

BOARD OF SUPERVISORS

Brown County



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

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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
JULY 7 – 11, 2014**

MONDAY, JULY 7, 2014

*6:00 pm Executive Committee

Room 200, Northern Building
305 E. Walnut Street

TUESDAY, JULY 8, 2014

(No Meetings)

WEDNESDAY, JULY 9, 2014

(No Meetings)

THURSDAY, JULY 10, 2014

*8:30 am Aging & Disability Resource Center Board of Directors

ADRC
300 S. Adams Street

5:15 pm Human Services Board

Board Rm A, Sophie Beaumont
111 N. Jefferson Street

FRIDAY, JULY 11, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, July 7, 2014

6:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of June 9, 2014.

Comments from the Public

Proclamation

1. Approval of Proclamation Marking August 16, 2014 as Korean War Veterans Day at Brown County Fair. *Referred from Veterans' Recognition Subcommittee.*

Communications

2. Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *Held for a month for further information.*
3. Communication from Supervisor LaViolette re: Hold County Board meeting at 6:30 p.m. *Held for a month.*
4. Communication from Supervisor Van Dyck re: To provide better continuity between programming objectives and corresponding facility requirements and to better coordinate future facility improvements to museum and library facilities under the jurisdiction of the Education and Recreation Committee. *Referred to Exec Cmte as per the County Board on 6/18/2014.*
5. Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. *Referred from June County Board.*
6. Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. *Referred from June County Board.*
7. Communication from Supervisor Lund re: To discuss at Executive Committee the inclusion of full minutes in the board meeting packet. *Referred from June County Board.*

Vacant Budgeted Positions (Request to Fill)

8. Child Support – Child Support Specialist-Enforcement - Vacated 6/3/14.
9. Child Support – Child Support Clerk - Vacated 6/8/14.
10. Child Support – Clerk/Typist I - Vacated 7/11/14.
11. Health – Public Health Nurse - Vacated 4/7/14.
12. Human Services – Clerk IV(x2) - Vacated 5/16/14, 6/20/14.
13. Public Works (Facilities Management) – Housekeeper .5 - Vacated 6/30/14.

14. Public Works (Highway) – Superintendent - Vacated 6/23/14.

Legal Bills

15. Review and Possible Action on Legal Bills to be paid.

Reports

16. County Executive Report.
17. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for May, 2014.
 - b) Preliminary Audit Report – Purchasing Function Audit – Public Works Highway Department (Pending Final Review by Corporation Counsel).
 - c) Quarterly Status Update (April 1 – June 30, 2014).
18. Human Resources Report.
 - a) Discussion re: Mileage reimbursement rate for sanitarians. *Motion at June Human Services: Refer to Admin and Exec Cmte; Motion at June Admin: Refer to Exec Cmte with appropriate fiscal impact numbers.*

Resolutions, Ordinances

19. An Ordinance Amending Section 2.13 of Chapter 2 of the Brown County Code Entitled “Meetings, Agendas”.

Other

20. Such other matters as authorized by law.
21. Adjourn.

Tom Lund, 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. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. 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.

**AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY
BOARD OF DIRECTOR'S MEETING**

**Thursday, July 10th, 2014 at 8:30 a.m.
300 S. Adams St. Green Bay, WI 54301**

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of May 29th, 2014	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of May, 2014 Finance Report	Yes	Yes
b. Review and approval of Restricted Donations	Yes	Yes
7. Budget Review and Approval 2015	Yes	Yes
8. Directors Report		
a. Modernization Proposal: Project Costs and Bid Process	Yes	Yes
b. Homebound Meal Wait List Policy	Yes	Yes
c. Nutrition Program Proposals and Contract Award		Yes
d. Agreement: Cedar Crest College Internship	Yes	Yes
e. WAAN-Issue Briefs	Yes	
f. Bureau on Aging Strategic Goals	Yes	
g. ADRC Contract Changes	Yes	
h. SOS Grant Award		
i. CMS Rule Changes-Follow Up from Lisa Mills		
j. Board Minute Discussion		
k. Power Up Institute		
9. Family Care Update		
a. State Calls to ADRC in Preparation/RFP		
10. Legislative Updates		
11. Announcements		
12. Next Meeting – August 28 th , 2014		
13. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, July 10, 2014**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of June 12, 2014 Human Services Board Meeting.
4. Executive Director's Report.
5. 2013 Annual Report.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*


Notices:

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

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, 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.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

