

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF FEBRUARY 13 – 17, 2012

MONDAY, FEBRUARY 13, 2012

*11:30 a.m. Harbor Commission

Clarion Hotel
200 Main Street

TUESDAY, FEBRUARY 14, 2012

(No Meetings)

WEDNESDAY, FEBRUARY 15, 2012

*7:00 p.m. Brown County Board of Supervisors

Legislative Room 203
100 N. Jefferson Street

THURSDAY, FEBRUARY 16, 2012

*4:45 p.m. Facilities Master Plan Subcommittee

Room 201, Northern Building
305 E. Walnut Street

*6:00 p.m. Library Board

Central Library
515 Pine Street

FRIDAY, FEBRUARY 17, 2012

(No Meetings)

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

INTERIM PORT & SOLID WASTE DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday, February 13, 2012 - 11:30 am

Clarion Hotel, 200 Main Street, Green Bay, WI

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – January 9, 2012 Meeting Minutes
5. Port Annual Report – *Request For Approval*
6. Western Lime Corporation Dockwall Lease Amendment – *Request For Approval*
7. Cell Tower Lease – *Request For Approval*
8. WDOT Harbor Assistance Program Statement of Intentions – *Request For Approval*
9. Bay Port Expansion Approval – *Update*
10. Cat Island Chain Restoration Project – *Update*
11. Bay Port Dredge Material Management & Renard Island Closure Work – *Update*
12. 1445 Bylsby – *Update*
13. Director's Report
14. Audit of Bills – *Request for Approval*
15. Such Other Matters as Authorized by Law
16. Adjourn

Dean R. Haen – Interim Director
Port & Solid Waste Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Solid Waste Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made.

Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda

BOARD OF SUPERVISORS

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GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, February 15, 2012 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentation ****

Library Board Presentation re: Downtown Library Remodel

1. **Adoption of Agenda.**
2. **Approval of Minutes of January, 2011.**
3. **Announcements of Supervisors.**
4. **Communications: (None)**
 - a) Late Communications.
5. **Appointments by County Executive:**
 - a) Appointment of Beth Relich and Joan Swigert and Reappointment of Keith Pamperin to the Aging and Disability Resource Center Board.
 - b) Appointment of Thomas Witczak and Reappointment of Judy Frederichs to the Brown County Traffic Safety Commission.
 - c) Appointment of Mark Tumpach to the Green Bay Metropolitan Sewer District.
 - d) Appointment of Greg Flisram to the Harbor Commission.
 - e) Reappointment of Judith Gregory, David Catalano, Jason Moeller, Leon Engler, and Judy Friederichs to Local Emergency Planning Committee.
6. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
7. **Other Reports:**
 - a) (None)

8. **Standing Committee Reports:**

- a) Report of Administration Committee of January 26, 2012.
- b) Report of Education & Recreation Committee of February 2, 2012.
- c) Report of Executive Committee of February 9, 2012.
- d) Report of Human Services Committee of January 25, 2012.
- e) Report of Planning, Development & Transportation Committee of January 23, 2012.
 - i) Report of Land Conservation Subcommittee of January 23, 2012.
- f) Report of Public Safety Committee of February 1, 2012.

9. **Resolutions, Ordinances:**

Executive Committee

- a) An Ordinance to Amend Section 2.06 of the Brown County Code Entitled "Administration Committee" and to Amend Section 2.07 of the Brown County Code Entitled "Planning, Development and Transportation Committee". Motion at Executive: To approve (*Resolution has been amended to strike Bay Lakes Regional Planning Commission*).

Executive Committee & Human Services Committee

- b) Resolution re: Change in Table of Organization Health Department Addition of Grant Funded Position. Motion at Executive: To approve; Motion at Human Services: To approve.

Human Services Committee:

- c) Resolution Requesting Emergency State Aid for Residents of the Town of Glenmore Harmed by the Siting of Industrial Wind Turbines in Close Proximity to Their Homes. Motion at Human Services: To approve resolution (*Resolution has been amended and put in proper Brown County format*).

Planning, Development and Transportation Committee:

- d) Ordinance Dealing with Revision of Speed Zone on County Highway EB Village of Howard, Brown County, State of Wisconsin. Motion at PD& T: To approve the request to lower the speed limit from 55 mph to 45 mph between Lineville Road and Woodale Avenue in the Village of Howard and that it be brought to the County Board in resolution form. (*Resolution attached*).

