

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, June 26, 2024 in Room 200, Northern Building, 305 E. Walnut St., Green Bay, WI.

Present: Chair Emily Jacobson, Vice Chair Megan Borchardt, Supervisor Tom Lund, Supervisor Patrick Evans, Supervisor Katie Mc Donald

Also Present: ADRC Director Devon Christianson, ADRC Board Chair Bob Johnson, HHS Public Health Officer Anna Nick, HHS Executive Director Erik Pritzl, CTC Hospital and Nursing Home Administrator Kara Gruber, HHS Finance Manager Eric Johnson, other interested parties

I. Call Meeting to Order.

The meeting was called to order by Chair Emily Jacobson at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Lund, seconded by Supervisor Borchardt to modify the agenda and take Communication Items 11, 12 & 13 after Item 1 and combine them as one Communication, and strike Items 7d & e. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of May 22, 2024.

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

Comments from the Public - None.

1. Review Minutes of:

- a. Criminal Justice Coordinating Board minutes of April 16, 2024.

Motion made by Supervisor Lund, seconded by Supervisor Mc Donald to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- b. Human Services Board minutes of May 9, 2024.

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

Although shown in proper format here, Items 11, 12 & 13 were taken at this time.

Veterans

2. Director's Report.

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

ADRC

3. Director's Report.

ADRC Executive Director Devon Christianson provided a copy of the July 2024 ADRC Magazine, a copy of which can be viewed online at <https://adrcofbrowncounty.org/adrc-magazine/>. She also provided a copy of the ADRC June Monthly Report (attached) and highlighted their initiatives. ADRC Board Chair Bob Johnson further spoke to the Brown County In-District Legislator Roundtable held on Friday, June 21, 2024.

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

Syble Hopp School

4. Director's Report.

No report.

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

Health & Human Services

5. Executive Director Report.

HHS Executive Director Erik Pritzl indicated his written report was in the agenda packet. He addressed the ARPA training numbers, which were questioned at a previous meeting. Pritzl answered Evans' question regarding EMDR and DBR training, reported under Adult Behavioral Health in his Director's Report.

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

6. Financial Report for Community Treatment Center and Community Services.

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

7. Statistical Reports:

a) Monthly CTC Data.

- i. Bay Haven Crisis Diversion.
- ii. Nicolet Psychiatric Center.
- iii. Bayshore Village (Nursing Home).

Motion made by Supervisor Evans, seconded by Supervisor Borchardt to receive and place on file items 7a, ai, aii and aiii. Vote taken. MOTION CARRIED UNANIMOUSLY

iv. CTC Double Shifts.

Evans noted his concerns with employees working ten 16-hour shifts in a row. CTC Hospital and Nursing Home Administrator Kara Gruber informed they had some procedures in place in which she described. PM and night shifts were two shifts they still had significant vacancies on, filled with internal staff or with an agency. She'd have to get numbers from HR to see what their vacant positions were in comparison to where they are now but they're seeing a higher applicant flow. They're working with HR to promote hard to fill positions. Evans would like next month a statement of what they're trying to do and some of the numbers as they budget for positions, and he hasn't seen anything change.

Borchardt questioned restrictions/parameters around multiple days in a row, she would like better guardrails. In looking at the numbers, she felt other staff could have picked-up shifts. Gruber stated they don't usually allow that many days in a row and explained their standard set schedules. She notified some double shifts are mandated. Pritzl felt they needed to work with HR and the policy, noting concerns of denying staff opportunities. Evan spoke to possible liabilities. Jacobson addressed concerns from a mental health standpoint. Lund felt they had to look at what's best for the patient and the county and felt they needed guidelines.

Motion made by Supervisor Evans, seconded by Supervisor Lund to receive and place on file Item 7aiv. Vote taken. MOTION CARRIED UNANIMOUSLY

b) **Child Protective Services – Child Abuse/Neglect Report.**

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

c) **Monthly Contract Update.**

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

~~d) **Brown County Public Health Board of Health Report.**~~

~~e) **Brown County Public Health 2023 Annual Report.**~~

8. **Request for New Non-Contracted and Contracted Providers.**

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

Committee Appointments – None.

