

**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, May 25, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Hoyer, Supervisor Schadewald, Supervisor Brusky, Supervisor Linsen  
**Excused:** Supervisor De Wane  
**Also Present:** Interim Health Director Debbie Armbruster, Health Department Environmental/Lab Manager Rob Gollman, Syble Hopp School Administrator Barb Natelle, Human Services Director Erik Pritzl, Finance Manager Eric Johnson, Director of Community Programs Nancy Fennema, Director of Administration Chad Weininger and other interested parties

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I. **Call Meeting to Order.**

The meeting was called to order by Chair Hoyer at 5:32 p.m.

II. **Approve/Modify Agenda.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of April 27, 2016.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.** None.

**Report from Human Services Chair, Erik Hoyer**

Chair Hoyer welcomed Supervisor Linsen to the Human Services Committee. He noted that Linsen had been on Public Safety but asked to be assigned to a different committee due to the possibility of potential professional conflicts. Supervisor Evans was willing to switch places with Linsen and Hoyer thanked him for his long and distinguished time on the Human Services Committee and said that he has the utmost respect for Evans and the time he served on the Committee and the leadership and service he provided to the Committee.

Hoyer continued that at the last Board meeting there was an appointment to Newcap. Hoyer has been contacted by the Director of Newcap and she is hoping to come to the Committee in the next few months to give a presentation on the services Newcap currently provides as well as what services they could potentially provide to the County, particularly reflective of the Human Services.

Hoyer also noted that recently there had been some e-mails regarding odor complaints, specifically in the Sanimax district. One of the candidates for supervisor who did not win as well as some of the other candidates went on the record and sent e-mails out regarding this issue. With regard to the e-mail about Sanimax running without a current permit, Hoyer wanted to clarify that while that is technically accurate, that is a reflection of the State rather than Sanimax itself. Sanimax submitted their application for renewal of their permit in 2014 but the State has not acted upon the renewal process. However, with the attention that has been focused on that, there will be a public hearing sponsored by the State for the renewal application and Hoyer will keep the Committee advised of that. During the summer when there is the possibility of more complaints regarding odor, Sanimax will be asked to attend a Human Services meeting and they have promised in the past to attend with some regularity.

1. **Review Minutes of:**

- a. **Board of Health (March 8, 2016).**
- b. **Children with Disabilities Education Board (May 10, 2016).**

- c. **Human Services Board (May 12, 2016).**
- d. **Veterans' Recognition Subcommittee (April 19, 2016).**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to suspend the rules to take Items 1 a, b, c & d together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve Items 1 a, b, c & d. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Communications

- 2. **Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaints.**

Hoyer noted that Supervisor Zima recently contacted him regarding the two communications on tonight's agenda. Zima requested that these communications be postponed for one month and Hoyer does not have any objection to this. Supervisor Schadewald asked if the Health Department had a report on this. Lab Manager Rob Gollman indicated that he had a response prepared, but he wanted Supervisor Zima to hear it.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to hold item until the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 3. **Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions.**

Schadewald said he did not have a problem holding this, although he is not able to attend the next meeting on the regularly scheduled night. After a brief discussion, it was agreed to hold the next Human Services meeting on June 29, 2016.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to hold Item until the next meeting on June 29, 2016. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Health Department

- 4. **Budget Adjustment Request (16-39): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment relates to the Wisconsin Early Childhood Partners Region grant which is to purchase and provide Ages and States Questionnaires (ASQ) to parents to fill out and return in a postage paid envelope. The questionnaires make sure the children are developing well and this screening provides a quick look at how children are doing in areas such as communication, physical ability, social skills and problem solving.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 5. **Budget Adjustment Request (16-40): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment relates to the Healthcare Emergency Response Coalition (NEW-HERC) which has been awarded \$11,957 to help their EMS partners be better prepared and able to respond in a disaster or emergency relating to Ebola activities or any of the Healthcare Emergency Preparedness Capabilities. The funds will be used to reimburse services provided by contractors/vendors.

In addition, the State of Wisconsin has awarded an Adult Immunization Grant to increase adult seasonal influenza vaccinations by sharing information with other agencies and entering the data into the Wisconsin Immunization Registry (WIR). This project will expand on duties already being performed by our nurses, health educators and

health aides. The health aides will not be needed in the school during summer and will work on this project during that time.