Public Safety Committee & Executive Committee

- e) Resolution to Approve Entry into Land Lease Agreements for Telecommunications Towers. Motion at Public Safety: To approve; Motion at Executive: To approve.

10. **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations)

11. **Such other matters as authorized by law.**
12. **Bills over \$5,000 for period ending January 31, 2012.**
13. **Closing Roll Call.**
14. **Adjournment to Wednesday, March 21, 2012 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Guy Zima
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

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FACILITY MASTER PLAN COMMITTEE

Carole Andrews, Chair
Bill Clancy, Vice-Chair
Mike Fleck, Pal Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, February 16, 2012

4:45 p.m.

Room 201, Northern Building

305 E. Walnut Street

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of December 15, 2012.
4. Comments from the Public.
5. Communication from Supervisor Wetzel re: To request the Facilities Master Plan Subcommittee to begin/perform a comprehensive security analysis of County facilities.
6. Update on former Mental Health Center building.
7. Review of surveys of space needs for the Health Department.
8. Report of the Planning Director.
9. Report of the Facilities Director.
10. Such other matters as authorized by law.

Respectfully submitted,
Carole Andrews, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library

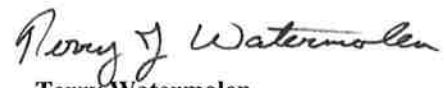
Thursday, February 16, 2012

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received
5. Facilities Report
 - a. Report of Central Library Renovation Task Force
 - b. Other Activity
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
7. 2012 Budget
 - a. Carryover Funds
8. RFID Update
9. Approve Action for Employee Transition
10. Report of Work Rules Committee
11. Approve filling of open positions
12. Approve WI Public Library Annual Report
13. Nicolet Federated Library System
 - a. Monthly update
14. President's report
15. Director's report
16. Such other matters as are authorized by law
17. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.


Terry Watermolen
President



FEBRUARY 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:30 pm 1	Ed & Rec 5:00 pm 2		
5	6	7	8	Executive Cmte 5:30 pm 9	10	11
12	13	 14	BOARD OF SUPERVISORS 7:00 pm 15	Facility Master Plan Subcommittee 4:45 pm 16	17	18
19	20	Veterans Recognition Subcommittee 5:15 pm 21	Human Svc 6:00 pm 22	Admin Cmte 5:30 pm 23	24	25
26	Land Con 6 pm Plan Dev & Trans 6:30 pm 27	Criminal Justice Coord. Board 3:30 pm 28	29			

MARCH 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:00 pm 1		
4	5	6	Public Safety 5:30 pm 7	8	9	10
11	Executive Cmte 6:15 pm 12	13	14	15	16	 17
18	19	20	Board of Supervisors 7:00 pm 21	Admin Cmte 5:30 pm 22	23	24
25	Land Con 6 pm Plan Dev & Trans 6:30 pm 26	27	Human Svc 6:00 pm 28	29	30	31

BROWN COUNTY COMMITTEE MINUTES

- Aging and Disability Resource Center (January 26, 2012)
- Community Options Program Planning Committee (January 30, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

January 26, 2012

PRESENT: Keith Pamperin, Pat Finder-Stone, Tom Diedrick, Carole Andrews, Pat Hickey, Lisa Van Donsel, Libbie Miller, Barbara Robinson, Marvin Rucker, Donajane Brasch

EXCUSED: Bill Clancy, Steve Daniels

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Christel Giesen, Laurie Ropson, Sherry Schuelke, Tina Whetung, Denise Misovec

PLEDGE OF ALLEGIANCE.

In Chairperson Diedrick's absence Vice-Chairperson Pamperin called the meeting to order at 8:40 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Finder-Stone and seconded by Ms. Miller to adopt the January 26, 2012 Agenda. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 1, 2011:

Sup. Andrews moved and Ms. Brasch seconded to approve the minutes of the regular meeting of December 1, 2011. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

CORRESPONDENCE:

A. SUE DACHELET OFFICE OF THE BLIND AND VISUALLY IMPAIRED:

Ms. Archambault referred board members to the thank you letter from Susan Dachelet, Field Supervisor for the Office for the Blind and Visually Impaired, included in the board packet. On behalf of the consumers served, Ms. Dachelet expressed appreciation to the ADRC for maintaining \$2,000 in our 2012 budget to provide adaptive equipment for consumers who are blind or visually impaired. This continuing collaboration to serve consumers has had a positive impact on many lives.

