

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
FEBRUARY 20 - 24, 2017**

**MONDAY, FEBRUARY 20, 2017**

- |          |                     |   |
|----------|---------------------|---|
| *2:30 pm | Solid Waste Board   | Port & Resource Recovery<br>2561 S. Broadway Street |
| *3:30 pm | Housing Authority   | Room 604, City Hall<br>100 N. Jefferson Street      |
| *4:30 pm | Board of Adjustment | Room 391, Northern Building<br>305 E. Walnut Street |

**TUESDAY, FEBRUARY 21, 2017**

- |          |                                   |   |
|----------|-----------------------------------|---|
| *4:30 pm | Veterans Recognition Subcommittee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|-----------------------------------|---|

**WEDNESDAY, FEBRUARY 22, 2017**

- |          |                          |   |
|----------|--------------------------|---|
| *5:30 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, FEBRUARY 23, 2017**

- |          |   |   |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center Board of Directors | Aging & Disability Resource Center<br>300 S. Adams Street |
| *5:30 pm | Education & Recreation Committee                      | Room 200, Northern Building<br>300 E. Walnut Street       |

**FRIDAY, FEBRUARY 24, 2017**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE**  
**BROWN COUNTY SOLID WASTE BOARD**  
**Monday, February 20<sup>th</sup> – 2:30 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda – *Request for Approval*
4. Approval/Modification – January 16th, 2017 Meeting Minutes – *Request for Approval*
5. Announcements/Communications
6. Hazardous Waste Disposal Contractor RFP – *Request For Approval*
7. 2016 Resource Recovery Annual Report - *Request For Approval*
8. Farm Lease Extension - *Request For Approval*
9. Hazardous Materials Recovery Name Change – *Update*
10. Sale Consideration of County-owned Property in Town of Holland – *Update*
11. Director's Report
12. Such other Matters as Authorized by Law
13. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, February 20, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the January 16, 2017, meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Memo from Green Bay Mayor's Chief of Staff regarding Open Records and Committee Attachments.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

**NEW BUSINESS:**

4. Consideration and possible action on of Resolution No. 17-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2016.
5. Consideration and possible action on financials for fiscal year ending December 31, 2016.
6. Consideration and possible action on adoption of BCHA Code of Conduct/Ethics Policy.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPROT AND INFORMATIONAL:**

9. Foreclosure of a home assisted with BCHA downpayment and closing cost loan.
10. Review Priorities of Your PHA worksheet of Lead the Way training.
11. Date of next meeting: March 20, 2017.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made



**AGENDA**  
**BROWN COUNTY BOARD OF ADJUSTMENT**  
**February 20, 2017**  
**4:30 p.m.**  
**Northern Building, Room 391**  
**305 East Walnut Street**  
**Green Bay, WI 54305**

1. Call meeting to order.
2. Roll call.
3. Announce agenda – Public Hearing – 1. Kasel appeal. 2. Verhagen appeal.
4. Certify public notice requirements-Green Bay Press-Gazette, published on February 5, 2017 and February 12, 2017.
5. Describe Board’s authority and rules of hearing.
6. Open public hearing.
  - \*Read appeal
  - \*Describe administrative decision
  - \*Describe onsite inspection
  - \*Applicant presents case
  - \*Objector presents case
  - \*Staff comments
  - \*Applicant rebuttal
  - \*Statements in support
  - \*Statements in opposition
  - \*Last call for testimony
  - \*Close public hearing
7. Deliberation and decision on appeal.
8. **Complete all 3 standards**-if all 3 cannot be met the variance cannot be granted.
9. Adjourn meeting.



## PUBLIC NOTICE

Notice is hereby given that a public hearing will be held before the Board of Adjustment (“Board”), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut Street, Green Bay, on Monday the 20<sup>th</sup> day of February, 2017, at 4:30 p.m. on appeals for two separate adjacent properties.

An appeal taken by John & Kerrith Kasel denying their request for a retaining wall immediately adjacent to but above the ordinary high water mark of the Bay of Green Bay. The property legal description is LOT 3 OF 62 CSM 124 BNG PRT OF LOTS 79 & 80 OF THE TOWN OF SCOTT ACCESSORS PLAT # 2, in the Town of Scott at 4681 Esther Lane, Parcel # SC-1602-80 (“Property”).

