BOARD OF SUPERVISORS
Brown County

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HUMAN SERVICES COMMITTEE
Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Tuesday, October 23, 2012
5:30 p.m.
ASPIRO – 1673 Dousman Street

****PLEASE BRING BUDGET BOOK****
(Combined Regular & Budget Meeting)

I. Call Meeting to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of September 26, 2012.

Non-Budget Items

1. **Review Minutes of**:
   a. Aging & Disability Resource Center of Brown County Board (Aug. 23, 2012 and Sept. 27, 2012).
   b. Aging & Disability Resource Center of Brown County Personnel and Policy Cmte (Aug. 23, 2012).
   c. Community Options Program Planning Committee (September 24, 2012).
   d. Human Services Board (September 20, 2012).

Comments from the Public – Non-Budgetary Items

Report from Human Services Chair, Patrick Evans

Drug Court

2. Update on Drug Court by Judge Zuidmulder.

Human Services Department

3. Resolution re: Change in Table of Organization Human Services - Electronic Medical Records (EMR) Nurse Coordinator.
4. Resolution re: Change in Table of Organization Human Services – Delete Terminal Operator I and Economic Support Specialist II.
5. Resolution re: Change in Table of Organization Human Services LTE Social Worker/Case Manager.
6. Financial Report for Community Treatment Center and Community Programs.

7. Statistical Report (Combined).
    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.
8. Approval for New Non-Continuous Vendor.
9. Request for New Vendor Contract.

Aging & Disability Resource Center, Health Dept., Syble Hopp, Veterans Services – No agenda items.

BUDGET REVIEW

REVIEW OF 2013 DEPARTMENT BUDGETS

Comments from the Public – Budgetary Items

Veterans' Services

10. Review of 2013 Department Budget.

Aging & Disability Resource Center

11. Review of 2013 Department Budget.
    a. Resolution re: Approving New or Deleted Positions during the 2013 Budget Process (Aging & Disability Resource Center).

Health Department

12. Review of 2013 Department Budget
    a. Resolution re: Approving New or Deleted Positions during the 2013 Budget Process (Health Department).

Human Services Department

13. Review of 2013 Department Budget.
    a. Resolution re: Approving New or Deleted Positions during the 2013 Budget Process (Human Services – Community Programs).
    b. Resolution re: Approving New or Deleted Positions during the 2013 Budget Process (Human Services - Community Treatment Center).

Other

14. Audit of bills.
15. 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, September 26, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Evans, Supervisors La Violette, Robinson, Hopp, and Haefs
Also Present: Supervisor Sieber, Corporation Counsel Juliana Ruenzel, John Paul, Brian Shoup, Tim Schmitt, Other interested parties

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I. **Call Meeting to Order:**

The meeting was called to order by Chair Pat Evans at 6:00 p.m.

II. **Approve/Modify Agenda:**
Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of July 25, 2012.**
Motion made by Supervisor Haefs, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public - None

Report from Human Services Chair
Chairman Evans reported that he attended a golf outing sponsored by Aspiro on Monday, 9/24/12. In addition he reported that Aspiro is sponsoring a fund raising walk on Saturday, 9/29/12 beginning at 10 a.m. Those interested in participating should be at the Nicolet Bank by 9 a.m.

1. **Review Minutes of**:
   a. **Board of Health (May 8, 2012).**
   b. **Children with Disabilities Education Board (July 24 and August 28, 2012).**
   c. **Community Options Program Planning Committee (July 23, 2012)**
   d. **Human Services Board (July 12 and August 16, 2012).**
   e. **Northeast Wisconsin Family Care Board of Directors (July 13, 2012).**
   f. **Veterans' Recognition Subcommittee (August 13 and September 18, 2012).**

   Motion made by Supervisor La Violette, seconded by Supervisor Robinson to suspend the rules to take 1a, b, c, d, e and f together. Vote taken. MOTION CARRIED UNANIMOUSLY

   Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file #1a, b, c, d, e, & f. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications
2. **Communication from Supervisor Robinson re: Request that the Human Services Committee consider merging the Human Services Committee and Human Services Board.** ***Held for one month.***

Supervisor Robinson reported that he attended the Human Services Board meeting to discuss his recommendation that the Committee and Board be combined. Although the Board said they would consider it, the item was not on their agenda.

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

3. **Communication from Supervisor Sieber re: To direct the Human Services Department to work with the National Association of Counties (NACo) in promoting the NACo Prescription Discount Card Program to Brown County residents, non-profits and other Brown County Departments and to authorize the County Executive or his staff to sign Brown County up for the $1 marketing reimbursement fee option.**

The NACo Prescription Discount Card Program was started seven years ago and has largely grown. Residents can save from 24% to 75% on some prescriptions. The program is a partnership between participating counties, NACo, and CVS Caremark.

Supervisor Sieber suggested that the Human Services Department work with NACo to promote a prescription discount card program for Brown County residents, and also that Brown County become involved in the $1 marketing reimbursement fee option.

Director of Human Services, Brian Shoup, indicated that it is not only the HS Department that could become involved but also Jail employees, Health Department, etc. He suggested the item be put on the agenda of the County Executive Management Team for consideration. Shoup indicated that he spoke with Lynn VandenLangenberg, previous Director of Administration, who indicated that approximately three Brown County departments and other community agencies began participating in the card program about five years ago. Shoup agreed to follow-up and report back as to who is involved and specifics of the program.

Supervisor Haefs suggested speaking with Supervisor Erickson who initially brought the program forward. Ms. Loehlein of the County Board office is also available to provide information.

Motion made by Supervisor Hopp , seconded by Supervisor Robinson to hold until the November meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department

4. **Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints.** ***Recommendation to forward to Human Services Committee at September 11, 2012 Board of Health Meeting.***

The Board of Health is recommending a change to Chapter 38 which would raise the number of verifiable complaints that would initiate a citation from three to two. In order to motivate businesses to remediate odor issues, the Board of Health is suggesting that they would like to be able to cite more frequently for odors generated from a single source, as they have previously had difficulty meeting the current criteria. Corporation Counsel Juliana Ruenzel has opined that one complaint is insufficient to make a case to the court for such a nuisance, therefore, the Board of Health is suggesting this ordinance change which would require two verifiable complaints to be sufficient to issue a citation.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to suspend the rules and allow interested parties to speak. Vote Taken. MOTION CARRIED UNANIMOUSLY

Don Johnson – Vice President of Operations, Sanimax
Mr. Johnson explained the efforts and technology that has been used by Sanimax to address odor issues, indicating that a very hot summer and vent dysfunction contributed to the problem. He disagrees with any changes to the ordinance which would initiate citations when efforts are being made to address the problem.

Larry Collins - JBS Green Bay (former Packerland Packing- Lime Kiln Road, Green Bay)
Mr. Collins explained that JBS has also invested in ways to deal with odor issues, actually hiring a chemical salesman. Although they have in the past had numerous verified odor complaints, they have received only two citations, and have had no complaints for the past two years. JBS continues with their attempts to minimize this problem on a daily basis. He opined that the present ordinance which allows for three complaints is fair and equitable and recommends the County stay with the current rule.

Dave Simons - American Foods Group, ACME Street
Mr. Simons stated the position of American Foods Group, opining that making the ordinance stricter will not eliminate this issue, that the ordinance already has impact. American Foods continues with efforts to minimize odors and operate their business.

Supervisor LaViolette opined that it appears a good faith effort has been made by community businesses and she has concerns that a change in the ordinance may only add bureaucracy and not minimize complaints.

Motion made by Supervisor Haefs, seconded by Supervisor Hopp to return to regular order of business. Vote Taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel Ruenzel explained the various nuisance violation categories, recommending that in light of efforts made by the various companies that at this time the ordinance be left unchanged. She indicated that if a case is brought to court and the company has made efforts to control the odor issue, it may be not be seen as strong enough and dismissed. Chairman Evans agreed, stating he didn't see much difference in changing the ordinance from three to two if the company was making a good faith effort.

John Paul, Environmental Manager, Brown County Health Department reported that in 2011 there were no citations issued. From January until August 2012, there have been 52 complaints. Of those 52, two complaints were verified, although no citations were issued. Mr. Paul indicated that if the ordinance had been changed, 7 citations would have been issued to one company – Sanimax.

Supervisor Haefs did not agree with changing a County wide ordinance for a few companies who may be in violation occasionally.

Supervisor Robinson asked if an agricultural business should be addressed differently, similar to mega farms.

Supervisor Hopp asked how the ordinance would affect other odor issues, such as a wood burning stove. John Paul indicated there is a different part of the ordinance which addresses fumes and other matters. Supervisor Hopp stated he was not in favor of changing the ordinance

for one business as it would put pressure on regulations for other industries.

Supervisor Haefs recommended approval, stating he is for zero tolerance. He questioned, however, how increasing the citations from 3 to 2 will solve the problem.

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to approve.

John Paul indicated that conversations with the DNR resulted in them declaring this city/county issue. He noted that the Health Department and JBS worked with a pickle plant in the Pulaski area to solve their problems. He suggested more effort be made to solve the issues with Sanimax.

Supervisor Robinson asked if repeated violations were more of an issue and if so, would it make sense to change the violation forfeitures. Corporation Counsel Ruenzel explained that raising the forfeiture may be limited by the ordinance. There are times when paying a violation may be cheaper than correcting the problem. Robinson suggested that the code be reviewed to determine if there are other tools.

Supervisor Haefs indicated that this issue with Sanimax is long standing, first being with the company known as Anamax. He would like a report as to what specifically they are doing to address their problems without changing the ordinance for other companies who are making more effort.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to send back to staff with the goal to look at different options, specific tools, and other avenues of action, and that an update from Sanimax and the Health Department be brought to the November meeting including what has been done and what steps are planned to solve the problem in the future.

Supervisor LaViolette was concerned that a November report may not be a reasonable timetable suggesting a report in January, however, Corporation Counsel and the Health Department opined it was adequate time.

MOTION CARRIED UNANIMOUSLY

Human Services Department

5. **Budget Adjustment (12-71): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).**

Director Shoup explained that Community Programs received State revenue for 2012 for Integrated Dual Disorder Treatment (IDDT) Implementation. The IDDT award for $9,000 was not budgeted. This adjustment allocates the 2012 amount in the correct budget account. Shoup indicated this matter was previously addressed.

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

6. **Budget Adjustment (12-73): Increase in expenses with offsetting increase in revenue.**

This adjustment transfers the cost of a Psychiatric Jail Nurse to the Sheriff's Department. Costs are from September 1st for the remainder of 2012. The nurse will be a contractor hired by the Sheriff's Department.

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

7. **Executive Director's Report.**

Director Shoup indicated that work continues on the budget which will be presented by the County Executive shortly. In addition, he highlighted the following activities during the last reporting period:

- Child Neglect Pilot Project with Sheriff's Department - A meeting was held with the County Executive, Sheriff Gossage, Jenny Hoffman (Human Services), Wisconsin Department of Health Services officials, a representative from the Governor's office, along with several legislators to address a pilot project which would expand the current partnership with the Sheriff's Department in the area of child neglect. The state has proposed reimbursement in the amount of $350,000 for additional positions/investigators within a four county consortium. In addition, the SHARE position with Brown County will be included.

- Family Care Update – Shoup reported that what the future holds for the Northeast Wisconsin Family Care Region is uncertain. The biennium budget as proposed by the Department of Health Services does not include start-up funding, although it is possible funds will be added by the legislature through grants. At some point, the County will need to reassess this program and look at contingencies and consider the stability of the work force when moving forward.

  Supervisor Robinson questioned if the program could be delayed and Director Shoup indicated that is possible if Family Care does eventually occur. Shoup stated that progress may occur based on the upcoming election.

- Wisconsin State Council on Mental Health - Brown County Human Services was highlighted by this agency on their various health services, specifically staff services at the Adult Mental Health Clinic, Children's Unit, and at the Nicolet Psychiatric Center.

- Emergency Positions Event – A number of community projects were involved in this event including those at the Syble Hopp School, CTC, Community Programs, etc. A further report will be forthcoming.

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

8. **Report on New Directions in Volunteer Services.**

Glen Tilot, Social Worker and Volunteer Coordinator, along with Jim Hermans, Manager of the Department of Human Services were introduced. Mr. Hermans gave a presentation reflecting on the 2012 initiative on children and families experiencing child abuse and neglect. A number of moves have been made to provide positive support using resources in the community, one being the PALS program where a young child in need is matched with a volunteer. Families who are often times isolated are offered financial support and other services to bridge a gap which will allow them a way to sustain a successful environment.

Mr. Tilot referred to handouts provided (attached), explaining that programs operating in 2011 by the Community Treatment Center as well as through Community Programs offered a total of

38,000 hours, an equivalent of 18 full-time employees, or a value of $701,000. This program addresses the needs of families who have been in the system for a long period of time. From this program a need for mentors for parents has been found and a grant has been written to the Women's Fund of Green Bay asking for possible funding. The Flatley Grant offers a kick-off on October 30th at which time 13 families referred by Child Protective Services will be present to express their needs. A budget counselor will be present from Goodwill, along with an advisor on cost effective food planning. This event will be planned quarterly.

Tilot indicated that many volunteers have come from area college students.

Supervisor Robinson asked if the Pals program works with parent educators and Mr. Tilot indicated the plan is to work with parent education programs in the area, nutrition programs, childcare resources, etc.

Motion made by Supervisor LaViolette, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Financial Report for Community Treatment Center and Community Programs (June and July, 2012).**

Human Services Finance Manager Tim Schmitt reported finances through July 2012 are on track year to date.

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

10. **Statistical Reports.**
    a. **Monthly Inpatient Data – Community Treatment Center (July and August, 2012).**
    b. **Monthly Inpatient Data – Bellin Psychiatric Center (July and August, 2012).**
    c. **Child Protection – Child Abuse/Neglect Report.**
    d. **Monthly Contract Update.**

Motion made by Supervisor La Violette, seconded by Supervisor Evans to suspend the rules and take 10a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Hopp asked if the increase in the number of child abuse case will reflect on the budget and Director Shoup explained there will be budget implications resulting in a redesign of contracted services with full impact expected in 2014.

Motion made by Supervisor, seconded by Supervisor to approve 10a-d. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Approval for New Non-Continuous Vendor (August and September, 2012).**

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

12. **Request for New Vendor Contract (August and September, 2012).**

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

13. **Audit of bills.**

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

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

Motion made by Supervisor Haefs, seconded by Supervisor La Violette to adjourn at 8:07 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Rae G. Knippel
Transcriptionist

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING **August 23, 2012**

PRESENT: Keith Pamperin, Beth Relich, Pat Finder-Stone, Tom Diedrick, Bill Clancy, Marvin Rucker, Donajane Brasch, Steve Daniels

EXCUSED: Barb Robinson, Lisa Van Donsel, Pat Hickey, Joan Swigert, Libbie Miller

ALSO PRESENT: Devon Christianson, Arlene Westphal, Debra Bowers, Mary Schlautman, Laurie Ropson, Snooky Zuidmulder, Diana Brown, Denise Misovec,

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:34 a.m.

ADOPTION OF AGENDA: A motion was made by Mr. Pamperin and seconded by Ms. Brasch to adopt the August 23, 2012 agenda. **MOTION CARRIED.**

INTRODUCTIONS: None.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 11, 2012: Mr. Pamperin moved and Sup. Clancy seconded to approve the minutes of the regular meeting of July 11, 2012. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. **REVIEW AND APPROVAL OF THE JULY 2012 FINANCE REPORT:** Ms. Bowers noted that we will receive an additional $10,000 in 2012 Older Americans' Program funding as notice of final grant allocations were received in late 2011. She anticipates we will receive an additional $25,000 in Elderly Benefits Specialists Medical Assistance funding due to a clarification of MA claiming for these positions.

   Ms. Bowers then described year-to-date excess revenue which consists of receiving full funding of Levy and WI Department of Transportation funding, additional Medical Assistance reimbursement, early expenditures of the ADRC State grant, and savings from the nutrition contact.

Mr. Daniels moved and Ms. Finder-Stone seconded to approve the July 2012 Finance Report. **MOTION CARRIED.**

B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** No restricted donations were received in July.

C. **APPROVAL OF FINAL AUDIT:** Ms. Bowers referred board members to the Audit Compliance letters which define Internal Control over Compliance in regard to financial statements and requirements of laws, regulations, contracts and grants. No audit findings were issued.

Mr. Pamperin moved and Ms. Brasch seconded to approve the final audit. **MOTION CARRIED.**

MUTUAL OF AMERICA FEE DISCLOSURE REQUIREMENTS: Ms. Christianson reported that Mutual of America provides the ADRC's retirement services. In response to the Department of Labor regulation under Sec. 408(b)(2) of Employee Retirement Income Security Act (ERISA) of 1974, Mutual of America must provide the ADRC and its participants a detailed fee disclosure describing the services they provide, and all direct and indirect compensation in connection with the plan.

