



**"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  
MAY 20 – 24, 2024**

**MONDAY, MAY 20, 2024**

- |           |                   |   |
|-----------|-------------------|---|
| *10:30 am | Harbor Commission | Port & Resource Recovery<br>2561 S. Broadway        |
| *2:30 pm  | Solid Waste Board | Port & Resource Recovery<br>2561 S. Broadway        |
| *3:30 pm  | Housing Authority | Room 200, Northern Building<br>305 E. Walnut Street |

**TUESDAY, MAY 21, 2024**

- |           |  |                                      |
|-----------|--|--------------------------------------|
| *12:00 pm | Circuit Court Security & Facilities Committee – <i>Virtual Meeting</i> | See Agenda<br>For Access Information |
|-----------|--|--------------------------------------|

**WEDNESDAY, MAY 22, 2024**

- |          |                          |   |
|----------|--------------------------|---|
| *5:30 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, MAY 23, 2024**

- |          |                          |   |
|----------|--------------------------|---|
| *8:30 am | ADRC Board of Directors  | ADRC<br>300 S. Adams Street                         |
| *5:30 pm | Administration Committee | Room 200, Northern Building<br>305 E. Walnut Street |

**FRIDAY, MAY 24, 2024**

(No Meetings)

- NOTICE -

**BROWN COUNTY HARBOR COMMISSION**

**Monday May 20<sup>th</sup>, 2024 – 10:30 am**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Agenda - *Approval/Modification*
4. Minutes from February 12<sup>th</sup>, 2024 Meeting - *Approval/Modification*
5. Announcements/Communications
6. Project 2671 Access Road and Perimeter Fencing RFB – *Request for Approval*
7. 2023 Port Annual Report – *Request for Approval*
8. EPA Clean Ports Grant Sponsorship for Fincantieri – *Request for Approval*
9. Project 2667 Renard Island Vegetation Control RFQ Results - *Update*
10. Port Development Site – *Update*
11. Wisconsin 2023 Act 107 - *Update*
12. Director's Report – *Update*
13. Tonnage Report – *Update*
14. CLOSED SESSION:
  - a. Open Session: Motion and **Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. 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.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Harbor Commission shall convene into closed session for purposes of

deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session.

c. Reconvene into Open Session: The Brown County Harbor Commission shall reconvene into open session for possible voting and/or other action.

15. Such Other Matters as Authorized by Law

16. Adjourn

Dean R. Haen – Director  
Port & Resource Recovery Department

*Any person wishing to attend, who because of disability requires special accommodations, should contact the Brown County Port and Resource Recovery 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.*

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- NOTICE -**

**BROWN COUNTY SOLID WASTE BOARD**

**Monday, May 20<sup>th</sup>, 2024– 2:30 pm**

Brown County Port & Resource Recovery Offices  
2561 South Broadway, Green Bay, WI 54304

**Agenda**

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval*
4. Minutes – March 20<sup>th</sup>, 2024 – *Request for Approval*
5. Announcements/Communications
6. Dynamics Amended Pipeline Easement – *Request for Approval*
7. 2024 Summer Construction – *Update*
8. Wisconsin 2023 Act 107 - *Update*
9. Director's Report - *Update*
10. Such Other Matters as Authorized by Law
11. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend who requires special accommodations should contact the Brown County Port & Resource Recovery Department at 492-4950 at least two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 20<sup>th</sup>, 2024 at 3:30pm**  
**Brown County Northern Building Room 200**  
**305 E. Walnut St, Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Jessica Adams – Vice Chair, John Fenner, Jessica King and Marissa Heim

**ROLL CALL:**

Ann Hartman	_____	John Fenner	_____
Jessica Adams	_____	Jessica King	_____
Marissa Heim	_____		

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 22<sup>nd</sup>, 2024, meeting of the Brown County Housing Authority.

**ELECTION OF OFFICERS – BCHA Chair and Vice – Chair:**

**COMMUNICATIONS:**

2. BCHA/ICS Updates

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

4. Closed Session: Regarding Brown County Housing Authority Contract Administration:
  - a. Open Session: **Motion and Record Vote** pursuant to Wis. Stats. Sec 1985(1), **regarding going into Closed Session** pursuant to Wis. Stats. Sec (19.85(1)(e), **for purposes of** deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whether competitive or bargaining reasons require a closed session (Regarding Service Provider Contract Issues)**;
  - b. Convene in to Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Authority shall convene into Closed Session pursuant to Wis. Stats. Sec 19.85(1)(e), the purposes 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 (regarding Service Provider Contract Issues); and
  - c. Reconvene into Open Session: The Authority shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in closed session, and/or regarding other Agenda items.