July  **2014**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Ed & Rec 5:30 p.m.	2 Public Safety 11:00 pm	3	4  County Board Office Closed	5
6	7 Executive Cmte 6:00 pm	8	9	10	11	12
13	14	15 Vet's Recognition 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20	21	22	23 Human Svc 6:00 pm	24 Admin 5:30 pm	25	26
27	28 Land Con 6:00 pm PD&T 6:30 pm	29	30	31		

August 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am	7 Ed and Rec 5:30 pm @ Fair	8	9
10	11 Executive Cmte 6:00 pm	12	13	14	15	16
17	18	19 Vet's Recognition 5:00 pm	20 Board of Supervisors 7:00 pm	21	22	23
24	25 Land Con 6:00 pm PD&T 6:30	26	27 Human Services 5:30 pm	28 Admin Cmte 5:30 pm	29	30
31						

BROWN COUNTY COMMITTEE MINUTES

- 2045 MPO Long-Range Transportation Plan Technical Advisory Committee (June 2, 2014 – Draft)
- Aging & Disability Resource Center Executive/Finance Committee (June 26, 2014)

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

(DRAFT) MINUTES
2045 MPO LONG-RANGE TRANSPORTATION PLAN
TECHNICAL ADVISORY COMMITTEE
Monday, June 2, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

Jeff Agee-Aguayo		Ed Kazik	
Bill Balke	<u>X</u>	Patty Kiewiz	<u>X</u>
Craig Berndt	<u>X</u>	Tom Klimek	<u>X</u>
Chris Bertch		Randy Loberger	
Geoff Farr	<u>X</u>	Doug Martin	<u>Exc</u>
Mike Finn		Dwight McComb	
Paul Fontecchio	<u>Exc</u>	Tom Miller	<u>Exc</u>
Steve Grenier		Rebecca Nyberg	
Dean Haen	<u>X</u>	Eric Rakers	<u>X</u>
Lisa Harmann	<u>X</u>	Aaron Schuette	<u>Exc</u>
Philip Gritzmacher	<u>X</u>	Derek Weyer	<u>X</u>

OTHERS PRESENT: Chris Chritton, Lisa Conard, and Cole Runge.

ORDER OF BUSINESS:

C. Runge opened the meeting at 10:00 a.m.

1. Introductions.

Introductions were made.

2. Election of Chair and Vice-Chair.

B. Balke volunteered to serve as Chair and G. Farr volunteered to serve as Vice-Chair.

B. Balke took over the Order of Business.

3. Review of Draft Goals and Objectives.

C. Runge stated that the Metropolitan Planning Organization (MPO) created the Long-Range Transportation Plan (LRTP) Technical Advisory Committee to help guide the plan development process and provide information and insights from a variety of perspectives. In addition to existing Brown County Planning Commission (BCPC) Transportation Subcommittee members, those with knowledge in the field of land use and the local economy/commerce were asked to serve on the committee. C. Runge thanked the members for agreeing to serve on the committee.

C. Runge stated that the Draft Goals and Objectives document was prepared by MPO staff and presented to the BCPC Transportation Subcommittee in the fall of 2013, so some of the LRTP Technical Advisory Committee members have already reviewed and commented on them. However, MPO staff wanted to present them to this committee to collect additional comments from the committee members.

L. Conard stated that before she began the discussion regarding the goals and objectives that she wanted to explain that she and Cole Runge, as well as Dan Teaters and Ker Vang, serve

as MPO staff. An MPO is a Metropolitan Planning Organization. MPOs are established by the federal government for every urbanized area over 50,000 in population.

For the MPO for the Green Bay Urbanized Area, the BCPC Board of Directors acts as the Policy Board. The LRTP Technical Advisory Committee will serve as an advisory committee to the BCPC Board of Directors for this planning effort.

The last MPO LRTP was adopted in November of 2010. Federal law requires that an update to the LRTP be completed within five years, or in our case, by November of 2015.

The current federal transportation law, Moving Ahead for Progress in the 21st Century (MAP-21), strongly emphasizes the establishment of performance- and outcome-based transportation programs. Therefore, the MPO will use a performance-based approach in developing this and other plans in order to comply with the federal law.

L. Conard stated that according to MAP-21, performance measures that address seven surface transportation areas must be developed by the US Department of Transportation in consultation with states, MPOs, and other stakeholders. These seven areas include:

- Pavement condition on the interstate system and on the remainder of the National Highway System (NHS), mainly US and state highways
- Performance of the interstate system and the remainder of the NHS
- Bridge condition on the NHS
- Fatalities and serious injuries (number and rate per vehicle mile traveled) on all public roads
- Traffic congestion
- On-road mobile source emissions
- Freight movement on the interstate system

Federal law also requires MPOs to establish performance targets, and how MPOs select the targets must be coordinated with public transportation providers and the state.

