

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

Minutes

DATE: Monday, November 7, 2022

TIME: 3:00 p.m.

PLACE: Oshkosh Human Services Building Room 33

MEMBERS PRESENT: Ralph Harrison, Chris Kniep (Zoom), Larry Lautenschlager, Donna Lohry (Zoom), Rebecca Nichols (Zoom), Karen Powers, Harold Singstock, Rachel Youngquist

MEMBERS EXCUSED: Jeffrey Beem

STAFF PRESENT: Bill Topel, Renee Soroko, Annette Beattie, Heather Foust, Ann Kriegel, Beth Roberts, Janet Rohloff and Pam Bartelt

Chairman Larry Lautenschlager called the meeting to order at 3:05 p.m.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

PROGRAM #2: ECONOMIC SUPPORT OVERVIEW

Ann Kriegel, Economic Support (ES) Division Manager, shared that Winnebago County has 45 economic support staff with 41 full time, 4 part time. We are part of a 9-county consortium with 116 ES specialists in the consortium in addition to leads, supervisors and managers. ES staff work 80% from home and one day per week in the office. All staff do essentially the same thing but may focus on different populations. Family team processes applications mostly for families, and single non-disabled adults. Long term support team processes for elderly (65 and older) and disabled (by social security standards). There are three basic programs they work with: Food Share, Badger Care and Childcare assistance. Almost one-half of Wisconsin households have someone that is elderly, blind or disabled that do receive FoodShare. 34% of households have at least one minor child. 29% of households have at least one person working. These are all state of Wisconsin stats only. Winnebago county has about 16,500 individuals receiving FoodShare from a little over 8,000 households. Childcare Assistance is for parents that are working or participating in a work search program and pays part of the daycare cost. About 500 children in Winnebago county receive assistance. The largest program consists of Badger Care/Medicaid which is health insurance for low income residents. Badger Care is for families or non-disabled adults, pregnant women and children. Medicaid is for elderly and disabled. Almost 40,000 consumers have some form of Badger Care or Medicaid in Winnebago county. The call center assists applicants that can call between 8:00 a.m. – 4:00 p.m. They can receive any level of service from asking simple questions to completing a full application which includes a telephonic signature. The only things that cannot be done is to submit

their documents. Online assistance, called ACCESS, is where they can create an account and apply, report changes, submit documents. People can come in to the office to meet with staff if they choose as we still accept walk ins and will schedule face to face appointments. We also have a phone and computer available for consumer use for this.

AGENDA ITEM #3: APPROVE MINUTES OF THE OCTOBER 3, 2022 HUMAN SERVICES BOARD MEETING

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

AGENDA ITEM #4: ACCEPT MINUTES OF THE OCTOBER 10, 2022 ADRC COMMITTEE MEETINGS

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

Donna Lohry joined the meeting at 3:15 p.m.

AGENDA ITEM #5: 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 2.0 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 4.2 ADP with the youth being at 0.03 ADP. Secure Detention is at 1.03 ADP. Foster Care is at 55.1 ADP.

AGENDA ITEM # 6: FINANCIAL REPORT

Janet Rohloff, Administrative Division Manager, shared that all categories for September financials are favorable. The projected surplus is \$3.6 million for the year end. Expenses are averaged for the month. Revenue is a little higher as we have two larger payments from the state. One payment was for basic county allocation (BCA) with the other for children's long-term services in Long Term Support. The surplus comes from operating expense and labor saving. Next year, as we become fully staffed, this is expected to decrease.

Grant funds were used to purchase two new software packages. Both will allow for enhanced financial tracking and analysis. Report writing software and grants management software were purchased.

Director Bill Topel mentioned that the grant funds will also be used to upgrade our two larger conference rooms with more sophisticated audio and video equipment. This will assist in meeting the new requirement to record public meetings and provide trainings for staff.

Janet noted that estimated reimbursable miles in the past year have increased by 40% as we return to pre-pandemic levels.

Director Topel shared that the vehicle replacement we requested in our budget was denied. We will continue with the fleet we currently have.

AGENDA ITEM #7: DEPUTY DIRECTOR REPORT

Renee Soroko, Deputy Director, mentioned the management team just completed employee performance evaluations which occurred county wide. The financial audit is this week and is agency wide targeting various service areas. Behavioral Health auditors were here in October. Substance use disorder services had a complete re-write which was a huge undertaking for behavioral health management staff as they determined what was needed to adhere to new state regulations. Youth government day was last week involving a mock trial, a mock board meeting with resolutions and other various experiences. The event is held annually exposing county high school students to county department functions, services and careers. Each county department was asked to do a presentation. This year we are resuming our holiday event in-person and will be held at the Expo Center. Please let Pam know if you'd like to attend.

Chris Kniep joined the meeting at 3:40 p.m.

Question from board member on protocol if employee had questions or concerns about their evaluation. Renee responded they would discuss with their supervisor or division manager during the evaluation review meeting. There is a separate form available through Human Resources (and located on the intranet) where the employee states what they'd like which is submitted to Human Resources and kept with the performance evaluation. If an employee is rated 'under-performing', this would be addressed with them prior to the evaluation with clear expectations to improve.

Bill mentioned a compensation study to be completed next year on select positions that have been identified by department heads where there are difficulties recruiting qualified candidates. Currently, staff receive merit pay through annual performance evaluations. There is no annual 'cost-of-living' increase.

AGENDA ITEM #8: DIRECTOR REPORT

Bill Topel announced that the WCHSA Fall Conference is taking place in-person on December 1-2, 2022 in Stevens Point. Registration can be completed with the County Clerk's Office. Bill gave an update on the purchase of Shelter Care which was approved by this board. Facilities Committee and Personnel and Finance have both approved and it will go to County Board next week.

AGENDA ITEM #9: PRESENT AND DISCUSS DRAFT OF 2023 HUMAN SERVICES BOARD MEETING SCHEDULE

The proposed 2023 schedule was accepted with the understanding that changes can be agreed upon as needed.

AGENDA ITEM #10: BOARD MEMBER REPORTS

Ralph Harrison commented on the importance of gaining knowledge of the 'on goings' of our county to help make the best decisions for all. We need to encourage the public to be involved.

Karen Powers inquired about ongoing support for staff person and consumer mentioned in recent newspaper article. Renee responded the staff person has received direct support from several management staff. Director Topel confirmed any type of harassment is taken very seriously in the agency as well as the community.

Chris Kniep shared she and Alisa from Aging and Disability Resource Center (ADRC) just completed another session of *Powerful Tools for Caregivers* with seven participants. This is an awesome resource for consumers in the caregiver role.

Becky Nichols reported that Advocap of Menasha has again opened their meal site.

With no further business Karen Powers moved for adjournment; seconded by Rachel Youngquist and carried at 4:20 p.m. The next meeting will be held on **Monday, December 5, 2022 at 3:00 p.m. in the Neenah Human Services Building in Room 008.**

Respectfully submitted by Pam Bartelt, Human Services Department/pb