



**"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  
OCTOBER 3 – 7, 2022**

**MONDAY, OCTOBER 3, 2022**

(No Meetings)

**TUESDAY, OCTOBER 4, 2022**

*6:00 pm	Public Safety Committee – <i>Regular &amp; Budget</i>	Brown County Sheriff's Office 2684 Development Drive
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**WEDNESDAY, OCTOBER 5, 2022**

*6:30 pm	Planning Commission Board of Directors	GB Metro Transportation Center 901 University Avenue
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**THURSDAY, OCTOBER 6, 2022**

*5:30	Administration Committee – <i>Regular &amp; Budget</i>	Room 200, Northern Building 305 E. Walnut Street
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**FRIDAY, OCTOBER 7, 2022**

(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.

# 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

## PUBLIC SAFETY COMMITTEE

Keith Deneys, Chair  
Randy Schultz, Vice Chair  
Devon Coenen, Dave Kaster, Andy Nicholson

**PUBLIC SAFETY COMMITTEE**  
**REGULAR & BUDGET MEETING**  
**TUESDAY, OCTOBER 4, 2022**  
**6:00 PM**  
**BROWN COUNTY SHERIFF'S OFFICE**  
**2684 Development Drive, Green Bay, WI**

**NOTE: Enter through INVESTIGATIVE entrance  
door on south side of building,  
around building to left of main entrance.**

**\*\*PLEASE BRING BUDGET BOOK\*\***

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda, with the right to deviate and take budget items following department reports.
- III. Approve/Modify Minutes of September 6, 2022.

### Comments from the Public – Non-Budgetary Items

### Comments from the Public – Budgetary Items

### Consent Agenda

1. Review Minutes of Crime Prevention Funding Board of June 14, 2022.
2. Review Minutes of Criminal Justice Coordinating Board of August 2, 2022.
3. Review Minutes of Fire Investigation Task Force of June 16, 2022.
4. Public Safety Communications Staffing Report.
5. Sheriff's Office Budget Status Financial Report for August 2022 – Unaudited.
6. Sheriff's Office Key Factor Report for August 2022 – Unaudited.
7. Audit of the bills.

### \*\*NON-BUDGET ITEMS\*\*

### Circuit Courts, Commissioners, Probate

8. Presiding Judge's Report.

**District Attorney**

9. District Attorney's Report.

**Public Safety Communications**

10. Director's Report.

**Emergency Management**

11. Director's Report.

**Clerk of Courts**

12. Clerk of Courts Report.

**Medical Examiner**

13. Medical Examiner's Report.

**Sheriff**

14. Sheriff's Report.

**\*\*BUDGET REVIEW\*\***

**REVIEW OF 2023 DEPARTMENT BUDGETS**

**Circuit Courts, Commissioners, Probate**

1. Review of 2023 Department Budget.

**District Attorney**

2. Review of 2023 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the District Attorney's Office – LTE Co-Op/Intern Student (23-015R).

**Public Safety Communications**

3. Review of 2023 Department Budget.

**Emergency Management**

4. Review of 2023 Department Budget.

**Clerk of Courts**

5. Review of 2023 Department Budget.

**Medical Examiner**

6. Review of 2023 Department Budget.

**Sheriff**

7. Review of 2023 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Sheriff's Office – Deletion and Addition Positions (23-025R).
  - b. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Sheriff's Office Department – Addition and Deletion of Jail Positions (23-032R).

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

8. Resolution Regarding 911 Policy of PSC Department (Request to Send Officers to Schools in Certain Situations) (22-114R).

