

# BOARD OF SUPERVISORS

Brown County



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## HUMAN SERVICES COMMITTEE

Patrick Evans, Chair  
Carole Andrews, Vice Chair  
Steve Fewell, Pat Moynihan Jr., Pat La Violette,  
Pat Wetzel, Jesse Brunette

### **HUMAN SERVICES COMMITTEE**

**Thursday, November 17, 2011**

**Approximately 6:00 p.m.**

**(To follow Special CB Meeting)**

**Sophie Beaumont Bldg, Board Room A**

**111 N. Jefferson Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 26, 2011.

### **Comments from the Public**

### **Report from Human Services Chair, Patrick Evans**

#### **1. Review Minutes of:**

- a. Aging & Disability Resource Center (October 27, 2011).
- b. Aging & Disability Resource Center Personnel & Policy Committee (October 21, 2011).
- c. Veterans' Recognition Subcommittee (October 18, 2011).

#### **Human Services Dept.**

2. Executive Director's Report.
3. Economic Support (Bay Lake) Consortium
4. Financial Report for Community Treatment Center and Community Programs.
5. Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center.
6. Approval for New Non-Continuous Vendor.
7. Request for New Vendor Contract.
8. Monthly Contract Update.
9. Approval of Bid for Gutters and Downspouts at CTC.

**ADRC, Health Dept, Syble Hopp, Veterans Services** – No agenda items.

#### **Other**

10. Audit of bills.
11. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is 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 purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, October 26, 2011 at ASPIRO – 1673 Dousman Street Green Bay, Wisconsin

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**Present:** Carole Andrews, Jesse Brunette, Pat Evans, Steve Fewell,  
Pat LaViolette, Pat Moynihan, Pat Wetzel  
**Also Present:** Brian Shoup/Tim Schmitt/Eon Agar, Jenny Hoffman, Jean O'Leary  
Jerry Polus, Sunny Archambault, Mary Johnson, Judy Friederichs  
Debbie Klarkowski, Fred Mohr, Troy Streckenbach  
Supervisors Clancy, Erickson, Fleck, Lund, Miller, Schuller, Scray, Zima  
Finance – Carolyn Maricque, Paula Kazik, Andrea Konrath, Sara Perrizo,  
Terri MacGregor, Judge Don Zuidmulder  
Mike DesChaine - ASPIRO  
Other Interested Parties, Media

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- I. **Call Meeting to Order:**  
The meeting was called to order by Chairman Pat Evans at 6:08 p.m.
- II. **Approve/Modify Agenda:**  
  
**Motion made by Supervisor Moynihan and seconded by Supervisor Andrews to approve the agenda. MOTION APPROVED UNANIMOUSLY**
- III. **Approve/Modify Minutes of September 28, 2011:**  
  
**Motion made by Supervisor Andrews and seconded by Supervisor Moynihan to approve the minutes. MOTION APPROVED UNANIMOUSLY**

**Non-Budget Items**

1. **Review Minutes of:**
- a. **Aging & Disability Resource Center (September 22, 2011)**
  - b. **Children with Disabilities Education Board (September 28, 2011)**
  - c. **Community Options Program Planning Committee (9-2611)**
  - d. **Human Services Board (September 13, 2011)**
  - e. **Northeast Wisconsin Family Care Board of Directors (8-15- 2011)**
  - f. **Veterans' Recognition Subcommittee (September 20, 2011)**

**Motion made by Supervisor Fewell and seconded by Supervisor Andrews to receive and place on file to 1a to 1f.  
MOTION APPROVED UNANIMOUSLY**

**Comments from Public – Non-Budgetary Items**

**Report from Human Services Chair, Patrick Evans:**

Chairman Evans thanked the various department heads, specifically Director Shoup and the Human Services staff for their diligence throughout the year to create the 2012 budget.

**Drug Court:**

**2. Update on Drug Court by Judge Zuidmulder:**

Judge Don Zuidmulder distributed information relative to Drug Court participation (attached), stating that year to date there have been 20 participants with six graduates. He explained that this program is an initiative in response to the dollars spent on incarceration. Using the current number of participants and graduates, Drug Court has saved up to 2,562 jail bed days thus far. Zuidmulder has previously asked for 3 years of funding for the program at which time it will be evaluated (April 2012) and he will bring that information forward for future consideration of the program.

Zuidmulder informed the committee that Judge Kelly and Jerry Polus, Veterans Service Officer, are on the verge of announcing the creation of a Veterans Court. He indicated he will work with this program to provide staffing.

**Motion made by Supervisor Moynihan and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Services Dept:**

**3. Financial Report for Community Treatment Center & Community Programs:**

Finance Director, Tim Schmitt, forecasted an approximate surplus of \$500,000 for Community Programs with expenses lower than budget. The Community Treatment Center is forecasted to be at budget.

**Motion made by Supervisor LaViolette and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**4. Monthly Inpatient Data – Community Treatment Center & Bellin Psychiatric Center:**

**Motion made by Supervisor Andrews and seconded by Supervisor LaViolette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**5. Approval for New Non-Continuous Vendors:**

**Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to approve. MOTION APPROVED UNANIMOUSLY**

**6. Request for New Vendor Contract:**

**Motion made by Supervisor LaViolette and seconded by Supervisor Andrews to approve. MOTION APPROVED UNANIMOUSLY**

**7. Monthly Contract Update:**

**Motion made by Supervisor Andrews and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Syble Hopp – No agenda items  
Health Department – No agenda items**

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

**REVIEW OF 2012 DEPARTMENT BUDGETS**

**Comments from the Public – Budgetary Items**

**Terrence O'Grady – Spoke on the importance of choice in the workplace for those with disabilities. Mr. O'Grady stated that his son, Ryan O'Grady, had difficulty obtaining and keeping**

employment before finding a place at ASPIRO which has given him work with dignity, in addition to friends and a "second home".

**Dennis Hogan/Sarah Inman** – Speaking for the Healthy Families Program explained that the program is a home visitation program serving expecting and first-time parents up to five years. Objectives of the program are to prevent child abuse, to promote school readiness, to enhance family stability, and to improve children's health outcomes. During the past decade this program has served more than 1,000 at-risk children and their families. (Additional information attached)

**Marnie Macken** – Client at ASPIRO, serving as a "job coach". Stated that she recently moved into independent housing with the help of ASPIRO

**Julie Macken** – Mother of Marnie. Stated that her daughter has received services from ASPIRO since she was born.

\_\_\_\_\_ **Machinski** – Stated that she works with the Department of Children & Families in Two Rivers and closely with Brown County. Addressed staffing concerns, stating she supports the proposed Human Services reconstruction plan.

**Aging & Disability Resource Center**

8. **Review of 2012 Department Budget:**

Sunny Archambault, Director of the Aging & Disability Resource Center, pointed out that the 2012 budget is basically a continuation of services, noting that the addition of an I&A Specialist will be funded through grant and Medical Assistance dollars.

**Motion made by Supervisor LaViolette, seconded by Supervisor Andrews to approve the 2012 Aging & Disability Resource Center 2012 Department Budget. MOTION APPROVED UNANIMOUSLY**

a. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Aging & Disability Resource Center):**

**Motion made by Supervisor Brunette, seconded by Supervisor Wetzel to approve. MOTION APPROVED UNANIMOUSLY**

**Health Department:**

9. **Review of 2012 Department Budget**

Director Judy Friederichs highlighted major changes in the 2012 budget including the deletion of a Sanitarian Aide, a Secretary III, a Regional Bio-Terrorism Public Health Educator, a Clerk/Typist II, and a Nurse Manager, with the addition of a Clerk/Typist III, and a Nurse Manager (Grade 20, Step 5).

When asked by Supervisor Andrews if there were concerns with the deleted positions, Friederichs indicated she felt the department could handle the 17% reduction, however, indicated a pending retirement will be critical to be filled in order to keep level of service.

**Motion made by Supervisor LaViolette and seconded by Supervisor Andrews to approve the Health Department 2012 Department Budget. MOTION APPROVED UNANIMOUSLY**

a. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Health Department):**

**Motion made by Supervisor Wetzel and seconded by Supervisor Andrews to approve. MOTION APPROVED UNANIMOUSLY**

**Veterans' Services**

**10. Review of 2012 Department Budget**

Jerry Polus explained the 2012 budget includes the deletion in the hours of a Clerk/Typist I, which he states is possible because of LEAN initiatives which have made the department more efficient, in addition to the use of a Work Study Student which is paid by the VA. When asked by Supervisor Andrews if there are concerns, Polus indicated he feels they will be able to maintain quality services. This department is taking a 9.5% overall deduction.

Polus explained that the proposed Veterans Court will have a start up fund of \$2,000 coming from donations from Veterans organizations and other community agencies who support the program. It is the expectation that the program will eventually be moved to a 501C3 agency and be eligible for grants. The announcement of the creation of Veterans Court will be made on Veteran's Day in November.

**Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to approve the Veterans' Services 2012 Department Budget.**  
**MOTION APPROVED UNANIMOUSLY**

**a. Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Veterans' Services):**

**Motion made by Supervisor Andrews and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY**

**11. Human Services Department**

Human Services Director, Brian Shoup, addressed the committee explaining that the department has worked with this committee and Chairman Evans within the proposed budget restrictions. Intergovernmental revenue shows a decrease mainly to reflect the State mandating that a third party administrator process claims for the children's long-term support unit. In 2012, all revenues and expenses for children's long-term support services will no longer be budgeted by Brown County. In addition, intergovernmental revenues were reduced as a result of the loss of a child abuse/neglect prevention grant and a reduction in youth aids funding. Shoup explained that public charges are lower due to a lower than expected census at the Nicolet Psychiatric Center and fewer than expected out-of-county clients being served. Miscellaneous revenue also decreased due to a reduction in refunds from vendor contract audit reviews.

Restructuring at the Community Treatment Center has resulted in the elimination of a 5.0 FTE Nurse Manager and a 2.8 FTE Licensed Practical Nurse. Shoup indicated that these duties will now be performed by existing staff with the addition of a 2.8 FTE Registered Nurse position to ensure clients receive the same level of care

Other highlights include a decrease in operating expenses primarily due to a reduction in out-of-home placement costs. Expenses have been reduced through a practice of treating clients in the community with appropriate support, as well as the intention of bringing clients previously placed out of county back. Interdepartmental charges increased due to an increase in indirect costs allocated to the CTC.

Shoup indicated that the total reduction in 2012 will be \$5.5 million. Cuts from the state and a reluctance to increase taxes means less money will be available to help vulnerable residents served by programs that receive county tax dollars.

**Review of 2012 Department Budget**

Supervisor LaViolette indicated that because of serious problems in the community, the government needs to step forward and do what can be done. Therefore, she recommended returning \$208,000 to the 2012 budget in the following categories.

**Motion made by Supervisor LaViolette and seconded by Supervisor Andrews to restore \$208,000 to the 2012 Human Services Department Budget. No action taken.**

**Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to separate. MOTION APPROVED UNANIMOUSLY**

Discussion and comments by the committee relative to Supervisor LaViolette's recommendation to restore \$208,000 to the HS budget resulted in the following actions:

**Teen Parenting/Catholic Charities - \$ 61,194**

**Ayes – Andrews, Fewell, LaViolette**

**Nays – Brunette, Evans, Moynihan, Wetzel**

**MOTION TO REINSTATE FAILED 4-3**

**Healthy Families - \$ 80,084**

**MOTION TO REINSTATE UNANIMOUSLY APPROVED**

**Child Advocacy Center \$ 16,665**

**Ayes – Andrews, Brunette, Evans, LaViolette, Moynihan, Wetzel**

**Nays - Fewell**

**MOTION TO REINSTATE APPROVED 6-1**

**Sexual Abuse Counseling \$ 7,666**

**MOTION TO REINSTATE UNANIMOUSLY APPROVED**

**Family Violence Center/Golden House \$ 29,220**

**Ayes: Andrews, Brunette, Fewell, LaViolette, Moynihan**

**Nays: Evans, Wetzel**

**MOTION TO REINSTATE APPROVED 5-2**

**NEW Community Shelter \$ 13,332**

**Ayes: Andrews, Fewell, LaViolette**

**Nays: Brunette, Evans, Moynihan, Wetzel**

**MOTION TO REINSTATE FAILED 4-3**

- a. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Human Services – Community Programs):**

**Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to approve. MOTION APPROVED UNANIMOUSLY**

- b. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Human Services – Community Treatment Center):**

**Motion made by Supervisor Wetzel and seconded by Supervisor Andrews to approve. MOTION APPROVED UNANIMOUSLY**

**Outcome:**

**Changes to the 2012 Human Services Budget result in an addition of \$133,635**

III

**Other:**

12. **Audit of Bills:**

**Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to approve audit of bills. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Moynihan and seconded by Supervisor Andrews to adjourn at 8:15 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted:  
Rae Knippel, Recording Secretary

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

**October 27, 2011**

**PRESENT:** Keith Pamperin, Pat Finder-Stone, Bill Clancy, Tom Diedrick, Steve Daniels, Pat Hickey, Libbie Miller, Barbara Robinson, Marvin Rucker

**EXCUSED:** Dona Jane Brasch, Lisa Van Donsel, Judy Parrish

**ALSO PRESENT:** Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers

**PLEDGE OF ALLEGIANCE.**

Chairperson Diedrick called the meeting to order at 8:32 a.m.

**ADOPTION OF AGENDA:** A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the October 27, 2011 Agenda. **MOTION CARRIED.**

**INTRODUCTIONS:** Introductions were waived.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 22, 2011:**

Ms. Finder-Stone noted 2 corrections on page 3. 1. Under ADD LIFE CENTER REPORT, Partners with should read Northeastern Technical College, not Northwestern Technical College. 2. Under ADD LIFE CENTER REPORT, Assumes responsibility for should read Farmer's Market, not Famer's Market.

Ms. Hickey moved and Ms. Miller seconded to approve the minutes of the regular meeting of September 22, 2011 with the above noted corrections. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF THE SEPTEMBER 2011 FINANCE REPORT:**

Ms. Bowers reported that while the Expense Report indicates that we are \$54,000 over budget with the Energy Initiatives Project, we will be receiving a \$30,000 Wisconsin Public Service rebate. Food Costs are under budget; however, we are also not serving the number of meals budgeted for.

Ms. Bowers reviewed the detailed expenses related to the renovation of the new building and noted that meetings are being held regularly in an effort to stay on top of this project.

Mr. Pamperin moved and Ms. Hickey seconded to approve the September 2011 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations.

**PERSONNEL & POLICY COMMITTEE REPORT AND RECOMMENDATIONS:** Mr. Diedrick reported that the Personnel & Policy Committee met last week and accepted Ms. Archambault's formal resignation letter which was included in the board packet. Ms. Archambault's letter indicates that her last day of employment as the Director of the Aging & Disability Resource Center will be March 2, 2012. Mr. Diedrick and the board thanked Ms. Archambault for her commitment to the aging and disabled population of Brown County over the past 32 years.

Mr. Pamperin moved and Ms. Miller seconded to reluctantly accept Ms. Archambault's letter of resignation. **MOTION CARRIED.**

Mr. Diedrick also reported that the Personnel & Policy Committee reviewed the ADRC Succession Plan approved by the Board of Director's on August 25, 2011 and recommended that Ms. Archambault's



position be posted internally for 5 days and if at all possible to fill the position from within the agency. Qualified candidates would meet with representatives from the Personnel Committee for its consideration. Discussion took place as to whether or not Ms. Archambault's position could legally be filled from within without placing it in public notice. It was decided, by consensus, to have Ms. Archambault consult with Brown County Corporate Council on this matter.

Mr. Pamperin moved and Ms. Finder-Stone seconded to recruit for Ms. Archambault's position internally at this time. If after consulting with Brown County Corporate Council it is determined we are not within the parameters of the law, Ms. Archambault will also post the position externally. **MOTION CARRIED.**

The Personnel & Policy Committee also reviewed revisions made to the ADRC Employee Handbook along with a proposed staff parking policy. Ms. Archambault reviewed the handbook revisions which included: flexible time for non-exempt employees; work week; recording work hours; mileage and travel reimbursement; personal time off; funeral leave; and mandatory trainings as well as the proposed staff parking policy which detailed the parameters that would be implemented to assure maximum parking for consumers and ensuring that parking choices do not affect work responsibilities with board members.

Ms. Finder-Stone moved and Ms. Miller seconded to approve the revisions to the ADRC Employee Handbook as well as the proposed staff parking policy as stated above. **MOTION CARRIED.**

Ms. Archambault added that there are several staff positions that have changed. These will be reviewed by the Personnel & Policy Committee for job description re-evaluation and possible salary changes. The Committee's recommendations will be brought back to the board in the future.

**APPROVAL OF ADRC POLICY RELATED TO STATE GUNS/CONCEALED CARRY LAW:**

Ms. Archambault stated that the county board does not have its policy in place regarding the State Guns/Concealed Carry Law at this time. Discussion took place on the pros and cons related to posting; however it was decided by consensus to wait until the county adopted a policy before making any formal motions related to this agenda item.

**APPROVAL OF 2012 ADRC PLAN & BUDGET FOR GWaar:** Ms. Archambault reported that the ADRC already has a board approved 3-year Aging Unit Plan and there are no changes being made. Therefore, at this time she requested board approval of the budget for GWaar.

Ms. Hickey moved and Mr. Daniels seconded to approve the budget for GWaar. **MOTION CARRIED.**

**DISCUSSION OF LIFE STUDY FOR BROWN COUNTY:** Mr. Diedrick referred board members to the 2011 LIFE Study for Brown County included in the board packet. This summary is a regional look at issues that influence the standard of living in Brown County. He suggested the board collaborate with other agencies and take a look at the issues and concerns that impact the aging and persons with disabilities. Mr. Diedrick announced that the Bay Area Community Council is hosting a Brown County 2020 Conference on February 17<sup>th</sup> and 18<sup>th</sup>. The purpose of this conference will be to bring in a strategic management facility to develop action plans using this data.

