**BOARD OF SUPERVISORS**
Brown County

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**HUMAN SERVICES COMMITTEE**
Erik Hoyer, Chair
Patrick Evans, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

**HUMAN SERVICES COMMITTEE**
**Wednesday, June 26, 2019**
**6:00 pm**
**Room 200, Northern Building**
**305 E. Walnut Street, Green Bay**

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

****REVISED****

I. Call Meeting to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of May 22, 2019.

**Comments from the Public**

1. **Review Minutes of**:
   a. Aging & Disability Resource Center of Brown County (February 28, 2019).
   b. Aging & Disability Resource Center of Brown County – Executive/Finance Committee (June 28, 2018).
   c. Board of Health (March 19, 2019).
   d. Children With Disabilities Education Board (May 7, 2019).

**Communications**

2. Communication from Supervisor Lefebvre: To look into the foster program in regards to safety for all involved. *Referred from June County Board*
3. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of $2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Held for 30 days.*
4. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. *Motion at April meeting: To have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on; May Motion: Hold for 30 days.*

**Administration Report**

5. CIP Update. *Held for 30 days.*

**Wind Turbine Update**

6. Receive new information – Standing Item.

**Resolutions & Ordinances**

7. Resolution Proclaiming September as Suicide Prevention + Action Month.

**Health & Human Services Department**

8. Budget Adjustment Request (19-054): Any increase in expenses with an offsetting increase in revenue.
9. Executive Director's Report.
10. Finance Report for Community Treatment Center and Community Services.
11. Statistical Reports.
    a. Monthly CTC Data.
        i. Bay Haven Crisis Diversion.
        ii. Nicolet Psychiatric Center.
        iii. Bayshore Village (Nursing Home)
        iv. CTC Double Shifts.
    b. Child Protection – Child Abuse/Neglect Report.
    c. Monthly Contract Update.
12. Request for New Non-Continuous and Contract Providers and New Provider Contracts.

13. **Closed Session: Tevevox Solutions Use of County Residents Demographic and Personal Data vs. Other Options.**
    a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.
    b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.
    c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.

14. **Closed Session: Lawsuit Filed in Violation of Statute by Foster Parents and their Counsel against the County and Related Information.**
    a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.
    b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the governmental body shall convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.

c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.

**Aging & Disability Resource Center** – No items.
**Veterans Services** – No items.

**Other**

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

Patrick Evans, Vice 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, May 22, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

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| **Present:** | Chair Hoyer, Supervisor Linssen, Supervisor De Wane |
| **Excused:** | Supervisor Brusky, Supervisor Evans |
| **Also Present:** | Supervisor Borchardt, Supervisor Tran, Director of Nursing Samantha Behling, Health and Human Services Director Erik Pritzl, Community Services Administrator Jenny Hoffman, Finance Manager Eric Johnson, Public Works Director Paul Fontecchio, Syble Hopp Business Manager Carolyn Marique, Syble Hopp Administrator Kim Pahlow, other interested parties. |

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I. **Call Meeting to Order.**

The meeting was called to order by Chair Hoyer at 6:00 pm.

II. **Approve/Modify Agenda.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to take Items 13, 14 and 6 after Item 1. Vote taken. MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of April 24, 2019.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public**. None.

1. **Review Minutes of:**
   a. **Aging & Disability Resource Center of Brown County (March 28, 2019).**
   b. **Children With Disabilities Education Board (April 16, 2019).**
   c. **Human Services Board (March 14, 2019).**

**Motion made by Supervisor Linssen, seconded by Supervisor De Wane to suspend the rules and take Items 1 a, b & c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Linssen, seconded by Supervisor De Wane to receive and place on file Items 1 a, b & c. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in the proper format here, Items 13, 14 & 6 were taken at this time.*

**Communications**

2. **Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of $2,500 would be needed. Doing this in-house is consistent with other health departments in the state;**

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**allows the program to continue at a low cost; and respects the privacy rights of the citizenry.** ***Motion at April meeting: To hold for 30 days.***

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

3. **Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month.** ***Motion at April meeting: To have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on.***

Chair Hoyer informed he has sent a draft resolution to Corporation Counsel and has also integrated some local organizations to provide additional information. The resolution will be ready for the June Human Services meeting.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Administration Report**

4. **CIP Update.**

Hoyer informed he has received a request from Administration to have this item held for one month.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Wind Turbine Update**

5. **Receive new information – Standing Item.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resolutions and Ordinances**

6. **Resolution Tentatively Approving Levy for CDEB Budget, Including Syble Hopp School, for Fiscal Year 07-01-2019 to 06-30-2020.**

Syble Hopp Administrator Kim Pahlow and Business Manager Carolyn Marique presented the Syble Hopp budget. Hoyer noted the Syble Hopp budget is being presented now for approval to align with the school year instead of the fiscal budget year.

Pahlow said the budget is very straight forward. She shared some of the initiatives they are looking at for the upcoming school year. They will be embarking on a strategic plan and there are some pieces of the budget that reflect the ability to have a committee for this. Some of the groundwork has already been done for the strategic plan in that they did a climate culture survey of staff and they will be surveying parents and community members in the fall. Data collected will then be used to help move the plan forward. They are also going through a curriculum adoption. They do a lot of things at Syble Hopp around the functional curriculum but there is not a consistent resource that can be used throughout the building. Behavior intervention and mental health professional learning for staff is something they will also be working on in the upcoming year, just like every other school district is doing. Pahlow continued that they will also continue to work on safety and security and she noted that the last big piece of equipment they need is a PA system. All the other security items have been put in place with a grant received last year. Finally, they will be working through the companion pieces of the class and comp study to get

themselves in line with the study as well as continuing to be competitive with the other area districts in terms of hiring and maintaining staff.

Supervisor Linssen questioned the change in district payments for revenues and asked why there is such a significant change. Maricque responded that that is increasing because they will be hiring two one-on-one aides that will be reimbursed by the district. Chair Hoyer referenced the substantial jump in repairs and maintenance and asked if there is a specific plan for addressing needs. Pahlow said some of that will come through the strategic plan, but there have also been a number of things that have come up over the last couple of years that probably should have been addressed earlier. One of these things is with some of the tiles that keep coming up and may present an asbestos concern. Marique added that there is $28,000 budgeted to seal the building and that is something they are still looking at. These are funds that are budgeted out of their fund balance and do not affect the levy, but they wanted to be sure the funds are appropriated if they decide to move forward with the sealing.

Hoyer and Supervisor De Wane both thanked Pahlow, Marique and the rest of the Syble Hopp staff for all they do.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division AODA Counselor Position.**

Health and Human Services Director Erik Pritzl informed there has been some turnover in the AODA positions and getting the position to a 1.0 will make recruitment easier. It is a tough market overall and this is a high demand profession so this is one strategy to try to get qualified people. Hoyer asked if the reduction in pay will make it difficult to fill the position and Pritzl responded that he does not believe there is a pay issue; the bigger concern is the number of hours.

Supervisor Linssen asked why the budget impact is zero. Pritzl explained they have identified funds already in the budget for contracted services that can be shifted and a budget adjustment will be coming to Administration Committee for this. The position will then be budgeted at the full amount in 2020 which will not be a problem because the contracted services the funds are coming from for this year have already informed they will not be providing their service any longer. The service that is being eliminated is a short-term stabilization service through Innovative Services that has been under-utilized for a long period of time.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Health & Human Services Department**

8. **Budget Adjustment Request (19-037): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is to reflect funding being provided to Brown County by The Alliance for Wisconsin Youth (AWY) to increase community awareness and participation in reducing opioid use in Brown County while reducing the stigma of opioid use/misuse.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

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9. **Budget Adjustment Request (19-038): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is to reflect Chronic Disease Prevention Program – 1815 funds received from the State of Wisconsin for improving the health of Americans through prevention and management of diabetes and heart disease and stroke. This is a five year grant with 2019 being year one.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Executive Director's Report.**

Pritzl referred to his report in the agenda packet and, in particular, the secure residential care center for children and youth. A handout was also provided, a copy of which is attached, which outlines this item further.

The back story on this is that Lincoln Hill and Copper Lake are closing and the State will be building new Type 1 facilities. Currently correctional placements occur in Type 1 institutions, but this will be split in the future. Counties will operate smaller secure residential care centers and the State would build new Type 1 facilities which are for serious juvenile offenders and some other populations that have significant crimes or needs. The State will operate two Type 1 facilities and the proposed sites are Hortonia and Milwaukee. The counties can then operate secure residential care centers and by rules of the Department of Corrections and the grant committee, the counties will provide proposals. Juveniles in these facilities have delinquent acts and currently could be in correction placements or in residential care under a Type 2 status. Pritzl also explained secure detention, which Brown County has at the Jail where youth can be placed in a secure setting either pre-disposition or post-disposition. Brown County has a LAUNCH program through secure detention which is an alternative to correctional placement and there has been some success with that program. Currently Brown County has 15 beds in the juvenile pod.

Pritzl continued that letters of interest were required by any county interested in potentially building correctional facilities to the Juvenile Corrections Grant Committee. Counties that have submitted letters of interest are Brown, Dane, Fond du Lac, La Crosse, Milwaukee, Racine and the Great Lakes Inter-Tribal Council. Fond du Lac has since withdrawn their letter of interest. Estimated capacity varies from 20 to 62 beds. The Code lends itself to working in increments of eight as there is an 8 to 1 supervision ratio. The handout also breaks down the number of beds available for contracting as well as the gender served and estimated costs contained in each of the letters of interest.

With regard to cost, Pritzl explained that the legislation that established these facilities allocated $40 million dollars which is completely insufficient. The Governor's budget increased this to $100 million dollars which is still short, so there is still some work to be done on this.

Pritzl continued that at this point Brown County would be looking at constructing a 24 – 32 bed facility which would serve both males and females. This would be a standalone facility, but the possibility of a secure detention facility being connected has not been ruled out. The grant for secure detention would cover 95% of the construction cost if both males and females are served, and 100% if the facility is only for female secure detention. If it is a secure detention facility as well as a residential care center, the grant covers 95%. Construction of only the secured residential facility is estimated to be $21 million dollars and design and other costs could bring that amount up by 25% or an additional $5.25 million dollars.

With regard to operations, Pritzl informed there has been great collaboration with the Sheriff's Office in trying to figure out the costs of operation which are difficult to estimate as no facility like this currently exists in Wisconsin. They reviewed the new DOC code to see what it takes to run a facility like this and the estimated staffing costs were $4.75 million dollars annually along with $751,000 in contracted services. Staffing costs are high due to the 8 to 1 supervision ratio as well as all of the other services that are required by the DOC.

Pritzl continued that the operation costs would need to be figured out by the County. He explained there is language in the legislation that allows the County to get a 15% increase in the youth aids funding which would be about $315,000. The County would have to look at how many kids are in corrections and how many are in residential care that we could bring into this because that is all money that could be pulled back in and then we would have to look at the remaining beds to contract and figure how much would have to be covered by those remaining beds.

Linssen talked about the contracted beds and said this should result in additional jail space being available which would give more flexibility. He asked what the savings to the jail would be and what the estimated revenue would be of other counties using this juvenile facility. Pritzl does not have figures as to savings at the jail. With regard to revenue from other counties, they have looked at any increases in youth aids funding as well as how many kids the County is currently spending money on in state or private facilities as well as the availability for beds with the operational costs to come up with a daily rate based on these factors. There are a number of variables and it is not easy to estimate. Pritzl said the operations rate would be in the millions of dollars. He added that the daily rate is hard to estimate because it can vary based on census, gender, the needs of those in the facility and other factors. The State corrections rate is $500, and although it would be nice to target that number, in reality the rate would likely be slightly higher than that.

Linssen asked about the location of the facility and Pritzl said the idea is to put this near the jail. The County does have land out there and it could make sense to have some shared services with the jail for things like food and laundry. Linssen mentioned one of the driving forces behind the current jail expansion project is bed space, but another was utilization rates for certain pods because of the juvenile detention issues they are having and he would like to know how this will affect the current jail expansion. Pritzl responded that the Sheriff's Office would have to address how this affects their bed counts and pods. Pritzl said he has talked with the Sheriff's Office regarding juvenile detention needs and 15 beds being insufficient for the region. He noted the County used to offer detention beds to the entire region, but now the focus is primarily on Brown County and there are times when some of our juveniles need to be sent to other facilities because of capacity. Linssen said how this will affect the Jail is an important aspect and he urged Pritzl to talk to the Sheriff or Public Works Director Paul Fontecchio sooner rather than later.

Hoyer asked if there would be service or licensure issues related to this since the population being served would be juveniles and not adults. Pritzl responded there would be higher requirements for things such as dental care, medical care, education services and mental health services which would all have to be provided within the facility.

Pritzl continued that currently Brown County has four correctional placements for youth on average daily along with three LAUNCH placements. There is also an average of four Type 2 placements daily. This makes the current needs of Brown County about 11 beds per day and then the rest of the beds would be contracted beds for other counties.

Pritzl also talked about the current juvenile correction rate, which is $397, but noted that will increase to $501 on July 1, 2019. The current max residential care rate is currently $409. The estimated rate will vary based on occupancy, but the target would be between $500-$600.

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Pros and cons as outlined in the handout were reviewed briefly by Pritzl and he noted this is all moving very quickly. Some counties who have been working on this were very advanced in their planning and have had to respond and adjust as legislation comes about.

Pritzl said his staff has done fantastic work on this and noted that the proposal will be very lengthy and needs to be done by the end of June. Linssen asked if funds will be necessary to put the proposal together. Pritzl said that depends on how detailed the RFP will be. If it asks for schematic design, it would become a problem, but if it is more general, it should be okay. Hoyer asked if there is a specific number of beds the state is looking at to have a successful program. Community Services Administrator Jenny Hoffman said DOC has put together a report on what is currently happening and what they project as far as needs, but they have not come out to say how many facilities they need to hold a specific amount of youth, but she feels that based on the analysis, what is being proposed by counties will probably not be enough.

Linssen can see a lot of benefits for a project like this in the County, especially for the juveniles because the current housing situation is not ideal. He feels having a separate youth facility would be a good idea and this is a one-time opportunity to have a good chunk of the cost funded by the State. He would like to see this move forward, but the question is when will money be needed and where will it come from. Pritzl responded that counties have had some pushback to find out what exactly is covered by the grant and have also asked about when funding becomes available once approval is given to a county to build a facility, but these questions have not been answered yet. Hoffman added that counties are working closely with WCA who has been involved in advocating for counties since the beginning.

Linssen questioned if the current jail project would be amended so some of those funds could be redirected to this project since it tackles a similar need. De Wane asked if Linssen is suggesting adding this to the jail project. Linssen said both projects seem to be tied together and one of the things the Sheriff is trying to address with the Jail project is juvenile detention.

Supervisor Tran clarified the age of people this facility would serve. Pritzl said it would be for people under the age of 17. She asked where the operational costs for the facility would come from. Pritzl responded we need to look at two parts. First, what is the county spending on our youth that are placed in facilities, and secondly, how do we get utilization from other counties to cover the operational costs and that is how the daily rate is calculated. This would not fall under the State's regulation and therefore the County is able to set the rates wherever they need to to cover the operational costs. Tran is concerned about the educational component and asked if there is an exit plan to help these kids so they do not end up back in the system. Pritzl responded that there is a requirement to have classrooms and notification must be given to the State as to what the programming is. Aftercare is also part of corrections and part of that is following youth after they leave the facility. Tran wants to be sure we do everything we can to help the kids get back into society and keep them from returning to the system. Hoffman said these are very trauma informed centers and there are a lot of requirements for things like natural lighting, recreation and green space. It is a secured facility, but security is not the first component you see. Tran also has concerns regarding staffing and noted the difficulty hiring staff in other Human Services Departments. Pritzl acknowledged that getting people hired for these positions is not always easy and the labor market is very competitive, but said Brown County has a larger labor market than some of the other areas looking at a similar facility.

Hoyer asked if there is nimbyism associated with this. Pritzl said anytime a correctional facility is built there will be concerns. This facility would have to meet all of the standards for a secured correctional facility. Upon release, youth are generally going back to their community. This is not a prison; it is a treatment center that is secured. The idea is to give the youth what they need to address their trauma history, their treatment needs and their criminal offenses and then get them back into the community as young adults that can be part of the community. Linssen added that

there are benefits to having these individuals closer to home where there is more family contact and visitation is more accessible.

Pritzl concluded by saying he wanted to be sure the Committee was up to speed on the process and where it is at. They will continue to follow this and he will continue to keep the Committee advised of developments as they occur.

Continuing on with the Director's Report, Hoyer noted Supervisor Deslauriers had some questions regarding changes in reporting and has been to the Human Services Committee as well as Planning, Development and Transportation Committee regarding this. Hoyer asked Pritzl to talk briefly about the meetings that have been held with himself, Port and Resource Recovery Dean Haen and Public Health Officer Anna Destree. Pritzl responded that they made sure they all understood what the reporting requirements are and at what point in the process they should be reporting. They also wanted to clarify what the public health's obligations are for reporting with the partners they work with and how to get them engaged and then take direction from those State departments. The first conversations were about what the role of the different departments are, who they report to and when. Corporation Counsel has also weighed in with some guidance on reporting requirements. The perspective of public health is the more they know, the better they can help and guide people and help people understand some of the other state departments that need to know, but there is no formal direction yet about what that should look like. At this point it is at roles and responsibilities. Hoyer said the question is if this needs to be codified and Pritzl said they are not at that point yet.