### **Communications**

9. Communication from Chairman Buckley: Explore the feasibility of adding officer to the drug task force to combat the growing drug problem in the City of Green Bay. *Motion at September meeting: To refer to staff to investigate cost and job duties for two additional officers to the Drug Task Force using opioid settlement money.*
10. Communication from Supervisor Evans: To have an officer(s) dispatched to a school when the 911 Communication Center receives a call from a school. *Motions at September meeting: To have an officer dispatched to a school when the 911 communication center receives a 911 landline hang up from a school and have a resolution formulated with fiscal impact AND To direct Corporation Counsel to include language in the resolution directing law enforcement o provide education on 911 to the schools.*
11. Communication from Supervisor Deneys: To direct County Administration to come up with options to secure the Brown County Courthouse. Request various options from temporary solutions, to options including stand alone facilities, removal of the downtown jail with new facilities in that area that would include several variations including just a secure entrance to additional courtrooms, additional County office space, etc. *Action at August meeting: To keep this on future agendas for update (no motion made).*

### **Other**

12. Such other matters as authorized by law.
13. Adjourn.

Keith Deneys, Chair

If you have a disability and would like to arrange assistance prior to the meeting, please contact the County Board Office via email at [BC\\_County\\_Board@browncountywi.gov](mailto:BC_County_Board@browncountywi.gov) or via telephone at (920) 448-4015.

For access to the elevator at the Sheriff's Office, please press the buzzer in between the front doors or call (920) 391-7450 upon your arrival.

Notice is hereby given that action by the Committee may be taken on any of the items described or listed in this agenda. It is possible additional members of another County Committee/Commission/Board/Entity may attend this meeting, resulting in a majority or quorum of another County Committee/Commission/Board/Entity, but said additional members will only engage in information gathering, as opposed to taking any official actions or exercising the responsibilities, authority or duties vested in them as members of another County Committee/Commission/Board/Entity.

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 5, 2022 - 6:30 pm**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room, Green Bay, WI 54302**

**Attendees are asked to follow the Centers for Disease Control (CDC) masking recommendations**

**ROLL CALL:**

Paul Blindauer	_____	Mark Handeland	_____	Jonathon LeRoy	_____
Corrie Campbell	_____	Matthew Harris	_____	Dan Lindstrom	_____
Devon Coenen	_____	Phil Hilgenberg	_____	Gary Pahl	_____
Norbert Dantine, Jr.	_____	Pat Hopkins	_____	Dan Segerstrom	_____
Steve Deneys	_____	Elizabeth Hudak	_____	Glen Severson	_____
Dean Erikson	_____	Emily Jacobson	_____	Mark Thomson	_____
Geoff Farr	_____	Dotty Juengst	_____	Nick Weber	_____
Steve Gander	_____	Dave Kaster	_____	Matthew Woicek	_____
Mike Goral	_____	Patty Kiewiz	_____		
Steve Grenier	_____	Joy Koomen	_____		

1. Approval of the minutes of the September 7, 2022 regular meeting of the Brown County Planning Commission Board of Directors.
2. Receive and place on file draft minutes of the September 13, 2022 meeting of the Brown County Planning Commission Board of Directors Transportation Subcommittee.
3. Discussion and action regarding the Draft 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. (TIP document included in September packet).
4. Review and approve the 2023 Brown County Planning Commission budget. (Budget report will be emailed separately prior to the meeting)
5. Brown County Planning Commission staff updates on work activities during the month of September 2022.
6. Planning Directors Report.
7. Other matters.
8. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

# 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

Richard Schadewald, Chair; Tom Lund, Vice Chair  
Kathy Lefebvre, Thomas Peters, John Vander Leest

**ADMINISTRATION COMMITTEE MEETING**  
**REGULAR & BUDGET MEETING**  
**THURSDAY, OCTOBER 6, 2022**  
**5:30 p.m.**  
**Room 200, Northern Building**  
**305 E. Walnut St., Green Bay**

**\*\* PLEASE BRING BUDGET BOOK \*\***

**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 August 25, 2022 and Special September 21, 2022.

### **\*\*BUDGET REVIEW\*\***

#### **Comments from the Public on Budget Items**

#### **REVIEW OF 2023 DEPARTMENT BUDGET**

1. **CHILD SUPPORT** – Review of 2023 Department Budget.
3. **INFORMATION TECHNOLOGY** – Review of 2023 Department Budget.
4. **BROWN COUNTY COMMUNITY AREA NETWORK** – Review of 2023 Department Budget.
5. **TREASURER** – Review of 2023 Department Budget.
6. **COUNTY CLERK** – Review of 2023 Department Budget.
7. **ADMINISTRATION** – Review of 2023 Department Budget.
8. **HUMAN RESOURCES** – Review of 2023 Department Budget.
9. **CORPORATION COUNSEL** – Review of 2023 Department Budget.

