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, March 28, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

---

Present: Carole Andrews, Jesse Brunette, Pat Evans, Steve Fewell, Pat Moynihan
Excused: Pat LaViolette, Pat Wetzel
Also Present: Brian Shoup, Tim Schmitt, Mary Johnson, Deb Klarkowski

---

I. **Call Meeting to Order:**
The meeting was called to order by Vice- Chair Carole Andrews at 6:00 p.m. until the arrival of Chairman Pat Evans at 6:05 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to approve the agenda. MOTION UNANIMOUSLY APPROVED

III. **Approve/Modify Minutes of February 22, 2012:**

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to approve the minutes. MOTION UNANIMOUSLY APPROVED

Comments from Public - None

Report from Human Services Chair, Patrick Evans:
Due to the April 3rd election, membership is expected to change on this committee. Chairman Evans thanked the present membership for their hard work on the committee and Director Shoup also thanked Chairman Evans and members for their support of the HS Department.

1. **Review Minutes of:**
   a. **Aging & Disability Resource Center of Brown County Board (February 23, 2012)**
   b. **Human Services Board (February 16, 2012 & March 8, 2012)**
   c. **Veterans' Recognition Subcommittee (February 21, 2012)**

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

Human Services Dept

2. **Executive Director's Report:**
Human Services Director, Brian Shoup, gave an update on Family Care stating that there is still not 100% certainty as to the expansion of Family Care in Northeast Wisconsin. Local legislatures have been made aware of the concern that there be time for sufficient planning and grant application, and to have the two resolutions that are required passed by the Brown County Board and the other six county members. Brown County supports the expansion of Family Care but will require some degree of certainly when planning the next budget.

Director Shoup informed the committee of an increase in referrals of child abuse and neglect, stating that from January 2011 to January 2012, there was a 17% increase (336 to 392), and from February 2011 to 2012, a 45% increase (280 to 407). It appears that March will also show an increase. Staff will continue to monitor this data and report to the committee.

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

3. **Budget Adjustment Request (12-32): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification:**

This request is for repair of the restroom and shower area at Our Place CBRF and for the installation of an epoxy floor. It was explained that this is a County owned building, leased to Family Services. The facility serves up to 18 residents with mental or emotional disorders.

Motion made by Supervisor Fewell and seconded by Supervisor Andrews to approve with a referral to the Facility Master Plan Sub-Committee. MOTION UNANIMOUSLY APPROVED

4. **Budget Adjustment Request (12-34): Increase in expenses with offsetting increase in revenue:**

This request is to approve a $750 donation for the benefit of CTC clients.

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

5. **Resolution re: CTC Dietary Table of Org Change & Work Schedule:**
This resolution relates to a change in the CTC Dietary Department Table of Organization which will delete a 4.51 FTE Food Service Worker I and a 6.33 FTE Food Service Worker II, with the addition of a .48 FTE Cook and a 9.10 FTE Food Service Worker. Starting wage will be $10.50 per hour with an adjustment after six months (attached).

Mary Johnson reported that the present census is somewhat down.

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

6. **Resolution re: Change in Table of Organization Human Services – Community Treatment Center (Clinical Social Worker/Professional Counselor/Case Manager):**

Approval of this resolution will delete one FTE Alcohol and other Drug Abuse Counselor III position, and add one FTE Clinical Social Worker. Deb Klarkowski, Human Resources Manager, reported that this change will allow for greater flexibility and utilization of the employee. There will be no fiscal impact.

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

7. **Financial Report for Community Treatment Center and Community Programs:**

Tim Schmitt reported little change in finances since the last report. Year end figures show a surplus in Community Programs.

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

8. **Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center:**

Schmitt reported little change in this area over the last reporting period, however, informed the committee there will be a loss of approximately $636,000 due to depreciation.

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

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

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

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

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

11. **Monthly Contract Update:**

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

Aging & Disability Resource Center – No agenda items
Health Department – No agenda items
Syble Hopp – No agenda items.
Veterans Services – No agenda items

Other:

12. **Audit of Bills:**

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

13. **Such other Matters as Authorized by Law:** None

Motion made by Supervisor Brunette and seconded by Supervisor Andrews to adjourn at 6:25 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae Knippel,
Recording Secretary

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Debbie Klarkowski, Human Resources Manager

From: Lynn Fuss, Human Resources Analyst

Date: March 23, 2012

RE: Human Services CTC Dietary Department Table of Organization Change

Currently the Human Services CTC Dietary Department is budgeted for a total of 13.86 FTE that are responsible for the food preparation, portioning, cleaning and distribution at the Community Treatment Center. These FTEs are further identified as 4.51 FTE Food Service Worker I (FSW I), 6.33 FTE Food Service Worker II (FSW II) and 3.02 FTE Cook. The FSW I is responsible for performing dish room duties, cleaning, handling food preparation, serving food and other related food service tasks. The FSW II is responsible for maintaining patient and resident diet cards, food preparation, cleaning, dishwashing and storeroom duties. The Cook is responsible for cooking, baking and food preparation for patients and residents.

The Interim Nutritional Services Manager, working in collaboration with Human Resources, evaluated the Food Service Worker I and Food Service Worker II job descriptions and overall staffing requirements as it relates to the needs and efficiencies of the Dietary Department. It is recommended that the Dietary Department combine the FSW I and the FSW II positions into one position titled Food Service Worker (FSW). Combining the FSW I and FSW II positions will provide the Dietary Department with more flexibility and better coverage to meet the needs of the department. It is also recommended to change the starting rate of pay for the FSW position to be in line with the market wage for the position. Employees currently in FSW I and FSW II positions will be transferred to FSW positions and be crossed trained in all aspects of the FSW responsibilities. FSW I and FSW II employees who are transferred to FSW position will be redlined at their current rate of pay as long as they are in the FSW position.

