

BOARD OF SUPERVISORS
Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans
Dan Robinson, Erik Hoyer,
Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Wednesday, May 28, 2014
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 30, 2014.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board Meeting (April 24, 2014).
 - b. Aging & Disability Resource Center Nominations and Human Resource Committee (April 22, 2014).
 - c. Children With Disabilities Education Board (April 29, 2014 and May 14, 2014 – Special).
 - d. Human Services Board (May 8, 2014).
 - e. Veterans Recognition Subcommittee (April 15, 2014).

Syble Hopp School

2. Syble Hopp School 2014-2015 Budget.

Health Department

3. Discussion and approval of First Amendment to Lease between Brown County and First Merit Bank, NA to Kim P. Kramer.
4. Discussion re: Mileage reimbursement rate for sanitarians.

Human Services Department

5. Resolution re: On helping families move from homelessness to self-sufficiency. *Motion at April meeting: Hold for one month.*
6. Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager.

7. Budget Adjustment Request (14-49): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
8. Executive Director's Report.
9. Detox Update. *Motion at April meeting: To keep this item as an agenda item until some resolution is met.*
10. Approval to publish RFP for Human Services Enterprise Software – Project 1841.
11. Financial Report for Community Treatment Center and Community Programs.
12. Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
13. Request for New Non-Continuous Vendor.
14. Request for New Vendor Contract.

Aging & Disability Resource – No agenda items.

Veterans Services – No agenda items.

Other

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

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, April 30, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Evans, Supervisor Hoyer, Supervisor La Violette, Supervisor Haefs, Supervisor Robinson
Also Present: Jim Hermans, Jeremy Kral, Roberta Morschauer, Tim Schmitt, Nancy Fennema, other interested parties

I. Call Meeting to Order.

The meeting was called to order by senior member Dan Haefs at 5:30 p.m.

II. Approve/Modify Agenda.

Patrick Evans noted that Item 3 should be struck from the Agenda.

Motion made by Supervisor Hoyer, seconded by Supervisor Robinson to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Chair.

Dan Robinson nominated Patrick Evans for Chair.

Motion made by Supervisor La Violette, seconded by Supervisor Hoyer to close nominations and cast unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY

IV. Election of Vice Chair.

Pat La Violette nominated Dan Robinson for Vice Chair.

Motion made by Supervisor Hoyer, seconded by Supervisor Evans to close nominations and cast unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY

V. Set date and time for regular meetings.

A discussion was held with regard to setting regular meeting dates. It was determined that Human Services Committee meetings will be held on the Wednesday following the monthly County Board meeting at 5:30 pm.

VI. Approve/Modify Minutes of March 26, 2014.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Report from Human Services Chair, Patrick Evans

Chair Pat Evans thanked the Committee for electing him as Chair and also welcomed Supervisor Hoyer to the group. He stated he appreciated the work of the other Committee members and felt the work they do is very important and noted that they oversee a budget larger than the entire City of Green Bay.

1. **Review Minutes of:**
 - a. **Aging & Disability Resource Center (March 27, 2014).**
 - b. **Board of Health (September 10, 2013).**
 - c. **Children With Disabilities Education Board (February 25, 2014).**
 - d. **Community Options Program Planning Committee (March 24, 2014).**
 - e. **Human Services Board (April 10, 2014).**
 - f. **Veterans' Recognition Subcommittee (March 18, 2014).**

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to suspend the rules and take Items 1 a – f together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to receive and place on file Items 1 a – f. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

2. **Resolution re: On helping families move from homelessness to self-sufficiency. *Motion at March meeting: To keep this resolution on the agenda for the Human Services Committee and not forward to the full County Board until such time that there is action to be taken.***

Supervisor Robinson stated that meetings had been held recently that include possible plans for wide community involvement with regard to homelessness and poverty. The community partners who have been involved are not ready to talk publicly yet, however, Robinson hoped that more would be shared in the next several weeks.

Chair Evans stated that he and Supervisor La Violette had attended the NEW Community Shelter's 25th Anniversary Celebration recently and he was interviewed after. During his interview Evans stressed that he would be in support of duplicating services for the homeless as long as it is done outside of the city limits of Green Bay as he noted that all of the shelters seem to be located within the city limits but there are homeless in other communities within the County.

Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Resolution re: Reclassification Of Positions In the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist). *Motion at March meeting: Hold for one month.***

This Item was struck from the agenda.

4. **Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager.**

Motion made by Supervisor La Violette, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Budget Adjustment Request (14-25): Increase in expenses with offsetting increase in revenue.**

This budget adjustment is to record new funding for the Coordinated Services Team through a grant from Wisconsin Department of Health Services. This grant funding will be used to hire a CST Initiative Coordinator who will take a lead role in expanding capacity of the program to offer CST services to more families with complex needs in the community.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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6. **Budget Adjustment Request (14-28): Any increase in expenses with an offsetting increase in revenue.**

This adjustment is due to the Brown County Human Services Department receiving additional funding from the Department of Children and Families for Foster Parent Competency Training. These activities will be performed primarily by existing staff.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Retirement of Jim Hermans.**

Evans indicated that he felt this was a worthy agenda item due to Jim Hermans's 38 year career with Brown County. Hermans acted as the child protection/juvenile justice manager. La Violette wished Hermans the very best in his retirement and indicated he has done an outstanding job throughout his career. Evans stated that Hermans works very well with others and has a great insight. Robinson added his congratulations and stated that not only is Hermans an effective person in his job, but he is also a person of great compassion.

Hermans thanked the Committee for their kind words and indicated that it has been a privilege to work with the Human Services Committee over the years and he acknowledged the great role of the Committee and the County Board. He also thanked the administration of the Human Services Department as well as the front line team that deals directly with the citizens on a daily basis.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Executive Director's Report.**

Kral referenced his Director's Report that was contained in the agenda packet. There were no questions in relation to the report, however, Supervisor Haefs wanted to know how the 1% incentive pay for employees that was passed by the County Board was being distributed. Kral indicated that the Administration Committee has all of this information as they have been overseeing the process. Kral indicated that the Human Services Department does have a plan as to how the 1% will be distributed. Haefs indicated that he would like to know more about this and Kral will share more at the next meeting.

Motion made by Supervisor La Violette, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Detox Update.**

Kral provided a written summary of inpatient detoxification situations for 2013 and 2014 to date, a copy of which is attached, at the previous request of Robinson.

Robinson thanked Kral for putting this information together. He indicated that he is not going to let this matter go this term as it is his belief that the current situation is not working and changes need to be made. He has heard of people trying to find treatment from the hospital and the Crisis Center and they have been turned away and been ignored.

Robinson continued that he felt a certain level of cynicism has been reached in the community from some of the agencies that provide services. He has concerns about how the Crisis Center has handled situations in the past as it appears that they have narrowed their services to immediate suicide prevention. It is Robinson's understanding that the County is funding them to do more than that and he felt that there were many overlapping situations that involve seriously intoxicated individuals that are unable to take care of themselves. Kral stated he would be interested in learning more about the specific situations Robinson was aware of so they can be addressed.

Robinson referenced the beds set aside at the diversion facility on Danz Avenue and indicated that he felt two beds may be insufficient in light of the numbers cited in the second paragraph of the handout. Kral responded that this was plenty of capacity and the two beds are not both full very often. Robinson opined that either the beds are not being used correctly or the purpose for which those beds are set aside is not addressing the majority of the needs. Kral clarified the figures in the handout by stating that approximately 1/4 of the people coming into the BCMHC and NPC are for alcohol detentions and also noted that the length of stay for an alcohol hold is typically much shorter than other admissions.

Kral explained that one of the reasons the diversion beds are not utilized more is because some community partners prefer not to use unlocked settings. He also noted that law enforcement does not take advantage of utilizing these beds. Further, for people who have a history of complicated withdrawals, this setting would not be appropriate as they need constant medical monitoring.

Robinson made a request that this issue be a standing agenda item for this Committee as he felt it was a critical issue. Robinson stated that since Kral indicated there are ongoing conversations on how to deal with this issue he would like to be kept advised of what these conversations are. He noted that in his little experience with one facility he is affiliated with, it is clear that there are some serious issues that are not being addressed adequately.

Evans noted that this is a deep area and stated he is not sure that the Crisis Center is being compensated for more than just dealing with individuals who fall under Chapter 51. He noted that the Crisis Center has asked for more dollars as it is a difficult setting and there are also issues with law enforcement as to where to drop people off who are drunk. He noted that this is a complicated issue and he would keep this on the Human Services Committee as an agenda item for further updates.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to keep this item as an agenda item until some resolution is met. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Financial Report for Community Treatment Center and Community Programs.**

Finance Manager Tim Schmitt provided a written report that was contained in the agenda packet. He also provided updated figures, a copy of which is attached. Robinson indicated that he had sent some questions earlier to Schmitt and Kral and thanked them for answering them. Robinson is trying to understand what was budgeted for, what was spent and what was transferred and he noted that the budget deficit in the CTC is slightly more than what was expected, but the savings in Community Programs was much more than expected. It appears that the year ended up being \$1.8 million dollars better than what was expected. Schmitt agreed with this assessment.

Robinson noted that the written report indicates that the savings are due to lower wage and fringe costs due to open positions, as well as budgeting positions at the highest step rate and savings in purchased services. He asked for clarification of the savings in purchased services. Schmitt reported that in a lot of program areas, the funding is in direct proportion to what the expenses are, so generally if the census numbers are low, the cost for purchase of services will go down. As a general rule, Schmitt stated they try to budget as close to what they expect and continued that budgets are created in June and July of the previous year and they try to forecast what the census will be. Generally, the purchased services for Community Programs came in at about \$1.3 million dollars below what they expected.

Robinson stated that sometimes people say to him that things need to be cut to save money in government and he is concerned that we are saving money by not serving as many people as we could be serving. Kral responded that with a department as big as Human Services and serving the number of people that they serve, a 1% variance in the budget is about as accurate as you can get. Robinson stated that he viewed this more as a \$1.2 million dollar variance in purchased services. Kral responded that this is not how he would approach this because a savings here may mean an expense elsewhere.

Robinson stated that he recalled discussing a list and assignment of the fund balance. Schmitt responded that he had created a report of the fund balance, but because there were some adjusting entries in April, he did not feel it was prudent to come to the Committee with the list until it was finalized. He continued that external auditors will be in next week and there may be some adjusting entries that need to be made and Schmitt felt it would be more prudent to present the fund balance after the audit.

Supervisor La Violette asked how long it currently takes for a person to see a psychiatrist as she recalled that the wait time previously had been six to nine months. Kral noted that the wait time depends on a person's needs. If there are significant needs, a person will be seen within a few weeks. La Violette asks who evaluates the mentally ill and what the process is to determine what the need is. Kral responded that if someone calls the outpatient clinic where community services are located, they speak with the screening supervisor and a determination is then made as to what the needs are. Kral continued that there are currently more providers than at any time since he has been here and there is significantly more than there were last year. He also noted that they have hired an APNP and also added some psychiatry time so they have more psychiatry available.

La Violette recalled that the County Board had approved to hire the APNP at the top of the range if necessary to be competitive. Kral indicated that they did do this with one of the positions and it was beneficial to have that budget authority.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Statistical Reports.**
- a. **Monthly Inpatient Data – Community Treatment Center.**
 - b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
 - c. **Child Protection – Child Abuse/Neglect Report.**
 - d. **Monthly Contract Update.**

Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to receive and place on file Items 11 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Request for New Non-Continuous Vendor.**

Motion made by Supervisor Robinson, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Request for New Vendor Contract.**

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource – No agenda items.

Health Department – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

14. **Audit of bills.**

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

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

**Motion made by Supervisor Haefs, seconded by Supervisor Hoyer to adjourn at 6:25 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

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

April 24, 2014

PRESENT: Tom Diedrick, Larry Epstein, Pat Hickey, Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Corrie Campbell, Melanie Maczka

EXCUSED: Keith Pamperin, Steve Daniels, Lori Rasmussen, Lisa Van Donsel

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson, Shelly Staehler, Catherine Fewell, Jeremy Slusarek, Deb Baranczyk, Mary Schlautman, Holly Grose, Diana Brown, Denise Misovec, Steve McCarthy

The meeting was called to order by Chairperson, Diedrick at 8:37 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: Welcome by Steve McCarthy, President of NEW Curative; Diana Brown, Vice President, Denise Misovec, Director of Older Americans Programs. Board members and ADRC Staff Shelly Staehler, Catherine Fewell, Jeremy Slusarek, Deb Baranczyk, Holly Grose who are new or are taking new positions and responsibilities.

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

APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 27, 2014 AND APPROVAL OF AMENDED MINUTES FROM FEBRUARY 27, 2014: Ms. Relich/Ms. Swigert moved to approve the minutes. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT: Mr. Diedrick thanked Ms. Bowers for providing the new format as requested.

A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2014:

Ms. Bowers reviewed the Financial Highlights which outlined variables within Medicaid Administrative (MA) funding, State ADRC Contract, and Nutrition Program budget estimates for 2014. MA funding is based on actual program expenses so is not limited to budget estimates. The State ADRC Grant is limited to the contract amount as budgeted. The Nutrition Program budget is based on average meal donation (from historical data) per budgeted number of meals served. The variance is due to the program serving fewer meals than budgeted meals at a higher than budgeted average donation. Ms. Maczka/Ms. Campbell moved to approve the Finance Report – March 2014. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS – MARCH 2014:

Restricted donations: \$300 designated to Homebound Meal Program from WPS Dollars for Doers program which matches WPS's retiree and employee donations. Ms. Hickey/Mr. Epstein moved to approve the Restricted Donation Report. **MOTION CARRIED.**

STAFF REPORT - MARY SCHLAUTMAN, INFORMATION AND ASSISTANCE UNIT COORDINATOR: Ms. Schlautman reported Consumer activity continues to grow: 172 calls weekly in 2013, to 186 weekly calls in the first quarter of 2014. They are experiencing more complex calls requiring high staff involvement. The team is very active on community committees and doing outreach to providers to keep a pulse on available services and advocate for ADRC consumer unmet needs. Examples include;

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- collaborations to create a Dementia Capable Communities,
- involvement with schools to help children transition to adult services,
- continuing Memory Screens events, and
- outreach to nursing homes to increase referrals for community relocation.

The Time Banking project in partnership with United Way, Goodwill, and Neighbor Works is starting a pilot in the Oakgrove Neighborhood. The In-home worker program which provides matches between registered private workers and consumers who need assistance in their home, has seen a 30% increase in referrals. Ms. Schlautman noted the continuing demand for transportation in rural areas, agency staff are working together to expand rural transportation capacity. Ms. Schlautman states she is proud to work with a great team who has been very flexible working through the office suite reconstruction.