An appeal taken by Kevin & Lisa Verhagen denying their request for a retaining wall immediately adjacent to but above the ordinary high water mark of the Bay of Green Bay. The property legal description is LOT 2 OF 62 CSM 124 BNG PRT OF LOTS 78-80 OF THE TOWN OF SCOTT ACCESSORS PLAT # 2, in the Town of Scott at 4677 Esther Lane, Parcel # SC-1602-79 (“Property”).

All persons interested are invited to attend said hearing and be heard or to provide written comments to the Brown County Planning and Land Services Department, 305 E. Walnut Street, Green Bay, WI 54305 prior to February 17, 2017.

The Board will accept and review all pertinent information relative to the above listed item(s) during open session of the February 20, 2017, public hearing.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of any person wishing to attend who because of disability requires special accommodation through appropriate aids and services. Call (920) 448-6480 for arrangements.

Dated this 5<sup>th</sup> and 12<sup>th</sup> day of February, 2017.

Brown County Board of Adjustment  
Bill Ullmer  
Richard Huxford  
Tom Perock  
Clete Cisler-Alternate  
Debbie Diederich-Alternate

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### VETERANS SUBCOMMITTEE

Bernie Erickson, Chair  
Ed Koslowski, Vice Chair  
Louise Dahlke, Jim Haskins,  
Delores Pierce, Duane Pierce,  
Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1798**

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, February 21, 2017

4:30 pm

Room 200, Northern Building

305 E. Walnut Street

Green Bay, WI

### NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of January 17, 2017.
5. Update re: Honor Rewards Program.
6. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.
7. Report from CVSO Jerry Polus.
8. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce & Witkowski).
9. Such Other Matters as Authorized by Law.
10. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair  
Richard Schadewald, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linszen

### HUMAN SERVICES COMMITTEE

Wednesday, February 22, 2017

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 25, 2017.

### Comments from the Public

### Report from Human Services Chair, Erik Hoyer

1. Review Minutes of:
  - a. Aging & Disability Resource Center of Brown County Board of Director's (December 8, 2016).
  - b. Board of Health (November 15, 2016).
  - c. Mental Health Ad Hoc Committee (January 18, 2017).
  - d. Veterans' Recognition Subcommittee (January 17, 2017).

### Communications

2. Communication from Supervisor Hoyer re: Discussion of County role in supervised visitation program. *Referred from February County Board.*
3. Communication from Supervisor Schadewald re: Request that the committees examine the feasibility and cost of building a combined Human Services and Health Dept. building on the east side county property. I believe this would be potentially the most cost-effective means to reduce our footprint, maintenance and energy costs. *Referred from February County Board.*
4. Communication from Supervisor Schadewald re: Request that all County Board members who ask Dr. Coussens questions by e-mail, please forward those questions and answers received to the Board of Health (Chairman) and the Human Services Committee members so that all information ends up in public record. *Referred from February County Board.*
5. Communication from Supervisor Buckley: Have Human Services break out contract with Family Services. Start an RFP process to update the EM-1/Alcohol Hold procedure. Also have staff evaluate to see if it would make fiscal and quality of care sense to bring services back in-house. *Referred from February County Board.*
6. Communication from Supervisor Erickson re: Request that Dr. Coussens be invited to committee for a presentation including Q&A session providing Dr. Coussens agrees. *Referred from February County Board.*

### Wind Turbine Update

7. Receive new information – Standing Item.

### Health Department

8. 2016 to 2017 Carryover Funds.

### Veterans Services

9. 2016 to 2017 Carryover Funds.

### Human Services Department

10. Examine scheduling issues at CTC – update.
11. 2016 Budget Adjustment Request (16-124): Any increase in expenses with an offsetting increase in revenue.
12. 2016 Budget Adjustment Request (16-125): Any increase in expenses with an offsetting increase in revenue.
13. 2017 Budget Adjustment Request (17-09): Any increase in expenses with an offsetting increase in revenue.
14. 2017 Budget Adjustment Request (17-12): Any increase in expenses with an offsetting increase in revenue.
15. 2017 Budget Adjustment Request (17-13): Any increase in expenses with an offsetting increase in revenue.
16. 2017 Budget Adjustment Request (17-15): Any increase in expenses with an offsetting increase in revenue.
17. Executive Director’s Report.
18. Financial Report for Community Treatment Center and Community Programs.
19. Statistical Reports.
  - a. CTC Staff – Double Shifts Worked.
  - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c. Child Protection - Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
20. Request for New Non-Continuous and Contract Providers and New Provider Contract.
21. 2016 to 2017 Carryover Funds.