Schadewald asked about the CARS state grant listed on the budget adjustment. Interim Health Department Director Debbie Armbruster stated that this is a state funded grant and not part of the levy. It provides a staff person who is housed at the Health Department and is part of the regional center. Schadewald asked if this was specifically for Ebola, and Armbruster responded that it is more open ended and is in the hospital, not within the local emergency preparedness division.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Budget Adjustment Request (16-41): Any increase in expenses with an offsetting increase in revenue.**

This adjustment relates to the Community Health Improvement in Action (CHIA) project which is funded by the UW School of Medicine and Public Health from the Wisconsin Partnership Program educating community members in alcohol awareness. Funds up to \$2,200 will be disbursed upon completion of training via webinars and/or local, regional and statewide meetings.

Armbruster said that she wanted to make this Committee as well as the Board of Health aware that she has recently received communication from the State that came through the County Executive that while she is acting as Interim Director, the Health Department will be put down to a level two rather than a level three because she does not have a Master's degree as outlined in the State Statutes. This means that they will continue to run all programs as if they are the level three that they usually are and the Health Department will function completely the same as they have been. Financially, this will result in a minimal reduction of \$4,300 per year, however, if a new Director is hired that meets the qualifications, that reduction will be prorated. Armbruster also reassured that going from a level two back to a level three will not require any kind of request or anything else other than to prove that a Director is hired that meets the statute requirements. Armbruster said she has been assured by County Executive Troy Streckenbach that the State will be involved in the hiring process to make sure that someone is hired who meets the requirements needed.

**Motion made by Supervisor Brusky, seconded by Supervisor Linszen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Syble Hopp School**

**7. Syble Hopp School 2017 Budget.**

Chair Hoyer recommended Committee members visit Syble Hopp if they have not already done so. He said it is a wonderful campus and he recently enjoyed a visit to the school. Hoyer said the Syble Hopp budget runs according to the scholastic year whereas the remainder of the County budgets run according to the calendar year. The Syble Hopp budget for the 2016 – 2017 school year is up for approval at this time. Hoyer wished to note that through leadership as well as generosity of our citizenry, Syble Hopp has been able to maintain their level of levy at a consistent level.

School Administrator Barb Natelle directed the Committee's attention to the bottom of page two of the proposed budget and noted that their revenues are less than their budget from the previous year. She noted that if they spend less money, they get less money from the State. She continued that they are keeping their levy at the same rate; however, they need an additional \$59,000 in order to do that. Natelle said Syble Hopp has a separate fund balance different from the rest of the County and that fund balance currently has \$3.3 million dollars in it. Because of the way the State aid comes in, in order to get Syble Hopp through December, 2016, they need at least \$2 million dollars. Natelle continued that they try to keep a fund balance just like regular schools so they do not have to borrow to meet the obligations. If they pull \$59,000 out of the \$3.3 million dollar fund balance, they will still have the safety net they need in order to go into 2017 when the taxes and State aid comes in.

Schadewald said it appears the bottom line is that the levy is staying the same and Syble Hopp has a plan to deal with the deficit. Natelle said that that was correct. Schadewald said Syble Hopp is very unique and special and he said that they service Brown County in a very unique way and it is a very great program. People throughout the State look at

Brown County's program as being a great program and he also encouraged Committee members to visit the school and check it out.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Human Services Department**

**8. Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.***

Human Services Director Erik Pritzl said he received notification that a committee has been assembled to work on the scheduling issues. The committee includes nine people from the CTC as well as Tom Smith from Human Resources. The first meeting will be held on June 3, 2016. In addition, Pritzl said he met with a representative of the 911 Center to talk about their scheduling and how they went through the process as they have recently presented information at a national conference about their efforts and the success they have had. Pritzl will continue to keep this Committee advised of developments in this regard.

*No action taken.*

**9. Executive Director's Report.**

Pritzl referenced his Director's Report contained in the agenda packet. He called attention to the day report center component of the mental health initiative and said that proposals were due earlier in the day. There is a scoring committee that will look over the proposals and Pritzl noted that they had a vendor conference where interested parties could come and ask questions. Six to eight people representing different agencies attended. He will keep the Committee advised on this. Hoyer asked if it would be worth having a special meeting before the next County Board meeting to go over the proposals or if the proposals should be reviewed at the next Committee meeting. Pritzl responded that the RFP should be with the scoring committee and out of that would come a selected provider and then the contract negotiations. He felt that what would ultimately come before this Committee is a successful contract. Director of Administration Chad Weininger added that the Committee does not get involved in the RFP process. The criteria is approved on the front end and he noted that the County Board has already approved moving forward. Hoyer said that his primary interest is moving this along as efficiently as possible. Pritzl said the process is moving along as it should and all of the timelines are being followed.

Pritzl also talked about the mobile crisis component of the mental health initiative and reported that the provider has put four extra positions in for funding. In speaking with the provider recently, Pritzl was advised that they are currently at plus three. They had some retention issues in the beginning, but they are now almost at full staff.

Schadewald said he recently had a discussion with Luke Schubert at the CTC. He mentioned the CBRF and asked if Innovative Services runs a secondary CBRF. He said he wants it clear that Brown County has a CBRF that we run at the CTC and Innovative Services has a CBRF at the CTC that they run. Innovative Services has a capacity of 20 and Brown County has a capacity of 15. Schadewald asked if Brown County contracts with Innovative Services. Pritzl said he has been trying to unravel this for a while and noted that both CBRFs are licensed the same and have largely the same criteria of crisis stabilization resources. Brown County created the Bay Haven unit in 2014 and essentially created a competitor to diversion which already was in existence. Diversion is 20 beds that are for crisis stabilization. The admissions are voluntary and can be people who direct admit. Bay Haven is licensed the same and is also voluntary. Historically the patients at Bay Haven are people who are coming from the inpatient psychiatric facility when they are stepped down from that facility. Pritzl said they have also been seeing some direct admissions. There is some view that the level of care at Bay Haven can be a little bit more because there is a little more access to medical services and there is some truth to that. All told, Pritzl said there are 35 diversion beds in Brown County that the County is paying for. He continues to look at the census very closely and has enough data to look at the first quarter of 2016 very well to start to look at what the long term picture is. Pritzl noted that there are a number of beds that are not being utilized.

Schadewald felt this Committee has to look at this and figure out a better plan for the future. Pritzl said that is exactly what his department is doing. As a department they are trying to understand better how the facilities are used and

figure out the rationale and purpose. At the same time, Pritzl wants to see what needs could be addressed through one or the other facilities. The discussion has been had at the ad hoc committee as to what residential treatment could be offered in terms of substance abuse. Pritzl said they are getting down to fewer and fewer viable options and one of the options could be status quo but that may be risky and may not make sense with the surplus of beds.

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

**10. Financial Report for Community Treatment Center and Community Programs.**

Pritzl referred to the narrative report contained in the agenda packet. He noted that with regard to the census year to date average, they are at the target in terms of budget, but it is still about capacity and utilization. They are taking care of the financial piece as much as possible, but they do need to look at overall utilization. With regard to the hospital, it is close to budget and they are also seeing increased utilization in that area. Overall, the CTC is still unfavorable, but if you look at last year year to date as compared to this year year to date, there is a significantly improved financial picture.

Schadewald asked if it would be fair to say it is not just a matter of census, but we have to also look at revenue from the standpoint of who the clients are and what revenues they have because the County does not get reimbursed at a rate equivalent to a private facility. Finance Manager Eric Johnson said that the vast majority of the patients are Medicaid funded and are recognized as below cost. Schadewald said the Committee and County Board needs to know that the County is servicing a group of people who need the services, but Medicaid does not reimburse at a rate to cover the services. Pritzl agreed with that and said that with the patient and population mix it is almost guaranteed that money will be lost. Schadewald felt the Board and Committee should be made aware of how much may be lost at the current trends. Pritzl said that his experience in other counties with facilities that are operating is that the levy is basically representing the loss to some extent. Other facilities would try to operate within a patient or resident mix that would equalize the private pays with Medicaid and Medicare to get to a mix that is sustainable. In Brown County, because of the population being disproportionately Medicaid, what is generally seen is a loss.

