

**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, August 25, 2010 at the Cerebral Palsy Inc. / CP Center – 2802 South Webster Avenue, Green Bay, Wisconsin

Present: Pat Evans, Chairman, Carole Andrews, Jesse Brunette,
Pat Moynihan, Pat LaViolette, Pat Wetzel
Excused: Steve Fewell
Also Present: Brian Shoup – Executive Director Human Services Dept
Tim Schmitt – Finance Manager – Human Services Dept
Tom Hinz – County Executive
Dale Barbiaux – Executive Director – Cerebral Palsy Inc
Julie Tetzlaff – Director, Adult Services – Cerebral Palsy

****Tour of CP Center at 5:30 p.m.****

- I. **Call Meeting to Order:**
The meeting was called to order by Chairman Pat Evans at 6:07 p.m.
- II. **Approve/Modify Agenda:**

Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to approve the agenda. MOTION APPROVED UNANIMOUSLY
- III. **Approve/Modify Minutes of July 28, 2010:**
Note on Page 1, Review Minutes of:
Supervisor Andrews was referred to as Supervisor Anderson

Motion made by Supervisor Andrews and seconded by Supervisor Brunette to approve the minutes as modified. MOTION APPROVED UNANIMOUSLY

Comments from Public:

Report from Human Services Chair, Patrick Evans:

Chairman Pat Evans thanked the staff of the Cerebral Palsy Center for the opportunity to hold the committee meeting at their facility and for the tour preceding the meeting.

1. **Review Minutes of:**
 - a. **Aging & Disability Resource Center of Brown County Board (July 22, 2010)**
 - b. **Children with Disabilities Education Board (July 7, 2010)**
 - c. **Community Options Program Planning Committee (July 26, 2010)**
 - d. **Human Services Board (July 2, 2010)**

**Motion made by Supervisor Moynihan and seconded by Supervisor LaViolette to receive and place on file 1a, b, c & d.
MOTION APPROVED UNANIMOUSLY**

Communications:

2. **Communication from Supervisor Evans re: To address concerns with the Brown County Sheriff's Department and local Law Enforcement Agencies on the EM-1 placement of patients as it relates to the Crisis Center and the Community Treatment Center. Additionally to develop a county-wide plan for all Law Enforcement Agencies to abide by with accordance to enhanced safety and efficiency procedures. Held or one month.**

Refer to discussion in the Director's report - #8 below.

Motion made by Supervisor Moynihan and seconded by Supervisor Andrews to hold until September meeting.

MOTION APPROVED UNANIMOUSLY

Veterans Services Department:

3. **Power Point Presentation Developed for the Veteran's Office:**
Executive Hinz indicated that Jerry Polus asked this item be held until the September meeting.

Motion made by Supervisor Moynihan and seconded by Supervisor Brunette to hold until September meeting.

MOTION APPROVED UNANIMOUSLY

4. **Director's Report:**
No Action

Human Services Department:

5. **Discussion of Possible Cut to 2011 Budget (Request from Vice Chair Scray):**

Mr. Shoup reported that he has been working with the County Executive regarding the 2011 budget.

Motion made by Supervisor Wetzel and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. **Director's Report:**
Brian Shoup highlighted the following activities during the last reporting period:

- **Update on Electronic Medical Records Conversion Project** – Mr. Shoup explained that a consulting firm was hired to develop an RFP and for possible project management services. Although the RFP is completed, the estimate given was perceived to be high and, therefore, the firm will be terminated in early October. At that point, it is planned to hire a project manager as that capacity does not exist within the County. In order to reach the schedule, it will be necessary to contract, or hire, an LTE, for 2011 and possibly the first part of 2012. After review by HR, Shoup stated he will be bringing such a proposal before this committee.

Finance Manager, Tim Schmitt, estimated the entire project to be in excess of \$3 million, stating that approximately \$1.1 million has been appropriated. Mr. Shoup explained the project will encompass the lab, hospital, nursing home, and the clinic. See #10 for a budget adjustment request to cover anticipated costs.

Chairman Evans asked if it is possible to accumulate dollars over two budget years, however, Mr. Schmitt indicated he saw no choice but to bond, although agreed to research this idea.

- **LEAN Projects** – A first LEAN project, related to the hospital admission process, was completed about two weeks ago. A second event is ongoing at the CTC related to positive impact on the waiting list.

Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Resolution re: Creation of Northeast Wisconsin Long-Term Care District (N.E.W. Family Care):**

Chairman Evans asked for support of the resolution, noting that the creation of a NE WI Long-Term Care District has been discussed for the past two years.

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

8. **EM1 Update:**

Director Shoup reported that he has met with the Green Bay Police Department, along with Corporation Council, John Luetscher, and Family Services to discuss issues with the EM1 process. The GBPD asked that all law enforcement departments be solicited in an effort to form a mobile crisis unit and Shoup stated that additional meetings will be scheduled with such organizations. He anticipates an updated proposal within the next reporting period.

Motion made by Supervisor Brunette and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **Financial Report for Community Treatment Center and Community Programs;**

Mr. Schmitt reported that finances are tracking close to budget.

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

10. **Budget Adjustment Request (#10-92): Electronic Medical Records Project:**

This budget adjustment in the amount of \$199,105.33 relates to estimated costs to be incurred during the year 2010 to complete vendor selection and to begin the implementation phase of the Electronic Medical Records Project at the Community Treatment Center. The EMR project is projected to be operational by the winter of 2011. (See discussion in #6 above)

Motion made by Supervisor Moynihan and seconded by Supervisor LaViolette to approve the budget request for the Electronic Medical Records Project in the amount of \$199,105.33. MOTION APPROVED UNANIMOUSLY

11. **Community Treatment Center Update:**

Director Shoup reported that earlier in the month the CTC turned down five out-of-county referrals due to lack of vacancy.

- The facility encountered a sewer backup issue which was patient induced.

Motion made by Supervisor Andrews and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. **Community Treatment Center Statistics:**

Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. **Bellin Psychiatric Monthly Report:**

A report from Linda Roethle states that Bellin Psychiatric Center did not transfer any involuntary Brown County adolescents to other institutions, nor were any admissions refused in the last reporting period.

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

14. **Approval for New Non-Continuous Vendor:**

Supervisor Andrews stated she would abstain on this item as she is related to one of the vendors.

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

Ayes: Brunette, Moynihan, LaViolette, Wetzel, Evans

Abstain: Andrews

MOTION APPROVED

15. **Request for New Vendor Contract:**

Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

16. **Monthly Contract Update:**

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

Aging & Disability Resource Center – No Agenda Items

Health Department – No Agenda Items

Syble Hopp – No Agenda Items

Other:

17. **Audit of Bills:**

Motion made by Supervisor Andrews and seconded by Supervisor Wetzel to approve audit of bills. MOTION APPROVED UNANIMOUSLY

18. **Such other Matters as Authorized by Law:**

Supervisor Andrews reported she has become aware of a high number of whooping cough cases in the Ohio and Michigan areas, questioning if numbers have risen in Wisconsin. Chairman Evans referred Andrews to Judy Friederichs of the Health Department for a report on this matter.

Motion made by Supervisor Moynihan and seconded by Supervisor Brunette to adjourn at 7:40 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted:

Rae Knippel
Recording Secretary