It is the ADRC's fiduciary responsibility to "act prudently and solely in the interest of plan participants and beneficiaries" which includes both selecting plans and reviewing disclosure documents to ensure that the plan fees are reasonable. Ms. Ropson, the ADRC's Quality Assurance Coordinator, reviewed the disclosure using two reference documents, *Determining reasonableness of retirement plan fees,* from Vanguard Strategic Retirement Consulting, September 2011 and *Defined Contribution/401(k): Fee Study, Inside the Structure of Defined contribution/401(k)Plan Fees: A Study Assessing the Mechanics of What Drives the 'All-In' Fee,* Deloite, Investment Company Institute, to assist in her review of Mutual of America's the fee disclosure, how fees are structured, and fee ranges.

Ms. Ropson's findings disclosed that Mutual of America has a less complicated fee structure than other firms providing retirement services and actually provide a wide range of services for the ADRC and Its participants, offering a number of ways to avoid fees. They waive monthly participant's fees for anyone electing to us eDocuments as well as a monthly Administrative Compensation Charge participant balances are $300 or more at the end of the month. Although the ADRC does not qualify to take advantage of discounts in their Tiered Pricing Scheme for total annual operating expenses, their fee percentages are within the normal range. In conclusion, the ADRC has been very satisfied with the service Mutual of America has provided over the years.

Ms. Finder-Stone moved and Mr. Rucker seconded to accept the Fee Disclosure Report. MOTION CARRIED.

PERSONNEL COMMITTEE REPORT: Mr. Diedrick, Chairperson of the Personnel & Policy Committee, stated that the Committee met a 7:30 this morning to discuss and attain a recommendation regarding the Class and Compensation Evaluation of the ADRC Accountant, Debra Bowers. Staying within and respecting the County's Classification Process, and after reviewing the data provided to us by both the ADRC and Brown County's Human Resources Analyst, the Committee recommends to the Board that the ADRC Accountant, Ms. Bowers, be reclassified to Grade 18, Step 7.

After discussion Mr. Diedrick ask for those in agreement to signify by saying Aye. Ayes: Mr. Pamperin, Ms. Finder-Stone, Mr. Diedrick, Ms. Relich; Sup. Clancy, Mr. Rucker, Ms. Brasch, Mr. Daniels **MOTION CARRIED.**

RED CROSS REQUEST FOR VEHICLE REPAIRS: Ms. Schlautman reported that we received a request from Red Cross in early August for approximately $10,000 for repair of two of their key vehicles. It has since been determined that one of the vehicles is unsafe and will be salvaged for approximately $500. The other vehicle is an 11 year-old van with high mileage. This is a high utilization vehicle in their fleet that is used daily and there is a sense of urgency. After exploring available vans through the state DOT, new vehicles will not become available until the spring of 2013; therefore, there is a need for immediate repair of the current vehicle. Ms. Schlautman requested using $8,000 from the 85.21 Trust Fund of $15,585 for the repairs of the 11 year-old van at this time, explaining to Red Cross that by doing this we may not be able to do a match for a new vehicle next year. Ms. Schlautman explained the decision to either repair or save the funds to match a new vehicle will be Red's Cross's to make.

After discussion, Sup. Clancy moved and Ms. Finder-Stone seconded to grant Red Cross the $8,000 at this time from the 85.21 Trust Fund, making Red Cross aware that doing a match for a new vehicle in 2013 may not be possible. **MOTION CARRIED**.

STAFF REPORT: ADD LIFE CENTER, CLASSROOMS AND PROGRAMS: Ms. Zuidmulder, Add*LIFE* Center Program Coordinator, began by explaining that Senior Centers are trying to change to meet the needs of younger, more active seniors. As we modernize to meet this need here at the ADRC, we feel we will need to cut back on some of the NWTC classes in order to free up space for other activities that seniors are requesting. Over the past years our partnership with NWTC has been wonderful and our goal is to keep this a working relationship. Ms. Zuidmulder distributed a calendar of NWTC classes held at the Add*LIFE* Center for the month of September noting that their painting classes occupy Room 135B three full days of the week for the entire month limiting the use of that room for other activities. Space is a primary issue and there is a need to be able to offer a variety of

classes that don't run on a semester schedule. Ms. Zuidmulder asked for Board support to discuss with NWTC their options for moving their painting classes to an alternate location.

Mr. Daniels moved and Mr. Rucker seconded to initiate discussion with NWTC to reduce their number of class hours at the ADRC in order for us to accommodate other programs and services. **MOTION CARRIED.**

BUILDING MAINTENANCE: AIR CONDITIONER LONG TERM PLAN: Ms. Christianson reviewed the ADRC's air conditioning history and current status with board members. There are two air conditioning units on the roof, each containing two compressors. The air conditioners are 20 years old and are overdue for replacement because of new efficiencies available and general wear. Both of Air Handling Unit 2's compressors are new. Air Handling Unit 1 had one compressor and associated corroded parts replaced in August of 2012 at a cost of $3630, leaving it with one old compressor that we are hopeful will last until April of 2014.

Mr. Christianson went on to explain that the proposed plan would be to replace Air Handling Unit #1's Roof-Top Air Conditioner in April of 2014 at an estimated cost of $33,270, and replace Unit #2's Air Conditioner in 2016. This means we would budget $33,270 for 2014 and 2016 (based on Hurckman Mechanical Estimates) conducting competitive bidding in November of 2013 and 2015 as well.

Ms. Christianson also noted that we have been experiencing roof leaks from time to time and are looking at using resources from our savings with Aramark to replace the roof in 2013.

After discussion, Sup. Clancy moved and Mr. Pamperin seconded to replace Air Handling Unit 1's compressor for $3,630, and approve the replacement of Air Handling Unit 2's compressor for $5,042.34 that had to be done quickly prior to the board meeting.

AGING UNIT PLAN GOALS: Ms. Christianson drew attention to the Older Americans Act 3-year Plan enclosed in the board packet. She reviewed the goals of the Statewide and Locally Determined Focus Areas with board members. On September 1st we will be submitting our Aging Unit Plan to GWARR (Greater Wisconsin Agency on Aging Resources, Inc.), holding a public hearing in October; and, after making adjustment to the Plan it will be brought back to the ADRC Board in October for a vote on the final draft. Ms. Christianson reviewed how all of the information gathered by board members, the listening sessions, and surveys has contributed to goal development for the 3-year plan.

ARAMARK CONTRACT UPDATE: Ms. Christianson reported that so far things have been going very well with Aramark and the Nutrition Coordinator was planning to hold a Nutrition Meeting at the Aramark Kitchen Site.

FAMILY CARE UPDATE: Ms. Christianson reported that we are still waiting for Family Care expansion. It is the Long Term Care Council's recommendation that we continue to explore expansion in an effort to keep it going. Virtual Pace is the combining of Long Term Care Dollars and Acute Health Care Dollars and is something we may be involved in within nursing homes as the projects unfold. At this time Brown County is looking at 2014 for Family Care.

DIRECTOR'S REPORT:

A. **ADRC/COUNTY DRAFT PAPER:** Ms. Christianson stated that in preparation for the budget process we need to understand how we got started, what the ADRC Board is about and its responsibility, our relationship with the County and how we collaborate with Brown County. She then referred board members to page 2 of the enclosed handout for agenda item #14-A where she reviewed this information along with Our Brown County Collaborations, Our Funding, and the history of Brown County Levy stating that it is flexible dollars that benefit all of our programs.

B. **AGING NETWORK CONFERENCE:** The 2012 Aging Network Conference is being held September 20-21, 2012 in the Wisconsin Dells. There is a workshop on the agenda on *"How to*

Be an Effective Board Member" and Ms. Christianson urged our board members to attend letting them know that we would support anyone who would like to participate.

C. **BUDGET SUBMISSION WITH COUNTY EXECUTIVE:** Ms. Christianson informed the Board that our budget meeting with the County Executive last Monday went very well. The issue of Aramark came up and how we should budget for next year. It was suggested that we budget our nutrition program on Aramark's contract rate and keep the potential savings in our Net Asset Account for next year. This is a positive statement to Aramark about our expectations and commitment to their success. The saving incurred will help the ADRC reinvest in our nutrition program's aging equipment, and support our need to repair and update our building's roof, air conditions, flooring and other needs.

LEGISLATIVE UPDATES: Ms. Finder-Stone communicated that the hospitals in northeast Wisconsin and the Veterans Association held listening sessions for Congressman Reid Ribble. Ms. Finder-Stone felt that Congressman Ribble did an excellent job of addressing the Republican and Democratic Programs on health care issues.

ANNOUNCEMENTS:

- Mr. Diedrick noted that Ms. Finder-Stone and Ms. Miller will have completed their term on the ADRC Board this fall and we will be looking to fill these positions. He encouraged present board members to submit the names of anyone they felt would be a suitable representative of the aging population to Ms. Christianson for the County Executive's appointment process.

- Mr. Pamperin announced that on Saturday, August 25th, a *Wheel Chair Wash* will be held at Options for Independent Living from 8:00 a.m. – noon. Independent Mobility will also be there to do equipment inspections. He urged those present to circulate awareness of this event.

NEXT MEETING DATE: The next meeting will be held on Thursday, September 27, 2012.

ADJOURN: Ms. Relich moved and Mr. Daniels seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:37 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

Brown County
Aging & Disability Resource Center

ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department	**093 - ADRC**									
	REVENUE									
4100	General Property Taxes	890,149.00	.00	890,149.00	.00	.00	890,150.00	(1.00)	100	934,807.50
4301	**Federal Grant**									
4301.OPC	Federal Grant Options Counseling	13,276.00	.00	13,276.00	.00	.00	10,000.00	3,276.00	75	.00
4301.IIIB	Federal Grant Title IIIB	165,489.00	.00	165,489.00	30,667.00	.00	118,600.00	46,889.00	72	100,660.00
4301.IIID	Federal Grant Title III-D	11,887.00	.00	11,887.00	10,253.00	.00	8,519.00	3,368.00	72	8,539.00
4301.IIIE	Federal Grant Title III-E	80,493.00	.00	80,493.00	5,619.00	.00	57,687.00	22,806.00	72	57,124.00
4301.MMIS	Federal Grant MMIS	.00	.00	.00	.00	.00	.00	.00	+++	1,600.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	.00	79,079.00	.00	.00	59,345.00	19,734.00	75	47,714.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	3,800.00	.00	.00	3,800.00	.00	100	.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	25,000.00	.00	25,000.00	5,022.00	.00	40,293.00	(15,293.00)	161	14,665.00
4301.IIIC1	Federal Grant Title III-C-1	374,204.00	.00	374,204.00	36,288.00	.00	168,155.00	206,049.00	45	285,463.00
4301.IIIC2	Federal Grant Title III-C-2	128,221.00	.00	128,221.00	25,024.00	.00	119,785.00	8,436.00	93	112,394.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	12,000.00	.00	12,000.00	.00	.00	12,299.00	(299.00)	102	17,734.00
4301.ADRCMA	Federal Grant ADRC - MA	762,916.00	.00	762,916.00	60,657.00	.00	475,623.00	287,293.00	62	436,257.00
	4301 - Federal Grant Totals	$1,656,365.00	$0.00	$1,656,365.00	$173,530.00	$0.00	$1,074,106.00	$582,259.00	65%	$1,082,150.00
4302	**State Grant**									
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	.00	33,438.00	.00	.00	33,438.00	.00	100	33,438.00
4302.MED	State Grant Medicare Part D	15,223.00	.00	15,223.00	.00	.00	13,112.00	2,111.00	86	15,223.00
4302.SCS	State Grant Senior Community Services	12,709.00	.00	12,709.00	1,849.00	.00	9,108.00	3,601.00	72	8,899.00
4302.ADRC	State Grant ADRC Grant	1,377,498.00	.00	1,377,498.00	113,218.00	.00	984,560.00	392,938.00	71	887,246.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	.00	12,439.00	(12,439.00)	+++	1,435.96
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	.00	84,590.00	16,044.00	.00	60,623.00	23,967.00	72	53,574.00
4302.TRANS	State Grant Transportation s.85.21	474,781.00	.00	474,781.00	476,570.00	.00	476,570.00	(1,789.00)	100	474,781.00
4302.COPHDM	State Grant Home Delivered Meals	63,432.00	.00	63,432.00	5,140.26	.00	38,964.63	24,467.37	61	41,905.14
	4302 - State Grant Totals	$2,061,671.00	$0.00	$2,061,671.00	$612,821.26	$0.00	$1,628,814.63	$432,856.37	79%	$1,516,502.10
4600	**Charges and Fees**									
4600.200	Charges and Fees Senior Classes	18,000.00	.00	18,000.00	269.80	.00	4,945.35	13,054.65	27	5,037.31
4600.210	Charges and Fees Day Trips	.00	.00	.00	523.00	.00	9,073.00	(9,073.00)	+++	7,147.00
4600.230	Charges and Fees Exercise Room	.00	.00	.00	12.00	.00	143.00	(143.00)	+++	175.34
4600.240	Charges and Fees Advertising	.00	.00	.00	.00	.00	.00	.00	+++	2,435.00
4600.250	Charges and Fees Newsletter	.00	.00	.00	125.00	.00	2,255.00	(2,255.00)	+++	2,324.50
4600.500	Charges and Fees Prevention	8,569.00	.00	8,569.00	20.00	.00	2,535.99	6,033.01	30	1,052.18
4600.600	Charges and Fees Driver Escort	3,000.00	.00	3,000.00	115.00	.00	738.00	2,262.00	25	1,887.50
4600.610	Charges and Fees In-home Worker	.00	.00	.00	120.00	.00	480.00	(480.00)	+++	372.00
4600.700	Charges and Fees Community Service	3,500.00	.00	3,500.00	1,462.50	.00	10,827.50	(7,327.50)	309	2,837.50
	4600 - Charges and Fees Totals	$33,069.00	$0.00	$33,069.00	$2,647.30	$0.00	$30,997.84	$2,071.16	94%	$23,268.33
4601	**Sales**									
4601	Sales	.00	.00	.00	60.00	.00	300.00	(300.00)	+++	210.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department	**093 - ADRC**									
	REVENUE									
4601	**Sales**									
4601.300	Sales Vending	.00	.00	.00	192.20	.00	642.86	(642.86)	+++	381.31
4601.500	Sales Seroogy's	.00	.00	.00	.00	.00	131.00	(131.00)	+++	333.70
4601.800	Sales Raffle	.00	.00	.00	.00	.00	12.00	(12.00)	+++	.00
	4601 - Sales Totals	$0.00	$0.00	$0.00	$252.20	$0.00	$1,085.86	($1,085.86)	+++	$925.01
4900	**Miscellaneous**									
4900	Miscellaneous	4,500.00	.00	4,500.00	.00	.00	37.87	4,462.13	1	1,670.83
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	.00	4,500.00	.00	.00	582.75	3,917.25	13	886.35
4900.200	Miscellaneous Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	70.04
4900.300	Miscellaneous Parking Revenue	.00	.00	.00	15.00	.00	105.00	(105.00)	+++	.00
	4900 - Miscellaneous Totals	$9,000.00	$0.00	$9,000.00	$15.00	$0.00	$725.62	$8,274.38	8%	$2,627.22
4901	**Donations**									
4901	Donations	.00	.00	.00	.00	.00	.00	.00	+++	2,166.00
4901.100	Donations General	.00	.00	.00	113.00	.00	1,075.00	(1,075.00)	+++	315.00
4901.110	Donations Memorial	.00	.00	.00	.00	.00	5,595.00	(5,595.00)	+++	600.00
4901.200	Donations Coffee	.00	.00	.00	39.21	.00	597.72	(597.72)	+++	377.36
4901.300	Donations Housing Units	.00	.00	.00	.00	.00	4,008.90	(4,008.90)	+++	12,409.62
4901.310	Donations Participants-Congregate Meals	119,301.00	.00	119,301.00	2,290.76	.00	19,872.26	99,428.74	17	25,926.63
4901.330	Donations Building	2,000.00	.00	2,000.00	131.80	.00	1,862.30	137.70	93	790.00
4901.410	Donations Medical Equipment	.00	.00	.00	60.00	.00	1,632.88	(1,632.88)	+++	361.00
4901.520	Donations Home Delivered Meals	164,751.00	.00	164,751.00	18,582.28	.00	136,638.61	28,112.39	83	142,016.94
	4901 - Donations Totals	$286,052.00	$0.00	$286,052.00	$21,217.05	$0.00	$171,282.67	$114,769.33	60%	$184,962.55
4903	**In-kind Services**									
4903.IIIB	In-kind Services In-kind Services III-B	.00	.00	.00	.00	.00	30,467.75	(30,467.75)	+++	48,239.25
4903.IIIC1	In-kind Services III-C-1 Cong	.00	.00	.00	.00	.00	39,577.03	(39,577.03)	+++	64,496.36
4903.IIIC2	In-kind Services III-C-2	.00	.00	.00	.00	.00	55,568.58	(55,568.58)	+++	54,941.34
4903.IIIEC	In-kind Services III-E-Chore	.00	.00	.00	.00	.00	8,342.16	(8,342.16)	+++	10,607.25
4903.IIIEH	In-kind Services III-E Homemaker	.00	.00	.00	.00	.00	20,354.84	(20,354.84)	+++	25,881.69
4903.IIIEP	In-kind Services III-E Personal Care	.00	.00	.00	.00	.00	4,671.60	(4,671.60)	+++	5,940.06
	4903 - In-kind Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$158,981.96	($158,981.96)	+++	$210,105.95
4905	Interest	3,000.00	.00	3,000.00	133.61	.00	1,084.13	1,915.87	36	2,148.10
	REVENUE TOTALS	$4,939,306.00	$0.00	$4,939,306.00	$810,616.42	$0.00	$3,957,228.71	$982,077.29	80%	$3,957,496.76
	EXPENSE									
5100	Regular Earnings	1,964,061.00	2,837.00	1,966,898.00	121,421.58	.00	942,613.40	1,024,284.60	48	1,037,126.75
5102	**Paid Leave Earnings**									
5102	Paid Leave Earnings	.00	.00	.00	25,905.36	.00	123,947.04	(123,947.04)	+++	.00
5102.100	Paid Leave Earnings Reimbursement	.00	.00	.00	.00	.00	(3,484.51)	3,484.51	+++	.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department	**093 - ADRC**									
	EXPENSE									
	5102 - Paid Leave Earnings Totals	$0.00	$0.00	$0.00	$25,905.36	$0.00	$120,462.53	($120,462.53)	+++	$0.00
5103	Premium	.00	.00	.00	(16.50)	.00	672.01	(672.01)	+++	.00
5110	**Fringe Benefits**									
5110.100	Fringe Benefits FICA	134,136.00	873.00	135,009.00	10,223.66	.00	74,635.97	60,373.03	55	82,644.44
5110.110	Fringe Benefits Unemployment Compensation	.00	6,308.00	6,308.00	403.06	.00	10,405.88	(4,097.88)	165	.00
5110.200	Fringe Benefits Health Insurance	456,752.00	.00	456,752.00	36,854.88	.00	244,928.52	211,823.48	54	225,683.11
5110.210	Fringe Benefits Dental Insurance	34,989.00	.00	34,989.00	2,961.84	.00	19,718.61	15,270.39	56	17,845.42
5110.215	Fringe Benefits Vision	4,287.00	.00	4,287.00	.00	.00	.00	4,287.00	0	27.83
5110.220	Fringe Benefits Life Insurance	1,830.00	.00	1,830.00	59.15	.00	401.86	1,428.14	22	1,856.36
5110.230	Fringe Benefits LT disability insurance	6,607.00	.00	6,607.00	539.90	.00	3,804.04	2,802.96	58	4,245.46
5110.300	Fringe Benefits Retirement	146,981.00	913.00	147,894.00	10,368.07	.00	75,670.74	72,223.26	51	72,812.22
	5110 - Fringe Benefits Totals	$785,582.00	$8,094.00	$793,676.00	$61,410.56	$0.00	$429,565.62	$364,110.38	54%	$405,114.84
5300	**Supplies**									
5300	Supplies	2,930.00	2,000.00	4,930.00	160.23	.00	5,729.67	(799.67)	116	3,125.81
5300.001	Supplies Office	16,000.00	.00	16,000.00	1,426.68	.00	6,891.93	9,108.07	43	8,117.34
5300.002	Supplies Kitchen	30,310.00	.00	30,310.00	1,574.47	.00	12,500.28	17,809.72	41	11,833.13
5300.004	Supplies Postage	19,380.00	.00	19,380.00	.00	.00	9,249.21	10,130.79	48	9,323.56
5300.100	Supplies Caregiver	.00	3,446.00	3,446.00	.00	.00	.00	3,446.00	0	264.67
5300.200	Supplies Program Operations	18,000.00	(3,000.00)	15,000.00	314.61	.00	4,799.22	10,200.78	32	1,277.73
5300.400	Supplies Equipment	.00	.00	.00	.00	.00	24.98	(24.98)	+++	.00
5300.500	Supplies Seroogys	.00	.00	.00	.00	.00	.00	.00	+++	288.00
5300.600	Supplies Obligated	.00	.00	.00	.00	.00	1,012.00	(1,012.00)	+++	.00
	5300 - Supplies Totals	$86,620.00	$2,446.00	$89,066.00	$3,475.99	$0.00	$40,207.29	$48,858.71	45%	$34,230.24
5304	Printing	3,053.00	.00	3,053.00	.00	.00	3,179.97	(126.97)	104	3,467.83
5305	Dues and Memberships	2,747.00	.00	2,747.00	.00	.00	605.00	2,142.00	22	1,005.00
5306	**Maintenance Agreement**									
5306	Maintenance Agreement	.00	.00	.00	1,219.95	.00	4,168.58	(4,168.58)	+++	3,468.02
5306.100	Maintenance Agreement Software	16,787.00	.00	16,787.00	216.89	.00	15,438.10	1,348.90	92	14,362.86
	5306 - Maintenance Agreement Totals	$16,787.00	$0.00	$16,787.00	$1,436.84	$0.00	$19,606.68	($2,819.68)	117%	$17,830.88
5307	**Repairs and Maintenance**									
5307.300	Repairs and Maintenance Buildings	18,662.00	.00	18,662.00	790.40	.00	19,163.06	(501.06)	103	362,699.97
5307.301	Repairs and Maintenance Atrium	.00	.00	.00	130.22	.00	1,011.54	(1,011.54)	+++	781.32
5307.400	Repairs and Maintenance Equipment	17,115.00	.00	17,115.00	.00	.00	.00	17,115.00	0	748.69
	5307 - Repairs and Maintenance Totals	$35,777.00	$0.00	$35,777.00	$920.62	$0.00	$20,174.60	$15,602.40	56%	$364,229.98
5311	Marketing	2,000.00	.00	2,000.00	.00	.00	887.50	1,112.50	44	937.00
5313	Recruitment	2,000.00	.00	2,000.00	.00	.00	702.35	1,297.65	35	617.59
5314	Background Check	.00	.00	.00	.00	.00	126.00	(126.00)	+++	270.00
5320	Rental	12,240.00	.00	12,240.00	754.00	.00	6,526.00	5,714.00	53	7,150.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department	**093 - ADRC**									
	EXPENSE									
5330	Books, Periodicals, subscriptions	3,000.00	.00	3,000.00	.00	.00	1,222.14	1,777.86	41	3,172.61
5331	Newsletter	3,000.00	.00	3,000.00	.00	.00	10.00	2,990.00	0	52.37
5340	Travel	8,715.00	.00	8,715.00	229.55	.00	4,397.57	4,317.43	50	3,797.68
5341	**Training**									
5341	Training	12,035.00	.00	12,035.00	405.26	.00	2,089.99	9,945.01	17	5,477.68
5341.100	Training Caregiver	.00	.00	.00	.00	.00	30.00	(30.00)	+++	.00
	5341 - Training Totals	$12,035.00	$0.00	$12,035.00	$405.26	$0.00	$2,119.99	$9,915.01	18%	$5,477.68
5342	Conference	.00	.00	.00	.00	.00	1,115.00	(1,115.00)	+++	.00
5366	**Volunteer Expense**									
5366	Volunteer Expense	2,000.00	.00	2,000.00	159.31	.00	940.12	1,059.88	47	355.48
5366.110	Volunteer Expense Mileage	31,264.00	.00	31,264.00	2,523.13	.00	17,229.18	14,034.82	55	16,457.12
	5366 - Volunteer Expense Totals	$33,264.00	$0.00	$33,264.00	$2,682.44	$0.00	$18,169.30	$15,094.70	55%	$16,812.60
5367	Wellness	.00	.00	.00	90.00	.00	305.00	(305.00)	+++	403.24
5368	**Support Group**									
5368.100	Support Group Caregiver	.00	.00	.00	.00	.00	.00	.00	+++	44.42
	5368 - Support Group Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$44.42
5369	**Community Service**									
5369.300	Community Service Incentive	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	700.00
	5369 - Community Service Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$1,200.00	($1,200.00)	+++	$700.00
5390	**Miscellaneous**									
5390	Miscellaneous	9,700.00	.00	9,700.00	200.00	.00	690.00	9,010.00	7	909.55
5390.100	Miscellaneous Soda	.00	.00	.00	90.00	.00	788.00	(788.00)	+++	563.20
5390.200	Miscellaneous Coffee	.00	.00	.00	217.96	.00	1,868.58	(1,868.58)	+++	1,450.16
5390.300	Miscellaneous Vending	.00	.00	.00	75.06	.00	315.07	(315.07)	+++	173.35
	5390 - Miscellaneous Totals	$9,700.00	$0.00	$9,700.00	$583.02	$0.00	$3,661.65	$6,038.35	38%	$3,096.26
5392	Service Fees	4,500.00	.00	4,500.00	366.34	.00	2,578.30	1,921.70	57	2,500.57
5395	**Equipment - nonoutlay**									
5395	Equipment - nonoutlay	7,500.00	.00	7,500.00	.00	.00	7,103.48	396.52	95	4,539.12
5395.410	Equipment - nonoutlay Medical	.00	.00	.00	133.67	.00	2,284.36	(2,284.36)	+++	2,078.81
5395.420	Equipment - nonoutlay Technology	5,303.00	.00	5,303.00	.00	.00	1,377.31	3,925.69	26	280.00
5395.900	Equipment - nonoutlay Board Approved	.00	8,769.00	8,769.00	.00	.00	.00	8,769.00	0	78,976.17
	5395 - Equipment - nonoutlay Totals	$12,803.00	$8,769.00	$21,572.00	$133.67	$0.00	$10,765.15	$10,806.85	50%	$85,874.10
5410	**Insurance**									
5410.105	Insurance Volunteer	3,600.00	.00	3,600.00	.00	.00	2,085.30	1,514.70	58	2,242.90
5410.110	Insurance 331 S Adams	.00	.00	.00	.00	.00	1,288.00	(1,288.00)	+++	.00
	5410 - Insurance Totals	$3,600.00	$0.00	$3,600.00	$0.00	$0.00	$3,373.30	$226.70	94%	$2,242.90
5500	Utilities	36,472.00	.00	36,472.00	2,405.18	.00	15,053.19	21,418.81	41	15,974.37
5505	Telephone	4,150.00	.00	4,150.00	127.02	.00	1,672.23	2,477.77	40	1,094.72

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Brown County
Aging & Disability Resource Center

ADRC SUMMARY REPORT

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department	**093 - ADRC**									
	EXPENSE									
5600	Indirect Cost	95,831.00	.00	95,831.00	.00	.00	95,828.00	3.00	100	123,864.00
5601	**County Services**									
5601.100	County Services Information Services	134,871.00	.00	134,871.00	.00	.00	134,866.00	5.00	100	128,244.00
5601.200	County Services Insurance	11,529.00	.00	11,529.00	.00	.00	11,534.00	(5.00)	100	9,017.50
5601.500	County Services Facilities	17,147.00	.00	17,147.00	.00	.00	17,150.00	(3.00)	100	15,000.00
	5601 - County Services Totals	$163,547.00	$0.00	$163,547.00	$0.00	$0.00	$163,550.00	($3.00)	100%	$152,261.50
5700	**Contracted Services**									
5700	Contracted Services	26,793.00	(26,793.00)	.00	.00	.00	.00	.00	+++	.00
5700.080	Contracted Services Temp Agencies	.00	.00	.00	343.20	.00	4,461.60	(4,461.60)	+++	.00
5700.100	Contracted Services Curative Site Manager	.00	26,793.00	26,793.00	2,455.00	.00	17,185.00	9,608.00	64	17,185.00
5700.110	Contracted Services DePere Site Manager	28,716.00	.00	28,716.00	9,195.24	.00	16,771.25	11,944.75	58	7,394.33
5700.200	Contracted Services Senior Aide	7,500.00	.00	7,500.00	.00	.00	4,221.00	3,279.00	56	3,750.00
5700.210	Contracted Services Day Trips	.00	.00	.00	.00	.00	3,967.50	(3,967.50)	+++	7,069.28
5700.300	Contracted Services Veterans Programming	7,000.00	.00	7,000.00	.00	.00	1,294.79	5,705.21	18	2,664.86
5700.400	Contracted Services MIPPA	.00	.00	.00	510.26	.00	1,668.83	(1,668.83)	+++	3,799.55
5700.410	Contracted Services SHIP	3,800.00	.00	3,800.00	.00	.00	.00	3,800.00	0	.00
5700.500	Contracted Services Falls Prevention	.00	.00	.00	.00	.00	1,567.94	(1,567.94)	+++	6,432.57
5700.600	Contracted Services Older Americans Program	357,614.00	11,928.00	369,542.00	30,370.00	.00	212,590.00	156,952.00	58	212,590.00
5700.700	Contracted Services Options Counseling	13,276.00	.00	13,276.00	.00	.00	.00	13,276.00	0	1,137.17
	5700 - Contracted Services Totals	$444,699.00	$11,928.00	$456,627.00	$42,873.70	$0.00	$263,727.91	$192,899.09	58%	$262,022.76
5701	**Transportation**									
5701.001	Transportation Management	.00	.00	.00	28.36	.00	158.75	(158.75)	+++	194.43
5701.100	Transportation Red Cross	307,021.00	.00	307,021.00	25,585.00	.00	179,095.00	127,926.00	58	177,520.00
5701.200	Transportation Curative	190,593.00	(11,928.00)	178,665.00	15,091.00	.00	105,637.00	73,028.00	59	105,637.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	61,551.00	.00	.00	29,454.00	32,097.00	48	21,972.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	.00	7,758.61	2,141.39	78	4,630.27
5701.600	Transportation Driver Escort	12,000.00	.00	12,000.00	441.63	.00	2,648.43	9,351.57	22	5,711.16
5701.700	Transportation Oneida	3,600.00	.00	3,600.00	900.00	.00	2,700.00	900.00	75	2,700.00
	5701 - Transportation Totals	$584,665.00	($11,928.00)	$572,737.00	$42,045.99	$0.00	$327,451.79	$245,285.21	57%	$318,364.86
5714	Accounting and Auditing	9,400.00	.00	9,400.00	.00	.00	7,563.50	1,836.50	80	9,050.00
5725	Food Service	592,800.00	.00	592,800.00	33,249.98	.00	242,805.66	349,994.34	41	327,342.70
5751	**Administrative Fees**									
5751.001	Administrative Fees Miscellaneous	1,258.00	.00	1,258.00	9.77	.00	526.52	731.48	42	420.00
	5751 - Administrative Fees Totals	$1,258.00	$0.00	$1,258.00	$9.77	$0.00	$526.52	$731.48	42%	$420.00
5784	Interpreter Services	3,000.00	.00	3,000.00	33.00	.00	560.36	2,439.64	19	1,043.10
5803	**Donated Items**									
5803.100	Donated Items Personnel	.00	.00	.00	.00	.00	8,390.20	(8,390.20)	+++	16,166.25
5803.110	Donated Items Mileage	.00	.00	.00	.00	.00	4,534.40	(4,534.40)	+++	5,688.32

Brown County
Aging & Disability Resource Center

ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund **900 - ADRC**										
Department **093 - ADRC**										
	EXPENSE									
5803	**Donated Items**									
5803.300	Donated Items Rent	.00	.00	.00	.00	.00	7,000.00	(7,000.00)	+++	7,000.00
5803.500	Donated Items Nutrition Congregate	.00	.00	.00	.00	.00	32,380.58	(32,380.58)	+++	52,998.71
5803.510	Donated Items Nutrition HDM	.00	.00	.00	.00	.00	51,230.63	(51,230.63)	+++	57,644.67
5803.700	Donated Items Title III-E	.00	.00	.00	.00	.00	33,368.60	(33,368.60)	+++	42,429.00
5803.900	Donated Items Other	.00	.00	.00	.00	.00	22,077.55	(22,077.55)	+++	28,179.00
	5803 - Donated Items Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$158,981.96	($158,981.96)	+++	$210,105.95
5850	Contribution	2,000.00	.00	2,000.00	305.42	.00	1,006.41	993.59	50	173.53
5905	Lease Payments	.00	.00	.00	1,166.00	.00	4,081.00	(4,081.00)	+++	2,415.00
	EXPENSE TOTALS	$4,939,306.00	$22,146.00	$4,961,452.00	$342,014.79	$0.00	$2,917,054.88	$2,044,397.12	59%	$3,420,287.03
	Department **093 - ADRC** Totals	$0.00	($22,146.00)	($22,146.00)	$468,601.63	$0.00	$1,040,173.83	($1,062,319.83)	-4697%	$537,209.73
	Fund **900 - ADRC** Totals									
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	810,616.42	.00	3,957,228.71	982,077.29	80	3,957,496.76
	EXPENSE TOTALS	4,939,306.00	22,146.00	4,961,452.00	342,014.79	.00	2,917,054.88	2,044,397.12	59	3,420,287.03
	Fund **900 - ADRC** Totals	$0.00	($22,146.00)	($22,146.00)	$468,601.63	$0.00	$1,040,173.83	($1,062,319.83)		$537,209.73
	Grand Totals									
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	810,616.42	.00	3,957,228.71	982,077.29	80	3,957,496.76
	EXPENSE TOTALS	4,939,306.00	22,146.00	4,961,452.00	342,014.79	.00	2,917,054.88	2,044,397.12	59	3,420,287.03
	Grand Totals	$0.00	($22,146.00)	($22,146.00)	$468,601.63	$0.00	$1,040,173.83	($1,062,319.83)		$537,209.73

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING **September 27, 2012**

PRESENT: Keith Pamperin, Beth Relich, Pat Finder-Stone, Tom Diedrick, Joan Swigert, Marvin Rucker, Donajane Brasch, Pat Hickey, Donajane Brasch, Barbara Robinson, Lisa Van Donsel

EXCUSED: Steve Daniels, Bill Clancy

ALSO PRESENT: Devon Christianson, Arlene Westphal, Debra Bowers, Mary Schlautman, Laurie Ropson, Tina Brunner, Ron Niesing, Tina Whetung

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Brasch to adopt the September 27, 2012 agenda. **MOTION CARRIED.**

INTRODUCTIONS: None.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 23, 2012: Ms. Finder-Stone noted that on page 2 under PERSONNEL COMMITTEE REPORT, line 2 should read: Committee met "at" 7:30 this morning instead of Committee met "a" 7:30 this morning. Mr. Pamperin moved and Ms. Finder-Stone seconded to approve the minutes of the regular meeting of August 23, 2012 with the above mentioned correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. **REVIEW AND APPROVAL OF THE AUGUST 2012 FINANCE REPORT:** Ms. Bowers noted that overall, revenues and expenses are consistent with the 2012 budget. We are on track to capture an additional $35,000 in Elderly Benefit Specialist MA Claiming Revenue and $37,000 in ADRC MA Claiming Revenue. She reported that due to receiving full funding of the Levy and Transportation Grant the revenue grand total reported will temporarily appear as a nearly $1 million surplus; however, expenses incurred over the next 4 months will level this off.

   Ms. Bowers noted that our 2012 Nutrition Program Budget was based on serving 161,525 meals at a cost of $3.67 per meal and receiving an average estimated donation of $1.95 per meal. The 2012 Total Meal Program Sheet enclosed illustrates that we will likely serve 144,776 meals at a cost of $2.95 per meal with an annual food cost savings of $165,711. Our average meal donation of $2.10 per meal translates into an additional $21,700 in donations; however, the budgeted average was based upon serving more meals which is deceiving when looking at the program as a whole.

Mr. Pamperin moved and Ms. Miller seconded to approve the August 2012 Finance Report. **MOTION CARRIED.**

B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** No restricted donations were received in August.

NEIGHBORCARE Grant-Mou: Ms. Christianson reported that board action on the NeighborCare Grant-Mou would be tabled until the October meeting as the Mou continues to be under debate. She went on to explain that the NeighborCare Project is collaboration between Brown, Outagamie and Winnebago Counties. The three Community Foundations in each of the counties has asked Brown, Outagaime & Winnebago Counties to work collaboratively to develop a service delivery organizational

structure that will create a project to reduce isolation among low income older adults. Each county will explore a local project within their community that identifies and mobilizes their community assets: churches, schools, services groups. The NeighborCare project will be directed by a Collaborative Steering Committee who will hire a Project Coordinator to work in all 3 communities. The Project Coordinator will work locally by developing a group of volunteers, a local Steering Committee, and a Community Connector. Time Banking, another Community Foundation funded project spear-headed by the volunteer center of Brown County, Goodwill and the United Way, is under development. Time Banking is a web-based community database where individuals and service groups can "bank" volunteer hours based on their individual skills and abilities. Individuals can then "withdraw" an hour of volunteer support in an area of need. For example, a retired school teacher may "bank" and hour of tutoring and "withdraw" an hour of lawn care. There is great opportunity for Time Banking to be working with local Community Connectors on the NeighborCare project.

Clarity Care will act as the fiscal agent for this project. The project needs each partnering agency to sign an MOU of commitment and track in-kind hours of support. Once this MOU is complete and reviewed by Brown County's Risk Management and Corporation Council, the ADRC board will be asked to review and take action.

Ms. Christianson concluded by stating that our intent is not monetary but to make an impact on the community.

RED CROSS VEHICLE OUTCOME: 85.21 APPLICATION: Ms. Schlautman reported that the 85.21 Specialized Assistance Grant Application became available last week Tuesday, September 18, 2012. Brown County's allocation for 2013 is $509,466 with a local match of $101,893. This is an increase in allocation of $32,896 with a match increase of $6,579 which is based on the recent 2010 census data of older adults and adults with disabilities in Brown County.

Ms. Schlautman cited the public hearing on the draft plan that is scheduled for Wednesday, November 14th at 1:00 p.m. in the Board Room at the ADRC. After the hearing the draft plan will go to the local Transportation Coordinating Committee on December 10th and will come back to the ADRC Board for final approval and signature of the ADRC Board Chairperson at the December ADRC Board Meeting. The grant will then be submitted to the state prior to December 30, 2012.

Ms. Schlautman went on to explain that Federal Law requires that counties update their local Coordinated Public-Human Services Transportation plans every 5 years. The last plan was written in 2006 and updated in 2008. Brown County will be required to create a new plan in 2013. This will be coordinated by the Brown County Planning Commission and the Green Bay Metropolitan Planning Organization.

Due to the planning session occurring in early 2013, Ms. Schlautman noted that the ADRC intends to contract with the same providers (Red Cross, NEW Curative, Human Services Fare Assistance and Van Driver Programs, Salvation Army, the Oneida Tribe, and will fund the ADRC Rural Escort Driver Program) in 2013.

Ms. Whetung, with American Red Cross, added that in cycle 37-2013 they will receive 1 mini bus on 1 medium sized bus. Match requirement will be $19,700. In cycle 38-2014 they will receive 1 mini-van on and 1 medium sized bus Match requirement will be $18,500. She also noted that after the last ADRC Board Meeting Red Cross decided not to use trust dollars for vehicle repair but to research other options to obtaining a new van and revamped routes for better utilization.

Ms. Whetung concluded by stating that a 2006 Chevy Uplander with 236,511 miles was salvaged for $240 and the 2001 Ford Van with 78,396 miles was still out with extensive repairs and a letter has been sent to DOT requesting permission to retire this vehicle early. At this time she has not received a response from the Department of Transportation (DOT) to her request.

STAFF REPORT, BENEFIT SPECIALIST: The purpose of Ms. Brunner's report today was to share some of the program updates and activity for her department with board members. The Benefit

Specialist Department currently is comprised of 2 ½ Elderly Benefit Specialists (EBS's) serving the age 60 plus population; 2 ½ Disability Benefit Specialists (DBS's) serving the age 18 to 59 disabled population and the Team Lead. Ms. Brunner took this time to thank the Board for its support in the proposal to converting the half-time DBS position to full-time in 2013.

Ms. Brunner went on to share that in 2011, the EBS's had a total of 2,867 total client contacts with a fiscal impact of $3,378,033.97. She explained to the board how the Fiscal Impact amounts are created and how they are viewed as an impact to the community. She provided further detailed data on two individual issue managed by the EBS: The Advantage Plan/Part D contacts totaled 644; 300 cases and 344 information only contacts, and Senior Care contacts totaled 242; 81 cases and 161 information only contacts. Addition information was shared regarding the first six months of 2012. EBS's had a total of 1,438 client contacts with a Fiscal Impact of $1,767,247. Advantage Plan/Part D contacts totaled 245 (154 cases & 91 information only) and Senior Care contacts totaled 99 (49 cases and 50 information only).

Ms. Brunner provided information for the last quarter of 2011, to illustrate the impact of Medicare Annual Open Enrollment on the EBS workload. The total contacts during this quarter were 915 with a fiscal impact of $1,135,771.75. Again, splitting out the same specific benefit issues: Medicare Advantage Plans/Part D contacts totaled 302 (177 cases & 125 information only); and Senior Care contacts totaled 80 (38 cases & 42 information only). The data shows that this quarter equated to almost one-half of all contacts made regarding the Advantage Plan/Part D issues.

Ms. Brunner explained that with the growth in the numbers of Medicare recipients and the complexity and amount of changes in plans each year, the team will need to find new way to meet the needs of the consumers. She laid out the 2013 goal of developing a Volunteer Program. Once the core group of volunteers was recruited and trained, they would assist in outreach and education efforts in the community throughout the year. They would also assist consumers during the Annual Open Enrollment period by managing the Part D workshops and helping consumers with individualized plan finders so consumers can make benefit choices.

The DBS's case activity (cases opened, cases closed and carry over cases) was illustrated through graphs (see handouts for Agenda Item #8) Ms. Brunner distributed to board members. She reviewed the types of cases (SSI/SSDI, Medicaid and Medicare) handled by the DBSs. She noted the increase in cases over a 4 year period explaining that on top of case work; DBS's also do information only involved contacts that may take less time. A DBS case is defined as a contact with a consumer that exceeds 30 minutes.

Ms. Brunner explained they are currently exploring new ways to maximize staff time and resources and incorporate the volunteer program into these plans. As the program and strategies are developed they will be brought back to the board for further discuss.

Mr. Niesing, Disability Benefit Specialist, shared his recent success of assisting a consumer in securing a Social Security Disability (SSDI) benefit. The case involved a gentleman with mental health issues who had been denied for SSDI at initial application. At that time, Mr. Niesing assisted the consumer in filing reconsideration. Mr. Niesing asked the gentleman to keep a daily diary and contact previous employers for information regarding his loss of employment as further evidence of the severity of his conditions. Mr. Niesing collected this information, and after reviewing it, felt it strongly supported the claim and could assist in getting a more expeditious decision. He contacted the supervisor at the Disability Determination Bureau (DDB) and was informed the gentleman's case had not even been assigned yet. The supervisor stated he would review the new information and agreed with Ron's assessment of this evidence. The case was assigned and the consumer received a favorable decision in 5 weeks. He and his family now have a stable source of income. He is also being paid back benefits having a $43,000 financial impact on his family.

HOLIDAY SCHEDULE FOR EMPLOYEES: Ms. Christianson noted that the County recently made changes to the Holiday Schedule in Chapter 4. Brown County will no longer recognize Good Friday as

a holiday but have made both Christmas Eve and New Year's Eve a whole day holiday. They have also reduced some funeral leave days; however, this does not impact the ADRC as we already have less funeral leave days. Ms. Christianson noted that steps would be taken to notify our Home Bound Meal Recipients in advance of the days where meals will not be served and that the ADRC would be available to assist them with other options. With the other county offices being closed on those days it would also make it difficult to conduct referrals. ADRC staff would be giving up 4 hours of holiday pay on Good Friday and earning an extra 8 hours of holiday pay on Christmas Eve and New Year's Eve. In the past we have always mirrored the County's Holiday Schedule. Ms. Christianson stated the ADRC staff are considered administrative employees and have been on a wage freeze along with other county staff. Ms. Christianson stated, even though we are unable to give a cost of living raise, this would be one way we could show support to our staff for their longevity and commitment to the agency. Ms. Van Donsel moved and Ms. Hickey seconded to accept the County's Holiday Schedule changes as stated above. **MOTION CARRIED.**

ARAMARK CONTRACT UPDATE: Ms. Christianson reported that we have passed another 30 days with Aramark and things continue to go well. Our Nutrition Supervisor is making some meal suggestions to modernized menu items and Aramark is being very receptive to that.

FAMILY CARE UPDATE: Ms. Christianson noted that the Northeast Wisconsin Family Care Districts Grant has been extended until the end of 2012. All indicators are that the advocating is continuing and Health and Human Services Budget did not include expansion but the Governor's Budget may include expansion at the end of January. The upcoming elections may impact the projections and plans.

DIRECTOR'S REPORT: Ms. Christianson reported on the following:

A. **YEAR PLAN PUBLIC HEARING OCTOBER 12TH AT 1:00 P.M.:** We have submitted our 3-Year Aging Unit Plan to the Greater Wisconsin agency on Aging Resources, Inc. (GWARR). Our public hearing will take place on October 12th. After the hearing Ms. Christianson will make adjustments and it will come back to the ADRC Board for a vote on the final draft.

B. **OPTIONS COUNSELING WASHINGTON TRIP:** Ms. Christianson and Ms. Giesen attended the annual Home and community Based Services Conference in Washington DC. During this conference 8 grants were awarded to eight states as they implement enhanced ADRC Options-Counseling Programs. She was pleased to announce that Wisconsin was one of the eight recipients. She added that we are very excited as this is our opportunity to take a proactive stance and be the model and leader for other states.

C. **COUNTY EXECUTIVE BUDGET UPDATE:** The ADRC Budget looks good. We incurred a $2500 decrease but also received $2500 in reduced charge backs. The budget will come back to our board in December following the Brown County Human Services Committee and full County Board action.

D. **PERSONNEL COMMITTEE MEETING IN OCTOBER:** The Personnel Committee will need to meet at 7:30 a.m. on October 25th, before next month's Board Meeting, regarding some re-evaluations and the Director's evaluation. All Personnel Committee Members marked their calendars.

LEGISLATIVE UPDATES: Ms. Finder-Stone distributed 2 handouts which were a compulation by AARP of comments from people running for office for those present to peruse. This was intended to be very objective and honest and not a promotion by AARP.

ANNOUNCEMENTS: The following announcements were made:

- After stopping at the City Clerk's Office this morning, Ms. Van Donsel will be able to register people in the City of Green Bay to vote. She offered to schedule times at both the ADRC and Options for Independent Living to register voters.
- Ms. Finder-Stone informed those present that there will be a Vice Presidential Debate on October 11th, and Presidential Debates on October 3rd, 16th and 22nd. There will also be a

debate between Tammy Baldwin and Tommy Thompson on September 28th on Chanel 2. Please check your local listings for times.

- The November/December ADRC Board Holiday Meeting was scheduled for December 13th at 8:30. There will not be a meeting in November.

NEXT MEETING DATE: There will be a Personnel Committee Meeting at 7:30 a.m. and a Board of Director's Meeting at 8:30 a.m. on October 25, 2012.

ADJOURN: Ms. Finder-Stone moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:27 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL AND POLICY COMMITTEE **AUGUST 23, 2012**

PRESENT: Tom Diedrick, Pat Finder-Stone, Keith Pamperin

ALSO PRESENT: Devon Christianson, Arlene Westphal

Members began the meeting with the Pledge of Allegiance.

The meeting was called to order at 7:42 a.m. on Thursday, August 23, 2012 by Chairperson Diedrick.

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

APPROVAL OF MINUTES: Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the minutes of the January 12, 2012 meeting. **MOTION CARRIED.**

DISCUSSION AN RECOMMENDATION REGARDING CLASS AND COMPENSATION EVALUATION FOR ACCOUNTANT: Ms. Christianson began by stating that the ADRC Board has the right to hire and set compensation for ADRC staff; however, the County uses the Brown County HR department for consultation and most of the policies set by Brown County are followed by the ADRC. Brown County HR has been very helpful with past issues, evaluating positions, and acting as a resource. She stated that in previous years, prior to the County Classification and Compensation study, the ADRC would hire at step 1 and staff would advance through Step 7 as an incentive for years of service. Once at Step 7, staff would receive cost of living raises in accordance with the Brown County Board's Budget decision for all administrative staff. However; approximately ten years ago, the County froze the advancement of steps and some staff were frozen at step 1, others at step 3 depending on their years of service and where there were according to annual advancement. Also, due to the economy, no one has received even a cost-of-living raise over the past 3-4 years. Our current protocol/practice has been to hire everyone at step 7.

Ms. Christianson explained that Ms. Bowers, our accountant, was frozen at Grade 16, Step 7. Her current job description does reflect what she does because over the years our agency has changed, her job responsibilities have changed, and so the job description was also updated to reflect those changes. Her position was never re-evaluated for reclassification to mirror all of the added responsibilities she has taken on.

Ms. Christianson reviewed with committee members the ADRC's Class Specifications for the Accountant position, the County's Job Evaluation Calculations Chart, Ms. Bower's Job Evaluation Calculations, Brown County's 2012 Classification and Compensation Plan, and the recommendation prepared by Thomas Smith, Human Resources Analyst.

After discussion, Ms. Finder-Stone moved and Mr. Pamperin seconded to make a recommendation to the ADRC Board that we move Ms. Bowers to Grade 18, Step 7 as per the Human Resources Analyst's recommendation to take effect immediately.

ANNOUCEMENTS: Ms. Christianson announced that one of our I&A Staff has resigned. She will be going to the jail as a social worker/counselor. Ms. Christianson stated that we will be trying the County's Neo Gov Electronic Application Process in hopes of reaching all populations, as well as having a set matrix for interviewing, and having the ability to keep applications in an electronic file to be notified of

future position openings. Ms. Christianson also announced that the agency will be reviewing key positions in the agency and consider submitting re-classification paperwork to HR for review.

ADJOURN: Ms. Finder-Stone moved and Mr. Pamperin seconded to adjourn. Meeting adjourned at 8:17 a.m.

Respectfully Submitted:

Arlene Westphal, Secretary

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, September 24, 2012 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Patricia Hickey, Darlene Marcelle, Mary Schlautman, Chua Xiong, Mary Hansen and Lori Weaver

Absent: None

Excused: Kristy Robb and Cathy Williquette-Lindsay

Others Present: Mary Rasmussen of BCHSD

OCT 2012 Received Board of Supervisors

Chairperson Helen Desotell called the meeting to order at 8:30 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

Ms. Weaver explained that item #6 should have read "Bishops Court now CBRF apartments" instead of "independent apartments.

MOTION: Ms. Marcelle moved to approve the agenda as modified. Ms. Schlautman seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

Ms. Hickey clarified what she had said at the July meeting. Her comments about Family Care and sustainability documents were intended to be specific to the lack of acknowledgement and support for Community Rehab Programs and not all sustainability areas.

MOTION: Ms. Marcelle moved to approve the July 23, 2012 minutes as mailed. Ms. Schlautman seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Ms. Weaver addressed Rolf Hanson's latest NEW FC Report to the Northeast Wisconsin Region. She pointed out some key points in the report, namely that after the upcoming elections more decisions will be made regarding expansion. The Department of Health Services (DHS) funding grant for NEW FC continues. Mr. Hanson encourages everyone to contact legislators regarding keeping Family Care efforts moving forward. Other counties need a firm date as well so that they can plan.

COP Update – Ms. Weaver said there are now approximately 325 individuals left on the waiting list, which is the lowest number we have had in recent years. The waiting list coordinator and case managers are working hard to work up cases. In addition, two new limited-term employees have started, and this has

helped speed up the wait list process. People on the wait list are surprised that they do not have to wait a year or more for service. Average caseload size for our case managers is 46 compared to an average of 40 statewide. Regarding significant proportions, we are still just shy of the 57% elderly requirement, and this is due primarily to deaths and attrition among the elderly consumers we serve.

COP High Cost Funds – Ms. Weaver said we now have a little over $15,000 remaining from the original $50,000 allotment. The state's deadline for submission of requests is November 10.

CIP Update – Ms. Hansen said the CIP waiting list is at 115 and of those 30 cases are being worked up for service. There are 59 "at large" individuals managed by the CIP waiting list coordinator. In 2013 we expect to have approximately 10 transition students going on service and another nine in 2014. Staff members continue to work with changes in the LTC functional screen as they occur. There will be a record review/audit soon. On November 15 and 16 we will be hosting another state training on positive behavioral supports.

MOTION: Ms. Marcelle moved to approve the update reports and place them on file. Ms. Hickey seconded. Motion carried unanimously.

CBRF VARIANCE APPROVALS

Ms. Weaver referred to the June, 2009 Committee resolution wherein six CBRF facilities received a blanket approval to eliminate the need for individual Committee votes for placements. Among those, Bishops Court is now classified as a "CBRF apartment" and therefore no longer requires a variance.

MOTION: Ms. Hickey moved to change the June, 2009 resolution to omit Bishops Court as one of the facilities having automatic blanket approval for CBRF placements. Ms. Xiong seconded. Motion carried unanimously.

CLOSED SESSION

Ms. Desotell read the following notice:

> Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

MOTION: Ms. Schlautman moved to go into closed session. Ms. Marcelle seconded. Ms. Desotell conducted a roll call vote. Ms. Hickey, Aye, Ms. Marcelle, Aye, Ms. Schlautman, Aye, Ms. Xiong, Aye. Motion carried.

MOTION: Ms. Marcelle moved to go back into regular open session. Ms. Hickey seconded. Ms. Desotell conducted a roll call vote. Ms. Hickey, Aye, Ms. Marcelle, Aye, Ms. Schlautman, Aye, Ms. Xiong, Aye. Motion carried.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – September 24, 2012

During the closed session the Committee made the following decisions:

8A) – 8B) CBRF variance requests for placement at Marla Vista (two)

MOTION: Ms. Schlautman moved to approve the requests. Ms. Marcelle seconded. Motion carried unanimously.

8C) CBRF variance request for placements at Walnut Grove (one)

MOTION: Ms. Schlautman moved to approve the request. Ms. Marcelle seconded. Motion carried unanimously.

MOTION: Ms. Marcelle moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The meeting adjourned at 8:46 a.m.

Respectfully submitted,
Mary Rasmussen

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, September 20, 2012 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Carole Andrews, Paula Laundrie, JoAnn Graschberger

Excused: Bill Clancy, Susan Hyland

Also Present: Jeremy Kral, Director of Community Programs
Mary Johnson, Hospital & Nursing Home Administrator
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection/Juvenile Justice Manager
Scott Shackelford, Juvenile Justice Supervisor

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1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:20 pm.

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

3. **Approve Minutes of August 16, 2012 Human Services Board Meeting:**
SMITS/ANDREWS moved to approve the minutes dated August 16, 2012.
The motion was passed unanimously.

4. **Executive Director's Report**

Jeremy Kral, Director of Community Programs, prepared a report for the board as Executive Director Shoup was not able to attend the meeting due to another meeting with ranking Department of Health Services officials in Madison.

Lean Activities

- The Department has been a vital participant in two LEAN events since the last Board meeting. These two events were particularly exciting to those involved because both the Emergency Detention LEAN event on August 29-30 and the Bay Lake Economic Assistance Consortium event on September 19 involved our BCDHS personnel in conjunction with community partners including: Brown County Sheriff's Office, City of Green Bay Police Dept., local health care system administration, the counties of Shawano, Door, Oconto, and Marinette and many others. The emergency detention event was also observed by officials from Racine County. Many recommendations were generated and while

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implementation will take time, efforts are already underway to implement efficiencies discovered through these LEAN processes.

Family Care Update

- The State of Wisconsin Department of Health Services' initial budget submission did not include expansion of Family Care to Brown County and the surrounding region. This occurrence was not unanticipated and does not necessarily indicate the intentions of that Department. It is common for program initiatives to be introduced later in the state budget process and the department remains engaged in preparation for Family Care as of now. We are still looking at the target date of early 2014 to roll into Family Care.

5. Financial Report

- Schmitt reported financials through July. For Community Programs we are ahead of budget with a $500,000 surplus due to lower contracted services costs. For the Community Treatment Center, we are showing an unfavorable budget of $100,000 as a result of lower revenues due to a lower number of hospital inpatient stays.

HUXFORD/GRASCHBERGER moved to receive items 4 & 5 and place on file.
Motion was carried unanimously

6. Policy Development Issue: Local Alternatives to State Correctional Placements

- Jim Hermans, Child Protection/Juvenile Justice Manager, and Scott Shackelford, Juvenile Justice Supervisor, presented about local alternatives to state correctional placements.
- Hermans summarized what brought them to this initiative. There are three main priorities that the unit is responsible for as it relates to juvenile justice and all are equally important.
    1. Need to protect the community/public safety
    2. Need to hold youth accountable for actions and behaviors
    3. We have a responsibility to rehabilitate youth so they can become a successful member of society as an adult
- Through discussions about the current system, the possibility of an alternative that would allow us to serve youth that have committed serious unlawful acts. Always sending them to the state correctional facility has not consistency produced the outcomes we want to see. Reintegrating them back into the community can be difficult.
- Hermans stated that not all kids or situations are the same and when we are limited to only one response, it does not always produce the right outcome. Providing this alternative will not mean that all youth will be eligible as some may still need to go to the state facility. We would just look at how to match the youth up in the facility that would be most successful for their rehabilitation.
- Shackelford stated that since 2007, their unit has been moving toward developing more resources for youth in that continuum of placements. When they cannot be in their home the options include a relative, foster home, group home, residential home and above that, state corrections.
- Shackelford added that there is a niche of needing a resource/placement to hold kids locally where they wouldn't be able to leave but they can receive services. Currently at the state facility, it is difficult to get families and social workers there for

1d

frequent contact. There has been communication with the judges and we have received support/endorsement and their assurance that they would use the resource if we developed in locally. There is capacity for secure detention at the Brown County Jail where the same services Lincoln Hills (state facility) provides, we can have done locally.

- Hermans stated that the primary reason for this initiative is not to save money although there is a byproduct for saving taxpayer money. The primary reason is that it would be better for the youth and their families. With using a shorter period of incarceration we could gain control over after care recommendations and be more successful with reintegration back into a community setting. A new law has allowed for 180 days at a local facility.
- Shackelford stated this would be another option for the judges to order when appropriate. We have met with public defenders and the district attorney's office who are also in support of having this as an option. Programming-wise, we already have some group programming in place. At Lincoln Hills, you get the standard package but locally, we could have more dual programming and cater for specific cases.

Q: Citizen Board Member Huxford asked if we are going to be limited with treatment now with the law as 180 days locally would be less than the year allowed at Lincoln Hills.
A: Shackelford stated that previously, we have only had the ability to place youth at a local facility for 30 days and now we can elongate it for a maximum time of 180 days in secure detention. We want to think more in terms of a maximum of a 90 day program.

Q: Citizen Board Member Laundrie asked at what point we would be bringing in families as part of this program.
A: Shackelford stated that we may be doing some family counseling right away if needed and visitation will happen daily. Hermans added that we have a very strong family focus. Working with the family and community are the parts that are not occurring as readily with the long-term placements and state corrections. That is why some of those cases were not successful coming back. Shackelford stated there is a TV upstairs in their conference room and although they are able to communicate with Lincoln Hills staff and see the youth, it is not effective as in-person. Hermans stated each of the brown county board oversight committees for Human Services and Sheriff would have to approve a resolution enabling the judges to use this secure detention facility for these placements.

Q: Citizen Board Member Huxford asked if there is enough capacity in the secure detention center.
A: Shackelford stated there is room and has tracked the numbers to show about 12 placements there in a calendar year. Although the placements will not be a large increase, there will be a longer term placement. The facility was built with larger capacity than their current daily census. Hermans added that there is some interest in opening this up to a regional use where other counties would buy this type of service/opportunity from us.

Q: Citizen Board Member Laundrie asked if outside county workers would be then traveling here to meet with their clients.

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A: Hermans answered yes and that it would be important for them to work directly with clients and would be beneficial since they wouldn't need to travel as far as Lincoln Hills.

Q: Citizen Board Member Laundrie asked how we are going to staff this and if there will be case managers for these kids.
A: Shackelford stated there will not be any additional staff needed. We are going to try to purchase as little outside vendor services as needed.

Citizen Board Member Huxford stated that from his past experience he believes Lincoln Hills is designed for the most severe cases and the lesser cases would benefit from this initiative.

LAUNDRIE/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:

Next Meeting: Thursday, October 11, 2012
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:
ANDREWS/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:55 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

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November 7, 2012

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

Ladies & Gentlemen:

RESOLUTION REGARGING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
ELECTRONIC MEDICAL RECORDS (EMR) NURSE COORDINATOR

WHEREAS, the Human Services Department currently has a vacant 1.0 FTE Quality Management Coordinator position; and

WHEREAS, Human Resources in conjunction with Human Services have evaluated the position and the current needs of the department; and

WHEREAS, it was determined that the implementation of the Electronic Medical Records (EMR) project has created a need for on-going clinical support of the EMR System to supervise staff regarding the clinical reporting process to the insurance companies for billing purposes and to train and supervise medical/clinical staff for EMR clinical accuracy; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend unfunding 1.0 FTE Quality Management Coordinator position in the Community Programs Division and the creation of 1.0 FTE Electronic Medical Records (EMR) Nurse Coordinator position in the Community Treatment Center Division of Human Services Table of Organization; and

WHEREAS, it is further recommended that the EMR Nurse Coordinator position be maintained in Pay Grade 19, Step 6 of the Administrative Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, to unfund 1.0 FTE Quality Management Coordinator and the creation of 1.0 FTE Electronic

Medical Records (EMR) Nurse Coordinator position in the Human Services Table of Organization.

BE IT FURTHER RESOLVED, the EMR Nurse Coordinator position be maintained in Pay Grade 19, Step 6 of the Administrative Classification and Compensation Plan.

2012 Partial Budget Impact (10/1/12 – 12/31/12):

Position Title	FTE	Addition/ Unfund	Salary	Fringe	Total
Quality Management Coordinator	1.0	Unfund	$(8,187)	$(4,806)	$(12,993)
EMR Nurse Coordinator	1.0	Addition	$ 9,690	$ 5,022	$ 14,712
2012 Partial Budget Impact			$ 1,503	$ 216	$ 1,719

2012 Annualized Budget Impact:

Position Title	FTE	Addition/ Unfund	Salary	Fringe	Total
Quality Management Coordinator	1.0	Unfund	$(32,748)	$(19,224)	$(51,972)
EMR Nurse Coordinator	1.0	Addition	$ 38,760	$ 20,088	$ 58,848
2012 Annualized Budget Impact			$ 6,012	$ 864	$ 6,876

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Impact: This resolution does not require an appropriation from the General Fund for the 2012 budget due to the un-funding of a position and a position vacancy savings. The 2013 budget reflects the recommended changes to the Table of Organization.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

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

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

LYNN VANDEN LANGENBERG

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager

From: Lynn Fuss, Human Resources Analyst

Date: September 18, 2012

RE: Human Services Community Programs Table of Organization Change (EMR Nurse Coordinator)

The Human Services Financial Services Supervisor submitted a request to Human Resources to assist with the review of unfunding the vacant Quality Management Coordinator position and the creation of an EMR Nurse Coordinator position. The current table of organization for the Human Services Community Program Division includes:

A 1.0 FTE Quality Management Coordinator that has been vacant since November, 2010. At this time Human Services wishes to unfund this position. The Quality Management Coordinator coordinates the data collection, consumer feedback and quality management functions of the Human Services Department (HSD). This position requires a Bachelor's Degree in Business Administration, Psychology, Organizational Development or similar field; and 2 years of successful senior-level management experience in Quality Management and a valid Wisconsin Driver's License.

The 1.0 FTE EMR Nurse Coordinator supervises staff regarding the clinical reporting process to the insurance companies for billing purposes in Nicolet Psychiatric Hospital. Supervises and trains the medical/clinical staff for EMR clinical accuracy. This position also coordinates administrative detail for Nicolet and Bayshore Village including form/report development and monitoring.

Requirements for this position include a Registered Nurse with three or more years of clinical/medical experience in a hospital setting or a Master's Prepared Social Worker with three or more years of clinical/medical experience in a human services field with the necessary skills or abilities to do the job. Qualified candidates will be either a Registered Nurse licensed by the State of Wisconsin with a Bachelor's Degree in Nursing or Business, or a Master's Degree Social Worker licensed by the State of Wisconsin.

The implementation of the Electronic Medical Records (EMR) project created a need for a clinical administrator to set-up, maintain, and provide on-going support for the EMR system. The EMR project implementation is rapidly coming to a close and the project implementation team will be moving back to their previous positions with the organization. There will be a need for on-going clinical support of the EMR once implementation is completed.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current position description and evaluated the job needs of the area. It was determined that the department will unfund the 1.0 FTE Quality Management Coordinator position in the Community Programs budget.

Therefore, the following changes are recommended to the Human Services Department Table of Organization: Unfund 1.00 FTE Quality Management Coordinator position and add 1.00 FTE EMR Nurse Coordinator position.

2012 Fiscal Impact Salary and Fringe Benefits
(Prorated for remaining 3 months of 2012):

Position Title	FTE	Addition/ Unfund	Salary	Fringe	Total
Quality Management Coordinator	1.0	Unfund	($8,187)	($4,806)	($12,993)
EMR Nurse Coordinator	1.0	1.0	$9,690	$5,022	$14,712
Total Fiscal Impact			$1,503	$ 216	$1,719

November 7, 2012

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

Ladies & Gentlemen:

RESOLUTION REGARGING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
DELETE TERMINAL OPERATOR I
ADD ECONOMIC SUPPORT SPECIALIST II

WHEREAS, the Human Services Department submitted a request to Human Resources to review the Terminal Operation I vacancy as well as the needs of the department; and

WHEREAS, there are currently 3.0 FTE Terminal Operator I positions in the Human Services Table of Organization of which 1.0 FTE is vacant and 1.0 FTE is unfunded; and

WHEREAS, the Terminal Operator I enters data from complex input forms and verifies the accuracy; follows complex procedures and instructions in the processing of data and terminal operation; and

WHEREAS, there are currently 37.0 FTE Economic Support Specialist II positions in the Human Services Table of Organization that determine eligibility for all Economic Support programs including Medicaid, BadgerCare Plus, FoodShare and Child Care assistance; and

WHEREAS, Economic Support Specialist II's have processed an additional 4,000 cases in 2012 because as of March 31, 2012, all single individuals formerly served at the State's Enrollment Services Center are now managed at the County level; and

WHEREAS, Human Resources in conjunction with Human Services have thoroughly reviewed the position descriptions and the needs of the department; and

WHEREAS, it was determined that due to efficiencies in the Economic Support clerical area, the need for a Terminal Operator I has decreased while the additional caseload has increased the need for an Economic Support Specialist II; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend the deletion of (1.0) FTE Terminal Operator I and the addition of 1.0 FTE Economic Support Specialist II to the Human Services Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (1.0) FTE Terminal Operator I and the addition of 1.0 FTE Economic Support Specialist II to the Human Services Table of Organization.

2012 Partial Budget Impact (12/01/12 – 12/31/12):

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Terminal Operator I	(1.0)	Deletion	$(2,729)	$(1,602)	$(4,331)
Economic Support Specialist II	1.0	Addition	$ 3,230	$ 1,674	$ 4,904
2012 Annualized Budget Impact			$ 501	$ 72	$ 573

2012 Annualized Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Terminal Operator I	(1.0)	Deletion	$(32,747)	$(19,226)	$(51,973)
Economic Support Specialist II	1.0	Addition	$ 38,760	$ 20,088	$ 58,848
2012 Annualized Budget Impact			$ 6,013	$ 862	$ 6,875

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Note: This resolution does not require an appropriation from the General Fund for the 2012 budget due to the un-funding of a position and a position vacancy savings. The 2013 budget reflects the recommended changes to the Table of Organization.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

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

LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager

From: Lynn Fuss, Human Resources Analyst

Date: September 18, 2012

RE: Human Services Community Programs Table of Organization Change (Economic Support Specialist II)

The Human Services Financial Services Supervisor submitted a request to the Human Resources to assist with the review of the vacant Terminal Operator position. The current table of organization for the Human Services Community Program Division includes:

3.0 FTE Terminal Operators, with one being vacant and one being unfunded, and 37.0 FTE Economic Support Specialists II positions. The Terminal Operator enters data from complex input data forms on an alphabetic/numeric keyboard on numerous standardized screens and verifies the accuracy by comparing material on screen with input data forms; follows complex, involved procedures and instructions in the processing of data and terminal operation. The position's minimum requirements are High School Diploma including or supplemented with data entry courses or post high school computer/data entry training, plus one year of office experience in which data entry was performed.

The Economic Support Specialist II determines eligibility for all Economic Support programs including Medicaid, Badgercare Plus, Food Stamps, and Child Care assistance programs. Interviews consumers, collects data, and computes budgets; records and documents information; accesses, prepares and inputs all data into the statewide computer processing system. The position's minimum requirements are two years of post-secondary education in a business or human services related field, two years of professional experience in dealing with the public, and experience using a computer.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current position description and evaluated the job duties needs of the area. It was determined that the department needed an additional Economic Support Specialist II to process the approximately 4,000 additional Economic Support cases in 2012. The increase in Economic Support cases can be attributed to effective 3/31/12, single individuals that were formerly served at the State's Enrollment Services Center are now managed at the county level for Foodshare, Family Planning Waiver and Badgercare Core services. Additional, due to the efficiencies of the Economic Support clerical area, the need for Terminal Operator I's has decreased.

Therefore, the following changes are recommended to Human Services Department Table of Organization: Delete (1.0) FTE Terminal Operator position and create 1.0 FTE Economic Support Specialist II position.

Fiscal Impact Salary and Fringe Benefits:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Terminal Operator I	(1.0)	Deletion	$(32,747)	$(19,226)	$(51,973)
Economic Support Specialist II	1.0	Addition	$ 38,760	$ 20,088	$ 58,848
Total Fiscal Impact			$ 6,013	$ 862	$ 6,875

November 7, 2012

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

Ladies & Gentlemen:

RESOLUTION REGARGING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES
LTE SOCIAL WORKER/CASE MANAGER

WHEREAS, the Human Services Department submitted a request to Human Resources to review the needs of the department and the current use of Temporary Social Worker/Case Managers as they prepare for implementation of Family Care in 2014; and

WHEREAS, there are approximately 500 clients on the wait list for services. This list will lock down six months before Family Care assumes responsibility for Adult Long Term Care in the Northeast Wisconsin district; and

WHEREAS, after a thorough review by Human Resources in conjunction with Human Services it was determined that LTE Social Worker/Case Managers would better fit the needs of the department to maximize the benefit to the county and minimize ongoing costs for clients on the wait list prior to the wait list lock down; and

WHEREAS, Human Resources in conjunction with the Human Services Department recommend the addition of 5.0 FTE LTE Social Worker/Case Manager positions to the Human Services Table of Organization; and

WHEREAS, the 5.0 FTE LTE Social Worker/Case Manager positions will end with the implementation of Family Care in 2014; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of 5.0 FTE LTE Social Worker/Case Managers to the Human Services Table of Organization.

BE IT FURTHER RESOLVED, the 5.0 FTE LTE Social Worker/Case Manager positions will end with the implementation of Family Care in 2014.

2012 Partial Budget Impact (11/01/12 – 12/31/12):

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
LTE Social Worker/Case Manager	5.0	Addition	$50,002	$6,975	$56,977
2012 Annualized Budget Impact			$50,002	$6,975	$56,977

2012 Annualized Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
LTE Social Worker/Case Manager	5.0	Addition	$300,010	$41,852	$341,862
2012 Annualized Budget Impact			$300,010	$41,852	$341,862

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The 2013 budget reflects the recommended changes to the Table of Organization

HUMAN RESOURCES DEPARTMENT

Brown County

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

LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg, Interim Human Resources Manager

From: Lynn Fuss, Human Resources Analyst

Date: September 18, 2012

RE: Human Services Community Programs Table of Organization Change (LTE Social Worker/Case Managers)

The Human Services Financial Services Supervisor submitted a request to Human Resources to assist with the review of the temporary Social Worker/Case Manager positions filled earlier this year and the need for these positions to continue until the implementation of Family Care in 2014. The current table of organization for the Human Services Community Program Division includes:

107.80 FTE Social Worker/Case Managers and 0.0 LTE Social Worker/Case Manager positions. The Social Worker/Case Manager for the Long Term Care unit provides information referral, case management and direct services to adults with developmental and other related disabilities in order for them to remain in or return to a non-institutional setting. Services may be provided through consumer enrollment in the Community Integration Program (CIP) and the Community Options Program (COP). The position's minimum requirements are Bachelor's degree in social work or related human services field, plus a minimum of one year of direct experience within the last five years working with persons who have developmental disabilities. A valid Wisconsin Driver's License is required and State Social Worker Certification is preferred.

The Temporary Social Worker/Case Managers, LTE Social Worker/Case Managers and fulltime Social Worker/Case Managers may perform the same duties and the positions require the same qualifications.

The Long Term Care unit is preparing for the implementation of Family Care which is anticipated to occur in early 2014. Currently these positions are temporary, but the need to make them LTE is essential to continue utilizing their additional manpower to get clients on service. It is in the counties financial interest to utilize staff in this manner, to maximize the benefit to the county prior to wait list lock down 6 months prior to Family Care assuming responsibility for the Adult LTC in the Northeast Wisconsin Family Care district. We maximize revenue generation and minimize ongoing costs for those clients remaining on the waitlist after the wait list locks down.

Recommendation:

Human Resources in conjunction with the Financial Supervisor reviewed the current staffing levels available. It was determined that the department's need for additional Social Worker/Case Managers in preparing for Family Care in early 2014 exceeds the purpose of temporary Social Worker/Case Managers. Approximately 500 clients are on the waitlist.

Community Programs

Through 08/31/12
Prior Fiscal Year Activity Included
Summary Listing

Account Classification		Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 201 - CP										
REVENUE										
Property taxes		17,388,105.00	.00	17,388,105.00	1,449,008.75	.00	11,592,070.00	5,796,035.00	67	12,442,721.36
Intergovernmental		62,616,645.00	.00	62,616,645.00	4,872,156.99	.00	40,399,473.96	22,217,171.04	65	44,153,850.01
Charges for sales and services		1,894,791.00	.00	1,894,791.00	192,366.23	.00	1,331,632.27	563,158.73	70	1,420,457.56
Intergovernmental charges for services		8,413,303.00	.00	8,413,303.00	684,143.96	.00	5,355,323.33	3,057,979.67	64	5,616,300.27
Miscellaneous revenue		16,000.00	.00	16,000.00	4,280.99	.00	15,942.27	57.73	100	8,419.66
Rent		36,000.00	.00	36,000.00	3,000.00	.00	27,000.00	9,000.00	75	27,000.00
Contributions		.00	.00	.00	200.00	.00	(2,119.81)	2,119.81	+++	(5,044.12)
Charges to county departments		.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in		29,840.00	9,606.00	39,446.00	2,486.66	.00	29,499.36	9,946.64	75	20,000.00
	REVENUE TOTALS	$90,394,684.00	$9,606.00	$90,404,290.00	$7,207,643.58	$0.00	$58,748,821.38	$31,655,468.62	65%	$63,683,704.74
EXPENSE										
Personnel services		13,938,272.00	9,606.00	13,947,878.00	1,026,344.73	.00	8,869,070.33	5,078,807.67	59	8,191,823.77
Fringe benefits and taxes		5,979,544.00	.00	5,979,544.00	456,747.37	.00	3,581,515.01	2,398,028.99	60	4,127,661.61
Employee costs		32,698.00	.00	32,698.00	145.00	.00	4,360.36	28,337.64	13	2,249.95
Operations and maintenance		1,415,226.00	.00	1,415,226.00	111,619.73	2,463.65	858,409.10	554,353.25	61	859,609.26
Insurance costs		2,000.00	.00	2,000.00	1,000.00	.00	2,000.00	.00	100	2,000.00
Utilities		32,920.00	.00	32,920.00	502.18	.00	9,832.19	23,087.81	30	18,503.77
Chargebacks		2,242,418.00	.00	2,242,418.00	178,456.63	.00	1,469,407.52	773,010.48	66	1,389,550.59
Purchased services		65,680,852.00	(18,907.00)	65,661,945.00	5,707,095.24	131.88	42,904,397.03	22,757,416.09	62	45,132,420.90
Contracted services		745,700.00	.00	745,700.00	33,006.13	.00	293,680.42	452,019.58	39	279,088.38
Medical expenses		400.00	.00	400.00	.00	.00	.00	400.00	0	.00
Judiciary Costs		125,101.00	.00	125,101.00	10,425.00	.00	83,400.00	41,701.00	67	73,500.52
Other		.00	.00	.00	.00	.00	.00	.00	+++	.00
Outlay		23,000.00	18,907.00	41,907.00	.00	.00	41,743.00	164.00	100	.00
Transfer out		397,711.00	.00	397,711.00	14,240.59	.00	94,365.31	303,345.69	24	125,205.11
	EXPENSE TOTALS	$90,615,842.00	$9,606.00	$90,625,448.00	$7,539,582.60	$2,595.53	$58,212,180.27	$32,410,672.20	61%	$60,201,613.86
	Fund 201 - CP Totals									
	REVENUE TOTALS	90,394,684.00	9,606.00	90,404,290.00	7,207,643.58	.00	58,748,821.38	31,655,468.62	65	63,683,704.74
	EXPENSE TOTALS	90,615,842.00	9,606.00	90,625,448.00	7,539,582.60	2,595.53	58,212,180.27	32,410,672.20	61	60,201,613.86
	Fund 201 - CP Totals	($221,158.00)	$0.00	($221,158.00)	($331,939.02)	($2,595.53)	$536,641.11	($755,203.58)		$3,482,090.88

Brown County Human Services: Community Treatment Center
Financial Statements by Classification
August 30, 2012

	Year to Date Actual					Annual Forecast				
	YTD Budget	YTD Budget % of Revenue	YTD Actual	YTD Actual % of Revenue	YTD Variance	Annual Budget	Budgeted % of Revenue	2012 Forecast	Forecast % of Revenue	Annual Variance
Revenues										
Property Tax Revenue	$ 1,957,998	20.8%	$ 1,957,998	21.2%	$ -	$ 2,936,997	20.8%	$ 2,936,997	21.4%	$ -
Nursing Home Supplemental Funding	$ 352,000	3.7%	$ 424,442	4.6%	$ 72,442	$ 528,000	3.7%	$ 636,396	4.6%	$ 108,396
Hospital Revenue: Self Pay	$ 225,282	2.4%	$ 224,976	2.4%	$ (306)	$ 337,000	2.4%	$ 336,542	2.4%	$ (458)
Hospital Revenue: Other Payers	$ 2,800,181	29.7%	$ 2,366,238	25.6%	$ (433,943)	$ 4,188,795	29.7%	$ 3,454,659	25.1%	$ (734,136)
Hospital Revenue: CTP Reimbursement	$ 1,257,236	13.3%	$ 928,761	10.0%	$ (328,475)	$ 1,880,702	13.3%	$ 1,393,142	10.1%	$ (487,561)
Nursing Home Revenues: Private Pay	$ 323,938	3.4%	$ 170,795	1.8%	$ (153,143)	$ 484,580	3.4%	$ 255,493	1.9%	$ (229,087)
Nursing Home Revenues: Medicaid & Medicare	$ 2,111,163	22.4%	$ 2,750,372	29.7%	$ 639,209	$ 3,158,092	22.4%	$ 4,114,286	29.9%	$ 956,194
Miscellaneous Revenue	$ 18,417	0.2%	$ 20,685	0.2%	$ 2,268	$ 27,550	0.2%	$ 31,028	0.2%	$ 3,478
Rent	$ 106,173	1.1%	$ 108,663	1.2%	$ 2,490	$ 159,260	1.1%	$ 160,330	1.2%	$ 1,070
Donations	$ 500	0.0%	$ 1,075	0.0%	$ 575	$ 750	0.0%	$ 1,613	0.0%	$ 863
Charges to County Departments	$ 252,203	2.7%	$ 234,868	2.5%	$ (17,335)	$ 377,271	2.7%	$ 352,302	2.6%	$ (24,969)
Transfer In: HR retirees	$ 17,772	0.2%	$ 17,772	0.2%	$ -	$ 17,772	0.1%	$ 17,772	0.1%	$ -
Transfer In-capital contribution	$ -	0.0%	$ 49,805	0.5%	$ 49,805		0.0%	$ 49,805	0.4%	$ 49,805
Total Revenue	$ 9,422,864	100.0%	$ 9,256,450	100.0%	$ (166,414)	$ 14,096,769	100.0%	$ 13,740,363	100.0%	$ (356,406)
Expenses										
Wages	$ 4,770,937	50.6%	$ 4,568,637	49.4%	$ 202,300	7,136,853	50.6%	$ 7,064,232	51.4%	$ 72,621
Fringe Benefits	$ 1,856,200	19.7%	$ 1,677,642	18.1%	$ 178,558	2,776,692	19.7%	$ 2,569,587	18.7%	$ 207,105
Employee costs	$ 4,078	0.0%	$ 1,588	0.0%	$ 2,490	6,100	0.0%	$ 4,751	0.0%	$ 1,349
Operations & Maintenance	$ 416,856	4.4%	$ 315,854	3.4%	$ 101,002	623,576	4.4%	$ 512,487	3.7%	$ 111,089
Insurance	$ 22,995	0.2%	$ 20,796	0.2%	$ 2,199	34,399	0.2%	$ 31,194	0.2%	$ 3,205
State Assessment	$ 85,915	0.9%	$ 85,680	0.9%	$ 235	128,520	0.9%	$ 128,520	0.9%	$ -
Utilities	$ 6,685	0.1%	$ 5,331	0.1%	$ 1,354	10,000	0.1%	$ 23,997	0.2%	$ (13,997)
Charge backs	$ 1,538,505	16.3%	$ 1,446,085	15.6%	$ 92,420	2,307,758	16.4%	$ 2,279,128	16.6%	$ 28,631
Contracted Services	$ 393,033	4.2%	$ 548,195	5.9%	$ (155,162)	589,550	4.2%	$ 820,046	6.0%	$ (230,496)
Medical Expenses	$ 271,742	2.9%	$ 211,963	2.3%	$ 59,779	406,500	2.9%	$ 317,076	2.3%	$ 89,424
Cost of Sales	$ 3,342	0.0%	$ 3,556	0.0%	$ (214)	5,000	0.0%	$ 5,319	0.0%	$ (319)
Interest expense	$ 213	0.0%	$ 286	0.0%	$ (73)	320	0.0%	$ 428	0.0%	$ (108)
Depreciation	$ 342,960	3.6%	$ 404,549	4.4%	$ (61,589)	514,440	3.6%	$ 606,824	4.4%	$ (92,384)
Transfer out-wages	$ 47,798	0.5%	$ 44,949	0.5%	$ 2,849	71,501	0.5%	$ 67,424	0.5%	$ 4,078
Disposition of Fixed Assets	$ -	0.0%	$ (694)	0.0%	$ 694	-	0.0%	$ (694)	0.0%	$ 694
Total Expenses	$ 9,761,261	103.6%	$ 9,334,417	100.8%	$ 426,844	$ 14,611,209	103.6%	$ 14,430,316	105.0%	$ 180,893
Net Excess (Deficit)	$ (338,397)	-3.6%	$ (77,967)	-0.8%	$ 260,430	$ (514,440)	-3.6%	$ (689,953)	-5.0%	$ (175,513)
Levy Impact (unfavorable) favorable	$ 4,563		$ 326,582		$ 322,019	$ -		$ (83,130)		$ (83,130)

Notes:

Revenues

Hospital Revenue: Other Payers — Is 4.1 % less than projection due to a decrease in inpatient days

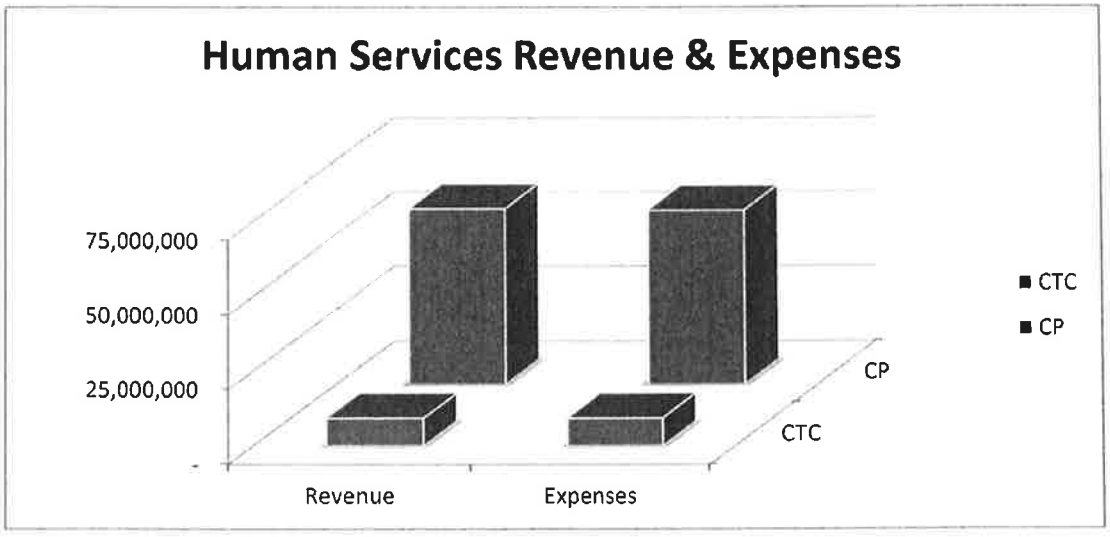
Nursing Home Revenues: Private Pay
Nursing Home Revenues: Medicaid & Medicare — Increase in NH census offset somewhat by cut in the T19 reimbursement rate.

Expenses

Charge backs
Salaries — Wages down due to open positions, covered by agency staff, thus the overage in contract services

Human Services Financial Report - August 2012

	CTC	CP
Revenue	9,256,450	58,748,821
Expenses	9,334,417	58,212,180
Diff	(77,967)	536,641



BROWN COUNTY COMMUNITY TREATMENT CENTER

STATISTICS FOR SEPTEMBER 2012

ADMISSIONS	September	Year to Date 2012	Year to Date 2011
Voluntary - Mental Illness	7	61	51
Voluntary - Alcohol	3	23	51
Voluntary - AODA/Drug	0	3	8
Police Protective Custody - Alcohol	33	270	378
Commitment - Alcohol	2	2	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	1	0
Emergency Commitment- Alcohol	0	0	3
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	70	674	785
Court Order Prelim. - Mental Illness	0	3	1
Court Order Prelim. - Alcohol	1	7	10
Court Order for Final Hearing	1	3	2
Commitment - Mental Illness	0	0	0
Return from Conditional Release	15	116	106
Court Order Prelim. - Drug	0	1	0
Other	0	0	8
TOTAL	132	1164	1403

ADMISSIONS BY UNITS			
Nicolet	132	1164	1403
TOTAL	132	1164	1403

ADMISSIONS BY COUNTY			
Brown	89	739	976
Door	4	37	35
Kewaunee	7	33	36
Oconto	6	59	78
Marinette	8	47	39
Shawano	6	39	47
Waupaca	0	10	9
Menominee	2	13	23
Outagamie	0	36	32
Manilowoc	8	116	102
Winnebago	0	2	1
Other	2	33	25
TOTAL	132	1164	1403

NEW ADMISSIONS			
Nicolet	52	472	538
TOTAL	52	472	538

READMIT WITHIN 30 DAYS			
Nicolet	34	203	250
TOTAL	34	203	250

AVERAGE DAILY CENSUS	September	Year to Date 2012	Year to Date 2011
Nicolet	21	17	21
TOTAL	21	17	21

INPATIENT SERVICE DAYS			
Nicolet	636	4780	5622
TOTAL	636	4780	5622

BED OCCUPANCY			
Nicolet	57%	47%	56%
TOTAL (37 Beds)	57%	47%	56%

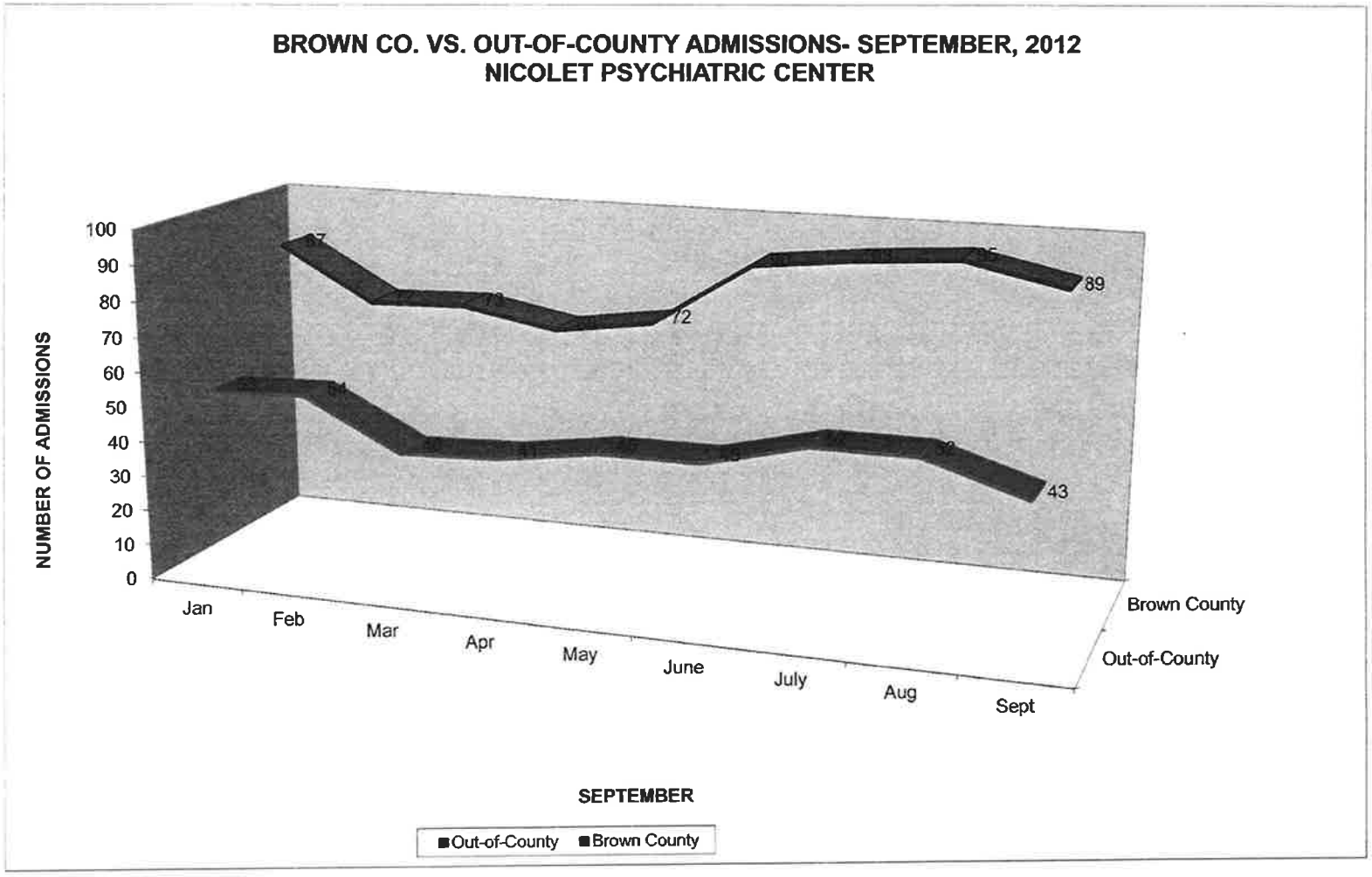
DISCHARGES			
Nicolet	138	1028	1398
TOTAL	138	1028	1398

DISCHARGE DAYS			
Nicolet	566	4762	5823
TOTAL	566	4762	5823

AVERAGE LENGTH OF STAY			
Nicolet	4	5	4
TOTAL	4	5	4

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

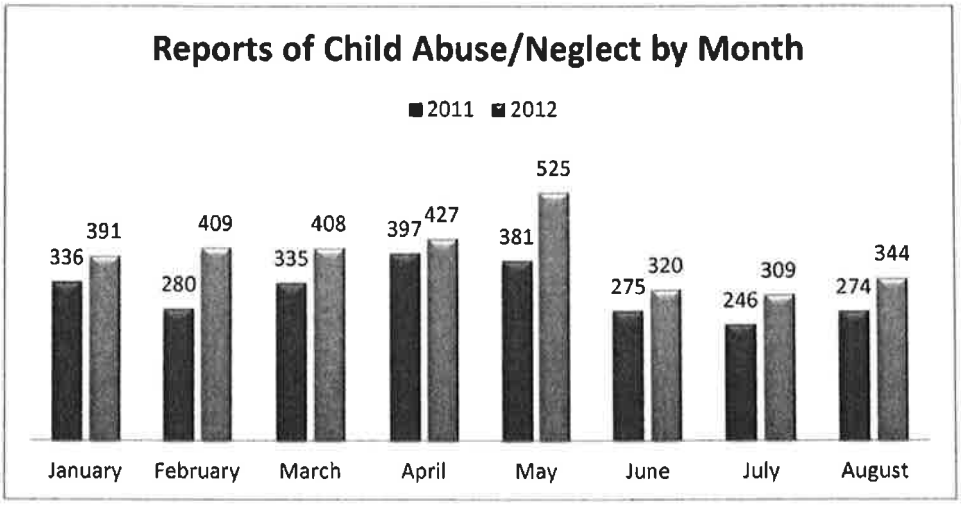
IN/OUTS	Current	YTD	2011
	15	81	123


BROWN CO. VS. OUT-OF-COUNTY ADMISSIONS- SEPTEMBER, 2012
NICOLET PSYCHIATRIC CENTER
NUMBER OF ADMISSIONS
100
90
80
70
60
50
40
30
20
10
0
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
72
89
43
Brown County
Out-of-County
SEPTEMBER
Out-of-County
Brown County

BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: September 2012

Voluntary Admissions	16	
Involuntary Admissions	6	
Voluntary Inpatient Days	58	
Involuntary Inpatient Days	30	
Voluntary Avg Length of Stay	3.63	
Involuntary Avg Length of Stay	5	

The above data pertains to Brown County only


Reports of Child Abuse/Neglect by Month
2011
2012
336
391
280
409
335
408
397
427
381
525
275
320
246
309
274
344
January
February
March
April
May
June
July
August

Child Abuse/Neglect Reports
vs.
Investigations
Investigated
Reports
2524
884
3133
1125
2011 YTD
2012 YTD

Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Amdt #5	Updated Contract Amount
AC MANAGEMENT	$404,405						$404,405
ADAMS AFH	$98,448						$98,448
ADULT CARE LIVING OF NE WI	$160,111						$160,111
ADRC	$65,566						$65,566
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	$10,000						$10,000
AMERICAN FOUNDATION OF COUNSELING SERVICES	$254,230						$254,230
ANDERSON RECEIVING HOME	$28,281						$28,281
ANGELS BY THE BAY DBA VISITING ANGELS	$10,404						$10,404
ANGELS ON ARCADIAN	$1,211,198						$1,211,198
ANNA'S HEALTHCARE (COUNTRY LIVING)	$356,359	$0					$356,359
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	$187,728						$187,728
APPLIED BEHAVIOR ANALYSTS LLC	$141,089						$141,089
ARNOLD RECEIVING HOME	$56,234						$56,234
ARTS AFH	$29,124						$29,124
ASPIRO INC	$3,109,663						$3,109,663
BELLIN PSYCHIATRIC CENTER	$10,000						$10,000
BERGER AFH	$56,774	($4,856)	$3,327				$55,245
BETHESDA	$12,022						$12,022
BIRCH CREEK	$186,500						$186,500
BISHOPS COURT	$715,702						$715,702
BOLL ADULT CARE CONCEPTS	$619,020	$0					$619,020
BOURASSA AFH	$18,725						$18,725
BORNEMANN NURSING HOME	$56,304						$56,304
BRAZEAU AFH	$16,296						$16,296
BROTOLOC HEALTH CARE SYSTEMS	$906,048						$906,048
BRUNETTE AFH	$54,972						$54,972
BRUSS SUPPORTIVE COMMUNITY LIVING	$270,686						$270,686
BUSSE AFH	$66,324						$66,324
CAPELLE AFH	$56,532						$56,532
CARE FOR ALL AGES	$137,899						$137,899
CARRINGTON MANOR ASSISTED LIVING	$26,628	$0					$26,628
CATHOLIC CHARITIES	$171,606						$171,606
CENTERPIECE LLC	$10,000						$10,000
CENTURY RIDGE OF GREEN BAY, INC.	$450,024						$450,024
CEREBRAL PALSY INC.	$1,265,405						$1,265,405
CHILDRENS SERVICE SOCIETY	$78,226						$78,226
CHRISTENSEN AFH	$22,956	$15,000					$37,956
CLARITY CARE INC	$1,856,942						$1,856,942
CLEARVIEW BRAIN INJURY CENTER	$75,000						$75,000
COMFORT KEEPERS INC	$650,000						$650,000

Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Amdt #5	Updated Contract Amount
COMPANION CARE INC	$43,596						$43,596
COMPASS DEVELOPMENT	$1,345,620	$0	$0				$1,345,620
CONLEY AFH	$35,636						$35,636
CRESTWOOD HEALTHCARE	$31,070						$31,070
CROSSING THE BRIDGES	$10,000						$10,000
CURO CARE LLC	$400,000	$10,000					$410,000
DARNELL RECEIVING HOME	$25,924						$25,924
DEATHERAGE-VELEKE AFH	$14,662						$14,662
DEBAERE AFH	$67,980						$67,980
DEER PATH ESTATES, INC.	$146,539						$146,539
DORN AFH	$22,008						$22,008
DUNGARVIN WISCONSIN LLC	$689,120						$689,120
DYNAMIC FAMILY SOLUTIONS	$48,060	$0					$48,060
EAST SHORE INDUSTRIES	$64,675						$64,675
ELSNER AFH	$13,821	$3,335					$17,156
ENCOMPASS CHILD CARE	$124,250						$124,250
ENGBERG AFH	$39,216						$39,216
ETHAN HOUSE	$212,134						$212,134
FAMILY SERVICE OF NORTHEAST WI, INC.	$1,927,218	$0					$1,927,218
FAMILY TRAINING PROGRAM	$304,238						$304,238
FENLON AFH	$19,992	$17,085	($13,776)				$23,301
G & I OCHS INC.	$1,682,237	$0					$1,682,237
GAUGER AFH	$32,148						$32,148
GERI CARE CABIN LLC	$36,826						$36,826
GJT LLC	$15,000	$30,000					$45,000
GOLDEN HOUSE	$63,086						$63,086
GOLTZ E. AFH	$21,924						$21,924
GOLTZ J. AFH	$61,387						$61,387
GONZALEZ AFH	$76,724						$76,724
GOODWILL INDUSTRIES	$75,000						$75,000
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	$191,232						$191,232
GRACYALNY, SUE	$70,000						$70,000
GREEN BAY TRANSIT COMMISSION	$150,000						$150,000
GREEN VALLEY ENTERPRISES INC	$25,000						$25,000
GRONSETH AFH	$43,848						$43,848
HARMONY LIVING CENTERS LLC	$129,094	$0					$129,094
HEAD AFH	$45,158	($14,922)	$0	$4,900			$35,136
HELPING HANDS CAREGIVERS	$236,628						$236,628
HIETPAS AFH	$19,186						$19,186
HOEFT AFH	$38,601						$38,601

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Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Amdt #5	Updated Contract Amount
HOFF AFH	$62,886						$62,886
HOME INSTEAD SENIOR CARE	$461,052						$461,052
HOMES FOR INDEPENDENT LIVING	$5,019,498	$0					$5,019,498
IMPROVED LIVING SERVICES	$754,268	$0					$754,268
INFINITY CARE INC	$305,513						$305,513
INNOVATIVE COUNSELING(AUTISM)	$21,682						$21,682
INNOVATIVE SERVICES	$12,446,960	$0	$0	$0	$0	$0	$12,446,960
INTEGRATED COMMUNITY SERVICES(Oct-Dec contract)	$68,912						$68,912
INTERIM HEALTHCARE STAFFING	$38,335						$38,335
J & DEE INC.	$1,400,266						$1,400,266
KAKUK AFH	$31,452	$366					$31,818
KALISHEK AFH	$48,451						$48,451
KCC FISCAL AGENT SERVICES	$4,822,562	$0					$4,822,562
KCC SERVICES INC	$5,000						$5,000
KINDRED HEARTS	$682,392	$0					$682,392
KLAPPER AFH	$7,000						$7,000
KLARKOWSKI AFH	$16,000						$16,000
KLECZKA-VOGEL AFH	$77,376						$77,376
KLEIN, DR. (AUTISM)	$220,591						$220,591
KUNZ AFH	$17,000						$17,000
KUSKE AFH	$25,692						$25,692
LAMERS BUS LINES, INC.	$610,402						$610,402
LANCASTER GARDENS	$50,000	$0					$50,000
LAURENT AFH	$76,752						$76,752
LEVY AFH	$17,976						$17,976
LISKA, JOANN	$5,000						$5,000
LUTHERAN SOCIAL SERVICES	$1,058,225						$1,058,225
LUTHERAN SOCIAL SERVICES-HOMME	$125,000						$125,000
LYONS, KATHLEEN	$136,068						$136,068
MACHT VILLAGE PROGRAMS INC	$837,019						$837,019
MALINSKI AFH	$54,466	$11,286	($38,236)				$27,516
MALONE AFH	$25,536	$5,555					$31,091
MARLA VIST MANOR ASSISTED LIVING	$190,909	$0					$190,909
MATTHEWS SENIOR LIVING	$50,000						$50,000
MCCORMICK MEMORIAL HOME	$118,466	$17,000					$135,466
MELOHN AFH	$38,472						$38,472
MILQUETTE AFH	$21,528						$21,528
MOMMAERTS RECEIVING HOME	$28,281						$28,281
MOORE AFH	$41,227						$41,227
MYSTIC ACRES LLC	$70,192						$70,192

PL

Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Amdt #5	Updated Contract Amount
MYSTIC CREEK LLC	$73,318						$73,318
MYSTIC MEADOWS LLC	$68,918						$68,918
NEMETZ AFH	$69,682	$1,904					$71,586
NEW COMMUNITY SHELTER*	$40,000						$40,000
NEW CURATIVE REHABILITATION	$1,211,772	$0	$0				$1,211,772
NEW VIEW INDUSTRIES	$33,166						$33,166
NEW VISIONS TREATMENT HOMES OF WI, INC	$66,600						$66,600
OCONNOR AFH	$59,916	($13,021)					$46,895
OPTIONS LAB INC	$5,000						$5,000
OPTIONS TREATMENT	$313,790						$313,790
ORLICH AFH	$94,846						$94,846
OSTAPYUK AFH	$45,050						$45,050
PANTZLAFF AFH	$71,808						$71,808
PARAGON INDUSTRIES	$844,531						$844,531
PARENT TEAM	$35,000						$35,000
PARENTEAU AFH	$41,964						$41,964
PARKER AFH	$19,158						$19,158
PARMENTIER AFH	$58,208	$21,209					$79,417
PATIENT PINES	$150,000						$150,000
PIANTEK RECEIVING HOME	$2,357						$2,357
PNUMA HEALTH CARE	$243,533	$0					$243,533
PRODUCTIVE LIVING SYSTEMS	$644,181	$0					$644,181
RAVENWOOD BEHAVIORAL HEALTH	$25,428						$25,428
REBEKAH HAVEN	$86,755						$86,755
REHAB RESOURCES	$125,886						$125,886
REM-WISCONSIN II, INC.	$1,691,553	$0					$1,691,553
RESCARE WISCONSIN INC	$24,909						$24,909
ROFFERS AFH	$23,352	$800					$24,152
SALDANA AFH	$16,750						$16,750
SAMARITAN COUNSEING CENTER	$57,168						$57,168
SCHAUMBERG, LAURIE	$280,058	($260,058)					$20,000
SCHULTZ AFH	$103,740						$103,740
SELTZER AFH	$13,843	$6,080					$19,923
SKORCZEWSKI AFH	$18,660						$18,660
SLAGHT AFH	$67,990	$1,600					$69,590
SMET AFH	$52,241						$52,241
SOUTHERN HOME CARE	$28,762						$28,762
ST. VINCENT	$265,215						$265,215
STARR/DINGER AFH	$23,700	$4,775	$275				$28,750
TALBOT AFH	$23,824						$23,824

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Agency	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Amdt #5	Updated Contract Amount
TANZI AFH	$84,322						$84,322
TIPLER AFH	$61,080						$61,080
TREMPEALEAU CO HEALTH CARE	$280,058						$280,058
TRUDELL AFH	$16,272						$16,272
VALLEY PACKAGING INC.	$12,235						$12,235
VERBONCOUER AFH	$55,205	$7,891	$4,500				$67,596
VILLA HOPE	$1,414,110						$1,414,110
WARREN, JOHN MD	$131,000						$131,000
WAUSAUKEE ENTERPRISES	$22,678						$22,678
WEBER RECEIVING HOME	$28,281						$28,281
WEYENBERG AFH	$44,676						$44,676
WILLOWCREEK AFH	$404,568						$404,568
WISCONSIN EARLY AUTISM PROJECT	$401,050						$401,050
YU AFH	$16,666						$16,666
ZAMBON AFH	$20,592						$20,592
ZIELKE, JON AFH	$32,802						$32,802
ZIESMER AFH	$77,439	$0					$77,439
TOTAL	$62,826,341	($138,971)	-$43,910	$4,900	$0	$0	$62,648,360
2012 Contracts Sent: 177							
2012 Contracts Returned: 174							

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TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: October 15, 2012

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
The Parenting Network	Parenting Classes	1/6/12	2/15/12
Thomas, Cassandra	Mileage	1/6/12	2/15/12
Bailey, Maria	Mileage	1/6/12	2/15/12
Stanley Steemer	Carpet Cleaning	1/6/12	2/15/12
Oshkosh Cab Company	Transportation	1/17/12	2/15/12
First Choice Property Care, LLC	Snow Removal	1/25/12	2/15/12
Down to Earth Nutrition and Massage, LLC	Supplements	2/22/12	4/18/12
Salm Plumbing Inc.	Repairs	3/6/12	4/18/12
Schommer, Kristina	Respite	3/19/12	4/18/12
Shefchik, Marcia	Respite	3/19/12	4/18/12
Advanced Multimedia Devices	Equipment	3/20/12	5/16/12
Uhlig, Carrie	Translation Services	3/23/12	5/16/12
Peter Piper Kiddie Nurseries	Daycare	4/2/12	5/16/12
DNL Construction Inc.	Remodel	4/2/12	5/16/12
Weighted Wearables, LLC	Adaptive Aid	4/13/12	6/20/12
Then Language Express, Inc.	Supplies	4/24/12	6/20/12
Monona Mediation & Counseling	Assessment	4/24/12	6/20/12
Guarding your Angels Inc.	Daycare	5/10/12	6/20/12
Trail Creek Apartments	Rent	5/25/12	7/18/12
The Home Security Store Inc.	Supplies	5/25/12	7/18/12
Tri-County Memorial Hospital	Services	5/25/12	7/18/12
Baugh, Diane	Respite	7/11/12	8/15/12
TherAdapt Products Inc.	Supplies	7/11/12	8/15/12
Doxtator, Gerald	Respite	7/11/12	8/15/12
Creekwood Apartments LLC	Rent	8/1/12	8/15/12
Reversing the Trend	Supervised Visits	8/17/12	10/17/12
KinderCare #000481	Daycare	8/17/12	10/17/12
Out and About Senior Services	Transportation	8/28/12	10/17/12
Golden Care Services Inc.	Guardianship Services	8/30/12	10/17/12
AJ Chem Dry of Green Bay	Cleaning Services	8/30/12	10/17/12
Transmotive Auto Services LLS	Vehicle Modifications	8/31/12	10/17/12

TO: Human Services Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: October 15, 2012

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Curo Care LLC	Adult Family Home	$304,146	1/6/12	2/15/12
Mystic Meadows, LLC	Adult Family Home	$68,918	1/6/12	2/15/12
Mystic Creek, LLC	Adult Family Home	$73,318	1/6/12	2/15/12
Mystic Acres, LLC	Adult Family Home	$70,192	1/6/12	2/15/12
Patient Pines Assisted Living	CBRF	$150,000	2/6/12	4/18/12
Parent Team LLC	Parent Coaching	$35,000	3/6/12	4/18/12
Klarkowski Adult Family Home	Adult Family Home	$16,000	4/7/12	5/16/12
Greenfield Rehabilitation	Rehab at CTC	$25,000	5/8/12	6/20/12
Lancaster Gardens	CBRF	$50,000	5/15/12	7/18/12
Green Valley Enterprises Inc.	Day Services	$25,000	5/25/12	7/18/12
Matthews Senior Living	CBRF	$50,000	6/21/12	8/15/12
Klapper Adult Family Home	Adult Family Home	$8,000	9/4/12	10/17/12
Kunz Adult Family Home	Adult Family Home	$17,000	9/7/12	10/17/12
Advocates for Healthy Living LLC	Treatment Foster Home Agency	$10,000	9/7/12	10/17/12
Crossing The Bridges	Wrap Around Services	$10,000	9/10/12	10/17/12
Centerpiece LLC	Autism Services	$10,000	9/17/12	10/17/12

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

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2013 BUDGET PROCESS (AGING AND DISABILITY RESOURCE CENTER)

WHEREAS, a New Position or Position Deletion Request was submitted by the Aging and Disability Resource Center during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Aging and Disability Resource Center recommends the addition of the following fully funded positions: 0.13 FTE Prevention Specialist, 1.0 FTE Prevention Coordinator, 0.50 FTE Rural Outreach Coordinator, 0.03 FTE Caregiver Support Facilitator, 0.25 FTE Nutrition Outreach, 0.50 FTE Benefits Specialist – Disability, 0.04 FTE Dietician and 1.00 FTE Accountant Clerk; and

WHEREAS, should the funding be eliminated, the position will end and be eliminated from the Aging and Disability Resource Center table of organization; and

WHEREAS, the Aging and Disability Resource Center recommends the deletion of (0.50) FTE Nutrition Site Manager and (0.50) FTE Clerk II positions.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Aging and Disability Resource Center table of organization be changed, adding the following fully funded positions: 0.13 FTE Prevention Specialist, 1.00 FTE Prevention Coordinator, 0.50 FTE Rural Outreach Coordinator, 0.03 FTE Caregiver Support Facilitator, 0.25 FTE Nutrition Outreach, 0.50 FTE Benefits Specialist – Disability, 0.04 FTE Dietician, 1.00 FTE Accountant Clerk and deleting (0.50) FTE Nutrition

Site Manager and (0.50) FTE Clerk II positions; requested through the 2013 budget process to be effective January 1, 2013.

BE IT FURTHER RESOLVED, should the funding be eliminated, the position will end and be eliminated from the Aging and Disability Resources Center table of organization.

Budget Impact

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Prevention Specialist	0.13	Addition	$ 6,500	$ 490	$ 6,990
Prevention Coordinator	1.00	Addition	$ 51,771	$ 8,975	$ 60,746
Rural Outreach Coordinator	0.50	Addition	$ 19,074	$ 3,320	$ 22,394
Caregiver Support Facilitator	0.03	Addition	$ 1,397	$ 106	$ 1,503
Nutrition Outreach	0.25	Addition	$ 12,111	$ 942	$ 13,053
Benefits Specialist - Disability	0.50	Addition	$ 25,553	$ 962	$ 26,515
Dietician	0.04	Addition	$ 3,182	$ 180	$ 3,362
Accountant Clerk	1.00	Addition	$ 37,606	$ 4,776	$ 42,382
Nutrition Site Manager	(0.50)	Deletion	$(17,133)	$(1,940)	$(19,073)
Clerk II	(0.50)	Deletion	$(15,533)	$(7,593)	$(23,126)
Total 2013 Budget Impact (Aging and Disability Resource Center)			$124,528	$10,218	$134,746

These positions are fully funded.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

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

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2013 BUDGET PROCESS (HEALTH)

WHEREAS, a New Position or Position Deletion Request was submitted by the Health Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Health Department recommends the addition of 0.25 FTE Public Health Educator and the deletion of (0.10) FTE Public Health Educator positions due to changes in grant funding.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Health Department table of organization be changed, adding 0.25 FTE Public Health Educator and deleting (0.10) FTE Public Health Educator; requested through the 2013 budget process to correspond with grant funding to be effective January 1, 2013.

Budget Impact

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Public Health Educator	0.25	Addition	$ 11,559	$ 1,657	$ 13,216
Public Health Educator	(0.10)	Deletion	$(4,761)	$(682)	$(5,443)
Total 2013 Budget Impact (Health)			$ 6,798	$ 975	$ 7,773

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted ____ Defeated ____ Tabled ____

November 7, 2012

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

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2013 BUDGET PROCESS (HUMAN SERVICES – COMMUNITY PROGRAMS)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Services – Community Programs Department during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes to the table of organization; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 0.40 FTE Administrative Secretary to perform administrative duties currently handled by the Contract and Provider Relations Manager so this position can focus on improving overall vendor relations and vendor quality. This position would be maintained in Pay Grade 11 of the Administrative Classification and Compensation Plan; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 1.00 FTE Shelter Care Supervisor to provide adequate supervision levels as mandated by State licensing requirements. This position would be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 0.60 FTE Shelter Care Worker position to provide adequate staffing levels as mandated by State licensing requirements; and

WHEREAS, the Human Services – Community Programs Department will begin administering the state mandated Wisconsin Home Energy Assistance Program (WHEAP) in 2013. This program is fully funded by the State of Wisconsin, Division of Energy Services. The Human Services – Community Programs Department recommends the addition of 4.00 FTE Economic Support Specialist positions to determine eligibility for WHEAP and Medical Assistance programs, as well as provide outreach activities, Crisis Emergency Services and Crisis Proactive Services as required by the WHEAP program; and

WHEREAS, with the implementation of FamilyCare in the 1st Quarter of 2014, the Human Services – Community Programs Department recommends the addition of 1.25 FTE Economic Support Specialist positions beginning in the 4th Quarter of 2013 to process customers on the long term care wait list into the long term care waiver program in preparation for FamilyCare. With the implementation of FamilyCare in 2014, the number of clients will increase and state timeframes to be met will be shorter. State and Federal funds will provide 75% of the funding for these positions; and

WHEREAS, the Human Services – Community Programs Department recommends the addition of 1.00 FTE Economic Support Supervisor to oversee proper administration of the WHEAP Program so fiscal penalties are not incurred. This position would be maintained in Pay Grade 17 of the Administrative Classification and Compensation Plan; and

WHEREAS, there has been a significant increase in the number of child abuse reports and referrals. Increased caseloads have made it difficult to manage state and federal mandates and may compromise children's safety. The Human Services – Community Programs Department recommends the addition of 3.00 FTE Social Worker/Case Manager positions in child protection services; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Services – Community Programs Department table of organization be changed, adding 0.40 FTE Administrative Secretary in Pay Grade 11 of the Administrative Classification and Compensation Plan, 1.00 FTE Shelter Care Supervisor in Pay Grade 18 of the Administrative Classification and Compensation

Plan, 0.60 FTE Shelter Care Worker, 5.25 FTE Economic Support Specialist, 1.00 FTE Economic Support Supervisor in Pay Grade 17 of the Administrative Classification and Compensation Plan and 3.00 FTE Social Worker/Case Manager positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Administrative Secretary	0.40	Addition	$ 15,144	$ 1,230	$ 16,374
Shelter Care Supervisor	1.00	Addition	$ 51,822	$ 7,351	$ 59,173
*Shelter Care Worker	0.60	Addition	$ 22,221	$ 2,202	$ 24,423
Economic Support Specialist	5.25	Addition	$193,800	$27,491	$221,291
Economic Support Supervisor	1.00	Addition	$ 49,030	$ 6,956	$ 55,986
Social Worker/Case Manager	3.00	Addition	$179,977	$25,530	$205,507
Total 2013 Budget Impact Human Services - Community Programs			$511,994	$70,760	$582,754

The Economic Support Specialist positions for the WHEAP program are funded with state funds from the Division of Energy Services. The Economic Support Specialist positions for the FamilyCare program are funded with state and federal dollars.

*The 0.6 FTE increase reflects the net difference of 1.8 FTE increase combined with a decrease in on-call staff time equivalent to 1.2 FTE.

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 7, 2012

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

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2013 BUDGET PROCESS (HUMAN SERVICES – COMMUNITY TREATMENT CENTER)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Services – Community Treatment Center during the 2013 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be eliminated from the table of organization; and

WHEREAS, the Human Services – Community Treatment Center recommends the addition of 1.40 FTE Nursing Assistant positions to staff the night shift for safety reasons in high census situations; and

WHEREAS, the Human Services – Community Treatment Center recommends the deletion of (.50) FTE Clerk II position.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Services – Community Treatment Center table of organization be changed, adding 1.40 FTE Nursing Assistant and deleting (0.50) FTE Clerk II positions; requested through the 2013 budget process to be effective January 1, 2013.

Budget Impact

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Nursing Assistant	1.40	Addition	$ 50,221	$ 7,123	$ 57,344
Clerk II	(0.50)	Deletion	$(16,822)	$(2,386)	$(19,208)
Total 2013 Budget Impact (Human Services – Community Treatment Center)			$33,399	$ 4,737	$ 38,136

Fiscal Impact: The changes in this resolution are reflected in the 2013 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE
Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted ____ Defeated ____ Tabled ____