B. JOHN LUETSCHER-CORPORATION COUNSEL: Ms. Archambault referred board members to the correspondence from John Luetscher, Brown County Corporation Counsel. Ms. Archambault explained that over the years we have requested advice from Corp. Counsel and, most recently, asked for clarification of the role of the ADRC Board and the County in hiring a Director. In the past we have tried to follow County Policies as close as possible. Corp. Counsel has indicated that the ADRC is an independent entity and the ADRC Board of Directors has the exclusive responsibility and authority to appoint a director and set compensation. The Director and the Board of Directors are responsible for all other hiring decisions and the operational control of the corporation.

Although the ADRC is authorized to utilize whatever County service are needed, the use of these services does not change the character of the ADRC of Brown County, Inc. and it remains a distinct and separate entity from Brown County. Our relationship with the County is very beneficial to us and the county has been very generous with their time.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF THE DRAFT DECEMBER 2011 FINANCE REPORT:

Ms. Bowers reported a couple of outstanding expenses on the Preliminary 2011 End-of-Year Expense Report, otherwise the report is fairly accurate. The \$411,708 for New Building Renovations on line 28 is in error and should be \$413,043.20. This includes

\$5,515.90 for property taxes on the building at 331 S. Adams of which we paid half and the seller paid half. The report also indicates an outstanding balance of \$2,000 in Meal Delivery. Under Energy Initiatives we received an energy incentive of \$57,142 from Focus on Energy Incentives bringing us under budget by \$18,000 on that project.

Ms. Bowers distributed an updated Preliminary 2011 End-of-Year Revenue Report as the report included in the packet had an error in the formula for the year to date balance of out actual budget. The new report would adjust what was budgeted for and what we actually received.

The Preliminary December 2011 Finance Report was received and placed on file.

Chairperson, Diedrick, arrived and took over the meeting from Vice-Chairperson, Pamperin at 9:02 a.m.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board Members reviewed the Restricted Donations of \$50 in memory of Harold & Margaret Carpenter for Alzheimer's Support, \$100 from Encompass Early Education for the 2012 Falls Prevention Program, \$1,000 from GGNSC Administrative Services for the Nutrition Program, a \$40,000 anonymous donation for agency use, \$500 from the Green Bay community Service Club for building decorations, \$50 in memory of Elsie Titus & Doris DeRuyter for programming, and \$500 in memory of Kathleen Zeutzius for programming.

Ms. Van Donsel moved and Ms. Miller seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. REVIEW AND APPROVAL OF DEPRECIATION SCHEDULE: Ms. Bowers presented the Preliminary December, 2011 Designated/Undesignated Net Asset Report to board members. She reported that it is recommended that we keep 10% to 15% of our current year's operating expenses in an Undesignated Net Asset Account. The County suggests we keep 15 to 20%. Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report noting that we have \$1,084,386 in our Undesignated Net Asset Account or operating reserve.

Ms. Bowers distributed the Nature of Activities and Significant Accounting Policies of the Aging & Disability Resource Center of Brown County. She referred board members to item #5, Property and Equipment. As of now all acquisitions of property and equipment in excess of \$300 are capitalized. Ms. Bowers requested board approval to change that dollar amount to \$5,000.

Mr. Pamperin moved and Ms. Van Donsel seconded to amend the agency depreciation policy to capitalize asset acquisitions of property and equipment in excess of \$5,000. **MOTION CARRIED.**

REGIONAL LTC ADVISORY COUNCIL PRESENTATION: Ms. Sherry Schuelke, Regional ADRC Quality Specialist with the Bureau of Aging and Disability Resources Division of Long Term Care, began by explaining that each ADRC governing/advisory board is being asked to appoint representatives from its membership to a Regional Long Term Care Advisory Committee. She opened by stating that the charge to the Regional Long Term Care Advisory Committee is to provide feedback and make recommendations to the Department of Health Services regarding the performance of the state's long term care programs, including managed care organizations, IRIS (Include, Respect and Self Direct), aging and disability resource centers, and the adequacy of services, living arrangements a community resourced needed by older persons and persons with physical or developmental disabilities. Ms. Schuelke reviewed the proposed Regional Long Term Care Advisory Committee Areas and noted that Brown County falls in the Northeast region along with Calumet, Oconto, Waupaca, Winnebago, Menominee, Shawano, Outagamie, Kewaunee & Manitowoc Counties. Each ADRC would send 3-4 board members representing at least 2 different target groups. She reviewed some questions for ADRC Governing Boards to use when gathering information and also some of the issues to be

addressed at these meetings. Regional Quality Specialists will attend ADRC governing/advisory board meetings early in 2012 to discuss the Regional Long Term Care Advisory Committees with a report being prepared in June, 2012 to be presented to the Wisconsin Department of Health Services and the Wisconsin Council on Long Term Care in July, 2012.

