

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

**Minutes**

**DATE:** Thursday June 17, 2021

**TIME:** 8:30 a.m.

**PLACE:** Virtual Meeting via Zoom

**MEMBERS PRESENT:** Larry Lautenschlager, Donna Lohry, Mike Norton, Jerry Finch, Karen Powers, Harold Singstock

**MEMBERS EXCUSED:** Chris Kniep, Nicole Neuhoff

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

Chairman Larry Lautenschlager called the meeting to order at 8:30 a.m.

**AGENDA ITEM # 1: PUBLIC HEARING**

The public hearing was closed at 9:30 a.m.

**AGENDA ITEM #2: REVIEW, DISCUSS AND RECOMMEND 2022 HUMAN SERVICES BUDGET TO COUNTY EXECUTIVE**

Chair Larry Lautenschlager brought the proposed budget for 2022 to the floor for review, discussion and recommendation to the County Executive.

Bill Topel shared the budget target is to reduce the levy portion by \$2.6 million as directed by the County Executive. As we move through the budget book, each division manager will identify significant changes and the levy impact in their respective division. We will address topics raised in the public hearings. Items removed from the 2022 budget include the replacement vehicle and an updated security system for the exterior of the building. There was no reduced funding for any existing programs nor elimination of staff positions. The only position that will be added is the project position for the Connect Program which is already budgeted. No additional positions will be added to the table of organization due to budget cuts.

**ADMINISTRATIVE SERVICES DIVISION:** Janet Rohloff mentioned there are no major changes in this budget. A slight increase in revenues is expected in basic county allocation funding which is provided by the state based on a formula. Labor shows a decrease of \$240,000 which represents a shift of two ADRC support staff that are now on the under Long Term Support. Throughout the budget, there are wage and fringe turnover amounts which Finance helps determine a figure to account for attrition throughout the year. This reduces the levy support for our department but also taxes other staff when positions are vacant for a long time due to a variety of reasons including the time needed for the process

of refilling a position, not finding qualified candidates or having limited pools of candidates. Nothing is being requested for equipment as the vehicle and security camera system have been removed for next year. The increase in telephone is due to a plan change for staff cell phones. Subscriptions have increased due to the need for Zoom to schedule virtual meetings during the pandemic. A new scanner is needed in order to scan and image information which is noted under small equipment. Completion of recertification for Luna has resulted in a decrease in data processing for this budget. Professional Services reflects a decrease due to the transfer of our Leaven contract to Economic Support as that is a better fit. Something new this year, Microsoft Interfund Charges shows an increase as it was decided to charge each department rather than budgeting under the IT department as it is now strictly for licensing and is based on usage per department. Property and Liability Insurance has increased since the county wide *Fund Balance* is no longer available. Levy has decreased.

**BEHAVIORAL HEALTH:** Heather Foust noted the change in the T/O of the project position in the Connect Program mentioned earlier. A targeted area in which we are projecting to increase revenue is in Comprehensive Community Services (CCS) which supports individuals with mental health or substance abuse diagnosis. This community support would also help in reducing hospital stays and cost by keeping the consumers in the community. This would be a shift in funding sources to be sure all services are billed at the appropriate rate. A reduction in expenses for residential inpatient AODA programs results from Forward Health now funding the treatment portion for individuals served. There is also a reduction in inpatient hospitals and group home settings.

**CHILD WELFARE:** Annette Beattie shared the only change in the T/O is the move of support staff that was previously under Admin is now under Child Welfare (CW). In terms of revenue, child welfare is not allowed to bill for services per state mandate. Anticipated state revenue increase in CW Basic County Allocation and Youth Aides has been submitted as part of the governor's budget but is not known at this time. The Targeted Safety Support funds are monies from the state used to support keeping families together in a safe environment, which will be determined by the governor's budget. Family First is a federal act that will start in October 2021 which helps prevent a child that is currently in CW programs from moving into placement which will help recover placement dollars. There is a reduction in rent assistance as there are still Covid related programs assisting consumer with rent as needed. A reduction in consumer program expense which is supportive funding for families to avoid out of home placements was based on history. Travel for workers continued throughout Covid as CW expects that clients are seen in person with in-home visits a certain number of times per week. A new drug testing program is now in place reducing the cost of observed drug testing. Child foster home costs has been decreased based upon history. They continue to work to reduce placements, however the daily rate goes up each year which levels out the decrease. Child residential care centers (also known as institutional placements) remain to provide for one out of state placement. Secure detention for juveniles was reduced as it is not always feasible to use. A significant decrease is seen in family training skills service provision for in-home parenting support. However, we will continue to provide consumers what they need and are looking for the possibility of rescue act funding. Youth wrap around services for in-home safety and youth crisis programs has been decreased based on historical needs.

**ECONOMIC SUPPORT:** Ann Kriegel mentioned the emergency rental assistance that was previously in economic support programs has now moved to Forward Services. Covid has made changes as caseloads are up while workloads are down. There were more applications this year, however less verification was needed so there is less paperwork. Economic Support (ES) division has not been allowed to close any

one's health care unless they move out of state or consumer requests. There are no vacancies on the T/O. Working from home has had a very positive impact on production and morale. There is an offset in revenue and expense for the energy assistance program as this is now contracted directly with the state and will continue. Leaven was added to the ES budget. Travel is low as the majority of trainings have been virtual.

LONG TERM SUPPORT: Beth Roberts stated the children's long-term support revenue is up as they ensure there is not a waiting list. As more referrals come in, more children are served and more funding is provided by the state. There will be Covid related funding for Birth to Three, however an amount is not known at this time. The benefit specialist position has been eliminated as it has been rolled into the ADRC revenue and is no longer a separate revenue. There is a slight decrease in fees for miscellaneous consumer programs as families are required to agree to use their health insurance. If they have high deductible, they won't want to access that. Wage turnover savings comes from Finance and is anticipated salary savings generated through attrition. The decrease in registration, tuition and lodging for external staff training for professional staff development as many of these trainings have been virtual. An increase in office supplies is due to having two project positions that are able to offer more programs. Consumer program expenses have increased as we continue to have challenging situations that we need to assist with, particularly with elderly. This can involve court costs, guardianship and competency evaluations for protective services. Children's long-term support has increased as work is done to keep the wait lists down with having more children to serve. There were 216 children served in 2017; in 2020 there were 476 children served.

Karen Powers made a motion to amend the budget to add the security cameras back into the 2022 budget; seconded by Mike Norton passing unanimously. (7-0)

The current grant amount (all levy funding) for Family Services Parent Connection is \$53,400 per year allotted in the Behavioral Health Division budget. Mike Norton stated that once we know much more they are requesting and how it will be spent, he may request a motion for additional funding to support this program. No motion at this time. Annette Beattie will follow up with Angela Stueck.

Larry Lautenschlager made a motion to start a 'reserve fund' starting with this years budget and continuing each year moving forward. Jerry Finch seconded the motion. The motion passed unanimously. (7-0)

Mike Norton made a motion to accept the 2022 Human Services budget as amended; seconded by Harold Singstock and approved unanimously. (7-0)

Bill Topel confirmed that the budget will be amended and put together with updated figures. This will be sent to the County Execs Office.

With no further business Mike Norton made a motion for adjournment; seconded by Jerry Finch and carried unanimously at 11:25 a.m. The next Human Services Board Meeting will be held in person on Monday, August 2, 2021 at 3:00 p.m. in Oshkosh Human Services Building in Room 33.

Respectfully submitted by Pam Bartelt, Human Services Department/pb