

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

Minutes

DATE: Monday, February 3rd, 2025

TIME: 2:00 p.m.

PLACE: Oshkosh Human Services Building Room 33

MEMBERS PRESENT: Ralph Harrison, Chris Kniep, Larry Lautenschlager, Karen Powers, Harold Singstock, Mark Weisensel, Koby Schellenger

MEMBERS EXCUSED: Bryan Stafford

STAFF PRESENT: Bill Topel, Renee Soroko, Annette Beattie, Heather Foust, Ann Kriegel, Beth Roberts, Tammy Steier and Julie Kotajarvi

OTHERS PRESENT: Ethan Hollenberger, Paul Kaiser (Online)

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 JANUARY 6th, 2025, HUMAN SERVICES BOARD MEETING

Ralph Harrison moved for approval; seconded by Koby Schellenger and carried unanimously. (7-0)

AGENDA ITEM C2: ACCEPT MINUTES OF THE DECEMBER 9th, 2024, ADRC COMMITTEE MEETINGS

Karen Powers moved for acceptance; seconded by Koby Schellenger and carried unanimously. (7-0)

AGENDA ITEM D1: PRESENTATION ON SHELTER CARE SERVICES Presentation will be in March due to presenter illness.

AGENDA ITEM D2: AUTHORIZATION TO INCREASE THE NUMBER OF EMPLOYEES ESTABLISHED IN THE DEPARTMENT OF HUMAN SERVICES BY FIVE FOR THE PURPOSE OF THE HOMELESSNESS, EVICTION, AND LOSS PREVENTION (HELP) PROGRAM

Ethan Hollenberger announced the resolution sent to the board and what was sent to Purchasing and Finance Department was different. There was no fundamental change just changes in the verbiage. Bill added when project positions come due, we must decide if we are going to end the position them or become permanent which is the purpose of this request. Positions are critical to the HELP program. Karen Powers moved to accept the amended resolution; seconded by Koby Schellenger and carried unanimously (7-0)

AGENDA ITEM E1: DEPUTY DIRECTOR REPORT ON RECRUITMENT AND RETENTION

Deputy Director, Renee Soroko, shared there are 16 current vacancies. Interviews and offers are usually pending with active postings. This is Tammy Steier's last meeting with her retirement on February 5th after 30 years. Beth Robert's is resigning on March 10th. She has accepted the position of Health and Human Services Director for Outagamie County.

AGENDA ITEM E2: FINANCIAL REPORT

With Janet Rohloff's absence, Director Bill Topel stated 2024 is being finalized with an estimated 2.5 million of surplus. Finance departments are making final entries so it may change in March upon completion. The question was raised the change with delayed data reports due to agenda due dates. Ethan Hollenberger stated reports can be added up to 7 days before board meeting date working with County Clerk's office since the software program is locked at 3 weeks prior. Janet Rohloff is working with the finance department to transfer neighborhood investment grant funds. We are monitoring activity at the federal level regarding funding and potential impact.

AGENDA ITEM F1: 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 4.4 ADP with the youth being at 0.5 ADP. Secure Detention is at 2.4 ADP. Foster Care is at 39.6 ADP. Kinship Placements are at 135.0 ADP.

AGENDA ITEM F2: DIRECTOR REPORT WCHSA UPDATE

Bill Topel mentioned the next WCHSA meeting is April 30th – May 2nd in Green Bay at Tundra Lodge. Julie Kotajarvi will email the link for registration to the board. Human Services Capital Day will be in April though we do not yet have a date. Julie will notify the board once a date is set.

AGENDA ITEM G1: REVIEW & APPROVE A NEW MEETING TIME AND DAY FOR 2025

Board decided to change the meeting date to the fourth Monday of each month at the same time of 2:00 pm for resolution requests to reach Personnel and Finance committee meetings timely. Absent members were contacted to assure they agreed to this change. A new schedule will be sent to the board.

AGENDA ITEM H1: BOARD MEMBER REPORTS

Mark thanked Bill for serving as the President of WCHSA in which his term ended in December. Chris added she will be offering 'powerful tools' in April and May. It is a 6-week program and if anyone knows anyone that is a care giver please get the word out. Koby Schellenger thanked everyone for their hard work and for actively trying to prepare for any changes that may come in the near future. He wished Tammy and Beth well. Karen Powers thanked the WAVE Committee for the SMORG luncheon and anniversary announcements. Larry also thanked Tammy and Beth.

With no further business Karen Powers moved for adjournment; seconded by Mark Weisensel and carried at 2 p.m. The next meeting will be held on **Monday, March 24 at 2:00 p.m. in the Oshkosh Human Services Building in Room 33.**

Respectfully submitted by Julie Kotajarvi, Human Services Department/JK