#### **Year 2023 Non-Division Budgets Review**

10. Capital Projects.
11. Debt Service.
12. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

#### **Budget Resolutions**

13. Resolution Authorizing Full & Part Time Employee Wage Adjustments (22-106).
14. Resolution Establishing the Salary of the Brown County Executive (An Elected Official) (22-107).
15. Resolution Adopting Recommended Changes to the Brown County Employee Benefits Plan (22-109).

16. Resolution Authorizing the Use of Sales Tax Funds for Specific County Owned or Controlled Capital Projects (2/3 Vote Required) (22-113).
17. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Information Technology Department – Deletion of Enterprise Cyber Security Technician (23-007).
18. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Child Support Department – Deletion and Addition of Various Positions (23-011).
19. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the County Clerk’s Office Legislative Specialist (23-026).
20. Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Human Resources and Administration Departments – Deletion and Addition of Various Positions (23-027).

**\*\*NON-BUDGET ITEMS\*\***

1. Review minutes of:
  - a. Benefits Advisory Committee of September 8, 2022.

**Comments from the Public on Non-Budget Items**

**Legal bills**

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

**Communications**

3. Communication from Supervisor Evans re: To review, discuss, and take action on increasing the mileage reimbursement to the Federal guidelines for Brown County employees. *July Motion: Refer to staff for an update at next month’s meeting; August Motion: To hold.*
4. Communication from Supervisor Nicholson re: Look at options, other than the Green Bay Press Gazette, to be our official newspaper to use for publication notices and other items, since the GBPG is no longer a daily paper (doesn’t publish on Saturdays). *Referred from September County Board.*

**Child Support**

5. Director’s Report.

**Information Technology**

6. Budget Status Financial Report for July 2022 (Unaudited).
7. Director’s Report.

**BCCAN**

8. Director’s Report.

**Treasurer**

9. Review of Treasurer’s Dept. Budget Performance Report for YTD July 2022 (Unaudited).
10. Discussion and possible action on the sale of the following tax deed parcel:

SEALED BID AUCTION - COMMITTEE OPENING OF SEALED BIDS due 9-22-2022 10AM

<u>Parcel #</u>	<u>Address</u>	<u>Municipality</u>	
6H-1225-8	2634 Oakwood Dr.	City of Green Bay	(August High Bidder failed to pay again)

Conditions of Sale for this Parcel:

- a. Buyer is responsible for entirety of full 2022 Property Taxes, no proration
  - b. Buyer to pay any delinquent water & sewer utility bills presented
  - c. Buyer to pay any outstanding special assessments and/or special charges
  - d. Conveyance to be via Quit Claim Deed, Buyer to pay \$ 30 Deed Recording Fee to BC ROD
11. Treasurer’s Report.

**County Clerk**

12. Budget Status Financial Report for July 2022 (Unaudited).
13. Clerk's Report.

**Administration & Human Resources**

14. Director's Reports.
15. Budget Adjustment Log.

**Corporation Counsel**

16. Discussion regarding Bug Tussel negotiations.
17. Oral Report.

**Other**

18. Audit of bills.
19. Such Other Matters.
20. Adjourn.

Rick Schadewald, 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.





# OCTOBER 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Public Safety 6:00 pm (Budget & Reg) @ Sheriff's Dept.	5	6 Admin 5:30 pm (Budget & Reg) @ Room 200 Northern Bldg.	7	8
9	10	11	12 Human Services 5:30 pm (Budget) @ Room 200 Northern Bldg.	13 Ed & Rec 5:30 pm (Budget & Reg) @ Room 200 Northern Bldg.	14	15
16	17 Land Con 5:30pm PD&T 5:45pm (Budget & Reg) @ Room 200 Northern Building	18	19 Executive Committee (Budget & Reg) @Room 200 Northern Bldg.	20	21	22
23	24	25	26	27 <b>COUNTY BOARD BUDGET MTG 9:30AM @ Resch Expo</b>	28 COUNTY BOARD BUDGET MEETING CONTINUED IF NECESSARY	29
30	31 Happy Halloween 					