**Aging & Disability Resource Center - No agenda items.**

**Syble Hopp – No agenda items.**

### Other

22. Audit of bills.
23. Such other Matters as Authorized by Law.
24. Adjourn.

Erik Hoyer, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING**

**ADRC 300 S. Adams St. Green Bay, WI 54301  
Thursday, February 23, 2017 8:30 a.m.**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of January 26, 2017	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> <li>• Must be limited to items not on the agenda</li> <li>• State name and address for the record</li> <li>• Comments will be limited to five minutes</li> <li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li> </ul>		
8:42	6. Finance Report <ul style="list-style-type: none"> <li>a. Review and approval of January 2017 Finance Report</li> <li>b. Review and approval of Restricted Donations</li> </ul>	Yes Yes	Yes Yes
9:00	7. Directors Report <ul style="list-style-type: none"> <li>a. Goals and Objectives: Committees</li> <li>b. Dementia Care Specialist Fact Sheet and listening session update</li> <li>c. Advocacy Training Update</li> </ul>	Yes Yes Yes	
9:30	8. Staff Report: Tina Brunner- Benefit Specialists		
9:50	9. Legislative Updates		
10:00	10. Announcements		
10:10	11. Next Meeting – March 23, 2017 at the ADRC		
10:15	12. Adjourn		Yes

\_\_\_\_\_  
Larry Epstein, Chairperson  
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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## EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Staush Gruszynski, Vice Chair  
Corrie Campbell, Kathy Lefebvre, Paul Ballard

### EDUCATION & RECREATION COMMITTEE

Thursday, February 23, 2017

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street, Downtown GB

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA

### PLEASE NOTE LOCATION

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 26, 2017.

#### Comments from the Public

1. Review Minutes of:
  - a. Neville Public Museum Governing Board (February 13, 2017).

#### Museum

2. Museum Director's Report.
3. Renewal of Museum Gift Shop Lease with the Neville Public Museum Foundation.
4. Neville Annual Report 2016.
5. 2016 to 2017 Carryover Funds.

#### Communications – None.

#### Golf Course

6. Superintendent's Report.

#### NEW Zoo

7. Zoo Director's Report and Zoo Monthly Activity Reports.
8. 2016 to 2017 Carryover Funds.

#### Park Management

9. Discussion: Follow up on past communication discussing seasonally allowing leashed dogs to enter more county parks.
10. Discussion: Proposal to donate 154.2 acres of Triangle Hill Parkland to the City of Green Bay located in the Baird Creek Greenway.

11. Resolution Establishing the Observance of International Migratory Bird Month.
12. January 2017 Park Attendance and Field Staff Reports.
13. Assistant Director's Report.
14. 2016 to 2017 Carryover Funds.

**Library**

15. November/December Library Report.
16. Director's Report.
17. 2016 to 2017 Carryover Funds.

**Resch Centre/Arena/Shopko Hall**

18. 2016 to 2017 Carryover Funds.

**Other**

18. Audit of bills.
19. Such other matters as authorized by law.
20. Adjourn.


John Van Dyck, Chair

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# FEBRUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 11:00 am Admin Cmte 6:15 pm	2	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14 HAPPY VALENTINE'S DAY	15 Mental Health Ad Hoc 12:00 pm Board of Supervisors 7:00 pm	16	17	18
19	20 	21 Veterans Recognition Subcmte 4:30	22 Human Services Cmte 5:30 pm	23 Ed & Rec 5:30 pm	24	25
26	27 Land Con 6:00 pm PD&T 6:15 pm	28				

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center Board of Directors (December 8, 2016)
- Housing Authority (January 16, 2017)
- LEAN Steering Committee (January 5, 2017)
- Neville Public Museum Governing Board (February 13, 2017)
- Veterans Recognition Subcommittee (January 17, 2017)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD OF DIRECTOR'S MEETING**

