

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

Minutes

DATE: Monday January 6th, 2025

TIME: 2:00 p.m.

PLACE: Oshkosh Human Services Building Room 33

MEMBERS PRESENT: Larry Lautenschlager, Ralph Harrison, Chris Kneip, Harold Singstock, Koby Schellenger, Bryan Stafford

MEMBERS EXCUSED: Karen Powers, Mark Weisensel

STAFF PRESENT: Bill Topel, Renee Soroko, Janet Rohloff, Annette Beattie, Heather Foust, Beth Roberts, Megan Gerl (VPI, Inc) , Wendy Hein (VPI Inc), and Julie Kotajarvi

Chairman Larry Lautenschlager called the meeting to order at 2:02 p.m.

AGENDA ITEM B: PUBLIC COMMENTS ON AGENDA ITEMS

There were no comments.

AGENDA ITEM C1: APPROVE MINUTES OF THE DECEMBER 2ND, 2024 HUMAN SERVICES BOARD MEETING

Ralph Harrison moved for approval; seconded by Koby Schellenger and carried unanimously. (6-0)

AGENDA ITEM C2: ACCEPT MINUTES OF THE NOVEMBER 11TH, 2024 ADRC COMMITTEE MEETING

Harold Singstock moved for acceptance; seconded by Ralph Harrison and carried unanimously. (6-0)

AGENDA ITEM D1: BIRTH TO 3 PROGRAM – BETH ROBERTS, WENDY HEIN, & MEGAN GERL

Wendy Hein presented an overview of The Early Intervention Birth to 3 Program. This program provides resources and services to children under the age of three who have developmental delays or disabilities. Wendy shared eligibility and the referral process. Children are eligible if they have a significant delay (25% or more) in at least on area of development. Some services provided include speech therapy, physical and occupational therapy, special instruction, service coordination and more. Wendy shared 2024 data and program highlights. This includes a new building, database, leader positions and events. You can learn more about the program at vpiwi.org.

AGENDA ITEM D2: REQUEST THE PERSONNEL & FINANCE COMMITTEE TRANSFER \$400,000 FROM HUMAN SERVICES LABOR BUDGET CATEGORY TO THE OPERATING BUDGET CATEGORY DUE TO COST OVERRUNS IN PLACEMENTS

Director Bill Topel stated there are four budget categories: labor, operations, travel, and capital improvements. Money can move within each of these areas. We do our best to stay under budget, however, when any category exceeds budget, finance advises a transfer request. Overall, there are sufficient funds. Janet Rohloff explained the transfer is from unexpended labor to inpatient hospitals and supported living services. Vendor costs have increased significantly. Koby Schellenger moved to postpone until the February 3rd meeting since the financials reviewed at this meeting are two months old. He suggested waiting until they have updated financials. Motion was not seconded. Chris Kneip commented the department should not have delays with agenda prep changes. Bill Topel stated delaying would result in further delays with Personnel and Finance Committee meeting three days after Human Services Board and agenda prep timelines. Koby suggested a different Human Services board meeting time with Human Services staff reviewing their schedules first. Bill will discuss with management team and propose options. This will be revisited next month. Larry Lautenschlager noted Koby motioned for approval and seconded by Chris Kneip. Vote (5-1).

AGENDA ITEM E1 DEPUTY DIRECTORS REPORT: REPORT ON RECRUITMENT AND RETENTION

Deputy Director, Renee Soroko, shared there are currently 15 vacancies noting positions and divisions. Bill Topel mentioned Dr. Zerrien's retirement after 25 years. The county was fortunate to find a replacement quickly. Dr. Anne Machesky starts Monday January 13th.

AGENDA ITEM E2 FINANCIAL REPORT: JANET ROHLOFF

Janet Rohloff discussed November's financial report. The expenses were as expected. The opioid grant will be reduced by 40% next year. We are discussing how to accommodate the significant reduction without losing programming.

AGENDA ITEM F1 DIRECTORS REPORT: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Human Services Director Bill Topel reviewed placement statistics: Child Welfare (CW) Division – Juvenile Corrections is at 0.0 Actual Daily Populations (ADP). Residential Care Centers are currently at 3.5 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 4.5 ADP with the youth being at 0.5 ADP. Secure Detention is at 2.2 ADP. Foster Care is at 39.9 ADP. Kinship Placements are at 139.2 ADP.

AGENDA ITEM G: BOARD MEMBER REPORTS

Reminder of the Spring WHCSA conference April 30th – May 2nd. Registration is now open. With no further business, Bryan Stafford moved for adjournment; seconded by Ralph Harrison and carried at 3:21 p.m. The next meeting will be held on **Monday, February 3rd at 2:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Julie Kotajarvi, Human Services Department/jk