**NEW BUSINESS:**

5. Consideration with possible action on the presentation by St. John's Ministries regarding the programs and services that they offer.

**BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills.
7. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Executive Director's Report

Date of next meeting: **June 17<sup>th</sup>, 2024**

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.



**BROWN COUNTY CIRCUIT COURT  
SECURITY & FACILITIES COMMITTEE MEETING**

Join Zoom Meeting <https://wicourts.zoom.us/j/82666049805>

Dial by your location +1 312 626 6799 US (Chicago) / Meeting ID: 826 6604 9805

**MAY 21, 2024 at 12:00 pm**

**AGENDA**

- I. Call Meeting to Order
- II. Approve Meeting Minutes from February 13, 2024
- III. Courthouse Security Report
- IV. Sheriff's Report
- V. Facilities Report
- VI. County Executive's Report
- VII. New Business

# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **HUMAN SERVICES COMMITTEE**

Supervisor Emily Jacobson, Chair  
Supervisor Megan Borchardt, Vice Chair  
Supervisor Patrick Evans, Supervisor Tom Lund, Supervisor Katie Mc Donald

### **HUMAN SERVICES COMMITTEE MEETING**

**WEDNESDAY, May 22, 2024**

**5:30 PM**

**Room 200, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 24, 2024.

#### **Comments from the Public**

1. Review Minutes of:
  - a. Aging & Disability Resource Center minutes of March 28, 2024.
  - b. Board of Health minutes of January 23, 2024,
  - c. Human Services Board minutes of April 11, 2024.
  - d. Mental Health Subcommittee minutes of April 25, 2024.

#### **Treatment Courts**

2. Treatment Court Updates from Judge Zuidmulder.

#### **ADRC**

3. Director's Report.

#### **Syble Hopp School**

4. Director's Report.

#### **Veterans**

5. Director's Report.

#### **Health & Human Services**

6. Executive Director Report.
7. Financial Report for Community Treatment Center and Community Services.
8. Statistical Reports:
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.



- b) Child Protective Services – Child Abuse/Neglect Report.
- c) Monthly Contract Update.
- d) Brown County Public Health Board of Health Report.
- e) Brown County Public Health 2023 Annual Report.

9. Request for New Non-Contracted and Contracted Providers.

**Standing Items**

10. Report from Mental Health Subcommittee.

**Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments**

- 11. Veterans - Budget Adjustment Request (24-040): Any increase in expenses with an offsetting increase in revenue.
- 12. HHS – Budget Adjustment Request (24-047): Any increase in expenses with an offsetting increase in revenue.
- 13. HHS - Resolution Approving Tentative Levy for Syble Hopp School (Children with Disabilities Education Board – CDEB) Budget for Fiscal Year July 1, 2024 to June 30, 2025.
- 14. HHS – Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division – CLTS Position.

**Communications** – None.

**Other**

- 15. Audit of bills.
- 16. Such other Matters as Authorized by Law.
- 17. Adjourn.

Emily Jacobson, Chair

Notice I hereby given that action by 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 the purposes of discussion and information gathering relative to this agenda.



**ADRC BOARD OF DIRECTORS  
PUBLIC NOTICE OF IN-PERSON MEETING  
Thursday, May 23, 2024 at 8:30 AM  
300 S ADAMS ST GREEN BAY WI 54301**

Microsoft Teams Meeting - Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 216 366 153 093 Passcode: 7Cnp5f

Or call in (audio only)

+1 872-256-4158 United States, Chicago / Phone Conference ID: 180 094 851#

*Notice is hereby given that action by the Board may be taken on any items described or listed in this agenda.*

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance & Land Acknowledgement		
8:31	2. Introductions		
8:33	3. Review of the Agenda	Yes	
8:35	4. Approval of the Minutes of the April 25, 2024 Meeting	Yes	Yes
8:40	5. Comments from the public a. Must be limited to items not on the agenda. b. State name and address for the record. c. Comments will be limited to five minutes. d. The Board's role is to listen and not discuss comments or act on those comments at this meeting		
8:45	6. Finance Report, Update and Review		
	a. Review of the March 2024 Finance Report	Yes	Yes
	b. Review of March 2024 Donor Directed Donation Report	Yes	Yes
9:00	7. ADRC Directors Report		
	a. Futuring Discussion- Flourishing ADRC Programs	Yes	
	b. Monthly ADRC Program Data Report	Yes	
	c. Media Project Update		
	d. Audit Exit Interview		
10:00	8. Advocacy Opportunities- Aging Advocacy Day Discussion		
10:25	9. Adjourn and Next Meeting: a. <b>July 11, 2024</b> at 8:30AM <i>Executive &amp; Finance and Nominations and Personnel Committee</i> b. <b>July 25, 2024</b> at 8:30AM <i>Full ADRC Board Meeting</i>		Yes

Robert Johnson, Chairperson  
Aging & Disability Resource Center of Brown County

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County at (920) 448-4300 two days before the meeting so that arrangements can be made.

