March 15, 2006

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on March 8, 2006, and recommends the following motions:

1. Review minutes of:
   a) Human Services Board (2/2/06).
   b) Aging Resource Center (1/27/06)
   Receive & place on file items a-b.

2. Health & Human Services Division 2005 to 2006 Carryover Funds. Approve.

3. Eppstein Uhen Architects update. (Referred back to committee from February County Board.)
   a) Hold for further information at the next Human Services committee meeting. Ayes: 2 (Fewell, Zima); Nays: 4 (Evans, Hinz, Van Deurzen, Zabel). Motion defeated.
   b) Support Site C. Ayes: 4 (Hinz, Van Deurzen, Zabel, Evans); Nays: 0; Abstain 2 (Zima, Fewell). Motion Carried.

4. Communication from Supervisor Steve Fewell re: Review the policy and statutes related to the Human Services Board and make recommendations to the Board. (Referred from February County Board.) Forward to Human Services Board members.

5. Veterans' Department - Director report. (No report.)

6. Communication from Supervisor Chris Zabel re: Teenage Pregnancy in Brown County. (Held from previous meeting.)
   a) Direct Human Services Staff to meet with the Adolescent Parenting Coalition and develop a scope of services as related to the current needs and responsibilities of Brown County. No vote taken.
   b) Motion amended to direct *Health Department* staff to meet with the Adolescent Parenting Coalition and develop a scope of services as related to the current needs and responsibilities of Brown County.

7. Health Department - Communication from Supervisor Andy Nicholson re: Request Human Services Committee review and recommend the adoption of a revised odor nuisance ordinance. (Motion from previous meeting: *Refer to Corporation Counsel with the suggested changes of this committee and bring back to March meeting.)* Committee approved. See Resolutions, Ordinances March County Board.

8d

8. Health Department - Communication from Supervisor Chris Zabel re: Town of Morrison Well Testing. Request an update at the April meeting.

9. Health Department - Director's report. (No report.)

10. Human Services Dept. - Resolution re: Pertaining to a change in Table of Organization for Brown County Human Services by adding a half-time Clerk II. (Motion from previous meeting: *Refer to staff to investigate outsourcing.)* (Referred to **April** Executive Committee) (Nos. 10 & 11 taken together. See motion on number 11.)

11. Human Services Dept. - Tabled Resolution regarding Clerk II Position/Outsource Cost Comparison. Committee approved. (See Resolutions, Ordinances **April** County Board.)

12. Human Services Dept. - Grants Overview and approval of CST Application. Approve grant application.

13. Human Services Dept. - ICF-MR Update/MHC update. Receive & place on file.

14. Human Services Dept. - Resolution re: Pertaining to Changes at the Mental Health Center for the Brown County Human Services Department by converting 17 developmental disabilities (ICF/MR) beds to nursing home beds. Committee approved. See Resolutions, Ordinances March County Board.

15. Human Services Dept. - Update/report from Bellin Psychiatric Center re: Admissions Status. Receive & place on file.

16. Human Services Dept. - Security Study Update. Receive & place on file.

17. Human Services Dept. - MHC Roof Repair Project. Approve low bid of Northern Metal & Roofing in the amount of $148,500 (see attached.)

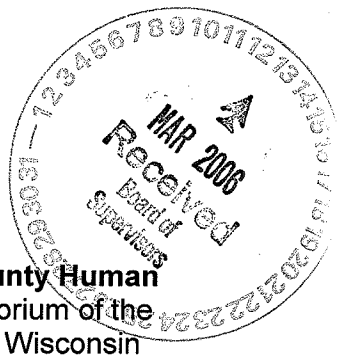
18. Human Services Dept. - Contract Update (standing item requested by Chair Pat Evans). Receive & place on file.

19. Audit of bills. Approve audit of bills.

Approved by:

_____

COUNTY EXECUTIVE Date



PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES COMMITTEE

Pursuant to Section 19.94 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, March 8, 2006 in the Auditorium of the Brown County Mental Health Center – 2900 St. Anthony Drive, Green Bay, Wisconsin

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Present: Patrick Evans-Chair; Steve Fewell, Tom Hinz, Joe VanDeurzen, Chris Zabel, Guy Zima
Excused: Michael Frohna
Also Present: Supervisors Andy Nicholson, Mike Fleck, Tom Lund
Beth Manning, Tom Eggebrecht, Bill Dowell, Jeff Oudeans
Jessica Stoller, John Jacques, Judy Friederichs, John Paul
Nan Paul, Maria Fischer
Other Interested Parties, Media

Tour of Mental Health Center @ 5:15 p.m. for County Board & News Media

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Patrick Evans at 6:15 p.m.

2. **Approve/Modify Agenda:**
Items were taken out of order, although shown in proper format here.

Motion made by Supervisor Zabel and seconded by Supervisor VanDeurzen to approve the agenda as amended.
MOTION APPROVED UNANIMOUSLY

3. **Approve/Modify Minutes of February 8, 2006:**

Motion made by Supervisor Hinz and seconded by Supervisor Zabel to approve the minutes. MOTION APPROVED UNANIMOUSLY

4. **Review Minutes of:**
   a. **Human Services Board (2/2/06)**
   b. **Aging Resource Center (1/27/06)**

Motion made by Supervisor VanDeurzen and seconded by Supervisor Zima to receive and place on file 4a and b.
MOTION APPROVED UNANIMOUSLY

5. **Comments from the Public/Such other Matters as Authorized by Law**
None

Carryover Funds:

6. **Health & Human Services Division 2005 to 2006 Carryover Funds:**
Kay Smet from the Human Services Department explained there are two requests for carryover into 2006, one being $1,327 for childcare certification, with

the second being $158,344 to be used for street improvements on St. Anthony Drive for work not completed in 2005.

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

Update:

7. **Eppstein Uhen Architects Update. (Referred back to committee from February County Board:**
Mr. Dowell distributed a project update chart for review. He explained that a presentation would be made to this committee on 5/12/06, with a cost estimate given to the County Board on 5/17/06.

A report was distributed from Eppstein Uhen (attached), explaining the advantages and disadvantages of the site south of the existing jail, and of Site C – Curry Lane & Gershwin Drive.

Supervisor Fewell pointed out that it will be one year in May since the County Board first voted to get a cost estimate.

Review of the jail site and of Site C resulted in Supervisor Lund urging that the committee move forward with a decision and that it made most sense to go with the more level site, or Site C.

Supervisor Zima was of the opinion there was not enough information to make a decision. He, and Supervisor Fewell, indicated that the information was sketchy and they would not support a vote on Site C without a cost estimate.

Motion made by Supervisor Zima and seconded by Supervisor Fewell to hold for further information at the next Human Services meeting.
Ayes: Fewell, Zima
Nays: Evans, Hinz, VanDeurzen, Zabel
MOTION FAILED 4-2

Chairman Evans referred to the Epstein Uhen report, their opinion on advantages, and that Site C was their recommendation after extensive study. His opinion was that approval would be a step forward on the project.

Motion made by Supervisor Hinz and seconded by Supervisor Zabel to support Site C.
Ayes: Hinz, VanDeurzen, Zabel, Evans
Abstain: Fewell, Zima
MOTION APPROVED

#20 & 21 taken here

Communication:

8. **Communication from Supervisor Steve Fewell re: review the policy and statutes related to the Human Services Board and make recommendations to the Board. (Referred from February County Board):**

A letter from Corporation Counsel, John Jacques, dated 8/13/04 regarding the annual budget process for the Human Services Department programs and services was distributed (attached).

After explaining the process, Mr. Jacques stated that the County Board of Supervisors, the governing body, has final legal authority over the contents of the Human Services Department annual budget, subject to modification by the Human Services Director, the County Executive, and from the standing Human Services Committee.

Motion made by Supervisor Fewell and seconded by Supervisor Zima to forward to the Human Services Board members.
MOTION APPROCED UNANIMOUSLY

Veterans Department:

9. **Veterans' Director Report:** No report.