# BROWN COUNTY COMMITTEE MINUTES

- Criminal Justice Coordinating Board (August 2, 2022)
- Human Services Board (August 11, 2022)

**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 BROWN COUNTY  
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County **Criminal Justice Coordinating Board** was held on Tuesday, August 2, 2022 in Circuit Court Branch 3, Brown County Courthouse, 100 South Jefferson Street, Green Bay, Wisconsin.

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<b>Members Present:</b>	Chair Judge Tammy Jo Hock	District Attorney David Lasee
	Clerk of Courts John Vander Leest	Probation & Parole Rep. Aaron Sable
	Health & Human Services Chair Emily Jacobson	Public Safety Chair Keith Deneys
	CJS Manager Mark Vanden Hoogen	Citizen Rep. Robert Srenaski
	County Executive Troy Streckenbach	District Court Administrator Tom Schappa
	Public Defender Attorney Mgr. Jeff Cano	Human Services Chair Emily Jacobson
	Jail Administrator Heidi Michel	Citizen Rep. Christopher Zahn
	HS Community Services Admin. Jenny Hoffman	

**Excused:** Citizen Rep. Tim Mc Nulty

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**1. Call Meeting to Order.**

The meeting was called to order by Chair Judge Tammy Jo Hock at 12:05 pm.

**2. Introductions.**

Those present introduced themselves at this time.

**3. Approve/modify agenda.**

**Motion made by John Vander Leest, seconded by Troy Streckenbach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Approve/modify minutes of May 3, 2022.**

**Motion made by John Vander Leest, seconded by Troy Streckenbach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**5. Jail population numbers (Sheriff).**

Jail Administrator Heidi Michel reported the jail is currently at 95% capacity. There are 649 lockup beds available and 614 are occupied. There are also 110 people on EMP and 40 adult inmates shipped out to four different counties. Michel continued that every pod at the Curry Lane site is open but there are some inmates sleeping on the floor. Triple bunking is pretty risky so for safety reasons they are shipping out.

Michel continued that the Curry Lane jail is out of space because the entire work release building downtown is shut down. If that facility were opened back up, there would be 137 beds available. County Executive Troy Streckenbach asked if the downtown facility is closed because of staffing or due to the condition of the building. Michel responded it is due to staffing and noted they are currently down about 25 Correctional Officers. If the downtown facility were to open, the staffing would all have to be done on overtime.

Clerk of Courts John Vander Leest asked how the inmates shipped out are doing their court hearings. Michel responded they tend to ship sentenced inmates or probation revocations to the further counties and keep those with upcoming court dates closer so they can bring them back for court appearances.

Citizen Representative Christopher Zahn asked if the downtown facility meets housing requirements or if work is needed. Michel responded that the downtown facility is currently open during the week and used for court holding. Some of the housing codes have changed over the years, however, the downtown facility has been grandfathered by the Department of Corrections. There is no air conditioning and no airflow and the water pressure and temperature is not good. Zahn asked if a budget allocation would be possible at some point to make the facility more habitable for the people that could be housed there in the future. County Executive Troy Streckenbach responded that the efficiency of the building is outdated and refurbishing it would not be the best idea. It would make more sense to add a pod at the Curry Lane site where there are more efficiencies and better use of technology. Staffing another pod at Curry Lane would take a minimum of two additional Correctional Officers, but three would be preferred per shift. The new pod is 124 beds and is currently being run with two officers.

Public Safety Committee Chair Keith Deneys noted he recently put in a communication with the County Board to look at what to do with the downtown facility moving forward.

**6. Efficiency Report (DA Lasee).**

District Attorney David Lasee talked about the recent Marsy's Law mapping exercise. The exercise was helpful and there was good representation from the county and a lot of excellent discussion. Lasee explained Marsy's Law is basically the constitutionalizing of preexisting victim rights in Wisconsin. The mapping addressed better ways to deal with victim rights throughout the system and how to coordinate efforts to be responsive to the needs of crime victims. The mapping report is being finalized and will be circulated upon completion.

**7. Update on Marsy's Law.**

Judge Hock acknowledged Marsy's Law has added a need for additional personnel with respect to discovery in the DA's Office. Lasee informed they have found a way to manage discovery better but there are still some issues. It is difficult to continually staff the entry level Clerk position that works on discovery, especially with the wage it pays. Lasee continued that there have also been some efficiencies made in the way records come to the DA's office from law enforcement.

**8. Report of Mark Vanden Hoogen re: Criminal Justice Services.**

Criminal Justice Services Manager Mark Vanden Hoogen noted there were six treatment court graduations in July. He also noted Veterans Treatment Court is celebrating its 10<sup>th</sup> anniversary with a program on August 26 and there will be several graduations that day as well.

As indicated at a prior meeting, Vanden Hoogen reiterated the TAD grant has an additional \$2.5 million dollars available for 2023. There are five categories that can be applied for as follows 1) baseline funding; 2) rising costs; 3) new treatment court and diversion programs; 4) enhancement and expansion of existing programs and 5) one year evaluation of programs being operated. Vanden Hoogen needs to submit a pre-application for funding by the end of August and he would like the support of the CJC.B.

Vanden Hoogen continued by talking about the high number of referrals for the treatment courts and noted that last year there was a total of 225 referrals. They are at 303 referrals already this year and are getting close to capping some of the programs. He outlined the numbers in each treatment court and noted there are currently only 52 open referrals for all programs.

Judge Hock asked if there was anything this Board could do for the TAD grant application other than a letter of support. Vanden Hoogen responded that in moving forward he would like to address the number of participants in the current programs as well as looking at different programs, including a new adult

program. The TAD grant is currently only for two years. Lasee added that the \$2.5 million dollars is in addition to the current funding and is for new programming and rising costs. Vanden Hoogen informed he would be applying mainly for new programs, enhancement and evaluation.

**Motion made by Bob Srenaski, seconded by John Vander Leest for the CJCB to support whatever TAD grant application Vanden Hoogen believes is appropriate and that there is no objection to Judge Hock signing a letter in support thereof. Vote taken. MOTION CARRIED UNANIMOUSLY**

**9. Second Chance Act.**

Christopher Zahn informed there is a lot of Second Chance Act money available, but there are specific criteria that must be met to access the funds from the Federal Department of Justice. One of the things the county may struggle with is that the money must go to non-profits for re-entry and reintegration services or sovereign nation entities. He noted the county's criminal justice services were originally contracted out with Family Services, but because the county is not a non-profit, they would not qualify for funds from the Second Chance Act. The other part of the criteria that must be met is that non-profits that are eligible for funding must have staff on board with lived experience.

Lasee asked if there are any non-profits in Green Bay that would qualify for Second Chance Act funds. Zahn responded that there are, but the question is how a collaboration with the non-profits and county would work, especially when it comes to the requirement that the 501Cs must have a board made up of at least 51% of people with lived experience who have proven themselves in the community.

Community Services Administrator Jenny Hoffman talked about the re-entry services position and said the person currently in the job is doing amazing and asked if there are services that could be added to the program. Zahn responded that the re-entry coordinator position is a county position and therefore would not be eligible for Second Chance Act funds.

Srenaski asked if there is a community model we could look at. Zahn responded that Austin, Texas has a re-entry board with key stakeholders in the community and there are great organizations in New York, Los Angeles and other areas. Streckenbach noted we are talking about the hidden talent population – people that need to get back to work instead of residing in jail. He is very interested in this and said if Zahn knows of models we could emulate, he would like to look into it. Srenaski noted we need to know the long-term and continuous financing of something like this before we jump into anything.

Judge Hock asked what non-profits in the community might be appropriate for this. Zahn responded that current organizations are spread pretty thin, especially with the current staffing shortages, both here and nationally. The only organization that may possibly be able to build on this would be Family Services.

Streckenbach feels this may be a good long-term program and he would like to continue to learn more about it. Zahn will talk to some of his contacts and report back to this Board.