At this time Chairperson Diedrick asked for volunteers to serve on the Regional Long Term Care Advisory Committee. Ms. Finder-Stone, Ms. Hickey, Ms. Van Donsel, and Sup. Andrews volunteered.

Ms. Christianson, ADRC Assistant Director, gave a brief overview to information that has already been gathered and suggestions as to how our members might proceed collecting their data. They were instructed to have their findings and recommendations to Ms. Christianson by the February 23rd Board Meeting.

FAMILY CARE UPDATE: Ms. Christianson reported that she serves on the Long Term Care Council and last month the Department of Health Services (DHS) unveiled 7 Long Term Care Sustainability Policy Papers. These papers have been distributed as a form of guidance to the long term care system as the Family Care Caps are removed and expansion moves forward. The 7 policy areas address in the sustainability papers include: Residential Services, Youth in Transition, IRIS and Self-Directed Supports, Living Well at Home and in the Community, Family Care Administrative and Program Efficiencies, LTC-Family Care Benefits, and Employment Supports. Sustainability is the long term goal of the proposed policies and the recommended changes are intended to “*build to a better way*”. As advocates for older adults and adults with disabilities we want to help shape the policies as they unfold.

PERSONAL DAY BENEFIT – FRIDAY AFTER THANKSGIVING: Ms. Archambault explained to the board that ADRC policies state that staff have 4 Personal Days per year. This year the County took away 1 Personal Day and in place of it they are closing County Offices the day after Thanksgiving. Ms. Archambault stated that the ADRC staff voted on this and she is recommending that the ADRC follow the County on this matter.

Mr. Pamperin moved and Ms. Finder-Stone seconded to reduce the ADRC staff’s Personal Days to 3 per year and close the ADRC the day after Thanksgiving. **MOTION CARRIED.**

Ms. Finder-Stone moved and Ms. Hickey seconded to finish the agenda items and move the closed session to the end of the agenda. **MOTION CARRIED.**

DIRECTOR’S REPORT: Ms. Archambault reported on the following:

- The County Executive will appoint 2 new ADRC Board Members, Joan Swigert to represent aging and Beth Relich to represent the developmentally disabled population, at the next County Board Meeting. The County Executive will be contacting the tribe for a representative from Oneida.
- We began contracting with Aramark for our Homebound Meal Program on January 3rd. As expected when switching providers, there have been some complaints from consumers and issues and concerns with quality. Several items have also been taken off the menu. Aramark has been very cooperative in working with us to correct some of these problems. We are encouraging our consumers to give us feedback. We will continue to monitor things on a daily basis as we want this to work out these issues and concerns.
- Ms. Archambault brought up the issue of rural services. She noted the increased demand for volunteers for meals and transportation needs.

LEGISLATIVE UPDATE: Ms. Archambault distributed a handout by Tom Frazier regarding the new Wisconsin voter photo ID law that will go into effect with the the primary election scheduled for February 21, 2012. Even if you had a driver’s license that expired before November 2, 2011, including years before, it would still be recognized by the Department of Transportation’s Division of Motor

Vehicles as proof of identification. You would take the expired driver's license to the DMV to obtain a Wisconsin ID Card. If you ask for the ID Card for voting purposes, it will be free.

Ms. Finder-Stone added that the new redistricting is very confusing to voters. She suggested making sure you are registered and looking into voting by absentee ballot.

ANNOUNCEMENTS: Mr. Pamperin announced that Options for Independent Living will be holding their Nascar Event, a fundraising event for Options, on Sunday, February 26th at Stadium View Sports Bar in Green Bay.

NEXT MEETING DATE – February 23, 2012: The next Board of Director's Meeting is scheduled for Thursday, February 23, 2012.

**PURSUANT TO 19.85 (1) OF WISCONSIN STATUTES – A CLOSED SESSION WILL BE HELD:
19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility – ADRC Director's compensation.**

Return to Open Session: Chairperson Diedrick reported that the board agreed to the compensation for the director of \$83,000 effective March 5, 2012 with the potential for increases in 2013 and 2014 subject to performance evaluation.