December 8, 2016

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Pat Finder-Stone, Larry Epstein, Pat Hickey, Jessica Nell, Corrie Campbell, Lisa VanDonsel, Mary Johnson, Mary Derginer, Linda Mamrosh, Debi Lundberg, Randy Johnson

**ABSENT:** None

**EXCUSED:** Lori Rasmussen, Arlie Doxtater, Melanie Maczka

**ALSO PRESENT:** Devon Christianson, Kristin Willems, Debra Bowers, Laurie Ropson, Christel Giesen, Diana Brown, Tina Whetung, Joy, Denise Misovec

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA:** Mr. Epstein/Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF October 27, 2016:**

Ms. VanDonsel/Ms. Bartlett moved to approve the minutes of the regular meeting of October 27, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT:**

Ms. Bowers referred to the End of Year Forecasting Financial Report to demonstrate the estimated expenses and revenues for 2016 highlighting that the ADRC is under budget for Federal MA Claiming dollars, but also under budget for salary and fringe.

Ms. Relich/Mr. Epstein moved to approve the Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations in October 2016.

**85.21 Transportation 2017 Plan Presentation & Approval:**

Ms. Giesen summarized that the ADRC administers the 85.21 Specialized Transportation Program for Brown County and the ADRC Board of Directors are required each year to approve the transportation plan that is submitted to the Department of Transportation. Ms. Giesen referred to the PowerPoint presentation and summarized the details of the plan including the allocation of dollars and the number of qualified persons in Brown County for the program. Ms. Giesen also provided an overview of other specialized transportation services in the area, demonstrating how the 85.21 programs fit within the transportation network.

Ms. Giesen then reviewed the recommendations from the Rural Transportation Study that was conducted in 2016; including establishing a mobility manager position, expanding the service area to the current metropolitan service area, establishing limited routes for rural areas that did not have populations to support full expansion and changes to the Rural Driver Escort program currently administered at the ADRC. Ms. Giesen explained the 85.21 funds require coordination with other transportation services in order to maximize access to services in the community. The Brown County Planning Department creates a full Coordinated Public Transit-Human Services Transportation Plan every 5 years. The Planning department recently updated their plan this year and identified areas where the 85.21 program could assist elements of the plan where service gaps continue to exist: supporting and implementing recommendations from the Rural Transportation Study, to include;

mobility management and travel trainer services for the community, bilingual driver services, educating policy makers and officials about transportation needs for older adults and people with disabilities, engaging older adults and adults with disabilities in advocacy efforts.

Ms. Giesen highlighted the number of rides provided by the 85.21 programs and discussed the trends over the past couple of years. Ms. Giesen pointed out that the committed driver volunteers, through Curative Connections, have made the number of rides possible.

Ms. Giesen shared the 85.21 transportation programs that will be funded with the 2017 grant.

- 1) The Brown County Human Services Van Driver Project
- 2) 2.

Curative Connections- door to door trip service- currently have 85 volunteers but more volunteers will be needed in order to expand the service. MS. Giesen highlighted Curative's customer satisfaction survey results conducted in 2016 and shared the high customer satisfaction ratings by customers. Many board members shared their positive experiences and feedback and thanked Curative Connections for their as well.

- 3) Oneida Nation Elder Transportation Services- bus passes for working elders, transportation to meals sites, activities, banking and shopping
- 4) Salvation Army- provides transportation for regularly scheduled trips to the grocery store and activities
- 5) Mobility Management Program Project:

Ms. Giesen communicated the plan for the mobility management project that will be partially funded with 85.21 funds, 53.10 dollars (federal transportation funding), and Green Bay Metro funds. 53.10 will fund approximately 65% of this project, 85.21 will fund about 20% of the project and Green Bay Metro will fund 16% of the project while providing additional in-kind support of office space and computer equipment etc. This position will be a high level position that will work to improve coordination of transportation systems and look for support to expand services. This position will also provide oversight to a newly created travel training position that will provide direct service to callers on the best transportation option for them, and to orient callers to utilizing existing service. The mobility manager will be updating the ADRC Board of Directors, the Transportation Coordinating Committee and the Brown County Transportation Committee with their progress on a regular basis.