**10. Report from the State Public Defender's Office regarding appointment of criminal defense attorneys.**

Public Defender Attorney Manager Jeff Cano reported there are currently about 200 cases that need to be appointed, many of which are conflict cases. Two new attorneys have been added to the list to handle misdemeanors and Cano is hopeful they will be up to defending felony cases by Christmas. He added that they are able to appoint on homicide cases, but they have problems with the high end sexual assault cases. Cano also noted attorneys have been hired in the region, but they seem to be hiring attorneys who have taken cases in the past, however, two attorneys who recently graduated law school have been hired in Shawano.

**11. Future Agenda Items, if any.**

Streckenbach would like to learn more about the Young Adult Court, specifically how it ties into mentors, CASA and PALS.

**12. Other such matters as authorized by law.**

The next meeting date was discussed and November 1 at 12:00 pm was selected. The meeting will be held in the Karen Dorau Memorial Conference Room.

**13. Adjourn.**

**Motion made by John Vander Leest, seconded by Troy Streckenbach to adjourn at 1:02 pm. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Legislative Specialist

## 55PROCEEDINGS 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, August 11, 2022, at Brown County Sophie Beaumont Building, Boardrooms A & B; 111 N Jefferson St; Green Bay, WI 54301

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**Present:** Michael Conley-Kuhagen; Kathryn Dykes; Supervisor Tom Lund (via WebEx); Jean Marsch; Laura McCoy; Leslie Ousley; Supervisor Randy Schultz

**Excused:**

**Also Present:** Jeremy Kral; Executive Director  
Jenny Hoffman; Community Services Administrator  
Kara Gruber; Hospital & Nursing Home 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 Vice Chair Laura McCoy at 6.05 pm.
2. **Approve / Modify Agenda**  
SCHULTZ / DYKES moved to approve the August 11, 2022 agenda.  
Voice vote taken. Motion carried unanimously without abstentions.
3. **Approve Minutes of June 9, 2022, Human Services Board Meeting**  
MARSCH / CONLEY-KUHAGEN moved to approve the minutes dated June 9, 2022.  
Voice vote taken. Motion carried unanimously without abstentions.
4. **Public Comment**  
No members of the public attended.
5. **Executive Director's Report**
  - a. July
  - b. AugustJeremy Kral, Executive Director, highlighted items from his reports.

The last several weeks have been spent on the 2023 budget, going through items line-by-line. Our intention is to be fiscally responsible while serving the needs of the community.

Staff retention and hiring remains a challenge. There is a 12% vacancy rate in the Community Services Division; the numbers vary by program area. The staffing of licensed nursing is most difficult at the Community Treatment Center as well as the dietary area. The staff who are working are dedicated and remain because of the mission and the service mindset to the community and our organization. Other counties have reached out to us in recent weeks seeking assistance for staff support in child welfare and Economic Support. The basic services a human services department must provide under state statute may be at risk in some counties due to short staffing.

CONLEY-KUHAGEN / SCHULTZ moved to receive and place on file the Executive Director's reports for July and August 2022. Voice vote taken. Motion carried unanimously without abstentions.

**6. Community Services Administrator Report**

Jenny Hoffman, Community Services Administrator, gave a verbal report.

Currently working on the 2023 budget and on recruitment and retention of staff. There are pockets of high turnover in Economic Support and Shelter Care (which is a 24/7 facility). We are looking at creative staffing solutions to ensure staff and the youth are safe and cared for at Shelter Care.

In the Behavioral Health Unit, there are key supervisor positions continue to remain vacant and are difficult to recruit. We are meeting with Human Resources and the team on Monday to find creative ways to market, promote and recruit for those open positions.

McCoy: What are the top two reasons we are losing staff? Why are we having a hard time recruiting? Are the people not there? Is it the salary scale we work under?

Kral: It is hard to know for sure, however, your intuition is leading you in right direction. People are not there, and the salary structure is a challenge. Especially the positions that have counterparts in private healthcare. They tend to have bigger systems and margins that they can allocate to continue to recruit staff and shrink margins for a period of time. We budget to neutral every year and therefore we cannot choose to turn a little less profit in order to retain and recruit quality staff.

McCoy: So, we are losing staff to private entities? When they do leave, they tend to go on to a private provider?

Hoffman: Yes. And lately, even counties are being competitive with each other, and we have lost some to other counties that are doing some unique things.

McCoy: Other counties draw people away from our county. If they are in the same position as we are as far as not being able to change salaries on a whim, what kinds of things are they offering that would make someone leave Brown County and go to their county? We have talked about being creative...are we talking about more flexibility?

Kral: In my experience when someone leaves to go to another county, there is some kind of leapfrogging of positions. We recently had a couple people leave to go a different county to perform similar work; a few months ago, we had a couple people join us from a neighboring county to do similar work. It is kind of trading off a bit. It is hard to read a lot of trends into that. People are moving and there are fewer people joining the human services field. There has been a nursing shortage for a period of time that has been exacerbated as nurses got burned out and left the profession during COVID. We employ nurses to do direct care, and nurses to do case management and clinic work. We have seen true to what the industry data says, that is easier to recruit nurses for clinic work and case management over direct care because of the regularity of hours and duties. And nurses who have been overly taxed throughout the pandemic providing direct care to very sick people and seeing loss of life have tended, industry-wide, to pursue options outside of nursing altogether or in clinic settings where things are more predictable and less acute care.

McCoy: So, the pandemic is still very much at play.

Kral: There are definitely ripple effects in the workforce.

Marsch: Looking at the CTC report coming up (on the agenda), you indicate the Human Services Committee passed a proposal adjusting internal wages of nursing staff to aid retention. Has that been approved?

Gruber: It will go to the County Board next week.

Marsch: Will that be for all registered nurses, or just certain positions?

Gruber: It's all non-exempt, hourly RNs and LPNs.

Marsch: Is that the area of that you are in greatest need?

Gruber: Yes. The people Jeremy is speaking to that are performing the direct care is our highest need.

Marsch: Is there data to show how behind our wages are compared to other competitors? How likely is the idea of this strong data that the Board will say "yes, they see the data" and pass this?



- Gruber: I am not 100% sure as this proposal was being put together prior to my arrival. I know Human Resources had great involvement in the proposal. We are essentially trying to create a tier of wages where a new nurse will start at our base wage, but allows us the ability to offer experienced nurses different wages based on experience. So that internal shift will happen with our current nurses, but then in turn, help us recruit experienced nurses as well.
- Marsch: It will help internal people so you aren't losing people because of money, but it would adjust the pay scale as well?
- Kral: Pay scale will stay the same, but the ability to use different tiers within it, and moving within the scale will become easier.
- Marsch: So, you can use internal equity when you hire someone with 10 years of experience.
- McCoy: And those pay scales can only change with each budget cycle? I asked about this a while back about changing salaries to retain people and draw people in, and I think the answer was the changes could not happen once a budget was set; that it would be revisited the next budget cycle.
- Schultz: That is my understanding.
- Gruber: I think what you are referencing is our Class & Compensation scale that is set for the whole County. For example, if you are a Registered Nurse, you fall within this category, and the struggle that we find from time-to-time with that is not the wage scale specifically but our ability to be flexible within that to be able to offer someone with experience more than the minimum.
- Kral: At the County, we budget to each position individually with a fixed amount of dollars attached to it. So, if a person with low experience leaves us and the market has advanced since that person joined us, which is the situation we are seeing. Because we budgeted that position at X amount of dollars, the changing market conditions are not accounted for in that we have X amount of dollars available for recruitment. We have had new applicants decline positions due to low dollars available. The tier-based proposal we have put forward creates more delineation of roles so there is not as many in the same salary tier; there is more ability to use different sections of the pay scale. HR did some market analysis. It still fits within our allocated resources to continue to pay for it on a sustained basis, so we are not proposing the department, or the County over-extend to be able to make those changes; we believe they will be funded through increases the State made to nursing home reimbursements.

