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, August 10, 2023, at Brown County Sophie Beaumont Building, Boardrooms A & B; 111 N Jefferson St; Green Bay, WI 54301

Present: Supervisor Tom Lund; Michael Conley-Kuhagen; Kathryn Dykes; Jean Marsch; Laura McCoy; Supervisor Dan Theno

Excused: Leslie Ousley; Supervisor Randy Schultz

Also Present: Jeremy Kral, Executive Director
Kara Gruber, Hospital & Nursing Home Administrator
Jenny Hoffman, Community Services Administrator
Eric Johnson, Finance Manager
Aaron Alexander-Wolf, Youth Justice Social Worker Supervisor
Kevin Brennan, Children, Youth & Families Program Manager
Dannel Skalecki, Youth Justice Social Worker Supervisor
Cathy Foss, Office Manager

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1. Call Meeting to Order
The meeting was called to order by Chair, Supervisor Tom Lund at 6:00 pm.

2. Approve / Modify Agenda
THENO / CONLEY-KUHAGEN moved to approve the agenda for the August 10, 2023 Human Services Board Meeting. Voice vote taken. Motion carried unanimously without abstentions.

3. Approve Minutes of June 8, 2023 Human Services Board Meeting
McCOY / THENO moved to approve the minutes dated June 8, 2023.
Voice vote taken. Motion carried unanimously without abstentions.

4. Public Comment
No members of the public attended the meeting.

5. Presentation on Youth Justice Services
Children, Youth & Families Program Manager Kevin Brennan, and Youth Justice Social Worker Supervisors Aaron Alexander-Wolf and Dannel Skalecki spoke on Youth Justice services within Brown County Health & Human Services.

A copy of the Youth Justice Services presentation is attached to the minutes.

MARSCH / THENO moved to receive and place on file the Presentation on Youth Justice Services. Voice vote taken. Motion carried unanimously without abstentions.

6. Executive Director's Report
Executive Director Jeremy Kral discussed items from his August 2023 report.

The distribution of ARPA funds to local non-profit organizations is going well. Kral along with County Executive Troy Streckenbach and County Board Supervisor and Human Services Committee Chairperson Emily Jacobsen have met with the organizations in person to recognize and promote the projects on social media with news outlets also providing coverage.

The department is currently very busy with budgeting activities. We have made it through the initial pass and are working on refining proposals that will be brought forward for County Board consideration.

Efforts continue to recruit and retain healthcare personnel. The Community Services Outpatient Psychiatrist position remains open at this time as well as many nursing positions for Community Treatment Center. Kral recently met with Greater Green Bay Chamber Vice President of Talent and Education, Eric Vanden Heuvel, to discuss our department's needs and the innovations Greater Green Bay Chamber has been implementing to attract talent to the area.

Kral has been nominated and appointed to represent urban counties on the WI DHS START Steering Committee. The purpose of this committee is to develop an action plan to improve services for people with intellectual and developmental disabilities and co-occurring mental health needs.

Kral continues to work with federal agencies to finalize approval on the federally funded behavioral health outreach project to underserved populations. The object of the project is to actively seek out individuals and connect individuals with behavioral health services earlier before a situation becomes more acute.

CONLEY-KUHAGEN / McCOY moved to receive and place on file the Executive Director's report for August 2023. Voice vote taken. Motion carried unanimously without abstentions.

7. Community Services Administrator Report

Community Services Administrator Jenny Hoffman presented updates in a verbal report.

Our Economic Support Program area currently determines eligibility for the Wisconsin Home Energy Assistance Program (WHEAP), and has been doing so since 2013. We have made the difficult decision, and have notified the State, that Brown County will no longer administer the program effective September 1. Many other counties have transitioned out of running this program. We had strong indications the State would be decreasing our funding over the next few years. The State moved to an online application and contracted with a state-wide vendor to determine eligibility for those online applications. The current staff will transition over to the other Economic Support programs. Everyone involved is committed to making it a seamless process to transfer to the new vendor. Consumers will still be able to use paper or the phone to apply, but there will not be a brick-and-mortar presence in Brown County.