**ADRC Vision: All people are valued, celebrated, and connected to a life of possibilities**

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET, P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Supervisor John Van Dyck, Chair  
Supervisor Devon Coenen, Vice Chair  
Supervisor Tom Peters, Supervisor Ross Toellner, Supervisor John Vander Leest

### ADMINISTRATION COMMITTEE MEETING

THURSDAY, MAY 23, 2024

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street, Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM LISTED ON THIS AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 25, 2024.

### Comments from the Public

### Consent Agenda

1. Administration – Budget Adjustment Log.
2. Audit of the bills.

### Treasurer

3. Director's Report.
  - a. Budget Status Financial Report through March 2024.

### Child Support

4. Child Support Director's Report.
  - a. Budget Status Financial Report through March 2024.

### Information Technology

5. IT Director's Report.

### County Clerk

6. County Clerk's Report.
  - a. Budget Status Financial Report through March 2024.

### Administration & Human Resources

7. Director's Report(s).

### Corporation Counsel

8. Oral Report.

### **Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments**

9. Legal Bills - Review and Possible Action on Legal Bills to be paid.
10. Discussion and possible action re: Possible use of Contingency Funds.

### **Communications**

11. Communication from Supervisor Coenen re: On behalf of a constituent, to have the Interim County Treasurer appear before the Administration Committee to explain why we were not able to wave the late fees and penalties or credit back to those fees due to an administration error. As well as having Corporation Counsel verify if it is possible for the county to credit fees due to administrative errors. *Referred from May County Board.*

### **Closed Sessions**

12. Closed Session – Discussion and Possible Action Regarding Conducting Public Business Where Competitive or Bargaining Reasons Require a Closed Session (Regarding Labor Negotiations and Room Tax Negotiations).
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding the Administration Committee going into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting public business where competitive or bargaining reasons require a closed session;
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Administration Committee shall convene into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting public business where competitive or bargaining reasons require a closed session; and
  - c. Reconvene into Open Session: The Brown County Administration Committee shall reconvene into Open Session for possible action regarding Labor Negotiations and Room Tax Negotiations, and/or to conduct any other business on the agenda.

### **Other**

13. Such Other Matters.
14. Adjourn.

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 the purposes of discussion and information gathering relative to this agenda.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Ed & Rec 5:30 pm	2	3	4
5	6	7 Public Safety 6:00 pm	8	9	10	11
12	13	14	15 COUNTY BOARD 7:00 pm	16	17	18
19	20	21	22 Human Services 5:30 pm	23 Admin 5:30 pm	24	25
26	27	28 <del>Land-Gen-6:00</del> <del>PD&amp;T-6:15</del> <i>Moved to June 4</i>	29	30	31	

## BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board of Directors (March 28, 2024)
- Security and Facilities Committee (February 13, 2024)
- Human Services Board (April 11, 2024)
- Supervised Release Committee (April 22, 2024)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

OR

Contact the Brown County Clerk's Department

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

March 28, 2024

**PRESENT IN-PERSON:** Robert Johnson, Jose Garcia Chevrest, Amy Bushman, Dennis Rader, Eric Seubert, Greg Tilkens, Eileen Littig, Amy Barhite, Marvin Rucker, Sandra Skenadore

**PRESENT VIRTUALLY:** Michael Conley-Kuhagen

**EXCUSED:** Terri Gulyas, Jim Pecard, Patrick Hopkins

**ALSO PRESENT:** Devon Christianson, Heather Bawyn, Christel Giesen, Michelle Erdmann, Kelly Schwartz, Hollis Reynolds

The meeting was called to order by Chair Johnson at 8:31AM

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:** Introductions were made around the room and virtually.