Pritzl also spoke briefly about the day report center functions and said they started May 1 and had 49 referrals as of May 7. As of this date, there are 110 participants. Currently these services are being provided in the courthouse annex, but there will have to be some modifications to the site soon. Pritzl said Family Services has been phenomenal to work with. They are continuing on with the people they were serving and the County was taking the new referrals. As of July 1, all participants of the Family Services program will be transitioned over to the County program.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Finance Report for Community Treatment Center and Community Services.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **NeighborWorks Lease Agreement for Visitation Facility.**

Pritzl talked about this exciting development in Human Services. He recalled that one of the initiatives in the last budget was a new visitation facility for families that work with Child Protective Services. Currently these services are being provided in space in the Beacon Center as well as at Sophie Beaumont, however these facilities are not ideal and are not the best setting. They wanted to have a more family friendly, trauma informed facility. In talking about this, a partnership was formed with Human Services, Leadership Green Bay and NeighborWorks to figure out how to provide these services better. A number of donors came together to raise funds for a facility and a former day care center on St. Agnes Drive was purchased. One of the projects of Leadership Green Bay as well as some other partners is refurbishing the facility to be sure there is enough visitation space and that it has a good appearance. The County will then be leasing the property for these services. The facility was good when it was purchased, but will be even better once it is ready and will be a much better facility for children and their families.

**Motion made by Supervisor Linssen, seconded by Supervisor De Wane to approve NeighborWorks Lease Agreement for Visitation Facility. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Approval of Change Order for Concord Group in the Amount of $61,052 (DRAFT).**

Public Works Director Paul Fontecchio, Health and Human Services Director Erik Pritzl and Bruce Wetzel of the Concord Group addressed the Committee. Several handouts were provided, copies of which are attached. Pritzl informed these change orders relate to the Crisis Assessment Center, which is usually referred to as the one stop shop model. He explained that currently crisis assessment services and medical clearance are completed in different locations so people move between the Crisis Center and medical facilities before being brought to the receiving facility for inpatient psychiatric hospitalization. Some people do need full medical clearance and assessments, but many do not need a high level of medical clearance. What is being outlined here is bringing the Crisis Center services to the Community Treatment Center (CTC) campus and making an addition to the CTC for this. This would streamline admissions to Nicolet Psychiatrist Center when authorized as well as streamlining admissions to Bay Haven when indicated. This one stop shop would also improve access to the Crisis Center staff for both outpatient and inpatient services. Pritzl noted this model has been talked about for a number of years, going back to 2011 and the model being proposed is currently being used in Milwaukee as well in other areas across the country.

Pritzl continued that the Crisis Center has listed a number of benefits of this model and those are included in the attachment and include refocusing their purpose in that it would help them focus on the acute assessment of individuals in distress and also provide faster service and reduction in transport which is better for the person. The Crisis Center has a list of at least 20 other benefits they would see from this model, including a significant reduction in commutes to the jail which has a high demand for mobile assessments, opportunities for day to day communication and collaboration between Crisis, outpatient and inpatient units, enhanced safety for Crisis Center staff and enhanced accessibility within the building.

Space needs for this facility are estimated to be 3900 square feet which would be added on to the CTC. There would also be about 1000 square feet of renovations to improve court flow and allow for movement between the Crisis Center and non-hospital areas. Pritzl referred to the handout of the CTC campus and informed the blue and orange areas is where the addition would be that would make room for the Crisis Center and remodeling the entrance to address flow and allow people to go from the assessment center onto the unit through a vestibule. There would also be some changes to existing offices which would help direct people within the facility to non-hospital areas.

The estimated cost of the project includes $1,744,345 for construction, $105,636 for equipment $207,208 for design, $91,802 for administrative costs, contingency of $107,525 and permits of $1,500 for a total estimated cost of $2,258,016. What is before the Committee tonight are change orders related to getting more detailed in the design.

Public Works Director Paul Fontecchio introduced Bruce Wetzel from the Concord Group. Fontecchio explained that a design consultant and project administrator was retained for the Jail and Medical Examiner projects. Since Venture Architects is already under contract with the County for the Jail and ME project, it makes sense for them to help figure out what the space needs for the one stop shop are. Pritzl and his staff know programmatically what is needed and Venture looked at a number of options to come up with a good ballpark estimate. Concord put together the estimated costs and provided the figures in the breakdown outlined earlier. Concord also put together the estimated timeline. Fontecchio informed they did a small change order for Concord and Venture to help staff get to the point where they are at now to present this to the

Committee. What is before the Committee tonight is two additional change orders to carry the project through the design. The alternative if the change orders are not approved would be for the County to go out and solicit a project administrator and designer. Venture Architects as a design team is extremely capable and qualified to handle office space.

Fontecchio continued that there are three projects in very close proximity – the Jail expansion, the ME project and now the CTC addition. The idea is that this would all be rolled into one project which would make it a little larger project. The bigger the project, the better the numbers will be according to Fontecchio. There is a lot of economy of scale here and it makes sense administratively to go with the same team as they have already been vetted. Fontecchio is comfortable with this and informed that the prices on the resolution and on Items 13 and 14 are the proposed dollar values to change order this work if the Committee approves moving forward.

Supervisor Linssen clarified that this would be an addition to what has already been bid out. Fontecchio confirmed this. Linssen asked if this is just for the architectural plans. Wetzel responded it is through construction and administration. Linssen asked how the contract would be affected if a portion of the overall project would be cancelled at some point. Fontecchio said the contract would be affected proportionately to what is cancelled. Wetzel added that each project is invoiced separately. Linssen questioned why this is not going out for bids as opposed to just amending the project. Fontecchio said this could be put out for bids, but a lot of time would be lost. He feels very comfortable with the team that is currently in place and feels staying with the team that is working well for the County makes sense. Linssen noted there are a lot of moving parts with this set of projects and he is concerned as to how changing the order would affect the other projects if part of the set of projects does not happen. Fontecchio said from a design purpose, the projects are pretty compartmentalized. The economies of scale comes in more in the construction phase than the design phase. Wetzel said this is priced assuming the projects are aligned and the savings for Concord's services is about $10,000.

Hoyer asked how much had been allocated for the CTC construction for administration and if this is more than that or if this is just moving funds around. Pritzl said funds were set aside for 2019 and 2020. The amount of these change orders and design work in 2019 would be on track as the construction cost has increased substantially, mostly because more square footage was added. Part of the Crisis Center response to this is instead of splitting the Crisis Center services which would be a very large disadvantage to them, it is taking the full Crisis Center services to the CTC which adds square footage and took the cost for the total project from $930,000 up to $2.2 million dollars. There is also site work and prep that has to be done that was not initially estimated.

Administration has looked at this and feels we can afford it. De Wane noted the funds are already allocated and he is glad this was brought forth now instead of bringing it at the last minute. Since the people are already onboard with the project and doing a good job, he does not have a problem with it at all.

Linssen said as much as he would like to see other parts of this project killed, the reality is there is probably not enough votes to do that and in that light, he will vote for this as it appears to be in the financial best interest of the County.

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve Items 13 and 14. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Approval of Change Order for Venture Architects in the amount of $172,788 (DRAFT).**

*See discussion and action at Item 13 above.*

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15. **Statistical Reports.**
    a. **Monthly CTC Data.**
        i. **Bay Haven Crisis Diversion.**
        ii. **Nicolet Psychiatric Center.**
        iii. **Bayshore Village (Nursing Home)**
        iv. **CTC Double Shifts.**
    b. **Child Protection – Child Abuse/Neglect Report.**
    c. **Monthly Contract Update.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to suspend the rules and take Items 15 ai, aii, aiii, aiv, b and c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Linssen, seconded by Supervisor De Wane to receive and place on file Items Items 15 ai, aii, aiii, aiv, b and c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

16. **Request for New Non-Continuous and Contract Providers and New Provider Contracts.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Aging & Disability Resource Center – No items.**
**Veterans Services – No items.**

**Other**

17. **Audit of bills.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

18. **Such other Matters as Authorized by Law.**

Hoyer informed the next meeting will be held on June 26, 2019, but he is unable to attend so Vice Chair Pat Evans will run the meeting.

19. **Adjourn.**

**Motion made by Supervisor De Wane, seconded by Supervisor Linssen to adjourn at 7:20 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**
**February 28, 2019**

**PRESENT:** Patricia Finder-Stone, Bev Bartlett, Deborah Lundberg, Megan Borchardt Tom Smith, Sam Warpinski, Dennis Rader, Randy Johnson

**EXCUSED:** Arlie Doxtater, Eileen Littig, Mary Johnson, Linda Mamrosh, Mary Derginer, Amy Payne

**ALSO PRESENT:** Laurie Ropson, Devon Christianson, Christel Giesen, Debra Bowers, Kristin Willems, Tina Brunner, Jeremy Slusarek, Sherry Piatti, Donovan Miller, Spencer Smet, Allyson Crass, Margaret Miller, Mary Ann Kanugh, Debbie Delveaux, Aurora Zimmerman, Catherine Ramsdell

The meeting was called to order by Chairperson Finder-Stone at 8:30 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:** New ADRC Office Assistant Spencer Smet was introduced to the Board

**ADOPTIONS OF AGENDA:**
Ms. Bartlett/Mr. Smith moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF January 24, 2019:**
Supervisor Borchardt/Ms. Lundberg moved to approve the minutes for the January 24, 2019 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**
Chairperson Finder-Stone recognized Catherine Ramsdell, 2233 Samantha St #54, De Pere, WI 54115. Public Comment was given including:

- Number of programs leaving ADRC
- Meal program and diabetic needs

**BINGO Request:**
Chairperson Finder-Stone recognized Margaret Miller, 830 Winford Ave, Green Bay, WI 54303. Public comment was given. Ms. Miller expressed concern over the cancellation of the BINGO program at the ADRC. Ms. Miller raised questions in regard to ADRC BINGO:

- Locations for BINGO and challenge in getting to other locations
- High BINGO attendance in comparison to other ADRC programs
- ADRC web pictures of BINGO players
- Lack of ADRC advertisement of programs
- Why can't BINGO programming return to ADRC?

Chairperson Finder-Stone recognized Catherine Ramsdell, 2233 Samantha St #54 De Pere, WI 54115 Public comment was given. Ms. Ramsdell expressed concern over the cancellation of the BINGO program at the ADRC.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF JANUARY 2019 FINANCE REPORT:**
Ms. Bowers referred to the January 2019 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for January.

Mr. Johnson/Mr. Smith moved to approve the January 2019 Finance Report. **MOTION CARRIED.**

**B. REVIEW OF RESTRICTED DONATIONS:**
There were no restricted donations received in January 2019.

**DIRECTORS REPORT:**

**A. MISSION/VISION WORK UPDATE:**
Ms. Christianson referred to the proposed plan outline for updating the ADRC Mission/Vision. Ms. Christianson explained there has not been an update in a number of years. Ms. Christianson feels there is an opportunity to make changes that will resonate

more with customers and with staff. Ms. Christianson explained that she has enlisted the help of Ryan Gracyalny, Utech Group, to support this work with the agency. Ms. Christianson explained the Board is invited to the all-staff meeting on March 26th when the agency and the board will begin working on this. Ms. Christianson anticipates that the process will take until the end of 2019 to be complete and is looking forward to participation in this project from ADRC staff, management and board members.

Mr. Smith/Supervisor Borchardt moved to approve the project to update the ADRC Mission/Vision statement. **MOTION CARRIED.**

**B. LOAN CLOSET GRANT:**

Ms. Christianson explained that community partners have begun meeting to discuss possibilities for a community based loan closet. Ms. Christianson said that a planning grant became available through the Greater Green Bay Community Foundation and that the loan closet project may be a good fit for receiving this grant. ADRC staff and Sue Premo from Options for Independent Living collaborated to put the grant request together. If awarded the group may hire a consultant to assist in writing a business plan, conduct a feasibility study to help get the task force ready to submit an implementation grant for a community loan closet in 2020. Additional conversation ensued.

**C. GOALS & OBJECTIVES:**

Ms. Christianson referred to the 2019 Committee Goals and Objectives. Each year all committees are evaluated to decide if they are still needed and annual goals are created. Ms. Christianson's intention is to keep the Board updated on these goals each year. Ms. Christianson explained that board members are always welcome at the committees and may ask for updates from any of these committees as well.

**D. THANK YOU – OFFICE OF THE BLIND**

Each year through the budget process the board approves a grant for specialized equipment for customer of the Office of the Blind and Visually Impaired. The ADRC receives a "Thank You" each year for this.

**STAFF REPORT: TINA BRUNNER BENEFIT SPECIALIST COORDINATOR:**

Ms. Brunner referred to the Power Point handout which includes the unit mission and several success stories from 2018. Ms. Brunner shared information regarding her staff and volunteers and what roles they are responsible for. The team tagline is "The Red Tape Cutters". They connect people to benefits for Medicare, Medicaid, Social Security, Disability, and Health Insurance. They also advocate for customers in these programs. Ms. Brunner shared 2019 initiatives and challenges. Ms. Finder-Stone and Ms. Christianson thanked Ms. Brunner and her team for their contributions to ADRC customers.

**LEGISLATIVE UPDATES:**

Ms. Christianson shared that the ADRC will have buses available for attendees to Advocacy Day in Madison on May 14, 2019. Disability Advocacy day is on March 20, 2019.

**ANNOUNCEMENTS:**

Supervisor Borchardt & Mr. Rader shared that former ADRD board member Melanie Maczka was recognized for Excellence in Non-Profit leadership at the Annual United Way breakfast.

Ms. Christianson informed the board that there will be a press event regarding Older Americans Month on May 1st, 2019 at the ADRC. All are welcome to attend.

**NEXT MEETING** – ADRC- 300 S. Adams St. March 28, 2019 at 8:30 AM.

**ADJOURN:**

Mr. Johnson/Mr. Smith moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:28 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/ FINANCE COMMITTEE MEETING** **June 28, 2018**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Beverly Bartlett, Mary Derginer, Tom Smith, Megan Borchardt, Randy Johnson

**EXCUSED:** None

**ALSO PRESENT:** Devon Christianson, Debra Bowers, Laurie Ropson, Kristin Willems, Jennifer Hallam-Nelson, Kimberly Gould

The meeting was called to order by Chairperson Epstein at 8:31 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA:**
Ms. Finder-Stone/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**
No public comments

**APPROVAL OF THE MINUTES OF MEETING OF June 22, 2017:**
Ms. Finder-Stone/Ms. Bartlett moved to approve the minutes of the Executive & Finance Committee meeting of June 22, 2017. **MOTION CARRIED.**

**FINANCE 101-2018: EDUCATIONAL OVERVIEW OF ADRC FUNDING SOURCES AND BUDGET INITIATIVES:**
Ms. Christianson reviewed the "Finance 101" PowerPoint presentation to explain the ADRC history and complex funding streams from Federal, State and County governments.

**DRAFT BUDGET DISCUSSION AND APPROVAL:**

Ms. Bowers then covered the preliminary 2019 budget summary and pointed out the increases and decreases from 2018 to 2019. Ms. Bowers explained there is a shortfall in the preliminary budget of just over $34000.00.

Ms. Derginer/Ms. Bartlett moved to approve the budget using net assets to balance the current deficit in order to present a balanced budget. **MOTION CARRIED**

**ANNOUNCEMENTS:**

**ADJOURN:**
Ms. Derginer/Supervisor Borchardt moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

**Respectfully submitted,**
**Kristin Willems,**
**Administrative Specialist**

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PROCEEDINGS OF THE BOARD OF HEALTH MEETING
TUESDAY, MARCH 19, 2019
5:00 PM

Present: Richard Schadewald, Cynthia Brown-Sullivan, Susan Molenaar, Edward Morales, Karen Sanchez, Cheryl Weber

Excused: Jay Tibbetts

Others Present: Erik Pritzl, Anna Destree, Ann Steinberger, Zach Kroening, Andrea Kressin, William Acker

1. **Call to Order, Welcome, Introductions**
Chairman Richard Schadewald called the meeting to order.

Dr. Edward Morales is an infectious disease physician in the community who has been in Green Bay for about 4 years. He did his medical training school in the Midwest, University of Wisconsin School of Medicine and Public Health, University of Illinois College of Medicine at Chicago and the University of Iowa.

2. **Approval / Modification of the Agenda**
Motion to approve agenda.

MOTION: To approve agenda. Sanchez / Weber

MOTION CARRIED

3. **Approval of Minutes of Meeting of January 15, 2019.**
MOTION: To approve the minutes from January 15, 2019. Weber / Brown-Sullivan

MOTION CARRIED.