With the support of Brown County Administration, we have been providing Narcan training and support for our staff to administer Narcan if they come across individuals who have overdosed on opioids. Our Public Health division is leading the training, getting the Narcan from the State and compiling "go bags" for our staff. In January, our Outpatient Clinic staff was required by State regulations to complete training and have Narcan available onsite, and now our staff can take the Narcan out into the field with them.

A couple staffing updates:

- Our Children's Services Program Area which includes Children's Long Term Support (CLTS), Birth to 3 and Comprehensive Community Services (CCS) now has a Program Manager. Christina Courtney, who served as a Social Worker Supervisor in the area, has been promoted to Program Manager.

- For the first time in numerous years, our Adult Protective Services (APS) unit will be fully staffed as of August 28.

DYKES / MARSCH moved to receive and place on file the Community Services Administrator report for August 2023. Voice vote taken. Motion carried unanimously without abstentions.

8. CTC Administrator Report including NPC Monthly Report

a. July 2023
b. August 2023

Hospital & Nursing Home Administrator Kara Gruber highlighted items from her reports.

Community Treatment Center
We continue to work with our Food Services Unit as there were some critical staffing issues in May/June. We promoted one of our Food Service Workers to Supervisor and approved a temporary incentive for that unit to support and compensate workers who are covering the vacancies. We have also hired some Food Service staff following a wage adjustment approved at the County Board.

Therapeutic Options Training
Twelve staff went through the "train the trainer" of this Crisis Intervention Training in February and are now working on curriculum relevant to the whole CTC. In June, the workgroup presented the curriculum to the leadership team and rolled out a trial run of the training last week.

Bayshore Village Nursing Home
In June, the survey window opened for recertification at Bayshore Village. The auditors could arrive at any point, so we have begun survey preparedness and will continue until the auditors arrive.

In July, Gruber attended a regional Division of Quality Assurance meeting with state surveyors who talked through quality assurance measures and areas of high focus they are looking at and seeing in other nursing homes. It has been a top priority for us to have checks and balances in place for those items.

CONLEY-KUHAGEN / DYKES moved to receive and place on file the CTC Administrator Reports for July and August 2023. Voice vote taken. Motion carried unanimously without abstentions.

9. Appointments to Community Treatment Center Medical Staff Committee

- Dr. Satya Gutta; Local Tenens (Outpatient Clinic)
- Dr. Suzanne Powell; Oak Medical
- Ms. Virginia (Gina) Trzebiatowski, NP; Oak Medical
- Ms. Lori Schuerman, APNP; Oak Medical

THENO / MARSCH moved to approve the appointment of all above named individuals to the Medical Staff Committee. Voice vote taken. Motion carried unanimously without abstentions.

10. Financial Report for Community Treatment Center and Community Services

a. July 2023
b. August 2023

Finance Manager Eric Johnson distributed his August 2023 report; highlighting the following items.

The July 2023 financial report, covering May 2023, shows both Community Services and Community Treatment Center with favorable variances compared to budget. The favorable variance continues into June 2023 with both CTC and Community Services over $200,000 favorable compared to budget at this point.

Community Treatment Center
Census is showing favorable in June, however, we are still a bit behind for year-to-date (YTD).

Unfortunately, part of the favorable budget variances is still due to open positions. When we have open positions at CTC, we often times utilize staffing agencies to ensure coverage.

Community Services
Within Community Services, when we cannot fill positions, we see a favorable variance because we still receive the revenue because it comes from sources where we are capped at a certain level.

McCOY / CONLEY-KUHAGEN moved to receive and place on file the July & August 2023 Financial Reports for Community Treatment Center and Community Services. Voice vote taken. Motion carried unanimously without abstentions.

11. Statistical Reports a, b, & c

a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
   - July 2023
   - August 2023

b. Child Protective Services – Child Abuse/Neglect Report
   - July 2023
   - August 2023

c. Monthly Contract Update
   - July 2023
   - August 2023

McCOY / MARSCH moved to suspend rules and take items #11a, b & c together. Voice vote taken. Motion carried unanimously without abstentions.

MARSCH / THENO moved to receive and place on file Statistical Reports #11a, b & c. Voice vote taken. Motion carried unanimously without abstentions.

12. Request for New Non-Contracted Provider & New Provider Contract

a. July 2023
b. August 2023

McCOY / CONLEY-KUHAGEN moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract reports for July & August 2023. Voice vote taken. Motion carried unanimously without abstentions.

13. Adjourn Meeting:

DYKES / MARSCH moved to adjourn. Voice vote taken. Motion carried unanimously without abstentions.

Chair, Supervisor Tom Lund adjourned the meeting at 7:22 pm.

Next Meeting: Thursday, September 14, 2023 at 6:00 pm.

Respectfully Submitted,
Catherine Foss
Office Manager

KEVIN BRENNAN CHILDREN YOUTH AND FAMILIES MANAGER

DANNEL SKALECKI YOUTH JUSTICE SERVICES SUPERVISOR

AARON ALEXANDER-WOLF YOUTH JUSTICE SERVICES SUPERVISOR

YOUTH JUSTICE SERVICES UNIT COMMUNITY PROGRAMS OVERVIEW

AUGUST 10TH 2023

MISSION STATEMENT

The Brown County Youth Justice Services Unit is committed to the protection of our community, advocacy and support towards juvenile rehabilitation and building self- sustaining competencies toward personal growth

VISION STATEMENT

- Engaging and Strengthening Families
- Lowering recidivism rates by offering a systemic and sustainable approach towards recovery, change, and support.
- Developing and sustaining community partners in support of building stronger communities
- Offering a comprehensive consumer system of care, recommended services and referral source based on an offered risk and needs assessment.
- Be present and accessible to our consumers.
- Be committed to the protection, safety, and welfare of our communities and families

YOUTH JUSTICE SERVICES TEAM

- Two Youth Justice Service Supervisors.
- Four Youth Justice Intake Case Managers.
- Seven Youth Justice Ongoing Case Managers.
- One Youth Justice Out of Home Placement Specialist.
- One Clerical Support Staff

ROLE OF YOUTH JUSTICE

- Community Safety
- Rehabilitation
- Accountability

What Does This Mean?

Advocacy over Authority

ONCE A LAW ENFORCEMENT REFERRAL IS RECEIVED

- Review of alleged delinquent offenses.
- Establish there is jurisdictional basis; Prima Facie (Latin for "at first look")
- Assess community safety while meeting the juvenile's needs in the least restrictive manner.
- Provide right for victims to confer.
- Provide Intake inquiry.
- Assess Risk Level to Reoffend.
- Complete intake decision to address referral.
- Avg. 700-800 law enforcement referrals per year.

DETERMINING LEVEL OF SERVICE NEEDS

- Seriousness of the offense
- Age of juvenile
- Number of referrals previously received for this individual and services previously provided.
- Conduct Intake Inquiries.
- Conduct a Youth Assessment Screening Instrument (YASI) to determine needs and strengths along with assessing youth's level of risk to reoffend.
- Assess all interventions available to ensure level of need is met in the least restrictive manner.

INTAKE/ DIVERSION

- Ability to refer a youth and family for outpatient services.
- Ability to counsel and close a referral.
- Ability to request youth to be issued a municipal fine.
- Ability to provide a formal intake meeting along with a formalized risk and needs assessment.
- Ability to provide for voluntary case management along with treatment specific services.
- Ability to enter into a Deferred Prosecution Agreement or "Contract."
- Ability to request a formal petition to the Juvenile Court System.

INTAKE ROLE

- Provides **on call** 24/7 365 days a year: Intake responsibilities to be available to Law Enforcement
- Ability to make custody decisions for youth who are in police custody.
- Provide after hours face contact with youth who are in custody to review their basic rights and inform them of the upcoming court process.
- Notification to parent/guardians of the custody decision and court process and assess any other special needs of the youth while in custody.
- Determining least restrictive measures to address the needs of each youth while balancing the protection of the community.
- Note: All on call staff complete 30 hours of basic intake training as certification .

ON GOING CASE MANAGEMENT

- Intake request formal petition.
- Assistant District Attorney files a formal juvenile Court petition.
- Youth represented by legal counsel during entire legal process (Initial, Plea, Contested, Disposition). Average 6 months-one year of legal process.
- Formal Court Order is entered along with Ordered conditions by the Circuit Court Judge.
- The Order address conditions of rehabilitation, placement and custody of youth while under Order, and accountability for community protection and welfare of the youth.
- Avg. 150-160 Court Orders are managed annually.

PLACEMENT OPTIONS

- Home
- Relative
- Shelter care
- Secure Detention
- Foster homes
- Treatment Foster Homes
- Group Homes
- Residential Placements
- Lincoln Hills/Copper Lake Correctional

CASE MANAGEMENT:

PURPOSE:

KEY COMPONENTS

- Oversee Court Ordered Conditions of Youth.
- Assessment, reassessment and case planning.
- Assist, Collaborate, and Coordinate rehabilitation services.
- Provide opportunities for restorative justice activities .
- Maintain community safety.
- Address youth accountability.
- Divert further criminal related activity working with community partners.

OTHER SERVICES OFFERED

ACCOUNTABILITY

- Juvenile Electronic Monitoring (JEMS)

RESTORATIVE JUSTICE

RESPECT PROGRAM

THANKYOU

BROWN COUNTY HEALTH & HUMAN SERVICES

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

Jeremy Kral, Executive Director

To: Human Services Board & Human Services Committee

Date: August 10, 2023

Subject: Community Treatment Center & Community Services 6/30/23 YTD Financial Results

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Community Treatment Center

Through the first half of 2023 CTC financial results show a favorable YTD budget variance of $267,936 with revenues at 49.9% of the annual budget and expenses at 48.3% compared to a benchmark of 50% at this point in the year.

The YTD average census for each operating units remains below budget on a YTD basis as shown in the chart below, however Bayshore Village nursing home and Bay Haven CBRF census levels in June were above budget. Decreases in revenue from lower census continue to be offset by higher than anticipated nursing home Medicaid rates and increased WI Nursing Home Supplemental Payments resulting in overall revenues very close to the budget for 6 months.

Personnel Costs remain under budget due to nursing and other staffing shortages, with a significant amount of Temporary Help as a result in the Operating Expenses category. Overall expenses are $285,641 under budget YTD including the net effect of these two offsetting budget variances.

Community Treatment Center average census compared to budget is as follows:

	June	June YTD	Budget
Bayshore Village	61.1	59.8	60.5
Nicolet Psychiatric Center	8.9	9.6	11.8
Bay Haven CBRF	5.7	4.4	5.0

Community Services

For Community Services, June YTD financial results show an overall favorable YTD budget variance of $236,256 including revenues at 50.8% of the annual budget which is a favorable YTD variance of $511,177 and expenses at 50.4% an unfavorable variance of $274,922.

Personnel Costs continue to be below budget due to vacant positions, but the number of job applicants and hiring has improved from earlier in the year. Purchased Services are over budget in the Operating Expenses category and overall expense is above budget. But this has led to higher revenues which are more than covering the expense variance, resulting in an overall favorable variance as noted above.

Respectfully Submitted,

Eric Johnson
Finance Manager

Community Treatment Center

** Unaudited ** Through 06/30/23
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **630 - Community Treatment Center**								
REVENUE								
Property taxes	3,518,675.00	.00	3,518,675.00	293,222.92	1,759,337.52	1,759,337.48	50.0%	1,822,093.50
Intergov Revenue	6,285,058.00	.00	6,285,058.00	589,269.83	3,730,605.95	2,554,452.05	59.4%	3,293,013.36
Public Charges	5,115,346.00	.00	5,115,346.00	303,400.61	2,057,621.94	3,057,724.06	40.2%	2,148,525.16
Miscellaneous Revenue	1,035,117.00	.00	1,035,117.00	98,337.48	595,305.28	439,811.72	57.5%	628,186.75
Other Financing Sources	.00	406,000.00	406,000.00	19,522.75	19,522.75	386,477.25	4.8%	.00
REVENUE TOTALS	$15,954,196.00	$406,000.00	$16,360,196.00	$1,303,753.59	$8,162,393.44	$8,197,802.56	49.9%	$7,891,818.77
EXPENSE								
Personnel Costs	11,281,709.00	150,000.00	11,431,709.00	852,298.55	5,209,197.90	6,222,511.10	45.6%	5,036,761.32
Operating Expenses	5,245,831.00	311,000.00	5,556,831.00	501,696.75	3,024,431.46	2,508,601.85	54.4%	2,913,472.08
Outlay	50,000.00	.00	50,000.00	.00	.00	50,000.00	0.0%	.00
EXPENSE TOTALS	$16,577,540.00	$461,000.00	$17,038,540.00	$1,353,995.30	$8,233,629.36	$8,781,112.95	48.3%	$7,950,233.40
Community Treatment Center Totals								
REVENUE TOTALS	15,954,196.00	406,000.00	16,360,196.00	1,303,753.59	8,162,393.44	8,197,802.56	49.9%	7,891,818.77
EXPENSE TOTALS	16,577,540.00	461,000.00	17,038,540.00	1,353,995.30	8,233,629.36	8,781,112.95	48.3%	7,950,233.40
Grand Totals	($623,344.00)	($55,000.00)	($678,344.00)	($50,241.71)	($71,235.92)	($583,310.39)		($58,414.63)

YTD Budget Variances - Favorable (Unfavorable)

Revenue	(17,704.56)
Expense	285,640.64
Total Net	$ 267,936.08

Community Services (without ARPA ERA & CDBG)

** Unaudited ** Through 06/30/23
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **201 - Community Services**								
REVENUE								
Property taxes	16,192,074.00	.00	16,192,074.00	1,349,339.52	8,096,037.12	8,096,036.88	50.0%	8,240,406.60
Intergov Revenue	44,741,247.00	211,384.00	44,952,631.00	4,299,263.96	22,898,687.28	22,053,943.72	50.9%	21,400,507.33
Public Charges	2,588,373.00	.00	2,588,373.00	196,175.85	1,394,664.87	1,193,708.13	53.9%	1,200,335.92
Miscellaneous Revenue	64,889.00	.00	64,889.00	2,168.11	8,117.48	56,771.52	12.5%	96,382.25
Other Financing Sources	160,797.00	.00	160,797.00	15,048.10	93,052.62	67,744.38	57.9%	.00
REVENUE TOTALS	$63,747,380.00	$211,384.00	$63,958,764.00	$5,861,995.54	$32,490,559.37	$31,468,204.63	50.8%	$30,937,632.10
EXPENSE								
Personnel Costs	26,337,382.00	89,700.00	26,427,082.00	2,007,850.53	12,429,838.10	13,997,243.90	47.0%	11,615,892.96
Operating Expenses	37,444,332.00	223,323.00	37,667,655.00	3,674,607.85	19,892,451.97	17,756,499.62	52.8%	19,384,344.23
Outlay	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	$63,781,714.00	$313,023.00	$64,094,737.00	$5,682,458.38	$32,322,290.07	$31,753,743.52	50.4%	$31,000,237.19
Fund **201 - Community Services** Totals								
REVENUE TOTALS	63,747,380.00	211,384.00	63,958,764.00	5,861,995.54	32,490,559.37	31,468,204.63	50.8%	30,937,632.10
EXPENSE TOTALS	63,781,714.00	313,023.00	64,094,737.00	5,682,458.38	32,322,290.07	31,753,743.52	50.4%	31,000,237.19
Grand Totals	($34,334.00)	($101,639.00)	($135,973.00)	$179,537.16	$168,269.30	($285,538.89)		($62,605.09)

YTD Budget Variances - Favorable (Unfavorable)

Revenue	511,177.37
Expense	(274,921.57)
Total Net	$ 236,255.80

NOTE: special federal grant awards have the following 2023 YTD expenditures covered by grant revenues: ARPA $131,740 / ERA $2,545,396 / CDBG $619,790