WisDOT is still in the process of identifying its targets, and staff will review them prior to establishing targets for the Green Bay area.

L. Conard provided highlights of each draft goal:

- **Transportation Structures and Pavement Condition**

Ensure that bridges, interchanges, and overpasses are safe and transportation structures have adequate sufficiency ratings and appropriate bicycle and pedestrian facilities are present.

Ensure that the surface condition of the functionally classified highway and street system is adequate. Using the state's Pavement Surface Evaluation and Rating (PASER) scale, elevate the condition of functionally classified roads to a minimum of a 5 rating (Fair Condition).

- **Transportation Safety**

Improve safety on the Green Bay Metropolitan Planning Area's multimodal transportation system. Reduce motorized vehicle-related fatal and incapacitating injuries, reduce bicycle-related fatal and incapacitating injuries, and reduce pedestrian-related fatal and incapacitating injuries.

- **Highway and Street Operation, Safety, and Accessibility**

Improve traffic operations and reduce traffic congestion. L. Conard explained one way to measure congestion is a system of measurement known as Level of Service or LOS.

This system uses service ratings from A through F. The LRTP's goal would be to achieve a LOS of D or better for all major streets and highways. In addition, streets should be designed to maximize efficient traffic circulation.

- **Bicycle and Pedestrian Facilities**

Develop a bicycling and walking culture in the Green Bay Metropolitan Planning Area that enables people of all ages and physical abilities to safely and conveniently travel throughout the area.

Ensure that construction and reconstruction projects satisfy the requirements of Wisconsin's "complete streets" statute (Ch. 84.01(35)) and corresponding administrative code (Trans 75) to qualify for Surface Transportation Program – Urban (STP-U) funds through the MPO.

- **Public Transportation**

Increase the annual number of revenue passengers on Green Bay Metro's buses and expand successful programs.

Identify additional revenue sources to increase service frequency and coverage.

- **Transportation Services for Seniors and People with Disabilities**

Meet the growing transportation needs of seniors and people with disabilities within the Green Bay Metropolitan Planning Area.

Develop, update, and implement the recommendations in the Brown County Coordinated Public Transit-Human Services Transportation Plan.

- **Freight Transportation**

Reduce fuel consumption and maximize the lifespan and existing capacity of the street and highway system by increasing the proportion of freight shipped to and from the area by rail, water, and air. Possible methods include reestablishing an intermodal rail terminal, establishing a Federal Inspection Station (FIS) at Austin Straubel International Airport, increasing annual port exports, and increasing the port's dredging depth and width

L. Conard asked the committee if they had any questions or if there was anything not included in the document that should be included.

E. Rakers asked about the impact of PASER ratings and funding prioritization and commitment. E. Rakers noted that a road with a PASER rating of 5 may be well suited for resurfacing. If the community is looking to reconstruct the road, it may be in the best interest to let the road deteriorate to a lower rating and to then reconstruct it.

C. Runge agreed and noted that MPO staff will address this and other issues when staff revises the MPO's Surface Transportation Program-Urban (STP-U) Project Prioritization Policy. C. Runge stated that MPO staff was directed by the BCPC Transportation Subcommittee to make revisions to the policy during the subcommittee's April 22, 2014, meeting, and staff's goal is to complete the revisions and present them to the BCPC Transportation Subcommittee and BCPC Board of Directors before the next Transportation Improvement Program (TIP) project approval cycle in 2015.

C. Berndt asked if all functionally classified roads could reach a PASER rating of 5 or higher by 2020 in light of communities letting roads regress to PASER 3 prior to reconstruction.

C. Runge noted that several miles of deteriorated roadway are being repaired in 2014 and 2015, which will reduce the mileage of roads that are rated below 5. C. Runge stated that this will likely be a moving target because the ratings of some road segments will fall below 5 as they age while other road segments are being repaired or reconstructed.

L. Conard noted that in 2013, MPO staff collected information that communities and the county provide to the state regarding PASER ratings. At that time, approximately 12% of the Metropolitan Planning Area's functionally classified roadway mileage was at a level of PASER 4 or below.