Communication:

10. **Communication from Supervisor Chris Zabel re: Teenage Pregnancy in Brown County:** Supervisor Zabel made the following motion:

Motion made by Supervisor Zabel and seconded by Supervisor Zima to direct Human Services staff to meet with the Adolescent Parenting Coalition and develop a scope of services as related to the current needs and responsibilities of Brown County.

Supervisor Fewell pointed out that the issue of adolescent pregnancy prevention comes under the Board of Health as a health issue and recommended it be referred to that agency. Judy Friederichs of the Health Department commented that of the three priorities listed in the County Health Assessment, adolescent pregnancy prevention is one of them.

Motion amended by Supervisor Fewell and seconded by Supervisor Hinz to direct *Health Department* staff to meet with the Adolescent Parenting Coalition and develop a scope of services as related to the current needs and responsibilities of Brown County.
MOTION APPROCED UNANIMOUSLY

Health Department:

11. **Communication from Supervisor Andy Nicholson re: request Human Services Committee review and recommend the adoption of a revised Odor Nuisance Ordinance. (Motion from previous meeting: *Refer to Corporation Counsel with the suggested changes of this committee and bring back to March Meeting):***

Motion made by Supervisor Zabel and seconded by Supervisor VanDeurzen to suspend the rules to allow interested parties to speak.
MOTION APPROVED UNANIMOUSLY

Scott Huguet – Environmental Manager, Packerland Packing
Mr. Huguet stated that beginning in April of 2005 there were distinct suggestions by this committee regarding the formation of a sub-committee that would discuss revisions to the ordinance. He urged that this committee establish such a sub-committee before sending the draft ordinance to the County Board for approval.

Tom Collins – Corporate Compliance Manager, Anamax
Mr. Collins was in agreement with Mr. Huguet, stating there are parts of the ordinance he would like discussed, specifically concerns with enforcement.

Don Barta – Anamax
Mr. Barta also stated that although he had no issues with the basic ordinance, he did have issues with the section on enforcement.

Corporation Counsel, John Jacques, explained that the ordinance requires three or more individual contacts that are verifiable before a violation will be cited. He also clarified the difference between a public nuisance and a private nuisance.

Various situations were discussed regarding the complaint system and state involvement, with Supervisor Hinz indicating that one of the main purposes of the ordinance is to give clearer guidelines to the Health Department.

Motion made by Supervisor Zabel and seconded by Supervisor Fewell to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Zima and seconded by Supervisor Zabel to approve. MOTION APPROVED UNANIMOUSLY

Back to #8

12. **Communication from Supervisor Chris Zabel re: Town of Morrison Well Testing:**
Supervisor Zabel expressed concern that this issue, although falling under the jurisdiction of Land Conservation, is also a health concern and questioned how the Health Department is involved.

Judy Friederichs and John Paul explained that the Health Department has a certified laboratory to perform potable water testing. They were notified of the problems with the Town of Morrison wells, reporting that of the 423 wells they tested, 70 were found positive for coli-form, with zero for e-coli. At that time, testing kits were offered to the township to assess their wells. Statistics show that 18.2% of wells in Wisconsin are unsafe.

Motion made by Supervisor Zabel and seconded by Supervisor VanDeurzen to request an update at the April meeting. MOTION APPROVED UNANIMOUSLY

13. **Director's Report:** None

Human Services Department

14. **Resolution re: pertaining to a change in Table of Organization for Brown County Human Services by adding a half-time Clerk II. (Motion from previous meeting: *(Refer to staff to investigate outsourcing.)(Referred to April Executive Committee):***

15. **Tabled Resolution regarding Clerk II Position/Outsource Cost Comparison:**

14 & 15 taken together – Information was distributed which explained the advantages and disadvantages of using temporary staff over hiring full-time permanent staff (attached).

It was explained by Nan Paul and Maria Fisher that an RFP sent out at the request of this committee to investigate outsourcing resulted in two valid responses, one asking $19.20/hr, with the second asking $14.60/hr. The County would pay $13.64 an hour, plus benefits, or a total of $20.79, with an increase after a six month probationary period.

Ms. Paul stated that responses received from vendors included questions as to the scope of the project, the ongoing continuous portion, new records, reviews and changes, as well as the backlog conversion.

Ms. Fisher stated it is important to compare the cost of outsourcing to indirect costs that would be involved, pointing out advantages and disadvantages of outsourcing or hiring directly. Main concerns are that job duties are ongoing and of a large volume, with applications coming in every month for review. She also pointed out that the average longevity of a temp person is 47 days.

Supervisor Zima suggested that a contract person handle the backlog with the opportunity to hire that person in the future, with Supervisor Hinz suggesting the resolution be approved, with review by this committee at the end of the six month probationary period.

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

16. **Grants Overview and Approval of CST Application:**
Tom Eggebrecht referred to the log provided in packets which summarizes grant applications that have been made and approvals received.

He asked for support of a three year $50,000 annual grant for a Coordinated Services Team. This program will develop a comprehensive and coordinated system of care for children involved in multiple systems (JJ, CPS, MH, AODA) with various needs. Services will be "community based, consumer and family driven, culturally competent and provided in the least restrictive and most appropriate environments".

Motion made by Supervisor Zabel and seconded by Supervisor VanDeurzen to approve grant application.
MOTION APPROVED UNANIMOUSLY

17. **ICF-MR Update/MHC Update:**
Three handouts were distributed by Director Beth Manning, a draft 2006 ICF-MR Budget, ICF-MR/MHC Update News, and a response from Shawn Blakley regarding MHC concerns (attached).

Ms. Manning explained the draft budget is an update to the format presented last month, stating that the census is now at 14, less than anticipated. She explained possible changes, losses, and savings.

Meetings were held In February with the union to discuss changes, an estimated deficit of $515,000, and a possible plan. Comments from the union members will be reviewed for follow-up.

Ms. Manning reported there is a plan to move 11 nursing home patients as part of the Community Relocation Initiative by the end of May.

A handout from Shawn Blakley, AODA Counselor/Volunteer Coordinator, in response to concerns expressed by Mrs. Reimer at the February meeting was distributed after a request by Supervisor Zima for follow-up.

Monthly informational meetings are planned with MHC staff to discuss changes in the ICF and the Community Relocation Initiative.

A meeting was held with Secretary Nelson on Friday, who met with directors in the northeast region who have applied for planning grant dollars. The approval from Brown County was not accepted as written and it will be re-submitted by April 3, 2006.

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

18. **Resolution re: pertaining to changes at the Mental Health Center for the Brown County Human Services Department by converting 17 developmental disabilities (ICF/MR) beds to nursing home beds:**
Per the above discussion, the following motion was made:

Motion made by Supervisor Fewell and seconded by Supervisor VanDeurzen to approve the resolution by converting 17 ICF/MR beds to nursing home beds. MOTION APPROVED UNANIMOUSLY

19. **Update/Report from Bellin Psychiatric Center re: Admissions Status:**
Ms. Manning reported that everything is going well and that no denials were reported.

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

20. **Security Study Update:**
Mr. Dowell distributed a handout explaining security recommendations along with a cost estimate (attached). In summary, the Security Selection Team chose TDR Security Consulting to perform the on-site study. Their final report was received in November of 2005. After review of the findings, a meeting was held with the management team at MCH and the findings were prioritized according to the best use of allocated funds.

The cost estimate includes $20,000 for a camera system; $10,000 for the duress system; and $2,500 for re-keying locks, with the remainder to be used for testing, cableing, and contingency. Suggestions from the Sheriff's Department were also considered with the recommendation of Facilities Management to proceed.

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

21. **MHC Roof Repair Project:**
A Bid Tabulation Record was distributed (attached) and explained by Jeff Oudeans. His recommendation was the low bid of Northern Metal & Roofing in the total amount of $148,500. This repair is for the 1964 section of the building.

