

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, May 11, 2023, at Brown County Sophie Beaumont Building, Boardrooms A & B; 111 N Jefferson St; Green Bay, WI 54301

Present: Supervisor Tom Lund; Kathryn Dykes; Jean Marsch; Laura McCoy; Supervisor Dan Theno

Excused: Michael Conley-Kuhagen; Leslie Ousley; Supervisor Randy Schultz; Eric Johnson, Finance Manager

Also Present: Jeremy Kral, Executive Director
Kara Gruber, Hospital & Nursing Home Administrator
Jenny Hoffman, Community Services Administrator
Cathy Foss, Office Manager
One member of the public

1. **Call Meeting to Order**
The meeting was called to order by Chair, Supervisor Tom Lund at 6:00 pm.
2. **Approve / Modify Agenda**
MARSCH / McCOY moved to approve the agenda for the May 11, 2023 Human Services Board Meeting. Voice vote taken. Motion carried unanimously without abstentions.
3. **Approve Minutes of April 13, 2023 Human Services Board Meeting**
THENO / McCOY moved to approve the minutes dated April 13, 2023. Voice vote taken. Motion carried unanimously without abstentions.
4. **Public Comment**
No members of the public chose to comment.
5. **Presentation on 2022 Health & Human Services Annual Report**
Executive Director Jeremy Kral, Community Services Administrator Jenny Hoffman, and Hospital & Nursing Home Administrator Kara Gruber highlighted items within the report.

The 2022 Health & Human Services Annual Report can be viewed online at:
<https://www.browncountywi.gov/ff/files/HHS-Community-Services/2022%20HHS%20Annual%20Report%20for%20the%20Web.pdf>

McCOY / MARSCH moved to receive and place on file the 2022 Health & Human Services Annual Report. Voice vote taken. Motion carried unanimously without abstentions.

6. **Executive Director's Report.**
Executive Director Jeremy Kral's May 2023 report was distributed at the meeting.

Public Health's RFQ (Request for Quotes) for an opioid overdose needs and gap assessment closed at the end of April with no response. Public Health is going to review, look at next steps and re-issue at a later date.

The Health & Human Services department remains short-staffed for several high demand positions. Our biggest challenge right now is finding skilled and qualified people. Brown County

Board of Supervisors has authorized a referral and sign-on bonus plan funded through ARPA, and that is nearly ready to be implemented.

We are bringing forward a change to the Table of Organization (TO) to the Human Services Committee. In our Outpatient Clinic, we currently have two full-time Psychiatrists (2.0 FTEs) with only one position being filled for almost two years following a retirement and ongoing recruitment. Before bringing the requested changes, the needs of the community and department were reviewed, as were the trends in the labor force. Based on these factors, a change to the table of org is being requested to reduce from two Psychiatrists to one, but to add 1.6 FTEs of Advanced Practice Nurse Prescribers (APNP). This would meet identified needs as well as fit within our budget and align our positions with the labor force trends. The current psychiatrist is retiring in June, and we are looking at all options including increasing salary, contracting, and national recruiting. We will have all current needs met through a contracted provider in the short term and do not anticipate being left without the ability to deliver outpatient psychiatric care.

In Food and Nutritional Services at Community Treatment Center (CTC), due to turnover and retirements, we will be very short-staffed at approximately the end of this month. We are working on strategies to address this issue, including enhanced recruiting efforts and potential temporary premium pay for remaining staff which will be covered by savings from vacant positions.

DYKES / THENO moved to receive and place on file the Executive Director's report for May 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.

We are going through some significant staffing changes. We have been recruiting for the Behavioral Health Supervisor position that oversees therapists and counselors for quite a while. This position is being filled internally by Clinical Social Worker Tyler Luedke.

Ian Agar, Behavioral Health Manager, is retiring from Brown County after 16 years; his last day is May 19.

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

8. CTC Administrator Report including NPC Monthly Report

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

COVID-19 Pandemic

Mitigation efforts continue. Infection control requirements – especially personal protective equipment (PPE) – remain dependent on the community transmission rate. In April, the transmission level was below “high” for two weeks in a row which allowed for a reduction in PPE in the inpatient areas including removal of masks and eyewear for the first time in three years. Formal guidance for the long-term should be coming soon regarding isolation and PPE requirements.

Nicolet Psychiatric Center (NPC)

Department of Health Services (DHS) did an unannounced recertification survey of NPC in April. The surveyors complimented the CTC staff on their knowledge and skill sets; highlighting especially the therapeutic environment and culture facilitated by staff. One health environmental safety deficiency and four life safety code deficiencies were discovered. All were low-level and immediately corrected. A Plan of Correction was submitted and accepted by DHS. This result is extremely positive.

THENO / DYKES moved to receive and place on file the CTC Administrator Report for April 2023. Voice vote taken. Motion carried unanimously without abstentions.

9. Financial Report for Community Treatment Center and Community Services

Executive Director Jeremy Kral highlighted items from the Financial Report distributed at the meeting.

Community Treatment Center numbers are reflected through March 2023 with a favorable budget variance of \$311,959. Personnel costs continue to be lower due to staffing challenges.

Community Services has a small unfavorable variance of \$32,642. Revenues and expenses are at 24.1% of the annual budget. Personnel costs are lower due to vacant positions.

MARSCH / McCOY moved to receive and place on file the May 2023 Financial Report for Community Treatment Center and Community Services. Voice vote taken. Motion carried unanimously without abstentions.

10. Statistical Reports a, b, & c

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
- b. Child Protective Services – Child Abuse/Neglect Report
- c. Monthly Contract Update

McCOY / DYKES moved to suspend rules and take items #10a, b & c together. Voice vote taken. Motion carried unanimously without abstentions.

McCOY / THENO moved to receive and place on file Statistical Reports #10a, b & c. Voice vote taken. Motion carried unanimously without abstentions.

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

MARSCH / McCOY moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract report for May 2023. Voice vote taken. Motion carried unanimously without abstentions.

12. Adjourn Meeting:

McCOY / 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, June 8, 2023 at 6:00 pm.

Respectfully Submitted,
Catherine Foss
Office Manager