*Hoffman continued with items from her report.*

Some recent events in the department:

- July 21, 2022 – Treatment Court graduations were held at St. James Park. This was the first Family Recovery Court graduation. Other graduations were OWI, Drug and Heroin courts. It was wonderful to celebrate our clients' successes at the graduation. The judges who participate in these courts are so passionate and invested in success of the individuals.
- July 21, 2022 – Foster Care Picnic at Bay Beach. We receive grant dollars from the State to use for recruitment and retention of foster parents, so we provided a time at Bay Beach to thank them for all they do to support the families and children in our department.

We would like to recognize one of our Clinical Therapists in our Behavioral Health Unit, Judy Exl, has retired following 39 years of dedicated service to the County.

MARSCH / DYKES moved to receive and place on file the Community Services Administrator Report for August 2022. Voice vote taken. Motion carried unanimously without abstentions.

7. **CTC Administrator Report including NPC Monthly Report**  
Hospital and Nursing Home Administrator, Kara Gruber highlighted items from her report.

***COVID-19 Pandemic***

We are seeing some uptick in cases from time-to-time. There was a positive client on Bay Haven (CBRF); we were able to mitigate the risk by isolating the client and avoided an outbreak. There are no current resident cases, however, some staff cases usually due to community exposure.

***Bayshore Village Nursing Home***

We had two unannounced site survey visits based on self-reported events. The surveys showed we are in compliance.

SCHULTZ / CONLEY-KUHAGEN moved to receive and place on file the CTC Administrator Report for August 2022. Voice vote taken. Motion carried unanimously without abstentions.

8. **Re-appointment of Dr. Koti Mannem to CTC Medical Staff Committee**

Dr. Mannem provides telehealth appointments as well as comes on-site to meet clients.

MARSCH / DYKES moved to re-appoint Dr. Koti Mannem to the CTC Medical Staff Committee. Voice vote taken. Motion carried unanimously without abstentions.

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

- a. July  
b. August

Finance Manager, Eric Johnson, highlighted items from his August 2022 Financial Reports.

***Community Treatment Center***

Community Treatment Center remains well ahead of budget due to personnel shortages/challenges; causing a favorable financial variance even with overtime and temporary help. Census is higher than budgeted at Bayshore Village and Bay Haven. Bay Haven was challenged with census in 2021, so we budgeted lower for 2022, and that census has come back as high as it can with only one staff per shift due to staffing shortages.

***Community Services***

In June, we received a favorable adjustment year-end settlement for CLTS administrative dollars. These dollars are not guaranteed every year. The increase of just under \$300,000 created a favorable variance of \$220,000. Which now puts Community Services, through June, at a slightly unfavorable variance of \$18,665. This is about as close to being break-even as you can be for a multi-million-dollar budget. Still have some challenges primarily in purchase services costs for children in correctional facilities and a significant increase in number of adults at Winnebago Mental Health Facility. We do expect a negative budget variance by the end of the year as these two areas are unprecedented challenges.

CONLEY-KUHAGEN / SCHULTZ moved to receive and place on file July and August 2022 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. June
    - ii. July
  - b. **Child Protective Services – Child Abuse/Neglect Report**
    - i. June
    - ii. July
  - c. **Monthly Contract Update**
    - i. July
    - ii. August

SCHULTZ / CONLEY-KUHAGEN moved to receive and place on file Statistical Reports 10a through 10c. Voice vote taken. Motion carried unanimously without abstentions.

11. **Request for New Non-Contracted Provider & New Provider Contract**
  - a. July
  - b. August

CONLEY-KUHAGEN / DYKES moved to receive and place on file the July and August 2022 Request for New Non-Contracted Provider & New Provider Contract Reports. Voice vote taken. Motion carried unanimously without abstentions.

12. **Adjourn Meeting:**

SCHULTZ / CONLEY-KUHAGEN moved to adjourn. Voice vote taken. Motion carried unanimously without abstentions.

Vice Chair Laura McCoy adjourned the meeting at 6:40 pm.

Next Meeting: Thursday, September 8, 2022 at 6:00 pm.

Respectfully Submitted,  
Catherine Foss  
Office Manager