

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

Minutes

DATE: Monday, August 1, 2022

TIME: 3:00 p.m.

PLACE: Neenah Human Services Building Room 008

MEMBERS PRESENT: Jeffrey Beem, Ralph Harrison, Chris Kniep, Karen Powers, Harold Singstock, Rachel Youngquist

MEMBERS EXCUSED: Larry Lautenschlager, Donna Lohry, Rebecca Nichols

STAFF PRESENT: Bill Topel, Renee Soroko, Heather Foust, Ann Kriegel, Beth Roberts, Janet Rohloff and Nancy Ruedinger

Vice Chairman Ralph Harrison called the meeting to order at 3:00 p.m.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

PROGRAM #2: ADMINISTRATIVE DIVISION OVERVIEW

Janet Rohloff, Administrative Division Manager, shared there are 31 full time employees, 4 part time employees and 3 project positions. These employees support all divisions in the agency. Janet works with three teams: Reception & Records; Transcription & Office Support; Finance. Reception and Records greet all that enter both the Neenah and Oshkosh buildings, they answer and direct incoming calls, they complete necessary paperwork and schedule appointments, monitor bus passes, gas and incentive gift card supplies, educate consumers about responsibilities and timelines of programs we offer, scan all paper and electronic documents for the department and other tasks and projects as needed. There is also a medical records team which consists of 3 staff that prepare reports for consumers or attorneys. The Transcription & Office Support team does some transcription of documents, voice mails, text messages and anything that we need to keep record of. They provide general services such as proofreading, creating documents and forms or brochures, manage spreadsheets for tracking data in the department, oversee our courier services between all of our various office locations, manage the fleet of 13 county vehicles used by our department and oversee staff time cards for timely processing. The Finance team is responsible for claims, consumer billing, invoice processing, staff and insurance credentialing, budgeting, accounts receivable and accounts payable. They pay all bills for the department and assist with budget preparation and analysis. The admin division prepares a weekly staff newsletter with updates and local events.

Renee Soroko, Deputy Director, manages a team of five consisting of four administrative associates and one special projects coordinator. This team works with all five divisions and ensures implementation and completion with many tasks. They work with all things data, reports, budget books, contracts and provide support 'behind the scenes' agency wide.

AGENDA ITEM #3: APPROVE MINUTES OF THE JUNE 6, 2022 AND JUNE 29, 2022 HUMAN SERVICES BOARD MEETING, PUBLIC HEARING AND BUDGET REVIEW

Jeff Beem moved for approval of these minutes; seconded by Harold Singstock and carried unanimously. (5-0)

AGENDA ITEM #4: ACCEPT MINUTES OF THE JUNE 13, 2022 ADRC COMMITTEE MEETING

Harold Singstock moved for acceptance of these minutes; seconded by Jeff Beem and carried unanimously. (5-0)

AGENDA ITEM #5: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel, Executive Director, reviewed placement statistics: Child Welfare (CW) Division – Juvenile Corrections remains at 0.0 Actual Daily Populations (ADP). Residential Care Centers are at 1.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 5.8 ADP with the youth being at 0.2 ADP. Secure Detention is at 2.9 ADP. Foster Care is at 74.5 ADP.

Chris Kniep joined via Zoom.

AGENDA ITEM # 6: FINANCIAL REPORT

Janet Rohloff shared the financial report based on June financials which projects a \$4.5 million surplus. Labor projects a \$1.3 million saving due to vacancies we have had and also due to retirees. Insurance savings occur as many new employees are choosing single plans. Travel continues to show a savings due to more virtual trainings. The reimbursement rate for mileage has increased which will affect future travel. Capital outlay is as projected. Operating expenses, mainly CW and BH, show the biggest variance as contracted providers are having trouble hiring so we are not spending as expected. June labor expenses were higher due a three-payroll month. Each payroll is averaging approximately \$900,000 for the department so far this year, which would be approximately \$950,00 with a full staff. Fuel costs are projected to be 59% higher which will impact the budget.

AGENDA ITEM #7: DIRECTOR'S REPORT

Renee Soroko mentioned the high number of current vacancies and discussions regarding new methods for recruiting new staff i.e., various websites and cellular 'push' notifications. There has been a shift in how job searches are approached today. Using new platforms such as social media is a common resource. We want to explore all options and stay 'with the times'.

AGENDA ITEM #8: BOARD MEMBER REPORTS

Bill Topel reported that he recently attended the National Association of Counties (NACo) Summer Conference in Denver. This is an organization for county board members from every county in the country. Adams County Colorado provided a tour of their facility which is extremely large. This facility contains every human service option, veterans, child support, fraud investigation, workforce development, housing authority, all under one roof. The service array was phenomenal and Winnebago County is already doing many of these services. They are now considering going back to having separate sites as the consumers currently have to drive distances to get to this one location.

Bill is a board member for NACo and at their meeting during the conference, they had the same discussions we have been addressing of issues with recruitment and retention. Conference was very good.

Bill is planning to do a presentation to the county board for the purchase of the children's shelter care facility from Lutheran Social Services. He will bring to the Human Services Board to address.

With no further business Karen Powers moved for adjournment; seconded by Jeff Beem and carried at 4:00 p.m. The next meeting will be held on **Wednesday, September 7, 2022 at 3:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully recorded by Nancy Ruedinger and submitted by Pam Bartelt, Human Services Department/pb