4. **Home Visitation Evaluation Plan**
Andrea Kressin handed out an overview of the home visitation program. Andrea stated we have set our strategic planning through 2022 and one of the goals of our strategic plan is modernization through accreditation. Throughout 2019, we will be convening stakeholders to evaluate our home visitation program to look at what exactly our home visitation program looks like moving forward and how we can integrate Nurse Family Partnership (NFP) into that picture. Ann Steinberger stated the NFP is an evidence-based community health program that serves low-income women pregnant with their first child and has been around for more than 40 years. Ann stated there are three primary goals; 1) to improve pregnancy outcomes by helping women engage in good preventive health practices, including thorough prenatal care from the healthcare providers, improving their diets, and reducing their use of cigarettes, alcohol and illegal substances; 2) to improve child health and development by helping parents provide responsible and competent care; and 3) to improve the economic self-sufficiency of the family by helping parents develop a vision for their own future, plan future pregnancies, continue their education and find work.

Ann stated a registered nurse would work with the family who meet income guidelines and must be enrolled prior to week 28 of their pregnancy so the nurse and the family develop a bond and last until the child turns two. It is proven that over 88% of the babies born are at a healthy weight when delivered. Ann stated 87% babies are born full term and 82% of mothers initiated breastfeeding and 91% of the babies received all immunizations by 24 months of age. Richard Schadewald asked how this relates to Healthy Families. Ann stated Health Families is one of the evidence based home visitation programs. The difference is that with Nurse Family Partnership is that there is a nurse involved and it is for first time moms.

Andrea stated the clear goals are 1) any gaps that need to be filled including looking at the most frequent referral needs in the community, 2) ensure that home visiting needs are being met by Brown County Public Health (BCPH) or partner agencies in Brown County, 3) define staffing needs related to the Nurse Family Partnership, 4) define the roles and responsibilities of the public health nursing generalists, as well as crossover with the Community Engagement Unit, 5) outline a clear process for the transition from our current model to NFP/generalist nursing model, 6) identify partnerships and supports to enhance uptake of NFP in the



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community, 7) clearly communicate proposed changes both internally and externally with community partners, and 8) integrate staff feedback and insight into the evaluation process.

Andrea stated some strategies that we will use to accomplish our goals are staff listening sessions; key stakeholder conversations; define clear roles for staff; look into successful example communities; and utilize strong community systems.

Andrea went through project timeline through 2019 and reviewed the proposal for staffing needs in 2020. Ann Steinberger indicated there are several courses that staff would need to take, some being web-based and an on-site training in Denver, Colorado. There are 11 counties in Wisconsin that do have Nurse Family Partnership, and we will be reaching out to some of them. Andrea stated this all lends itself to our goal of accreditation. Andrea stated the proposed staffing in 2020 would be shifted to a generalist model for our nurses; four nurses will be dedicated to NFP and 5-6 generalists' nurses to complement and to work as a team. Cynthia Brown-Sullivan asked how many nurses we have now. Ann indicated 10. Karen Sanchez asked how the period was decided. Andrea indicated the way the home visitation model currently stands; we would need to make changes in order to be accredited.

Dr. Morales asked what percentage the community is starting at for immunization rates. Ann stated 81% of the children who are turning two are immunized appropriately. Ann stated for healthy people 2020 would be 90% of the population. Mr. Schadewald asked if there was any additional staff needed. Andrea stated, not at this time. Mr. Schadewald asked about shifting staff. Andrea indicated this is what we would be evaluating. We would be shifting to evidence based model for home visitation so it has not been determined specifically which pieces of our home visitation program would continue and would work in tandem with NFP and which pieces might not continue.

Mr. Schadewald asked about other programs that provide the same service. Andrea indicated the Welcome Baby Program is a way of meeting with families and assessing them for risk and potentially referring them to home visitation services or other information and resources, as they need it. Not every family who is identified as a risk will work well with a home visitation program. This will be something that there would be potentially children who we will be active with before they get that assessment in the hospital because we would have been working with them since week 28 of their pregnancy so when they go in and a Welcome Baby staff person does an assessment and they would already be connected and they wouldn't need home visitation or parents as teachers or other programs. We are moving upstream and getting families connected to those resources by week 28 instead of catching them at the hospital and then referring them. Andrea stated there has been a shortage in terms of spots open for intensive home visitation programs that have been demonstrated that impact in those families' lives. This would be adding another menu option to those families which we can connect with prenatally so that we can make an even more of an impact down the road by starting to work with that mother during that pregnancy so that those birth outcomes are improved and so that the health outcomes for the mother and child are improved after the birth. We are moving upstream a little in order to minimize the burdens on those other programs so they can continue to make an impact on the families. Erik Pritzl thinks this will not change Welcome Baby all that much. He believes the home visitation piece would peel off a population that currently Healthy Families is doing and they have capacity issues, they have sustainability issues. We are using our staff in an evidenced based programming. We are going to grasp that population. Cheryl Weber asked how many families is the goal. Ann stated the goal is a caseload of 25 to 30 per nurse. Andrea stated we are considering a .8 in the NFP and .2 nurse generalist functions. Cheryl asked if Welcome Baby was through Public Health. Andrea stated it is a program that the Community Partnership for Children which Brown County United Way facilitates that is done in partnership with a number of different agencies and Brown County Health and Human Services is integral in that process. Andrea stated the key component of the Welcome Baby program is an in-hospital assessment the families receive. It is that visit after the child is born. These NFP proposals would run parallel with that and when the assessment is done, workers would know this person is already connected with resources. Anna Destree stated Welcome Baby is available to everyone in the community. This NFP is targeted to the most at risk so it is different in that we are targeting a very specific at risk population. Mr. Schadewald believed this was a wonderful program.

5. **Nursing Unit Update**

Ann Steinberger indicated the move is over and we are trying to be caught up on things we put off until after the move. Ann stated we have a lead case and we were notified that a child, aged 2.5 years old, has tested at an extremely high lead level with a result of 31 Mcg/dl. Some challenges with this case are that the family speaks Karen and the only translation is over the phone for the Karen language. Our Environmental Health (EH) team will be doing an environmental assessment. Additionally there are many people in and out of the home including children. Public Health nurses are currently working with environmental sanitarians to conduct a



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property investigation on the dwelling to determine where the lead is coming from. Ann stated influenza is still occurring and the Wisconsin Division of Health just issued a press release that this could be one of the longer influenza seasons because it has not peaked yet. Ann stated we have a Hepatitis A case. There are outbreaks nationwide but this person does not appear to be connected. We are waiting for lab results.

We have two open positions for nurses. We are in the process of filling.

6. **Environmental Unit Update**
WI Department of Health Services (DHS) recently reached out to Brown County to see if there was interest in purchasing and maintaining an XRF machine for lead inspections. The XRF machine will provide instant, and more accurate, lead results at the time of a lead inspection. Currently, only paint chip samples are taken which can take up to two weeks to be analyzed for lead. If lead results are obtained faster, that means the lead abatement process can start earlier which may lead to children being exposed to lead for a lesser amount of time.

The EH Division is just beginning to look into the overall cost of the machine and the cost to send staff to the required trainings to use the machine. Cost is upkeep and maintenance.

Currently the EH Division is down one Sanitarian and we are in the process of posting for the vacant sanitarian area.

Mr. Schadewald asked how the rooming house inspections were coming along. We have about 250 in Brown County and only about 50 are licensed. We have hired a technician to inspect and we are waiting for a report from Short Term Rentals (STR) Helper, which is the program that finds the STR so notifications go out that they are not compliant and need to be licensed. Mr. Schadewald ask how much that would cost the owner. Zach stated cost is $235.

7. **Community Engagement Unit Update**
Andrea stated the Public Health Planner has started and is developing the different plans that we have to develop for accreditation. Andrea stated we also did have a significant role with our preparedness staff for the flooding that recently happened. Andrea has two positions open for a general health educator and the hearing and vision nurse position. We have closed the application period and will be interviewing them in the next few weeks. Andrea indicated it has been a challenging year to fill the gaps and we have managed to screen and keep commitments to the schools. It has opened our eyes to show us where we can make efficiencies.

8. **Health Officer's Report**
Anna provided the County Health Rankings and Roadmaps from www.countyhealthrankings.org. Anna stated we have completed the move and she thanked all the staff for their hard work and it went smooth. Anna indicated we have a 140 Review coming up, which is an audit of our services, which DHS conducts every 5 years. When we are accredited that will replace the 140 Review. We are a Level III currently, which means we have seven essential services and 14 additional services that we provide. The 140 Review wants evidence that we are doing what we are saying. We submitted the initial documents and DHS would review and have an opportunity to ask us for more documents. We will have a run through with DHS on April 5 and the official review will be April 15. They will present a certificate to the Health Department for Level III status.

Dr. Morales asked if Level III was the highest. Anna indicated it was the highest Anna will send the services we provide to the Board members.

Anna stated we had a flooding situation this past weekend and Health and Human Services did staff the Health Services part of the shelter. Erik indicated they had behavioral health team there as well as the physical health services present. They did staff that 24/7 operating at Preble High School. They had nurses and clinicians present. Erik indicated it was active on Friday, and stabilized on Saturday. Erik believes our teams mobilized quickly and effectively and worked together very well.

9. **Public Health Legislation – Standing Item**
Anna indicated Governor Evers has released his budget. Wisconsin Public Health Association (WPHA) works on policies and they have a lobbyist, Hoven Consulting, Inc. When we are bringing statewide significant public health issues, it is through this consultant. The consultant put together from his report the ones that may be of interest to health agencies. Anna handed out Hoven's report entitled "2019-2021 Wisconsin State Budget Initial Analysis for WPHA/WALHDAB."



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10. **Receive New Information on Wind Turbines – Standing Item**
Mr. Schadewald indicated that Dr. Tibbetts sent him a website that has a number of You Tube videos. Mr. Schadewald will send a website link to Patti and she will send to everyone to review the videos and then there will be a discussion at the next meeting.

11. **Correspondence**
None

12. **Comments from the Public**
None.

13. **All Other Business Authorized by Law**
None.

14. **Adjournment / Next Meeting Schedule**
(May 14, 2019 5:00 PM at Sophie Beaumont for tour of Public Health offices, 5:30 meeting time Meeting Room E03.)

15. **Motion to adjourn** Molenaar / Brown Sullivan



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PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, May 7, 2019
Board Members Present: S. King, B. Clancy, J. Wieland,J. Mitchell, L. Franke, J. Jansch, K. Lukens, A. Tran
Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, L. Larson, J. Titera, C. Jensky

Action Item: Call to Order

1. S. King called the meeting to order at 3:31 PM.

2. Open Forum - None

3. Action Item: Approval of April 16, 2019 Minutes
   **Motion made by J. Mitchell, seconded by L. Franke, that the minutes from the April 16, 2019 board meeting approved. MOTION CARRIED UNANIMOUSLY.**

4. Action Item: Approval of Agenda
   **Motion made by L. Franke, seconded by J. Wieland, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**

5. Action Item: Donations
   K. Pahlow highlighted the larger donations to Lions Camp and Hopp Needs.
   **Motion made by B. Clancy, seconded by J. Wieland, that the April donations be approved. MOTION CARRIED UNANIMOUSLY.**

6. Action Item: Payment of Bills
   Payments for April 1, 2019 to April 30, 2019 were reviewed and discussed. Larger expenses included ADA signage to make the school ADA compliant.
   **Motion made by L. Franke, seconded by J. Jansch, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**

7. Action Item: Financial Report
   Summaries of the Revenue and Expenditures ending March 31, 2019 were reviewed. There is an overage in substitute teachers/aides. Staff vacancies will offset this expense. Due to required repairs, Facilities continues to be over budget. The overages in Facilities have been offset by savings in other areas.
   **Motion made by B. Clancy, seconded J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

8. Action Item: Resignation
   **Motion made by K. Lukens, seconded by J. Mitchell , that the resignation of Kiara Nelson and Carla Jo Schneider, BCCDEB Teachers, be approved at the end of their contract year. MOTION CARRIED UNANIMOUSLY.**

9. Action Item: Hiring
   K. Pahlow recommended the hiring of Cynthia Nieheisel, Rachel Lunn and Jessina Holloway.
   **Motion made by B. Clancy, seconded by L. Franke, that the Board approved the hiring of the recommended BCCDEB teacher and instructional aides. MOTION CARRIED UNANIMOUSLY.**

10. Action Item: Teacher/Therapist/Pupil Services Staff Contracts
Board members signed the 2019-2020 Teacher/Therapist/Pupil Services contracts.
**Motion made by J. Wieland, seconded by L. Franke, that the teacher, therapist and pupil services contracts for the 2019-2020 school year be approved. MOTION CARRIED UNANIMOUSLY.**

11. Action Item: Job Description Approved
**Motion made by J. Wieland, seconded by J. Jansch, that the Board approve the Classroom Aide (with an Emphasis on Student Medical, Health and Personal Care) job description. MOTION CARRIED UNANIMOUSLY.**

12. Action Item: Brown County Human Resources Memorandum of Understanding
**Motion made by B. Clancy, seconded by J. Wieland, that the Board agree to the Brown County Human Resources Department Memorandum of Understanding (MOU). MOTION CARRIED UNANIMOUSLY.**

13. Discussion Item: Strategic Plan – School Perceptions Survey Status
K. Pahlow reported that survey results are in and 80 staff from Hopp and 14 district staff completed the surveys. Goal is to share the results and local comparisons with the staff at an upcoming staff meeting and the Board at the June 18th meeting.

14. Discussion Item: Administrator's Report
K. Pahlow, Administrator –
- Staff Appreciation Week was this week. A huge thank you to all of our staff for what they do every day and a special thank you to the Board for the treats. S. King asked her to extend a thank you to staff from the Board.
- DPI visited last week and that went very well. Discussion included topics such as assessments, seclusion/restraint and curriculum.
- A professional taping company will be here tomorrow to put together a promotional video. This is being done without a cost to us as a part of the Leadership Green Bay group that is fundraising for the landscaping/raised sandbox/pergola project. The hope is that the video will be general enough in nature that we can use it for other projects, fundraising efforts, etc. in the future.
- Five minutes was added to the end of the school day to make up for the last 2 hour delay.
- The 2019-2020 budget went to the County administration and now it will go to the Human Services Department for approval on May 20th.

C. Maricque, Business Manager –
- The 2019-20 levy that was approved by the CDEB was reduced by $31,641, so the use of fund balance increased by $31,641. The $31,641 levy was attributed to the 2018-19 portion of the County's Compensation plan. The County determined that the funds will be transferred in 2018-19, so the additional levy is not required.

A. Nizzia, Principal –
- Seven staff members went to CESA 7 for FBA/BIP Training.
- Funds from a fundraising effort of a past graduate were used to purchase a traverse climbing wall in the gym. It is a wonderful addition to the school.
- Prom was held in the afternoon this year rather than the evening like previous years and was a very successful event.
- Lions Camp plans are underway.

S. Johnson, Director of Special Education/Pupil Services
- DLM testing is done. Testing went very smoothly. Test results are shared with parents.

- Planning for summer Camp Hopp is going well.
- Additional staff have gone through the Eating with Ease Training.

- The board inquired about additional staff training. K. Pahlow explained that administration is looking the overall and individual needs, priorities and relevance. Collaborative learning can be the best way to learn professionally if done well. We do have to meet the requirements of the Non-Violent Crisis Intervention training model.

15. Discussion Item: Parent Organization Report
A.Nizzia commented that the Parent Organization has a Book Fair going on at this time. The Golf Outing is coming up in July and new parents have signed up to help. The Parent Organization is putting together a calendar of learning opportunities for parents next year. They plan to hold a Parent Organization Kick Off at the beginning of the school year.

16. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Reasons require a closed session at 4:08 PM.
**Motion made by J. Mitchell, seconded by J. Wieland, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

**Motion made by J. Mitchell, seconded by B. Clancy, that the Board move back into Executive Session at 4:34 PM. MOTION CARRIED UNANIMOUSLY.**

17. Action Item: Adjournment
**Motion made by J. Wieland, seconded by J. Jansch, to adjourn the May 7, 2019 Brown County Children with Disabilities Board meeting at 4:35 PM. MOTION CARRIED UNANIMOUSLY.**

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A special meeting was held on: Tuesday, February 28, 2019
Board Members Present: B. Clancy, L. Franke, J. Jansch, S. King, K. Lukens, J. Mitchell, J. Wieland

Others Present: K. Pahlow

Action Item: Call to Order

1. B. Clancy called the meeting to order at 3:30 PM.

2. Open Forum – None

3. Approval of Agenda
   **Motion made by J. Mitchell, seconded by J. Weiland that the agenda be approved. MOTION CARRIED UNANIMOUSLY.**

4. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(c)(f), to consider the employment and performance of certified staff members.
   **Motion made by J. Mitchell, seconded by L. Franke, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

   The Board returned to Open Session at 4:12 PM.

5. Action: Resignation
   **Motion made by J. Wieland, seconded by J. Mitchell, that the Board approve the resignation of Karen Klister, BCCDEB Teacher, effective May 31, 2019. MOTION CARRIED UNANIMOUSLY.**

6. Action Item: Adjournment
   **Motion made by L. Franke, seconded by J. Mitchell, to adjourn the February 28, 2019 Brown County Children with Disabilities Board meeting at 4:12 PM. MOTION CARRIED UNANIMOUSLY.**

# Syble Hopp School

| DONATIONS – June 2019 BOARD MEETING | | |
|---|---|---|
| DONOR | AMOUNT | ITEM/PURPOSE |
| Tim Watermolen | $18 | To help pay for student camping fees |
| Anonymous | $200 | Hopp Needs |
| The Lions Club of DePere | $500 | New bikes |
| Tyler Buzza | $100 | Hopp Needs |
| Anonymous | $500 | Negative Lunch Balances |
| Brad & Janet Champion | | Everything to make s'mores at camp |
| Danny Buchholz | | 20# of brats for camp |
| Dr. Goolsby | $120 | Hopp Needs |
| John Hettrich | $20 | Gehring/Fry Classroom |
| Edible Arrangements | | 30 Mother's Day balloons |
| Starbucks | | 10# of coffee for Lions Camp |
| Darlene Gauger/Carol Borchart | | Ice cream and ice cream cones of Lions Camp |
| Leesha Rieder | | Theatre costumes and equipment |
| Notre Dame Academy | $1,036.01 | Enhance Library |
| Thomas Gauthier | $2,000 | Enhance Library |
| Brown County Tavern League | | Rides/Food at Bay Beach |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |
| **Total Donation** | $4,494.01 | |
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Support Information #6

Report Date 06/07/19 10:39 AM

# SYBLE HOPP SCHOOL

## Vendor Detail Report

Page No 1

FMVEN10A

Check Date 05/01/19 - 05/31/19

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| BADGERLAND PRINTING INC | 112244 | | | | | | |
| | 0100001626 | 05/07/19 | 33283 | | May/June Connection Newsletter | 9-27-100-354-158000-019-000000-2 | 220.00 |
| | | | | | | Check Total | 220.00 |
| | 0100001632 | 05/07/19 | 33304 | | Thank you cards and envelopes-school use | 9-27-100-354-158000-019-000000-2 | 125.00 |
| | | | | | | Check Total | 125.00 |
| | | | | | | Vendor Total | 345.00 |
| CANADEO LAWN CARE LLC | 101258 | | | | | | |
| | 0100001647 | 05/28/19 | 890521 | | Spring Fertilizer/Crabgrass Control | 9-10-100-310-253000-019-000000-2 | 225.00 |
| | | | | | | Check Total | 225.00 |
| | | | | | | Vendor Total | 225.00 |
| CELLCOM | 101353 | | | | | | |
| | 0100001648 | 05/28/19 | 709731 | | Monthly Service 5/16-6/15 | 9-10-100-355-263300-019-000000-2 | 77.84 |
| | | | | | | Check Total | 77.84 |
| | | | | | | Vendor Total | 77.84 |
| CESA #10 | 113272 | | | | | | |
| | 0100001627 | 05/07/19 | 10823 | | Software Hosting Support | 9-10-800-386-252000-019-000000-2 | 512.50 |
| | | | | | | Check Total | 512.50 |
| | | | | | | Vendor Total | 512.50 |
| CESA #7 | 101381 | | | | | | |
| | 0100001633 | 05/07/19 | 90730 | | Registration Fee FBA/BIP 5/2 & 5/3 | 9-27-100-313-158000-019-000000-2 | 1,393.00 |
| | | | | | | Check Total | 1,393.00 |
| | | | | | | Vendor Total | 1,393.00 |
| CITY OF DE PERE | 101477 | | | | | | |
| | 0100001635 | 05/14/19 | 138HSAT7QX6TJ 5/ | | Food Safety Inspection | 9-50-800-310-257100-000-000000-2 | 185.00 |
| | | | | | | Check Total | 185.00 |
| | | | | | | Vendor Total | 185.00 |
| COOPERATIVE EDUCATION SERVICE AGENC | 116599 | | | | | | |
| | 0100001643 | 05/21/19 | 0000010149 | | TSS Awareness Training | 9-27-100-313-158000-019-000000-2 | 500.00 |
| | | | | | | Check Total | 500.00 |
| | | | | | | Vendor Total | 500.00 |

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| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| COUNTRY VISIONS COOPERATIVE | | 112876 | | | | | |
| | 0100001638 | 05/14/19 | 1036914 4/19 | | Gas for Lawn Tractor | 9-10-100-411-253000-019-000000-2 | 27.75 |
| | | | | | | Check Total | 27.75 |
| | | | | | | Vendor Total | 27.75 |
| DAVIS & KUELTHAU SC | | 101886 | | | | | |
| | 0100001639 | 05/14/19 | 435260 | | April Legal Matters | 9-27-800-314-232100-019-000000-2 | 1,383.25 |
| | | | | | | Check Total | 1,383.25 |
| | | | | | | Vendor Total | 1,383.25 |
| DE PERE Y-MART | | 114547 | | | | | |
| | 0100001640 | 05/14/19 | YMARTSHS 4/19 | | April Fuel Charges | 9-27-100-348-256610-011-000000-2 | 292.21 |
| | | | | | | Check Total | 292.21 |
| | | | | | | Vendor Total | 292.21 |
| GREAT AMERICAN DISPOSAL OF WISCONSI | | 110385 | | | | | |
| | 0100001636 | 05/14/19 | 95100253 | | Recycling 4/30 & May Trash Removal | 9-10-100-323-253000-019-000000-2 | 124.00 |
| | | | | | | Check Total | 124.00 |
| | | | | | | Vendor Total | 124.00 |
| KYLES CONSULTING | | 114953 | | | | | |
| | 0100001628 | 05/07/19 | KYLES SH 4/19 | | April SBS/MAC Fee | 9-27-800-310-223300-019-000000-2 | 900.00 |
| | | | | | | Check Total | 900.00 |
| | | | | | | Vendor Total | 900.00 |

R

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| LAMERS BUS LINES INC | | 104534 | | | | | |
| | 0100001634 | 05/07/19 | 553810 | | May Route Transportation | 9-27-100-341-256750-011-000000-2 | 35,805.06 |
| | | | | | | Check Total | 35,805.06 |
| | 0100001641 | 05/14/19 | 554194 | | Transportation Ashwaubenon Lanes 4/10 | 9-27-100-341-256750-011-000000-2 | 32.22 |
| | 0100001641 | 05/14/19 | 554762 | | April RT 3642 Transpotation | 9-27-100-341-256750-011-000000-2 | 9,274.86 |
| | 0100001641 | 05/14/19 | 554762 | | April Syble Hopp Transportation | 9-27-100-341-256750-011-000000-2 | 12,821.06 |
| | 0100001641 | 05/14/19 | 554762 | | April Work Shuttle | 9-27-100-341-256750-011-000000-2 | 2,544.40 |
| | 0100001641 | 05/14/19 | 554762 | | April EDP Transportation M-TH | 9-27-101-341-256750-011-000000-2 | 5,701.64 |
| | 0100001641 | 05/14/19 | 554762 | | April WDP Transportation | 9-27-101-341-256750-011-000000-2 | 3,450.10 |
| | | | | | | Check Total | 33,824.28 |
| | 0100001644 | 05/21/19 | 554155 | | Transportation Ashwaubenon Lanes 4/18 | 9-27-100-341-256750-011-000000-2 | 97.43 |
| | 0100001644 | 05/21/19 | 554150 | | Transportation Ashwaubenon Lanes 4/17 | 9-27-100-341-256750-011-000000-2 | 104.43 |
| | 0100001644 | 05/21/19 | 554148 | | Transportation Ashwaubenon Lanes 4/11 | 9-27-100-341-256750-011-000000-2 | 62.40 |
| | 0100001644 | 05/21/19 | 554154 | | Transportation Mulva 4/11, Bowling 4/4 | 9-27-100-341-256750-011-000000-2 | 132.46 |
| | 0100001644 | 05/21/19 | 554151 | | Transportation Ashwaubenon Lanes 4/3 | 9-27-100-341-256750-011-000000-2 | 37.97 |
| | 0100001644 | 05/21/19 | 554149 | | Transportation Ashwaubenon Lanes 4/9 | 9-27-100-341-256750-011-000000-2 | 35.73 |
| | 0100001644 | 05/21/19 | 64292 | | April Transportation ILP | 9-27-100-341-256750-011-000000-2 | 934.50 |
| | 0100001644 | 05/21/19 | 64294 | | April Transportation TL | 9-27-100-341-256750-011-000000-2 | 1,043.40 |
| | | | | | | Check Total | 2,448.32 |
| | | | | | | Vendor Total | 72,077.66 |
| ProGuard | | 102323 | | | | | |
| | 0100001649 | 05/28/19 | 3519269 | | Machine Detergent All Temp | 9-50-800-411-257100-000-000000-2 | 141.66 |
| | | | | | | Check Total | 141.66 |
| | | | | | | Vendor Total | 141.66 |
| School Perceptions LLC | | 116541 | | | | | |
| | 0100001645 | 05/21/19 | 3462 | | Staff Survey Results | 9-27-800-323-223300-019-000000-2 | 2,300.00 |
| | | | | | | Check Total | 2,300.00 |
| | | | | | | Vendor Total | 2,300.00 |

R

SYBLE HOPP SCHOOL

Vendor Detail Report



| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| TDS METROCOM | | 107847 | | | | | |
| | 0100001637 | 05/14/19 | 9203364367 5/19 | | Monthly Service 5-10 to 6/9 | 9-10-100-355-263300-019-000000-2 | 142.47 |
| | | | | | | Check Total | 142.47 |
| | | | | | | Vendor Total | 142.47 |
| THEET GAROT MECHANICAL INC | | 108187 | | | | | |
| | 0100001650 | 05/28/19 | 74613 | | Repair Sink Faucet | 9-10-100-324-253000-019-000000-2 | 195.00 |
| | | | | | | Check Total | 195.00 |
| | | | | | | Vendor Total | 195.00 |

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| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| UNUM LIFE INSURANCE COMPANY OF AMER 116335 | | | | | | | |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST EC Teacher | 9-27-100-252-152000-011-000000-2 | 20.81 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST S/L | 9-27-100-252-156600-011-000000-2 | 171.02 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST CD Teacher | 9-27-100-252-158000-011-000000-2 | 635.82 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST CD Aide | 9-27-100-252-159150-011-000000-2 | 375.93 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Specialty Teacher | 9-27-100-252-159300-011-000000-2 | 56.14 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST OT | 9-27-100-252-218100-011-000000-2 | 96.71 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int EC Teacher | 9-27-101-252-152000-011-000000-2 | 131.56 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int S/L | 9-27-101-252-156600-011-000000-2 | 24.87 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int CD Teacher | 9-27-101-252-158000-011-000000-2 | 147.19 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int EC Aide | 9-27-101-252-159120-011-000000-2 | 9.50 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int Aide | 9-27-101-252-159150-011-000000-2 | 12.23 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Int OT | 9-27-101-252-218100-011-000000-2 | 24.55 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Dir Spec Ed | 9-27-800-252-223300-011-000000-2 | 109.87 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Secretary | 9-27-800-252-223300-019-000000-2 | 8.76 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT SW | 9-27-100-251-212100-011-000000-2 | 20.78 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST SW | 9-27-100-252-212100-011-000000-2 | 36.92 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Nurse | 9-27-100-251-214400-011-000000-2 | 17.41 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Nurse | 9-27-100-252-214400-011-000000-2 | 30.93 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT PT | 9-27-100-251-218200-011-000000-2 | 22.91 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST PT | 9-27-100-252-218200-011-000000-2 | 40.70 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Accounting | 9-10-800-252-252000-019-000000-2 | 53.64 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int Aide | 9-27-101-251-159150-011-000000-2 | 6.88 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Maintenance | 9-10-100-252-253100-019-000000-2 | 38.28 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int EC Aide | 9-27-101-251-159120-011-000000-2 | 5.34 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int CD Teacher | 9-27-101-251-158000-011-000000-2 | 82.81 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int S/L | 9-27-101-251-156600-011-000000-2 | 13.99 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int EC Teacher | 9-27-101-251-152000-011-000000-2 | 74.02 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Int OT | 9-27-101-251-218100-011-000000-2 | 13.81 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT OT | 9-27-100-251-218100-011-000000-2 | 54.44 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Specialty Teacher | 9-27-100-251-159300-011-000000-2 | 31.58 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT CD Aide | 9-27-100-251-159150-011-000000-2 | 211.54 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT CD Teacher | 9-27-100-251-158000-011-000000-2 | 357.80 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT S/L | 9-27-100-251-156600-011-000000-2 | 96.27 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT EC Teacher | 9-27-100-251-152000-011-000000-2 | 11.72 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Technology | 9-10-100-251-295000-019-000000-2 | 2.74 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Technology | 9-10-100-252-295000-019-000000-2 | 4.87 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Maintenance | 9-10-100-251-253100-019-000000-2 | 21.56 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | ST Admin | 9-27-800-252-232100-011-000000-2 | 66.00 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Admin | 9-27-800-251-232100-011-000000-2 | 41.12 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Secretary | 9-27-800-251-223300-019-000000-2 | 4.93 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Dir Spec Ed | 9-27-800-251-223300-011-000000-2 | 61.82 |
| | 0100001624 | 05/01/19 | 0880914-0017 5/1 | | LT Accounting | 9-10-800-251-252000-019-000000-2 | 30.18 |
| | | | | | | Check Total | 3,279.95 |

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# SYBLE HOPP SCHOOL

## Vendor Detail Report

Check Date 05/01/19 - 05/31/19

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| UNUM LIFE INSURANCE COMPANY OF AMER | 116335 | | | | | Vendor Total | 3,279.95 |
| US Bank PCard Only | 115950 | | | | | | |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Record Forms Testing Materials | 9-27-100-411-156600-019-000000-2 | 182.32 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Electrical Blank Plates, Electrical Tape | 9-10-100-411-253000-019-000000-2 | 18.10 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Plumbing Repair Parts | 9-10-100-411-253000-019-000000-2 | 22.93 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Copy Paper & Red Letter Sized Paper | 9-27-100-417-158000-019-000000-2 | 195.53 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Backer Rods & Wall Clocks for Classroom | 9-10-100-411-253000-019-000000-2 | 25.59 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | A Muhamand Conference 4/22- A Nizzia | 9-27-800-313-223300-019-000000-2 | 100.00 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Spot treat baseboards, ck rodent equip | 9-10-100-323-253000-019-000000-2 | 32.00 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Mop Frames, Dust/Wet Mops/Mats | 9-10-100-323-253000-019-000000-2 | 148.22 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Janitor Closet Keys | 9-10-100-411-253000-019-000000-2 | 6.00 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Motor, Saw Blades, Duct Tape, Grout Repa | 9-10-100-411-253000-019-000000-2 | 73.34 |
| | 0100001625 | 05/07/19 | PCARD 4/19 | | Dust/Wet Mops, Mop Frame, Door Mat | 9-10-100-323-253000-019-000000-2 | 148.22 |
| | | | | | | Check Total | 952.25 |
| | | | | | | Vendor Total | 952.25 |
| WEST DE PERE SCHOOL DISTRICT | 108893 | | | | | | |
| | 0100001642 | 05/14/19 | WDPFS 4/19 | | Food Service for April | 9-50-800-310-257100-000-000000-2 | 5,268.30 |
| | | | | | | Check Total | 5,268.30 |
| | | | | | | Vendor Total | 5,268.30 |
| WI DEPT OF JUSTICE | 109010 | | | | | | |
| | 0100001629 | 05/07/19 | G2841 4/19 | | April Background Charges | 9-27-800-310-230000-019-000000-2 | 56.00 |
| | | | | | | Check Total | 56.00 |
| | | | | | | Vendor Total | 56.00 |
| WILLEMS LANDSCAPE SERVICE INC | 109075 | | | | | | |
| | 0100001630 | 05/07/19 | 36344 | | Snowplowing | 9-10-100-323-253000-019-000000-2 | 100.00 |
| | | | | | | Check Total | 100.00 |
| | | | | | | Vendor Total | 100.00 |

| Vendor | Check Key | Check Date | Invoice No | Po No | Description | Account No | Amount |
|---|---|---|---|---|---|---|---|
| WISCONSIN PUBLIC SERVICE | | 109151 | | | | | |
| | 0100001631 | 05/07/19 | 2662724571-00000 | | Garage Electric Usage | 9-10-100-336-253300-019-000000-2 | 31.59 |
| | 0100001631 | 05/07/19 | 2662724571-00000 | | Syble Hopp Electric Usage | 9-10-100-336-253300-019-000000-2 | 4,183.32 |
| | 0100001631 | 05/07/19 | 2662724571-00000 | | Syble Hopp Gas Usage | 9-10-100-331-253300-019-000000-2 | 1,498.65 |
| | 0100001631 | 05/07/19 | 2662724571-00000 | | Duplex Utility Usage | 9-27-100-999-158000-019-000000-2 | 116.88 |
| | | | | | | Check Total | 5,830.44 |
| | | | | | | Vendor Total | 5,830.44 |
| WRIGHTSTOWN SCHOOL DISTRICT | | 109266 | | | | | |
| | 0100001646 | 05/21/19 | 480 | | Substitute Fee L Buechler 5/9/19 | 9-27-101-382-436000-019-000000-2 | 56.00 |
| | | | | | | Check Total | 56.00 |
| | | | | | | Vendor Total | 56.00 |
| | | | | | | Grand Total | 96,365.28 |

# Syble Hopp Balance Sheet as of April 30, 2019

| ACCOUNT DESCRIPTION | 04/30/19 |
|---|---|
| **GENERAL FUND** | |
| CASH | 6,762,609.13 |
| PREPAID EXPENSES | 106.65 |
| **TOTAL ASSETS** | **6,762,715.78** |
| ACCOUNTS PAYABLE | 6,828.21 |
| **TOTAL LIABILITIES** | **6,828.21** |
| EQUITY ACCOUNT | 6,755,887.57 |
| **TOTAL FUND BALANCE** | **6,755,887.57** |
| **SPECIAL EDUCATION FUND** | |
| CASH ACCOUNT | (2,915,791.84) |
| **TOTAL ASSETS** | **(2,915,791.84)** |
| PAYABLE ACCOUNT | 37,270.47 |
| CONTRACTS PAYABLE | - |
| OTHER DEFERRED REVENUE (SOAR REGISTRATION) | 200.00 |
| **TOTAL LIABILITIES** | **37,470.47** |
| EQUITY ACCOUNT | (2,953,262.31) |
| **TOTAL FUND BALANCE** | **(2,953,262.31)** |
| **FOOD SERVICE FUND** | |
| CASH | 9,268.98 |
| **TOTAL ASSETS** | **9,268.98** |
| ACCOUNTS PAYABLE | 5,268.30 |
| **TOTAL LIABILITIES** | **5,268.30** |
| EQUITY ACCOUNT | 4,000.68 |
| **TOTAL FUND BALANCE** | **4,000.68** |

**Support Information #7**

# Syble Hopp Revenue Summary for the Month Ended April 30, 2019

| DESCRIPTION | 2018-2019 Amended Budget | Actual Amount | Remaining Budget | COMMENTS |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| PAYMENT IN LEAU OF TAXES | 3,026,614.00 | 3,026,614.00 | - | Budgeted tax revenue was amended to reflect the increase in Casualty Insurance. |
| INTEREST | 32,000.00 | 44,284.97 | (12,284.97) | Interest is trending higher than expected. Budget was increased for 2019-20. |
| RENT (DUPLEX) | 9,000.00 | 7,500.00 | 1,500.00 | |
| MEDICAID MAC REIMBURSEMENT | 15,000.00 | - | 15,000.00 | |
| SECURITY GRANT | - | 11,158.55 | (11,158.55) | Grant revenue was received for installation of cameras. |
| MISCELLANEOUS | 21,000.00 | 942.12 | 20,057.88 | |
| **TOTAL GENERAL FUND** | **3,103,614.00** | **3,090,499.64** | **13,114.36** | |
| **SPECIAL REVENUE FUND** | | | | |
| STUDENT FEES | 2,500.00 | 2,114.35 | 385.65 | |
| SOAR STUDENT REGISTRATIONS | 31,250.00 | 16,270.00 | 14,980.00 | |
| EC GRANT $'S FROM DISTRICTS | 35,060.00 | - | 35,060.00 | |
| DISTRICT PAYMENT FROM IDEA FUNDS | 181,000.00 | - | 181,000.00 | |
| TUITION-SCH DISTRICT(OUT OF COUNTY) | 280,900.00 | 260,102.24 | 20,797.76 | All tuition payments have been received. |
| TRANSIT OF STATE AIDE (CESA) | 5,700.00 | 3,885.29 | 1,814.71 | |
| CESA 7 - REIMB SUBS | 3,500.00 | 3,437.12 | 62.88 | |
| HANDICAPPED AID FROM STATE | 1,417,000.00 | 1,020,755.00 | 396,245.00 | Five payments for special education aid has been received. |
| GENERAL STATE AID | 1,500,000.00 | - | 1,500,000.00 | |
| HIGH COST KIDS (STATE AND FEDERAL) | 6,000.00 | - | 6,000.00 | |
| MEDICAID REIMBURSEMENT | 255,000.00 | 131,797.10 | 123,202.90 | |
| **TOTAL SPECIAL REVENUE FUND** | **3,717,910.00** | **1,438,361.10** | **2,279,548.90** | |
| **FOOD SERVICE FUND** | | | | |
| STUDENT LUNCH | 33,000.00 | 26,178.21 | 6,821.79 | |
| ADULT LUNCH | 1,200.00 | 443.00 | 757.00 | |
| FOOD SER/STATE AID | 1,000.00 | - | 1,000.00 | |
| FOOD SERVICE/FED AID | 27,380.00 | 20,475.11 | 6,904.89 | |
| FED AID/COMMODITIES | 6,000.00 | - | 6,000.00 | |
| **TOTAL FOOD SERVICE REVENUE FUND** | **68,580.00** | **47,096.32** | **21,483.68** | |

# Syble Hopp Expenditures Summary for the Month Ended April 30, 2019 - Unaudited

| DESCRIPTION | 2018-2019 BUDGET | BUDGET AS OF 04/30/2019 | Actual Amount | TOTAL BUDGET REMAINING | VARIANCE TO BUDGET AS OF 4/30/2019 | COMMENTS |
|---|---|---|---|---|---|---|
| GENERAL FUND | | | | | | |
| LIBRARY MEDIA RESOURCES | 215.00 | 191.11 | 67.64 | 147.36 | 123.47 | |
| FISCAL/FINANCE | 167,205.00 | 141,481.15 | 144,596.18 | 22,608.82 | (3,115.03) | Allo and Frontline agreements were paid in July. |
| BUILDING OPERATION | 268,363.00 | 224,995.83 | 239,583.94 | 28,779.06 | (14,588.11) | Annual maintenance agreements were paid in July. In addition cleaning supplies for the school year were also purchased. The flooring projects were completed during the summer. Due to lifting tiles, a classroom that was not budgeted also needed to have flooring replaced. In addition, a water heater needed to be replaced that was not budgeted. $4,425 was incurred for shatter resistant window and door film that will be offset by the Security Grant. |
| DUPLEX | 900.00 | 750.00 | 319.48 | 580.52 | 430.52 | |
| FACILITIES ACQUISITION/REMODELING | 57,347.00 | 47,789.17 | 52,355.69 | 4,991.31 | (4,566.52) | Costs include the storage cage and classroom dry erase boards. The door lock system was completed in September which included one more door than budgeted. Medicine cabinets came in September and desks were purchased for the OT/PT staff. The asphalt seal and repair work was paid for in October. The ADA signage was installed in March. |
| TELEPHONE | 2,800.00 | 2,333.33 | 2,072.95 | 727.05 | 260.38 | |
| TECHNOLOGY | 21,827.00 | 18,189.17 | 32,718.35 | (10,891.35) | (14,529.18) | Excess expenditures are related to the Security Grant to purchase cameras for the inside and outside of the building. The cost will be offset by grant revenue. Much of the budget for IT wages was spent in July and August to complete the camera project and set-up computers for school. Additional keyboards and mounts for new PCs were purchased. |
| INSURANCE AND JUDGMENTS | 77,846.00 | 64,871.67 | 55,012.16 | 22,833.84 | 9,859.51 | The budget includes an amendment of $18,127 for Casualty increases. |
| COUNTY IDC AND TECH SERVICES | 75,112.00 | 62,593.33 | 60,753.69 | 14,358.31 | 1,839.64 | |
| **TOTAL GENERAL FUND** | **671,615.00** | **563,194.76** | **587,480.08** | **84,134.92** | **(24,285.32)** | |
| SPECIAL REVENUE | | | | | | |
| EARLY CHILDHOOD | 392,063.00 | 271,428.23 | 253,160.21 | 138,902.79 | 18,268.02 | Savings recognized due to staff leaves. |
| SPEECH/LANGUAGE | 464,380.00 | 321,493.85 | 305,475.19 | 158,904.81 | 16,018.66 | Savings recognized in insurance selections. |
| INTELLECTUAL DISABILITIES | 2,033,074.00 | 1,407,512.77 | 1,360,414.83 | 672,659.17 | 47,097.94 | Savings recognized due to employees on leave and resignation of a teacher one week prior to school starting. |

# Syble Hopp Expenditures Summary for the Month Ended April 30, 2019 - Unaudited

| DESCRIPTION | 2018-2019 BUDGET | BUDGET AS OF 04/30/2019 | Actual Amount | TOTAL BUDGET REMAINING | VARIANCE TO BUDGET AS OF 4/30/2019 | COMMENTS |
|---|---|---|---|---|---|---|
| RETIREE INSURANCE | 35,000.00 | 29,166.67 | 4,039.20 | 30,960.80 | 25,127.47 | |
| EC INSTRUCTIONAL AIDES | 73,185.00 | 59,245.00 | 52,733.78 | 20,451.22 | 6,511.22 | |
| ID INSTRUCTIONAL AIDES | 1,125,373.00 | 779,104.38 | 764,842.77 | 360,530.23 | 14,261.61 | Savings recognized in insurance selections. |
| ID SUB TEACHERS/AIDES | 58,131.00 | 47,058.43 | 113,259.54 | (55,128.54) | (66,201.11) | Additional substitutes have been required due to leaves and vacancies. Saving recognized in Teachers and Aides. |
| EC SUB TEACHERS/AIDES | 3,876.00 | 3,137.71 | 20,265.91 | (16,389.91) | (17,128.20) | Additional substitutes required due to leaves. Savings will be recognized in Early Childhood teacher budget. |
| SPECIALTY TEACHERS | 166,506.00 | 115,273.38 | 116,038.41 | 50,467.59 | (765.03) | Staffing for duplex trending higher than expected. |
| DIRECTION OF SOCIAL WORK | 74,369.00 | 51,486.23 | 50,653.29 | 23,715.71 | 832.94 | |
| NURSING | 81,350.00 | 56,319.23 | 54,423.32 | 26,926.68 | 1,895.91 | |
| OCCUPATIONAL THERAPY | 293,357.00 | 203,093.31 | 193,521.36 | 99,835.64 | 9,571.95 | Savings recognized in insurance selections and contracted services. |
| PHYSICAL THERAPY | 81,903.00 | 56,702.08 | 56,530.98 | 25,372.02 | 171.10 | |
| EXCEPTIONAL ED (SUPV & COORD) | 272,119.00 | 230,254.54 | 222,377.22 | 49,741.78 | 7,877.32 | Savings recognized in contracted services. |
| GENERAL ADMINISTRATION | 10,115.00 | 8,429.17 | 8,430.00 | 1,685.00 | (0.83) | |
| OFFICE OF THE SUPERINTENDENT | 165,285.00 | 139,856.54 | 142,445.41 | 22,839.59 | (2,588.87) | Additional legal fees incurred. |
| VEHICLE REPAIR AND FUEL | 10,000.00 | 8,333.33 | 4,886.44 | 5,113.56 | 3,446.90 | |
| TRANSPORTATION AND BUS AIDES | 759,934.00 | 608,211.70 | 557,505.00 | 202,429.00 | 50,706.70 | Denmark is transporting the EC students due to the small number of students, so there will be less costs for Lamers. In addition, the Friday transportation at DePere is being paid by De Pere. Savings have been recognized in bus aides. |
| UNEMPLOYMENT | 10,014.00 | 8,345.00 | 3,142.69 | 6,871.31 | 5,202.31 | |
| CESA AND DISTRICT SERVICES | 25,344.00 | 25,344.00 | 23,415.17 | 1,928.83 | 1,928.83 | |
| CAMP SOAR | 73,022.00 | 48,681.33 | 41,257.69 | 31,764.31 | 7,423.64 | The costs include two sessions of SOAR. |
| TRANSIT OF AID TO DISTRICTS | 66,000.00 | 55,000.00 | 42,805.00 | 23,195.00 | 12,195.00 | The first five categorical aid payment have been transitted to the districts. |
| **TOTAL SPECIAL REVENUE FUND** | **6,274,400.00** | **4,533,476.89** | **4,391,623.41** | **1,882,776.59** | **141,853.48** | |
| FOOD SERVICES: | | | | | | |
| DIRECTON OF FOOD SERVICES | 62,080.00 | 55,182.22 | 51,438.57 | 10,641.43 | 3,743.65 | |
| FOOD - LUNCH PROG | 500.00 | 444.44 | - | 500.00 | 444.44 | |
| FOOD - COMMODITY | 6,000.00 | - | - | 6,000.00 | - | |
| **TOTAL FOOD SERVICE FUND** | **68,580.00** | **55,626.67** | **51,438.57** | **17,141.43** | **4,188.09** | |

**Support Information #8**

**Memo**

To: Brown County Children with Disabilities Board

From: Kim Pahlow, Administrator

RE: Request to transfer funds for furniture purchase

Date: June 23, 2019

The purpose of this memo is request the transfer of funds from the Parent Organization to Donations to fund classroom furniture purchases. In addition, to request that the Duplex Account be closed and remaining funds be transferred to Donations for the classroom furniture purchases. The following is a summary of the request:

| Transferred From | Funds Source | Transferred To | Purpose | Amount |
|---|---|---|---|---|
| Duplex Account | Closeout Account | Donations | Classroom Furniture | $15,611.61 |
| Parent Organization | Duplex Sale Proceeds | Donations | Classroom Furniture | $42,703.06 |
| Parent Organization | Winter Blast Proceeds | Donations | Classroom Furniture | $20.000.00 |
| | | | Total Funds | $78,314.67 |

The transfer to Donations will allow all expenditures made on the new furniture for classrooms to be made out of the same bank account. To date, $75,052 has been spent on furniture for the primary wing. There is an estimated $110,000 remaining in costs to furnish the Library, secondary classrooms and high school classrooms. These transfers and current donations funds will be used for the remaining purchases.

**Support Document #11**

**Jessica Meyer**

354 Kildeer Lane, Sobieski WI 54171* 414-429-2708* meyer.a.jessica@gmail.com

June 6th, 2019
BCCDEB
Syble Hopp School
755 Scheuring Road
De Pere, WI 54115

Dear BCCDEB,

Please accept my resignation from my position as a special education teacher at Syble Hopp School. My last day will be June 7th, 2019.

My students have given me a great pleasure over the years and I cannot thank the current staff for all the support they have given me the last few years.

I wish you all the best. As we all know, no one ever leaves Syble Hopp School, I'll see everyone soon!

Sincerely,

Jessica Meyer

**Ashley Smith**

asmith@syblehopp.org

*Date:* **June 6th, 2019**

To Whom It May Concern:

I wish to confirm that I am resigning from my position as a special education teacher with Syble Hopp School. My last date of employment and my last date of attendance will be June 7th, 2019.

I would like to thank everyone for the support that I given throughout my time here. I have enjoyed working as a part of this team, and appreciate the opportunities that I have had for personal and professional development. Syble Hopp is a truly amazing place. I am sad to go, but excited for my next adventure.

Yours sincerely,

Ashley Smith

ld

**Support Information #12**

**Memo**

To: Kim Pahlow, Administrator

From: Sarah Johnson, Director of Special Education and Pupil Services
Abbie Nizzia, Principal

RE: Request to Hire New Teacher/Therapists/Instructional Aides

Date: June 18, 2019

The purpose of this memo is to recommend the hiring of the following Brown County Children with Disabilities Education Board teacher/therapists for the 2019-20 school year:

- Stephanie Remondini fill a One Year Leave of Absence vacancy in the Primary Intellectual Disabilities teacher position. This position will begin on August 26, 2019.
- Christine Gitzlaff for the vacant 1.0 Primary Intellectual Disabilities teacher position at Wrightstown Elementary School. This position will begin on August 26, 2019.
- Theresa Berg for the vacant 1.0 Intermediate Intellectual Disabilities teacher position at Syble Hopp School. This position will begin on August 26, 2019.
- Amber Gingrich for the vacant Speech and Language Pathologist position. This position will begin on August 26, 2019.
- Karen Vande Voort for the vacant 1.0 Intermediate Intellectual Disabilities teacher position. This position will begin on August 26, 2019.

We also recommend the following instructional aide positions be approved:

- Dawn Vande Voort be approved as the Health/Medical Instructional Aide.
- Jessina Holloway fill a 1.0 Instructional Aide positon vacated by Dawn Vande Voort.
- Darcie Mangum fill the .4 Early Childhood position vacated by Jessina Holloway.
- Kris Brassil fill the 1.0 position vacated by Darcie Mangum.

ld

# Brown County Children With Disabilities Education Board

*Syble Hopp School*
*755 Scheuring Road*
*De Pere, WI 54115*

*Phone: (920) 336-5754*
*Fax: (920) 336-7262*
*www.syblehopp.org*

## 2019-20 Brown County CDEB Meetings

Meetings are held every third Tuesday of the month at 3:30 pm at Syble Hopp School (unless otherwise noted with an *).

July 16, 2019
August 20, 2019
September 17, 2019
October 15, 2019
November 19, 2019
December 17, 2019
January 21, 2020
February 18, 2020
March 17, 2020
April 21, 2020
*May 5, 2020
June 16, 2020

**BROWN COUNTY**
**BOARD OF SUPERVISORS**
**COURT HOUSE**
**GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 6/19/19

Agenda No. : Health & Human Services

Motion from the Floor

I make the following motion: to look into the ~~Foster~~ foster program in regards to safety for all involved.

Signed: Kathy Lefebvre

District No.: 6

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

2

July 17, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION PROCLAIMING SEPTEMBER AS SUICIDE PREVENTION + ACTION MONTH**

**WHEREAS,** while September is known nationally as *Suicide Prevention Awareness Month*, most are already quite aware of suicide, but many fail to take action. *Suicide Prevention + Action Month* is intended to promote suicide prevention services available in Brown County in order to get those affected by suicide the services and treatment they require; and

**WHEREAS,** the goal of *Suicide Prevention + Action Month* is to encourage individuals to speak openly about the topic of suicide in order to help erase the stigma surrounding it, and to direct those in need to appropriate support services; and

**WHEREAS**, suicidal thoughts can affect anyone regardless of their age, gender, race, orientation, income level, religion or background; and

**WHEREAS,** more than 47,000 individuals died by suicide nationally in the United States in 2017 alone (the most recent year in which such data is available), leaving behind friends and family members to navigate through the tragedy of personal loss; and

**WHEREAS,** in 2017 (the most recent year in which such data is available), suicide was the 2nd leading cause of death nationally among individuals aged 10 to 34 in the United States, and suicide was the 4th leading cause of death nationally among individuals aged 35 to 54 in the United States; and

**WHEREAS,** the suicide rate in Brown County is higher than the average suicide rate in both the State of Wisconsin and the United States.

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors hereby proclaims September as *Suicide Prevention + Action Month*, a month to reach out to and interact with those affected by suicide in order to promote suicide prevention services.

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By:

_____

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

*19-055R*
Authored by Corporation Counsel at request of Human Services Committee
Approved by Corporation Counsel

**BOARD OF SUPERVISORS ROLL CALL #_____**

**Motion made by Supervisor _____**

**Seconded by Supervisor _____**

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| BORCHARDT | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| BRUSKY | 14 | | | | |
| BALLARD | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| DESLAURIERS | 20 | | | | |
| TRAN | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| SUENNEN | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| DENEYS | 26 | | | | |

**Total Votes Cast _____**

**Motion: Adopted _____ Defeated _____ Tabled _____**

CORPORATION COUNSEL

**Brown County**

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

**David P. Hemery**
**Corporation Counsel**

**PHONE:** (920) 448-4006
**FAX:** (920) 448-4003
**EMAIL:** David.Hemery@co.brown.wi.us

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 06-18-2019

**REQUEST TO:** Human Services and County Board

**MEETING DATE:** 06-26-2019, and 07-17-2019, respectively

**REQUEST FROM:** Dave Hemery

Corp Counsel per Human Services Committee

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution

☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION PROCLAIMING SEPTEMBER AS SUICIDE PREVENTION + ACTION MONTH

**ISSUE/BACKGROUND INFORMATION:**

Designate what is usually *suicide prevention awareness month* as *suicide prevention + action month.*

**ACTION REQUESTED:**

Consider and approve.

**FISCAL IMPACT:**

***NOTE:*** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? (0)
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A *(if $0 fiscal impact)*
   a. If yes, in which account? _____
   b. If no, how will the impact be funded?
   c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

19-054

# BUDGET ADJUSTMENT REQUEST

| Category | | Approval Level |
|---|---|---|
| ☐ 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| ☐ 2 | Reallocation due to a technical correction that could include:<br>• Reallocation to another account strictly for tracking or accounting purposes<br>• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| ☐ 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| ☐ 4 | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| ☐ 5 | a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| ☐ 5 | b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm<br>2/3 County Board |
| ☐ 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm<br>2/3 County Board |
| ☒ 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm<br>2/3 County Board |
| ☐ 8 | Any allocation from a department's fund balance | Oversight Comm<br>2/3 County Board |
| 9 | Any allocation from the County's General Fund *(requires separate Resolution)*<br>*After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.* | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

**2019 Budget Adjustment**

Equipment for one new staff person for cost center 148 – computer $1,875; phone $240; 2 monitors $400. These costs will be covered by additional available CLTS program funding.

**Fiscal Impact*: $2,515**

**Enter $0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

| Increase | Decrease | Account # | Account Title | Amount |
|---|---|---|---|---|
| ☒ | ☐ | 201.076.140.148.5300 | Supplies | 2,515.00 |
| ☒ | ☐ | 201.076.140.148.4302.0872 | State grant and aid revenue TPA CLTS Fed other | 2,515.00 |

BF

**AUTHORIZATIONS**

Erik Pahl
*Signature of Department Head*

Department: Health & Human Services

Date: 5/31/19

*Signature of DOA or Executive*

Date: 6-11-19

Revised 12/3/18

8

**BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188

Erik Pritzl, Executive Director

Phone (920) 448-6000 Fax (920) 448-6166

To: Human Services Board
Human Services Committee

From: Erik Pritzl, Executive Director

Date: June 13, 2019

Re: Executive Director's Report

**Secure Residential Care Center for Children and Youth (SRCCCY)**

There is continued assessment of the construction costs, operational costs, and feasibility of operating a SRCCCY by Brown County that would serve our youth in need of these services, and others from counties in Wisconsin. Counties that are still involved in the process include Dane, Milwaukee, Racine and Brown. LaCrosse has shown interest, but is evaluating whether to continue in the planning process or not. Fond du Lac has withdrawn their letter of interest.

Legislation has been proposed to correct some of the problems identified by counties related to the original SRCCCY legislation. This includes adjusting the timeline for counties to submit proposals for an SRCCCY and work with the grant committee, changing the closure date of the current State youth correctional facilities, makes the increase in Youth Aids funding available to single counties that operate an SRCCCY provided they serve youth from other counties, and other technical corrections.

**Organizational Effectiveness (OE)**

The OE team from Child Protective Services met on June 6-7, and reviewed progress on work groups that have been convened on process improvement (service authorization entry, car seat tracking and use), professionalism in communication, team building, and consistency in training and support. The team has one more day with external facilitators planned for July, and then internal facilitators will need to continue the work of tracking and adjusting remedies to identified gaps, prioritizing new gaps, and chartering work groups as needed.

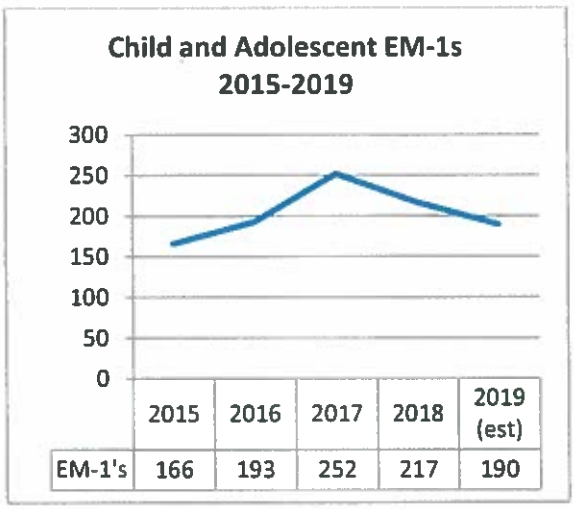
**Child Protective Services Study**

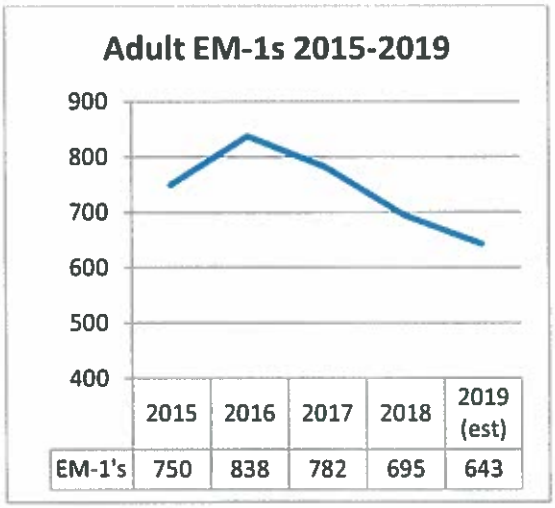
Work is underway on the Child Protective Services Study with the Professional Consulting Group (PCG). The key activities of the study will include administering a staff survey, conducting focus groups and interviews with multiple levels of the agency, collecting and analyzing caseload data, reviewing a sample of cases, and assessing other organizational

practices with regard to onboarding, training, recruitment and retention. It is anticipated that a presentation of preliminary findings will be provided in July, and a final report submitted in August.

**Emergency Detentions**

Emergency detentions for both adults and children are lower in 2019 compared to 2018, and the year to date trend shows a downward trend continuing from prior years. The two charts below show prior years, and estimates for 2019.

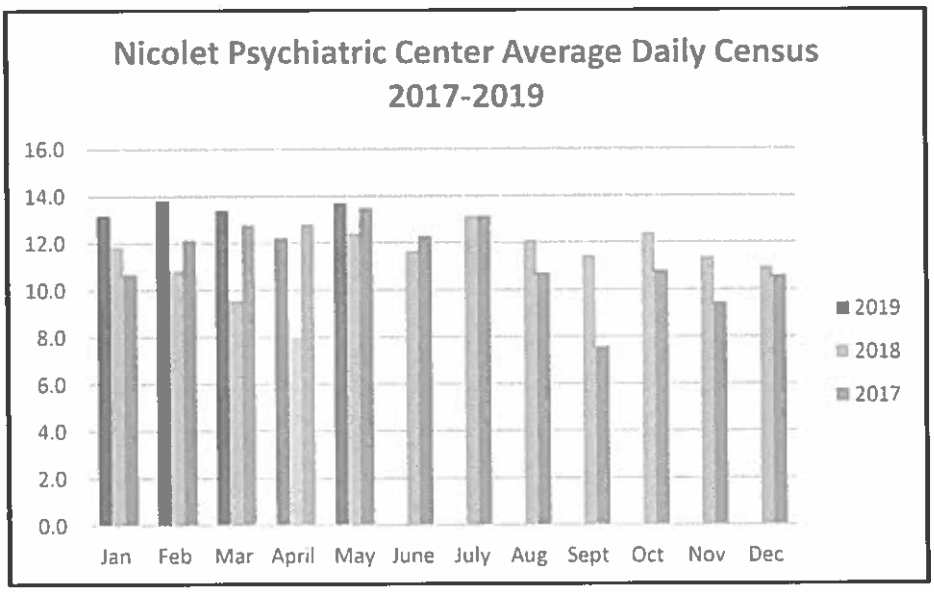


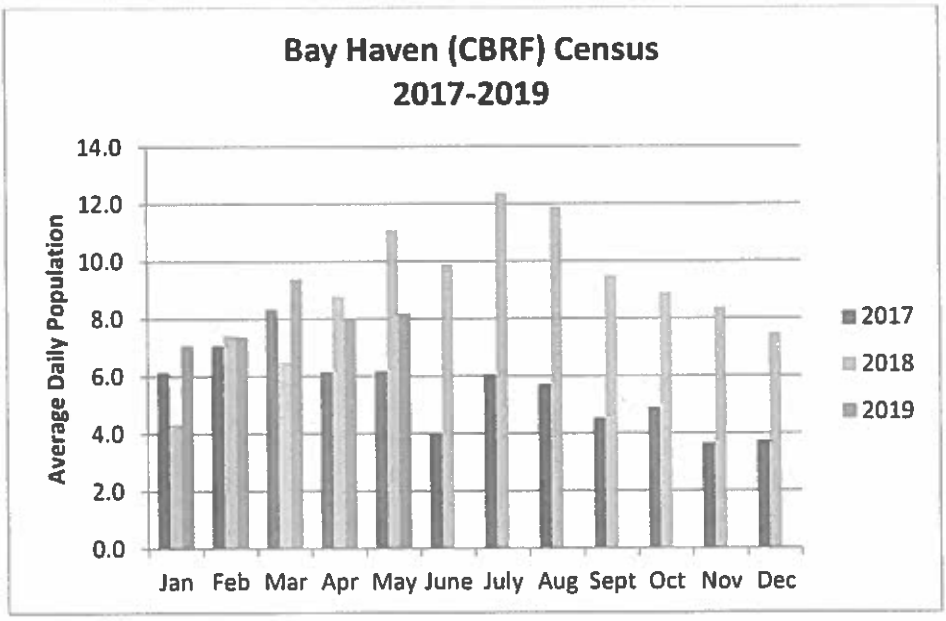




There has been a shift to more voluntary admissions at the Community Treatment Center, and other partners have indicated more voluntary use of services. However, there have been more admissions to Winnebago Mental Health Institute (WMHI) in 2019. These admissions can occur when there are capacity issues with our local facilities, or needs that can't be addressed in our local facilities. Specific to capacity, all local options are explored prior to using an out of county facility. There was data shared recently on statewide transports to WMHI, and Brown County was number 11 for counties. There are other counties with more transports to WMHI that also have local facilities. These include Waukesha, Fond du Lac, and Milwaukee.

**Community Treatment Center**

Census at our Community Treatment Center units has been slightly higher in 2019 compared to 2018. The average daily census for May at the Nicolet Psychiatric Center was 13.7, and the average daily census at Bay Haven (CBRF) for May was 8.1. Three years of average daily census at the Nicolet Psychiatric Center (NPC) are presented visually in the charts below.


Nicolet Psychiatric Center Average Daily Census
2017-2019
16.0
14.0
12.0
10.0
8.0
6.0
4.0
2.0
0.0
Jan
Feb
Mar
April
May
June
July
Aug
Sept
Oct
Nov
Dec
2019
2018
2017


Bay Haven (CBRF) Census
2017-2019
Average Daily Population
14.0
12.0
10.0
8.0
6.0
4.0
2.0
0.0
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec
2017
2018
2019

**BROWN COUNTY HEALTH & HUMAN SERVICES**

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

Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: June 4, 2019

Subject: 4/30/19 YTD Financial Results for Community Treatment Center and Community Services

Community Treatment Center

Year to date financial results as of 4/30/19 for the Community Treatment Center include revenues at 35.6% of the 2019 annual budget and expenses at 33.0% compared to a benchmark of 33.3% for 4 of 12 months. The favorable YTD revenue variance is $297,319 which continues to be due primarily to higher census for Nicolet Psychiatric Center. An overall favorable expense variance of $41,574 includes $29,000 due to no Outlay Equipment expenditures yet this year from a budget of $87,000 and a favorable Food expense variance of $15,579. The Dietary area of operations has focused on identified lower cost alternatives for certain high volume food items (yogurt for example) while maintaining quality standards.

2019 YTD census compared to budget is as follows:

| Average Daily Census | YTD | Budget |
|---|---|---|
| Bayshore Village SNF | 60.1 | 61.3 |
| Nicolet Psychiatric Center | 13.1 | 10.7 |
| Bay Haven CBRF | 7.9 | 7.9 |

Community Services

April YTD financial results for Community Services include revenues at 33.8% of the annual budget and expenses at 34.2%. The favorable revenue variance of $235,067 is due to higher than anticipated CLTS program TPA (Third Party Administrator) revenue for vendors providing services with payments from the state processed through WPS (WI Physician Services insurance company) on behalf of Brown County. This higher revenue is offset by correspondingly higher expense included in Operating Expenses.

Personnel Costs show a favorable variance of $198,589 primarily due to Fringe Benefits expense under budget. Operating Expenses continue to show an unfavorable variance ($685,471) YTD due to higher than budgeted CLTS program TPA expense as explained above and other Purchased Services including high State Mental Health facility costs for both children and adults. Some of these State Mental Health facility costs, especially those for child/adolescent stays, will later be credited to the county when the state facility collects from the Medicaid program for eligible patients. Residential Care Center and Correctional facility purchased service costs for youth in the juvenile justice system also continue at a high level. Finally, there is a YTD favorable variance of $42,667 in the Outlay category because the Shelter Care bathroom project budgeted in 2019 has not yet incurred any expenditures.

Respectfully Submitted,

Eric Johnson
Finance Manager

# Community Treatment Center

Through 04/30/19
Prior Fiscal Year Activity Included
Summary Listing

| Account Classification | | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year YTD |
|---|---|---|---|---|---|---|---|---|---|---|
| Fund 630 - Community Treatment Center | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Property Taxes | | 3,200,420.00 | .00 | 3,200,420.00 | 266,701.67 | .00 | 1,066,806.68 | 2,133,613.32 | 33.3% | 1,066,403.32 |
| Intergov Revenue | | 4,194,042.00 | .00 | 4,194,042.00 | 380,905.92 | .00 | 1,413,602.29 | 2,780,439.71 | 33.7% | 1,374,371.00 |
| Public Charges | | 4,004,411.00 | .00 | 4,004,411.00 | 340,067.10 | .00 | 1,584,797.92 | 2,419,613.08 | 39.6% | 1,270,912.82 |
| Miscellaneous Revenue | | 1,554,137.00 | .00 | 1,554,137.00 | 119,890.36 | .00 | 467,805.88 | 1,086,331.12 | 30.1% | 582,590.59 |
| Other Financing Sources | | .00 | 122,965.00 | 122,965.00 | 122,965.00 | .00 | 122,965.00 | .00 | 100.0% | 58,565.00 |
| | REVENUE TOTALS | $12,953,010.00 | $122,965.00 | $13,075,975.00 | $1,230,530.05 | $0.00 | $4,655,977.77 | $8,419,997.23 | 35.6% | $4,352,842.73 |
| EXPENSE | | | | | | | | | | |
| Personnel Costs | | 9,134,103.00 | 85,965.00 | 9,220,068.00 | 845,779.18 | .00 | 3,085,493.86 | 6,134,574.14 | 33.5% | 3,200,761.29 |
| Operating Expenses | | 4,305,357.00 | 37,000.00 | 4,342,357.00 | 367,897.77 | 63,703.34 | 1,422,740.33 | 2,855,913.33 | 32.8% | 1,415,866.76 |
| Outlay | | 87,000.00 | .00 | 87,000.00 | .00 | .00 | .00 | 87,000.00 | 0.0% | .00 |
| | EXPENSE TOTALS | $13,526,460.00 | $122,965.00 | $13,649,425.00 | $1,213,676.95 | $63,703.34 | $4,508,234.19 | $9,077,487.47 | 33.0% | $4,616,628.05 |
| Fund 630 - Community Treatment Center Totals | | | | | | | | | | |
| | REVENUE TOTALS | 12,953,010.00 | 122,965.00 | 13,075,975.00 | 1,230,530.05 | .00 | 4,655,977.77 | 8,419,997.23 | 35.6% | 4,352,842.73 |
| | EXPENSE TOTALS | 13,526,460.00 | 122,965.00 | 13,649,425.00 | 1,213,676.95 | 63,703.34 | 4,508,234.19 | 9,077,487.47 | 33.0% | 4,616,628.05 |
| | Grand Totals | ($573,450.00) | $0.00 | ($573,450.00) | $16,853.10 | ($63,703.34) | $147,743.58 | ($657,490.24) | | ($263,785.32) |

# Community Services

Through 04/30/19
Prior Fiscal Year Activity Included
Summary Listing

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year YTD |
|---|---|---|---|---|---|---|---|---|---|
| Fund 201 - Community Services | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property Taxes | 15,986,348.00 | .00 | 15,986,348.00 | 1,332,195.69 | .00 | 5,328,782.76 | 10,657,565.24 | 33.3% | 5,390,926.00 |
| Intergov Revenue | 33,020,137.00 | 185,641.00 | 33,205,778.00 | 2,986,796.69 | .00 | 11,157,972.15 | 22,047,805.85 | 33.6% | 10,814,253.57 |
| Public Charges | 2,263,051.00 | 11,400.00 | 2,274,451.00 | 236,811.77 | .00 | 736,418.81 | 1,538,032.19 | 32.4% | 728,438.00 |
| Miscellaneous Revenue | 86,250.00 | 36,639.00 | 122,889.00 | 4,822.26 | .00 | 10,256.59 | 112,632.41 | 8.3% | 92,730.56 |
| Other Financing Sources | 36,639.00 | 260,549.00 | 297,188.00 | 297,188.00 | .00 | 297,188.00 | .00 | 100.0% | 248,551.24 |
| REVENUE TOTALS | $51,392,425.00 | $494,229.00 | $51,886,654.00 | $4,857,814.41 | $0.00 | $17,530,618.31 | $34,356,035.69 | 33.8% | $17,274,899.37 |
| EXPENSE | | | | | | | | | |
| Personnel Costs | 20,122,872.00 | 350,550.00 | 20,473,422.00 | 1,712,407.64 | .00 | 6,625,884.71 | 13,847,537.29 | 32.4% | 6,199,287.46 |
| Operating Expenses | 31,141,553.00 | 143,679.00 | 31,285,232.00 | 2,942,919.21 | 14,417.00 | 11,113,881.20 | 20,156,933.80 | 35.5% | 10,986,506.71 |
| Outlay | 128,000.00 | .00 | 128,000.00 | .00 | .00 | .00 | 128,000.00 | 0.0% | 23,129.50 |
| EXPENSE TOTALS | $51,392,425.00 | $494,229.00 | $51,886,654.00 | $4,655,326.85 | $14,417.00 | $17,739,765.91 | $34,132,471.09 | 34.2% | $17,208,923.67 |
| Fund 201 - Community Services Totals | | | | | | | | | |
| REVENUE TOTALS | 51,392,425.00 | 494,229.00 | 51,886,654.00 | 4,857,814.41 | .00 | 17,530,618.31 | 34,356,035.69 | 33.8% | 17,274,899.37 |
| EXPENSE TOTALS | 51,392,425.00 | 494,229.00 | 51,886,654.00 | 4,655,326.85 | 14,417.00 | 17,739,765.91 | 34,132,471.09 | 34.2% | 17,208,923.67 |
| Grand Totals | $0.00 | $0.00 | $0.00 | $202,487.56 | ($14,417.00) | ($209,147.60) | $223,564.60 | | $65,975.70 |

| BROWN COUNTY COMMUNITY TREATMENT CENTER<br>MAY 2019 BAY HAVEN STATISTICS | | | | | | | |
|---|---|---|---|---|---|---|---|
| | MAY | YTD 2019 | YTD 2018 | | MAY | YTD 2019 | YTD 2018 |
| **ADMISSIONS** | | | | | | | |
| Voluntary - Mental Illness | 44 | 179 | 144 | **AVERAGE DAILY CENSUS** | 8.1 | 8.0 | 7.5 |
| Emergency Detention - Mental Illness | 0 | 0 | 0 | | | | |
| Return from Conditional Release | 0 | 0 | 0 | **INPATIENT SERVICE DAYS** | 252 | 1202 | 1133 |
| Court Order - Prelim Mental Illness | 0 | 0 | 0 | | | | |
| Court Order - Final Hearing | 0 | 0 | 0 | **BED OCCUPANCY** | 54% | 53% | 50% |
| Other - EPP | 1 | 1 | 6 | | | | |
| **TOTAL** | 45 | 180 | 150 | **DISCHARGES** | 43 | 178 | 142 |
| | | | | | | | |
| **READMIT WITHIN 30 DAYS** | | | | **DISCHARGE DAYS** | 204 | 1554 | 864 |
| Readmit within 30 days | 1 | 18 | 13 | | | | |
| | | | | **AVERAGE LENGTH OF STAY** | 5 | 8.7 | 6 |
| **IN/OUT** | 1 | 8 | 17 | | | | |
| | | | | | | | |
| **ADMISSIONS BY COUNTY** | | | | **AVERAGE LOS BY COUNTY** | | | |
| | | | | | | | |
| Brown | 39 | 158 | 122 | Brown | 5 | 7 | 10 |
| Door | 1 | 6 | 1 | Door | 4 | 7 | 0 |
| Kewaunee | 1 | 3 | 1 | Kewaunee | 5 | 3 | 3 |
| Oconto | 2 | 4 | 7 | Oconto | 14 | 8 | 5 |
| Marinette | 0 | 0 | 0 | Marinette | 0 | 0 | 0 |
| Shawano | 1 | 5 | 12 | Shawano | 7 | 8 | 10 |
| Waupaca | 0 | 0 | 1 | Waupaca | 0 | 0 | 2 |
| Menominee | 0 | 0 | 0 | Menominee | 0 | 0 | 0 |
| Outagamie | 0 | 1 | 2 | Outagamie | 0 | 0 | 4 |
| Manitowoc | 0 | 1 | 1 | Manitowoc | 0 | 0 | 1 |
| Winnebago | 0 | 0 | 1 | Winnebago | 0 | 0 | 2 |
| Other | 1 | 2 | 2 | Other | 5 | 4 | 16 |
| **TOTAL** | 45 | 180 | 150 | **TOTAL** | 5 | 8 | 6 |

| BROWN COUNTY COMMUNITY TREATMENT CENTER<br>MAY 2019 NICOLET PSYCHIATRIC CENTER STATISTICS | | | | | | | |
|---|---|---|---|---|---|---|---|
| | MAY | YTD 2019 | YTD 2018 | | MAY | YTD 2019 | YTD 2018 |
| **ADMISSIONS** | | | | | | | |
| Voluntary - Mental Illness | 7 | 79 | 66 | **AVERAGE DAILY CENSUS** | 13.7 | 13.3 | 10.5 |
| Emergency Detention - Mental Illness | 27 | 151 | 216 | | | | |
| Return from Conditional Release | 8 | 33 | 37 | **INPATIENT SERVICE DAYS** | 425 | 2002 | 1593 |
| Court Order - Prelim Mental Illne | 0 | 0 | 0 | | | | |
| Court Order - Final Hearing | 0 | 4 | 4 | **BED OCCUPANCY** | 86% | 83% | 66% |
| Other | 0 | 0 | 0 | | | | |
| **TOTAL** | 42 | 267 | 323 | **DISCHARGES** | 46 | 268 | 323 |
| | | | | | | | |
| **READMIT WITHIN 30 DAYS** | | | | **DISCHARGE DAYS** | 367 | 1889 | 1583 |
| Readmit within 30 days | 5 | 31 | 23 | | | | |
| | | | | **AVERAGE LENGTH OF STAY** | 8 | 7 | 5 |
| **IN/OUT** | 1 | 12 | 10 | | | | |
| | | | | | | | |
| **ADMISSIONS BY COUNTY** | | | | **AVERAGE LOS BY COUNTY** | | | |
| | | | | | | | |
| Brown | 34 | 238 | 267 | Brown | 10 | 9 | 5 |
| Door | 2 | 4 | 5 | Door | 7 | 5 | 2 |
| Kewaunee | 0 | 2 | 2 | Kewaunee | 0 | 0 | 1 |
| Oconto | 2 | 5 | 11 | Oconto | 15 | 9 | 5 |
| Marinette | 0 | 0 | 7 | Marinette | 0 | 0 | 3 |
| Shawano | 1 | 4 | 5 | Shawano | 6 | 5 | 2 |
| Waupaca | 0 | 0 | 0 | Waupaca | 0 | 0 | 0 |
| Menominee | 0 | 1 | 0 | Menominee | 0 | 0 | 0 |
| Outagamie | 2 | 7 | 9 | Outagamie | 7 | 6 | 2 |
| Manitowoc | 0 | 1 | 10 | Manitowoc | 0 | 0 | 2 |
| Winnebago | 0 | 0 | 0 | Winnebago | 0 | 0 | 0 |
| Other | 1 | 5 | 7 | Other | 7 | 11 | 6 |
| **TOTAL** | 42 | 267 | 323 | **TOTAL** | 8 | 7.8 | 5 |

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Bayshore Village
May 2019 Statistics

| NURSING HOME | | | |
|---|---|---|---|
| **ADMISSIONS** | **MAY 2019** | **Yr to Date 2019** | **Yr to Date 2018** |
| From Nicolet Psychiatric Center | 1 | 1 | 0 |
| From General Hospital | 0 | 0 | 2 |
| From Nursing Home | 0 | 4 | 0 |
| From Home | 0 | 0 | 1 |
| From Residential Care Facilities | 0 | 1 | 1 |
| Protective Placement | 4 | 11 | 10 |
| Other | 0 | 0 | 0 |
| Total | 5 | 17 | 14 |
| | | | |
| Re-admit from hospital stay (Unit chart was not closed) | 0 | 0 | 0 |
| **DISCHARGES** | **MAY 2019** | **Yr to Date 2019** | **Yr to Date 2018** |
| To Nicolet Psychiatric Center | 0 | 0 | 0 |
| To General Hospital | 0 | 0 | 0 |
| To Nursing Home | 0 | 0 | 0 |
| To Home | 0 | 0 | 4 |
| To Alternate Care Programs | 0 | 0 | 0 |
| To Residential Care Facilities | 0 | 2 | 5 |
| Expired | 0 | 9 | 3 |
| Other | 0 | 1 | 0 |
| Total | 0 | 12 | 12 |
| Bed Occupancy Including Payable | 96.7 | 95.2 | 96.7 |
| (Bed Hold Days) | | | |
| | | | |
| D/C to Hospital (Unit chart not closed) | 0 | 0 | 0 |
| **Total Service Days** | **MAY 2019** | **Yr to Date 2019** | **Yr to Date 2018** |
| SNF - (Skilled Nursing Facility) | 1888 | 9037 | 9164 |
| | | | |
| Paid Bed Hold Days | 0 | 0 | 62 |
| Total Payable Days | 1888 | 9037 | 9226 |
| Unpaid Bed Hold Days | 0 | 14 | 0 |
| Total | 1888 | 9051 | 9226 |
| | | | |
| | | | |
| Number days D/C to hospital (not billable) | 0 | 0 | 0 |
| **Average Daily Census** | **MAY 2019** | **Yr to Date 2019** | **Yr to Date 2018** |
| Avg Census (Payable Days) | 96.7 | 95..0 | 97.0 |
| (total days/total beds) | | | |
| Avg Census (All Days) | 96.7 | 95.1 | 97.0 |
| (total days/total beds) | | | |
| Avg. Daily Census Bayshore Village(63 Beds) | 60.9 | 60.1 | 61.5 |
| | | | |
| ** Nursing Home client with DD1A Level of Care | | | |



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# CTC Double Shifts Worked — May 1-31, 2019

| Employee Name | Classification | Date(s) | shifts worked |
|---|---|---|---|
| Begalke, John | CNA | May 7, 11, 13, 15, 16, 20, 22, 23 | PM / NOC |
| | | May 24, 25, 27, 31 | NOC / AM |
| Chang, Chue | CNA | May 6, 23, 29 | AM / PM |
| Dessart, Kerri | CNA | May 4, 5 | AM / PM |
| Dimitrova, Miglena | CNA | May 11 | AM / PM |
| Furst, Brian | CNA | May 3 | AM / PM |
| Goggins, Laura | RN | May 5 | AM / PM |
| Greenwood, Vicky | LPN | May 8, 11 | AM / PM |
| Hanson, Ian | CNA | May 3, 10 | AM / PM |
| Harrill, Diane | CNA | May 4, 5, 11, 12, 18, 19, 24, 25, 26, 27, 31 | PM / NOC |
| Joachim, Bob | CNA | May 5, 15, 24 | AM / PM |
| Johnson, Sheniqua | RN | May 10 | PM / NOC |
| Molzahn, Mackenzie | CNA | May 25, 26 | AM / PM |
| Radeva, GiGi | CNA | May 11, 12, 25, 26 | AM / PM |
| Spencer, Brenda | LPN | May 14, 18 | AM / PM |
| vonBerlichingen, Annelise | CNA | May 4 | PM / NOC |
| Weso, Binnay | RN | May 17 | AM / PM |

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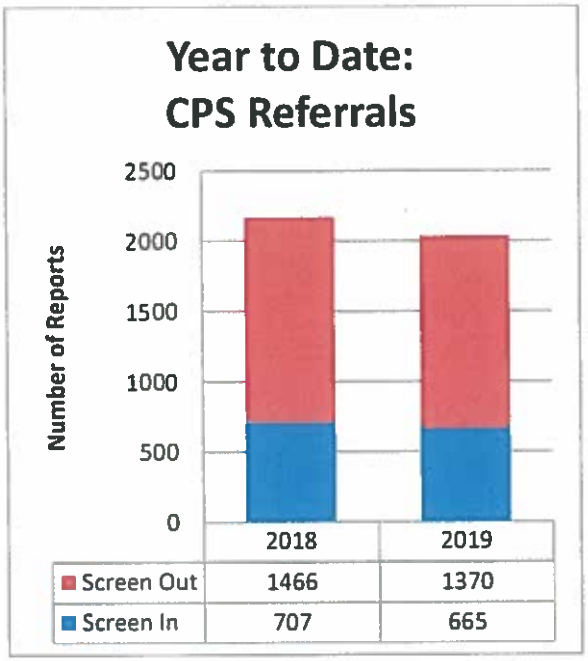
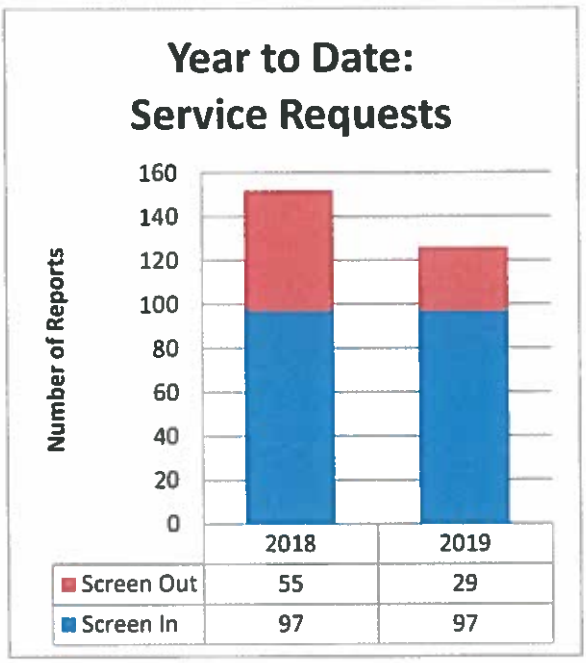
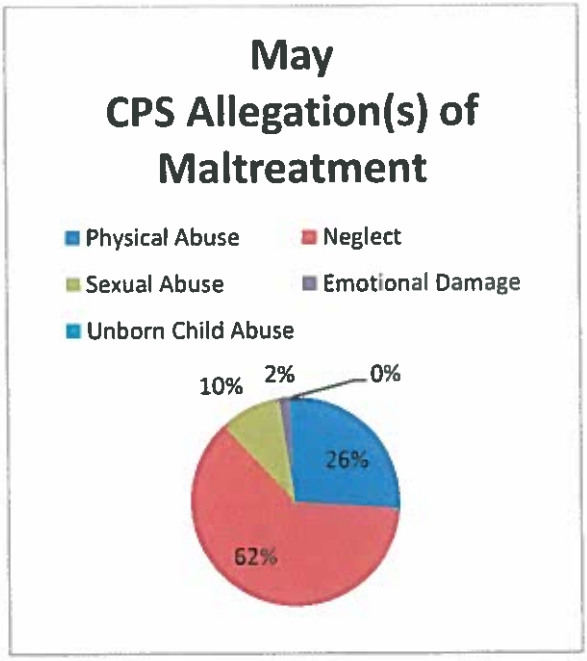
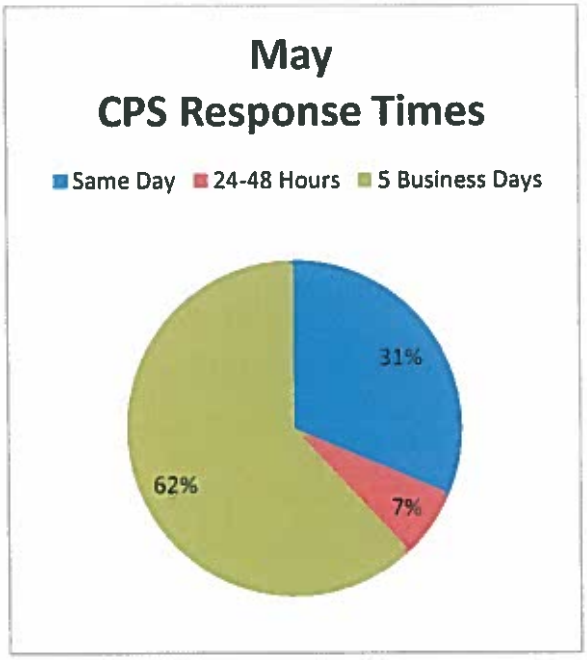
# Child Protection Statistics: May, 2019




In the month of May, schools began their end of year activities and child neglect and abuse reports maintained. Mandated reporters continue to be a majority of our referrals of child neglect and abuse. There were many same day cases that impacted the initial assessment team due to the necessity of an emergency response.

Due to the complexity of cases and needs of the youth in care, the foster care team is working hard to find placements for teenage females at the county and treatment agency level.

**HEALTH AND HUMAN SERVICES**
**2019 PROVIDER CONTRACT LIST - 6/4/2019**

| Provider | Service(s) Description | Target Client | Contract Not-to-Exceed Amount |
|---|---|---|---|
| 101 Mobility (Mobility 101 in Avatar) of Northeast WI | Medical/therapeutic supplies and equipment and home modifications | Children | $50,000 |
| Acceptional Minds LLC | Living skills for autistic and/or behaviorally-challenged children and their families | Children | $600,000 |
| A & J Vans Inc. | Vehicle modifications for families with disabled children | Families of disabled children | $65,000 |
| Adams L AFH | 3-4 bed traditional adult family home | MH/AODA | $62,000 |
| ADL Monitoring Solutions | UA observed collection and transport for veterans treatment court | AODA adults | $20,000 |
| Advocates for Healthy Transitional Living LLC | Treatment foster care placing agency and respite care | High behavioral needs children | $930,000 |
| Affinity Health (St. Elizabeth Hospital & Affinity Medical Group) | Inpatient detox services | MH/AODA | $25,000 |
| Anderson, Campell Educational Teaching (ACE) | Daily living skills training | Children | $60,000 |
| Anna's House Assisted Living | CBRF (assisted living) | MH/AODA | $100,000 |
| ASPIRO Inc. | Birth to 3 services, respite, prevocational training, adult day programming | Children with disabilities | $695,000 |
| Assisted Living by Hillcrest (Allouez Parkside Village #1 and #2) | CBRF (assisted living) for APS use | At-risk adults | $75,000 |
| Bellin Health Occupational Health Solutions | Drug screenings and transporting inpatient clients to court | Adult parents | $10,000 |
| Bellin Psychiatric Center | Inpatient psychiatric and detox services | MH/AODA | $250,000 |
| Berry House (Robert E. Berry House) | CBRF (assisted living) that takes individuals with backgrounds in violent crimes | MH | $75,000 |
| Better Days Mentoring | Youth mentoring services, daily living skills | Youth | $275,000 |
| Boll Adult Care Concepts | Corporate adult famiy home (assisted living) with CCS services for high needs behavioral health | MH/AODA | $500,000 |
| Boys' Town (Nebraska) - **THEIR CONTRACT; NOT OURS** | Care of an extremely high needs CPS child that we cannot find placement for in WI (was placed in New Mexico prior) | Specific CPS Child | |
| Brotoloc Health Care System | CBRF and corporate adult family homes (assisted living) | PD with MH issues | $500,000 |
| Caravel Autism Health | Social learning groups for children with social communication challenges | Children | $17,500 |
| Care for All Ages (CFAA) | CBRF (assisted living), child day care (day care used VERY sparingly) | PD with MH issues | $35,000 |
| Catholic Charities of the Diocese of GB | Teen Parenting program, fiscal agent services, domestic violence group | Teens | $160,000 |
| CP Center | Respite and daily living skills | Children with disabilities | $75,000 |
| Childrens Service Society | Treatment foster care placing agency | Children | $10,000 |
| Chileda Institute | Children high-needs residential care center (RCC) | High behavioral needs children | $175,000 |
| Cisler Construction | Home remodeling/modifications | Families of long-term care children | $50,000 |
| Clarity Care Inc. | CBRF (assisted living), home health care | PD with MH issues | $10,000 |
| Clinicare - Milwaukee Academy | Youth high-needs residential care center (RCC) | High behavioral needs children | $145,000 |
| Communication Pathways LLC | Social learning groups for children with social communication challenges | Children | $50,000 |
| Compass Development | CBRF (assisted living) | PD with MH issues | $62,000 |
| Cordoba Residence LLC | 1-2 bed corporate adult family home (AKA 'Community Care Home') specializing in 1:1 care | MH needing 1:1 care | $210,000 |
| Curative Connections | Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services | MH/AODA and LTC children | $420,000 |
| Curo Care LLC | Corporate adult family homes (assisted living) | PD with MH issues | $200,000 |
| Deer Path Assisted Living Inc. | CBRF, corporte adult family homes (assisted living) | MH/AODA | $120,000 |
| Dodge County (DBA Clearview Behavioral Health) | Brain injury rehabilitation center | Adults w/traumatic brain injury | $285,000 |
| Dynamic Family Solutions | Family counseling/treatment programs | Families of juvenile offenders | $30,000 |
| Encompass Child Care | Child day care | Children | $50,000 |
| Engberg AFH | 1-2 bed traditional adult family home | MH | $22,000 |

**HEALTH AND HUMAN SERVICES**
**2019 PROVIDER CONTRACT LIST - 6/4/2019**

| Provider | Service(s) Description | Target Client | Contract Not-to-Exceed Amount |
|---|---|---|---|
| Exceptional Equestrians | Hippotherapy and therapeutic riding to clients with special needs | Children with disabilities | $50,000 |
| Expressive Therapies LLC | Music therapy for children | Children | $28,000 |
| Family Services of Northeast Wisconsin Inc. | CBRF (assisted living), CRISIS Center services, counseling, CCS services | MH/AODA, children | $2,900,000 |
| Family Training Program | Parenting/family skills training | CPS parents, parents of juvenile offenders | $290,000 |
| Family Works Programs, Inc. | Treatment foster care placing agency | Children | $25,000 |
| Foundations Health and Wholeness, Inc. | Treatment foster care placing agency and CCS Services | Children and adults | $200,000 |
| Friendship House | Group home for juvenile offenders | Juvenile offenders | $100,000 |
| The Gathering Place | CCS peer support services | MH/AODA | $25,000 |
| Golden House | Domestic abuse services | Adults in need | $63,086 |
| Gonzalez AFH | 3-4 bed traditional adult family home | PD with MH issues | $24,000 |
| Goodwill Industries | Prevocational services | PD with MH issues | $2,500 |
| Green Bay Area Builders | Home remodeling/modifications | Families of long-term care children | $50,000 |
| Green Bay Transit Commission - **NO CONTRACT** | Bus passes for transportation to/from school, meetings with parents, etc. | CPS case children and adults | |
| Greenfield Rehabilitation Agency, Inc. | Birth to 3 services | Children with disabilities | $510,000 |
| GT Mobility & Services | Vehicle modifications for families with disabled children | Families of disabled children | $95,000 |
| Helping Hands Caregivers | Supportive home care | PD with MH issues | $10,000 |
| Home Instead Senior Care | Supportive home care | PD with MH issues | $8,000 |
| Homes for Independent Living | CBRF (assisted living) | MH | $200,000 |
| HME Home Medical | Medical and therapeutic supplies and equipment | Children | $55,000 |
| Improved Living Services | Corporate adult family homes (assisted living), CCS services | MH | $75,000 |
| Independent Mobility Plus | Medical and therapeutic supplies and equipment | Children | $50,000 |
| Infinity Care Inc. | CBRF (assisted living), home health care | PD with MH issues | $95,000 |
| Innovative Services | Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care | High-needs MH | $1,850,000 |
| Jackie Nitschke Center Inc. | AODA residential and intensive outpatient services | AODA adults and youth | $150,000 |
| Jacobs Fence | Fence building and repair | Families of long-term care children | $90,000 |
| KCC Fiscal Agent Services | Payor of client-hired personal care workers | | $950,000 |
| KUEHG - Kindercare | Child day care | Children | $85,000 |
| Kismet Advocacy | Mentoring, living skills for autistic and/or behaviorally-challenged children and their families | Children | $280,000 |
| Kimbrough, Ellen AFH | 1-2 bed traditional adult family home | MH | $30,000 |
| Lad Lake | Youth high-needs residential care center (RCC) | High behavioral needs children | $150,000 |
| Lutheran Social Services | CBRF (assisted living) with CCS services | MH/AODA | $905,000 |
| Lutheran Social Services (Homme Home) | Youth (all male) high-needs residential care center (RCC) | High behavioral needs children | $615,000 |
| Macht Village Programs Inc. (MVP) | Respite care, counseling, daily living skills, treatment foster care child placing agency | High behavioral needs children | $700,000 |
| Matthews Senior Living | CBRF (assisted living) | PD with MH issues | $55,000 |
| McCormick Memorial Home | CBRF (assisted living) | MH/AODA | $60,000 |
| Meridian Senior Living (Birch Creek and Bishop's Court) | CBRF (assisted living) for APS use | At-risk adults | $60,000 |
| Milestones Behavioral Pediatrics | Social learning groups for children with social communication challenges | Children | $20,000 |
| Moon Beach Camp | Summer camp for children with autism | Children with long-term care needs | $20,000 |

**HEALTH AND HUMAN SERVICES**
**2019 PROVIDER CONTRACT LIST - 6/4/2019**

| Provider | Service(s) Description | Target Client | Contract Not-to-Exceed Amount |
|---|---|---|---|
| Mooring Programs Inc. | AODA residential services | AODA adults | $100,000 |
| My Brother's Keeper | Male Mentoring Program | Juvenile males | $10,000 |
| Mystic Meadows LLC | Corporate AFH (assisted living) | MH/AODA | $300,000 |
| NEW Community Shelter Inc. | Homeless sheltering services | MH | $40,000 |
| Northwest Passage | Children high-needs residential care center (RCC) | High behavioral needs children | $125,000 |
| Nova Counseling Services Inc. | AODA residential services | AODA adults | $50,000 |
| Nurses PRN Home Care | Skilled nursing services | Children | $45,000 |
| Oconomowoc Development Training Center | Residential care center (RCC) for juvenile offenders | Juvenile offenders | $175,000 |
| Options Counseling Services (Koinonia) | AODA residential services | AODA adults | $35,000 |
| Options for Independent Living Inc. | CCS peer support services, home modification assessments | MH/AODA | $10,000 |
| Options Treatment Program | AODA treatment, CCS services | AODA youth and adults | $40,000 |
| Paragon Industries | Daily respite care | Children with long-term care needs | $250,000 |
| Parmentier AFH | 3-4 bed traditional adult family home | MH | $44,500 |
| Pathways Treatment | AODA residential treatment for dual diagnosis clients | AODA/MH (dual diagnosis) | $375,000 |
| Pillar and Vine, Inc. | Treatment foster care placing agency | Children | $25,000 |
| Prevea Health WorkMed | Drug screenings | CPS parents, AODA, JJ youth | $55,000 |
| Productive Living Systems | Corporate adult family homes, CBRF (assisted living), supportive apartment program | MH/AODA | $275,000 |
| Productive Living Systems (Pnuma LLC) | CBRF (assisted living) | PD with MH issues | $120,000 |
| Psychological Consultants of Green Bay | Psychological assessments to determine competency | Elderly, DD | $25,000 |
| Ravenwood Behavioral Health | Nursing home for high-needs MH clients | High-needs MH | $100,000 |
| Rawhide, Inc. | Residential care center (RCC) for juvenile offenders | Juvenile offenders | $500,000 |
| Rehabilitation House | Transitional CBRF (assisted living) for co-occurring AODA/MH | MH/AODA | $60,000 |
| REM Wisconsin | Corporate adult family home, CBRF (assisted living) | MH, PD with MH issues | $200,000 |
| Saint A | Treatment foster care placing agency | Children | $30,000 |
| Social Thinkers | Social learning groups for children with social communication challenges | Children | $22,500 |
| Smith Receiving Home | Receiving home for emergency placements | Children in need | |
| Spectrum Behavioral Health | CCS services | Children | $100,000 |
| St. Vincent Hospital | Birth to 3 services, home delivered meals | Children with disabilities | $250,000 |
| Tellurian | Residential detox | AODA | $55,000 |
| Tim Halbrook Builders | Home remodeling/modifications | Families of long-term care children | $50,000 |
| Tomorrow's Children Inc. | Children high-needs residential care center (RCC) | High behavioral needs children | $100,000 |
| Treatment Providers LLC (Dr. Fatoki) | Medication Assisted Treatment (MAT) for opiod abuse treatment | AODA | $60,000 |
| Trempealeau County Health Care | County-run adult family homes, CBRF (assisted living), and institute for mental disease | Very high-needs MH | $1,400,000 |
| United Translators | Interpreter/translation services | Non-english speaking | $10,000 |
| VanLanen Receiving Home | Receiving home for emergency placements | Children in need | |
| Villa Hope | CBRF (assisted living), supportive apartment program | MH/AODA | $1,400,000 |
| Walking and Wheeling | Medical/therapeutic supplies and equipment and home modifications | Children | $85,000 |
| Willow Creek Behavioral Health (SBH) | Inpatient psychiatric and detox services | MH/AODA | $200,000 |
| Wisconsin Family Ties | Family support and advocacy services | Parents of MH/juvenile offenders | $26,000 |
| Wisconsin Lock and Load Transport | Provides secure transportation to/from GB to other state facilities | MH, JJ | $42,000 |

**Brown County Health and Human Services**
**New Non-Contracted and Contracted Providers**
June 3, 2019

| REQUEST FOR NON-CONTRACTED PROVIDER | | | |
|---|---|---|---|
| **PROVIDER** | **SERVICE DESCRIPTION** | **NOT-TO-EXCEED AMOUNT** | **DATE** |
| Kirkpatrick & Associates | Counseling for CPS child | $10,000 | 5/13/19 |
| Marshfield Properties | Rent for CPS family | $10,000 | 5/13/19 |
| Absolute Concrete | Concrete work to allow disabled child access to backyard | $10,000 | 5/20/19 |
| Best Invest Properties | Rent for CPS family | $10,000 | 5/20/19 |
| Dr. Stress & Associates | Neuropsych evaluation for a behavioral health client | $10,000 | 5/21/19 |
| Milwaukee Co. Health & Human Services | Birth to 3 services for a Brown County child placed in Milwaukee County | $10,000 | 5/21/19 |

| REQUEST FOR NEW PROVIDER CONTRACT | | | | |
|---|---|---|---|---|
| **PROVIDER** | **SERVICE DESCRIPTION** | **TARGET CLIENTS** | **NOT-TO-EXCEED CONTRACT AMOUNT** | **DATE** |
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