

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, October 7, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Buckley, Supervisor Moynihan, Supervisor Erickson, Supervisor Robinson (for Supervisor Evans), Supervisor Fewell
Excused: Supervisor Vander Leest
Also Present: Lynn Vanden Langenberg, Dan Process, Dave Maccaux, Brent Miller, Juliana Ruenzel, Judy Friederichs, Supervisor Landwehr

I. **Call meeting to order.**

The meeting was called to order by Chair Thomas Lund at 5:00 p.m.

II. **Approve /modify Agenda.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/modify Minutes of September 9, 2013.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. Abstain: Supervisor Robinson MOTION CARRIED 5 to 1

Comments from the Public - None

Communications

1. **Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Held for one month.***

a) **Employee Handbook Section 34.03 Harassment and Discrimination in the Workplace.**

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

2. **Communication from Supervisor Erickson re: The possibility of having a clinic for county employees.**

Lynn Vanden Langenberg provided the Committee with a handout, a copy of which is attached, with regard to this communication. Supervisor Erickson stated that he and Vanden Langenberg have been looking into starting a County sponsored clinic for the past three months. He noted that the Green Bay Public Schools have one of these clinics and he has used it several times. Erickson noted it was unbelievable how fast he got in and out of the clinic and also stated that the cost savings were phenomenal compared to going to a clinic for routine situations and illnesses. He would like to get employees on the insurance plan to use something like this. He continued that all you pay on a monthly basis is the hourly rates for the employees such as a nurse practitioner and an assistant as well as for any supplies used. There would be no cost involved beyond that.

Erickson would like to have this moved forward and ask the County Board at its meeting next week to vote in favor of an RFP or RFQ for this to get rolling. The payback on this according to Erickson is unbelievable. Within the first 12 months that this would be in effect the County should be able to

recoup all expenses. He and Vanden Langenberg also have some ideas on how to initially fund this and actually pay it back so it is not going to cost anybody anything and Erickson felt there was a good chance this clinic would actually make money.

Vanden Langenberg ran through the numbers contained in the handout. She stated that currently about \$70,000 is being spent on pre-employment physicals and random drug testing on employees. This is work that could be done at an onsite clinic if one were to be established. She stated that the savings comes in because we would be paying by the hour and not the procedure. Vanden Langenberg noted that currently there is also an occupational health nurse who sees employees on a walk in basis and some of those patients would be diverted to this proposed clinic. She also noted that additional savings will be realized with health insurance costs. Vanden Langenberg continued that there is a lot of spend in the muscular skeletal area and if this clinic was established at the UW Extension physical therapy could be done in the gym.

Supervisor Buckley asked if they are looking at contracting this out or doing it ourselves. Vanden Langenberg responded that their intention would be to send out an RFP and contract with a private company such as Bellin, Prevea or Aurora. She stated that at some point it would be nice if they could bid with Green Bay Public Schools because they have capacity in their clinic and Brown County probably would as well as it is not likely that patients would be scheduled back to back. They would like to go forward with an RFP while construction is going on because there will be some construction necessary in a building. Buckley asked if they have talked to the City of Green Bay to see if they may be interested in sharing something like this. Buckley also asked if it would make sense to do this at a downtown location rather than the UW Extension building. Vanden Langenberg responded that they chose the UW Extension building because it was centrally located within the County and they have parking available. Buckley felt it would make sense to have the clinic downtown and Erickson pointed out that the majority of County employees do not work downtown.

Erickson noted that the clinic would have an opening time of 6:00 a.m. to allow patients to be seen before work or school. He noted that typically a visit would last less than 15 minutes and he also noted that there would not be any barbiturates or narcotics at the site. He noted that the Green Bay Schools have saved \$113,000 already this year and further, they spent \$40,000 - \$50,000 in setting up the clinic but noted that Brown County's costs would be greater as it will be more elaborate. Vanden Langenberg noted that the Green Bay Schools clinic takes strictly walk in patients. What Brown County would like to do is schedule appointments if patients are able, but still allow patients to walk in, although those patients may have to wait to be seen if they do not have an appointment. This clinic would be available for employees and their family members over the age of two. Vanden Langenberg also noted that in June the Green Bay Schools clinic had 191 employees seen and in July there were 240 employees seen.

Supervisor Moynihan felt that at face value it looks like a good idea. However, he noted that the information was just handed out and he is somewhat reluctant to act on this. Erickson stated that he has worked on this for 90 days and some of the information he provided to the Committee was received very recently.

Supervisor Fewell stated that he understood the expediency they were looking for, but noted that they could come back with an RFP or RFI and the County Board could decide not to do this and to spend money on construction in the meantime did not make sense. He felt that the whole process should be looked at together. He did not feel ready to approve funding for any construction before an RFP is sent out to find out if we want to move forward. He also felt there were other models in other states that maybe should be looked at.

Supervisor Robinson asked in theory where this would go from here. Lund stated his feeling is to not do anything with construction at this time until the RFP is sent out for services and then get into construction costs after the RFP for services is approved. Robinson stated his question is where this goes from here and Lund responded that it would go to the Board for approval. Robinson did not find the timeline outlined in the attachment to be feasible and he also asked where the money for this project would come from. Erickson responded that the cleanest way would be to appropriate from the general fund and he felt that construction costs could be paid back to the general fund in about 12 months. Operational expenses would be very minimal as the patients will pay a copay to be treated. Vanden Langenberg said that the upfront costs could come out of the self-funded insurance claims. She also noted that they would actually establish a separate budget to keep the funds separate, but there would be interaction between the clinic and the insurance fund and the clinic and the work comp fund. The operating budget does need some more work and once the utilization is up the payback will be seen. Robinson asked if it would be realistic to approve an RFP by next week's full Board meeting and then have enough information to put into the budget process by the next meeting. Vanden Langenberg responded that the RFP process will take some time and construction will take four to five months.

Fewell noted that major changes were to be made to the health plan for 2015 and he felt that there would be an insurance company that would respond to an RFP that may want to assist in funding some of this and therefore this project may be better dovetailed into the changes for the 2015 insurance plan. Fewell's other concern was with regard to HIPAA and he wanted to make sure there was a very strong shield between employees going to the clinic and any County employee from HR knowing why they are going to that clinic. Fewell reiterated that he felt a more realistic time frame for this project would be the 2015 budget.

Buckley asked if it was possible to get more breakdown of the examples provided in the handout as he wanted to see more breakdowns as to how budgets are affected by projects like this. He is not totally against this, but he also does not wish to create a monster that we need to figure out how to fund over the next few years.

Robinson thanked Erickson and Vanden Langenberg for the work they did on this project. He indicated that he agrees with Fewell with regard to the timeline for this project.

Erickson stated that the \$5 co pay is pretty standard for using one of these clinics. A lot of these places also have it where members of the employer who are not members of the insured can also use it, although at a higher co pay but still at a considerable savings. Vanden Langenberg stated that discussions would be had as to whether to set it up in this manner or not.

Motion made by Supervisor Buckley to refer to staff for more follow up. No second.

Motion made by Supervisor Erickson to have the County Board approve moving forward with an RFP for operational services for a Brown County Clinic. No second.

Motion by Supervisor Fewell, seconded by Supervisor Buckley to approve doing an RFI and having Human Resources come back with feasibility study on developing a clinic. Vote taken.
MOTION CARRIED UNANIMOUSLY

Vacant Budgeted Positions (Request to Fill)

3. **Child Support – Child Support Clerk - Vacated 10/1/13.**
4. **Health – Public Health Nurse - Vacated 8/16/13.**
5. **Health – Public Health Sanitarian II - Vacated 8/19/13.**
6. **Human Services – Long Term Care Manager - Vacated 9/9/13.**
7. **Sheriff – Secretary III (DTF) (.60) - Vacated 9/11/13.**

8. Technology Services – Office Manager I - Vacated 9/30/13.
9. Technology Services – Document Center Specialist - Vacated 11/1/13.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to suspend the rules and take Items 3 – 9 together. Vote taken. Ayes: Lund, Moynihan, Erickson, Fewell, Robinson Nay: Buckley. MOTION PASSED 5 to 1

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 3 – 9. Vote taken. Ayes: Lund, Moynihan, Erickson, Fewell, Robinson Nay: Buckley. MOTION PASSED 5 to 1

Legal Bills

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

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

Reports

11. County Executive Report.

No Report.

12. Internal Auditor Report.

- a) **2012 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck. *Referred from September County Board.***

Robinson stated it looks like each department was looked at on a rotating basis. Dave Maccaux of Schenck stated that they do their reviews on a routine basis. Maccaux continued that they look at each County department but they do not typically do an internal audit of each department. Robinson noted that a lot of the materials had to do with Community Programs and asked if they were looking at them more than the other departments or if there were more findings for Community Programs. He asked Internal Auditor Dan Process if when he is looking at his work for next year it will be focused on the findings contained in this report. Process stated that he did add this to do a little more detailed work on this as part of his audit plan. Robinson asked that he share with Chairman Evans to get some of these updates to the Human Services meeting on a quarterly basis. Process stated that updates will be contained in his quarterly report to the Committee.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- b) **Budget Status Financial Report for August, 2013.**

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

- c) **Quarterly Status Update (July 1 – September 30, 2013).**

Process reported that with regard to Item 2 he has an appointment scheduled with the Museum Director for October 17. Also, with regard to Number 6 of the update, the issues that were identified in the audit, most cases have been addressed and closed.

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

d) 2014 Proposed Audit Plan.

With regard to the 2014 Audit Plan, Process stated that he had asked for input from the supervisors and incorporated what he received into the plan. He also received a request from a supervisor to look at the pro shop and restaurant at the Golf Course and he indicated that there will be a renewal in the contracts there so that will probably not be addressed until the latter part of 2014.

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

13. Human Resources

a) Brown County Employee Benefits Report 2014.

Interim HR Director Lynn Vanden Langenberg wished to provide the Committee with a summary of the benefits that Brown County offers its employees as they are offering a few new benefits that are 100 percent employee paid. This ties in with changes in the short term disability. They now have a critical illness and accident plan but this is not a coordinated benefit which means that if an employee is interested they can purchase the insurance on their own. The insurance company pays them by event so they can turn the same in to the insurance company and they get a check. This was a result of some employees expressing that they want more coverage. The County is able to get this through their third party administrator at quite a discount. It is quoted at group rates but individuals will pay for it on their own. This plan is available to benefit eligible employees.

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

Resolutions, Ordinances

14. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

Vanden Langenberg stated that this Resolution is to consolidate all of the Clerk Typist positions under one title.

Robinson stated that it seems strange to him to lower the pay on these positions at the same time a wage and comp study is being done and therefore he will not support it.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken. Ayes: Fewell, Buckley, Moynihan, Lund, Erickson Nay: Robinson MOTION PASSED 5 to 1

15. Resolution re: Reclassification of Position Health Department Health Aide.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. Ayes: Fewell, Buckley, Moynihan, Lund, Erickson Nay: Robinson MOTION PASSED 5 to 1

16. Resolution re: Reclassification of Information Services Director position.

Erickson realizes that this is an important position within the County. The comparable for this position is \$80,000 – \$104,000 and this resolution is seeking to raise the pay grade to \$84,000 – \$101,000. He can see the pay range because that is probably what it is commanded to fill the position. However, on the last page of the Resolution it looks like we are hiring at \$98,000 without

even knowing who is applying. Vanden Langenberg responded that that is not a commitment to hire at that rate. The successful applicant would be evaluated and salary negotiated based on the qualifications so this could go across the range. Erickson wanted to know how this is advertised and Vanden Langenberg stated it is advertised based on qualifications. They did have a number of applicants and when they were called for interviews some asked what the pay range was and when they were told they dropped out. Fewell stated we want to be able to advertise competitive wages. Erickson understood but what he is saying is that he does not want to lock this in at \$98,000. It was explained that the resolution must show a fiscal impact and this shows a figure halfway in the range.

Robinson stated the Committee just did the same thing with the two resolutions that were approved earlier. He does not have a problem moving up to this level if that is what it takes to get a qualified candidate. He wished to point out with these lower hourly wage positions we are shooting for the bottom of the barrel and are always at the lower end. He does not know why that is the case and it seems to him that we should be treating this resolution similarly. He felt the County should be treating it on principle and should be paying middle of range and those who deserve more money will get it.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken. Ayes: Fewell, Buckley, Moynihan, Lund, Robinson. Nay: Erickson. MOTION CARRIED 5 to 1.

17. Proclamation Declaring October 20-26, 2013 "Freedom from Workplace Bullies Week".

Moynihan asked if anyone has done any research on this. This proclamation came as an e mail and falls into place as to what Supervisor La Violette has been talking about. He felt that by passing this it will open the door for many more proclamations. Erickson stated he went online and googled proclamations for the month of October and he found that there are many more which deserve as much recognition as bullying.

Motion made by Supervisor Erickson, seconded by Supervisor Robinson to approve. Motion withdrawn.

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

Closed Session

18. Labor Relations and Negotiations:

Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating collective bargaining agreements. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to enter into closed session at 6:38 p.m. Roll Call: Fewell, Buckley, Moynihan, Lund, Erickson, Robinson. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to return to regular order of business at 6:46 p.m. Roll Call: Fewell, Buckley, Moynihan, Lund, Erickson, Robinson. MOTION CARRIED UNANIMOUSLY

19. Such other matters as authorized by law.

None.

20. **Adjourn.**

**Motion made by Supervisor Buckley, seconded by Supervisor Erickson to adjourn at 6:47 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Brown County On-Site Clinic

The concept of an on-site clinic has been discussed for some time. With the rising cost of health care and the fact that the County is currently contracting with several health care providers for services that we are able to provide on-site, this discussion has again surfaced. Additionally, the focus the County has placed on employee wellness has an added benefit to hosting a clinic on-site, for both employees and the County. Bernie Erickson provided a communication to the County Board and based on efforts of Bernie and Brown County Management, following are the findings.

Research

Green Bay School District opened an on-site clinic in November 2012. The target population is employees and family members (over 2 years of age) covered under their health plan. The services to be offered and the hours of the clinic are defined by the school district. The provider assists with posters, open house, marketing materials, and payroll stuffers to encourage use of the clinic.

Medical staff is paid on an hourly basis, with a 38% fringe benefit rate and 5% administrative/overhead fee. This is a contract arrangement, not an employment relationship. The clinic is set up with the input of the provider; physical building remodeling/improvements were paid by the district. The telephone and data ports are the responsibility of the district, the computers and systems would be by the provider. The GBSC clinic is about 800 square feet and includes 3 exam rooms, registration, and waiting area, which was remodeled at a cost of about \$40,000. (Note: Does not include bathroom for drug testing.)

GBSD has walk-in customers only. Other clinics have both walk-in and appointments. Employees pay \$5 per visit. The costs are a separate budget from the health insurance, but there is an offset to the health insurance claims. Additionally, employees are able to bring a sick child in to the clinic in early morning, which lessens the amount of absenteeism.

Treatment tables and supplies are provided. As supplies are used, the inventory (bandages, vaccines, lab supplies) is replenished and billed to the district. The school averages about \$1,300 per month, which includes vaccinations and TB tests.

Services provided at on-site clinics are determined by the employer and may include sutures (no x-ray), physicals (including mammograms, pap smear), pre-employment physicals, TB tests, work comp visits and follow up, and school age sports physicals.

Savings are derived from paying a provider by the hour instead of paying per procedure. Comparing the CPT codes at the retail price vs. the per hour costs of actual services provided at the clinic indicates a savings of \$113,600 in the first 9 months.

Other companies have on-site clinics for their employees. Examples stated include Sheboygan County, Marinette County, Door County, Racine County, City of Plymouth, and various other for-profits and manufacturing plants.

Brown County On-Site Clinic

Public Works has toured the UW-Extension facility with the staff researching this opportunity and the Director, Judy Knudsen. There is space that has been identified in the front of the UW-Extension facility, which would require the move of the 4H staff to other space within the facility. The space needs have been discussed with UW-Extension and Land & Water Conservation Directors. Both directors have been cooperative in adjusting their locations to allow the space to be reallocated for the clinic.

Brown County On-Site Clinic

Public Works has provided drawings for three exam rooms, two consultation rooms and reception area. The gym may be used for physical therapy treatment on-site. The on-site clinic we toured did not have restroom facilities set up for drug testing (pre-employment, DOT/CDL, and future random selection). Based on Brown County's needs, restroom facilities for the purposes of drug testing would greatly enhance the functionality and cost-benefit of an on-site clinic.

Benefits

Brown County is working with employees to improve the health status, create a culture of wellness, educate on consumer-driven health care, save health dollars for both employees and the County, and strives to be recognized as an employer of choice. An on-site clinic supports these efforts.

The benefits of an on-site clinic include:

- Save money by paying an hourly rate (not per procedure) for Nurse Practitioner, Physical Therapy/Chiropractic Care, and Medical Assistants. Brown County currently has funds in the budget for:
 - pre-employment physicals & drug testing,
 - health insurance claims,
 - Occupational Health Nurse, and
 - Worker comp treatments.
- Improve employees' health awareness, promoting wellness and preventative services.
- Convenient method for employees to seek medical treatment at a reduced cost.
- Reduce lost time and absences.

Brown County Responsibilities

Brown County is responsible for the space for the clinic. Public Works has provided an estimate for the following items:

- Physical build out of exam rooms, small office space and waiting area
- Bathroom meeting drug screening specifications (if performed on site)
- Supply storage cabinets
- Data drops in each exam room and office areas
- Phone jack in each room

Estimate, one-time cost not to exceed: \$150,000

Other items that will be necessary, possibly from current inventories:

- Filing cabinets, desks, office furniture
- Decorative furniture, if necessary

Recommendation

This report is intended to update the Executive Committee on the progress of the research and progress made on the concept of Brown County having an on-site clinic. The construction costs are a preliminary estimate.

We are also developing the estimates of cost savings for the operational costs and cost savings of the clinic.

It is recommended that a budget be presented at the October 29, 2013 Budget Meeting .

Brown County On-Site Clinic

Preliminary Financial Information

Depending on the hours of operation and the services provided, following are various scenarios of the costs for clinic operations:

	<u>20 hours/week</u>	<u>40 hours/week</u>
Professional Fees (Provider)	\$182,000	\$364,000
Includes:		
• Nurse Practitioner		
• Medical Assistants (2)		
• Physical Therapy/Chiropractor		
Medical Supplies (\$5 per appointment)	\$ 11,300	\$ 22,600
Marketing materials	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Total Costs*	\$194,300	\$387,600

*Lab Fees – will be billed @ 40% discount. Costs need to be computed.

Cost Savings

Costs currently paid to vendors for services that would be available in the clinic:

- Occupational Health Nurse - \$50,000
- HR budget - \$70,000 (for pre-employment physicals, drug testing, etc.)

Additionally, it is expected that, the utilization rate with full-time staffing at 40 hours per week, the following savings would result:

	<u>25%</u>	<u>50%</u>
➤ Provider fees	\$240,000	\$491,000
➤ Therapy	\$ 45,000	\$ 91,000
➤ Lab fees	<u>\$ 9,400</u>	<u>\$ 18,000</u>
TOTAL	\$294,400	\$600,000

These are savings that would be offset in the Health Insurance budget and the Work Comp medical costs. Not all of these dollars will be saved bottom line for the County. Some of these dollars would be a savings to the employees, other savings would be reflected in a reduction in claims which will control the costs and mitigate further increases in health insurance increases. Lastly, the cost savings will be seen in future treatments for the preventative services being offered to employees.