C. Runge stated that one of the reasons the BCPC Transportation Subcommittee directed MPO staff to revise the STP-U project selection criteria is to enable applicants to receive more points for addressing a street's condition before it deteriorates to the point where it needs to be reconstructed. This approach would allow the MPO to complete more projects with the limited amount of STP-U funds it receives.

L. Harmann stated that she is very interested in the movement of freight in our area as well as economic development issues.

C. Runge stated that the enhanced movement of additional freight via port and rail is consistent with the priorities of the economic development committees that were formed by the Brown County Executive.

D. Haen asked why the goals and objectives document focused on port exports instead of overall port activity. D. Haen suggested that with an addition of a terminal, tonnage would likely increase.

C. Runge stated that port exports have traditionally represented a very small proportion of the port's annual tonnage, and this draft LRTP objective was included to determine possible methods of increasing exports. However, staff could revise this objective to state that the port should increase imports as well.

D. Haen stated that the Canadian National (CN) Railroad has a business model that establishes intermodal facilities 500 miles from each other. Because an intermodal facility already exists in Chicago, CN establishing an intermodal facility in Wisconsin is challenging. Chippewa Falls was able to establish an intermodal facility because of a Menards. Green Bay will need a local business to drive establishment.

D. Haen requested the LRTP state that the seven goals are not listed in order of priority.

G. Farr asked if it was reasonable to set a goal of zero pedestrian fatalities.

C. Runge stated that pedestrian fatalities vary from year to year. Typically, the annual number of fatalities in Brown County ranges from zero to four. In some cases, street design has little to do with it, as fatalities and injuries often occur when individuals surprise drivers by darting into traffic or not crossing at designated crossing locations. Although many efforts have been made throughout the planning area to calm traffic and minimize pedestrian exposure to traffic at intersections and elsewhere, fatal crashes still occasionally occur. However, MPO staff believes the goal still should be zero fatalities each year.

B. Balke asked how the new (2045) LRTP will differ from the current (2035) LRTP.

C. Runge noted that most of the planning concepts will be similar between the two LRTPs. The most significant difference is that the current LRTP focuses on general policy and the new LRTP will focus on performance-based goals, objectives, and policies that have measurable outcomes.

B. Balke stated that the goals are good, but many are ambitious.

P. Kiewiz, Interim Transit Director for Green Bay Metro, noted that the goals and objectives outlined were consistent with Metro's plans and programs.

T. Klimek from the Escanaba and Lake Superior (E&LS) Railroad noted that the area would benefit from an intermodal rail facility.

Discussion occurred regarding the need for the private sector, perhaps a consortium of manufacturers and shippers, to push for the development of an intermodal rail facility.

E&LS would be interested in staffing the facility. E&LS and the CN do have agreements in place to use portions of each other's tracks. Additional agreements would need to be reached, but establishing an intermodal facility is possible. For CN to agree to this, it would be critical that the intermodal activities do not interrupt CN's schedule.

C. Runge asked D. Haen if he thinks it is possible for an intermodal rail facility to be established within five years.

D. Haen replied no. He stated realistically it takes many years to fund and develop this type of facility.

D. Haen stated that it will likely take higher fuel costs, more congestion on the highway system, increases in over-the-road transportation taxes, and possibly other factors to prompt over-the-road freight transporters to push for an intermodal rail facility.

C. Runge stated that preserving the area's major street and highway system by shifting heavy cargo to rail and/or ship is a goal of the current (2035) LRTP, and it will continue to be a goal of the new (2045) LRTP.

C. Runge thanked the committee members for their input and stated that the members are encouraged to contact MPO staff if they have additional input after the meeting. He also stated that the goals and objectives discussed today will be used as the foundation for the 2045 LRTP's draft sections.

4. Travel Demand Model Update.

Chris Chritton from WisDOT's Traffic Forecasting Unit provided the committee with an overview of the travel demand model process via PowerPoint. He stated that traffic models:

- Use regional population, household, employment, and roadway characteristics data as inputs to forecast future vehicle traffic on area roadways.
- Are updated approximately every 10 years.
- Are used to identify future roadway capacity deficiencies, which allows decision makers to more efficiently target roadway investments during the long-range transportation planning process.

The model process:

- Refines the structure of Traffic Analysis Zones (TAZs) based on changes in development patterns.
- Updates the roadway network database to reflect changed roadway characteristics, as well as committed and planned roadway projects.
- Updates base- and future-year socioeconomic data (population, households and employment).
- Validates predicted 2010 traffic volumes to 2010 traffic counts.
- At each stage, represents an iterative, collaborative process between the MPO, WisDOT, and the consultant team.