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

9. **Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division – Family Support Specialist (IL), Secretary and Office Manager Positions.**

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

10. **2023 Balanced Budget Adjustment Resolution.**

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

Communications

11. **Communication from Supervisors Lund, Toellner and Pyle re: Look at mobile food service fees for the County Health Department. See Item 13 for further information.**

12. **Communication from Supervisors Wolfe and McDonald re: Request to consider lowering the fee for individuals seeking a food service permit (mobile) to sell in Brown County. See Item 13 for further information.**

13. **Communication from Supervisors Jacobson and Borchardt re: For Health Department to reassess and ensure that mobile food trucks and food license fees are fair and sustainable for both operators, county and community.**

Motion made by Supervisor Lund, seconded by Supervisor Borchardt to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Zachary Coogle, 2520 Indian Hills Dr., Howard, WI - Not a lobbyist

Coogle spoke at June County Board on how he felt the increase of mobile food service fees seemed very unreasonable compared to other fee decreases. Referring to a form from the Health Department, he disagreed with the statement: No fee may exceed the local health department's reasonable costs of issuing licenses and briefly explained why. From his research, he spoke about how other counties handled their fees.

Mc Donald called six counties similar in size to Brown County, two responded and their fees were all over the board. They were not as much as Brown County, as Brown County seemed to have increased their costs substantially. She wasn't against an increase but didn't want to deter people from trying to start a business.

Motion made by Supervisor Lund, seconded by Supervisor Borchardt to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

HHS Public Health Officer Anna Nick provided a handout re: 2024-2025 Mobile Retail Food License Fee (attached) and explained the decision to change the license fee. She further answered several questions from committee members.

Evans and Lund stated it was a budgetary issue and they can look at it at budget time.

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

Back to Item 2 at this time.

Other

14. Audit of bills.

**Motion made by Supervisor Evans, seconded by Supervisor Borchardt to approve the receipt of the bills.
Vote taken. MOTION CARRIED UNANIMOUSLY**

15. Such other Matters as Authorized by Law. None.

16. Adjourn.

Motion made by Supervisor Mc Donald, seconded by Supervisor Jacobson to adjourn at 6:35 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein, Recording Secretary
Legislative Specialist



ADRC Monthly Report - June

June 2024 Human Service Committee Meeting

- ★ **New Initiatives:**
 - Central Kitchen updates
 - June is Dementia & Alzheimer's Awareness Month
 - In-Person Events at ADRC 6/14-6/21
 - June 20th Longest Day

- ★ **Updates:**
 - Current Vacancy:
 - ADRC Communication Manager
 - ADRC Office Assistant (Bilingual preferred)
 - Grant & Development Coordinator (LTE - Benefit Eligible)

2024 Turnover Rate: 11%

Community Opportunities - All events in person at ADRC

Healthy Living with MCI
 Friday, 6/14/24, 9:30 - 11:30 a.m.
 Join us as we hear from Wisconsin Alzheimer's Disease Research Center's Dr. Adrienne Johnson as we learn tips and the latest research for adapting to life with Mild Cognitive Impairment. Register now and request a FREE Brain Check-Up after!

What is Dementia Friends?
 Tuesday, 6/18/24, 10 - 11 a.m.
 Dementia Friends is an information session led by a Dementia Friends Champion. The session includes education on the basics of dementia, activities that help people understand what it might be like to live with dementia, and tips on how to better communicate with someone with dementia. You will leave being a dementia friend!

Dementia Experience
 Wednesday, 6/19/24, 10 - 11 a.m. & 11 a.m. - 12 p.m.
 Do you wonder what it may feel like to live with a type of dementia? Try the Dementia Experience where you will be outfitted with tools to simulate neuropathy of the hands and feet, vision limitations, and auditory changes. You will then be asked to complete a few simple tasks with a debriefing discussion to follow.

Got Dementia on the Brain?
 Thursday, 6/20/24, 10 - 11 a.m.
 Join us for a presentation and discussion on dementia, brain health, and community supports. If you're wondering what can be done to help keep you and your loved one's brains healthy, this is the event to attend!

How Quick are YOU?
 Friday, 6/21/24, 12 - 1 p.m.
 Stop down at ADRC to test your visual processing speed and reaction time with our fun game using unique light pod sensors. While you're here, be sure to check out our café specials for the Longest Day!

Space is limited so be sure to register!



Give us a call at (920) 448-4300 or visit us online!

Data	Prior Year (2023)	YTD (2024)	Apr	May
Welcome Center				
Call Volume	31,494	13,049	2,646	2,528
Answer Rate	99.83%	97.44%	95.28%	93.99%
Social/Recreational				
# of Programs offered	1,725	746	160	158
Total Attendance	15,116	7,116	1,526	1,475
Benefits and Information & Assistance				
Contacts	39,800	17,265	3524	3448
Home Visits	1,914	976	193	175
Office Visits	2,343	1,075	197	217
Top 5 Call Topics				
1	Public Benefits LTC Programs	Public Benefit LTC Programs	Public Benefits LTC Programs	Public Benefits LTC Programs
2	Home Services	Public Benefit, Other	Home Services	Public Benefits, Other
3	Public Benefits, Other	Home Services	Public Benefits, Other	Home Services
4	Housing	ILSP information	Housing	Housing
5	Referral for Private Pay Options	Housing	Food	Food
Dementia				
Completed Memory Screens	185	75	10	11
Caregiver				
New Caregivers	184	62	8	13
Top 5 Reimbursement Categories				
1	In Home - General Respite	In Home-General Respite	Consumable Supplies	In Home-General Respite
2	In Home - Homemaker	In Home-Homemaker	In Home-Homemaker	Consumable Supplies
3	Consumable Supplies	Consumable Supplies	Assistive Devices/Technology	Assistive Devices/Technology
4	In Home - Chore	Assistive Devices/Technology	In Home-General Respite	In Home-Homemaker
5	Assistive Devices/Technology	In Home-Chore	Facility-Respite	Assisted Transportation
Nutrition - Home Delivered & Congregate				
Average Daily Meal Count	587	610	660	602
Meal Count	148,592	63,793	13,198	13,245
Volunteers				
Total Volunteers YTD / New by month	341	333	3	3
Hours of Service (Updated Qtrly)	31,136	13,110	2,276	2,775
Grounded Café				
Total Café Sales	\$149,815.51	\$69,794.84	\$ 19,132.08	TBD
Café Net Income	-\$162,038.27	-\$80,556.38	(20,796.15)	TBD
Food Trailer Events	36	24	2	10
Donations (*not program income)				
Donations Received	\$147,886.07	\$78,339.00	\$ 67,048.00	TBD

Brown County Health & Human Services Public Health Division

RE: BCPH Mobile Fees

Prepared for: June 26, 2024, Brown County Human Services Committee
Prepared by: Anna Nick, Brown County Public Health Officer/Administrator

97.41 Retail food: agent status for local health departments.

97.41(4)(a) Except as provided in par. (b), a local health department granted agent status under this section shall establish and collect the license fee for retail food establishments, as defined in s. 97.30 (1) (c). The local health department may establish separate fees for pre-licensing inspections of new establishments, for pre-licensing inspections of existing establishments for which a person intends to be the new operator or for the issuance of duplicate licenses. No fee may exceed the local health department's reasonable costs of issuing licenses to, making investigations and inspections of, and providing education, training and technical assistance to the establishments, plus the state fee established under sub.

Department of Agriculture, Trade and Consumer Protection (DATCP) Interpretation of 97.41(4)(a):

- It is within the local health department's authority to set fees (license, pre-inspection, re-inspection, etc.)
- Reasonable costs include *all* costs that are required to successfully run the *entire* DATCP agent program
- Revenue from fees *must* be spent on DATCP related activities only (e.g., fees, inspection fees, complaints/human health hazards, compliance meetings, managerial/admin support, mileage, inspectors' salaries, etc.)

BCPH Fee Change Rationale (see separate page for mobile fee comparison):

- Mobile fees were changed to be in line with BCPH permanent restaurants (i.e., Retail Food – Serving Meals) and the updated food code
- Per DATCP, this rationale is appropriate as both permanent and mobile units are food establishments, as defined in s. 97.30(1)(c), and carry the same if not *more* risk as permanent restaurants
- DATCP indicated BCPH is currently operating within its statutory authority in regard to mobile food trucks and its fees
- When considering *all* fees required to operate a mobile unit, Brown County Public Health has the lowest fees within the comparison for both new mobiles as well as pre-existing mobiles

BCPH Currently Licenses 77 Mobile Units as of 6/25/2024:

- The updated food code dictates that licensing categories be determined by a risk-based point system
- BCPH currently licenses 49 Serving-Meals Moderate Mobile licenses (most common license type of license)
- BCPH also licenses 28 Mobile licenses with other risk categories (i.e., Prepackaged, Simple, Complex)

Chapter 97 Link: <https://docs.legis.wisconsin.gov/statutes/statutes/97.pdf>

BCPH Fees Link: <https://www.browncountywi.gov/j/f/iles/County-Executive/2024%20Adopted%20Budget/8h-Rates%20%26%20Fees.pdf>