Ms. Schlautman introduced Ms. Holly Grose, who recently moved to the new Information & Assistance Team Lead position. She noted a person with a strong public benefit background has been hired to fill her vacant position. Ms. Schlautman stated Ms. Grose has a medical background, has served as the Functional Screen Lead and liaison with the state and is highly respected by her peers. Ms. Grose thanked the board for the opportunity to work in this new position. She used a consumer story to illustrate how staff work with families in assuring consumers preferences and dreams are met. The contact began with adult children, who believed their parents were unsafe in their home, so requested information about moving them to assisted living. Ms. Grose offered a family meeting at the couple's home, where she helped the couple understand they are in charge of their destiny and encouraged them to share what they really wanted. Concentrating on their preferences, Ms. Grose assisted the family in putting a plan in place to make the home more accessible meeting the physical challenges the woman had and set up services to maintain safety and provide caregiver relief to address her husband's memory loss. The plan will help to ease the children's caregiving responsibilities so that the family can spend more quality time together. In addition the plan stretches the couple's financial assets further than institutional placement. The family was encouraged to keep in touch and equipped with information to reassure them that if things change options will be available.

Ms. Grose stated that the roll out of managed care will be a lot of work, but is confident staff is ready, with the training, skills, and expertise needed to make complex situations go smoothly for consumers.

NOMINATIONS AND HUMAN RESOURCE COMMITTEE REPORT:

Mr. Diedrick reported the committee discussed and approved a compensation adjustment which resulted from a supervisory position reclassification as well as approval to move forward to pursue another supervisory position reclassification. Ms. Christianson explained the agency uses the Brown County Classification and Compensation System which is dated and noted upward movement within the system was frozen many years ago through a Brown County Board directive. A number of existing positions are affected by the freeze. Position reclassification is a complicated process, but is the only way to move within the system. This year the county is conducting a study to update the Comp and Class Plan. Mr. Rucker noted that an updated Comp and Class plan may be introduced but would require county board approval so is not guaranteed to be put in place.

A. RE-ORGANIZATION OF SUPPORT TEAM/FRONT DESK AND STAFF CHANGES:

The agency is experiencing exceptional growth and the demand for customer and staff support is exploding. Rather than adding additional staff, the agency has been studying process efficiencies in the Front Desk/Reception and Support Team areas. There is additional work to be done but to date the study has shown that bringing these teams together will provide an opportunity for cross training, increased efficiency, and better customer service. The recent vacancies within the teams, Secretary and Front Desk Team Lead, and the announced retirement at year end of the AddLife

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Program Coordinator provide the opportunity to make organizational chart changes in line with the recommendations of the process improvement studies.

The proposal included the following organizational chart changes:

- 1) AddLife Program Coordinator starting January 1, 2015 will no longer supervise Front Desk staff to concentrate on the modernization of the Adams Street AddLife location and increase outreach support to the rural centers.
- 2) The vacant Secretary and Front Desk Team Lead positions will be replaced with Office Assistants
- 3) These positions along with the Receptionist position will be part of the Support Team.

Mr. Diedrick comment there may be other changes that may be required with the coming of managed care. He stated that the Nominations and Human Resource Committee recommends the Board approve the reorganization and staff changes as outlined.

Ms. Hickey/Ms. Relich moved to approve the recommendations as presented by the committee. **MOTION CARRIED.**

NEW CURATIVE REPORT: The Board viewed a video produced by UWGB Channel 38 about the Adult Day Care services. Mr. McCarthy thanked the board for their support and invited persons to tour the Adult Day Care and Prevocational Program centers.

Ms. Brown reviewed a history of the agency leading up to and explaining the current services and programs. Ms. Brown explained the Older Americans Program – Adult Day Care and reviewed a handout explaining its operation, the results after one year of implementing a fee for service model and pride in the fact that the outcomes of the programs remain extremely positive.

Ms. Brown thanked the Board for the funding support of the ADRC including the meals provided through the ADRC nutrition program. Revenues from the change for fee for service have not changed as much as anticipated. The change to fee for service resulted in an 18% reduction in participation hours, with only a 6% reduction in participants. The agency also seeks grants from Community Foundation to help provide scholarships for persons who need financial assistance to attend.

Ms. Misovec reviewed handouts used to help staff explain the benefits of the Adult Day Program so that persons can visualize a typical day and feel comfortable with it. Stated that staff work hard at making day care a special and engaging place that people want to be at. They engage the Caregiver to keep a tab on stress to offer support as needed. Transportation is provided.

Ms. Campbell noted that she knows of families that benefit from the programs and praised the organization as the individuals all had positive comments.

Mr. Epstein noted he enjoyed the recent benefit concert and hoped it would continue annually.

Mr. McCarthy stated it was a collaborative effort with Southwest High School staff and students that afforded an opportunity for students to interact with participants. Many touching stories were told and all learned more about each other. Fund raisers with this type of community support make it possible to do what they do.

Ms. Swigert stated the importance for students to get personal experiences like these as they are the things that help them be better people.

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Ms. Robinson asked if NEW Curative is one of a kind. Ms. Brown stated yes, yet there are three different rehabilitation centers in Brown County, NEW Curative, CP Center, and Aspiro support each other and work collaboratively to serve community needs without duplication of services. NEW Curative uses a unique business model as it operates separate for profit businesses that help support the non-profit side.

MUTUAL OF AMERICA CHANGES IN ELIGIBILITY TO THE 403B THRIFT PLAN: Ms. Christianson stated the amendment and resolution have been drafted to bring alignment with thrift plan and agency employee handbook. The Retirement plan has been in effect since 1979. A recent reduction in hours by one employee uncovered that the practice outlined in the employee handbook was different than the retirement plan booklet. The management team worked with Mutual of America to amend the plan, to make the necessary corrections, assure effected staff are made whole, and continue the agency's commitment to employee retirement. The resolution is the board's official acceptance of the plan. Ms. Christianson requested the board approve a dollar range expenditure outlined in the attachment to bring effected staff's retirement balances up to date. The final dollar amount will be provided by Mutual of America after investment earnings are calculated.

A. THRIFT PLAN AMENDMENT: Ms. Christianson outlined the changes as stated in the amendment.

- Employer contribution to plan will begin for employees completing 12 months of service in which 1000 hours have been worked. Formerly six months of service with no set hours worked.
- 100% immediate vesting (of employer contributions) for employees hired before 5/1/2014.
- 100% vesting (of employer contributions) upon completion of one year of vesting service for employees hired on or after 5/1/2014.

Ms. Relich asked if the 12 months was based on anniversary date or annual calendar. Ms. Christianson state it is anniversary date.

Ms. Robinson stated that the board values agency employees and their commitment. She asked if the agency does a review of staff growth and turnover rates. Ms. Christianson thanked the board for their support and stated 9 out of 10 staff that leaves do so due to life changes, such as a move out of the area. She noted the few that leave for other reasons seek renewed employment when openings occur. Ms. Swigert stated, it's important for the Board and management to value the culture. Those employees are willing to be challenged because they recognize that the easy way is not always the best way.

Ms. Relich/Ms. Swigert moved to approve the Thrift Plan Resolution approving the amendment. **MOTION CARRIED.**

A. THRIFT PLAN RESOLUTION: Board approval of Thrift Plan Amendment to include the needed funds to bring effected staff's retirement balances up to date.

Ms. Campbell/Mr. Epstein moved to approve the Thrift Plan Resolution. **MOTION CARRIED.**

FAMILY CARE UPDATE:

Ms. Christianson stated that Governor Walker announced Monday, April 21 the expansion of Family Care in seven counties in Northeast Wisconsin including Brown County. She explained that although Family Care has become common language it is really managed care, consisting of two distinct options which by law must be offered. The options are

- Family Care administered by managed care organizations (MCO) which are selected through a Request for Proposal (RFP) process. There can be more than one MCO in an area. They are paid a

capitated monthly rate per eligible person. Income is generated by managing expenses across all participants within this capitated rate.

- IRIS – (Include, Respect, I Self-Direct) the same capitated rate is used by the individual and/or their guardian to purchase needed services.

Ms. Christianson stated although the managed care roll out will be very demanding the agency will continue its commitment to providing the best possible service to all persons eligible for managed care or private pay, making sure that advocacy extends all. Mr. Diedrick noted that they expect the RFP will be released in the next 30-60 days plus time required for the bidding process. Once an MCO(s) is selected they need to hire and train staff. Actual enrollment could be 16-18 months away. Ms. Campbell stated that Mr. Chad Weininger, Brown County Administrator shared January 2015 as a likely start date for enrollment in Brown County. She also noted she did not know that IRIS is required. Ms. Robinson asked who requires IRIS to be available in a County. Ms. Christianson stated the Center for Medicare and Medicaid (CMS) requires both be offered. Mr. Rucker stated IRIS is not for everyone – because individuals become the employer and it may be difficult to manage. Ms. Christianson explained that managed care brings two separate and important responsibilities for staff; Enrollment Counselors who determine eligibility for managed care explain IRIS and Family Care and then refer them to their choice for service planning and Options Counselors where staff work with persons who are private pay assisting with service planning within each person's private and informal resources.

DIRECTORS REPORT: Ms. Christianson announced the retirement of Ms. Zuidmulder, AddLife Program Coordinator commending her for her years of dedication and hard work. Mr. Slusarek has accepted the position and will be working with Ms. Zuidmulder transitioning to the new position on January 1, 2015.

Ms. Christianson reminded the board of the change of date for the May board meeting to May 29. Lisa Mills, a consultant working for the state to lead the community based employment initiative is scheduled to provide education around this topic.

LEGISLATIVE UPDATES: Ms. Christianson announced the Silver Alert bill passed in Wisconsin. Similar to Amber alert it provides a statewide communication system to assist in locating older adults who are missing and at risk.

ANNOUNCEMENTS: Mr. Epstein noted a number of encounters as a volunteer where persons praised the ADRC and its work, i.e.: a consumer using the Loan Closet, agencies at an Aging Network meeting, participants of the Medicare Minutes presentations, as well as the assistance he has received. He thanked the staff for all their great work.

NEXT MEETING – MAY 29 AT THE ADRC: The next regularly scheduled Board of Director's meeting will be at 8:30 a.m. on May 29 at the ADRC.

ADJOURN: Ms. Robinson/Ms. Swigert moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully Submitted,
Laurie Ropson, Quality Assurance/Outreach Coordinator

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PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATIONS AND HUMAN RESOURCE COMMITTEE MEETING

April 22, 2014

MEMBERS PRESENT: Beth Relich, Lisa Van Donsel, Tom Diedrick, Barb Robinson

ALSO PRESENT: Tom Smith, Senior Analyst Brown County Human Resources, Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson

The meeting was called to order by Chairman Diedrick at 4:35p.m.

ADOPTION OF AGENDA: Beth Relich/Lisa VanDonsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES of February 18, 2014: Barb Robinson/ Beth Relich moved to approve the minutes of the February 18, 2014 meeting. **MOTION CARRIED.**

ENTER CLOSED SESSION TO CONSIDER: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Chairman Diedrick moved the meeting into closed session at 4:37pm.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Lisa/ Barb moved to approve returning to open session at 5:05pm **MOTIONED CARRIED.**

RE-ORGANIZATION OF RECEPTIONIST/SUPPORT TEAM:

Mrs. Christianson referenced the organizational chart provided in the packet and discussed the needs of the ADRC and the importance of cross-training all support staff to meet those needs. With vacancies in the Reception Team Lead and Secretary positions, an evaluation of the unit responsibilities, agency needs and resources was conducted and included individual, unit and agency staff input as well as learnings from process improvement efforts. The proposed reorganization ensures agency and consumer needs are met and includes revising the Office Assistant position, eliminating the Reception Team Lead and Secretary positions and filling those vacancies with an Office Assistant.

Ms. Robinson questioned the organizational structure with Office Assistants and Reception staff located in under the Finance and AddLife Coordinators rather than across all departments. Ms. Christianson stated the support team provides assistance to all consumers and departments at the ADRC and the organizational chart depicts the unit position and supervision. Ms. Relich shared that today it is common for departments to internally manage a greater amount of support work and feels that ADRC's organizational structure reflects this as well.

Ms. Robinson shared that when coming to the AddLife Center for classes or activities, she is aware of how busy the reception staff are and how valuable a greeter would be in welcoming customers.

Ms. VanDonsel expressed that the proposed reorganization would help to reduce the number of times consumers have to tell their story and discussed the benefit of this change.

Ms. VanDonsel/Ms. Relich moved to proceed with the proposed restructure as stated. **MOTION CARRIED.**

AddLIFE CENTER RETIREMENT-NEW POSITION DESCRIPTION-SUCCESSION

MS Christianson shared that Snooky Zuidmulder, AddLife Coordinator, has submitted her notice of retirement effective December 31, 2014. After consult with Brown County Human Resources, the position description was updated and posted internally allowing an opportunity for succession planning. Jeremy Slusarek, current Rural Outreach Coordinator and Dining Site Assistant, applied, interviewed and accepted the position, which will not go into effect until January of 2015 following Snooky's retirement, but will allow for seven months of mentoring and planning in preparation of the transition.

Ms. Relich/Ms. VanDonsel moved to approve the revised AddLife Coordinator job description and succession plan. **MOTION CARRIED.**

DEMENTIA CARE SPECIALIST JOB DESCRIPTION

Ms. Christianson explained that the Dementia Care Specialist grant application required the development of the attached job description for a Dementia Care Specialist position. Award announcements are expected within the next week and if selected the expectation is that we would fill the position quickly. Ms. VanDonsel/ Ms. Robinson moved to approve the job description and to fill the position if awarded the grant. **MOTION CARRIED.**

ADJOURN MEETING: Ms. VanDonsel/Ms. Robinson moved to adjourn the meeting at 5:34p.m. **MOTION CARRIED.**

Respectfully submitted,
Christel Giesen

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, April 29, 2014

Board Members Present: B. Clancy, S. King, K. Gustman

Board Members Excused: J. Mitchell

Also Present: B. Natelle, A. Nizzia, L. Palm, S. Keckhaver

1. Call to order – 4:00 p.m. – B Clancy.
2. Action Item: Approval of Board Minutes March 26, 2014: K. Gustman moved to change the date of the minutes to be approved to February 25, 2014. B. Clancy seconded the motion to change the date of the minutes to February 25, 2014. K. Gustman moved to approve the minutes of the February 25, 2014 Board meeting. S, King seconded the motion. Motion carried.
3. Action Item: Approval of Agenda: S. King moved to approve the agenda as presented. K. Gustman seconded the motion. Motion carried.
4. Action Item: Donations: De Pere Christian Outreach donated \$10,000 to the Sensory Court Yard project. The Christian Outreach also donated six boxes of arts and crafts items and a bag of plastic therapy balls.

Aurora Health Care Employee Partnership Campaign donated \$325.78 on behalf of employees. This donation has been designated for the Sensory Court Yard.

Wrightstown Lions Club donated \$100 for Hopp at Lions Camp.

CVS Pharmacy donated 2 cases of water for the Syble Hopp Community Partner Appreciation event.

Starbucks donated coffee, cups, etc for the Syble Hopp Community Partner Appreciation event.

Mike & Cheri Johnston donated a new glider rocking chair and ottoman to Ann Sislo's classroom.

Megan Steinhofner donated the frosting and her talent to monogram the Seroogy Easter Eggs ordered for the Parent Organization fundraiser.

Lori Crispigna donated \$200 to Melissa Laatsch's classroom.

Jean Groeneveld donated \$200 in memory of Gordon Kropp to Melissa Laatsch's classroom for a specialized switch.

Deborah Wickman of Debe Gourmet donated \$275 to the In-School Work Program.

Janice Jewell donated \$250 to the Syble Hopp Special Olympic program in memory of Clarence Jewell, Grandfather of a Hopp student.

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PROCEEDINGS OF BROWN COUNTY CDEB MEETING APRIL 29, 2014:

The following donations were received in honor of Bill Clancy for entertaining for St. Patrick's Day: Hallmark Place \$40; The Highlands at Mahler Park \$100; Christ the King Church \$50; cash donations totaling \$185 from Bill Clancy.

Denmark Lions Club donated \$500 to help cover costs of camp.

Badgerland Printing donated the printing of graduation invitations, rsvp cards and envelopes.

Wayne & Judith Schaut donated \$50 in memory of Jacob Van Lanen to be used for students.

Keith and Karen Merkatoris donated men and women's clothes and shoes for students.

Ashwaubenon Lions Club donated \$489.95 to purchase a bowling ramp.

De Pere Area Men's Club donated \$500 for a classroom iPad.

Jeffrey Mitchell designated \$2,000 to the Sensory Court Yard at the Syble Hopp Parent Organization Winter Blast Auction.

Jim & Sheila Growt designated \$500 to the Sensory Court Yard at the Syble Hopp Parent Organization Winter Blast Auction.

Independent Printing donated the printing of the graduation program covers and the specialty paper they were printed on.

K. Gustman moved to approve and accept these gracious donations. S. King seconded the motion. Motion carried.

5. Action Item: Financial Report: The financial reports for the months of February and March were presented to the Board. B. Clancy moved to accept and place on file the financial reports ending February 28, 2014 and March 31, 2014. K. Gustman seconded the motion. Motion carried.
6. Action Item: 2014-2015 Preliminary Budget/Expenditures/Set Levy: S. King moved to approve the preliminary budget as presented and set the levy for the 2014-2015 school year. K. Gustman seconded the motion. Motion carried.
7. Action Item: Administrators Report:
 - a. A. Nizzia reported that students will be going to Lions Camp the week of May 19-23. There are changes to camp this year that are based on staff evaluations over the past few years. To keep students safe and healthy at camp students will not all be going for the entire week. The older high school age students will attend Monday to Friday, five classes will go Tuesday to Friday and five classes from Wednesday to Friday. There will be camp activities at school that week also.

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PROCEEDINGS OF BROWN COUNTY CDEB MEETING APRIL 29, 2014:

- b. The Syble Hopp Graduation ceremony will be held on Tuesday, May 6th at the Swan Club in De Pere. There are 11 students graduating this year.
8. Action Item: 2014-2015 School Calendar: K. Gustman moved to set the school calendar as presented. The first student day for the 2014-2015 school year will be Tuesday, September 2, 2014. S. King seconded the motion. Motion carried.
9. Action Item: Parent Organization: None.
10. Action Item: Indoor Sensory Courtyard: S. King moved to approve the building of an Indoor Sensory Courtyard at Syble Hopp School per WI Stats 115.817(5)(a). K. Gustman seconded the motion to approve the building of an Indoor Sensory Courtyard at Syble Hopp School. Motion carried.
11. Action Item: Payment of Bills: S. King moved to pay the bills totaling \$308,781.33 for the month ending February, 2014 and \$398,437.07 for the month ending March, 2014. K. Gustman seconded the motion. Motion carried.
12. Action Item: Collaborative Agreement with Head Start: L. Palm reported that there are no changes to the Collaborative Agreement with Head Start. Brown County has this between Head Start and the De Pere 4K program. Six spots are for County Students. K. Gustman moved to approve the Collaborative Agreement with Head Start. S. King seconded the motion. Motion carried.
13. Action Item: Second Reading of 5.11 School Lunch Service; 5.11a Policy to Verify Free and Reduced Price Meal Eligibility; 5.11b Offer vs. Serve Food Service Provisions Policy: K. Gustman moved to approve policies 5.11, 5.11a and 5.11b as presented. S. King seconded the motion. Motion carried.
14. First Reading of Board Policy 2.05 Board Duties; 3.03 Medical Examination and TB Test. The policies were reviewed by the Board.
15. Action Item: Resignation to Retirement: B. Natelle read a letter from P. Landwehr retiring from her Instructional Aide position at the end of the 2013-14 school year. Mrs. Landwehr has worked for the CDEB for past 28 years. S. King moved to accept the retirement of Pat Landwehr with thanks for her service. K. Gustman seconded the motion. Motion carried.
16. Action Item: Replacement Teaching Position for 2014-2015: Table until May CDEB.
17. Adjournment to Executive Session: None.
18. Action Item: Staff Request: None.
19. Adjournment: S. King moved to adjourn the meeting at 4:45 p.m. B. Clancy seconded the motion. Motion carried.

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PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A special meeting was held on: Wednesday, May 14, 2014

Board Members Present: K. Gustman, B. Clancy, S. King

Board Members Excused: J. Mitchell

Also Present: B. Natelle, L. Palm

1. Call to Order – 10:00 a.m. – K. Gustman
2. Action Item: Teacher Contracts: B. Natelle presented the teacher contracts for the 2014-2015 school year. Mrs. Natelle presented a contract also for Jessica Meyer as a new teacher to fill a current vacancy for the 2014-15 school year. B. Clancy moved to approve the contracts as presented. S. King seconded the motion. Motion carried.
3. Action Item: Resignation to Retirement: B. Natelle read a letter from L. Hammer retiring from her position as bus aide/instructional aide effective June 6, 2014. S. King moved to accept the retirement of L. Hammer. B. Clancy seconded the motion. Motion carried.
4. Adjournment: B. Clancy moved to adjourn the meeting at 10:06 a.m. S. King seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, May 8, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Vice Chair Paula Laundrie
Susan Hyland, Helen Smits, Paula Laundrie, Bill Clancy, John Van Dyck, Craig Huxford, JoAnn Grascberger

Excused: Chairman Tom Lund, Carole Andrews

Also

Present: Jeremy Kral, Executive Director
Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection/Juvenile Justice Manager
Lori Weaver, Long Term Care Manager
Ian Agar, Behavioral Health Manager
Dani Young, Project Manager
Mark Johnson, Social Services/Rehab Manager
Scott Shackelford, Social Worker Supervisor-Juvenile Justice
Kevin Brennan, Social Worker Supervisor-Child Protection
Tony Schmidt, Social Worker Supervisor-Long Term Care
Barbara Viste-Johnson, Behavioral Health Supervisor

1. **Call Meeting to Order:**
The meeting was called to order by Vice Chair Paula Laundrie at 5:15 pm.

2. **Approve/Modify Agenda:**
GRASCHBERGER/HUXFORD moved to approve the agenda.
The motion was passed unanimously.

3. **Approve Minutes of April 10, 2014 Human Services Board Meeting:**

VAN DYCK/CLANCY moved to approve the minutes dated April 10, 2014.
The motion was passed unanimously.

4. **Public Hearing 2015 Budget**
The Public Hearing was open and no members of the public participated or offered comments. There is no testimony documented.

HYLAND/HUXFORD moved to close the public hearing.
The motion was passed unanimously.

5. **Executive Director's Report**

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

- Q: Citizen Board Member Landrie asked if we still plan to have a relationship with the Lakeland Care District.
- A: Kral stated that stated that N.E.W. Family Care district plan to jointly propose with the Lakeland Care District and clarified that the district board is composed of representatives from counties but is independent.
- Q: County Board Member Clancy asked how the transition will be handled for our staff (whether or not they automatically get jobs with the MCO).
- A: Kral stated that in all likelihood, whichever managed care organization gets chosen by the state will seek to hire the most qualified, capable staff they can which will give our current personnel who choose to pursue opportunities a strong chance. Family Care organizations with which Kral is familiar are typically light on clerical and support staffing, and preliminary conversations have begun about opportunities and resources available to support personnel in the weeks and months before transitioning officially.
- Q: Citizen Board Member Hyland asked if we knew the number of staff that will be affected by Family Care rollout.
- A: Kral stated there will be 48 social worker positions affected in Long Term Care along with two supervisors and a manager. Associated clerical positions are also likely to be affected. The total will be approximately 60 individuals who will be affected.
- Q: County Board Member Van Dyck asked how the budget will be changed post Family Care.
- A: Schmitt stated that the total budget for Community Programs is around \$95 million and we have about \$50 million in the Long Term Care area.
- Q: Citizen Board Member Huxford asked if Brown County could respond to the RFP as a provider for Family Care.
- A: Kral stated there is no single county acting as an MCO and that is partly due to the fidelity of the model. Brown County has indicated that it wishes to be involved through participation in the N.E.W. Family Care district.
- Q: Citizen Board Member Smits asked if Rolf Hanson has a role in the transition.
- A: Kral stated that his understanding is yes and that Rolf is still the CEO of the N.E.W. Family Care District. He is unsure of what Rolf's position will be when N.E.W. Family Care & Lakeland Care Districts combine if their proposal is selected by the state.
- Q: County Board Member Van Dyck asked if there will be another layer of board supervision for the MCO/district in addition to the Human Services Committee and Human Services Board.
- A: Kral stated that the MCO would have their own board and be its own entity, separate from the county. This decision was made by virtue of forming the district. The county will no longer provide long term care services; funding in Family Care flows from the state and federal government through the MCO to service providers. The county has a responsibility to pay a portion of current long term care levy to the state in the Family Care model. This is established in Chapter 46. The department has some contingency funding set aside to help with costs of the transition.
- Q: County Board Member Van Dyck asked how much of the county services via chargebacks will be affected from the transition.
- A: Schmitt stated that Community Programs and the CTC each pay a portion for the central services costs (i.e. Facilities, Payroll, IT, etc.) but he is unsure of the dollar

value. County Board Member Van Dyck asked if Tim could bring that dollar amount to the next meeting. Kral noted that the effects on funding for centralized service departments is a valid question and respectfully requested that the department have time to work on projections and bring them forward in the executive budget this fall. County Board Member Van Dyck agreed this would be appropriate.

Q: County Board Member Clancy asked if we will need to be paying a lot of money to the state.

A: Kral stated that our levy contribution for Long Term Care services will continually decrease for the first five years and will the plateau. In year five, we will contribute less than we do now. There will be levy reduction over time but the net effect for the first one to three years is likely to be an increase in local expenditures.

Q: Citizen Board Member Laundrie asked if Brown County is no longer providing long term care services, how do we know our residents are receiving top notch care.

A: Kral stated we will still be providing behavioral health and adult protective services so some clients will overlap. When an established MCO gets selected, they will have their own customer satisfaction surveys to ensure quality and the state will be responsible to monitor.

Q: County Board Member Clancy asked if the savings are going to be coming from cuts to the providers, is that going to be difficult for providers to exist due to not being able to afford to operate.

A: Kral stated that whichever MCO comes in will have the responsibility to manage their provider network. There is a grievance procedure for consumers, and providers have the opportunity to negotiate rates. There are 57 counties in Family Care and the MCOs that remain in operation today have at least several years of experience.

Citizen Board Member Huxford stated that several years ago, he tried to get his mother into the COP program and found it to be a difficult situation. Family Care is a huge step in terms reducing the wait times. It's working well in other areas and therefore, it should work well here. Kral stated the elimination of the wait list is a major advantage from the consumer perspective.

HUXFORD/GRASCHBERGER moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

HYLAND/SMITS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Q: Citizen Board Member Laundrie asked why we cannot bill private insurance for clients who go to our diversion facility.

A: Kral stated most private insurance companies do not cover CBRF services. If clients who are in diversion receive professional services, those might be billable.

Vice Chair Laundrie wished to publicly thank Jim Hermans, Child Protection/Juvenile Justice Manager for his years of service to Brown County and the community.

Next Meeting: Thursday, June 12, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

VAN DYCK/HYLAND moved to adjourn; motion passed unanimously. Vice Chair Laundrie adjourned the meeting at 5:43 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

May 8, 2014

Members of the Board:

Over the past couple of years, the Department has reported to you many times that there have been no formal developments regarding Family Care expansion in northeast Wisconsin. Governor Walker did announce the state's intention to expand the program into our area. There is much work to be done prior to expansion of Family Care becoming reality in Brown County and our region. There also remain many unknowns. At this moment, Brown County's date of expansion is not settled. The strongest possibility seems to be expansion in 2015 at some point during the year, but with the number and significance of unknowns a more specific date or guarantee of expansion in 2015 are not available.

The 13-15 biennial state budget created a statewide allocation for Wisconsin DHS to pay for the local share of services delivered through the Comprehensive Community Services (CCS) program, contingent on participating counties engaging in regional collaboration. There was a hearing of the Joint Finance committee on Tuesday, May 6 which resulted in the committee releasing funding for this project, which was the final statewide hurdle. Our consortium partners are Manitowoc, Winnebago, Outagamie, and Calumet counties. Our proposal has been submitted and a combination of negotiation and technical assistance has begun with state officials responsible for authorizing the proposal. We look forward to implementation of the changes in the summer of 2014, barring unforeseen setbacks.

Respectfully Submitted By:



Jeremy Kral
Executive Director

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

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, April 15, 2014 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Ed Koslowski, Delores Pierce, Duane Pierce, Jim Haskins, Jerry Polus, Louise Dahlke, Tracy Rosinski, Rosemary Desisles, Joe Witkowski

EXCUSED: Sherry Steenbock

****Running Total of Veterans' Certificates: 1529**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

The agenda was modified to allow Tracy Rosinski to speak as Item 4a.

Motion made by Jim Haskins, seconded by Duane Pierce to approve the agenda as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Approve or Modify Minutes of March 18, 2014.

Motion made by Ed Koslowski, seconded by Delores Pierce to approve the minutes. Vote taken. MOTION CARRIED UNANIMOUSLY

- 4a.** Tracy Rosinski of Heartland was invited to attend the meeting by Jerry Polus. Polus indicated that he has been working with Rosinski regarding what Heartland Hospice does for veterans. Rosinski thanked Polus for the invitation and indicated that they have a veterans program at Heartland called the We Honor Veterans program that is a federal program that was started by the National Hospice organization as well as the Veterans Administration. This program focuses on providing a little extra care and attention to patients who are veterans as well as being sensitive to the fact that a veteran may have a different end of life experience than other patients. Rosinski continued that part of the program includes increasing community awareness and working in the community and partnering to honor veterans. In the past they have honored veterans by pinning veterans and different facilities and thanking them for their service. They find that some of the veterans have cried during these events as they have not been thanked for their service previously. They also participated in the City Stadium Run for Veterans last year. This event is going on again this year during the first weekend of September. The proceeds of this run go to the Wounded Warriors project and flags provided by Heartland helped offset costs so that more proceeds can go to the Wounded Warriors.

She continued that Heartland has funding and grants available to offset and do more things to give back to Veterans. Rosinski has talked with Polus about the Brown County Fair and she thought that perhaps Heartland can help make the event bigger and better and attract more people to increase awareness. It is also a priority at Heartland to engage in ongoing training.

Rosinski stated that Heartland is involved in many things and would also like to work with this Subcommittee to find other places and other ways to help out. She further indicated that many of

Heartland's employees volunteer their time at different veterans events. Heartland also sponsors a Veterans to Veterans program where they try to recruit veterans to be volunteers with their veteran patients.

Rosinski concluded her presentation by answering questions from several of the Subcommittee members. Erickson noted that he would be willing to put Rosinski on the agenda whenever she would like to stop and give input at a meeting of this Subcommittee.

5. **Air Force Band of Mid America performance recap.**

Polus stated that he felt very good about the band performance that was held and indicated that there were 600 – 700 people in attendance. There was \$1,004 raised for the Veterans Treatment Court which will help out a great deal. Consideration has also been given to having another concert next year as it was felt that this was a great event.

Erickson stated that \$122 was raised for this Subcommittee and he thanked Duane Pierce for his help. This would be enough to cover a portion of a band for the Fair. Pierce noted that he was in attendance and said it was a great show.

Motion made by Jim Haskins, seconded by Duane Pierce to accept the donation in the amount of \$122. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.**

Ed Koslowski reported that he and Duane Pierce had spoken with the Fair Board and provided them with times for the events of the day for the printing of the flyer. The meet and greet will be from 12:00 – 6:00 with the ceremony being held at 6:00. Koslowski continued that Amvets Post 57 donated \$150 to the meet and greet committee that will be used for four posters for the midway. Koslowski also noted that he has not heard back from Miller with regard to larger banners, but he will keep the Subcommittee advised on this.

A discussion was also held regarding a band, and several options were discussed. Polus noted that the problem with using a local school band is that most of these groups are not put together during the summer months. He also contacted the 484 Army Reserve Band in Milwaukee but they were unable to make a commitment to play at the Fair. He felt that we could work on a military band for next year's event, but for this year he did not think that would work out. Koslowski had a suggestion for the band and he will contact them to see if they are available and what the cost would be. Koslowski stated they were considering having the band play for a period of time before the ceremony and then again after the ceremony so as not to interfere with the rodeo. Erickson recalled that he provided this group with information on another group that performs and he recalled their cost to be about \$300. A final decision will be made on the band after Koslowski makes contact with the group he spoke of. Rosinski asked if Heartland could sponsor the band and the Subcommittee would be very agreeable to this. Rosinski mentioned that she may have a connection with UWGB and she will check with her contact.

Pierce noted that Rolling Thunder is not interested in doing a table ceremony this year, however, it was suggested that all veterans stand to be honored during the rodeo immediately following the rodeo's flag ceremony. Louise Dahlke felt this was a good idea, and she will mention this to the Fair Board, however, it was noted that the veterans at the veterans ceremony probably would not be able to make it into the stands in time to be recognized during the rodeo.

The discussion continued as to the timeline for the activities and events and these times will be finalized at the next meeting.

Haskins asked who will be in charge of the press release. Erickson stated that the Subcommittee can put together a press release and then it can be released to the media through the County Board office.

7. **Discussion re: Topic of recognition at Veterans Appreciation Day at the Brown County Fair.**

Erickson stated that the County Board office is working on a certificate to hand out to the Korean Era Veterans and he hoped to have a draft of the certificate available at the next meeting.

8. **Approval of Proclamation Marking August 16, 2014 as Korean War Veterans Day at Brown County Fair.**

Erickson noted that a copy of the proclamation was contained in the agenda packet. He noted that this is not the certificate that will be given out to the veterans, but it is what will be signed by the County Executive and the County Board Chair to declare August 16, 2014 as Korean War Veterans Day at the Brown County Fair. After this is signed by the Executive it will be presented to the Human Services Committee for approval and then on to the full County Board for approval.

9. **Report from CVSO Jerry Polus.**

Polus reported on the veterans' identifier on the state driver's license and noted that when this first came out, the process to have this done was very lengthy and complicated. They have now come up with a process whereby a CVSO can certify eligibility for veterans and then the veteran takes the certification to the DMV to have their license issued with the identifier on it.

Polus also noted that the VA is updating their ID cards and beginning next month they will be swapping out present cards for new cards. Veterans that are already enrolled will receive their new card in the mail. Those veterans not yet enrolled will need to present to the GB Clinic to complete enrollment.

10. **Comments from Carl Soderburg.**

Carl Soderburg was not in attendance.

11. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski).**

-Duane Pierce reported that on Saturday, April 19 the Legion Post at 1708 North Irwin will be holding an Easter egg hunt at 10:00 a.m. but he urged participants to arrive early as the eggs go fast. He also noted that the semi-annual booyah sale will be held at the Legion Post the following Saturday but again urged people to come early as the booyah sells out fast. There will also be a bake sale on that day. Pierce continued that the annual poppy sale will be held on May 9 and 10 and noted that this is one of their largest fundraisers of the year.

-Rosemary Desisles reported that thanks to Erickson the Navy League will be one of the sponsors for the Kids Day in June at the Neville Public Museum. There will be an interactive exhibit with the Sea Perch. She noted that the Navy League is a non-profit organization that supports the sea services. Desisles continued that this Saturday they will be holding a membership social at the Yacht Club. She also noted that they will still try to organize an Honor Run to be held sometime this fall.

-Jim Haskins noted that he was at the Mayor's State of the City address and one of the things that he heard was that Green Bay is putting up a satellite on City Hall so that the City can have their own

radio station. Haskins was asked if he would like to do a veterans spot on the radio and he indicated that he would and he will keep the Subcommittee advised of when this will begin.

Haskins also read an article regarding veterans in the Green Bay Press Gazette and further reported on a POW that was held in solitary confinement for a number of years. He also read a letter he had received from Senator Hansen regarding veterans issues.

-Ed Koslowski asked if Brown County Veterans Services accepted people who are required to do community service. Polus indicated that that is not very common. Koslowski also noted that there will be some venues granting free admission to veterans and their families in Milwaukee from July 4 – 6. Finally Koslowski also noted that the Veterans Meet and Greet Committee will be meeting at the VFW in Howard at 7:00 p.m. on Thursday. The main attendees are the Desert Vets, Vietnam Vets, Rolling Thunder and AM Vets Post 57.

-Joe Witkowski had a copy of an article regarding homeless veterans for anyone interested in reading it.

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

Erickson had a financial report for the Committee through the end of 2013, a copy of which is attached, and he will have an updated financial report on the agenda for the next meeting.

13. **Adjourn.**

Motion made by Joe Witkowski, seconded by Rosemary Desisles to adjourn at 6:19 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Syble Hopp School

Position	FTE	Base	Cost
Teachers and Therapists	43.20	2,077,714	2,077,714
Teachers Aides	25.10	481,585	481,585
Administrator	1.00	93,600	93,600
Assistant Administrator	0.70	63,525	63,525
Administrative Clerk	1.00	30,666	30,666
Maintenance Mechanic	0.50	19,573	19,573
Accountant	0.50	17,220	17,220
LTE - Administrative and Support Staff		9,095	9,095
Merit		54,797	54,797
Substitutes and Instructional Aids		229,399	229,399
Bus Aides		58,845	58,845
Camp and Bus Stipends		39,975	39,975
Lunch Duty		21,250	21,250
Summer Help		6,967	6,967
Diagnostic Clinic		1,500	1,500
Board Of Education		480	480
	72.00	3,206,191	3,206,191
		Casual Payout	70,712
		Regular Earnings	3,276,903
		Fringe Benefits	1,303,037
		2015 Total Compensation	4,579,940

SYBLE HOPP SCHOOL 2015 BUDGET

Description	Fiscal Year	Fiscal Year Ending	Fiscal Year	Fiscal Year	Fiscal Year
	Ending 6/30/13	6/30/14 6-Month	Ending 6/30/14	Ending 6/30/14	Ending 6/30/15
	Actual Amount	Actual Amount	Actual Amount	Amended Budget	Executive
Fund: 230 - Syble Hopp School					
<u>Revenues</u>					
Property Taxes	2,802,612	-	2,802,612	2,802,612	2,802,612
Handicapped Aid	1,303,147	367,129	1,223,763	1,389,574	1,390,000
State Food Service Aid	1,343	-	1,434	1,250	1,500
General State Aid	1,592,372	-	1,429,258	1,429,258	1,430,000
Educator Effectiveness Grant	4,462	-	2,640	-	-
High Cost Kids	82,390	-	95,000	95,000	100,000
Federal Food Service Aid	28,801	9,059	19,000	19,000	19,000
Value of Commodities	6,196	-	6,370	6,370	6,000
Pupil Lunch/Breakfast Fees	35,839	13,056	27,500	51,000	45,000
Adult Lunch Fees	5,737	352	585	5,500	500
Student Fees	11,755	10,680	10,680	11,755	3,455
Student Fees - SOAR	-	-	-	-	8,300
Tuition (Non-Open Enrollment)	486,088	344,102	389,525	451,910	451,910
Medicaid	328,633	29,236	90,186	215,000	200,726
CESA - Transit of Aids	247,101	-	220,670	240,000	240,000
Districts - Flow Thru & EC Dollars	96,537	-	95,322	96,450	97,000
CESA - Reimbursement of Subs	5,808	1,392	3,390	4,085	4,500
Other Rent for Duplex	6,000	1,500	3,000	9,000	9,000
Interest on Investments	6,776	4,985	6,500	300	7,000
Miscellaneous	3,638	1,501	2,550	600	3,000
Total Revenues	7,055,235	782,992	6,429,985	6,828,664	6,819,503
<u>Expenditures</u>					
Salary: Teachers & Subs	1,682,474	640,047	1,750,000	1,766,932	1,802,156
Salary: Therapists	354,111	165,999	384,000	394,066	451,769
Salary: Administration	135,336	77,814	163,000	163,829	169,363
Salary: Aides	582,299	210,415	685,000	696,791	712,616
Salary: Clerical	47,488	19,401	48,000	48,971	49,843
Salary: Custodial	19,188	11,956	19,572	19,688	19,964
Salary: Cook & Subs	11,488	-	-	-	-
Salary: Board of Education	120	-	300	480	480
Casual Payout	1,620	-	1,754	1,403	70,712
Ret.-Employers Share	163,935	68,808	213,600	201,393	225,359
FICA - Employers Share	204,100	81,743	233,455	236,933	250,172
Worker's Compensation	10,119	3,995	7,989	7,990	7,120
Unemployment Compensation	2,800	1,400	5,051	2,800	12,284
Life Insurance	4,195	2,277	4,105	4,301	4,935
Health Insurance	858,594	262,337	800,000	950,275	708,336
Dental Insurance	62,130	22,138	45,000	65,470	68,919
Health HRA - Teachers	40,886	627	627	52,848	-
LTD Insurance	11,061	4,405	12,000	13,539	10,020
STD Insurance	712	360	458	720	15,592
Bus Aide License/Other Emp Benefit	-	-	-	300	300
Purchased Personal Service	30,013	19,642	84,000	84,400	84,400
Audit	5,300	5,500	5,500	5,500	5,500
Assemblies	-	-	-	350	350
Inservice	7,442	1,730	4,550	4,550	4,550
Attorney Fees	4,457	275	1,000	5,000	5,000
Student Transition	2,226	2,277	6,150	4,000	5,000
Computer Technology Services	10,343	5,835	15,000	15,000	-
Swimming Program	650	-	650	650	650
Camp Program	49	-	50	50	50
Copier Agreement	4,402	1,224	4,325	4,325	4,668

Description	Fiscal Year					
	Fiscal Year Ending 6/30/13 Actual Amount	Fiscal Year Ending 6/30/14 6-Month Actual Amount	Fiscal Year Ending 6/30/14 Actual Amount	Fiscal Year Ending 6/30/14 Amended Budget	Fiscal Year Ending 6/30/15 Executive	
Operational Services	33,411	12,359	30,000	29,190	28,065	
Maintenance Services	12,824	4,931	9,000	8,500	9,700	
Advertising	-	-	250	350	350	
Postage	1,873	848	1,980	2,000	2,000	
Printing	1,396	878	3,000	3,000	3,000	
Telephone	3,047	1,341	6,000	6,000	6,000	
Property Assessment	2,169	2,344	2,344	2,300	2,400	
Payment to State	2,842	1,209	2,500	3,000	3,000	
General Supplies	25,981	15,933	33,500	34,574	34,334	
Workbooks	598	334	1,120	1,120	1,120	
Computer Software Supplies	6,068	4,658	6,600	6,615	6,615	
Food	30,725	720	2,500	2,900	3,400	
Medical Supplies	295	-	250	300	300	
Paper	1,850	842	1,950	1,950	1,950	
Newspapers	29	29	29	40	40	
Periodicals	90	-	125	160	160	
Programmed Computer Software	-	-	-	-	7,660	
Other Non-Capital Equipment	5,123	8,907	10,025	5,855	4,205	
Pupil Travel	642,077	245,317	620,000	615,488	627,803	
Gas for Heat	21,649	3,238	35,000	35,000	35,000	
Electricity (Non Heat)	49,992	21,384	44,000	55,000	55,000	
Water	5,676	974	6,000	6,000	6,000	
Sewerage	3,983	610	4,000	3,200	3,200	
CESA	986,839	423,233	1,036,386	1,036,386	1,101,235	
Building Rental	2,432	1,224	2,700	2,790	2,790	
Transit of State Aids	110,061	26,840	90,000	100,000	81,000	
District Dues/Fees	1,462	1,487	1,487	2,952	2,952	
Equip. Purchase/Addition	176,440	1,987	1,987	15,000	5,000	
Employee Travel	5,880	2,011	4,500	3,300	3,100	
Travel-Special Olympics	-	-	-	200	200	
License/Transit Tokens	145	35	200	300	300	
Field Trips	2,218	1,724	3,200	2,700	2,700	
Fuel-School Owned Vehicles	5,257	1,506	5,500	5,500	5,500	
Travel-Board of Ed.	82	-	100	375	375	
BC Indirect Costs	65,438	31,640	64,720	64,720	56,806	
BC Insurance Chargeback	18,750	6,500	20,052	19,345	26,135	
Total Expenditures	6,484,240	2,435,248	6,546,141	6,828,664	6,819,503	
Revenue Grand Totals:	7,055,235	782,992	-	6,429,985	6,828,664	6,819,503
Expenditure Grand Totals:	6,484,240	2,435,248	-	6,546,141	6,828,664	6,819,503
Net Grand Totals:	570,995	(1,652,256)	-	(116,156)	-	-

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FIRST AMENDMENT TO LEASE

This First Amendment to Lease is between Brown County, a Municipal Corporation, (hereinafter referred to as "Lessee") and FirstMerit Bank, N.A. Successor to Kim P. Kramer, (hereinafter referred to as "Lessor.")

WHEREAS, Kim P. Kramer, Lessor, entered into a Lease Agreement, dated January 1, 2011 ("Lease") with Brown County, Wisconsin, Lessee, for the property located at 610 South Broadway, Green Bay, Wisconsin ("Leased Premises"); and,

WHEREAS, on December 10, 2007, Kim P. Kramer quit claimed the subject property of the Lease Agreement, to FXRPB, LLC who then became the owner of the Fox River Professional Building located at 610 South Broadway, Green Bay, Wisconsin, which deed was filed February 18, 2008 as Document Number 2353429, and legally describes the Leased Premises as follows: Lots one (1), two (2) and three (3), Block "A", Green Bay, West side of Fox River, Brown County, Wisconsin, excepting therefrom part described in Jacket 19501 Records, Image 06, Brown County, Records (hereinafter "Premises") and,

WHEREAS, on October 3, 2013, FXRPB, LLC further quit claimed the Premises to FirstMerit Bank, N.A. and,

WHEREAS, the Lease Agreement regarding the subject Premises expired at Midnight on December 31, 2013; and,

WHEREAS, FirstMerit Bank, N.A. and Lessee now find it mutually beneficial and desirable to amend the terms of the Lease.

NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the receipt and the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are true and correct.
2. The term of the Lease shall be extended from January 1, 2014, and shall end at Midnight on December 31, 2014.
3. Lessee has the option of terminating the Lease Agreement and all amendments for any reason or no reason by providing thirty (30) days prior written notice to Lessor of said termination.
4. Section B.1., Section R. and elsewhere in the Lease Agreement shall be amended to state that the Lessee shall not be responsible to pay any portion of the Real Estate Taxes.
5. Section B. 1. of the Lease Agreement shall be amended as to rent as follows: Base Rent shall be Seven Thousand Dollars (\$7,000.00) per month.
6. The Lessee's Leased Premises shall be approximately 11,000 square feet of space on the second and third floors of the Premises.
7. Section H.1. shall be amended as follows: Lessor shall indemnify and save harmless Lessee from and against any and all loss, cost, expense and liability in connection with claims for damages to property or as a result of injury or death of any person sustained by any person which arise from or in any manner grow out of any act or negligence of Lessor, its employees, officials, officers, assigns, agents, guests, invitees, contractors or subcontractors.
8. Section L. Notices under the Lease Agreement shall be amended as follows:

Lessor: FirstMerit Bank
Address: 2300 S. Oneida Street, Suite 9
Green Bay, WI 54304

Lessee: Brown County
Address: Attn: Paul VanNoie, Public Works Director
2198 Glendale Avenue
Green Bay, WI 54303

9. Section T. shall be created to read as follows: SEVERABILITY. If any provision of this Agreement is held by court of competent jurisdiction in a final judicial action to be void, voidable, or unenforceable, such provision shall be deemed severable from the remaining provisions and shall in no way affect the validity of the remaining portions hereof. To the extent the provisions of this Agreement and any other agreement are in conflict, the provisions of the agreement which impose the higher or greater legal duty or obligation shall take precedence.
10. Section Q. shall be created to read as follows: CONSTRUCTION OF AGREEMENT. Each Party and its counsel have reviewed this Agreement. Accordingly, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the construction and interpretation of this Agreement.
11. All remaining terms and conditions of the Lease Agreement shall remain in full force and effect.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the Parties have caused the Amendment to be signed by its
duly authorized officers.

Dated this ___ day of June, 2014

LESSOR: FIRSTMERIT BANK, N.A.

By: _____

Its: _____

LESSEE: BROWN COUNTY

By: Sandy Juno

Its: County Clerk

By: Troy Streckenbach

Its: County Executive

March 19, 2014

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

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson
Brown County Supervisor
District 19

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: _____

Final Draft Approved by Corporation Counsel

June 18, 2014

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

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
SOCIAL WORKER/CASE MANAGER

WHEREAS, on April 15, 2014, the Brown County Board of Supervisors approved a resolution to accept funding from the State Department of Health Services through statewide Coordinated Services Team initiative for the expansion of the Brown County Child and Adolescent Behavioral Health Unit (CABHU); and

WHEREAS, to expand Coordinated Services Teams and serve additional children and families, the Human Resources department in conjunction with Human Services, recommend the addition of 1.00 FTE Social Worker/Case Manager position in the Human Services table of organization; and

WHEREAS, per the resolution approved on April 15, 2014, the grant will provide funding of \$62,123 for 2014 with funding to support the program through the fiscal year 2014; and

WHEREAS, should the funding end, the position will end and be eliminated from the Human Services table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 1.00 FTE Social Worker/Case Manager position in the Human Services table of organization; and

BE IT FURTHER RESOLVED, should the funding end, the position will end and be eliminated from the Human Services table of organization.

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Budget Impact:

Human Services

Add 1.00 FTE Social Worker/Case Manager

Partial Year Budget Impact (06/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case manager	1.00	Addition	\$ 23,273	\$ 12,902	\$ 36,175
Partial Year Budget Impact			\$ 23,273	\$ 12,902	\$ 36,175

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	1.00	Addition	\$ 39,897	\$ 22,118	\$ 62,015
Annualized Budget Impact			\$ 39,897	\$ 22,118	\$ 62,015

Fiscal Note: This resolution does not require an appropriation from the General Fund. The Wisconsin State Department of Health Services is funding this position and program.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.

6

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				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



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

BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 05/13/14
REQUEST TO: Human Services Committee
MEETING DATE: 05/28/14
REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department (Social Worker/Case Manager)

ISSUE/BACKGROUND INFORMATION:

The Human Services department has received funding to expand the Child and Adolescent Behavioral Health Unit.

ACTION REQUESTED:

The addition of 1.00 FTE Social Worker/Case Manager position to Human Services table of organization to allow for program growth to serve additional children and families.

FISCAL IMPACT:

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

- 1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? \$36,175
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 - 1. If yes, in which account? _____
 - 2. If no, how will the impact be funded? Funding from the Wisconsin Department of Health Services through a statewide Coordinated Services Team initiative grant.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

6

BUDGET ADJUSTMENT REQUEST

14-49

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin <i>CS</i> |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input checked="" type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any Increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

Rather than hire people to fill the vacant positions in the budget for Clerk IV/Data Control and Clerk IV we have retained contracted services for the two positions through SEEK with the assistance of the Human Resources department. We elected to fill the vacancies through a temp agency due to the likelihood that these positions will be eliminated once family care is enacted. Hiring through SEEK rather than full-time employees, knowing these positions will likely be eliminated, produces a cost saving benefit to the county in reduced benefits. Attached please find a spreadsheet which calculates the cost of the temporary employees as well as the wages that were calculated in the budget. We did receive a worksheet from Human Resources to help calculate the amount of fringes that were also budgeted – this is the bottom portion of the attached worksheet. This will move the money out of the wage and fringe portion of the budget to contract services for these two positions for the remainder of the year 2014.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.110.114.5700	Contracted Services	57539.63
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.110.114.5100	Regular Earnings	40237.50
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.110.114.5110.100	Fringe Benefits FICA	17802.13
<input type="checkbox"/>	<input type="checkbox"/>			

CS

AUTHORIZATIONS

[Signature]

Signature of Department Head

Department: Human Services

Date: 5-7-14

[Signature]

Signature of DOA or Executive

Date: 5/15/14

2014 Budget Adjustment
for Kathryn Uncles and Jeanine Anderle

	Jeanine Anderle (replaces Karen Baenen - Clerk IV/Data Control)	Kathryn Uncles (Clerk IV in budget)	TOTAL
Seek Contracted Hourly Wage	16.00	13.00	
Seek Fees - 43% - hourly Equivalent	6.88	5.59	
Hourly Wages for 2014	22,200.00	18,037.50	40,237.50
Seek Fees	9,546.00	7,756.13	17,302.13
			From Wages Account 201.076.110.114.5100
			From Fringe Account 201.076.110.114.5110.100
Total Contracted Service	31,746.00	25,793.63	57,539.63

2013 Brown County Budget Worksheet
Salary & Fringes Summary

Position	Retirement Category	Position Change	Admin	Hourly Rate	Expected Standard Hours for Remainder of Year	Total Fr. Salary	FICA @ 7.35%	Retirement Credit 0% (excludes GI)	Retirement (Excludes OT)	Disability @ 0.38%	UC @ 0.375%	Work Comp	Health Ins Advs @ \$14.811	Dental Ins Advs @ \$1200	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
Clerk IV		1.00	Admin	17.94	1,388	24,892	1,830		1,743	95	93		14,811	1,200	50	19,821	44,713
Clerk IV/Data Control		1.00	Admin	17.94	1,265	24,901	1,830		1,743	95	93		14,811	1,200	50	19,822	44,723

Total in Budget for Positions

89,436

2014 Budget Adjustment
for Kaitlyn Uncles and Jeanine Anderle

	Jeanine Anderle (replaces Karen Baenen - Clerk IV/Data Control)	Kaitlyn Uncles (Clerk IV in budget)	TOTAL
Seek Contracted Hourly Wage	16.00	13.00	
Seek Fees - 43% - hourly Equivalent	6.88	5.59	
Hourly Wages for 2014	22,200.00	18,037.50	40,237.50
Seek Fees	9,546.00	7,756.13	17,302.13
			From Wages Account 201.076.110.114.5100
			From Fringe Account 201.076.110.114.5110.100
Total Contracted Service	<u>31,746.00</u>	<u>25,793.63</u>	<u>57,539.63</u>

Members of the Committee:

Due to the timing of the announcement of Family Care expansion to Northeast Wisconsin last month, it was not included on my written report to this committee and it was not discussed at the meeting either, so I would like to use this opportunity to provide information about Family Care.

Family Care is a managed long-term care program which will replace the current county-operated Medicaid waivers (Community Integration Program-CIP, Community Options Program-COP, and Brain Injury Waiver-BIW). The model is based on a capitated rate system, whereby the Managed Care Organization (MCO) is paid a fixed rate per member, per month, through contract with the State of Wisconsin. The MCO uses their capitated payments from the state to provide services to each participant in the Family Care program. This is parallel to how the county currently operates the legacy waivers, using a blend of state, federal and local funding to pay for services for eligible participants who have physical disabilities, developmental disabilities, or infirmities of aging that significantly affect their ability to complete basic daily tasks.

The single biggest difference between the legacy system and Family Care from our point of view is the provider of case management and administration of the program. In the legacy system case management and administration are provided by the county and in Family Care, case management and administration are provided by the MCO. This change is important because program participants, service providers, and others involved will have discussions with the MCO that they currently have with the county. Two common examples of what this means are that provider contracts will be negotiated with the MCO and consumers will talk with their MCO case manager about their services.

The county retains responsibility to provide services that sometimes relate with Family Care, such as behavioral health services (except CSP which is included in Family Care), adult protective services, and crisis mental health response to Family Care members.

There is not a formal timeline for expansion in our region yet, but I recently heard Department of Health Services Secretary Kitty Rhoades state that the Request for Proposal (RFP) that is the first formal step will be out in mid-May. Division Administrator for Long Term Support, Brian Shoup was quoted as saying that Wisconsin DHS would like to see enrollment in Family Care begin by the end of first quarter 2015. Brown County's order of enrollment is under discussion internally and with other members of our Family Care district.

At the risk of being redundant, this transition will be extraordinarily complex and technical, requiring much leadership and skill of all the department personnel involved in making it work. We are confident in the quality of our people to make this transition work for the Brown County citizens who participate in the program, those on the waiting list, and those who will need the program in the future.

Respectfully Submitted By:


Jeremy Král, Executive Director

**NOTE: THIS IS A 'DRAFT ONLY VERSION' OF THE PROJECT FOR
REVIEW AND APPROVAL
PROJECT MAY OR MAY NOT BE PUBLISHED.**

DRAFT

Request for Proposals (RFP)

For

**Brown County
BROWN COUNTY HUMAN SERVICES ENTERPRISE
DOCUMENTATION SOFTWARE
PROJECT # 1851**



***Posting Date:* June 19, 2014**

**Response Deadline: July 10, 2014 4:00 PM Local Time
CDT**

**To:
Brown County Purchasing Department**

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RFP PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor". All contractors are responsible for any addendums issued for this project. No notification will be sent when addendums are published to the Brown County website.

2. Contract Term

Initial term of contract will be for three (3) years with the option of one (1) additional two (2) year renewal, subject to the annual review and recommendation of the standing committee, the satisfactory negotiation of terms (including a price acceptable to both Brown County and the selected firm), the concurrence of the Brown County Board of Supervisors and the annual availability of an appropriation.

3. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Human Services Committee	May 28, 2014	-
County Board Approval to Post RFP	June 18, 2014	
RFP Published	June 19, 2014	
RFP Questions Due	June 27, 2014	NOON
RFP Questions & Answers Published	July 1, 2014	4:00 PM
RFP Responses Due from Vendors	July 10, 2014	4:00 PM
Preliminary RFP Review to address potential budget issues	July 11, 2014	
Selection Team Kickoff Meeting	July 11, 2014	4:00 PM
Preliminary Scoring	July 18, 2014	
DEMO's	Week of July 21	
Consensus Scoring	July 30, 2014	
Reference Checks, if Required	July 31, 2014	
Final Consensus Scoring, if required	July 31, 2014	
Send out Thank You & Intent to Award Letters	July 31, 2014	
Contract Negotiations / Obtain Signatures	Week of August 4, 2014	
Complete Contract Signing	August 8, 2014	
Service Commences	August 15, 2014	

4. RFP Questions Due: June 27, 2014

Questions-All questions related to this RFP **must be in writing** and received by the Brown County Purchasing Department. Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us and have project number clearly marked in the subject line.

5. RFP Questions & Answers Posted Date: July 1, 2014

Answers- If any questions are received; answers to all written questions will be issued in the form of an addendum.

The Answers will be published on the Brown County website at:

www.co.brown.wi.us > Departments > Purchasing > Open Projects

AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. RFP Due Date & Delivery Address Details: July 10, 2014

Responses are due to Brown County Purchasing Department no later than the Due Date.

Prospective vendors can submit Project Information by DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.

Emailed proposal must:

- Be clearly marked in the subject line with project number.
- Include separate electronic files for each item specified in Section 8:

Delivery Address for Email Delivery
bc_purchasing@co.brown.wi.us

Mailed or Hand Delivered proposal must:

- Be clearly marked with project # on the outside of the sealed envelope in the lower left hand corner
- Be in 2 separate Sealed envelopes:
 - One envelope to exclude any pricing details and include Attachment A.1.
 - The other envelope labeled 'Pricing' and includes the completed Attachment C Cost Sheet.
- Include Five (5) electronic copies (either on CD or USB drive) containing separate electronic files for each item specified in Section 8:
- Be received, dated & time stamped by the due and received at the following address:

Delivery Address for DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.
Brown County Purchasing Department Project 1851 305 E. Walnut St. 5 th Floor Green Bay, WI 54301

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

7. Method of Payment

Partial payment will be made based on milestones agreed to by the Vendor and the County. Project milestones and corresponding payment amounts will be determined during contract negotiation. The total amounts paid for the completion of milestones will be no more than 75% of total contract cost, with the remaining 25% to be paid upon satisfactory implementation and acceptance of all deliverables. Payment terms may apply as noted in Wisconsin Statute 66.0135.

8. RFP Format & Submission Requirement

Any deviation from these requirements may result in the quotation being considered non-responsive, thus eliminating the vendor from consideration. The quotation shall include the following attachments:

- **INCLUDE QUOTE COST FORM (SEE ATTACHMENT C)**
Provide attachment C listing your rates. Electronic files are to be named 'Attachment C – Pricing.'
- **INCLUDE SYSTEM REQUIREMENTS DOCUMENT (SEE ATTACHMENT A.1)**
Provide Attachment A.1 responding to all system requirements as described in Attachment A. Electronic files are to be named 'Attachment A.1 – System Requirements.'
- **ADDENDA (SEE ATTACHMENT F)**
If Addendums exist for this project, please sign and date the attachment and provide all addenda. Electronic files should include a scanned copy of Attachment F with signature and are to be named 'Attachment F – Addenda'
- **IMPLEMENTATION PROJECT PLAN**
Please provide a copy of your standard implementation project plan for a project of this scope. Electronic files are to be named 'Implementation Project Plan.'
- **REFERENCE DATA SHEET (SEE ATTACHMENT D)**
Please provide Attachment D listing all contact information for references as requested. Electronic files are to be named 'Attachment D – References.'
- **DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (SEE ATTACHMENT E)**
If applicable to your proposal, please provide a signed copy of Attachment E. Electronic files are to be named 'Attachment E – Confidentiality Designation'
- **SUBMIT SEALED AND CORRECTLY ADDRESSED ENVELOPES**
All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

9. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

10. Other

1. All work shall conform to all applicable industry, Federal, State and Local Laws, Codes, and Ordinances.
2. Rejection of bids: Brown County reserves the right to accept or reject any or all bids and to waive any informality in bids.
3. Taxes: Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.
4. Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
5. Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
6. Guarantees and warranties on performance and long term support shall be stated in your bid.

11. RFP Attachments

A. RFP SCOPE OF WORK, SYSTEM REQUIREMENTS

Contractor must meet the minimum requirements for this project.

B. RFP SCORING

Vendor selection will be based on qualified, responsible and responsive proposal receiving the highest score based on the scoring criteria details provided on the attachment 'RFP Scoring'.

C. RFP COST SHEET

D. RFP REFERENCE DATA SHEET

E. RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

F. RFP ADDENDUM ACKNOWLEDGEMENT

Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.

G. RFP APPEALS

H. CONTRACT INSURANCE REQUIREMENT

I. STANDARD CONTRACT FOR SERVICE TEMPLATE

Contractors submitting bids must review the Standard Contract document. Sections that may be of concern must be identified and an explanation for the objection must be provided with bid submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS

Attachment A.1 includes descriptions of all requirements, their priority, and their category. Please use this attachment to indicate the ability of the software application to meet each requirement and return the completed sheet with your final proposal.

Description: Comprehensive Human Services software that allows for authorizations, integration with outside service providers, client specific documentation, vendor payments, and claims/billing to insurance and/or clients.

System Requirements:

- Items will be rated on a scale of 1-3, with items rated 1 indicating that the requirement is a "Major" system requirement and the requirement must be met or the application will not be considered.
- Definitions of "meeting a requirement" for each requirement category:
 - **Documentation Requirements**

Documentation Requirements are to be indicated as "Complies" if the information requested is available as a standard field within the software as existing. Items rated as "Alternative" will also be accepted as meeting the requirement. Items indicated as "Modification" or "Third Party" will be considered meeting the requirement only if additional cost is not required to provide the functionality through the modification or third party.
 - **Billing and Authorization Requirements**

Billing requirements are to be rated "Complies" if the requested functionality exists within the software. Items rated as "Alternative" will only be accepted as meeting the requirement if they don't substantially change the required workflow. Items indicated as "Modification" or "Third Party" will be considered meeting the requirement only if additional cost is not required to provide the functionality through the modification or third party.
 - **Contract Requirements and Reporting Capabilities**

Reporting Capabilities will be considered "Complies" if the report as describes exists within the system, but items rated as "Alternative" if the system has the capability to write the described report will be considered equally meeting the requirements. Items indicated as "Modification" will be considered meeting the requirement if no additional cost is required. Items indicated as "Third Party" will be considered meeting the requirement only if additional cost is not required and the third party solution is seamless for the end user.
 - **Interfacing**

All interface requirements should have standard interface specifications attached or an outline of what information can be interfaced in Comments/Explanation. Interfaces will be indicated as "Complies" if the interface exists within the software, indicated as "Modification" if the software is capable of supporting the interface though one does not exist currently, and indicated as "Third Party" if an interface exists or is supported to a third party that has an existing interface to the software requested. Items indicated as "Complies" and "Modification" will be considered meeting the requirement assuming the "Modification" proposed does not incur any additional cost. "Third Party" will also be considered as meeting the requirement assuming no additional cost, though preference will be given to interfaces that exist within the proposed application.
 - **Security Requirements**

All security requirements must be indicated as "Complies" and must be native to the software without modification to be considered meeting the requirement.
 - **Server, Architecture, Database, and Clients Requirements**

All technical requirements are considered non-negotiable and must be indicated as "Complies" to be considered meeting the requirement.

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this RFP will be evaluated according to the following:

1) PROPOSAL EVALUATION PROCESS

The following steps will be observed in the evaluation of vendor proposals:

- Brown County will establish a proposal selection team;
- The proposals will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the proposal being eliminated from consideration.
- The proposal selection team will review all proposals received and score the proposals in accordance with the predefined scoring methodology;
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member;
- If the team determines that it is in the best interests of the County to require references, oral presentations and interviews. The final ranking will then include these scores.
- Vendors will be ranked by composite score.

2) PROPOSAL SCORING METHODOLOGY

Scoring Criteria	Points
1. Quality, clarity and responsiveness of proposal	10
2. Responses to System Requirements (Attachment A.1)	30
3. Proposed Implementation Schedule	5
3. Experience and Financial Analysis	15
4. Pricing (Attachment C)	20
5. References / Interviews / Presentations (Attachment D)	20
Total	100

3) EVALUATION FACTORS

The evaluation factors to be used in proposal scoring are described below:

- *Quality, clarity and responsiveness of proposal* – Proposals will be evaluated on meeting the overall requirements of the RFP.
- *Responses to Requirements*– Proposals will be evaluated on the thoroughness and content of the responses submitted.
- *Proposed Implementation Schedule*- Proposals will be evaluated on the quality and detail of the proposed project plan.
- *Experience and Financial Analysis* – Proposals will be evaluated based on the experience of the Vendor in this specific software including their employees, as well as a financial analysis determining the financial viability of the Vendor based on the information obtained in the Financial Verification (9).
- *Pricing* – Proposals are scored using a formula with the lowest price submitted that is **divided** by the price of each prospective vendor **times** the established point value **times** the weight factor percentage. Pricing will be calculated for the entire term of the contract.
- *References* – Proposals will be evaluated based on information obtained from the references provided. Interviews and/or presentations may be required based on the selection team’s recommendation.

ATTACHMENT C: RFP COST SHEET

(Use of this form is required when submitting proposal)

Vendor Information

Date: _____	Company Name: _____
Contact/Project Manager: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Phone: _____	Fax: _____
Federal Tax ID #: _____	Email: _____
Do you accept Credit Card for Payment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	

RFP Pricing

RATES CHARGED FOR IMPLEMENTATION:

Service Description	Total Cost*
Software Cost	\$ _____
Required Hardware Cost	\$ _____
Implementation Project Management Cost	\$ _____
Training Cost	\$ _____
Interface Cost	\$ _____
Implementation Technical Service Cost	\$ _____

RATES CHARGED FOR ONGOING MAINTENANCE:

Ongoing Maintenance **	Flat Rate per Year*
2015 Service Rate	\$ _____
2016 Service Rate	\$ _____
2017 Service Rate	\$ _____
2018 Service Rate	\$ _____
2019 Service Rate	\$ _____

**All pricing is to be inclusive of all costs including travel and meals.*

***If different rates are charged for different service models, please include all applicable service models with rates. Pricing should be listed as fixed rates with all annual increases included.*

COOPERATIVE PURCHASING: Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in this option allows vendors opportunities for additional sales and municipalities to expedite purchases without additional bidding. Please be aware that your participation is voluntary. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

I Agree to make the products or services of this quote/proposal, as priced, for the period specified within this solicitation.

DRAFT

BROWN COUNTY HUMAN SERVICES

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



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: May 1, 2014

Subject: 2014 financial results for Community Programs and Community Treatment Center

Financial results are reported year to date thru March, 2014.

Community Programs is operating at budget YTD thru March. Revenues are as expected based on claims submitted derived from expenses. Operations and maintenance expenses are ahead of budget due to the purchase of laptop computers for new staff. Payroll costs are at budget thru March. It is early in the budget year and management will continue to monitor expenses and revenues.

The Community Treatment Center is holding expenses at budget. Revenue is slightly behind budget due to lower than budgeted census at Bay Haven and an unfavorable payer mix in Bay Shore. Operations and maintenance expenses are lower than budget due to the use of inventory on hand in the 1st quarter. It is early in the budget year and management will continue to monitor expenses and revenues.



Community Programs forecast

Through 03/31/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 201 - CP										
REVENUE										
Property taxes	15,246,722.00	.00	15,246,722.00	1,270,560.17	.00	3,811,680.51	11,435,041.49	25	4,006,043.01	
Intergovernmental	72,447,594.00	6,500.00	72,454,094.00	2,251,806.68	.00	11,716,347.44	60,737,746.56	15	10,910,345.40	
Charges for sales and services	2,146,490.00	.00	2,146,490.00	97,755.72	.00	408,820.69	1,737,669.31	14	537,263.08	
Intergovernmental charges for services	8,377,950.00	.00	8,377,950.00	(1,511,836.18)	.00	76,285.65	8,301,664.35	1	2,006,749.16	
Miscellaneous revenue	110,576.00	.00	110,576.00	89.80	.00	583.57	109,992.43	1	1,499.20	
Rent	36,000.00	.00	36,000.00	3,000.00	.00	9,000.00	27,000.00	25	6,000.00	
Contributions	.00	.00	.00	160.00	.00	1,342.30	(1,342.30)	+++	(1,750.50)	
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfer in	30,300.00	.00	30,300.00	2,525.00	.00	7,575.00	22,725.00	25	7,275.00	
REVENUE TOTALS	\$98,395,632.00	\$6,500.00	\$98,402,132.00	\$2,114,061.19	\$0.00	\$16,031,635.16	\$82,370,496.84	16%	\$17,473,424.35	
EXPENSE										
Personnel services	14,934,755.00	(102,446.00)	14,832,309.00	1,684,018.43	.00	3,524,980.82	11,307,328.18	24	3,384,324.90	
Fringe benefits and taxes	6,080,919.00	(25,119.00)	6,055,800.00	536,412.34	.00	1,384,049.51	4,671,750.49	23	1,425,381.61	
Employee costs	55,237.00	.00	55,237.00	707.17	.00	1,336.56	53,900.44	2	1,181.00	
Operations and maintenance	664,061.00	.00	664,061.00	57,491.19	5,682.00	204,504.33	453,874.67	32	322,053.76	
Insurance costs	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00	
Utilities	24,000.00	.00	24,000.00	1,132.80	.00	4,155.98	19,844.02	17	3,527.54	
Chargebacks	3,354,360.00	.00	3,354,360.00	269,601.35	.00	802,251.86	2,552,108.14	24	570,749.91	
Purchased services	70,550,508.00	(50,235.00)	70,500,273.00	5,678,141.30	25.00	9,932,783.09	60,567,464.91	14	14,618,154.18	
Contracted services	2,640,450.00	184,300.00	2,824,750.00	79,080.36	120,788.66	175,116.26	2,528,845.08	10	145,740.08	
Medical expenses	400.00	.00	400.00	.00	.00	.00	400.00	0	.00	
Judiciary Costs	.00	.00	.00	.00	.00	.00	.00	+++	19,809.24	
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Outlay	19,500.00	.00	19,500.00	.00	.00	.00	19,500.00	0	16,531.50	
Transfer out	238,127.00	.00	238,127.00	13,344.68	.00	95,553.62	142,573.38	40	1,284,564.95	
EXPENSE TOTALS	\$98,564,317.00	\$6,500.00	\$98,570,817.00	\$8,319,929.62	\$126,495.66	\$16,124,732.03	\$82,319,589.31	16%	\$21,792,018.67	
Fund 201 - CP Totals										
REVENUE TOTALS	98,395,632.00	6,500.00	98,402,132.00	2,114,061.19	.00	16,031,635.16	82,370,496.84	8	17,473,424.35	
EXPENSE TOTALS	98,564,317.00	6,500.00	98,570,817.00	8,319,929.62	126,495.66	16,124,732.03	82,319,589.31	16	21,792,018.67	
Fund 201 - CP Totals	(\$168,685.00)	\$0.00	(\$168,685.00)	(\$6,205,868.43)	(\$126,495.66)	(\$93,096.87)	\$50,907.53		(\$4,318,594.32)	



CTC operating results forecast

Through 03/31/14
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 - CTC									
REVENUE									
Property taxes	2,597,267.00	.00	2,597,267.00	216,438.92	.00	649,316.76	1,947,950.24	25	809,127.00
Intergovernmental	708,000.00	.00	708,000.00	60,900.00	.00	182,700.00	525,300.00	26	148,875.00
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges for sales and services	4,228,307.00	.00	4,228,307.00	237,979.69	.00	987,241.26	3,241,065.74	23	990,534.06
Intergovernmental charges for services	5,251,474.00	.00	5,251,474.00	267,490.60	.00	1,000,915.58	4,330,558.42	19	773,298.66
Miscellaneous revenue	3,500.00	.00	3,500.00	(.20)	.00	736.17	2,763.83	21	1,236.03
Rent	5,330.00	.00	5,330.00	500.00	.00	1,350.00	3,980.00	25	40,002.00
Contributions	1,700.00	.00	1,700.00	.00	.00	294.30	1,405.70	17	625.00
Charges to county departments	619,400.00	.00	619,400.00	129,992.00	.00	238,205.17	381,194.83	38	89,466.21
Capital contributions	.00	.00	.00	.00	.00	.00	.00	+++	15,246.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$13,414,978.00	\$0.00	\$13,414,978.00	\$933,259.34	\$0.00	\$3,060,759.24	\$10,434,218.76	23%	\$2,868,409.96
EXPENSE									
Cost of sales	5,300.00	.00	5,300.00	98.15	.00	1,251.77	4,048.23	24	837.48
Personnel services	7,080,165.00	.00	7,080,165.00	596,931.20	.00	1,793,687.06	5,286,477.94	25	1,639,087.82
Fringe benefits and taxes	2,551,960.00	.00	2,551,960.00	201,589.15	.00	623,049.26	1,928,910.74	24	603,803.23
Employee costs	5,750.00	.00	5,750.00	125.00	.00	125.00	5,625.00	2	1,403.95
Operations and maintenance	626,282.00	.00	626,282.00	42,335.94	2,277.38	114,433.78	509,570.84	19	122,308.44
Insurance costs	159,769.00	.00	159,769.00	13,205.00	.00	40,016.00	119,753.00	25	39,738.00
Utilities	10,000.00	.00	10,000.00	867.86	.00	2,102.80	7,897.20	21	1,667.22
Chargebacks	2,016,330.00	.00	2,016,330.00	167,405.52	.00	510,834.75	1,505,495.25	25	516,280.61
Contracted services	575,800.00	.00	575,800.00	36,457.07	(4,628.85)	131,436.04	448,992.81	22	158,966.95
Medical expenses	313,562.00	.00	313,562.00	28,326.87	.00	71,591.37	241,970.63	23	76,490.32
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt retirement	180.00	.00	180.00	4.58	.00	11.40	168.60	6	55.33
Depreciation	720,160.00	.00	720,160.00	30,092.07	.00	160,046.07	560,113.93	22	178,885.58
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	(418.00)
Transfer out	69,880.00	.00	69,880.00	7,872.06	.00	18,695.69	51,184.31	27	18,759.17
EXPENSE TOTALS	\$14,135,138.00	\$0.00	\$14,135,138.00	\$1,125,310.47	(\$2,351.47)	\$3,467,280.99	\$10,670,208.48	25%	\$3,357,866.10
Fund 630 - CTC Totals									
REVENUE TOTALS	13,414,978.00	.00	13,414,978.00	933,259.34	.00	3,060,759.24	10,434,218.76	23	2,868,409.96
EXPENSE TOTALS	14,135,138.00	.00	14,135,138.00	1,125,310.47	(2,351.47)	3,467,280.99	10,670,208.48	25	3,357,866.10
Fund 630 - CTC Totals	(\$720,160.00)	\$0.00	(\$720,160.00)	(\$192,051.13)	\$2,351.47	(\$406,521.75)	(\$235,989.72)		(\$489,456.14)

Brown County Human Services

Community Programs Fund balance report - Forecast after fund transfers to CTC (pre-audit)

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

	3300,100/200 Desig Subseq Yr Exp	3300,700 Desig Cap Proj	3300,400 Reserve for Prepaid	Total
Balance as of 1/1/2013	\$ 4,901,828	\$ 1,100,000	\$ 210,618	\$ 6,212,446
transfer	\$ 1,100,000	\$ (1,100,000)	\$	\$ -
Transfer for prepaid expense			\$ (192,351)	\$ (192,351)
2013 CP Surplus	\$ 985,282		\$	\$ 985,282
Estimated CTC funds transfer (to cover deficit)	\$ (1,184,416)		\$	\$ (1,184,416)
End balance 12/31/13	\$ 5,802,694	\$ -	\$ 18,267	\$ 5,820,961

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

Fund Balance Reserve Request 12/31/13

	Request
Transfer for phase III EMR	\$ 371,002.85
Family Care Conversion	\$ 2,300,000.00
Operation Contingencies - CP -(1%)	\$ 748,991.15
Operation Contingencies - CTC (2%)	\$ 282,700.00
LTC Unit - existing high cost clients	\$ 600,000.00
Adult Behavioral Health Unit-existing high cost clients	\$ 500,000.00
Agency wide high cost clients	\$ 1,000,000.00
Total Fund Balance Reserve 12/31/13	\$ 5,802,694.00

**BROWN COUNTY COMMUNITY TREATMENT CENTER
APRIL 2014 BAY HAVEN STATISTICS**

ADMISSIONS	April	Year to	Year to
		Date	Date
		2014	2013
Voluntary - Mental Illness	32	121	0
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	0	1	0
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	0	0
Commitment - Mental Illness	0	0	0
Return from Conditional Release	0	0	0
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	32	122	0

ADMISSIONS BY UNITS			
Bay Haven	32	122	0
TOTAL	32	122	0

ADMISSIONS BY COUNTY			
Brown	26	99	0
Door	0	1	0
Kewaunee	1	3	0
Oconto	2	5	0
Marinette	0	0	0
Shawano	0	0	0
Waupaca	0	0	0
Menominee	0	0	0
Outagamie	0	3	0
Manitowoc	2	9	0
Winnebago	0	0	0
Other	1	2	0
TOTAL	32	122	0

NEW ADMISSIONS			
Bay Haven	29	64	0
TOTAL	29	64	0

READMIT WITHIN 30 DAYS			
Bay Haven	0	0	0
TOTAL	0	0	0

AVERAGE DAILY CENSUS	April	Year to	Year to
		Date	Date
		2014	2013
Bay Haven	4	4	0
TOTAL	4	4	0

INPATIENT SERVICE DAYS			
Bay Haven	123	526	0
TOTAL	123	526	0

BED OCCUPANCY			
Bay Haven	27%	29%	0%
TOTAL	27%	29%	0%

DISCHARGES			
Bay Haven	31	120	0
TOTAL	31	120	0

DISCHARGE DAYS			
Bay Haven	124	545	0
TOTAL	124	545	0

AVERAGE LENGTH OF STAY			
Bay Haven	4	5	0
TOTAL	4	5	0

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	5	0
Door	0	5	0
Kewaunee	0	9	0
Oconto	5	4	0
Marinette	0	0	0
Shawano	4	4	0
Waupaca	0	0	0
Menominee	0	0	0
Outagamie	0	2	0
Manitowoc	3	3	0
Winnebago	0	0	0
Other	0	8	0
TOTAL	4	5	0

In/Outs	Current	YTD	2013
	0	0	0

**BROWN COUNTY COMMUNITY TREATMENT CENTER
APRIL 2014 NICOLET PSYCHIATRIC CENTER STATISTICS**

ADMISSIONS	April	Year to	Year to
		Date	Date
		2014	2013
Voluntary - Mental Illness	9	36	93
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	52	235	265
Court Order Prelim. - Mental Illness	1	2	1
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	1	2
Commitment - Mental Illness	0	0	0
Return from Conditional Release	6	29	22
Court Order Prelim. - Drug	0	0	1
Other	0	0	0
TOTAL	68	303	384

ADMISSIONS BY UNITS			
Nicolet	68	303	384
TOTAL	68	303	384

ADMISSIONS BY COUNTY			
Brown	43	188	246
Door	5	12	14
Kewaunee	2	12	10
Oconto	3	20	20
Marinette	1	6	19
Shawano	2	7	16
Waupaca	0	3	2
Menominee	1	3	8
Outagamie	1	6	13
Manitowoc	7	32	31
Winnebago	0	2	0
Other	3	12	5
TOTAL	68	303	384

NEW ADMISSIONS			
Nicolet	35	158	158
TOTAL	35	158	158

READMIT WITHIN 30 DAYS			
Nicolet	4	21	41
TOTAL	4	21	41

AVERAGE DAILY CENSUS	April	Year to	Year to
		Date	Date
		2014	2013
Nicolet	10	11	13
TOTAL	10	11	13

INPATIENT SERVICE DAYS			
Nicolet	300	1308	1558
TOTAL	300	1308	1558

BED OCCUPANCY			
Nicolet (16 beds)	63%	68%	35%
TOTAL (16 Beds)	63%	68%	35%

DISCHARGES			
Nicolet	69	300	377
TOTAL	69	300	377

DISCHARGE DAYS			
Nicolet	304	1321	1527
TOTAL	304	1321	1527

AVERAGE LENGTH OF STAY			
Nicolet	4	4	4
TOTAL	4	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	4	5
Door	3	4	7
Kewaunee	5	4	6
Oconto	4	4	4
Marinette	5	3	4
Shawano	6	4	7
Waupaca	0	0	4
Menominee	2	10	7
Outagamie	1	3	4
Manitowoc	5	6	8
Winnebago	0	2	0
Other	0	5	7
TOTAL	4	4	4

In/Outs	Current	YTD	2013
	5	12	2

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BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: April 2014

Voluntary Admissions	30
Involuntary Admissions	15
Voluntary Inpatient Days	154
Involuntary Inpatient Days	69
Voluntary Avg Length of Stay	5.13
Involuntary Avg Length of Stay	4.57

Report of Child Abuse/Neglect by Month

Month	2013	2014	% Change from 2013 to 2014
January	422	408	-3.3%
February	333	425	27.6%
March	396	435	9.84%
April	476	501	5.25%
May	477		
June	322		
July	296		
August	315		
September	425		
October	446		
November	400		
December	372		
Total	4680		

Reports Investigated by Month

Month	2013	2014	% Increase
January	133	142	6.7%
February	115	128	11.3%
March	127	142	11.8%
April	162	162	0%
May	143		
June	127		
July	112		
August	109		
September	147		
October	144		
November	154		
December	146		
Total	1619		

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ADAMS AFH	12/5/13	12/18/13	\$102,481	\$109,493
ADAMS, R AFH	12/5/13	1/29/14	\$13,239	\$13,239
ADULT CARE LIVING OF NE WI	1/9/14	1/29/14	\$205,640	\$205,640
ADRC	12/23/13	1/9/14	\$72,000	\$72,000
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/19/13	1/6/14	\$50,000	\$50,000
ADVOCATES, EXTENSION LLC	2/20/14	3/3/14	\$25,000	\$25,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	12/19/13	1/6/14	\$180,000	\$180,000
AGNESIAN HEALTHCARE INC	3/27/14	4/28/14	\$15,834	\$15,834
ANDERSON RECEIVING HOME	12/5/13	12/11/13	\$13,140	\$18,068
ANGELS ON ARCADIAN	12/19/13	1/6/14	\$1,531,200	\$1,531,200
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/19/13	1/23/14	\$445,641	\$445,641
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/13	1/16/14	\$60,000	\$60,000
ARNOLD, REBECCA	12/5/13	1/20/14	\$25,000	\$25,000
ARTISAN ASSISTED LIVING	1/13/14	2/25/14	\$480,566	\$480,566
ARTS AFH	12/5/13	12/18/13	\$30,132	\$30,132
ASPIRO INC	2/6/14	2/6/14	\$2,914,504	\$2,914,504
BELLIN PSYCHIATRIC CENTER	1/22/14	2/10/14	\$10,000	\$10,000
BENNIN, MARILYN	2/25/14	4/3/14	\$9,000	\$9,000
BERGER AFH	12/5/13	1/22/14	\$57,120	\$57,120
BETHESDA	1/20/14	2/10/14	\$14,550	\$14,550
BIRCH CREEK	12/19/13	1/13/14	\$1,235,182	\$1,235,182
BISHOPS COURT	12/19/13	1/13/14	\$1,304,662	\$1,304,662
BOLL ADULT CARE CONCEPTS	1/23/14	2/17/14	\$781,004	\$781,004
BOURASSA AFH	1/15/14	2/10/14	\$18,720	\$18,720
BORNEMANN NURSING HOME	12/23/13	1/8/14	\$227,995	\$227,995
BROTOLOC HEALTH CARE SYSTEMS	1/13/14	1/27/14	\$770,714	\$770,714
BRUNETTE AFH	12/5/13	12/16/13	\$52,152	\$52,152
BRUSS SUPPORTIVE COMMUNITY LIVING	1/15/14	1/27/14	\$273,214	\$273,214
BUSSE AFH	12/5/13	12/18/13	\$66,444	\$66,444
CAPELLE AFH	12/5/13	12/11/13	\$56,532	\$56,532
CARE FOR ALL AGES	1/13/14	1/20/14	\$116,374	\$116,374
CARRINGTON MANOR ASSISTED LIVING	1/13/14	2/10/14	\$92,628	\$92,628
CATHOLIC CHARITIES	1/9/14	1/15/14	\$171,606	\$171,606
CENTERPIECE LLC	12/18/13	1/6/14	\$150,000	\$150,000
CENTURY RIDGE OF GREEN BAY, INC.	1/9/14	1/16/14	\$387,932	\$387,932
CEREBRAL PALSY INC.	1/13/14	1/23/14	\$1,447,826	\$1,447,826
CEREBRAL PALSY OF MIDEAST WI INC	2/6/14	2/17/14	\$4,800	\$4,800
CHILDRENS SERVICE SOCIETY	12/19/13	1/8/14	\$25,000	\$25,000
CHRISTENSEN AFH	12/5/13	12/16/13	\$74,357	\$74,357
CLARITY CARE INC	1/15/14	1/27/14	\$1,729,984	\$1,729,984
CLEARVIEW BRAIN INJURY CENTER	1/20/14		\$220,938	\$220,938
COMFORT KEEPERS INC	12/19/13	1/16/14	\$734,494	\$734,494
COMPASS DEVELOPMENT	1/13/14	1/22/14	\$1,195,886	\$1,195,886
COMPASS DEVELOPMENT SHC INC	1/13/14	1/22/14	\$500,000	\$500,000
CONLEY AFH	12/5/13	12/19/13	\$36,645	\$36,645
CONNECTIONS LLC	1/23/14	2/4/14	\$25,000	\$25,000
CURO CARE LLC	1/22/14	1/29/14	\$510,000	\$510,000
DARNELL RECEIVING HOME	12/5/13	1/15/14	\$19,710	\$19,710
DEATHERAGE-VELEKE AFH	12/23/13	1/6/14	\$20,759	\$20,759
DEBAERE AFH	12/5/13	12/16/13	\$69,240	\$69,240
DEER PATH ASSISTED LIVING INC	1/20/14	2/5/14	\$178,810	\$178,810
DESOTELLE, ROBERT	2/25/14	3/11/14	\$7,500	\$7,500

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
DORN AFH	12/5/13	1/16/14	\$22,008	\$22,008
DUNGARVIN WISCONSIN LLC	12/23/13	1/29/14	\$686,931	\$686,931
DYNAMIC FAMILY SOLUTIONS	1/20/14	3/3/14	\$37,120	\$37,120
EAST SHORE INDUSTRIES	12/12/13	12/16/13	\$46,594	\$46,594
ELSNER AFH	12/18/13	1/21/14	\$14,348	\$14,348
ENCOMPASS CHILD CARE	12/23/13	1/27/14	\$70,164	\$70,164
ENGBERG AFH	12/5/13	1/9/14	\$39,216	\$39,216
FAMILY SERVICE OF NORTHEAST WI, INC.	1/9/14	1/27/14	\$2,146,746	\$2,167,878
FAMILY TRAINING PROGRAM	1/9/14	1/23/14	\$175,000	\$175,000
FENLON AFH	12/5/13	12/11/13	\$44,433	\$44,433
G & I OCHS INC.	1/23/14	1/27/14	\$1,906,847	\$1,936,174
GAUGER AFH	12/5/13	1/6/14	\$32,844	\$32,844
GOLDEN HOUSE	12/12/13	12/30/13	\$63,086	\$63,086
GOLTZ J. AFH	12/5/13	12/18/13	\$24,360	\$24,360
GONZALEZ AFH	12/5/13	2/3/14	\$79,062	\$79,062
GOODWILL INDUSTRIES	1/20/14	2/27/14	\$77,166	\$77,166
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	12/12/13	1/23/14	\$20,000	\$20,000
GRACYALNY, SUE	1/30/14	2/24/14	\$70,000	\$70,000
GREEN BAY TRANSIT COMMISSION	12/12/13		\$400,000	\$400,000
GRONSETH AFH	12/5/13	12/30/13	\$44,736	\$44,736
HARMONY LIVING CENTERS LLC	12/23/13	1/6/14	\$196,838	\$196,838
HEAD AFH	12/19/13	1/8/14	\$87,826	\$87,826
HELPING HANDS CAREGIVERS	1/23/14	2/5/14	\$350,000	\$350,000
HIETPAS AFH	12/5/13	12/11/13	\$24,992	\$24,992
HOEFT AFH	12/18/13	1/3/14	\$24,523	\$29,305
HOME INSTEAD SENIOR CARE	12/19/13	1/8/14	\$200,000	\$200,000
HOMES FOR INDEPENDENT LIVING	1/22/14	2/20/14	\$6,225,000	\$6,225,000
IMPROVED LIVING SERVICES	1/13/14	1/20/14	\$309,856	\$309,856
INFINITY CARE INC	12/23/13	1/6/14	\$380,128	\$380,128
INNOVATIVE COUNSELING(AUTISM)	12/12/13	2/4/14	\$72,700	\$72,700
INNOVATIVE SERVICES	12/20/13	12/30/13	\$14,001,200	\$14,001,200
INTERIM HEALTHCARE STAFFING	12/19/13	2/20/14	\$25,000	\$25,000
J & DEE INC.	1/29/14	2/5/14	\$1,821,000	\$1,821,000
JASMER AFH	12/5/13	12/16/13	\$13,608	\$13,608
KAKUK AFH	12/5/13	1/6/14	\$32,292	\$32,292
KCC FISCAL AGENT SERVICES	12/23/13	1/8/14	\$4,200,000	\$4,200,000
KCC SERVICES INC	12/23/13	1/10/14	\$2,000	\$2,000
KINDRED HEARTS	12/19/13	1/8/14	\$890,100	\$890,100
KLAPPER AFH	12/5/13	12/16/13	\$24,648	\$24,648
KLARKOWSKI AFH	12/5/13	2/5/14	\$43,260	\$43,260
KLECZKA-VOGEL AFH	12/5/13	12/30/13	\$77,376	\$77,376
KLEIN, DR. (AUTISM)	12/12/13	12/18/13	\$116,000	\$116,000
KPI INC	2/6/14	2/10/14	\$12,400	\$12,400
KUSKE AFH	12/5/13	12/16/13	\$25,692	\$25,692
LAD LAKE	12/20/13	1/6/14	\$34,500	\$34,500
LAKESWOOD ASSISTED LIVING	12/19/13	2/13/14	\$64,000	\$64,000
LAMERS BUS LINES, INC.	12/23/13	1/16/14	\$750,000	\$750,000
LANCASTER GARDENS	2/5/14	2/12/14	\$35,000	\$35,000
LAURENT AFH	12/5/13	1/6/14	\$50,352	\$50,352
LISKA, JOANN	1/9/14	1/29/14	\$10,012	\$10,012
LUND VAN DYKE INC	12/12/13	12/19/13	\$210,000	\$210,000
LUTHERAN SOCIAL SERVICES	1/13/14	3/3/14	\$667,020	\$667,020

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
LUTHERAN SOCIAL SERVICES-HOMME	12/20/13	2/12/14	\$48,000	\$48,000
MACHT VILLAGE PROGRAMS INC	12/20/13	2/12/14	\$1,000,000	\$1,000,000
MALONE AFH	12/5/13	12/11/13	\$26,544	\$26,544
MARLA VIST MANOR ASSISTED LIVING	1/9/14	2/10/14	\$129,404	\$129,404
MARTIN AFH	12/5/13	12/11/13	\$19,509	\$19,509
MATTHEWS SENIOR LIVING	1/9/14	1/20/14	\$202,380	\$202,380
MCCORMICK MEMORIAL HOME	12/23/13	12/30/13	\$198,484	\$198,484
MEADOWLANDS	4/24/14	4/28/14	\$39,871	\$39,871
MELOHN AFH	12/5/13	1/13/14	\$39,480	\$39,480
MILQUETTE AFH	12/5/13	12/11/13	\$22,344	\$22,344
MOMMAERTS RECEIVING HOME	12/5/13	12/19/13	\$19,710	\$19,710
MORAINO RIDGE LLC	1/27/14	2/4/14	\$200,000	\$200,000
MYSTIC ACRES LLC	12/30/13	1/22/14	\$70,812	\$70,812
MYSTIC CREEK LLC	12/30/13	1/22/14	\$147,525	\$147,525
MYSTIC MEADOWS LLC	12/30/13	1/22/14	\$139,057	\$139,057
NEMETZ AFH	12/5/13	12/11/13	\$71,744	\$71,744
NEW COMMUNITY SHELTER INC	12/11/13	12/30/13	\$40,000	\$40,000
NEW CURATIVE REHABILITATION	1/13/14	1/20/14	\$926,224	\$926,224
NEW PARTNERSHIP FOR CHILDREN & FAMILIES			\$24,200	\$24,200
NEW VISIONS TREATMENT HOMES OF WI, INC	12/19/13	1/6/14	\$42,000	\$42,000
NEW VIEW INDUSTRIES	12/12/13	3/13/14	\$43,240	\$43,240
NORTHWEST PASSAGE	12/19/13	1/20/14	\$67,500	\$67,500
ODD FELLOW REBEKAH HAVEN	12/19/13	12/30/13	\$140,000	\$140,000
OPTIONS LAB INC	12/20/13	1/6/14	\$43,240	\$43,240
OPTIONS TREATMENT PROGRAM	1/23/14	1/29/14	\$100,000	\$100,000
ORLICH AFH	12/5/13	1/6/14	\$95,854	\$95,854
OSTAPYUK AFH	12/18/13	1/13/14	\$46,320	\$46,320
PANTZLAFF AFH	12/5/13	1/6/14	\$24,840	\$24,840
PARAGON INDUSTRIES	2/6/14	3/3/14	\$721,464	\$721,464
PARENT TEAM	12/20/13	12/30/13	\$95,000	\$95,000
PARMENTIER AFH	12/5/13	12/11/13	\$94,067	\$94,067
PARTNERS IN COMMUNITY INTERVENTION LLC	2/20/14	3/3/14	\$25,000	\$25,000
PATIENT PINES	12/23/13	1/6/14	\$284,000	\$284,000
PHOENIX BEHAVIORAL HEALTH SERVICES	1/20/14	1/27/14	\$25,000	\$25,000
PNUMA HEALTH CARE	12/30/13	1/15/14	\$293,614	\$293,614
PRODUCTIVE LIVING SYSTEMS	1/9/14	3/27/14	\$768,452	\$768,452
RAVENWOOD BEHAVIORAL HEALTH	2/10/14	3/24/14	\$25,000	\$25,000
REHAB RESOURCES	2/6/14	2/13/14	\$85,600	\$85,600
REM-WISCONSIN II, INC.	1/23/14	2/10/14	\$1,335,480	\$1,335,480
RENNES ASSISTED LIVING CORP	12/30/13	1/6/14	\$75,000	\$75,000
RES-CARE WISCONSIN	12/19/13	1/22/14	\$19,344	\$19,344
ST. VINCENT HOSPITAL	2/10/14	4/1/14	\$168,376	\$168,376
SALDANA AFH	1/15/14	2/5/14	\$39,600	\$39,600
SCHAUMBURG, LAURIE	12/12/13	12/20/13	\$25,000	\$25,000
SCHULTZ AFH	12/5/13	12/11/13	\$107,772	\$107,772
SELTZER AFH	12/5/13	12/11/13	\$23,964	\$23,964
SKORCZEWSKI AFH	12/5/13	12/11/13	\$18,660	\$18,660
SLAGHT AFH	12/5/13	12/18/13	\$48,452	\$48,452
SMET AFH	12/5/13	1/10/14	\$54,257	\$54,257
SOUTHERN HOME CARE SERVICES	12/19/13	1/22/14	\$35,580	\$35,580
STARR/DINGER AFH	12/5/13	1/6/14	\$23,700	\$23,700
STEVENS AFH	12/5/13	1/6/14	\$19,509	\$19,509

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
TALBOT AFH	12/18/13	1/7/14	\$23,838	\$23,838
TANZI AFH	12/5/13	12/11/13	\$85,330	\$85,330
TIPLER AFH	12/5/13	12/11/13	\$65,406	\$65,406
TREMPEALEAU	12/30/13	1/13/14	\$896,522	\$896,522
VALLEY PACKAGING INC.	12/18/13	1/6/14	\$10,386	\$10,386
VANLANEN RECEIVING HOME	12/5/13	1/8/14	\$19,710	\$19,710
VERBONCOUER AFH	12/30/13	1/8/14	\$32,166	\$32,166
VILLA HOPE				\$0
WARREN, JOHN MD	2/20/14	3/6/14	\$116,000	\$116,000
WAUSAUKEE ENTERPRISES	12/23/13	1/8/14	\$18,586	\$18,586
WILLOWCREEK AFH	1/30/14	1/31/14	\$445,136	\$445,136
WISCONSIN EARLY AUTISM PROJECT	12/12/13	12/20/13	\$360,000	\$360,000
WISCONSIN FAMILY TIES INC	2/20/14		\$26,000	\$26,000
ZAMBON AFH	12/5/13	12/11/13	\$22,932	\$22,932
ZIELKE, JON AFH	12/5/13	1/6/14	\$32,802	\$32,802
ZIESMER AFH	12/5/13	12/11/13	\$79,716	\$79,716
TOTAL			\$66,353,842	\$66,421,022

Brown County Human Services

TO: Human Service Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: May 19, 2014

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Kane, Annette	Mileage	1-20-14	
Rutter, Gail	Mileage	1-20-14	
Medication Management Partners, LLC	Medication	1-27-14	
Terminex	Services	2-4-14	
Universal Guardians, Inc	Guardianship Services	2-4-14	
Puroclean Property Restoration	Services	2-12-14	
The Loft AJT LLC	Rent	3/3/14	
Rock, Amy	Respite	3/4/14	
Wisconsin Home Health Care	Services	3/10/14	
Angeli, Joanna	Respite	3/10/14	
Malchow, Colleen	Respite	4/14/14	
LaFlex, Glory	Respite	4/14/14	
Easterling, Hilkieah	Respite	5/5/14	
Kimberly Welk & Associates	Services	5/5/14	
Ray Vanderperren & Associates	Process Server	5/2/14	
Sand and Sun Apartments	Rent	5/9/14	
Newman, Allison	Transportation	5/9/14	

Brown County Human Services

TO: Human Services Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: May 19, 2014

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Cerebral Palsy of Mideast Wi	Respite	\$4,800	1-9-14	
Advocates Extension, LLC	SHC services	\$25,000	2-12-14	
Partners in Community Intervention	SHC services	\$25,000	2-12-14	
Bennin, Marilyn	Outreach	\$9,000	2-13-14	
Desotelle, Robert	Quality Assurance	\$7,500	2-12-14	
Agnesian Healthcare	Autism	\$15,834	4-14-14	
Meadowlands	RCAC	\$39,871	5-4-14	