**FAMILY CARE UPDATE:** No updates

**DIRECTOR'S REPORT:** Ms. Archambault reported on the following:

- We have been looking at changes in the Nutrition Contract with Aramark. We are fortunate to have access to the expertise of Cheryl Corbeille with Brown County Purchasing and Barbara West of Brown County Contracting.
- The Human Services Budget Meeting was last evening and things went well for the ADRC. Our relationship with the County is extremely important and valuable to us and we appreciate their support.

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- The Green Bay Packer Organization has invited 4 ADRC representatives to a luncheon on Tuesday, November 15<sup>th</sup>. There will be a discussion concerning the expansion and accessibility of Lambeau Field's South End-zone and how it will impact the aging and disabled populations.

**ADRC BOARD RECRUITMENT:** Ms. Archambault informed board members that she has only received 1 response to the board position representing developmental disabilities. She also would like to see more applicants representing the aging. Board members were urged to turn in any candidate names as soon as possible.

**LEGISLATIVE UPDATE:** No report.

**ANNOUNCEMENTS:** Comments were made on the following:

- Watch the Mining Bill.
- We are waiting on Voter I.D. as a suit has been filed stating that it violates the Wisconsin Constitution.
- Current State Law prohibits job discrimination based on criminal history unless the crimes are closely related to the career.

**NEXT MEETING DATE – OCTOBER 27, 2011:** The next Board of Director's Meeting is scheduled for December 1, 2011. Ms. Archambault encouraged members to arrive a little early as we will also be having our Christmas Breakfast that morning.

**ADJOURN:** Ms. Robinson moved and Sup. Clancy seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:51 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL AND  
POLICY COMMITTEE**

**October 21, 2011**

**PRESENT:** Tom Diedrick, Pat Finder-Stone, Libbie Miller, Keith Pamperin,  
Lisa VanDonsel (By Phone)

**ALSO PRESENT:** Sunny Archambault

Members began the meeting with the Pledge of Allegiance.

The meeting was called to order at 1:30 p.m. on Friday, October 21, 2011 by Chairperson Diedrick.

**ADOPTION OF AGENDA:** Ms. Finder-Stone moved to adopt the agenda. Mr. Pamperin seconded.  
**Motion Carried.**

**NOTICE OF DIRECTORS RETIREMENT IN 2012:** Mr. Pamperin moved to accept and forward to board.  
Ms. Miller seconded. **Motion Carried.**

**APPROVAL OF MINUTES:** Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the  
minutes of the August 18, 2011 meeting. **Motion Carried.**

**RECOMMENDATION TO IMPLEMENT SUCCESSION PLAN:** After reviewing the succession plan, the  
committee decided to implement the internal recruiting procedures to fill the director position that will  
be available next year. In keeping with agency policy, ADRC employees will be notified of the future  
opening and will have the opportunity to indicate their interest in this position. Qualified candidates will  
meet with representatives from the Personnel Committee for its consideration. The Personnel  
Committee will bring its recommendation to the Board of Directors at its meeting on December 1, 2011.  
Mr. Pamperin so moved. Ms. Miller seconded. **Motion carried.**

Ms. Archambault noted that the responsibilities of the director's position had substantially changed over  
the last five years and recommended that the position be re-evaluated. She added that several staff had  
also requested a review of their positions and that it made sense to review these positions at the same  
time. There was consensus that Ms. Archambault pursue this matter further.

**REVISIONS TO EMPLOYEE HANDBOOK:** Revisions for review included: flexible time for non-exempt  
employees; work week; recording work hours; mileage and travel reimbursement; personal time off;  
funeral leave; and mandatory trainings. In addition, Ms. Archambault distributed a proposed staff  
parking policy which detailed guidelines that assure maximum parking for consumers and that parking  
choices do not affect work responsibilities. Mr. Pamperin moved to recommend that the board approve  
the policy changes to the Employee Handbook and the parking policy as presented. Ms. Finder-Stone  
seconded. **Motion Carried.**

**CONCEALED CARRY POLICY:** MS. Archambault stated that the county board sent its draft policy back to committee for review. It was decided that we should wait until the county adopted a policy and that we follow its lead.

**ANNOUCEMENTS:** None.

**ADJOURN:** Ms. VanDonsel moved to adjourn. Ms. Miller seconded. Meeting adjourned at 2:20 p.m.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Sunny Archambault". The signature is written in black ink and is positioned above the printed name.

Sunny Archambault

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, October 18, 2011 at 5:15 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Chair Bernie Erickson, Jim Haskins, Delores Pierce, Duane Pierce, Joe Witkowski, Jerry Polus, John Walschinski, Sherry Steenbock, Don Bettine, John Maino  
**EXCUSED:** Troy Ness

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\*\*Running Total of Veterans' Certificates: 1201

1. **Call Meeting to Order:**

The meeting was called to order by Chair Bernie Erickson at 5:15 p.m.

2. **Invocation by Jim Haskins.**

3. **Approve/Modify Agenda:**

**A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY JIM HASKINS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes of September 20, 2011:**

**A MOTION WAS MADE BY JOHN MAINO, SECONDED BY JOHN WALSCHINSKI TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Discussion regarding Veterans Day, November 11, 2011.**

Jerry Polus stated the Veterans Ceremony will be held at the Brown County Arena from 10:30 a.m. – 11:00 a.m. on Veterans Day, November 11, 2011 and he encouraged everyone to attend. The ceremony will include firing volleys and playing of taps.

John Maino stated that he will be broadcasting live from the Duck Creek VFW on November 11 from 10:00 a.m. until noon. This is an open forum for Vets to come and talk regarding any issues they may have.

Duane Pierce also stated that American Legion Post 11, 1708 N. Irwin Avenue, will hold an open house at their new facility from 3:00 – 7:00 p.m. on Veterans Day. A dedication ceremony will be held at the flagpoles at 6:00 p.m.

Pierce also stated that Pearly Gates will be offering free lunch for Veterans from noon until 4:00 p.m. on Veterans Day.

Donald Bettine reported that there will also be a ceremony on November 12, at the Green Bay Yacht Club from 11:00 a.m. until 3:00 p.m. for all active military veterans, family members and the general public. This event will include a 21 gun salute and an array of food.

6. **Report from CVSO Jerry Polus – Veterans Court.**

Jerry Polus reported that groundbreaking for the new Veterans Clinic on University Avenue will be held on Thursday, October 20 at 2:00 p.m. The ceremony will last approximately 45 minutes.

Polus also provided an update on Veterans Court and stated that the committee had met earlier in the day and is hoping to have a press release on Veterans Day to announce the start-up of the Court. Most of the major guidelines are in place, but there is still some fine-tuning to be done.

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Polus explained that persons selected for Veterans Court will move through various phases with the emphasis on treatment and obtaining appropriate benefits to help them get back on their feet.

7. **Reports from Committee Members Present (Haskins, Pierce, Steenbock, Walschinski, Witkowski, Bettine, Maino):**

**Donald Bettine** stated that there will be a job fair on Saturday, October 22, 2011 at Fox Valley Technical College in Appleton. He also mentioned that Sports Clips is supporting overseas troops with their Help A Hero program. Sports Clips will donate \$1.00 from all haircuts on Veterans Day to the VFW Operation Uplink.

**Jim Haskins** shared a story he had read recently in the Green Bay Press Gazette about two little girls from De Pere who had collected more than 250,000 pop tops to donate to the Miller High Life Give a Veteran a Piece of the High Life program. Miller will weigh the pop tops to determine the amount of the donation which is estimated to be near \$25,000.

Haskins also stated that he had two new businesses, A Stitch In Time and Martinizing Dry Cleaners, to give discounts to veterans on Veterans Day.

**John Maino** reported that he is trying to get to Afghanistan for Thanksgiving and gather with about 50 troops from Wisconsin at Camp Nathan Smith to watch the Packer game. He would like to do a supply drive and will determine the specific needs of the units in the area he intends to visit.

**Duane Pierce** stated that Mike Edwards, President of Rolling Thunder Chapter 3, passed away on October 12 at the age of 62. Visitation will be on Saturday, October 22 from 10:00 a.m. until noon with a service to follow at Proko-Wall Funeral Home.

**Sherry Steenbock** reported that four new certificates had been mailed out. She also stated that she had spoken with all five area newspapers with regard to publication of the list of benefits for vets for Veterans Day and the deadline for the Press Gazette and Ashwaubenon Howard Press is October 31. The Denmark News, De Pere Journal and Green Bay Sun do not need the lists until November 2. She also had "thank you" certificates available for new businesses making an offer for Veterans Day.

**Joe Witkowski** did not have anything to report this month.

**John Walschinski** passed out new "11 in 11" forms he had created.

8. **Such Other Matters as Authorized by Law.**

9. **Adjourn.**

**A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ADJOURN AT 5:48 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**- AGENDA -**

Meeting of the Human Services Committee

Thursday, November 17, 2011

Location: Sophie Beaumont Building, Board Room A

Time: 6:00pm

1. Executive Director's Report.
2. Economic Support (Bay Lake) Consortium.
3. Financial Report for Community Treatment Center and Community Programs.
4. Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center.
5. Approval for New Non-Continuous Vendor.
6. Request for New Vendor Contract.
7. Monthly Contract Update.

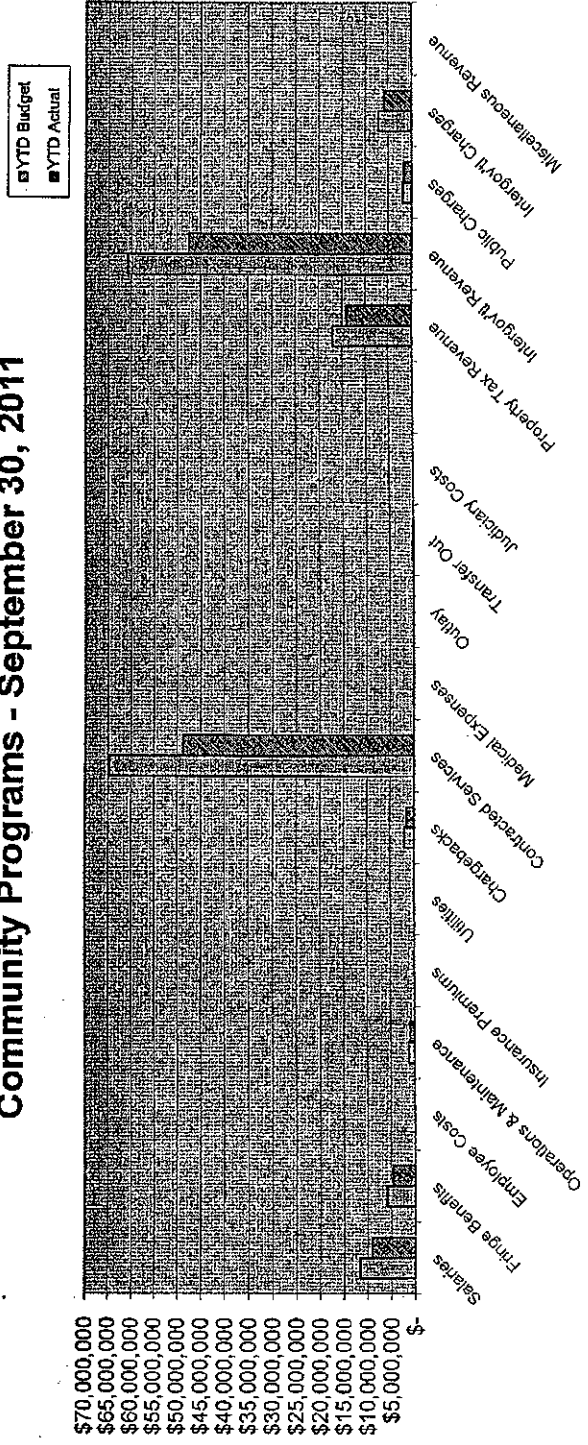
**Brown County  
Community Programs  
Budget Status Report  
9/30/2011**

	YTD Budget	YTD Actual
Salaries	\$ 11,596,794	\$ 9,175,515
Fringe Benefits	\$ 5,929,353	\$ 4,619,485
Employee Costs	\$ 30,134	\$ 11,065
Operations & Maintenance	\$ 1,313,082	\$ 956,720
Insurance Premiums	\$ 1,833	\$ 2,000
Utilities	\$ 33,568	\$ 20,569
Chargebacks	\$ 2,017,186	\$ 1,578,044
Contracted Services	\$ 64,699,454	\$ 48,755,613
Medical Expenses	\$ 115,043	\$ 79,849
Outlay	\$ 5,958	\$ -
Transfer Out	\$ 183,937	\$ 7,000
Judiciary Costs	\$ -	\$ -

Property Tax Revenue	\$ 17,108,742	\$ 13,998,062
Intergov'tl Revenue	\$ 60,782,943	\$ 47,601,743
Public Charges	\$ 1,826,267	\$ 1,608,956
Intergov'tl Charges	\$ 7,076,515	\$ 5,936,237
Miscellaneous Revenue	\$ 130,048	\$ 62,037

**NOTE:**  
Expenses: Contracted services are lower than budget due to lower costs for treatment foster homes

**Community Programs - September 30, 2011**



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**Brown County Human Services**  
Community Programs Fund balance forecast report

Special Revenue Fund: Funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund.

	3300,100/200 Desig Subseq Yr Exp	3300,700 Desig Cap Proj	3300,400 Reserve for Prepaid	Total
Balance as of 1/1/2011	\$ 3,888,789	\$ 1,100,000	\$ 167,725	\$ 5,156,514
Budgeted 2011 net deficit	\$ (267,269)			\$ (267,269)
EMR Project costs		\$ (220,331)		\$ (220,331)
*Projected balance as of 12/31/11	<u>\$ 3,621,520</u>	<u>\$ 879,669</u>	<u>\$ 167,725</u>	<u>\$ 4,668,914</u>

\*Note: Fund balance does not represent cash on hand  
Cash is consumed by working capital requirements (i.e. Accounts Receivable)

Brown County Human Services; Community Treatment Center  
Financial Statements by Classification  
September 30, 2011

	YTD Budget %			YTD Actual %			2011 Forecast			Annual Variance		
	YTD Budget	YTD Actual	YTD Actual % of Revenue	YTD Budget %	YTD Actual	YTD Actual % of Revenue	Annual Budget	Budgeted % of Revenue	2011 Forecast	Forecast % of Revenue	Annual Variance	
<b>Revenues</b>												
Property Tax Revenue	\$ 2,380,007	\$ 2,380,007	21.5%	21.4%	\$ 2,380,007	21.4%	\$ 3,173,342	21.4%	\$ 3,173,342	21.4%	\$ -	
Nursing Home Supplemental Funding	\$ 393,750	\$ 446,360	3.6%	4.0%	\$ 52,610	3.5%	\$ 525,000	3.5%	\$ 573,730	3.9%	\$ 48,730	
Hospital Revenue: Self Pay	\$ 373,973	\$ 370,888	3.4%	3.3%	\$ (3,085)	(3.085)	\$ 500,000	3.4%	\$ 495,876	3.3%	\$ (4,124)	
Hospital Revenue: Other Payers	\$ 3,425,012	\$ 3,120,617	30.9%	28.0%	\$ (304,395)	(30.9%)	\$ 4,879,228	30.9%	\$ 4,172,253	28.1%	\$ (406,975)	
Hospital Revenue: CTP Reimbursement	\$ 1,406,562	\$ 1,730,784	12.7%	15.5%	\$ 324,122	12.7%	\$ 1,880,702	12.7%	\$ 2,307,712	15.5%	\$ 427,010	
Nursing Home Revenues: Private Pay	\$ 207,106	\$ 414,612	1.9%	3.7%	\$ 207,406	1.9%	\$ 276,900	1.9%	\$ 554,201	3.7%	\$ 277,301	
Nursing Home Revenues: Medicaid & Medicare	\$ 2,474,500	\$ 2,280,299	22.3%	20.5%	\$ (194,201)	(22.3%)	\$ 3,306,397	22.3%	\$ 3,048,751	20.5%	\$ (259,646)	
Miscellaneous Revenue	\$ 22,730	\$ 21,132	0.2%	0.2%	\$ (1,598)	(1.598)	\$ 30,380	0.2%	\$ 28,178	0.2%	\$ (2,214)	
Rent	\$ 107,460	\$ 108,883	1.0%	1.0%	\$ 1,423	1.0%	\$ 143,280	1.0%	\$ 143,280	1.0%	\$ -	
Charges to County Departments	\$ 288,788	\$ 273,712	2.6%	2.5%	\$ (15,076)	(2.6%)	\$ 386,109	2.6%	\$ 364,949	2.5%	\$ (21,160)	
Transfer In: HR retirees	\$ 6,416	\$ -	0.1%	0.0%	\$ (6,416)	(6.416)	\$ -	0.1%	\$ -	0.0%	\$ (6,416)	
Transfer In	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	
<b>Total Revenue</b>	\$ 11,086,403	\$ 11,147,194	100.0%	100.0%	\$ 60,791	100.0%	\$ 14,811,926	100.0%	\$ 14,862,271	100.0%	\$ 50,345	
<b>Expenses</b>												
Wages	\$ 5,625,917	\$ 5,758,565	60.7%	61.7%	\$ (132,648)	(132.648)	\$ 7,521,830	50.8%	\$ 7,734,741	52.0%	\$ (212,911)	
Fringe Benefits	\$ 2,505,414	\$ 2,424,448	22.6%	21.7%	\$ 81,966	21.7%	\$ 3,351,066	22.6%	\$ 3,250,479	21.9%	\$ 100,587	
Employee costs	\$ 11,967	\$ 4,626	0.1%	0.0%	\$ 7,341	0.1%	\$ 16,000	0.1%	\$ 6,185	0.0%	\$ 9,815	
Operations & Maintenance	\$ 469,967	\$ 447,277	4.2%	4.0%	\$ 22,690	4.2%	\$ 628,344	4.2%	\$ 598,008	4.0%	\$ 30,336	
Insurance	\$ 39,951	\$ 24,507	0.4%	0.2%	\$ 15,444	0.4%	\$ 53,415	0.4%	\$ 32,676	0.2%	\$ 20,739	
State Assessment	\$ 96,313	\$ 96,390	0.9%	0.9%	\$ (77)	(0.077)	\$ 128,770	0.9%	\$ 128,520	0.9%	\$ 250	
Utilities	\$ 9,723	\$ 6,260	0.1%	0.1%	\$ 3,463	0.1%	\$ 13,000	0.1%	\$ 8,347	0.1%	\$ 4,653	
Charge backs	\$ 1,497,254	\$ 1,392,001	13.5%	12.4%	\$ 105,253	13.5%	\$ 1,998,339	13.5%	\$ 1,942,668	13.1%	\$ 55,671	
Contracted Services	\$ 482,574	\$ 469,420	4.2%	4.2%	\$ 13,154	4.2%	\$ 618,460	4.2%	\$ 627,613	4.2%	\$ (9,153)	
Medical Expenses	\$ 306,882	\$ 260,162	2.8%	2.3%	\$ 46,720	2.8%	\$ 410,300	2.8%	\$ 382,836	2.4%	\$ 27,464	
Cost of Sales	\$ 2,593	\$ 2,964	0.0%	0.0%	\$ (371)	(0.0371)	\$ 3,600	0.0%	\$ 3,963	0.0%	\$ (363)	
Interest expense	\$ 338	\$ 445	0.0%	0.0%	\$ (108)	(0.108)	\$ 450	0.0%	\$ 445	0.0%	\$ 5	
Depreciation	\$ 380,858	\$ 385,077	3.4%	3.5%	\$ (4,220)	(4.220)	\$ 507,810	3.4%	\$ 513,436	3.5%	\$ (5,626)	
Transfer out-wages	\$ 56,733	\$ 52,476	0.5%	0.5%	\$ 4,257	0.5%	\$ 75,852	0.5%	\$ 69,968	0.5%	\$ 5,884	
Disposition of Fixed Assets	\$ -	\$ -	0.0%	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	
<b>Total Expenses</b>	\$ 11,467,583	\$ 11,374,619	103.4%	101.6%	\$ 92,964	101.6%	\$ 15,325,236	103.5%	\$ 15,279,888	102.8%	\$ 45,348	
<b>Net Excess (Deficit)</b>	\$ (381,180)	\$ (167,425)	-3.4%	-1.5%	\$ 213,755	-1.5%	\$ (513,310)	-3.5%	\$ (417,617)	-2.8%	\$ 95,693	
<b>Levy Impact (unfavorable) favorable</b>	\$ (323)	\$ 217,652			\$ 217,975		\$ (5,600)		\$ 95,819		\$ 101,319	

Notes:

Revenues  
Hospital Revenue: Other Payers  
Nursing Home Revenues: Private Pay  
Nursing Home Revenues: Medicaid & Medicare

is 2.9% less than projection due to providing 509 less days of service than budgeted  
NH private pay days are more than double the number budgeted  
Medicaid & Medicare NH revenues are down by 1.8% from budget due to providing 788 less days of service than projected  
This amount is offset by an increase in the Medicaid Nursing Home daily rate

Expenses  
Charge backs  
Salaries

The facilities' charge back is less than budgeted, but this is partially due to timing, an estimated adjustment was made in the annual forecast  
Total includes facility salaries/fringe to be moved from the CTC books, an estimated adjustment was made in the annual projection

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**Brown County Human Services**  
 Community Treatment Center Net Asset report

Enterprise Fund: Funds used to account for services provided on a total or partial cost recovery basis to parties outside the government  
 Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund

	Unrestricted	Invest in Capital	Total
Balance as of 1/1/2011	\$ 2,996,085	\$ 18,996,249	\$ 21,992,333
Forecast 2011 net deficit	\$ (417,617)		\$ (417,617)
*Projected Net Assets as of 12/31/11	\$ 2,278,468	\$ 18,996,249	\$ 21,274,716

\*Note: Net Assets do not represent cash on hand as the CTC produces negative cash-flow  
 Cash is consumed by working capital requirements (i.e. Accounts Receivable and Inventory)

**Brown County**  
EMR Project Cost analysis  
Costs thru September 2011

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	<u>Actual/Estimated Project</u>		<u>Actual</u>
	<u>Cost</u>		<u>Spent thru August</u>
Less: Expenses incurred			
2009 Actual	\$ 216,349	\$	216,349
2010 Actual	\$ 118,696	\$	118,696
2011 Estimated	\$ 1,857,142	\$	592,019
2012 Estimated	\$ 290,901		
<b>Total</b>	<hr/> <b>2,483,088</b>		<hr/> <b>927,065</b>

BROWN COUNTY COMMUNITY TREATMENT CENTER

STATISTICS FOR OCTOBER 2011

ADMISSIONS	October	Year to	Year to
		Date	Date
		2011	2010
Voluntary - Mental Illness	4	55	73
Voluntary - Alcohol	2	53	57
Voluntary - AODA/Drug	0	8	4
Police Protective Custody - Alcohol	38	416	345
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment - Alcohol	0	3	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	85	870	925
Court Order Prelim. - Mental Illness	1	2	4
Court Order Prelim. - Alcohol	1	11	10
Court Order for Final Hearing	0	2	1
Commitment - Mental Illness	0	0	1
Return from Conditional Release	16	122	152
Court Order Prelim. - Drug	0	0	3
Other	0	8	3
<b>TOTAL</b>	<b>147</b>	<b>1550</b>	<b>1578</b>

ADMISSIONS BY UNITS			
Nicolet	147	1550	1578
<b>TOTAL</b>	<b>147</b>	<b>1550</b>	<b>1578</b>

ADMISSIONS BY COUNTY			
Brown	92	1068	1083
Door	2	37	43
Kewaunee	6	42	49
Oconto	12	90	62
Marinette	3	42	53
Shawano	2	49	34
Waupaca	0	9	19
Menominee	2	25	22
Outagamie	5	37	33
Manitowoc	19	121	139
Winnebago	0	1	6
Other	4	29	35
<b>TOTAL</b>	<b>147</b>	<b>1550</b>	<b>1578</b>

NEW ADMISSIONS			
Nicolet	60	598	646
<b>TOTAL</b>	<b>60</b>	<b>598</b>	<b>646</b>

READMIT WITHIN 30 DAYS			
Nicolet	25	275	278
<b>TOTAL</b>	<b>25</b>	<b>275</b>	<b>278</b>

AVERAGE DAILY CENSUS	October	Year to	Year to
		Date	Date
		2011	2010
Nicolet	20	21	24
<b>TOTAL</b>	<b>20</b>	<b>21</b>	<b>24</b>

INPATIENT SERVICE DAYS			
Nicolet	633	6255	7262
<b>TOTAL</b>	<b>633</b>	<b>6255</b>	<b>7262</b>

BED OCCUPANCY			
Nicolet (37 Beds)	55%	56%	114%
<b>TOTAL (21 Beds)</b>	<b>55%</b>	<b>56%</b>	<b>114%</b>

DISCHARGES			
Nicolet	137	1535	1585
<b>TOTAL</b>	<b>137</b>	<b>1535</b>	<b>1585</b>

DISCHARGE DAYS			
Nicolet	526	6349	7117
<b>TOTAL</b>	<b>526</b>	<b>6349</b>	<b>7117</b>

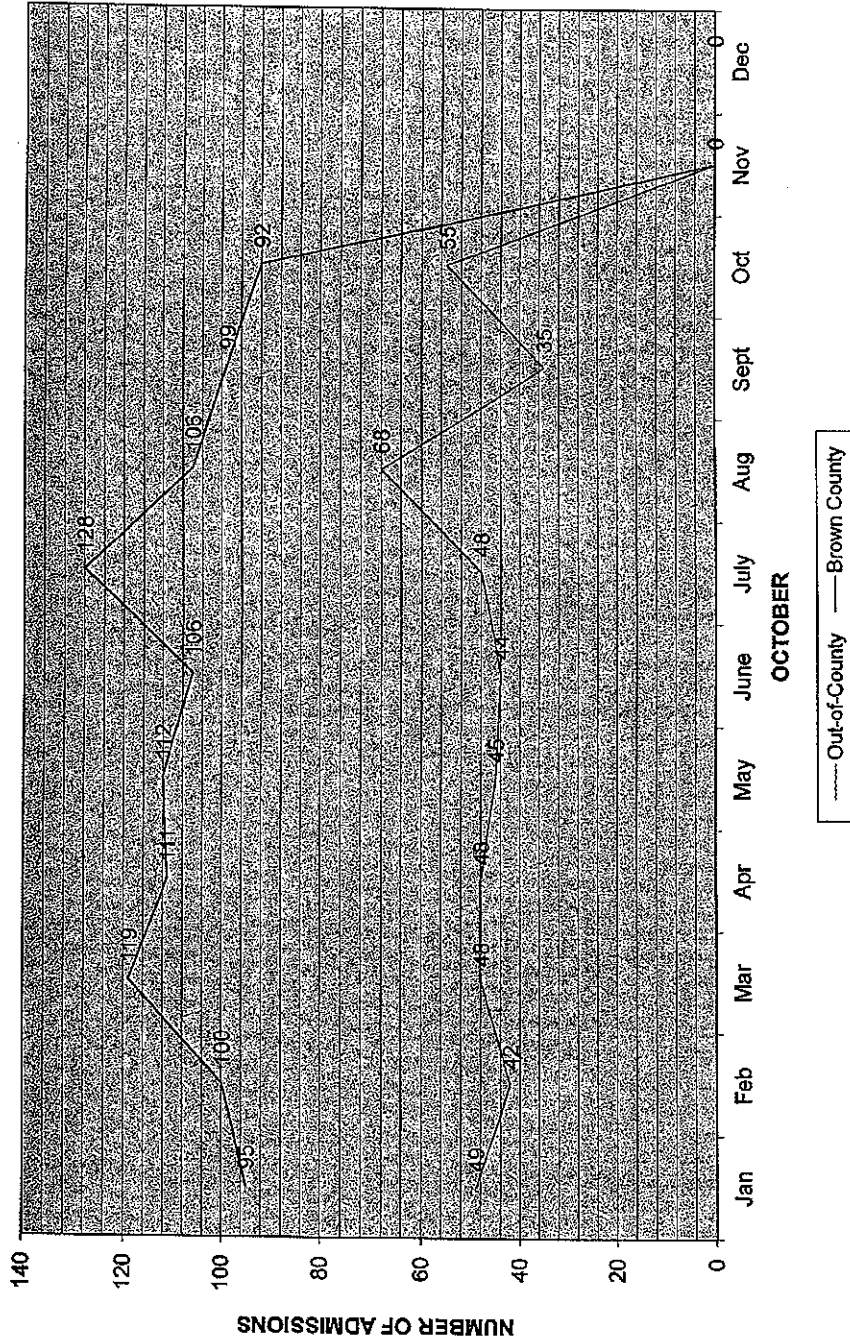
AVERAGE LENGTH OF STAY			
Nicolet	4	4	5
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	4	4
Door	0	5	5
Kewaunee	2	4	4
Oconto	5	4	6
Marinette	2	4	4
Shawano	4	4	4
Waupaca	0	3	2
Menominee	1	4	3
Outagamie	14	6	2
Manitowoc	4	5	7
Winnebago	0	0	15
Other	3	2	8
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>

IN/OUTS Current YTD 2010  
13 171 158

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**BROWN CO. VS. OUT-OF-COUNTY ADMISSIONS- OCTOBER, 2011  
 NICOLET PSYCHIATRIC CENTER**



November 2, 2011

Brian Shoup  
Director of Community Services  
Brown County Human Services  
111 N. Jefferson St  
P O Box 22188  
Green Bay WI 54305-2188

Dear Mr. Shoup:

Thank you for agreeing to present this information to the Brown County Board of Supervisors.

I have attached an Excel spreadsheet that shows the daily census on the Adolescent Unit per addendum to the memorandum of understanding. Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions, nor were any admissions refused in the month of October.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Sharla Baenen, RN MSN  
President of Bellin Psychiatric Center

**BROWN COUNTY  
ADOLESCENT CENSUS  
OCTOBER 2011**

	Sunday	Monday	Tuesday	Wed	Thurs	Friday	Sat	
<b>Day 1</b>							1-Oct	
Other							2	
Brown County Voluntary							0	
Brown County Involuntary							0	
<b>Total</b>							<b>2 Total</b>	
<b>Day 2 - 8</b>	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	
Other	2	3	3	3	6	6	7	
Brown County Voluntary	0	1	1	1	1	1	0	
Brown County Involuntary	0	2	2	2	2	1	1	
<b>Total</b>	<b>2 Total</b>	<b>4 Total</b>	<b>4 Total</b>	<b>4 Total</b>	<b>7 Total</b>	<b>7 Total</b>	<b>7 Total</b>	
<b>Day 9 - 15</b>	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	
Other	7	10	10	7	7	6	1	
Brown County Voluntary	0	1	1	2	2	3	2	
Brown County Involuntary	1	3	4	4	4	4	3	
<b>Total</b>	<b>7 Total</b>	<b>11 Total</b>	<b>11 Total</b>	<b>9 Total</b>	<b>9 Total</b>	<b>9 Total</b>	<b>3 Total</b>	
<b>Day 16 - 22</b>	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	
Other	2	4	5	4	3	1	1	
Brown County Voluntary	2	3	1	1	0	1	1	
Brown County Involuntary	4	5	6	8	7	6	4	
<b>Total</b>	<b>4 Total</b>	<b>7 Total</b>	<b>6 Total</b>	<b>5 Total</b>	<b>3 Total</b>	<b>2 Total</b>	<b>2 Total</b>	
<b>Day 23 - 29</b>	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	
Other	1	2	6	6	7	6	1	
Brown County Voluntary	1	4	4	4	4	2	2	
Brown County Involuntary	4	4	3	1	1	1	1	
<b>Total</b>	<b>2 Total</b>	<b>6 Total</b>	<b>10 Total</b>	<b>10 Total</b>	<b>11 Total</b>	<b>1 Total</b>	<b>1 Total</b>	
<b>Day</b>	30-Oct	31-Oct						
Other	1	3						
Brown County Voluntary	2	2						
Brown County Involuntary	1	1						
<b>Total</b>	<b>3 Total</b>	<b>5 Total</b>						



TO: Human Service Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: November 10, 2011

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Allcox, Cynthia	Family Support	1/3/11	2/16/11
Nizzia, Abbie	Family Support	1/3/11	2/16/11
Kids Castle LLC	Daycare	1/3/11	2/16/11
Growing Green Child Dev. Center	Daycare	1/3/11	2/16/11
Shopko RX Care	Pharmacy Services	2/11/11	3/16/11
Schuessler, Judith	Mileage	2/18/11	4/20/11
Dhalwal, Tina	CTC Services	2/24/11	4/20/11
Small Jr., Alan	Respite	2/24/11	4/20/11
Forgetting the Pill.com	Supplies	3/7/11	4/20/11
Koss, Tana S.	Respite	3/9/11	4/20/11
Schwarz, Jennifer J.	Respite	3/9/11	4/20/11
Otter Products, LLC	Supplies	3/23/11	5/18/2011
CESA #6	Registration	3/23/11	5/18/2011
EZ Way Inc.	Supplies	4/1/11	5/18/2011
Rinehart, William	Family Support	4/13/11	5/18/2011
Watters Plbg Inc.	Repair	4/13/11	5/18/2011
Hagerty, Erin	Family Support	4/13/11	5/18/2011
Patricia Miles Patterson, MSSW	Consult	4/13/11	5/18/2011
Klarkowski, Debra	Respite	4/26/11	5/18/2011
The Doc At Your Door, LLC	Assessment	4/26/11	5/18/2011
Learned, Carol	Mileage	4/26/11	5/18/2011
Konyn, Emily	Mileage	5/2/11	5/18/2011
Kumrah, Raj K.	Rent	6/20/11	7/20/2011
Strope, Melanie	Respite	6/21/11	7/20/2011
Foxcroft Apartments	Rent	6/21/11	7/20/2011
Smet, Joseph	Supportive Home Care	6/22/11	7/20/2011
Waushara County Department of Human Services	Case Management	8/17/11	9/21/11
GZ Properties LLC	Security Deposit	8/17/11	9/21/11
Magee, Rebecca	Mileage	10/10/11	11/7/11
Rodriguez, Michelle	Mileage	10/10/11	11/7/11

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**REQUEST FOR NEW NON-CONTINUOUS VENDOR**

VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Hegeman, Jennifer	Family Support	10/17/11	11-7-11
McDonald, Tracy	Family Support	10/24/11	
Atelier Therapy Studio	Therapy	11/4/11	
Fort Howard Apartments	Rent	11/4/11	

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TO: Human Services Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: November 10, 2011

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Rogers Adult Family Home	Adult Family Home	\$35,601	1/14/11	2/16/11
Goltz Adult Family Home	Adult Family Home	\$19,840	2/22/11	4/20/11
Crestwood Healthcare	CBRF	\$50,000	3/1/11	4/20/11
Head Adult Family Home	Adult Family Home	\$35,000	3/7/11	4/20/11
Levy Adult Family Home	Adult Family Home	\$13,371	3/23/11	5/18/2011
Warren, John T. MD LLC	Medical Services	\$150,000	4/1/11	5/18/2011
Green Bay Transit Commission	Paratransit	\$75,000	4/26/11	5/18/2011
Parker Adult Family Home	Adult Family Home	\$25,000	5/5/11	5/18/2011
Cady Adult Family Home	Adult Family Home	\$19,431	10/17/11	11/7/11
Christensen Adult Family Home	Adult Family Home	\$14,263	10/17/11	11/7/11
Parmentier Adult Family Home	Adult Family Home	\$8,500	10/17/11	11/7/11
Right At Home	Supportive Home Care	\$20,000	10/17/11	11/7/11
Talbot Adult Family Home	Adult Family Home	\$5,944	10/17/11	11/7/11
Roffers Adult Family Home	Adult Family Home	\$4,700	10/23/11	11/7/11

## 2011 Contract Status Log

11/10/2011 12:57 PM

Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
AC MANAGEMENT	\$300,000					\$300,000
ADAMS AFH	\$63,746	\$2,772	\$4,561			\$71,079
ADULT CARE LIVING OF NE WI	\$97,095					\$97,095
AGING & DISAB RESOURCE CENTER OF BC	\$55,000					\$55,000
AID RESOUCCE CENTER OF WISCONSIN	\$22,500					\$22,500
AMERICAN FOUNDATION OF COUNSELING SERVICES	\$100,000					\$100,000
ANDERSON RECEIVING HOME	\$28,281					\$28,281
ANGELS BY THE BAY DBA VISITING ANGELS	\$33,116					\$33,116
ANGELS TOUCH ASSISTED LIVING	\$1,000,000					\$1,000,000
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	\$250,000					\$250,000
APPLIED BEHAVIOR ANALYSTS LLC	\$10,000					\$10,000
ARNOLD RECEIVING HOME	\$59,691					\$59,691
ARTS AFH	\$28,656					\$28,656
ASPIRO INC	\$3,080,730	\$0	\$0	\$0		\$3,080,730
AT HOME ANGELS	\$106,858					\$106,858
BELLIN PSYCHIATRIC CENTER	\$10,000					\$10,000
BERGER AFH	\$63,000	\$2,700	\$10,250			\$75,950
BETHESDA	\$10,000	\$36,937				\$46,937
BEYOND ABILITIES	\$1,356,500					\$1,356,500
BIRCH CREEK	\$598,467					\$598,467
BISHOPS COURT	\$547,851					\$547,851
BOLL ADULT CARE CONCEPTS	\$572,772					\$572,772
BORCHERS AFH	\$60,067	\$323				\$60,391
BOURASSA AFH	\$5,240					\$5,240
BORNEMANN NURSING HOME	\$87,861					\$87,861
BRAZEAU AFH	\$13,140					\$13,140
BROTOLOC HEALTH CARE SYSTEMS	\$1,011,483					\$1,011,483
BRUNETTE AFH	\$54,360					\$54,360
BRUSS SUPPORTIVE COMMUNITY LIVING	\$271,500					\$271,500
BUSSE AFH	\$66,324					\$66,324
CADDY AFH	\$19,431					\$19,431
CAPELLE AFH	\$56,532					\$56,532
CAPPS/KALISHEK AFH	\$47,659					\$47,659
CARE FOR ALL AGES	\$163,251					\$163,251
CARRINGTON MANOR ASSISTED LIVING	\$66,567					\$66,567
CASA OF BROWN COUNTY, INC.	\$18,000					\$18,000
CATHOLIC CHARITIES	\$183,600					\$183,600
CENTURY RIDGE, INC.	\$438,960					\$438,960
CEREBRAL PALSY INC.	\$1,422,800	\$0				\$1,422,800
CHILDRENS SERVICE SOCIETY	\$25,000					\$25,000
CHRISTENSEN AFH	\$14,263					\$14,263
CLARITY CARE INC	\$2,070,869	\$0				\$2,070,869
CLINICARE CORPORATION	\$25,000					\$25,000
COMFORT KEEPERS INC	\$400,000	\$0				\$400,000
COMMUNITY CARE RESOURCES/PROGRAMS	\$100,000					\$100,000
COMPANION CARE INC	\$90,000					\$90,000
COMPASS DEVELOPMENT	\$1,236,991	\$0				\$1,236,991
COUNTRY LIVING	\$436,742					\$436,742
CRESTWOOD HEALTH CARE	\$50,000					\$50,000
DEATHERAGE-VELEKE AFH	\$42,972					\$42,972
DEBAERE AFH	\$67,512					\$67,512
DEER PATH ESTATES, INC.	\$180,000					\$180,000
DORN AFH	\$44,489					\$44,489
DUNGARVIN WISCONSIN LLC	\$550,000					\$550,000
DYNAMIC FAMILY SOLUTIONS	\$10,000					\$10,000

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Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
EAST SHORE INDUSTRIES	\$62,500					\$62,500
ELSNER AFH	\$22,111					\$22,111
ENCOMPASS CHILD CARE	\$111,172					\$111,172
ENGBERG AFH	\$39,216					\$39,216
ETHAN HOUSE	\$250,000					\$250,000
FAMILIES HELPING FAMILIES	\$3,000					\$3,000
FAMILY SERVICE OF NORTHEAST WI, INC.	\$1,905,531					\$1,905,531
FAMILY TRAINING PROGRAM	\$350,000					\$350,000
FENLON AFH	\$17,256	\$1,800				\$19,056
FRIENDSHIP MANOR INC.	\$362,746					\$362,746
G & IOCHS INC.	\$1,257,018					\$1,257,018
GAUGER AFH	\$32,148					\$32,148
GERI CARE CABIN LLC	\$36,825					\$36,825
GJT LLC	\$63,125					\$63,125
GOLDEN HOUSE	\$92,306					\$92,306
GOLTZ AFH	\$18,940	\$0	\$10,732	\$1,000		\$30,672
GONZALEZ AFH	\$73,572	\$2,033				\$75,604
GOODWILL INDUSTRIES	\$71,000					\$71,000
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	\$129,822					\$129,822
GRACYALNY, SUE	\$70,000					\$70,000
GREEN BAY TRANSIT COMMISSION	\$75,000					\$75,000
GRONSETH AFH	\$43,848					\$43,848
HANDISHOP INDUSTRIES INC.	\$5,000					\$5,000
HARMONY LIVING CENTERS LLC	\$116,596					\$116,596
HEAD AFH	\$3,300	\$10,957	\$0	\$3,747		\$18,004
HELPING HANDS CAREGIVERS	\$100,000					\$100,000
HIETPAS AFH	\$18,718					\$18,718
HILL AFH	\$23,858					\$23,858
HOEFT AFH	\$40,812	\$0	\$0			\$40,812
HOFF AFH	\$61,482	\$7,631				\$69,113
HOME INSTEAD SENIOR CARE	\$388,683					\$388,683
HOMES FOR INDEPENDENT LIVING	\$5,285,205					\$5,285,205
IMPROVED LIVING SERVICES	\$764,655	\$0				\$764,655
INFINITY CARE INC	\$202,214					\$202,214
INNOVATIVE COUNSELING(AUTISM)	\$28,452					\$28,452
INNOVATIVE SERVICES	\$11,801,946	\$185,000	\$0	\$0	\$0	\$11,986,946
INTEGRATED COMMUNITY SERVICES(Oct-Sept contract)	\$284,336					\$284,336
INTEGRATED DEVELOPMENT SERVICES	\$10,000					\$10,000
INTERIM HEALTHCARE	\$5,180					\$5,180
INTERIM HEALTHCARE STAFFING	\$40,000					\$40,000
J & DEE INC.	\$1,425,483					\$1,425,483
JACKIE NITSCHKE CENTER	\$150,000					\$150,000
KAKUK AFH	\$30,986					\$30,986
KCC FISCAL AGENT SERVICES	\$4,800,000	\$0				\$4,800,000
KINDRED HEARTS	\$431,745					\$431,745
KLECZKA-VOGEL AFH	\$77,376					\$77,376
KLEIN, DR. (AUTISM)	\$295,020					\$295,020
KUSKE AFH	\$60,517					\$60,517
LAMERS BUS LINES, INC.	\$670,503					\$670,503
LAURENT AFH	\$75,820					\$75,820
LEVY AFH	\$13,371					\$13,371
LISKA, JOANN	\$5,000					\$5,000
LUTHERAN SOCIAL SERVICES	\$1,907,325	\$0				\$1,907,325
LUTHERAN SOCIAL SERVICES-HOMME	\$125,000					\$125,000
LYONS, KATHLEEN	\$135,064					\$135,064

## 2011 Contract Status Log

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Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
MACHT VILLAGE PROGRAMS INC	\$750,000					\$750,000
MALINSKI AFH	\$34,895	\$19,170				\$54,065
MALONE AFH	\$25,068					\$25,068
MARATHON YOUTH SERVICES	\$10,000					\$10,000
MARLA VIST MANOR ASSISTED LIVING	\$205,800					\$205,800
MCCORMICK MEMORIAL HOME	\$78,108					\$78,108
MCLAREN JACK AFH	\$19,524	\$20,800	\$8,008			\$48,332
MEDI-VANS	\$150,000					\$150,000
MELOHN AFH	\$38,004					\$38,004
MHYDUKE COUNSELING LLC	\$5,000					\$5,000
MILQUETTE AFH	\$21,528					\$21,528
MOMMAERTS RECEIVING HOME	\$28,281					\$28,281
MOORE AFH	\$21,876					\$21,876
MOORING PROGRAMS INC	\$40,000					\$40,000
MY BROTHERS KEEPER	\$2,500					\$2,500
MYSTIC HOMES	\$68,730	\$0	\$0			\$68,730
NEMETZ AFH	\$54,426	\$1,203				\$55,629
NEW COMMUNITY SHELTER*	\$40,000					\$40,000
NEW CURATIVE REHABILITATION	\$1,534,302	\$0	\$0			\$1,534,302
NEWCAP INC.	\$6,807					\$6,807
NEW VIEW INDUSTRIES	\$27,000					\$27,000
NEW VISIONS TREATMENT HOMES OF WI, INC	\$75,000					\$75,000
NORTHWEST PASSAGE LTD	\$75,000					\$75,000
NOVA COUNSELING SERVICES	\$20,000					\$20,000
OCONNOR AFH	\$31,212	\$9,344				\$40,556
OPTIONS LAB INC	\$10,000	\$0				\$10,000
OPTIONS TREATMENT	\$320,000					\$320,000
ORLICH AFH	\$94,382					\$94,382
OSTAPYUK AFH	\$44,484					\$44,484
PANTZLAFF AFH	\$73,000	\$0				\$73,000
PARAGON INDUSTRIES	\$720,000	\$0				\$720,000
PARENTEAU AFH	\$41,964					\$41,964
PARKER AFH	\$28,000					\$28,000
PARMENTIER AFH	\$8,500	\$6,203				\$14,703
PIANTEK RECEIVING HOME	\$28,281					\$28,281
PNUMA HEALTH CARE	\$200,000					\$200,000
PREVEA	\$47,189					\$47,189
PRODUCTIVE LIVING SYSTEMS	\$569,220	\$0	\$0			\$569,220
RAVENWOOD BEHAVIORAL HEALTH	\$50,000					\$50,000
REBEKAH HAVEN	\$100,000					\$100,000
REHAB RESOURCES	\$120,000	\$0				\$120,000
REM-WISCONSIN II, INC.	\$1,801,680	\$0				\$1,801,680
RESCARE WISCONSIN INC	\$24,909	\$0				\$24,909
RIGHT AT HOME	\$20,000					\$20,000
ROFFERS AFH	\$4,700					\$4,700
ROGERS AFH	\$35,601	\$3,234				\$38,835
SAMARITAN COUNSELING CENTER	\$75,000					\$75,000
SCHAUMBERG, LAURIE	\$15,618					\$15,618
SCHILLMAN AFH	\$21,924					\$21,924
SCHNEIDER WILLIAM AFH	\$22,548					\$22,548
SCHULTZ AFH	\$102,069					\$102,069
SELTZER AFH	\$3,344					\$3,344
SHORT AFH	\$39,250					\$39,250
SKORCZEWSKI AFH	\$18,660					\$18,660
SLAGHT AFH	\$66,627	\$724				\$67,351

2011 Contract Status Log

11/10/2011 12:57 PM

Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
SMET AFH	\$53,194	\$1,360	\$0			\$54,554
SOUTHERN HOME CARE	\$50,334					\$50,334
ST. CLAIR AFH	\$19,060					\$19,060
ST. VINCENT	\$397,218	\$0				\$397,218
STARR/DINGER AFH	\$23,700					\$23,700
TALBOT AFH	\$5,944					\$5,944
TANZI AFH	\$83,854					\$83,854
TIPLER AFH	\$61,080					\$61,080
TREML, JENNIFER AFH	\$62,508	\$0				\$62,508
TREML, CARL AFH	\$39,624					\$39,624
TREMPEALEAU CO HEALTH CARE	\$200,000					\$200,000
TRUDELL AFH	\$43,440					\$43,440
VALLEY PACKAGING INC.	\$21,700					\$21,700
VERBONCOUER AFH	\$41,635	\$0	\$2,272	\$2,500		\$46,407
VILLA HOPE	\$1,457,487					\$1,457,487
WARREN, JOHN MD	\$150,000					\$150,000
WAUSAUKEE ENTERPRISES	\$22,175					\$22,175
WEBER RECEIVING HOME	\$28,281					\$28,281
WEYENBERG AFH	\$67,811	\$3,456				\$71,267
WILLOWCREEK AFH	\$466,458					\$466,458
WILLOWGLEN ACADEMY	\$30,000					\$30,000
WISCONSIN EARLY AUTISM PROJECT	\$701,025					\$701,025
YU AFH	\$16,198					\$16,198
ZAMBON AFH	\$20,592					\$20,592
ZIELKE, JON AFH	\$32,334					\$32,334
ZIESMER AFH	\$76,453					\$76,453
<b>TOTAL</b>	<b>\$64,437,775</b>	<b>\$315,647</b>	<b>\$35,823</b>	<b>\$7,247</b>	<b>\$0</b>	<b>\$64,796,491</b>
2011 Contracts Sent:	191					
2011 Contracts Returned:	188					

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## BID TABULATION SHEET

**PROJECT NAME:** Gutters & Downspouts at CTC

**SEALED BID:** Project # 1528 for Facility & Park Mgmt.

**BUYER:** DCD

**DUE DATE & TIME:** October 21, 2011 at 11:00 am to BC Clerk

**OPENING DATE & TIME:** October 21, 2011 at 11:00 am in Room 200

CONTRACTOR	BASE BID	BID BOND	ADDENDUM 1	ADDENDUM 2
* MUZA Sheet Metal	\$ 55,260.00	Yes	No	No
Blackstone Metal Works	\$ 47,980.00	Yes	Yes	Yes
Milbach Construction Services	\$ 64,800.00	Yes	Yes	Yes
Northern Metal & Roofing	\$ 29,800.00	Yes	Yes	Yes

\* Note: Lack of acknowledgement of addendums by MUZA is considered a minor informality on this project.





Roofing & Architectural Sheet Metal Specialists

October 31<sup>st</sup>, 2011

Brown County  
Attn: Dale C. DeNamar, CPPB  
305 East Walnut Street, 5<sup>th</sup> Floor  
Green Bay, WI 54301

Project: Brown County Project 1528 – Community Treatment Center (Gutters and Downspouts)

Re: Request for Withdrawal of Bid

Dear Dale,

Due to estimator error in not calculating the long fasteners (at 4" oc) at perimeter detail, we respectfully request the removal of our Bid.

The Estimated cost of the error is \$7,800.00

Please call if you have any questions.

Sincerely

Rusty Carr  
Estimator

**CTC Gutters**

**Northern Bid Withdrawal**

Oct 28, 2011

- After reviewing the bid tabulation for this project with Dale DeNamur in Purchasing, it was apparent that Northern Metal & Roofing's bid was significantly lower than all other bids.

Millbach	\$64,800
Muza	\$55,260
Blackstone	\$47,980
Northern	\$29,800

- Marsh called Northern to qualify their bid.
- Marsh informed Northern that they were significantly lower than all other bids.
- Marsh asked Northern if they were confident of their bid number; could perform all the required work for this price; and understood the scope of work and project requirements.
- After reviewing their estimate, Northern concluded they had in fact left out \$7,800 worth of work (8" screws at 4" O/c).
- Northern's \$29,800 bid should have been \$37,600 (approximately \$10,000 lower than Blackstone's bid)
- After discussing this matter with DeNamur, who consulted Corporation Counsel, it was determined if Northern submitted a letter of withdrawal stating why, the County would accept their bid withdrawal and move on the next low bidder (Blackstone).
- Corporation Counsel advised that we could not allow Northern to revise their bid number and that we could allow Northern to withdraw their bid without evoking their bid bond.
- Marsh, DeNamur and Corporation Counsel all supported this opinion.
- This opinion was based on the following reasons:
  1. Northern has previously provided numerous bids to the County without incident and has been the qualified low bidder on many prior County projects.
  2. The \$7,800 estimating error was an honest mistake that occasionally happens.
  3. Allowing Northern to adjust their bid would be unfair to the other bidders.
  4. In the current economic environment, Marsh and DeNamur did not wish to penalize a good contractor for an honest mistake.
- Blackstone is the qualified lower bidder at \$47,980.