Ms. Giesen shared that the person will be housed in the Green Bay Metro building and supervised by Green Bay Metro, but the position will cover and work with all transportation throughout the county. This position will requires travel throughout the community as the Mobility Manager educates themselves on current systems, creates relationships with all transportation partners, identifies strengths and weaknesses in the system, discovers efficiencies, and advocates for services. Green Bay Metro, ADRC, and Brown County Planning will meet regularly to support this position's activities, provide guidance, and problem solves larger system issues.

Supervisor Campbell shared that though the person will report to the Transit Director, this person will also report to the ADRC Board of Directors to ensure that the County is not just funding a city employee and she shared her concern that this position should focus on the rural transportation issue as identified by the Rural Transportation study. Supervisor Campbell is concerned that this position is physically residing at Green Bay Metro and is reporting to the Transit Director. Supervisor Campbell asked that the Board be prepared to listen and watch very closely on how the mobility manager is spending their time and if it is decided that their time is not dedicated to the entirety of Brown County, she will recommend that 85.21 funding be pulled for this position. Ms. Christianson clarified that the Mobility Managers position is not dedicated only to the rural transportation program but the system as a whole. Discussion ensued.

Ms. Giesen referred to the handout and highlighted preliminary project grant allocations for 2017. Ms. Giesen said that the 85.21 program has a trust that can be no more than \$80,000. There is just under this amount in this trust. The funds are committed for unexpected vehicle expenses and breakdowns

Ms. Finder-Stone/Ms. Hickey moved to approve 85.21 2017 Transportation Plan. **MOTION CARRIED.**

Ms. Finder-Stone shared her appreciation to Ms. Giesen for her comprehensive report.

## **NOMINATIONS AND HUMAN RESOURCE COMMITTEE REPORT:**

### **A. PROPOSED SLATE OF OFFICERS 2017:**

Mr. Rucker referred to the Slate of Officers, Reappointments, and Appointments handout and reported that the proposed slate of officers has agreed to serve in the following positions for 2017:

- **CHAIRPERSON – LARRY EPSTEIN**
- **VICE-CHAIRPERSON – PAT FINDER-STONE**
- **SECRETARY – BEV BARTLETT**
- **TREASURER – BETH RELICH**

Ms. Christianson pointed out the committee vacancies created from exiting board members. Ms. Derginer, Ms. Johnson and Ms. Lundberg all expressed an interest in becoming members of the Nominations and HR Committee.

Mr. Rucker asked three times if there were any additional nominations or recommendation for changes to slate of officers, appointments and re-appointments from the floor.

Supervisor Campbell/Ms. VanDonsel moved to approve all Slate of Officers, appointments, re-appointments and new Nominations and HR Committee as outlined to the ADRR Board of Directors. **MOTION CARRIED.**

### **POLICY APPROVAL:**

#### **A. Cash on Hand Policy:**

Ms. Christiansen referred to the draft policy handout. The cash on hand policy is needed to cover needs for Grounded Café'. This policy closely mirrors the Brown County Cash on Hand Policy. Ms. Christiansen said this is not to be confused with and is completely separate from the current ADRC Petty Cash Policy.

Mr. Epstein/Ms. Finder-Stone moved to approve the Cash on Hand policy. **MOTION CARRIED.**

#### **B. GWAAR- Annual Plan Amendment and Budget:**

Ms. Christianson referred to the handout and shared that each year GWAAR requires an approval of an amendment that shows the budget how each funding stream for Older American's Act dollars will be spent for the coming year. Ms. Christianson also explained that this includes a transfer from C1 to C2 to transfer from congregate meal dollars to home-delivered meal program.

Ms. Bowers explained that she provides a monthly financial report with GWAAR, ORCHD and quarterly financial report with Brown County.

Ms. VanDonsel/Ms. Bartlett moved to approve the GWAAR Annual plan amendment and budget. **MOTION CARRIED.**

### **Director's Report:**

#### **Board Calendar 2017:**



Ms. Christianson referred to the 2017 board calendar handout, highlighting that all 2017 board meetings will take place at the ADRC.

Ms. Willems made note that there was an error on 2017 board calendar emailed previously. The correct date in May is Thursday May 25, 2017 NOT Friday May 26, 2017. The handout given today is corrected.