**ADOPTION OF AGENDA:** Chair Johnson reviewed the agenda as presented.

**APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 22, 2024:** Ms. Littig/Mr. Rader moved to approve the minutes for the February 22, 2024 meeting as presented. **MOTION CARRIED with no negative vote.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT UPDATE AND REVIEW**

Review of the 2023 Year End Finance Report

Ms. Bawyn, Finance Coordinator, reviewed the 2023 End of Year Finance Report. Highlights include a credit for Brown County chargebacks resulting in a positive balance

Mr. Conley-Kuhagen/Ms. Littig moved to receive the 2023 End of Year Finance Report and place it on file. **MOTION CARRIED with no negative vote.**

Review of Donor Directed Donations

Ms. Bawyn reviewed the Donor Directed Donations Report noting there were no changes to the final 2023 report.

Ms. Barhite/Mr. Rucker moved to receive the 2023 Donor Directed Donation Report and place it on file. **MOTION CARRIED with no negative vote.**

Review of 2023 Net Asset Report

Ms. Bawyn reviewed the 2023 Net Asset Report sharing that there were no changes in Unrestricted Committed and Unrestricted Assigned balances, a small change in Inventory balance, and increases in ADRC Fixed Assets due to building improvements and the addition of the truck and food trailer.

Ms. Bawyn shared that within the Unrestricted Unassigned funds, the board needs to recognize the loss of donor designated funds utilized in 2023 and changes to the general purpose fund based on additional entries for 2023. To that end, the following motions were made.

Ms. Littig/Ms. Bushman made a motion to release Unrestricted Unassigned funds of \$1,944 for Donor Designated usage in 2023. **MOTION CARRIED with no negative vote.**

Ms. Bushman/Ms. Barhite made a motion to release \$36,722 Unrestricted Unassigned funds for the completion of the food truck & trailer in 2023. **MOTION CARRIED with no negative vote.**

Ms. Littig/Ms. Bushman made a motion to release Unrestricted Unassigned funds of \$49,319 from the General Purpose fund. **MOTION CARRIED with no negative vote.**

*Mr. Conley-Kuhagen left the meeting at 8:45am.*

**BOARD MEMBER FUTURING REPORT: BOB JOHNSON & JOSE GARCIA CHEVREST**

Chair Johnson and Mr. Garcia Chevrest engaged in a conversation about the Latinx and Hispanic culture highlighting things to pay special attention to as we grow our connection and service to the community.

Mr. Garcia Chevrest shared that respect is the most important and foundational to relationships. He stated that he is Puerto Rican and, in his culture, respect, communication, quality time, connection and bonding are critical. Mr.

Garcia Chevrest stressed that you need to communicate to build relationships creating an essence of love and understanding. He stated that the truth is important though sometimes it hurts, truth is about respect. The Latinx culture has an especially high level of respect for elders and women.

Chair Johnson asked what the three most important things the ADRC needs to pay attention to when reaching out to and working with members of the Latinx community. Mr. Garcia Chevrest stated: be authentic, respect yourself so that you can respect others, and demonstrate gratitude.

A discussion ensued noting generally that the United States is a difficult place to get to know people and the importance of welcoming, getting to know and caring for our neighbors, and allowing connections with those with whom we have chance encounters. Locally, the Spanish-speaking community bonds due to language, community, and heritage.

*MCK joined the meeting at 9:26am.*

### **ADRC DIRECTOR'S UPDATE**

#### Oneida Nation Liaison Sandra Skenadore

Director Christianson welcomed Ms. Sandra Skenadore to the ADRC board representing Oneida Nation and Oneida Commission on Aging. Ms. Skenadore introduced herself as a member of the of the Wolf Clan, present and past membership on many boards and commissions including the Commission on Aging, VFW, Oneida School Board and the Pardon and Forgiveness Board. Professionally her experience is in the Community Options Program, Child Protection, and as an Employment Training Counselor.

Ms. Rader/ Ms. Littig moved to approve the appointment of Sandra Skenadore to the ADRC Board of Directors representing Oneida Nation. **MOTION CARRIED with no negative vote.**

#### 2024 ADRC Committees

Director Christianson shared that ADRC is a team-based organization with all working toward the agency's mission vision and values partially through committee work that staff are invited to join and/or lead following the completion of their initial employment period. Ms. Christianson reviewed the list of committees and invited board members to attend and/or join any committee if interested.

#### ADRC Library/Kitchen Updates

Director Christianson reported that the task forces continue to meet planning for the ADRC central kitchen and the ADRC Library collaboration. Over the next 90 days the focus is to explore cultural and structural opportunities.

#### Grant & Development Coordinator Job Description

Director Christianson shared that Use of legacy gift in net assets, adhering to fundraising restrictions. Donor engagement and grants foundations will be the initial primary purpose. Worked with BD HR for approval and point factoring. Will not use public funds to fund the position or functions of the position.

