

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

Minutes

DATE: Monday, February 23, 2026

TIME: 2:00 p.m.

PLACE: Oshkosh Human Services Building Room 33

MEMBERS PRESENT: Ralph Harrison, Chris Kniep, Karen Powers, Harold Singstock, Bryan Stafford, Walt Ulbricht, and KristL Laux

MEMBERS EXCUSED: Larry Lautenschlager

STAFF PRESENT: Renee Soroko, Cindy Talbot, Elizabeth Wagner, Annette Beattie, Ann Kriegel, Janet Rohloff, Melissa Hoodie, Kari Kraft and Julie Kotajarvi

Vice Chairman Ralph Harrison called the meeting to order at 2:00 p.m.

AGENDA ITEM B: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

AGENDA ITEM C1: APPROVE MINUTES OF THE JANUARY 26, 2026, HUMAN SERVICES BOARD MEETING

Bryan Stafford moved for approval of these minutes; seconded by Chris Kniep and carried unanimously. (7-0)

AGENDA ITEM C2: ACCEPT MINUTES OF THE JANUARY 12, 2026, ADRC COMMITTEE MEETINGS

Harold Singstock moved for acceptance; seconded by Walt Ulbricht and carried unanimously. (7-0)

AGENDA ITEM D1: BILLING / CLAIMS – JANET ROHLOFF

Janet Rohloff introduced Cindy Talbot who is the Financial Supervisor. They shared a slide show providing an overview of the Claims Process. It was noted that claims have been increasing by 11% annually. A claim is billing to an insurance provider based on the services we provide for clients. There is data for 2024 since 2025 is not yet closed. In 2024, we were processing over 47,000 claims. For 2025 we expect over 50,000. Janet broke down the insurance requirements as well as showing the group an example of a claim and a summary of the process.

AGENDA ITEM E1: BUDGET TRANSFER FROM OPERATING CATEGORY TO TRAVEL CATEGORY

Renee Soroko explained that it is year end so there's no new money requests. We will need to move funds from one category to another. Bryan Stafford made a motion to bring this to the table for discussion; seconded by Karen Powers. The primary reason for the movement is because of auto allowance in Long Term Support. We had staff growth and more home visits as well as some unanticipated out of state placements in which we are required to have on site visits. We will be moving \$20,000 from the operating budget to the travel budget. The board voted in favor of the transfer unanimously 7-0.

AGENDA ITEM F1: REPORT ON RECRUITMENT AND RETENTION BY RENEE SOROKO

Renee Soroko identified that there are 12 openings at this time with the bulk of them in Child Protection. In 2025 there were 73 new hires in Human Services, 52 resignations, and 10 retirements. There were also 58 transfers within the department.

AGENDA ITEM F2: FINANCIAL REPORT BY JANET ROHLOFF

Janet Rohloff mentioned that we are in year end closing so there is no financial report to share. We are still anticipating \$1,000,000 in surplus year end. We have been notified that the funding controls have been lifted. This means that they did get the money from the federal government.

AGENDA ITEM G1: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Renee Soroko reviewed placement statistics: Child Welfare (CW) Division – Juvenile Corrections is at 1.0 Actual Daily Populations (ADP). Residential Care Centers are currently at 2.3 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 0.9 ADP with the youth being at 0.7 ADP. Secure Detention is at 2.0 ADP. Foster Care is at 50.7 ADP. Kinship Placements are at 155 ADP.

AGENDA ITEM H: BOARD MEMBER REPORTS

Chris Kneip mentioned there is a Powerful Tools for Caregivers class starting April 2nd in Neenah. This is an in person 6-week program class that helps caregivers take better care of themselves while providing for a friend or relative. The event organizer is Alisa Richetti. Her contact information can be found here: [Powerful Tools for Caregivers - In-Person \(3pm CT, April 2nd, 2026\) \[Caregivers of Adults\] - Powerful Tools For Caregivers](#)

KristL Laux asked if she could donate money for lunch for any department and what the process is.

Bryan Stafford stated that he has to step down from the board due to other priorities at this time. He announced that he is grateful for the opportunity to work with a committed group of people.

Ralph Harrison mentioned that he is also stepping away from the board due to health concerns. He said that his experience has been meaningful, and he has learned a great deal and appreciates the opportunity to share important information with the public.

Karen Powers asked if the wheelchair wash has been scheduled and asked about a 2nd wheelchair wash in Neenah or Menasha. Elizabeth Wagner stated that it will be a couple months before they have a solid date. They can discuss a 2nd wheelchair wash however; nothing has been brought up to Elizabeth.

With no further business, Karen Powers moved for adjournment; seconded by Walt Ulbricht and carried at 3:25 p.m. The next meeting will be held on **Monday, March 23, 2026 at 2:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Julie Kotajarvi, Human Services Department/jk