ADJOURN: Mr. Pamperin moved and Ms. Van Donsel seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, January 30, 2012 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Darlene Marcelle, Kristy Robb, Mary Schlautman, Cathy Williquette-Lindsay, Chua Xiong and Mary Hansen

Absent: None

Excused: Patricia Hickey

Others Present: Ian Agar and Mary Rasmussen of BCHSD

Chairperson Kristy Robb called the meeting to order at 8:33 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

Ms. Robb said item #8 (closed session) will be removed from the agenda as there are no appeals or variances this time.

MOTION: Ms. Marcelle moved to approve the agenda as modified. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Schlautman moved to approve the November 28, 2011 minutes as mailed. Ms. Desotell seconded. Motion carried unanimously.

ELECTION OF 2012 CHAIRPERSON(S)

Co-Chairpersons Kristy Robb and Helen Desotell agreed to continue their roles in 2012.

MOTION: Ms. Williquette-Lindsay moved to nominate Ms. Robb and Ms. Desotell as continuing Chair and Co-Chair of the COP Planning/Appeals Committee. Ms. Schlautman seconded. Motion carried unanimously.

GENERAL COP UPDATE

Ms. Hansen said there are currently 464 individuals on the COP waiting list, 187 of whom are physically disabled and 277 of whom are elderly. Of those 464 people, 46 are currently being worked up to receive services. Year-end statistics show that COP staff processed 16 nursing home relocation, 32 diversion, two CLTS transfer, two out-of-county transfer, 73 straight CIP II and eight straight COP cases for a total of 133 new consumers served in 2011. These people came off the waiting list. With one staff person out on medical leave right now, the caseload average is 45 to 46.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – JANUARY 30, 2012

In January 2012 we are taking 28 new people off the waiting list, 14 elderly and 14 physically disabled. We are continuing to serve diversion cases as we are able. Ms. Hansen explained that diversion cases are people at imminent risk of nursing home placement. There is one staff person in the COP unit and also one staff person in the CIP unit whose singular role is to manage the waiting lists. Case managers are currently working to make sure all 2011 services and subsequent bills are paid as the deadline for closing 2011 books is in February. Regarding contracts, the new 2012 room and board rate is \$742 for alternate care settings such as CBRF placements.

Ms. Marcelle asked if case managers do home visits with consumers. Ms. Hansen said yes, there are requirements within the waiver rules that dictate how often face-to-face and collateral contacts must take place. If we miss a contact, there is a possibility we could face a disallowance of funding if this shows up in an audit. Ms. Williquette-Lindsay asked if there is a flow chart that shows the eligibility and service timeline for a consumer step by step, which would be helpful for Committee members to understand the process, especially the newer members. Ms. Hansen said she has something and Ms. Rasmussen will email it to everyone. Ms. Schlautman said she also has something she could email that outlines the eligibility process at the ADRC.

Ms. Hansen's position has been supervising the two units (CIP and COP), however this year an additional supervisor has been hired. Lori Weaver begins in this position on January 31. She has a background as a hospital discharge planner as well as having held other professional positions.

Regarding Family Care, Governor Walker is in the process of lifting the cap on Family Care expansion to the remaining 15 counties, including Brown. Legislation may be necessary in order to accomplish that. There is no solid date on when this will take place, but the hope is by March 1, 2012. Meanwhile Brown County is budgeted for continuing with the legacy waiver programs. Rolf Hansen of N.E.W. Family Care put together an overview report of where we stand, and Ms. Hansen distributed copies of it.

Our accounting staff tracks significant proportion figures and we are still in compliance with the state's 57% requirement for elderly. Elderly turnover is high, and we are careful to put enough on service to ensure continued compliance.

2012 COP PLAN UPDATE

Ms. Hansen commented on how short the plan is this year as the state has removed some requirements from the past. Our case management hourly rate is now \$101, down from \$103 last year. Otherwise it is "business as usual" with no changes from 2011

MOTION: Ms. Schlautman moved to approve the 2012 COP Plan Update. Ms. Desotell seconded. Motion carried unanimously.

MOTION: Ms. Desotell moved to adjourn. Ms. Williquette-Lindsay seconded. Motion carried unanimously. The meeting adjourned at 8:58 a.m.

Respectfully submitted,
Mary Rasmussen