Ms. Littig/Jose moved to approve the Grant & Development Coordinator Job Description as presented and to proceed with posting the position funded with legacy gift. **MOTION CARRIED with no negative vote.**

#### Data Dashboard

Director Christianson referenced the handout with YTD data through February 2024 highlighting key points of organizational programs and service.

#### World Futures Day- Discussion

Moved to next month due to time and ability for all to participate.

*Mr. Garcia Chevrest left the meeting at 9:51am.*

### **2025-2027 ADRC PLAN FOCUS GROUP**

Ms. Erdmann and Ms. Schwartz conducted a focus group with board members in preparation for the 2025-2027 ADRC Plan. Ms. Erdmann shared a brief history, purpose and status of the three-year plan highlighting strategies and collaboration with the Brown County Health Department as they simultaneously gather input for their plan. Highlights of the discussion include:

- ADRC needs to continue the work to ensure that community members throughout Brown County and organizations know about the ADRC and how to access services.



- Raising awareness about the ADRC as many do not know we exist or think the agency only serves customers who are low income.
- Reaching diverse communities, people from other cultures, rural areas and low-income communities.
- ADRC is positioned well to communicate about and advocate for the community needs and gaps.
- Elders want to stay engaged and contribute to their communities and the ADRC has an opportunity to promote and empower leadership creating a legacy for the future.
- ADRC board and staff should reflect the community served.
- Continue with future planning and foresight.
- ADRC may need to consider expanding hours beyond the Monday through Friday 8am to 4:30pm schedule.
- Increase outreach and collaboration to improve education opportunities to support youth in transition including employment, housing, benefits, legal decision making,

Director Christianson asked each board member to share the survey and/or conduct interviews with a minimum of three groups, individuals, and organizations.

### **ADVOCACY OPPORTUNITIES & ANNOUNCEMENTS**

Ms. Bushman shared that she participated in the Self Determination Advocacy Day and was disappointed that legislators were out of session resulting in meetings with legislative staff.

Director Christianson reported that several participated in Disability Advocacy Day on March 20, 2024 and referenced the issues summary. She announced that registration for [Aging Advocacy Day](#) on May 14, 2024 is now open and encouraged participation.

The Wisconsin Aging Advocacy Network (WAAN) in partnership with the ADRC will hold an In-district meeting in June to allow legislators the opportunity to hear from their constituents.

Mr. Suebert shared that there is a Mental Health Advocacy Day scheduled for May and he will send additional information as it is available.

### All Agency Meeting

Ms. Christianson encouraged board members to participate in the upcoming All-Agency Meeting on Tuesday, April 16<sup>th</sup> from 1:30-4:30PM. The topic is Oneida Tribe: Older Adults and Adults with Disabilities featuring Alebra Metoxen.

### **NEXT MEETING**

The next ADRC Board of Directors Meeting is **Thursday, April 25, 2024 at 8:30AM** at ADRC of Brown County, 300 South Adams Street, Green Bay WI 54301.

Ms. Bushman/Mr. Rucker moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:32AM.

Respectfully Submitted,  
Christel Giesen  
Assistant Director

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 11, 2024, at Brown County Sophie Beaumont Building, Boardrooms A & B; 111 N Jefferson St; Green Bay, WI 54301

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**Present:** Supervisor Tom Lund; Supervisor Dan Theno; Sarah Beckman; Kathryn Dykes; Jean Marsch; Laura McCoy (arrived 5:02)

**Excused:** Michael Conley-Kuhagen; Leslie Ousley

**Also Present:** Erik Pritzl, Executive Director  
Kara Gruber, Hospital & Nursing Home Administrator  
Jenny Hoffman, Community Services Administrator  
Eric Johnson, Finance Manager  
Cathy Foss, Office Manager

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**1. Call Meeting to Order**

The meeting was called to order by Chair, Supervisor Tom Lund at 5:00 pm.

**2. Approve / Modify Agenda**

THENO / DYKES moved to approve the agenda for the April 11, 2024 Human Services Board Meeting. Voice vote taken. Motion carried unanimously without abstentions.

**3. Approve Minutes of February 8, 2024 Human Services Board Meeting**

MARSCH / BECKMAN moved to approve the minutes dated February 8, 2024. Voice vote taken. Motion carried unanimously without abstentions.

**4. Public Comment**

No members of the public attended the meeting.

**5. Presentation of 2023 Health & Human Services Annual Report**

Executive Director Erik Pritzl presented an overview of the report.

*A copy of the report can be found at: [2023 Health & Human Services Annual Report](#)*

THENO / McCOY moved to receive and place on file the 2023 Health & Human Services Annual Report. Voice vote taken. Motion carried unanimously without abstentions.