Input to the model includes base and future year street network, population, household, and employment data.

Application of the model to the Brown County Long-Range Transportation Plan will include two future land use scenarios:

1. Existing community land use plans.
2. More compact development pattern.

The model's existing plus committed (E+C) street and highway network will be used to forecast traffic volumes on the network for both land use scenarios. The results of each LRTP scenario forecast will be shared with the committee.

Upon identification of future-year roadway deficiencies under each land use scenario, the E+C network will be coded with mitigating improvements, resulting in one or more networks that represent improvement scenarios.

The travel demand model is then re-run, using the improvement scenarios as input, with the results being evaluated in the context of adopted performance measures.

C. Chritton stated that traffic forecasting has proven to be a more reliable technique than straight linear traffic projects.

C. Runge noted that each community's land use plan was used as input to WisDOT's future year (2045) model.

B. Balke noted that the Village of Bellevue may consider a change in its land use plan in the near future.

C. Runge stated that the model can be updated to reflect land use changes.

E. Rakers asked if planned routes were included as the City of De Pere would have interest in model results relating to the south corridor.

C. Chritton replied yes.

B. Balke asked if the functional classification changes are reflected in the model.

C. Runge stated that MPO staff does not know at this point. WisDOT Central Office staff is in the process of reviewing the MPO's functional classification system. The WisDOT functional classification coordinator is proposing to add more roads to the system, and many of these proposed additions are within the communities in the outer portions of the urbanized area.

D. Weyer and P. Gritzmacher of WisDOT agreed that the functional classification revision process should be completed by December of 2014.

5. Any other matters.

C. Runge stated that it is anticipated that the committee will meet again in fall.

C. Runge requested that the committee members contact MPO staff if they have additional comments about the draft goals and objectives. In addition, if committee members would like to test long-range transportation improvement scenarios, information should be provided as soon as possible so that the state's forecasting staff can develop the scenarios.

6. Adjourn.

B. Balke made a motion, seconded by G. Farr, to adjourn. Motion carried. The meeting adjourned at 11:14 a.m.

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING**

June 26, 2014

PRESENT: Barbara Robinson, Keith Pamperin, Pat Hickey, Beth Relich, Corrie Campbell, Tom Diedrick (present by phone).

ABSENT: None

ALSO PRESENT: Devon Christianson, Christel Giesen, Kinsey Black, Debra Bowers, Jessie Demro, Pachia Moua, Laurie Ropson, Tina Whetung, Guadalupe Mercado, Diana Brown.

The meeting was called to order by Barbara Robinson at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

ADOPTION OF THE AGENDA: Ms. Robinson/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF June 27, 2013:

Ms. Campbell/ Mr. Pamperin moved to approve the minutes of the regular meeting of June 27, 2013. **MOTION CARRIED.**

FINANCE 101 EDUCATIONAL SESSION:

A. OVERVIEW OF REVENUE STREAMS AND ALLOCATIONS:

Ms. Christianson began the Finance 101 Educational Session by explaining the different funding streams in which the ADRC of Brown County receives revenue. The different funding streams are the Older Americans Act, ADRC State/ Federal funds, 85.21 State Transportation, County Levy, and private donations. Ms. Christianson referred to the PowerPoint presentation for the breakdown of each stream. The percentages of funds in the ADRCs budget are: Older Americans Act 17%, ADRC 50%, State Transportation 9%, Brown County Tax Levy 13.5%, private donations 10.5%, and Special Grants that are still being calculated. All of the funds received are required to be spent according to state and federal policy.

Ms. Christianson explained how each revenue stream is interdependent yet most revenues are not able particularly flexible. Federal funds have been flat or decreasing, county levy has decreased each year, but ADRC revenue, including Medical Assistance Administrative funds, have the most significant area of growth. Even through there has been growth, the ADRC funds are not able to be used in the Older American's Act programs where funds have been flat. The overarching goal of the ADRC is to assure consumers do not feel the impact of the siloed funding streams but are served in the best, most effective way possible.

Each program area has core service responsibilities. For example, the ADRC revenue requires the ADRC to have Information & Assistance Specialist, Options Counseling, Disability Benefit Specialist, Dementia Care Specialist, and Community Living Specialist. Ms. Christianson explained that these are now fully funded positions. Anytime the ADRC would use its ADRC revenues for additional programs they must assure that core services areas are robust and meeting the need.

Ms. Christianson continued through the PowerPoint to the 85.21 State Transportation Grant. This grant is awarded to Brown County and administered by the ADRC. The ADRC participates in a planning process and coordinates the programs following review and approval of the Brown County Planning Department's Coordinated Transportation Committee. ADRC contracts with

Oneida, Red Cross, NEW Curative, Salvation Army, and Human Services and provides additional services to Brown County rural communities through the ADRC Rural Driver Escort program.

The presentation continued regarding the Brown County General Property Tax Levy. Ms. Christianson explained that this source is the only flexible revenue source received as an allocation to the agency. The Brown County Tax Levy helps the ADRC fund the nutrition program and Add Life. The ADRC is required to return about 50% of its levy to the county in the form of "charge backs" which covers administrative charges, IT, health insurance administration for our staff, and use of our building. A 20% match is required of the 85.21 State Transportation Grant and another proportion goes to Day Care services through NEW curative. The ADRC would be unable to support individuals under 60 in our meal programs or run the socialization/educational programs we do without the levy support of Brown County.

The final funding stream reviewed was private donations. This source is very important and continues to grow. This revenue is used for different services including outreach, prevention, and other special projects.

B. REVIEW OF LOGOS MONTHLY FINANCIAL REPORT:

Ms. Bowers referred to the ADRC Summary report packet to explain the different budget dollar amounts throughout Ms. Christianson's presentation. Ms. Bowers also referred to the summary report to show all the different contracts the ADRC has and how they are broken down and highlighted the revenue year to date totals.

PRELIMINARY BUDGET REVIEW AND APPROVAL:

A. DRAFT BUDGET:

Mr. Diedrick was called in to join the committee at this point of the meeting.

Ms. Christianson went on to describe the three main visions and initiatives that the ADRC will be focusing on this upcoming year.

- Managed Care Expansion: Family Care and IRIS are coming to Brown County and the transition it will bring for both the staff and the consumers.
- ADRC's modernization initiative of our meal site and *AddLife* Center into a café. Ms. Christianson referred to the Budget Transfer Request: Information Only Draft Handout to show the breakdown of what the different aspects modernization will cost. There are certain aspects of the modernization which are still outstanding because the final cost is not settled yet. Those include a hearing loop which requires a sound system to be able to benefit the consumers with hearing aids, a kiosk-café counter-Vollarath, and signage for the interior and exterior of the building.
- Building a dementia capable community. This will include working with our café remodel to potentially include a memory café. The ADRC is working hard to challenge our community to reduce stigma, increase inclusion opportunities and provide support to dementia consumers and their families.

Ms. Christianson explained the draft budget by referring to the ADRC Position Changes and Request 2015 handout. There are two positions that are being discontinued which are Prevention, due to Dr. Dave Donarski's retirement, and Caregiver Support Position. These two positions will then shift into the position of Prevention Assistant, which will see an increase of five hours weekly to support the Information & Assistance Specialists coordinating Powerful Tools for Caregivers and Lighten Up. The ADRC's Nutrition Assistant will also see an increase in five hours/weekly to support our current Nutrition Coordinator. The ADRC is also adding two Senior Aides that will work for Pulaski and Denmark to help support their current challenges with current workload. A 1% increase in cost of living and a 1% merit potential will be budgeted. Ms.

Christianson expressed she feels strongly about being able to support our staff in any way that we can as an agency as they have had flat salaries and increasing health care costs for several years.

Ms. Christianson referred to the Contract Request Increases (decreases) handout to be able to show the increases and decreases requested by our different contracts. Ms. Bowers made references to the 2015 Preliminary Budget to show the different increases and decreases. Ms. Christianson proposed that the contract receive the increases requested in the program areas where funds exist. Those programs that require County Levy to support the increases should proportionately have a reduced allocation once the County Levy Target (minus the chargebacks) is awarded at the end of June. These numbers will be presented to the full board at the July 10th, 2014 meeting.

In summary Ms. Christianson noted that this is a draft budget and a final budget will be presented July 10, 2014.

APPROVAL OF THE DRAFT BUDGET

Mr. Pamperin/Ms. Relich moved to approve the Draft Budget including the recommendation for Levy expenditures. **MOTION CARRIED.**

SUCH OTHER MATTERS AS ARE ALLOWED BY LAW: None.

ANNOUNCEMENTS: Mr. Pamperin announced that he participated in one of the ADRC programs to a Brewer's game and had a great time and noted that the staff did a great job.

ADJOURN: Ms. Hickey/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:34 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant