

August 15, 2007

## TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on August 1, 2007, and recommends the following motions:

1. Review minutes of:
  - a) Human Services Board (7/5/07).
  - b) Aging & Disability Resource Center (6/28/07).
  - c) Aging & Disability Resource Center – Program Cmte (6/28/07).
  - d) Aging & Disability Resource Center County Personnel Cmte (6/25/07).
  - e) Board of Health (4/10/07).
  - f) Veterans' Recognition Sub Committee (7/10/07).
  - g) Children with Disabilities Education Board (6/13/07).Receive & place on file items a-g.
2. Communication from Supervisor Andy Nicholson re: Review County employee procedures and oversight for verifying citizenship of county and state program users for which it is required by state, county ordinances or administrative rule. (Held from previous meeting.) Hold for one month at which time a fraud investigator will be invited to speak at the meeting.
3. Veterans Dept. - Budget Status Financial Report for June 30, 2007. Receive & place on file.
4. Veterans Dept. - Director's report. Receive & place on file.
5. Human Services Dept. - Request for Budget Transfer (#07-52: Increase in Expenditures with Offsetting Increase in Revenue: Transfer an administration nurse position from MHC budget to Community Programs budget to address jail liaison services (\$79,619). Approved. Ayes: 5 (Evans, Fewell, La Violette, Van Deurzen, Zabel); Nays: 1 (Scray); Excused: 1 (Zima). Motion Carried.
6. Human Services Dept. - Resolution re: Change in Table of Organization Human Services (Transfer of Psychiatric Nurse from MHC to Community Programs). (Referred to Executive Committee.) Committee approved. Ayes: 5 (Evans, Fewell, La Violette, Van Deurzen, Zabel); Nays: 1 (Scray); Excused: 1 (Zima). Motion Carried. See Resolutions, Ordinances August County Board.
7. Human Services Dept. - Mental Health Center Update & Statistics (June 2007). Receive & place on file.

**Human Services Committee**

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8. Human Services Dept. - Bellin Psychiatric Report (June 2007). Receive & place on file.
9. Human Services Dept. - Citizenship verification requirements for Human Services programs. Receive & place on file.
10. Human Services Dept. - Grant Report Update. Receive & place on file.
11. Human Services Dept. - Request for "New Non-Continuous Vendor" Report. Approve.
12. Human Services Dept. - Request for "New Vendor Contract" Report. Hold for one month for location of Tomahawk Counseling Services.
13. Human Services Dept. - Monthly Contract Report. Receive & place on file.
14. Human Services Dept. - Director's report. Receive & place on file.
15. Human Services Dept. - Community Programs and Economic Support Financial Report. Receive & place on file.
16. Human Services Dept. - Mental Health Center Financial Report. Receive & place on file.
17. Aging & Disability Resource Center Revenue & Expense Report for June 30, 2007 and Health Department Budget Status Financial Report for June 30, 2007. Receive & place on file.
18. Audit of bills. Approve.

Approved by:

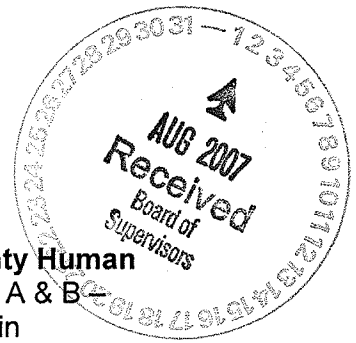
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COUNTY EXECUTIVE

Date

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**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 Monday, August 1, 2007 in Board Rooms A & B— Sophie Beaumont Building, 111 North Jefferson Street, Green Bay, Wisconsin

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**Present:** Pat Evans, Steve Fewell, Pat LaViolette, Mary Scray, Joe VanDeurzen, Chris Zabel  
**Excused:** Guy Zima  
**Also Present:** Diane Pivonka, Tom Eggebrecht, Jayme Sellen, Jerry Polus  
Supervisors Jack Krueger, Andy Nicholson

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1. **Call Meeting to Order:**

The meeting was called to order by Chairman Pat Evans at 6:40 p.m.

2. **Approve/Modify Agenda:**

**Motion made by Supervisor Fewell and seconded by Supervisor VanDeurzen to approve. MOTION APPROVED UNANIMOUSLY**

3. **Approve/Modify Minutes of regular session of July 3, 2007:**

**Motion made by Supervisor Fewell and seconded by Supervisor LaViolette to approve. MOTION APPROVED UNANIMOUSLY**

4. **Review Minutes of:**

- a. **Human Services Board (7/5/07):**
- b. **Aging & Disability Resource Center (6/28/07)**
- c. **Aging & Disability Resource Center – Program Cmte (6/28/07)**
- d. **Aging & Disability Resource Center County Personnel Comte (6/25/07):**
- e. **Board of Health (4/10/07)**
- f. **Veterans' Recognition Sub-Committee (7/10/07)**
- g. **Children with Disabilities Education Board (6/13/07)**

**Motion made by Supervisor Fewell and seconded by Supervisor VanDeurzen to receive and place on file 4a to 4g. MOTION APPROVED UNANIMOUSLY**

**Comments from the Public/Such other Matters as authorized by law:**

5. Chairman Evans reported that the MHC Selection and Scoring Committee consisting of himself, Supervisor Fewell, Tom Eggebrecht, Diane Pivonka, and Nate Correll have hired Horty Elwing to be the architect and engineering firm for a new Mental Health Center. A decision has been made to hire a Construction Manager at Risk, with Miron Construction and Boldt Construction making presentations on August 13<sup>th</sup>. Construction is anticipated to begin in April of 2008, with completion after 18 months.

**Communications:**

6. **Communication from Supervisor Andy Nicholson re: Review County employee procedures and oversight for verifying citizenship of County and State program users for which it is required by State, County Ordinance or Administrative Rule. (Held from previous meeting):** (Discussion of this item combined with that of #13)

Mr. Eggebrecht referred to information in packets related to citizenship verification of major Human Services Department programs as requested by Supervisor Nicholson. Programs requiring citizenship verification include Medicaid, Badger Care, and Long Term Care, while programs of Birth to Three, Child Care, Foodshare, Badger Care Prenatal, Emergency MA, Foster Care, Mental Health/AODA, Nursing Home, or Psychiatric Hospital do not require verification.

Discussion resulted in several questions that could not be answered at this time. A recommendation was made to have a fraud investigator speak to the committee at the September meeting.

Questions to be asked would include those regarding abuse of social security numbers, how they get leads, the follow-up process, etc.

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Scray to hold for one month at which time a fraud investigator will be invited to speak at the meeting. MOTION APPROVED UNANIMOUSLY**

**Veterans' Dept:**

7. **Budget Status Financial Report for June 30, 2007:**

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Scray to receive and place on file. MOTION APPROVED UNANIMOUSLY**

8. **Director's Report:**

Jerry Polus reported that August 19<sup>th</sup> has been set aside as Veteran's Day at the Brown County Fair. Discount coupons for \$5 are available for veterans to attend. A program will begin at noon followed by the Allouez Band. County Executive Tom Hinz will speak, along with a guest speaker. Door prizes will be distributed.

Polus also reported there has been preliminary discussion with Executive Hinz and others, with the support of Congressman Kagen, regarding the concept of having a VA center in the old MHC building. As discussion progresses, Polus will continue to report to this committee and to the County Board.

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Scray to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Services Department:**

9. **Request for Budget Transfer (#07-52): Increase in Expenditures with Offsetting Increase in Revenue: Transfer an administration nurse position from MHC budget to Community Programs budget to address jail liaison services (\$79,619):**

This request involves the transfer of an administrative nurse position from the MHC budget to the Community Programs budget to address jail liaison services. Mr. Eggebrecht explained that the position was added to the Mental Health Center's Table of Organization through the budget process. It is now felt the position should be located within the jail. Mr. Eggebrecht and Captain Jadin, after attending a conference on mental health care and incarceration, decided that in the best interest of the County, there should be linkage to the outpatient program, meaning that care is not provided only in the course of incarceration, but also provides for aftercare services.

In response to Supervisor Scray's question as to how many psych positions are in the jail, Supervisor Fewell replied there are none at this time. The purpose of hiring a psych nurse at the jail is to allow for distribution of medication, etc. Eggebrecht stated the position will report to the Clinical Services Manager, allowing for communication with doctors and the outpatient clinic.

Supervisor Nicholson requested that coordination be discussed with Sheriff Kocken.

**Motion made by Supervisor LaViolette and seconded by Supervisor VanDeurzen to approve.**

**Ayes: Evans, Fewell, LaViolette, VanDeurzen, Zabel**

**Nays: Scray**

**MOTION APPROVED UNANIMOUSLY**

10. **Resolution re: Change in Table of Organization Human Services (Transfer of Psychiatric Nurse from MHC to Community Programs). (Referred to Executive Committee:**

**Motion made by Supervisor LaViolette and seconded by Supervisor VanDeurzen to approve.**

**Ayes: Evans, Fewell, LaViolette, VanDeurzen, Zabel**

**Nays: Scray**

**MOTION APPROVED UNANIMOUSLY**

11. **Mental Health Center Update and Statistics (June 2007):**

Statistics for June of 2007 as included in packets were reviewed. Diane Pivonka reported there have been no denials during the last reporting period. She stated they have been able to schedule an RN from 11 a.m. to 7 p.m., meaning they did not have to cap the unit, allowing for admissions from out-of-county. She is awaiting approval to move ahead and hire additional nursing staff.

The average daily census on Unit 7, year to date is 23.9, compared with 18.5 in 2006. There have been 9 admissions to the Nursing Home from April to the present, 5 referrals in July with 2 admissions, 2 denied due to out-of-county status, and 1 went to Unit 7 instead. There are currently 57 in the nursing home, with 28 in the acute hospital today.

**Motion made by Supervisor Scray and seconded by Supervisor LaViolette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

12. **Bellin Psychiatric Report (June 2007):**

A report from Linda Roethle of Bellin Psychiatric Center indicated there were no involuntary transfers of adolescents to other institutions, nor were there any admissions refused in the month of June.

**Motion made by Supervisor VanDeurzen and seconded by Supervisor LaViolette to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

13. **Citizenship Verification Requirements for Human Services Programs:**

Refer to discussion under #6 above.

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Scray to receive and place on file. MOTION APPROVED UNANIMOUSLY**

14. **Grant Report Update:**

**Motion made by Supervisor LaViolette and seconded by Supervisor VanDeurzen to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

15. **Request for "New Non-Continuous Vendor" Report:**

**Motion made by Supervisor LaViolette and seconded by Supervisor Fewell to approve. MOTION APPROVED UNANIMOUSLY**

16. **Request for "New Vendor Contract" Report:**

A question related to the location of the Tomahawk Counseling Center resulted in a request to hold for one month for the answer.

**Motion made by Supervisor Scray and seconded by Supervisor VanDeurzen to hold for one month for location of Tomahawk Counseling Services. MOTION APPROVED UNANIMOUSLY**

17. **Monthly Contract Report:**

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Zabel to receive and place on file. MOTION APPROVED UNANIMOUSLY**

18. **Director's Report:**

Interim Director, Tom Eggebrecht, reported the following:

- Mark Quam will be starting as Director on September 18<sup>th</sup>. Eggebrecht will return to his former position.
  
- The budget has been presented to the Human Services Board and to the County Executive. It includes a 5% levy increase between Inpatient and Community Programs. In order to meet the levy target, approximately \$500,000 will be requested from the Community Programs fund balance. A copy of the budget was requested by the committee.

- An independent accounts reported generated on the payee issue will be going to Executive Committee. A letter of response was prepared. A budget transfer request will come before committee next month in order to reconcile accounts.
- A 2006 Mental Health Center operating deficit will come before committee for reconciliation after working with the Department of Administration on a plan. In addition, a budget transfer will be requested related to 2006 deferred revenues for equipment purchases.
- A Table of Organization resolution related to the Mental Health Center will also be coming forward per the Department of Administration, which will have no fiscal impact.

**Motion made by Supervisor VanDeurzen and seconded by Supervisor Fewell to receive and place on file. MOTION APPROVED UNANIMOUSLY**

19. **Community Programs and Economic Support Financial Report:**

**Motion made by Supervisor Fewell and seconded by Supervisor LaViolette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

20. **Mental Health Center Financial Report:**

Diane Pivonka noted that the assumptions used in preparing the 2007 June and year end projections are consistent with the first six months of the year. Based on current activity a loss of \$222,000 is reflected. Expenses are predicted to come in \$249,000 over budget, the primary reason is that \$251,000 of depreciation was not included in the '07 budget.

Supervisor Scray was referred to Margaret Hoff to answer her questions related to depreciation.

**Motion made by Supervisor Fewell and seconded by Supervisor Scray to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Syble Hopp** No r agenda items

**Aging & Disability Resource Center** (Revenue & Expense Report (6/30/07) attached.

No other agenda items

**Health Department** (Budget Status Financial Report for 6/30/07 attached.

No other agenda items

**Motion made by Supervisor Fewell and seconded by Supervisor VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Other:**

21. **Audit of Bills:**

**Motion made by Supervisor Scray and seconded by Supervisor VanDeurzen to approve. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Fewell and seconded by Supervisor  
VanDeurzen to adjourn at 7:35 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary