Board when it is posted. 4) Regarding the Senior Center meals, Mary Krueger said we grant money to Advocap to operate the Home-Delivered and Congregate Meals Program. They then contract with Zaug's to provide the meals. Advocap is looking at sending requests for proposals for 2012. Specific guidelines for nutritional meals must be followed. Mary will follow-up with Advocap in getting the nutritional printout for meals.

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**ADMINISTRATIVE SERVICES DIVISION:**

Ellen Shute said the County Executive arrived at the formula for our mandated reduction in tax levy based on taking into consideration some cuts in state aid that we were receiving. It resulted in a net reduction of the \$225,000 or a 1.2% decrease. Regarding the labor adjustment, this budget represents 0% inflation for Union employees, but the steps that were approved as part of their contract are still retained. Regarding the non-represented employees, adjustments due to the action of the County Board need to be made to this budget and reported to the Finance Department after today's meeting. It is an impact of about \$80,000. Ellen said we made a lot of internal adjustments to the budget. We continue to look for computerization and other electronic means to complete our work more efficiently. We have a public use computer in the Oshkosh waiting area on 1<sup>st</sup> floor; one in the ADRC area; and one in Neenah on 2<sup>nd</sup> floor ADRC area. We are in the process of incorporating a Facebook account to Human Services similar to some other county departments. We've started connecting kids in care with parents or relatives via a Skype computer program. We've implemented an electronic means for the Police Departments to relay photos to us, primarily to the Access Unit.

Ellen said we've included two vehicle requests in the Administrative Services Division budget—one is to replace a vehicle that has 226,000 miles; the other is to replace a vehicle that has mechanical problems and is too costly to repair.

**BEHAVIORAL HEALTH DIVISION:**

Tom Saari said he is recommending that the county take over the Toward Tomorrow Community Based Residential Facility (CBRF), which is currently contracted through Lutheran Social Services (LSS). It is a 12-bed facility, but we primarily use eight of the beds and sometimes use the other beds for crisis overflow if Summit House is full. We are paying \$377,395 to LSS for the operation of the facility. Tom said we could operate the facility for over \$100,000 less per year after he hires the five staff and the relief staff that he is recommending. The administrative and supervisory responsibilities would be coming out of Summit House. We are already doing a lot of the clinical supervisory work with Toward Tomorrow under the current arrangement in order for us to bill Medical Assistance. We could get a much more coordinated quality service delivery system if we are operating both facilities. Jerry Finch suggested we should start the hiring process after the Budget is approved by the County Board. Tom said there could be well qualified people at LSS that may meet our job description requirements who may apply, or any employees of Summit House could transfer over and would already be trained.

**CHILD WELFARE DIVISION:**

Leo Podoski said we continue to have services budgeted at the same level as we have for 2011. Placement costs have increased and providers would like a small increase in their costs for services, which has been built into this budget. There is a decrease of \$228,000 in revenue from the state due to placing fewer children in out-of-home placements.

Leo said there are increases in the areas of consumer transportation, family training skills, and in the rates for group home placements for children. There is a total .8% increase in expenses for Child Welfare and a 4.8% increase in levy, which is primarily what we lost in state revenues.

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Leo explained that for abuse/neglect referrals we have to determine whether the referral information reaches the requirement that says we have to investigate a case. We will be one of the counties to work with the state in bringing an alternative response program to Winnebago County in reaching out to provide some intervention to a larger percentage of abuse/neglect referral families. Alternative response requires that we need to do a follow-up on all of the calls and referrals that we get. It will require some resource development by partnering with private providers for support and intervention to families. The expense involved in this is estimated to be \$118,982 and is noted in Line 62 of the budget variance summary. We hope to save money by not going to prosecution on some cases and dealing with families earlier so they don't come into our system later on.

Leo said we have started an initiative with Calumet and Outagamie counties to bring in a Juvenile Sexual Offender program with a focus of starting a treatment group since we never had enough kids to have a group come together and really process together; and the youth could challenge one another about what they are admitting to and what their beliefs are. It would include individual therapy for the child and therapy for the family. We've started our second group and it is going strong. Folks meet once a month to review the status of the groups and do brainstorming. The group is comprised of the providers that do the group and those that do the family therapy. We are very pleased with the program. Leo said this is a very unique population that we serve that needs a very unique intervention. We work through the Tri County Clinic at Goodwill. They have two therapists connected to the clinic, and if the families have Medical Assistance they can have 100% reimbursement for group and family therapy. Medical insurance might also cover the therapy, or the county will reimburse since our family therapists are involved. Our belief is that the money we save by not sending a child to an institution can be put towards community-based services.

### **ECONOMIC SUPPORT DIVISION:**

Ann Kriegel said that based on the state's budget we will be forming 10 consortia throughout the state to administer Income Maintenance programs, with Milwaukee County having its own operation. We assume they will be comprised of about six or seven counties on average and about 38,000 cases for each consortium. We will maintain our caseload, but we will have the ability to work on all of the cases within the consortium. Within the consortium there will be one call center where a designated person will receive a call that shows up on the computer from any county in the consortium. A certain amount of time will be allotted to spend on each call. Each employee that has Income Maintenance cases will have the ability to work on another person's case from another county in the consortium.

Ann Kriegel said that each consortium will decide if it will have a lead county or have a Board formation. Ann said there would need to be an overall cost savings to keep operating as a consortium. Regarding fraud incentives, Ann said we get an incentive from the state for the recoupment of overpayments for I.M. programs. We joined O'Brien & Associates which is a multi-county consortium for fraud investigations. Our I.M. fraud money goes into that consortium. It was noted that at the suggestion of the County Executive we are putting money from a grant into the budget for two contracted positions through a non-profit agency to help someone new to the system in checking eligibility for services via a Website. Ann said the Website for food share and Medicaid already exists. We need to consider confidentiality and the rules that govern each agency and the maintenance of the system.

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LONG TERM SUPPORT DIVISION:

Mary Krueger said we budgeted an increase in the 2012 Budget for the Aging & Disability Resource Center (ADRC). When we first started the ADRC the state estimated we could draw down about 28% federal dollars for the work we do, but Mary said that to date we have experienced being able to draw down anywhere between 38% and 40% federal dollars. This additional amount of money will cover the expenses of a new ADRC specialist position that we are requesting. Mary explained that the Children's Waiver program is expected to have a decrease in revenue of \$99,463 because some of the recipients of this program have moved to post-intensive services, and at the same time we are including the kids who will be turning 18 by December 2012 and are currently on a Medical Assistance Waiver.

Mary Krueger said we included \$20,000 in the budget for anticipated consumer program expenses in adult protective service needs because more people will be on the wait list or for situations where people aren't eligible for Family Care. Mary said we currently have 306 people on the wait list. Nine people come off the wait list every month through attrition; we anticipate we will get 26 new people on the list every month; three people remove themselves from the list every month; and kids who are turning 18 go on the list because of the cap in the Governor's budget. We anticipate that we would have about 580 people on our wait list at the end of 2012.

Bill Topel said that in summarizing all of the totals for this budget we are submitting it with a .1% total revenue increase and a levy adjustment of -1.2% or \$225,426. This is what we will present to the County Executive.

Mike Norton moved that we send a letter to the County Executive to allow Economic Support staff to move out of the ATT Building and into the third floor of the County Administration Building as soon as possible. It should include that we could save money by making that change before the end of the year; motion was seconded by Harvey Rengstorf and carried (8-0). Finch not present.

With no further discussion or action for the proposed 2012 Budget, the Board unanimously approved it as is (8-0).

With no further business, Mike Norton moved to adjourn the meeting at 1:40 p.m.; seconded by Ron Kuehl and carried unanimously. The next meeting of the Human Services Board will be Monday, August 1, 2011 at 3:30 p.m. at the Neenah Human Services Building, Room 008.

Respectfully submitted by:

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Donna Lohry, Human Services Board Secretary

Recorded by: Dorothy De Grace, Secretary, Department of Human Services