



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, October 28, 2020 – 4:30 P.M.**

**Call to Order:** Vice Chair Weaver-Landers called the virtual meeting to order at 4:30 p.m. on Wednesday, October 28, 2020.

**Committee Members Present:** Sally Jean Weaver-Landers, Citizen Representative; Shirley Williams, Supervisor (in at 4:47 p.m.); Kathy Schulz, Supervisor; Pam Bostwick, Supervisor; Kaelyb Lokrantz, Supervisor; Ashley Hoffman, Citizen Representative; and J. Russell Podzilni, Supervisor.

**Committee Members Absent:** Brian Knudson, Supervisor. Angelina Reyes, Citizen Representative.

**Staff Present:** Katherine Luster, Director; Tera O'Connor, Deputy Director; Greg Winkler, Deputy Director; Sara Mooren, Administrative Services Manager; Verenice Sandoval, Administrative Intern; Olivia Smith, Child Protective Services (CPS) worker; Sophia Davis, CPS Supervisor; Kami Williams, Acting CPS Program Manager; Tracy Mayer, Behavioral Health (BH) Clinician; John Weber, Program Analyst; Tina day, Coordinated Services Team (CST) Coordinator; and Julie Butz, Children's Long Term Support (CLTS) Program Manager.

**Others Present:** Ann Seffernick, Director United Cerebral Palsy (UCP). Jamie Kersten, Assistant Director UCP. Terri Carlson, Corporation Counsel Risk Manager. Patrick Singer, Information Technology (I.T). Terri Wixom; Amy Langer; Peg Cadd, Foster Parents. Sue Rusch.

**Approval of Agenda:** Supervisor Podzilni moved the agenda to the floor, seconded by Supervisor Bostwick. The agenda was unanimously approved. APPROVED.

Supervisor Podzilni requested roll call: Supervisors Schulz, Bostwick, Lokrantz, Podzilni and Citizen Representatives Weaver-Landers and Hoffman were all present at the time roll was taken.

**Approval of Minutes of Human Services Board Meeting of October 14, 2020:** Citizen Representative Hoffman moved the minutes to the floor, seconded by Supervisor Bostwick. The minutes were unanimously approved. APPROVED.

**Citizen Participation, Communications and Announcements:** None.

**Submission of Committee Requests:** Supervisor Schulz requested an update regarding how HSD is doing with funding for providing PPE supplies and other necessities.

**Approval of Contracts and Transfers:** Supervisor Lokrantz moved ten contracts to the floor, seconded by Citizen Representative Hoffman. Ms. Mooren provided information about each contract and responded to questions. The contracts were unanimously approved. APPROVED.

**October HSD Employee Impact Recognition:** Ms. Luster introduced Olivia Smith the recipient of the October HSD Employee Impact award. Ms. Smith was nominated by her supervisor and recognized because of her work with a family where the primary parent passed away and the child needed to be placed in a foster care. The child had many pet cats and wanted to stay in the same school district. Ms. Smith worked very hard to find a family within the school district and who would allow the child to bring one pet cat with her. Haleigh Thomas was also involved in this placement. This is a great representation of the HSD vision and mission.

**Report on Holiday and Family Needs Committee (HFNC):** Ms. Day explained that the HFNC fundraising has been limited due to COVID19. They were able to have one fundraiser in August which was a Brat stand in Clinton. She advised donations could be down this year as well. The HFNC is hoping Rock County staff and community will come through again this year to adopt families. The HFNC hopes that workers can support and will help to still do the gift deliveries safely with social distancing. Citizen Representative Weaver-Landers reported her workplace will continue to support this effort as they have for many years. Supervisor Williams requested to be contacted as well.

**Report on B-3 from United Cerebral Palsy:** Ms. Seffernick, Director of UCP and Jamie Kersten, Assistant Director were introduced. Ms. Seffernick provided an update and explained UCP has been working well with children and families. Staff adjusted quickly to the COVID19 pandemic and switched family visits to all virtual when it was mandated. Most families want in-home visits, and as soon as person to person visits could be accomplished safely staff were/are able to accommodate with PPE. Ms. Seffernick provided details regarding the community collaboration they have had which included contact with all the school districts. She advised that the collaboration with the HSD CLTS staff has gone well. Ms. Seffernick detailed the training UCP staff have been receiving regarding the state standards and the primary coach model. She advised the state conducted an audit and no findings of non-compliance were reported. She advised UCP is serving 160 children and referrals have fluctuated due to COVID19. Many counties' referrals have dropped by approximately 15% but UCP was only about 8%. She described UCP's efforts toward outreaching to raise awareness. Ms. Seffernick and Ms. Kersten responded to questions regarding the number of children no longer receiving services and outreach to homeless families. Ms. Luster advised HSD staff will follow up and provide data regarding families no longer engaged in services.

**Foster Care Update:** Ms. Mayer explained that at the last Foster Care Advisory Committee (FCAC) meeting the group agreed to participate in icebreakers and broke out into small groups, which seemed beneficial. They discussed priorities and sub-committees as well. She explained that the group has reduced by four members, two CPS workers and two foster parents. She advised that the group is focusing on strengthening relationships between members before bringing in others to the group. They want to have a strong foundation before inviting birth parents, Board members and others to the group. Ms. Luster advised that birth parents voice is a priority and will be integrated into CPS work.

**Discussion and Possible Action of the 2021 Human Services Budget:** Citizen Representative Hoffman moved the approval of the 2021 HSD budget to the floor, seconded by Supervisor

Williams. Ms. Luster advised there have not been any changes to the 2021 HSD Budget since she last presented it. The 2021 HSD Budget was unanimously approved. APPROVED.

Ms. Luster provided an update on the 2020 HSD Budget estimate. Ms. Luster advised that as she previously reported the HSD budget is projected to be under budget, but there are a lot of moving parts. There was a decrease in overtime and travel but an increase in BH placements and BH revenue was under. The Comprehensive Community Services (CCS) program is HSD's largest mental health program and we have increased staff and clients in that area. The CCS program is fully reimbursed by Medicaid but she advised there is a lag in payment for indirect CCS costs. HSD bills for direct costs and we receive the billable rate but indirect costs do not come until the end of the following year. HSD does not know the exact amount of these reconciliation payments until they are received in December. Ms. Luster responded to questions.

**Director's Report:**

- **Department Operations and Return to Work Planning:** Ms. Luster advised that HSD staff are mostly working remotely. There is an increase in COVID19 cases in Wisconsin and HSD has seen an increase as well. HSD is managing and problem solving cases as they occur. HSD has adequate PPE for staff.
- **Response to Covid-19 Related Community Needs:** Ms. Luster advised HSD staff are being responsive and flexible with families to be able to meet their needs. HSD continues to have funding for the homeless with mental health needs. The Prevention and Community Engagement Coordinator, Becky Huber has been hired and is engaging with community partners and stakeholder groups. She recently attended

Ms. Luster informed the Board she will bring back information about the surveys that were sent out about the new HSD Logo.

Vice Chair Weaver-Landers asked about the possibility of changing the November 25, 2020 HSD Board meeting to another day due to the holiday. Discussion lead to address this as an agenda item at the next meeting on November 11, 2020.

**Next Meeting:** Wednesday, **November 11, 2020** at 4:30 p.m. – Virtual Meeting.

**Adjournment:** Supervisor Williams motioned to adjourn, seconded by Supervisor Bostwick with unanimous approval at 5:53 p.m.

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Jodi Parson, Secretary

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**