Motion made by Supervisor Zima and seconded by Supervisor Hinz to approve the low bid of Northern Metal & Roofing in the amount of $148,500. MOTION APPROVED UNANIMOUSLY

The committee went back to Item #11

22. **Contract Update: (standing item requested by Chair Pat Evans)**
A census report was distributed (attached) of Brown County adolescents admitted to Bellin Psychiatric Center in February of 2006.

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

Syble Hopp School (no agenda items)
Aging & Disability Resource Center of Brown County (no agenda items)

Other:
23. **Audit of Bills:**

Motion made by Supervisor Fewell and seconded by Supervisor Zabel to approve audit of bills. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Hinz and seconded by Supervisor Zabel to adjourn at 9:45 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

EPPSTEIN UHEN
ARCHITECTS

milwaukee - madison
333 East Chicago Street
Milwaukee, Wisconsin 53202
tel 414 271 5350
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March 2, 2006

Re: EUA # 405435-05

Brown County Mental Health Center – Multiple Site Analysis

Per Brown County's request EUA was asked to evaluate the jail site for a potential replacement facility for the Adult Mental Health Center and to compare it with Site C recommended in the original site study. We were asked to provide a "twenty thousand foot" analysis of the sites for two options. Option A is for a 100 bed facility containing the psychiatric hospital, ICF/MR, and skilled nursing care. Option B is for a 72 bed facility containing the psychiatric hospital, skilled nursing, and an Outpatient Clinic and Behavioral Health Services. Both sites were evaluated for a one story building with a partial basement. The following summary is based on our review of the materials made available by Brown County and a field visit to each of the sites. The foot prints shown are based on approximate square footage and similar building types. The foot prints shown are not the actual designs for this building.

Jail Site: South of the Existing Jail.

This site is to the south of the current jail and is approximately 10 to 12 feet above the perimeter drive at the low end of this site. There is an existing asphalt drive on the west edge of the site that runs from the jail parking to the existing Mental Health Center.

Advantages:

- There is public transportation to the jail. This would need to be extended to the proposed building.
- Access to existing utilities.
- Allows for sale of existing facility.
- This site is suitable for both one-story and two-story buildings. The one-story building can be built of frame construction. The two-story building would be non-combustible.

Disadvantages:

- Due to the fairly steep topography of this site, it appears it will be necessary to remove a large amount of ground to create enough area to place a one story building and the necessary parking on this site. In addition, retaining walls will probably be required on the south and east sides of the site. There is approximately a twenty foot drop from the south end of the proposed site to the north end. Continuing south, the rise of the hill is even steeper.
- The property adjacent and to the south slopes toward the proposed building location. This will need to be studied by the Civil Engineer in order to redirect runoff away from the building, and to direct it to the erosion control measures included in the Jail project.
- There has been an issue with migrating water near the jail. An above ground pipe was installed to help alleviate it. We don't know if it was determined where the water was coming from.
- Transition and start up at new location.

Site C: Curry Lane and Gershwin Drive

This site is located at the Curry Lane and Gershwin Drive intersection. The site has been owned by Brown County for many years, and has been leased for farming in recent years.

Advantages:

- The site is relatively flat; a drainage swale divides the site and empties to a culvert which goes under Gershwin Drive.
- All utilities are available along Curry and Gershwin.
- There are wooded ravines / wetlands to the east and west of the site. This will be a positive visual aspect for the residents / clients living here.
- In a brief review of the soils, "infiltration" on this site does not appear to be a problem.
- Water flow on the site may be directed to the stream, west of the site. A retention pond(s) may still be required on this site.
- New public streets around this site are anticipated for access to future development.
- This site is suitable for both one-story and two-story buildings. The one-story building can be built of frame construction. The two-story building would be non-combustible.
- Minimal design constraints.
- Allows for sale of existing facility.
- Access to public transportation.
- Allows for direct outdoor access from all units with a one story solution.

Disadvantage:

- Transition and start up at new location.

Summary:

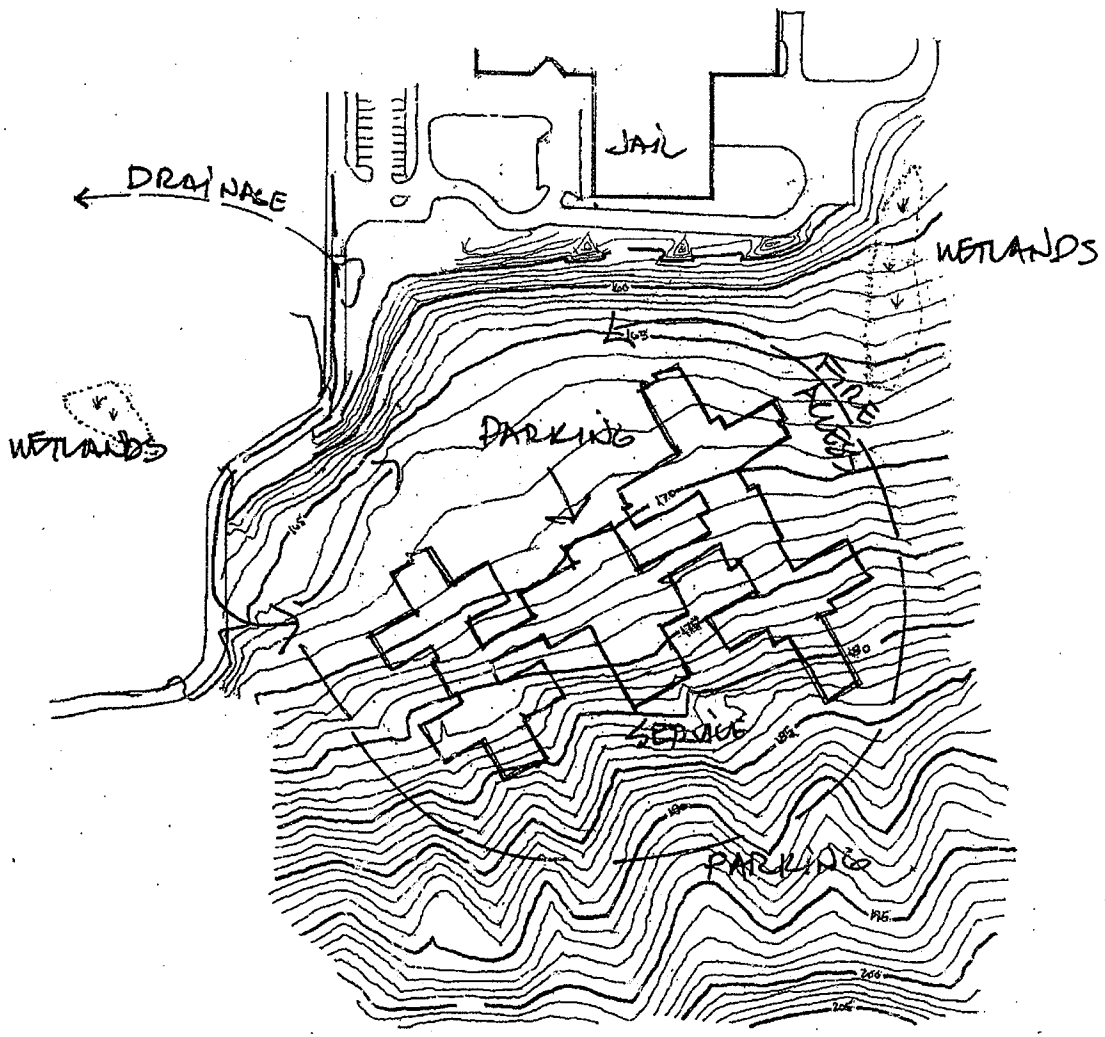
It is our recommendation that Site C is the best choice for the replacement facility. The site has a gradual slope that should be relatively easy to site the building on. There is easy access from Curry Lane and Gershwin Drive, as well as the future roadway(s). Our initial research indicates that site water can be directed to the existing ravine, and the existing soils should allow for proper drainage. Utilities are easily accessible to the site. The site should allow flexibility in locating the building to screen the service / delivery area from future development. We feel this site allows the most flexibility in terms of design and construction type, and will not require the extensive site costs connected with the jail site.