**6. Executive Director Report**

- a. March 2024
- b. April 2024

Executive Director Erik Pritzl covered items from his March and April reports.

A bill – SB 462 – has been signed into law that authorizes crisis urgent care and observation centers as a new type of mental health treatment facility. There have been no updates from DHS on rules or grants. These centers will accept people for voluntary or involuntary admission; both adults and youth. These observation centers would be low-barrier entry points where people could stay in a stabilization setting for up to five days to allow for de-escalation without going to a hospital and then be discharged or transfer to another facility.

Pritzl attended the Wisconsin Counties Association’s Opioid Summit in Wisconsin Rapids. DHS has released their plan but needs approval of the legislature. A portal was opened for reporting to WCA on

what counties are doing their opioid settlement dollars. Winnebago County spoke on what they are doing in their county.

Pritzl also attended the Emergency Detention (EM-1) Meeting which includes law enforcement, Corporation Counsel, hospital partners, emergency departments, Crisis Center, representatives of Community Services and Community Treatment Center, and others. The members are coming together to improve the system.. Law enforcement provided statistics that voluntary admissions are up in Green Bay, so they are seeing a reduction in their time.

We continue to actively work on 18-20 American Rescue Plan Act (ARPA) projects in addition to our everyday work. We are also monitoring the non-profit ARPA projects.

The department's Opioid Mitigation Plan was brought before the County Board last year. Utilizing settlement dollars, we have successfully recruited and hired a Clinical Social Worker/Licensed Professional Counselor to provide treatment services. We have also expanded our contract with Bellin for detoxification services and continue to explore non-hospital services for detoxification services.

McCOY / MARSCH moved to receive and place on file the Executive Director reports for March and April 2024. Voice vote taken. Motion carried unanimously without abstentions.

## **7. Community Services Administrator Report**

Community Services Administrator Jenny Hoffman provided a verbal report.

Two state surveys were completed in April. Bay Lake Consortium, our Economic Support Services area, had the Department of Health Services (DHS) come in to do their Management Evaluation Review (MER). This is required by the USDA which oversees FoodShare administration. The state came in and reviewed, monitored and assessed our operations including procedures, benefit issuance, as well as observed and listened to phone calls and conducted consumer and advocacy surveys. There are no benefit errors which means consumers are receiving their benefits, but we scored excellent service as well. Great work by Chelsey Groessl, Economic Support Manager, and our whole Economic Support team, especially as they are under a lot of stress with policy changes and unwinding of the policies to pre-COVID times.

The second state survey in April occurred in our Community Support Program (CSP) within the Outpatient Clinic. This program serves individuals with severe mental health diagnoses that are at-risk for inpatient admission. Our license recertification was due, so they come on-site to examine client charts, staff training records, personnel files to ensure DOJ and criminal background checks are completed, etc. We are in compliance and expect a good report. There was one deficiency noted that should be easily corrected. Great work done by the whole team led by Behavioral Health Manager, Eliza Killian.

The Behavioral Health Clinical Social Worker Outreach position funded by the SAMHSA (Substance Abuse and Mental Health Services Administration) grant is out in the community focusing on the underserved population. She attends resource fairs, connects with the Library, ADRC and other agencies with a large traffic flow to ensure we get information out in the public.

March was National Social Worker Appreciation Month and we would like to recognize our staff of approximately 150 passionate, hard-working and committed social workers and case managers within the Community Services division.

In Wisconsin, April is Family Strengthening Month (nationally known as Child Abuse and Neglect Prevention Month). This is a month to promote safety and well-being of children and families; as well as recognize the child welfare professionals that work tirelessly to protect children. One of our Child Protection Services Supervisors, Marc Seidl, has taken the lead on awareness and education in the community through social media posts and focusing on how the department supports families and providing resources within the community.

May is Foster Care Month, as well as Mental Health Awareness Month. Children, Youth & Families Manager, Kevin Brennan, along with our Foster Care unit are doing a huge Foster Care home recruitment campaign.

As part of our Treatment Courts, we had our first Young Adult Court graduation and three Heroin Treatment Court graduations last month.

Our staff have recently attended three different job fairs – one at UW-Green Bay, Northeast Wisconsin Technical College (NWTC), and Economic Support was invited to share resources at the Ho-Chunk Nation job fair.

THENO / BECKMAN moved to receive and place on file the Community Services Administrator report for April 2024. Voice vote taken. Motion carried unanimously without abstentions.

**8. CTC Administrator Report including NPC Monthly Report**

- a. March 2024
- b. April 2024

Hospital and Nursing Home Administrator Kara Gruber highlighted the following items from her March and April reports.

Food Services Supervisor Tim Entringer has shared recruitment efforts have been successful and we are fully staffed for the first time in years. Last summer we experienced a significant staffing shortage in the kitchen. We worked with Human Resources to increase wages, but Tim also looked at creative ways to staff the kitchen through alternative scheduling and accommodating employee's schedules.

Our facility continues to work closely with the contracted medical team of Oak Medical to implement a secure HIPAA-compliant communication app to provide easier access to our providers for 24/7 inpatient needs. Oak Medical uses this technology in other facilities, and it serves to take over their triage line; we hope to roll this out by the end of April.

We recently rolled out a tool for our Nursing unit to explain chain of command expectations. Thankfully, our nursing staff is currently more stable with new hires, so this tool sets nursing scope, expectations on effective communication and decision-making processes to benefit overall operations and quality of care.

Alongside the other divisions of the department, we are working on upgrading the Community Treatment Center's portion of the website to make it more user-friendly, link to other programs, etc.

Therapeutic Options (de-escalation) training for staff providing direct care at CTC in the inpatient setting is anticipated to be completed early in April. This training will continue to be rolled out to others at CTC and will be completed in the first quarter of hire for new employees providing direct care at Nicolet Psychiatric Center. Our in-house trainers will be recertified by Therapeutic Options in April.

Long-term care facilities should expect a release of information on mandates this summer in regarding to the minimum staffing levels for long-term care facilities as part of the Biden-Harris Administration's Nursing Home Reform.

MARSCH / DYKES moved to receive and place on file the CTC Administrator Report for March & April 2024. Voice vote taken. Motion carried unanimously without abstentions.

**9. Financial Report for Community Treatment Center and Community Services**

- a. March 2024
- b. April 2024

Finance Manager Eric Johnson distributed his April report (March report included in agenda packet) and highlighted the following items from his report.

We have closed the books for February, and in the midst of closing the books for 2023.

Community Services

We are generally very conservative for the first few months of the year as we do not have the data to make estimates, which tends to understate revenues and overstate expenses. This usually makes February look a bit unfavorable with a better picture in March.

Through February, there is an unfavorable budget variance of just over \$181,000. Revenues are at 16.2%, which are under the benchmark, expenses are under the benchmark as well.

Community Treatment Center

Community Treatment Center is ahead of budget due to revenues which are at 17.7% of the annual budget (benchmark is 16.7%). This is primarily due to nursing home rates with a significant increase in the direct care component of the rate in 2022, and another significant increase in support services and administration component of the rate in 2023. The state has stepped up in filling the gap for unfunded nursing care through the Medicaid program over the last couple years.

The census for Bay Haven Community Based Residential Facility (CBRF) is above budget, but with closing of the diversion facility, the extra clients are coming to Bay Haven. Personnel costs are right at budget. There is a favorable YTD budget variance of just under \$234,000.

McCOY / MARSCH moved to receive and place on file the March and April 2024 Financial Reports for Community Treatment Center and Community Services. Voice vote taken. Motion carried unanimously without abstentions.

**10. Statistical Reports a, b, & c**

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
  - i. March 2024
  - ii. April 2024
- b. Child Protective Services – Child Abuse/Neglect Report
  - i. March 2024
  - ii. April 2024
- c. Monthly Contract Update
  - i. March 2024
  - ii. April 2024

**11. Request for New Non-Contracted Provider & New Provider Contract**

- a. March 2024
- b. April 2024

MARSCH / THENO moved to suspend rules and take items #10 a, b & c and 11 a & b together. Voice vote taken. Motion carried unanimously without abstentions.

THENO / BECKMAN moved to receive and place on file Statistical Reports #10 a, b & c and 11 a & b. Voice vote taken. Motion carried unanimously without abstentions.

**12. Adjourn Meeting:**

McCOY / DYKES moved to adjourn. Voice vote taken. Motion carried unanimously without abstentions.

Chair, Supervisor Tom Lund adjourned the meeting at 6:11 pm.

Next Meeting: Thursday, May 9, 2024 at 5:00 pm  
Community Treatment Center; 3150 Gershwin Drive; Green Bay, WI 54311.

Respectfully Submitted,  
Catherine Foss  
Office Manager

**MINUTES FROM THE BROWN COUNTY  
SECURITY AND FACILITIES COMMITTEE MEETING  
FEBRUARY 13, 2024**

Members Present: Honorable Kendall Kelley, Honorable Tammy Jo Hock, Lt. Tim Bernklau, John Vander Leest, Clerk of Court, Ryan Batal, Facilities, Commissioner Cynthia Vopal, Deputy County Exec. Jeff Flynt, David Hemery, Corporation Counsel, Chad Magnin, Facilities Director, Ali Winiecki, Circuit Court Judicial Assistant

Excused: Sheriff Todd Delain, Keith Deneys, Supervisor Public Safety, Thomas Schappa, District Court Administrator, Patrick Buckley, County Board Chair, Attorney John D'Angelo – Brown County Bar representative, and Jeff Cano, State Public Defender's Office, Wendy Lemkuil, Deputy District Attorney, Ericka Franken, Victim Witness Coordinator

Judge Kelley calls the meeting to order at 12:00 p.m.

**Approval of Minutes:** Motion to approve minutes of November 7, 2023. Motion carried.

**Courthouse Security Report:** Lt. Bernklau inform the committee of the recent retirements and transitions of new Sergeants into Courthouse roles. Judge Kelley in support of the Sheriff Department staff to continue working with Judicial Assistants to ensure transports are being made to the branches. Lt. Bernklau is looking forward to the single point entrance project. Lt. Bernklau updates the committee of a recent incident in Branch 1 but other than that, there have been no major incidents to report at the Courthouse.

**Sheriff's Report:** Nothing to report.

**Facilities Report:** Chad Magnin states the single point entrance is progressing. Floor plan have been drafted and HVAC plans are being reviewed by engineers. Currently, project is within budget but will be reviewed, to ensure it remains within budget and on time. Projected target date is set for January 2025. Facilities also discusses the HVAC system within the Courthouse. Working towards a better climate control and reliable platform to monitor temperatures in the courtrooms. Engineering out for bids on the Courthouse system.

**County Executive's Report:** Nothing new to report. Following the single point entrance project and excited to see the progress.

**New Business:** John Vander Leest informs the committee that he intends to hold a Courthouse security training with Clerk of Courts staff in May 2024. Judge Kelley responds and feels training with the new staff and new court officers would be beneficial to both departments. Judge Kelley suggests that each Circuit Court branch reach out to security to discuss particular risks. Example active shooter.

Motion by John Vander Leest and seconded by Jeff Flynt to adjourn. Motion carried unanimously. Meeting adjourned at 12:14 pm.

# BOARD OF SUPERVISORS

Brown County



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GREEN BAY, WISCONSIN 54305-3600  
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## SUPERVISED RELEASE COMMITTEE

**SUPERVISED RELEASE COMMITTEE**  
**Meeting Notes for 4/22/2024**  
**ROOM 200, NORTHERN BUILDING**  
**305 EAST WALNUT STREET, GREEN BAY, WI 54301**  
**Virtual Meeting**

- I. Call Meeting to Order 2:06 pm, by Sam Wagner.
  - II. Roll Call and Establishment of Quorum: Quorum established. Eliza Killian – BCHHS, Alyssa Liebergen – DHS, Sam Wagner – Corporation Counsel, and Devin Yoder – planning and land services present.
  - III. Approve/Modify Agenda – Devin Yoder approved. Seconded by Eliza Killian.
  - IV. Approve/Modify Minutes of Last Meeting: M should be capitalized in Jeff Dumez' name. 1C notes are from another meeting. Devin Yoder made a motion to accept with corrections. Alyssa Liebergen seconded. Approved with corrections.
  - V. Public Comment: None
1. Closed Session: Discussion of Specific Supervised Release Cases , as follows:
    - OPEN SESSION: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to: 1. Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; and 2. Wis. Stats. Sec. 19.85(1)(f), i.e. considering financial, medical, social or personal histories of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, in particular, to discuss and apply confidential information and statutory factors to specific offender cases to develop potential placements for supervised release per Wis. Stat. Sec. 980.08(4)(dm).
    - a) Closed Session at 2:08 p.m. Motion by Alyssa Liebergen. Second by Devin Yoder.
    - b) Convened into Closed Session and upon completion of business at hand a motion to reconvene was made as noted below.
    - c) A motion to reconvene to open session by Alyssa Liebergen. Second by Devin Yoder. Reconvene open session at 2:14 p.m.
  2. Identification of properties meeting statutory placement criteria. 2457 Shady Court in Town of Lawrence will be recommended for purchase. Law enforcement report will be attached.
  3. Discussion of Items for Next Agenda No meeting needed if property is obtained.
  4. Adjourn. Motion to adjourn by Devin Yoder, seconded by Alyssa Liebergen. Adjourned at 2:16 p.m.

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.