

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

Minutes

DATE: Monday, September 22nd, 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, KristL Laux, and Walt Ulbricht, Bryan Stafford

STAFF PRESENT: Bill Topel, Renee Soroko, Annette Beattie, Heather Foust, Ann Kriegel, Melissa Hoodie, Elizabeth Wagner and Julie Kotajarvi

OTHERS PRESENT: Paul Kaiser, Jamie Rouch, Tim O'Brien (virtual), Diane (virtual), JCR (virtual)

Chairman Larry Lautenschlager 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 AUGUST 25TH, 2025 HUMAN SERVICES BOARD MEETING

Walt Ulbricht moved for approval of these minutes; seconded by KristL Laux and carried unanimously. (6-0) Karen Powers, Ralph Harrison, and Bryan Stafford were not in attendance at the time.

AGENDA ITEM C2: ACCEPT THE MINUTES OF THE AUGUST 11th, 2025, ADRC COMMITTEE MEETINGS

KristL Laux moved for acceptance of these minutes; seconded by Mark Weisensel and carried unanimously. (6-0) Karen Powers, Ralph Harrison, and Bryan Stafford were not in attendance at the time.

AGENDA ITEM D1: 2026 BUDGET UPDATES & REVIEW

Director Bill Topel began the discussion stating Executive Hintz and Jamie Rouch presented the proposed budget presentation on September 10th. Since this board last reviewed the budget in June, rather than go through the entire budget, Bill reviewed changes and staff positions. Board members raised questions for discussion. The proposed budget is available on the website.

AGENDA ITEM D2: DISCUSSION AND POSSIBLE ACTION ON AMENDMENTS TO THE BUDGET COMMITTEE MAY RECOMMENT TO THE COUNTY BOARD

There were no amendments.

AGENDA ITEM D3: CONSIDER & ACT ON CHANGING THE MEETING TIME OCTOBER 27th, 2025 TO 9am TO ACCOMMODATE OUTSIDE SPEAKERS

Larry Lautenschlager announced he requested a presentation on Green Bay's Safe Parking Program. Wise Women Gathering Place is a non-profit agency that manages the program. Kandis Smith needs a morning time to present. Larry requested to move the meeting time to 9:00 am. KristL Laux suggested 9:30 am. We will ask Kandis and confirm with board members. Larry moved for acceptance of this change. It was carried unanimously (8-0)

AGENDA ITEM E1: DEPUTY DIRECTOR REPORT ON RECRUITMENT AND RETENTION

Deputy Director, Renee Soroko, shared there are 13 current vacancies. Interviews and job offers are ongoing. Bill Topel expressed the number of vacancies compared to how many employees Human Services has been quite impressive with an average turnover of 15% annually.

AGENDA ITEM E2: FINANCIAL REPORT

With Janet Rohloff's absence, Director Bill Topel shared financial update as overall, favorable. Revenues are still favorable. As of July, it appears the end of year surplus projection is \$654,000. Significantly less than previous years.

AGENDA ITEM F1: INPATIENT & INSTITUTIONAL PLACEMENT STATISTICS

Human Services Director Bill Topel reviewed placement statistics for **July 2025**: Child Welfare (CW) Division – Juvenile Corrections is at 0.0 Actual Daily Populations (ADP). Residential Care Centers are currently at 3.7 ADP. Behavioral Health (BH) - Specialty Hospitals for adults is at 5.3 ADP with the youth being at 1.3 ADP. Secure Detention is at 3.6 ADP. Foster Care is at 39.9 ADP. Kinship Placements are at 161.1 ADP.

AGENDA ITEM F2: DIRECTOR'S REPORT WCHSA UPDATE

Bill shared that WCHSA has the annual fall conference on December 4th – 5th located at the Jefferson Street Inn, Wausau, WI. This is mainly geared toward directors and staff unlike the annual spring conference which includes board members. However, board members are welcome.

AGENDA ITEM G: BOARD MEMBER REPORTS

Chris Kneip mentioned that the Powerful Tool for Caregivers class will be offered again. Here is the link <https://www.powerfultoolsforcaregivers.org/class/powerful-tools-for-caregivers-in-person-3pm-ct-october-16th-2025-caregivers-of-adults/>

Harold Singstock expressed he is pleased with the overall 2026 budget proposal with an average of 7% tax levy for this department by using labor savings.

Walt Ulbricht mentioned he is very impressed with the HELP program and how much it has affected the community in a positive way.

Karen Powers mentioned she may know someone that will benefit from that program. The HELP on call line is (920)509-7629.

AGENDA ITEM G: NEXT MEETING DATE

Monday October 27th at 9:30 a.m. in the Oshkosh Human Services Building in Room 33.

Respectfully submitted by Julie Kotajarvi, Human Services Department/jk