Sincerely,

Russell R McLaughlin

Russell R. McLaughlin, AIA
Architect

RRM/pah



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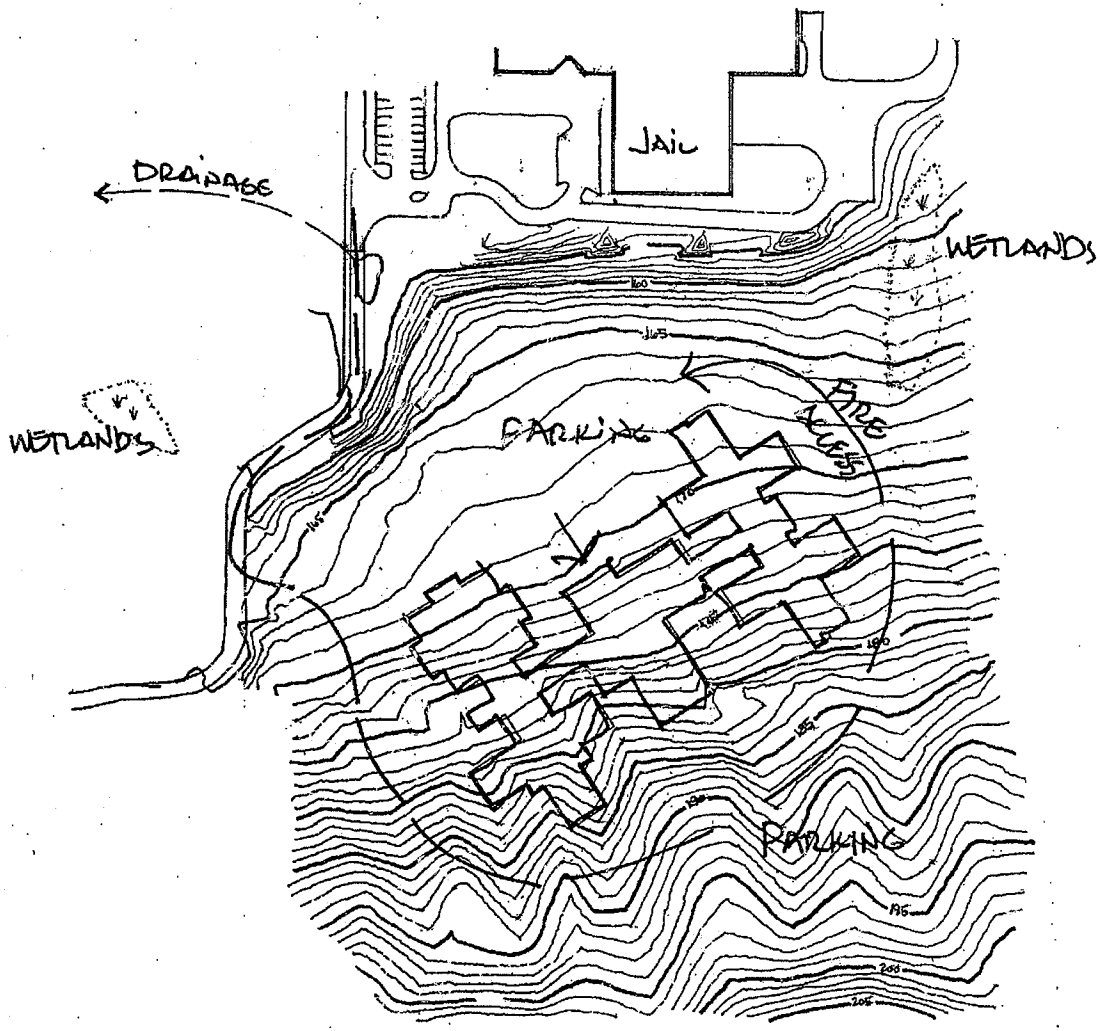
BROWN COUNTY MENTAL HEALTH CENTER SITE ANALYSIS - JAIL SITE OPTION A

EPPSTEIN UHEN ARCHITECTS



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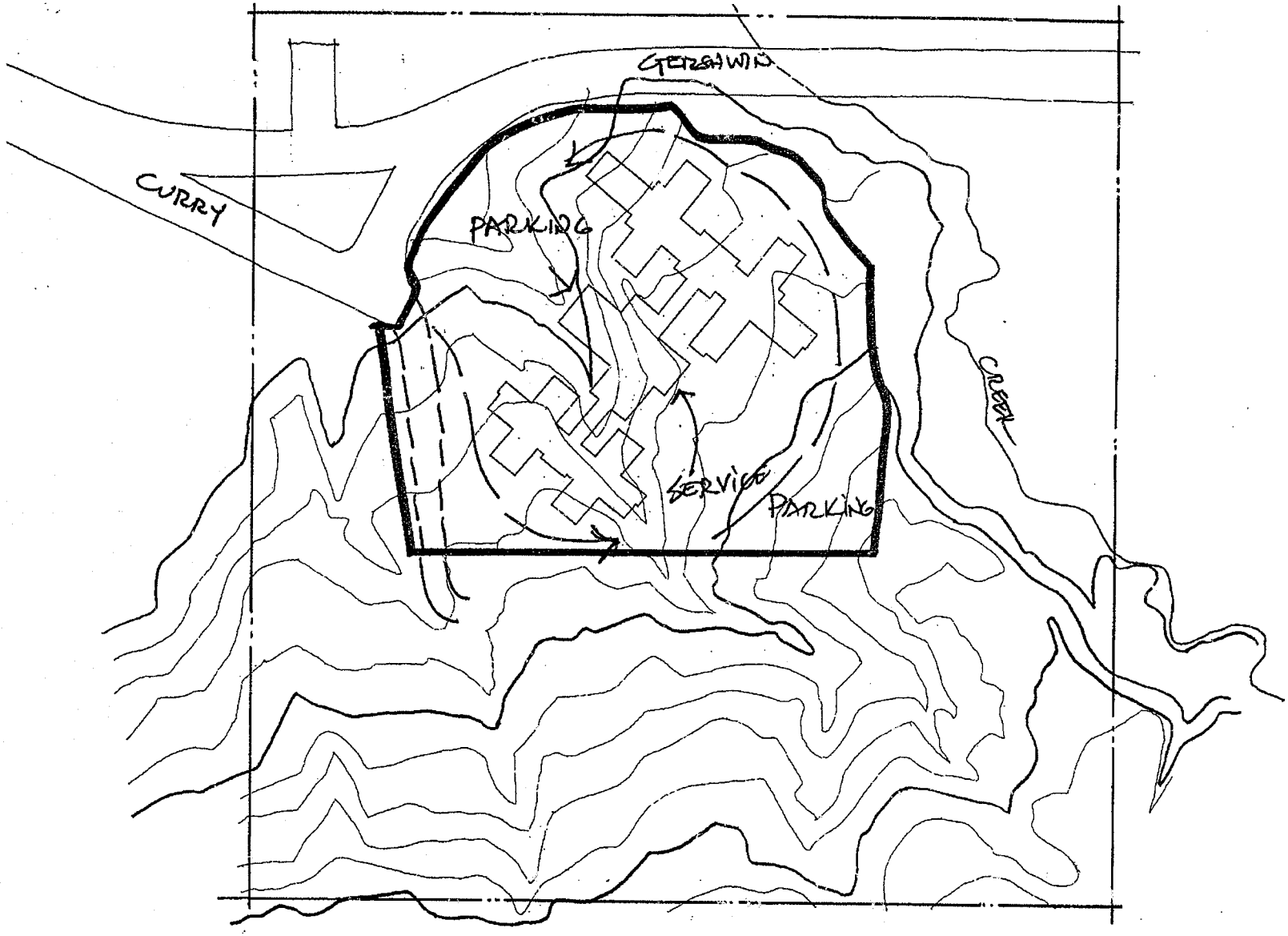
BROWN COUNTY MENTAL HEALTH CENTER SITE ANALYSIS - JAIL SITE OPTION B

EPPSTEIN UHEN ARCHITECTS



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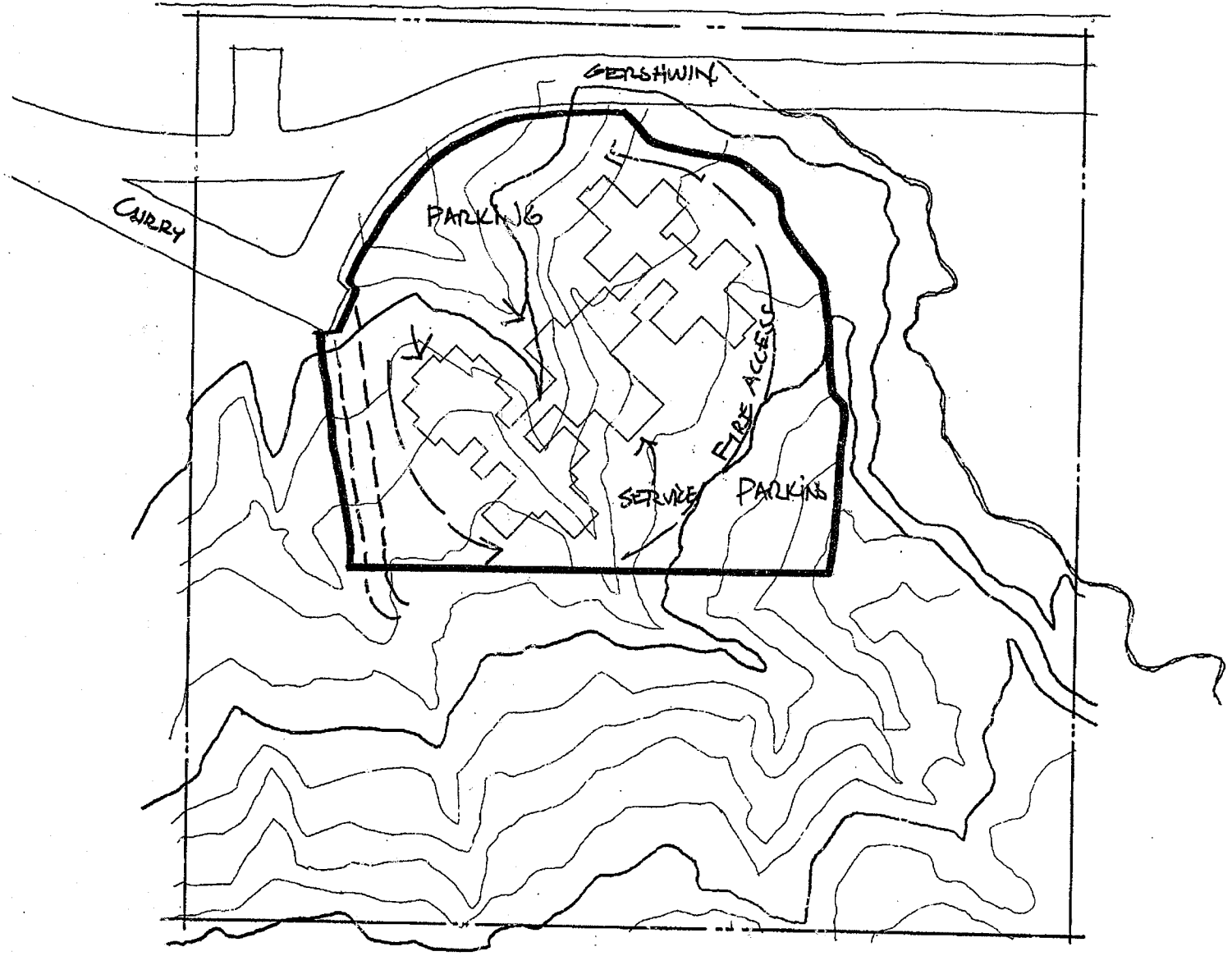
BROWN COUNTY MENTAL HEALTH CENTER SITE ANALYSIS - SITE 'C' OPTION A

EPPSTEIN UHEN ARCHITECTS



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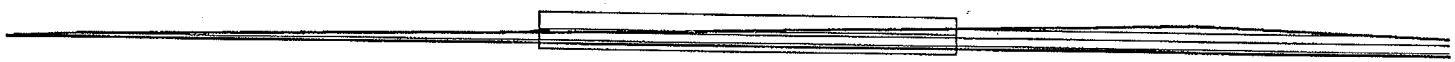
BROWN COUNTY MENTAL HEALTH CENTER SITE ANALYSIS - SITE 'C' - OPTION B

EPPSTEIN UHEN ARCHITECTS

5' CONTOUR

SECTION THROUGH JAIL SITE
1"=50'-0"



SECTION THROUGH SITE C
1"=50'-0"

22' x 250'

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SCALE: 1/50" = 1'-0"

BROWN COUNTY MENTAL HEALTH CENTER SITE SECTIONS

EPPSTEIN UHEN
ARCHITECTS

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John C. Jacques
CORPORATION COUNSEL

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August 13, 2004

To: Mr. Tom Lund, Chair
Brown County Human Services Board
2091 Magy Lane
Green Bay, WI 54313

Members of the Human Services Board

Re: Annual Budget Process for Human Services Dept. Programs and Services
(Secs. 46.23, Stats., 65.90, Stats., and 59.17, Stats.)

Dear Chair Lund:

I am in receipt of Dr. Parks' letter of August 5, 2004 detailing the policy and planning and the proposed annual budget for Human Services programs and services. As you will note, there have been several steps including public meetings for input as part of the annual budget process. There are three "proposed" annual budgets and a Committee recommendation after the County Executive's proposed budget is submitted to the Brown County Board of Supervisors.

The Human Services Board's proposed budget prepared under 46.23, Stats., is a collaborative effort between the members of the Human Services Board as a collective body, the Human Services Director and professional staff. This is the initial proposed budget which is then presented to the Human Services Director for "modifications" pursuant to Sec. 46.23 (6m) (f), Stats. As a practical matter, the Human Services Board necessarily conducts a public hearing and engages in preliminary discussions on budget guidelines and priorities with the Human Services Director and the Human Services Department's professional staff who together, "prepare" the initial budget. The professional staff of necessity, does the physical "preparation" for review conducted by members of the Human Services Board with the input and "assistance" of the Human Services Director. The second proposed Human Services Dept. budget may contain "modifications" made by the Human Services Director or could be exactly the same as the initial proposed budget recommended by the Human Services Board.

The third proposed Human Services Dept. budget is the budget submitted by the County Executive to the members of the County Board of Supervisors pursuant to Sec. 59.17 (5), Stats. The Executive considers the two earlier proposed budgets. The County Executive's proposed

budget must then be acted upon by the full County Board of Supervisors, after it receives recommendations for modification from its standing Human Services Committee. Final approval authority over the Adopted Budget for 2005 resides with the County Board of Supervisors.

A final adopted Human Services Dept. budget is enacted as a resolution as part of the entire County annual Budget Resolution by the Brown County Board of Supervisors. Each department of the County, including the Human Services Department, must have its budget adopted by the full County Board pursuant to Sec. 65.90, Stats. The County Executive's proposed budget must include a "budget summary" for the County Human Services Department including the major expenditure categories and revenue sources. The County Executive's proposed budget summary must also include proposed increases and decreases in those categories from the previous budget year.

From the above process, you will note that the County Board of Supervisors, the governing body for Brown County, has final legal authority over the contents of the Human Services Dept. annual budget. The three "proposed budgets" for Human Services Dept. programs and services are subject to modifications by the Human Services Director, the County Executive and from the standing Human Services Committee, as recommendations to the full County Board. The term "preparation" of the initial proposed budget for the Human Services Department's programs and services necessarily involves the collaborative effort between the Human Services Director, the Human Services Board and the professional accounting staff and various Human Services professionals after public input. The Policy Planning document of Dr. Parks and attached herewith clearly comports with the statutory duties and obligations of both the Human Services Board and the Human Services Director as set forth in Sec. 46.23, Stats.

Please let me know if the members of the Human Services Board need further clarification as to its duties and responsibilities as to the initial proposed Human Services Dept. budget.

Very truly yours,

John C. Jacques

CORPORATION COUNSEL

JCJ:smg
enclosure

OUTSOURCING OPTIONS FOR ECONOMIC SUPPORT SCANNING POSITION
TEMPORARY VS. PERMANENT STAFF
COMPARISON/DISCUSSION

TEMPORARY STAFF- ADVANTAGES

- hiring process is quick (1 month)
- easier to terminate if performance/absenteeism issues arise
- no long term commitment or union protection if state/county funding is reduced or eliminated
- hourly rate is cheaper

TEMPORARY STAFF- DISADVANTAGES

- the position is responsible for continuous duties-not a limited term project
- fulfilling the duties with a non-union employee will be a union issue-as per Article 30 of the Para-Professional Contract (This article states that to ensure the preservation of work and job opportunities for employees covered by the contract, services ordinarily performed by regular employees will not be conveyed to another agency, even when the service can be provided at less than the county's cost.)
- this would be the first permanent position filled by outside staff being brought into a union environment within Human Services
- backup by union staff to a non-union position will be problematic
- despite being less expensive "up front" indirect time and resulting costs associated with administrative coordination with another agency, training or re-current training due to turnover, and supervisory obligations over a non-staff member can make this a "more costly" alternative
- absenteeism and self-termination will create coverage issues
- the advantage of not making a long term commitment is also a disadvantage in terms of potential lack of dedication, stability, morale and buy-in, lack of commitment can work both ways.
- do not have the ability to utilize temporary staff person for coverage in other areas when needed per union contract.

PERMANENT STAFF- DISADVANTAGES

- in the event there are performance issues, termination beyond the probationary period becomes more difficult
- eligible to be able to exercise union related options to post into vacancies after the probationary period.
- at first glance, a permanent staff person appears to be more expensive given benefits

PERMANENT STAFF-ADVANTAGES

- ongoing, continuous duties require stable, permanent staffing (This is not a typical short term project or a situation which is typical of temporary employment ventures.)
- reasonable to assert that we will assuredly secure a more qualified candidate at $13.6386* plus benefits than what we will at $10.00 with the remainder of the balance paid by the county going to a temporary agency (The temp agency continues to profit on an hourly basis $4 to $7 per hour for simply hiring an employee. The remainder of the supervision, QC'ing for accuracy, training and oversight is deferred to the county supervisor. The county is not reaping a benefit for the money expended.)
- allows the immediate supervisor the ability to recruit, select, hire and train to meet the specific needs/skills/qualifications of the position while also being able to assess the overall dynamics of the team to determine a good fit for all
- establishes a main contact person to lead the project and oversee workload/issues
- county supervisor exercises the ability to supervise directly without having to work thru a third party to coordinate issues which results in a large, indirect cost savings.
- responsibility, authority and accountability all lie with the county
- once hired, a commitment is made by both the employee and the county which instills buy-in, establishes relationships and ownership and supports accountability
- given the nature and complexity of the training period, training could extend beyond 30 days, however, the initial time invested in training will pay off based on the quality of the person who will become a permanent employee
- employee can be utilized to provide backup coverage, when needed, within other areas on the team
- other staff can be utilized to provide backup coverage to assist in project completion without creating union related issues

Responder # 1	$19.20 an hour
Responder #2	$14.60 an hour
County position	$13.6386* an hour plus benefits or $20.7920* an hour(includes benefits)

*hourly rate is an estimate. The Para Professional contract has not been settled.

3/8/2006

Draft 2006 ICF-MR BUDGET

Budgeted Revenue (Census 28 ave.) $1,885,448*

Projected Revenue (Declining census) 859,944

Anticipated Loss (Based on census changes) $1,025,544

DEFICIT REDUCTION PLAN

Position/Plan	Anticipated Start Date	Actual Start Date	Union	Savings	Comments
Decrease bed license fee for 17 beds (ICF beds @ $445/mo to SNF beds @$75/mo)	03/01/06	04/01/06		$56,610	Contingent on County Board approval
Restrict use of 17 SNF beds per agreement w/State	03/01/06	NA		$0	State will no longer considering restricting beds unless we are building or renovating
Discontinue 2.8 FTE nursing assistants on AM shift (1.4 FTE Nursing Assistant + 1.4 FTE Activity Aide) Discontinue 1.4 FTE nursing assistant on PM shift	03/25/06 03/25/06	03/25/06 03/25/06	1901 1901	$101,929 $50,964	45 day notice of discontinuation required 45 day notice of discontinuation required
Discontinue 1.4 FTE RN position of PM Shift	05/01/06	05/01/06	1901 E	$72,932	45 day notice of discontinuation required
Discontinue .3 FTE Food Service Worker I .2 FTE Food Service Worker II	03/25/06	03/25/06	1901	$ 8,313 $ 6,731	45 day notice of discontinuation required
Discontinue 1 FTE COTA on AM Shift (6 – 2:20 position)	03/25/06	03/25/06	1901	$38,258	45 day notice of discontinuation
Allocate .5 FTE QMRP position to Community Programs	03/01/06	03/01/06	Pros	$34,595	10 day notice of discontinuation required
Discontinue 1.0 FTE Occupational Therapist (.5 FTE savings reflected in this worksheet in line with % allocation to unit)	03/01/06	03/01/06	Pros	$36,581	10 day notice of discontinuation required.
Discontinue ICF-MR Coor. (position changed to Admissions Coordinator for Unit 7)	01/01/06	01/01/06	Admin	$84,694	Position chg. Eff. 1/1/06 need to reflect change in our budget
Anticipated coverage savings due to staff reductions (vacations etc.)	03/25/06	03/25/06		$18,223	
$509,830 TOTAL SAVINGS ANTICIPATED					

Anticipated Loss $1,025,544
Projected Savings through Deficit Reduction Plan $ 509,830

2006 Projected Net Deficit $ 515,714

- Revenue is bed capacity only for ICFMR

03-07-06

Human Services Department
Beth Manning, Executive Director
111 N. Jefferson Street, Green Bay, WI 54301
Phone: (920) 448-6001, Fax: (920) 448-6126; E-Mail: Manning_BA@co.brown.wi.us

ICF-MR/MHC Update Notes

Human Services Committee Meeting 03-08-06

1. Update on the MHC ICF-MR:

   - Share worksheet and review changes:
     - Held 5 Informational meetings on 02-13-06 to discuss changes with staff. Union and HR present.
     - Some revisions to worksheet: restricted beds, timeline for converting beds to SNF.
     - Current census is 14 – below our projection
     - Anticipate a census of 10 by end of May: 8 BC, 2 OOC

2. Update on the Community Relocation Initiative:

   - Plan to move 11 nursing home patients to the community under this initiative by the end of May, 2006.
   - The cost of community placement will be deducted from our hold harmless agreement with the State.
   - Downsizing agreement currently provides us with revenue for a census of 80 to 81 patients – the Medicaid census as of July 2004.
   - Downsizing agreement ends on August 31, 2007. We are paid only for actual client numbers beginning September 1, 2007.
   - Our current census is 62.

3. Update on concerns expressed under Public Comment at February meeting:

   - See handout from Shawn Blakeley, MHC employee

4. Other:

   - Plan to hold monthly informational meetings with staff to discuss the changing environment and process.
   - Update on March 3 meeting with Secretary Nelson regarding the status of the North East Region request for long-term reform planning dollars.

-----Original Message-----
From: Blakley_ST
Sent: Thursday, March 02, 2006 10:49 AM
To: Manning_BA
Subject: Info for HS meeting 3/8/06

Report for the Human Services board for 3/8/06,

I understand there are some concerns regarding some of the programming here at the MHC, which have been raised by Mrs. Reimer. I spoke with Mr. and Mrs. Reimer approximately 2 weeks ago in the company of our director of the MHC Diane Pivonka. I feel that the Reimer's questions / concerns were address to their satisfaction. But I will gladly reiterate this information to the board. There are 4 main concerns that I have been asked to address per our Human Services director Beth Manning. In my area of volunteer services there continues to be 3 -4 bingo's per month at the MHC. We continue to provide birthday bingo which includes birthday presents for those who had a birthday that month along with cake and refreshments. The only difference is that this bingo is being facilitated by occupational therapy rather than me and the time has changed from 7:00 p.m. to 1:30 in the afternoon. The canteen is still up and running and the only change is the sitting area outside the canteen is now a smaller area. In regards to the art and crafts being discontinued I talked with the manager of the occupational therapy department and was told there never were arts and crafts provided on the nursing home units. In regards to there being less holiday decorations on the units I was unable to get a clear answer, the units are decorated by unit staff, the bulletin boards and other areas of the center are decorated by occupational therapy and volunteers. So if there were less holiday decorations on the units that was done or not done due to the discretion of the unit staff but has nothing to do with any changes that have occurred here that I am aware of. I hope this information is helpful for your needs.

Shawn T. Blakley
AODA Counselor /
Volunteer Coordinator
391-4846

3/3/2006

03/08/2006

Human Services - Security System

Summary

The Security Selection Team chose TDR Security Consulting to perform this study; the on-site study was conducted in July; their final report was delivered in November of 2005. Upon reviewing the report our task has been to prioritize the findings in order to make the best use of security allocated funds. Through various meetings with the Selection Team, Management Team, and the Brown County Sheriff's Department we've come up with priorities and an implementation strategy to do so. Cost estimates are shown on the following sheet.

Security Selection Team:

Tom Hinz, Dennis Kocken, Beth Manning, Jim Hermans, Bill Dowell, Nate Curell

Security Management Team:

Tom Eggebrecht, Mark Rowe, Diane Pivonka, Bill Dowell, Beth Manning, Sue Faust, Nate Curell

Project History

2/10/2005	Selection Team met, discussed security needs and draft RFP
2/22/2005	Purchasing sent out RFP to 10 firms and posted on web site
3/03/2005	Facilities conducted Walk-thru; (4) firms completed Walk-thru.
3/14/2005	Purchasing receives proposals from (3) firms
3/15/2005	Selection Team met and selected Consultant
6/16/2005	PO issued to TDR Security Consulting
7/11/2005	Security Study Kickoff Meeting
7/11 - 7/13	On site Security Study Performed
7/19/2005	Small dollar security action item list generated - issues addressed
9/30/2005	Security Report Delivered
10/30/2005	Training Recommendations Delivered
11/1/2005	Security Study Recommendation RFP Delivered
11/18/2005	Mark Rowe, Sue Faust, Nate Curell met to begin prioritizing security recommendations
12/8/2005	Sheriff Randy Schultz delivers his recommendations after reviewing MHC
12/22/2005	Security Management Team meets with Sheriff Randy Schultz to review his recommendations and prioritize Consultants Recommendations
1/20/2006	Security Management Team meets to finalize recommendation priority
1/23/2006	Security Management and Selection Committee meet to confirm priority list and make any further Sheriff Recommendations
2/14/2006	Security Management Team Meets to finalize all recommendations and go forward with Project Authorization
3/2/2006	Beth Manning, Nate Curell, Bill Dowell, Joan Daniel meet to discuss approval and fund carry over

MHC Security Recommendations Cost Estimate

	Consultant Recommendation Cost	Revised To Qty.	Revised Consultant Recommendation Cost - Due to Closed Wings	BC Qty.	Brown County Recommendation Cost
Access Control					
SMS workstations/server	$12,288		$12,288		
Software	$6,333		$6,333		
7 Card Readers	$2,238	6	$1,918		
Door Hardware					
Position sensors, magnetic locks, elec strike	$12,003	6	$10,288		
Total Access Control	**$32,862**		**$30,827**		$0
Camera System					
Camera Workstation	$4,180		$4,180		$4,180
35 Fixed indoor Cameras	$48,440	17	$24,898	3	$4,152
2 fixed outdoor Cameras	$4,400		$4,400	2	$2,200
2 PTZ outdoor cameras	$7,460		$7,460	0	$0
Power Supplies	$1,572		$1,572		$500
8 Video Monitors (4 color/4BW)	$4,680	4	$2,340	1	$585
6 Video Multiplexers (3 - 4 channel/3 - 9 channel)	$8,100	3	$4,050	1	$1,350
Digital Video Recorder	$7,750		$7,750	1	$7,750
Total Camera System	**$86,582**		**$56,650**		**$20,717**
Wireless Duress System					
70 Wireless Duress Buttons	$14,175	30	$6,075	22	$4,455
7 Wireless receivers	$10,368	3	$4,443	3	$4,443
7 Repeaters for wireless duress receivers	$3,738	3	$1,602	3	$1,602
7 Hardwired duress buttons	$1,033	3	$442	3	$442
Total Duress System	**$29,314**		**$12,562**		**$10,942**
Re-keying existing door lock cores (mechanical)	**$3,535**		**$3,535**		**$2,525**
Install two outdoor emergency call stations	**$1,526**		**$1,526**		**$0**
Install 100' of 6' chain link fence around diesel storage	**$2,840**		**$2,840**		**$0**
Training, Testing, Drawings	**$8,922**		**$8,922**		**$4,461**
Conduit and cabling for entire project (all electrical items)	**$30,860**		**$30,860**		**$7,050**
Subtotal	$196,441		$147,722		$45,695
Contingency	**$19,644**		**$14,772**		**$2,285**
Total Estimate	**$216,085**		**$162,494**		**$47,980**
Sheriff Recommendations					
Reception Protection					
Reception to Unit 6 direct intercom					$600
Controlled access half gate/half wall entering MHC					$2,000
Emergency magnetic lock to MHC front entrance					$1,000
10% Contingency					$360
Total Sheriff Recommendations					**$3,960**
Total Project Estimate					**$51,940**

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BID TABULATION RECORD

PROJECT: ROOF REPLACEMENT - MAIN & LAUNDRY BUILDINGS AT MHC

PROJECT #: 1161

DATE : 8/2/05 AT 1:30 P.M.

CONTRACTOR	Contract #1 - Ballasted	Alternate #1 - Adhered	Any Varience from 5% - Main Building: Replace Perlite Insulation Add	Replace Perlite Insulation Deduct	Replace Wood Blocking Add	Replace Wood Blocking Deduct	Contract #2 - Ballasted	Alternate #2 - Adhered	Add 1	Add 2	5% Bid Bond
Blindauer	$ 147,775.00	No Bid	2.00 SF	SF	2.00 SF	SF	$ 19,748.00	No Bid	YES	YES	YES
Northeastern Roofing	$ 131,464.00	$ 208,985.00	1.55 SF	SF	1.25/Board Ft.	SF	$ 21,950.00	$ 29,957.00	YES	YES	YES
Northern Metal & Roofing	$ 128,970.00	$ 188,000.00	1.75 SF	1.50 SF	3.25 LF	3.00 LF	$ 19,620.00	$ 29,550.00	YES	YES	NO
J.T. Roofing	$ 139,945.00	$ 226,517.00	1.42 SF	SF	2.45SF	SF	$ 22,585.00	$ 26,609.00	YES	YES	YES
Crafts Inc.	$ 152,400.00	No Bid	1.55 SF	1.55 SF	3.80SF	3.80 SF	$ 20,940.00	No Bid	YES	YES	YES
Walsdorf Roofing	$ 131,400.00	$ 187,200.00	2.00 SF	2.00 SF	5.00SF	SF	$ 20,600.00	$ 38,900.00	YES	YES	YES

Voluntary Substitutions:

Blindauer - $8,000 deduct if 4mil is used in lieu of 16mil vapor barrier

J.T. Roofing - $4,000 deduct for if 6mil poly vapor can be used in place of Dura Skin.

Northern Metal did not provide 5% bid bond with bid submitted, which is considered an informality, and they will be allowed to furnish the required bond.

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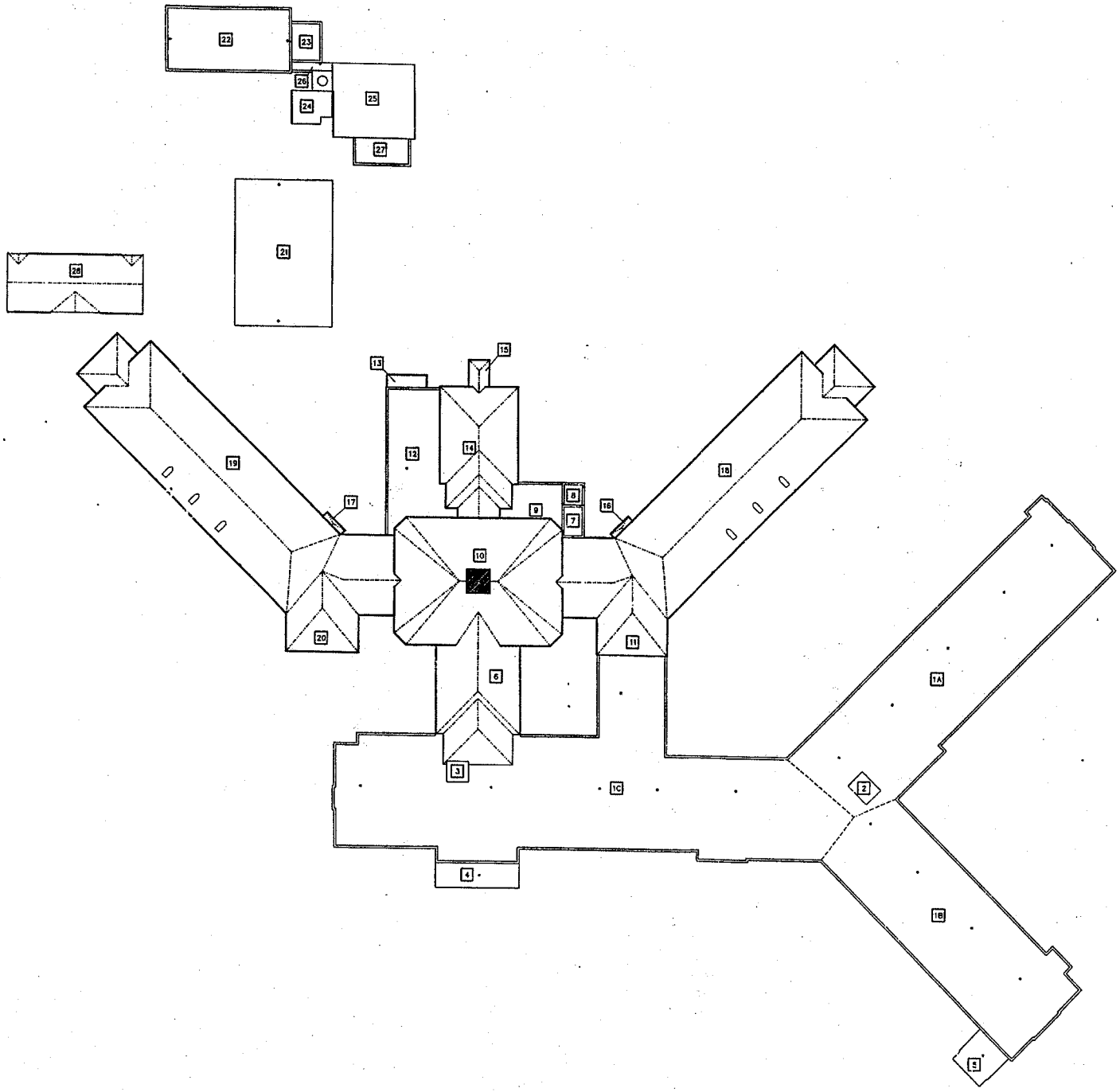

ROOF SIZES

ROOF AREA	SQ. FEET
1A	8,436
1B	6,383
1C	13,765
2	130
3	110
4	504
5	395
6	2,790
7	126
8	90
9	471
10	5,487
11	1,114
12	1,745
13	114
14	2,634
15	156
16	41
17	41
18	9,927
19	9,927
20	1,114
21	3,360
22	1,800
23	252
24	299
25	1,440
26	80
27	312
28	1,962
TOTAL	75,005

KEY

- ROOF DRAIN
- THROUGH-WALL SCUPPER
- ROOF EDGE SCUPPER
- GUTTER EDGE
- CURBED OPENING
- ROOF SCUTTLE
- SKYLIGHT
- CURBED PIPE VENT
- CHIMNEY
- ROOF LADDER
- PIPE VENT
- SOIL STACK
- PIPE PENETRATION
- PITCH PAN
- EXPANSION JOINT
- SLOPE TRANSITION

IRS
INDUSTRIAL ROOFING SERVICES, INC.
4351 W. COLLEGE AVENUE, SUITE 208 – APPLETON, WI 54914
PHONE: (800) 236-3477 / (920) 733-8760 FAX: (920) 733-8734

PROJECT NAME:	DRAWN BY:	DATE:	DRAWING NO.:
BROWN COUNTY MENTAL HEALTH CENTER	NWE	10/8/03	4071
TITLE: COMPREHENSIVE ROOF SURVEY	SCALE: 1"=60'-0"	DRAWING TYPE: ROOF PLAN	

March 6, 2006

TO: Beth Manning
Director, Brown County Human Services Department

FROM: Steve Duscher
Director, Clinical Services
Bellin Psychiatric Center

RE: Census Report of Brown County Adolescents Admitted
To Bellin Psychiatric Center, February, 2006

A total of seventeen (17) adolescent patients were admitted. Seven (7) were voluntary admissions and ten (10) were admitted involuntarily. Other statistical data for the month are:

Total patient days:	77
Average Length of Stay:	4.52 days
Average Daily Census:	2.75
Mean age:	15.23
Total admits:	17
Mean charge per admit:	$7753
Females:	13
Males:	4

Bellin Psychiatric Center did not transfer any adolescents to other institutions, nor were any admissions refused.

		Brown County Census Sheet February 2006											
BCV = Brown County Voluntary													
BCI = Brown County Involuntary													
	Sunday		**Monday**		**Tuesday**		**Wed**		**Thurs**		**Friday**		**Sat**	
WK 1-4														
Other							5		6		5		5	
BCV														
BCI							2	2	3	3	3	3	3	3
Total							7	2	9	3	8	3	8	3
WK 5-11														
Other	5		6		7		5		6		6		6	
BCV	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BCI	5	5	3	3	3	3	1	1	2	2	2	2	4	4
Total	10	5	9	3	10	3	6	1	8	2	8	2	10	4
WK 12-18														
Other	6		6		5		2		2		4		4	
BCV	3	3	3	3	3	3	3	3	3	3	1	1	0	0
BCI	4	4	4	4	1	1	2	2	2	2	1	1	1	1
Total	13	7	13	7	9	4	7	5	7	5	6	2	5	1
WK 19-25														
Other	4		4		6		6		8		9		9	
BCV	0	0	0	0	0	0	1	1	2	2	2	2	2	2
BCI	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	1	4	0	6	0	7	1	10	2	11	2	11	2
WI 26-28														
Other	10		11		11									
BCV	2	2	2	2	0	0								
BCI					1	1								
Total	12	2	13	2	12	1								