Supervisor Linssen asked about the disproportion and asked if Pritzl was talking specifically about the populations using Brown County's services or if he is comparing it to another county. Pritzl responded that to some extent it would be both. Pritzl did not feel that the private sector would take as many Medicaid residents as Brown County does. Other counties may have facilities that do exactly what Brown County does and have a similar population.

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

**11. Statistical Reports.**

**a. CTC Staff – Double Shifts Worked.**

Schadewald asked why this report was included in the monthly reporting to the Human Services Committee. Pritzl said that including this report on the agenda predates him and he does not know who requested it or why. Schadewald would like Pritzl to find out the background on this and let the Committee know why it is included for review each month. Pritzl will do this and let the Committee know at the next meeting.

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

**b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.**

Schadewald asked what the purpose of this report is. Pritzl noted that some of the reports included on the Human Services Committee agenda are also provided to the Human Services Board. Some of these reports are actually generated for the Human Services Board so some of the reports will come to this Committee by virtue of the fact that they pass off. Many of the same issues that are discussed at Human Services Committee are also discussed at Human Services Board.

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

**c. Monthly Inpatient Data – Bellin Psychiatric Center.**

Supervisor Brusky asked if insurance is required before an adolescent is admitted to Bellin Psychiatric Center. Pritzl said that insurance is not a requirement and explained that if an admission is an involuntary crisis admission under Chapter 51 and the decision is made that the child needs inpatient hospitalization, it is an emergency treatment need that the County is obligated to meet. If there is insurance, the cost of care is offset, but the County does have an obligation to meet the crisis needs of children as well as adults. Brusky asked what happens when a person runs out of insurance. Pritzl stated that the County does get involved in those situations for problem solving because the child could end up in crisis if they leave the facility because the insurance ran out. These circumstances are looked at on a case by case basis but involuntaries are definitely the obligation of the County.

Director of Community Programs Nancy Fennema agreed that these situations are handled on a case by case basis, but noted that there are very few options for psychiatric care. Pritzl added that on admission, it is similar to any other medical situation. If you are being treated for a medical condition and you run out of funding, the provider may have options to explore. They could have some funding they could tap into, or they could put it under community care dollars which are dollars that facilities have that they offer as treatment options for people, but the patient needs to work this out with the facility. The psychiatric care runs the same way. Brusky asked if a person may be discharged when they are really not ready to leave if the funding runs out. Pritzl said that that could happen. Fennema added that in these instances Brown County would most likely put together a community support plan to meet the person's needs to the best of the County's ability with available resources. These could include outpatient services, family support and other services. Fennema also noted that from time to time Brown County gets calls from people looking for help that are not necessarily eligible for services and in these instances the County works in partnership with the private nonprofit community.

Schadewald asked if this report was another one that was used for planning purposes for the Human Services Department. Pritzl said this report goes to the Human Services Board first for review. He said that a few months ago year to year comparisons were added to the report so there was historical data available for review.

Schadewald asked why children are not served in the County's own facility and Pritzl responded that the County stopped serving children and adolescents before the new facility was built. Fennema also noted that licensing is very different for children and adolescents than it is for adults. Children and adolescents cannot be served in the CBRF because it is not an inpatient psychiatric facility. By using Bay Haven as a child and adolescent inpatient psychiatric unit, the hospital size would go from 16 beds to 31 beds and that changes the status as a facility as well as the Medicaid reimbursement. This would be undesirable for a number of reasons. Pritzl also noted that there has not been a capacity issue with Bellin providing the services. The contract with Bellin is a yearly contract and he noted that Bellin is the only facility currently able to provide the services in Brown County. Fennema said the efforts are to help keep kids out of the hospital. Pritzl added that Brown County is not the only county that uses Bellin for children and adolescents and he noted that if Brown County did not contract with Bellin, the County would be using the Winnebago County facility.

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

**d. Child Protection – Child Abuse/Neglect Report.**

Pritzl explained that this is another report that goes to the Human Services Board and then to the Human Services Committee. The form has recently been expanded to provide a little more history in terms of data and graphics have been added to give a little better representation. Pritzl said the first graph shows all of the reports received on a monthly basis. He said there is a dip in the summer months and he has looked back a number of years and this has been the trend. The Board had some good conversations about this and he noted that the bulk of the reports come from when children are in school. In summer children are seen in other places and they had discussed doing some outreach or community education with things like Park and Rec Departments because they can report as well.

The bottom graph represents the screen in reports and this is when there is a decision made to accept a report for assessment. The total shows how many reports are accepted for assessment and then by different categories. Anything that is not services are actually formal initial assessments where workers go out and go through an interview structure with each of the people involved, the child, the parent and the siblings. The service reports are more contact with the family to talk about what the situation that is reported is and what services may be needed.

A question was asked as to how many reports involved the same family. Pritzl did not have that information available but he can get it, although he did say that there are multiple reports in a year for some families, but the average was not as high as was expected. Pritzl noted there can be multiple reports for the same incident or family. The school could call in a report and then law enforcement could call in the same situation and this would count as two reports and they may both be screened in so it would be counted twice. That is not typical and is more the exception, but Pritzl said you could see a situation where a report was received in the first week of the month and then another report in the last week of the month and that would be counted as two incidents. Pritzl continued that they do not see many duplications on incidents, but they do see multiple reports on a family throughout the year.

The last page of the report refers to CHIPs petitions and shows historically how many court actions were initiated to protect a child or to bring the court into the picture. This is where a petition is filed and an order is entered if founded and then there would be certain conditions put in place for the family. This could be for children either in the home or out of the home. Pritzl noted that through the first quarter of 2016 there have been 59 petitions filed. If these numbers continue, by the end of the year the numbers will be higher than any other year. This represents an increased workload for Corporation Counsel as they are the ones that handle the court proceedings. Pritzl also noted that each child in a family gets their own petition, so there could be a number of actions for the same family.

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

**e. Monthly Contract Update.**

Pritzl explained that all of the contracts have been budgeted for in the budget process. Fennema noted that there may be a different contract or a change in contract, but they have all been budgeted for. She said the financial impact was greater prior to Family Care transition. It is now a smaller dollar amount, but represents the detail that had been requested previously. Pritzl added that the form shows the original contract and then any updates to the contract. The updates are typically the result of different people entering the services than were expected.

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

**12. Request for New Non-Continuous Vendor.**

Pritzl explained that non-continuous vendors are vendors used for a specific service at a specific time and are not intended to be a new vendor. All of the non-continuous vendors have a not to exceed amount of \$10,000. Anything over \$10,000 has to have a contract put in place. The monies for these contracts are shown in the budget under purchased services lines. Pritzl continued that there are budgeted amounts for the services overall and they watch the budget lines to assess how close they are to budget and those figures are shown in the financial statements. Schadewald wanted to be sure that Pritzl keeps the Committee advised of their expenditures so that there are no surprises at the end of the year. Fennema added that some of the challenges they have had in the last six to nine months are improving the reporting and the ability to get the data the Department wants and then sharing it with the Committee.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

13. **Request for New Vendor Contract.**

Pritzl explained that the new vendor contracts are contracts that exceed \$10,000 and were unexpected at the beginning of the year. As the Department has people enter different services they have to put together plans to meet their needs. The contracts on the report represent a service that was not expected but needs to be brought forward as a new vendor contract for approval.

Schadewald asked how the performance is evaluated for new vendors. Pritzl said that he would rather have the contract provider relations people answer and talk about the contracting process and how they procure and get quotes. A question was asked if the new vendor contracts were also budgeted as part of the pot of money that Human Services has for various services. Pritzl said that it would either be budgeted in the purchased services lines in the budget, or they would be seeing a different revenue come in because they have accepted someone for services which would represent an offset to the expense. Pritzl added that if someone comes into a program they have to get a functional screen which will identify needs that they have and then the coordinator has to develop a service plan for that person addressing those functional needs. Basically they broker or purchase services and coordinate the services that are needed but they are all based on some standardized screen that is used in the State of Wisconsin. Pritzl added that if services are denied or restricted, the person has the right to appeal the decision. Linszen said he would like to see more detail provided for new services contracts to show what is being received for the money.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

Other

14. **Audit of bills.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

15. **Such other matters as authorized by law.**

A discussion was held regarding the next meeting date and June 29, 2016 was selected.

16. **Adjourn.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to adjourn at 6:47 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

Therese Giannunzio  
Transcriptionist