Current Budget		Recommended	
Food Service Worker I	4.51 FTE	Food Service Worker	9.1 FTE
Food Service Worker II	6.33 FTE		
	13.86 FTE		
Cook	3.02 FTE	Cook	3.5 FTE

It is recommended combining the FSW I and FSW II positions into FSW reducing total FTE and increasing its flexibility to meet the demands of the department. Moving forward it is recommended that Food Service Workers receive a starting wage of $10.50 per hour and after 6 months a wage of $11.00 per hour.

The position description for new Food Service Worker has been created and fiscal impact information is attached.

BUDGET IMPACT

Human Services – Community Treatment Center - Dietary
Delete (4.51) Food Service Worker I; Delete (6.33) Food Service Worker II;
Add .48 Cook, Add 9.10 Food Service Worker

2012 Partial Budget Impact (04/01/12 – 12/31/12):

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Food Service Worker I	(4.51)	Deletion	$(93,110)	$(62,506)	$(155,616)
Food Service Worker II	(6.33)	Deletion	$(158,832)	$(91,758)	$(250,590)
Cook	.48	Addition	$ 12,977	$ 7,092	$ 20,069
Food Service Worker (redlined rate)	6.50	Addition	$ 163,098	$ 94,222	$ 257,320
Food Service Worker (redlined rate)	2.35	Addition	$ 48,516	$ 32,570	$ 81,086
Food Service Worker (new rate)	.25	Addition	$ 4,290	$ 3,340	$ 7,630
2012 Annualized Budget Impact			$(23,061)	$(17,040)	$(40,101)

2012 Annualized Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Food Service Worker I	(4.51)	Deletion	$(124,147)	$(83,341)	$(207,488)
Food Service Worker II	(6.33)	Deletion	$(211,776)	$(122,344)	$(334,120)
Cook	.48	Addition	$ 17,302	$ 9,456	$ 26,758
Food Service Worker (redlined rate)	6.50	Addition	$ 217,464	$ 125,629	$ 343,093
Food Service Worker (redlined rate)	2.35	Addition	$ 64,688	$ 43,426	$ 108,114
Food Service Worker (new rate)	.25	Addition	$ 5,720	$ 4,453	$ 10,173
2012 Partial Budget Impact			$(30,749)	$(22,721)	$(53,470)

April 17, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES - COMMUNITY TREATMENT CENTER
FOOD SERVICE WORKER I AND II

WHEREAS, Human Services - CTC Dietary Division currently has 4.51 FTE Food Service Worker I, 6.33 FTE Food Service Worker II, and 3.02 FTE Cook positions in the table of organization; and

WHEREAS, Human Resources in conjunction with Human Services - CTC Dietary Division evaluated the needs of the operation and the services provided to the clients; and

WHEREAS, it was determined to combine the Food Service Worker I and II to create flexibility and efficiencies; and

WHEREAS, the Human Resources Department in conjunction with Human Services - CTC Dietary are recommending the deletion of (4.51) FTE Food Service Worker I and (6.33) FTE Food Service Worker II positions and the addition of .48 FTE Cook and 9.10 FTE Food Service Worker positions to the Human Services - CTC Table of Organization; and

WHEREAS, the Human Resources Department recommends a starting wage for the Food Service Worker of $10.50 per hour and after six months $11.00 per hour; and

WHEREAS, the Human Resources Department further recommends the incumbent's wage be redlined until the compensation plan catches up to the current wage; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (4.51) FTE Food Service Worker I and (6.33) FTE Food Service Worker II positions and the addition of .48 FTE Cook and 9.10 FTE Food Service Worker positions to the Human Services - CTC Table of Organization; and

BE IT FURTHER RESOLVED, the starting wage for the Food Service Worker is $10.50 per hour and after six months is $11.00 per hour; and

BE IT FURTHER RESOLVED, the incumbent's wage is redlined until the compensation plan catches up to the current wage.

2012 Partial Budget Impact (04/01/12 – 12/31/12):

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Food Service Worker I	(4.51)	Deletion	$(93,110)	$(62,506)	$(155,616)
Food Service Worker II	(6.33)	Deletion	$(158,832)	$(91,758)	$(250,590)
Cook	.48	Addition	$ 12,977	$ 7,092	$ 20,069
Food Service Worker (redlined rate)	6.50	Addition	$ 163,098	$ 94,222	$ 257,320
Food Service Worker (redlined rate)	2.35	Addition	$ 48,516	$ 32,570	$ 81,086
Food Service Worker (new rate)	.25	Addition	$ 4,290	$ 3,340	$ 7,630
2012 Annualized Budget Impact			$(23,061)	$(17,040)	$(40,101)

2012 Annualized Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Food Service Worker I	(4.51)	Deletion	$(124,147)	$(83,341)	$(207,488)
Food Service Worker II	(6.33)	Deletion	$(211,776)	$(122,344)	$(334,120)
Cook	.48	Addition	$ 17,302	$ 9,456	$ 26,758
Food Service Worker (redlined rate)	6.50	Addition	$ 217,464	$ 125,629	$ 343,093
Food Service Worker (redlined rate)	2.35	Addition	$ 64,688	$ 43,426	$ 108,114
Food Service Worker (new rate)	.25	Addition	$ 5,720	$ 4,453	$ 10,173
2012 Partial Budget Impact			$(30,749)	$(22,721)	$(53,470)

This resolution does not require an appropriation from the General Fund, since it reduces costs in the CTC Dietary Division.

Respectfully submitted,

HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE

Date Signed: _____

Final Draft by Human Resources and Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
SCHULLER	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____