

**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, January 26, 2022 at the Brown County Central Library, 515 Pine St., Green Bay, Wisconsin

---

**Present:** Chair Brusky, Vice Chair Borchardt, Supervisor Evans, Supervisor Sieber  
**Also Present:** Veterans Service Officer Joe Aulik, Human Services Community Administrator Jenny Hoffman, HS Finance Director Erik Johnson, Syble Hopp School Administrator Kim Pahlow, Nursing Home Administrator Sam Behling, Supervisors Amanda Chu and Emily Jacobson, Gail Nohr and other interested parties

---

I. **Call Meeting to Order.**

The meeting was called to order by Chair Brusky at 5:30 pm.

II. **Approve/Modify Agenda.**

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of November 17, 2021.**

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.** None

1. **Review Minutes of:**

- a. **Aging & Disability Resource Center of Brown County Board (August 26, October 28 and December 12, 2021).**
- b. **Board of Health (September 14 & November 2, 2021).**
- c. **Children with Disabilities Education Board (November 16, 2021).**
- d. **Criminal Justice Coordinating Board (January 11, 2022).**
- e. **Human Services Board (November 11, 2021).**
- f. **Racial Equity Ad Hoc Committee (November 15, 2021).**
- g. **Veterans' Recognition Subcommittee (October 19, 2021).**

**Motion made by Supervisor Sieber, seconded by Supervisor Evans to suspend the rules to take Items 1a-g together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Sieber, seconded by Supervisor Evans to receive and place on file Items 1a-g. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications**

2. **Communication from Supervisor Chu re: Please ask EMS to review contingency plans for possible insufficient health professionals to maintain basic community health needs. *Referred from December County Board.***

Supervisor Amanda Chu informed this communication was in response to a physician's public comment regarding the pressures he's seen through multiple departments in the hospital system he was working in. Since then, Chu followed up with Brown County's Public Health Officer and she let her know the multiple processes for when hospital systems determine internally with their own metrics when they don't have the capacity to meet the community health needs, such as contacting the Healthcare

Emergency Response Coalition (HERC).

Sieber thanked Chu for bringing this forward, looking into it and finding out what's going on. Brusky thanked Chu as well, she felt it was important and good to bring it out into the open.

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

### Veterans

#### **3. Director's Reports (December 2021 & January 2022).**

Veteran Service Officer Joe Aulik informed they set a new office record at \$4.3 million in retroactive cash in veterans' pockets, it's rewarding to get veterans what they're entitled to. Starting out this year, they're already \$150,000 ahead of what they did last year.

Aulik referred to Item 8, Budget Adjustment #22-010, and informed this was funds their department received in 2021 that will be used in 2022 for Support Services expenses. This was a private donation from an individual donor to help veterans in need. They're trying to keep donations separate from levy money to track it a lot better. Responding to Evans, Aulik informed his Deputy and he confer, sometimes they include their Benefit's Specialist to make sure they're not doing anything incorrect. They were very critical on that account, it was not a handout, it was a hand up, a needs-based program. They're very circumspect on how they use it and two people must sign off on the application, checks and balances. Requests can be made every 6-months.

Borchardt thanked Aulik for his part in Wreaths Across America at Woodlawn Cemetery in December.

##### **a. COVID-19 Update.**

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

### Syble Hopp

#### **4. Director's Report.**

##### **a. COVID-19 Update.**

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

### Health & Human Services Department

#### **5. Budget Adjustment Request (21-099): Reallocation between two or more departments, regardless of amount.**

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to suspend the rules to take Items 5-13 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 6. Budget Adjustment Request (21-110): Any increase in expenses with an offsetting increase in revenue.**
- 7. Budget Adjustment Request (21-111): Any increase in expenses with an offsetting increase in revenue.**
- 8. Budget Adjustment Request (22-010): Any allocation from a department's fund balance.**
- 9. Budget Adjustment Request (22-016): Any allocation from a department's fund balance.**
- 10. Resolution Approving New Positions in the Health & Human Services Department – Community Services Division – Social Worker/Case Manager for CLTS.**
- 11. Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division Social Services Aide III Position.**
- 12. Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division Social Worker/Case Manager Position.**
- 13. Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division Clerk II Positions.**

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to approve Items 5 - 13. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13a. Health & Human Services Updates.**  
**a. COVID-19 Update.**

HS Finance Director Erik Johnson provided a handout (attached) from Anna Nick, Public Health Officer.

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**b. CTC Updates.**  
**c. Temporary Work Rule for Staff Retention.**

Nursing Home Administrator Sam Behling believed the committee was aware of the workforce crisis occurring and the impact to the healthcare systems, the CTC being one of those sites. She wanted to inform the committee of the things they plan on doing administratively, so they feel informed and can provide ideas, as they hope to have a policy change as soon as November.

Behling provided possible retention strategies as well as strategies to fill vacancies, to keep operational. They're intended to be temporary to get through this crisis, so focusing on 2022 at this time. These strategies will be funded through CARES Act dollars, and maybe ARPA dollars in the future.

HS Finance Director Erik Johnson added that he looked at this financially, to make sure it would work with the temporary funding but also set the stage for something that could be sustainable in the future. He informed there happens to be a significant nursing home rate increase that they weren't aware of when they budgeted for 2022. So, they will have some additional funding to CTC, \$200,000 a year or more in 2023 and beyond, and possibly ARPA dollars, to use to reward and incentivize employees in those high demand positions.

The committee noted their support for these ideas and thanked them for their work on this.

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to suspend the rules to take Items 13b & c together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to receive and place on file Items 13b & c. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Financial Report for Community Treatment Center and Community Services for December 2021 and January 2022.**

Johnson spoke to the financials and announced their new Health & Human Services Director, Jeremy Krall, will start on February 3, 2022.

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**15. American Rescue Plan Act (ARPA).**  
**a. Review and approve grant application.**

Human Services Community Administrator Jenny Hoffman introduced Tom Chartrand, their Grant Specialist, who has been instrumental in pulling together their initiatives with ARPA funds as well as Community Development Block Grant (CDBG). Chartrand did a quick run through of the American Rescue Plan Act non-profit grant application.

Johnson informed organizations will have to submit a budget and it will be subject to a possible audit. They'll work in conjunction with the Brown County Internal Auditor to figure out auditing guidelines.

They will also have to provide some sort of monthly financial report when they claim the funds or submit for the reimbursement.

**b. Review application process and approval process.**

Hoffman informed they have not determined how the scoring would work yet but believed they would provide recommendations for funding to the Human Services Committee, who will make final grant award recommendations to the Brown County Board of Supervisors.

Evans stated he would like to help as many non-profit organizations in Brown County as possible verses awarding a few high dollar requests.

A lengthy discussion ensued regarding timelines and deadlines, a motion was made to reflect this.

**Motion made by Supervisor Sieber, seconded by Supervisor Evans to amend the ARPA Non-Profit Grant Application under APPLICATION PROCESS to state: The application will be available through the County's website from January 28, 2022 – ~~February 11, 2022~~ February 23, 2022; and under APPLICATION DEADLINE to state: Grant applications must be received by 5:00 p.m. on ~~February 11, 2022~~ February 23, 2022 in order to be considered. All grant award determinations will be made final on March 16, 2022. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to approve the ARPA Non-Profit Grant Application as amended. Vote taken. MOTION CARRIED UNANIMOUSLY**

Supervisor Chu informed that a lot of times the financial reporting piece was prohibited to the smaller scale non-profits, she was wondering if they had thought through the burden of the financial reporting administration for small non-profits? Johnson informed they were mirroring the federal requirements; they did their best to keep it as simple as possible.

A brief discussion ensued regarding funding being disbursed through coalitions and subawards. Johnson stated he didn't see anywhere that would preclude them, verses them using another nonprofit as a contracted provider.

Responding to Chu, Chartrand informed the U.S Department of the Treasury Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule says specifically that you cannot use the funds for a cash match for other federal funding programs.

Chu questioned if there was a word limit on some of the longer narrative questions, on a logistical end, it may be easier. Hoffman agreed that federal grants typically do have that. Johnson informed they'd have to add that in the application right now, but he was comfortable leaving it up to the applicants.

Brusky stated as far as advertising, a media announcement would be good, to open it up as much as possible. As far as an amount, there might be some legitimate need for a larger amount, than having a small amount over many organizations. Brusky recommended a motion to add an "Other" option under each of the three eligible activity, or activities, related to the project under "Project Overview". Evans and Sieber would be in support. Borchardt wanted to see the specifics, what ARPA dollars are supposed to be used for. She doesn't want it to go overboard with what people might think of as other. She felt these categories were pretty broad already. Brusky felt it could be eliminated by the committee. Johnson informed the list came from the ARPA guidelines. Brusky withdrew her suggestion for a motion.

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to suspend the rules to take Items 15a & b together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to approve as amended Items 15a & b. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**16. Statistical Reports.**

**a. Monthly CTC Data.**

- i. Bay Haven Crisis Diversion – November & December 2021.
  - ii. Nicolet Psychiatric Center – November & December 2021.
  - iii. Bayshore Village (Nursing Home) – November & December 2021.
  - iv. CTC Double Shifts – December 2021.
- b. Child Protective Services – Child Abuse/Neglect Report – November & December 2021.
- c. Monthly Contract Update – November & December 2021.

Motion made by Supervisor Sieber, seconded by Supervisor Evans to suspend the rules to take Items 16a-c. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to receive and place on file Items 16a-c. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Request for New Non-Contracted and Contracted Providers – November & December 2021.

Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

**Aging & Disability Resource Center** – ADRC Director Devon Christianson informed they will be partnering with Public Health to do some targeted outreach to older adults and folks vulnerable to COVID-19 with the in-home test kits and educating people on the antiviral drugs and helping them access their physicians.

Caregiver Funds - Which start at the beginning of the year, they are enrolling family caregivers in their National Family Caregiver Program and Alzheimer Family Caregiver Program.

Home Delivered Meal Program - Was up to about 600 meals a day, all volunteer, with only a couple paid drivers. People were still staying at home and with the new virus, older adults are vulnerable, even with the high vaccination rate.

Vacancies – They struggle to fill driver positions and bilingual social workers.

Christianson informed they had a new Finance team due to a change in staffing.

Other

18. Audit of bills.

Motion made by Supervisor Sieber, seconded by Supervisor Borchardt to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Such other Matters as Authorized by Law. Special Meetings February 23<sup>rd</sup> & March 2<sup>nd</sup>, both at 5:30pm

Borchardt informed Brown County Housing and Homeless Coalition is doing a Point-in-Time (PIT) count event which estimates the number of people who are homeless in the community. More info can be found on their website and/or their Facebook page, for anyone interested in volunteering.

20. Adjourn.

Motion made by Supervisor Borchardt, seconded by Supervisor Sieber to adjourn at 7:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Alicia Loehlein  
Transcriptionist

# Brown County Health & Human Services Public Health Division

Human Services Committee – January 26, 2022

COVID-19 Update – Brown County Health & Human Services

Prepared by: Anna Nick (Destree), Public Health Officer

Brown County Public Health continues to have weekly conversations with our healthcare partners. Through those meetings it was determined that there was enough demand to establish a community testing site. For several weeks, BCPH has been working with Wisconsin DHS and their testing site contractor for a DHS funded testing site, and all approvals were secured last week. The location has been identified, and we are waiting for the testing site contractor to confirm a start date. There will be a press conference several days prior to the site opening so that we can effectively promote the site. It is projected to open the first week of February.

Public Health has secured at-home test kits that will be distributed to our critical infrastructure/emergency response partners. This will allow fire, police, EMS, and public safety personnel the ability to quickly test and return to work without having to wait for a PCR test while also alleviating pressure on our healthcare partners. Kits will also be allocated to the ADRC to dispense within their existing programming areas.

Public Health continues to work with our healthcare partners to educate the public on trusting the results of at-home tests. We are trying to keep messaging clear and concise – if you're sick, stay home. If you're symptomatic and can't get a test – stay home and isolate. A letter has been sent to businesses educating them on the current guidance and recommendations for isolation and quarantine as well as testing.

Finally, DHS sent a memo to local health agencies about prioritizing public health services to make the most community impact. That means moving away from traditional contact tracing, and focusing on testing and vaccination, targeted education, etc. BCPH is working on our transition plan to focus on those strategies and will be communicating that transition plan within the next two weeks.



**Public Health**  
Prevent. Promote. Protect.

**Brown County**  
Health & Human Services

1399

# Brown County Health & Human Services

## Public Health Division

Dear Community, Business, and Human Resource Leaders,

Brown County Public Health (BCPH) would like to share relevant updates to guidance and recommendations for our community to minimize the spread of COVID-19 and support our healthcare systems.

### ISOLATION AND QUARANTINE

Brown County Public Health is aligning with the new isolation and quarantine guidance from earlier this month which the Wisconsin Department of Health Services (WI DHS) adopted from the Centers for Disease Control and Prevention (CDC). See the guidance here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

### ANTIGEN TESTS

WI DHS no longer requires a confirmatory lab-based molecular test (PCR) for symptomatic individuals when a rapid antigen test from a provider is positive. Additionally, if an asymptomatic (no symptoms) individual has a negative antigen test from a provider, a confirmatory PCR test is not required. **Please review and update your COVID-19 policies to reflect the recent recommendations and guidance.**

*Please note: BCPH will no longer be providing COVID-19 confirmatory letters to individuals for return to work or clearance purposes.*

### AT HOME TESTS

If individuals are symptomatic and take an at home (over the counter) test and it comes back positive, please trust that result and have them start their isolation period. If they are symptomatic and it comes back negative, recommend that they get a PCR test from a provider or test site. If they cannot, encourage them to follow the 5-day isolation guidelines (day 0 is the day their symptoms started).

### STAY HOME WHEN SICK

Tests for COVID-19 are in short supply. If individuals have signs and symptoms of COVID-19 and are unable to get a test, either antigen or PCR, it is recommended they stay home, isolate for the proper amount of time, and follow recommended guidance for positive individuals. This updated guidance will reduce burden on local hospitals and clinics while minimizing the spread of COVID-19 locally. Our local healthcare systems have asked that individuals do not go to emergency rooms or urgent cares seeking COVID-19 tests for mild symptoms. Lastly, masking, distancing, getting vaccinated, and handwashing continue to be effective tools to prevent the spread of COVID-19.

*The above guidance is not a substitute for medical advice from a medical professional. When health concerns arise, please have your employees contact their primary care physicians for medical advice as soon as possible.*

Need to report cases of COVID-19 at your business? Have more questions? Visit [www.stayhealthybc.com](http://www.stayhealthybc.com) for tools and resources to support your business.

Thank you for all you continue to do to keep your employees safe and healthy.

Brown County Public Health



**Public Health**  
Prevent. Promote. Protect.

**Brown County**  
Health & Human Services

13aa