

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

Minutes

DATE: Monday, April 3, 2023

TIME: 3:00 p.m.

PLACE: Neenah Human Services Building Room 008

MEMBERS PRESENT: Ralph Harrison, Chris Kniep, Larry Lautenschlager, Karen Powers, Harold Singstock, Rachel Youngquist

MEMBERS EXCUSED: Jeffrey Beem, Rebecca Nichols

STAFF PRESENT: Bill Topel, Renee Soroko, Annette Beattie, Heather Foust, Janet Rohloff, Tammy Steier and Nancy Ruedinger

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.

Program was moved to next agenda item.

AGENDA ITEM #2: PROGRAM

Director Bill Topel introduced Jeff Bucholtz, Director of Veterans Services located in the Oshkosh Human Services Building. Jeff introduced Kevin Jurgella and Teresa Cook who are located in the Neenah Human Services Building. The Veterans Department takes care of approximately 11,000 – 12,000 veterans in Winnebago County. The county veteran's office has a lengthy history dating back to 1935. The first county veterans service officer was elected in Fond du Lac, Wisconsin and was the first state to do this. Offices expanded in 20 additional counties and in 1946 it became state law that every county in Wisconsin was required to have a veterans service office. Currently, about 40 states have veterans' offices. Officers assist with applications for federal and state benefits. Staff bring in each veteran to review the application process in detail and identify benefit eligibility. Benefits include disability, pension, housing, education, health care, and burial benefits for veterans and their spouses. They also connect veterans with other community agencies. Funding is mainly from the county budget with some grant funding coming from the state. Last year over \$4 million of benefits were brought in to our county veterans. Jeff addressed a proposed Commitment to Veteran Support and Outreach (CVSO) Act which would consist of federal funding to provide grants to states to implement programs that improve outreach and assistance to veterans and their families to ensure that such individuals are fully informed about veterans' benefits and programs.

The veteran specialists track applications regularly to watch for progress and provide information or corrections as needed.

AGENDA ITEM #3: APPROVE MINUTES OF THE MARCH 6, 2023 HUMAN SERVICES BOARD MEETING

Ralph Harrison moved for approval of these minutes; seconded by Chris Kniep and carried unanimously. (6-0)

AGENDA ITEM #4: ACCEPT MINUTES OF THE MARCH 13, 2023 ADRC COMMITTEE AND FEBRUARY 14, 2023 SPECIALIZED TRANSPORTATION COUNCIL MEETINGS

Karen Powers moved for acceptance of these minutes; seconded by Harold Singstock and carried unanimously. (6-0)

AGENDA ITEM #5: ELECTION OF OFFICER FOR SECRETARY

Chairman Larry Lautenschlager opened nominations for Human Services Board Secretary. Harold Singstock nominated Rachel Youngquist; seconded by Karen Powers. With no other nominations brought forward, nominations were closed. Karen Powers made a motion to approve the appointment by acclamation which was approved by all member in attendance. (6-0) Rachel Youngquist accepted office of Secretary for the Human Services Board.

AGENDA ITEM #6: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Human Services Director Bill Topel reviewed placement statistics: Child Welfare (CW) Division – Juvenile Corrections remains at 1.0 Actual Daily Populations (ADP). Residential Care Centers are at 0.9 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 1.9 ADP with the youth remaining at 0.4 ADP. Secure Detention is at 3.3 ADP. Foster Care is at 39.1 ADP. Kinship placements are at 128.0 ADP.

AGENDA ITEM # 7: FINANCIAL REPORT

Janet Rohloff, Administrative Division Manager, shared the unaudited year-end report for 2022. The auditors will be here the first week of May working with the finance department. Next month, the reports for the first quarter of 2023 will be available. The year-end surplus remains at \$4.6 million. Janet shared a chart for distribution of 2022 surplus components with the largest percentage being from additional or unbudgeted revenue at 41%. Operating expense savings represented 30% with 26% of the surplus from labor savings. The remaining 3% was travel savings.

AGENDA ITEM #8: DEPUTY DIRECTOR'S REPORT

Renee Soroko mentioned we are set for Human Services Day at the Capitol on April 12, 2023 for those attending. Budget preparations are currently under way. Renee thanked everyone for voting to approve the comp study as pay adjustments outside of performance evaluations are rare.

AGENDA ITEM #9: DIRECTOR'S REPORT

Bill Topel updated regarding our group home for boys, called Silvercrest, that we contract with Family Services to operate. We have been leasing this property since 1995 from the Winnebago County Housing Authority. They relayed they will sell this property. Annette Beattie, CW Division Manager, and Mike Elder, Facilities Director, recently toured as we consider purchasing. It was determined approximately \$100,000 would be needed for improvements and the Housing Authority is asking \$240,000 for the sale. The facility is licensed for eight youth and currently operational thus a great benefit for our use.

Human Services Department will not be ready to present the starter budget to the board in June as we are encountering a new financial software in Munis, a new budget program called *Priority Based Budgeting* and a deadline to complete the county strategic plan. In the past, the public hearing has been combined with the budget review, however, that is not a state requirement. The only requirement for the Human Services public hearing is to occur on or before June 30th and it must allow for public input regarding programs and services. Public input for the budget can be shared in October at the designated full county board meetings. We are suggesting a separate budget meeting in July tentatively scheduled for July 18th, 2023.

Director Topel shared that in meeting with Executive Doemel, agenda preparation was addressed and it was noted that during Human Services Board meetings, we generally are only doing reports rather than action items. It was suggested to consider the need for the frequency of these meetings. Board members enjoy the updates and presentations on the various divisions and programs. Board members made the decision to keep schedule as is for now. A suggestion was made to have the public hearing on June 5, 2023 and then move to the regularly scheduled Human Services Board Meeting after. All members present agreed with this change.

AGENDA ITEM #10: BOARD MEMBER REPORTS

No board member reports.

With no further business Karen Powers moved for adjournment; seconded by Larry Lautenschlager and carried at 4:35 p.m. The next meeting will be held on **Monday, May 1, 2023 at 3:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb