

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

Minutes

DATE: Monday, April 7, 2014

TIME: 3:00 p.m.

PLACE: Oshkosh Human Services Building, Rm. 33

MEMBERS PRESENT: Jerry Finch, Jim Koziczkowski, Larry Lautenschlager, Donna Lohry, Mike Norton, Rob Paterson, Harold Singstock and Tom Widener

MEMBERS EXCUSED: Ron Kuehl

STAFF PRESENT: Bill Topel, Tom Saari, Mary Krueger, Ann Kriegel, Leo Podoski and Dorothy De Grace

OTHERS PRESENT: Robert Keller, County Board Member

Jim Koziczkowski called the meeting to order at 3:00 p.m.

AGENDA ITEM #1: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

AGENDA ITEM #2: APPROVE MINUTES OF THE MARCH 3, 2014 HUMAN SERVICES BOARD MEETING

Jerry Finch moved for approval of these minutes; seconded by Mike Norton and carried.

AGENDA ITEM #3: ACCEPT MINUTES OF THE FEBRUARY 10, 2014 ADRC COMMITTEE MEETING AND THE FEBRUARY 11, 2014 SPECIALIZED TRANSPORTATION COUNCIL MEETING

Tom Widener moved for acceptance of these minutes; seconded by Donna Lohry and carried.

AGENDA ITEM #4: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Bill Topel noted that in the Child Welfare Division for Juvenile Corrections the average daily population (ADP) stayed the same as last month at 3; for Residential Care Centers the ADP is at 11.8. Bill said we are working on finding alternative community-based placements for youth. We had an increase in adult admissions to specialty hospitals in the Behavioral Health & LTS Divisions, but the ADP is where we expect it to be at 4.7; for youth under age 22 the ADP is at 1. The ADP for Secure Detention placements is 5.4 and below the anticipated number; for Foster Care the ADP is 108.2, and Leo said there may be more of a gradual increase in this number because the licensing rules for the Kinship Care Program now requires that we license the homes as foster homes.

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AGENDA ITEM #5: FINANCIAL REPORT

Bill Topel said the 2013 final unaudited financial report shows a surplus of \$1,037,879 of which \$517,561 is from the labor account. Much of the remaining amount is for some unexpected revenues that we didn't have factored into our budget, such as Medicaid and collection agency revenues. Bill pointed out that the Department's budget has been cut back in the past because we have the surplus from the Family Care buy down. Next year we will have six months of buy down, but there will be none in 2016.

AGENDA ITEM #6: DIRECTOR'S REPORT

Bill Topel will include his report as part of the program.

AGENDA ITEM #7: BOARD MEMBER REPORTS

Tom Widener said the WCHSA (Wisconsin County Human Service Association) Executive Committee is looking at changing its entire format. They are currently planning on having only Human Service directors on the committee, with the idea of having a professional organization that would interact with the state. There would be five regions that would choose three directors to be on the committee. Currently there are about 40 people on the committee, but they'd like to decrease the number to about 17. The committee would represent all of the counties and would communicate information from the state back to each region. They will be discussing and voting on this plan at a special meeting at the WCHSA Spring Conference in May.

Rob Paterson reported on his attendance at the recent Family Support Advisory Committee meeting.

Mike Norton said the Specialized Transportation Steering Committee has decided on some long-term goals and recommendations regarding rural transportation issues.

PROGRAM: AGENCY STRATEGIC PLAN

Bill Topel presented the Board with a copy of the agency's strategic plan for the years 2014-2018. He said we've made a number of changes to all divisions of the Department as a result of the strategic plan that was prepared in 2008; for example, we added some staff and implemented better collaboration between all divisions. Bill reviewed the new strategic plan with the Board. He said the plan is the result of each division identifying ways to improve in their respective divisions over the next five years. The agency's mission hasn't changed from its inception five years ago. Bill said we need to continue to develop and maintain a pro-active collaborative culture with all divisions, teams and employees in order to achieve vision and outcomes for our customers, our community and our staff. We currently have employee workgroups for de-escalation & safety awareness and for secondary traumatic stress of employees. The workgroups assess needs, and they develop and implement action plans which utilize resources and employee surveys for input. They will also offer in-service training or workshops with a focus on caring for self and on stress reduction.

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Another area of desired outcomes is in Long Term Support/ADRC where consumers will be offered consistent quality customer service throughout their involvement with the agency. We plan to explore expanding community resources to meet transitional housing needs of young adults with disabilities.

In the Economic Support area we plan to achieve consistency in the administration of services irrespective of the specific team or building.

We will look at further expanding collaborative efforts with and among other county departments and private service organizations.

We will examine the infrastructure of clerical and support staff to better distribute its resources to all teams. We plan to enhance communication among staff through various methods so information can be shared freely on a need-to-know basis regarding consumers who are enrolled in more than one program in our agency. A desired outcome is to implement an electronic data base that stabilizes the Department's management information systems to meet the needs of staff and customers. We will explore the continued expansion of portable voice and data technologies to improve overall efficiency of employees, both in the office and in the field.

In the Behavioral Health Division we will be looking at creating a more responsive, redesigned Adolescent Substance Abuse Service Model. We will also look at regionalizing Comprehensive Community Services (CCS) with Brown, Calumet, Manitowoc, and Outagamie counties in order to capture new 40% state matched funds. We will explore a shared services model.

The Strategic Plan will be shared by Bill Topel at team meetings for review.

With no further business Jerry Finch moved for adjournment at 5:10 p.m.; seconded by Mike Norton and carried. The next meeting of the Human Services Board will be held on **Monday, May 5, 2014 at 3:00 p.m.** in the Neenah Human Services Building, Room 008.

Respectfully submitted by Donna Lohry, Board Secretary/dd