#### **LEGISLATIVE UPDATES:**

Ms. VanDonsel shared that 21<sup>st</sup> Century Cures Act has been approved by Congress allowing more money for research on disease including cancer and MS.

#### **ANNOUNCEMENTS:**

Supervisor Campbell will be forming a regional transportation pilot related to the MTM state Medicaid transportation services with John Nygren, David Steffen and Rob Cowles. Ms. Campbell will appreciate any assistance from the board on this endeavor. Supervisor Campbell also thanked the exiting board members for their thoughtful, caring service to the ADRC Board of Directors.

Ms. Christianson mentioned that we will be highlighting a board member each month in 2017 in the ADRC Magazine. Ms. Finder-Stone will be highlighted in January and Mr. Epstein will be highlighted in February.

Ms. Finder-Stone mentioned that Wisconsin did well on a Well-Being gallop pole compared to other cities in the country.

Ms. Christianson invited board members to the All-Agency meeting taking place on Tuesday December 13, 2016 at 1:00 PM.

Mr. Rucker, Ms. Robinson, Ms. Hickey and Ms. VanDonsel all expressed their appreciation and thanks for the opportunity to participate on the ADRC Board of Directors.

Mr. Epstein mentioned he is leading an event regarding building virtues and passing them to future generations in order to improve social contact.

We will be taking a group board picture at the January meeting.

**NEXT MEETING** – The next meeting will be Thursday, January 26, 2017 at 8:30 a.m. at the ADRC.

#### **ADJOURN:**

Ms. Relich/Ms. Hickey moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Kristin Willems  
Administrative Specialist

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 16, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, and Andy Williams (arrived at 3:45 PM)

**MEMBERS EXCUSED:** Corday Goddard

**OTHERS PRESENT:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Megan Walker, Scott Schoeneman, Belinda Pynenberg, and John Fenner

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 19, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by T. Diedrick to approve the minutes from the December 19, 2016, Brown County Housing Authority meeting. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated December 1, 2016, of approval of the BCHA Annual Plan for 2017.

R. Hallet explained the letter is approval from HUD of the BCHA Annual Plan for 2017.

A motion was made by A. Nicholson and seconded by T. Deidrick to receive and place on file a letter from HUD dated December 1, 2016, of approval of the BCHA Annual Plan for 2017. Motion carried.

3. Letter from HUD dated January 5, 2017, of approval of Conflict of Interest Waiver.

R. Hallet explained the letter is in regards to a Brown County Supervisor who has a conflict of interest due to rental property that she has an indirect involvement in. She explained that the waiver was granted by HUD.

A motion was made by A. Nicholson and seconded by T. Diedrick to receive and place on file a letter from HUD dated January 5, 2017, of approval of Conflict of Interest Waiver. Motion carried.

4. Accomplishment Summary for 2015-2016 from the Office of Public and Indian Housing.

R. Hallet explained the summary was put together by HUD highlighting the accomplishments across the nation in the past two years. She stated that many of the items in the summary are items that BCHA has discussed. She thanked the commissioners for their work on the committee and commented that they are making a big difference.

A motion was made by A. Nicholson and seconded by T. Diedrick to receive and place on file the Accomplishment Summary for 2015-2016 from the Office of Public and Indian Housing. Motion carried.

**REPORTS:**

5. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications

P. Leifker reported that for the month of December, there were 126 preliminary applications received.
  - B. Unit Count

The unit count for the month of December was 3,068.
  - C. Housing Assistance Payments Expenses

The HAP expenses totaled \$1,287,358.
  - D. Housing Quality Standard Inspection Compliance

There were a total of 462 inspections, of which 220 passed the initial inspection, 86 passed the reevaluation, 115 resulted in a fail, and 41 were no shows.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker reported on data through December 2016. There were 235 port outs with an associated HAP expense of \$204,753. ICS was overspent by \$23,874 and the FSS program was overspent by \$3,200.
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

P. Leifker reported there were 88 program participants in the FSS program. Of that number, 49 are at level one, 18 in level two, 11 in level three, and 10 in level four. There was one new contract signed, one graduate, 39 open escrow accounts, and 51 homeowners.
  - G. VASH Reports (new VASH and active VASH)

There were no new VASH clients and 28 active participants in the VASH program.
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of December, there were six new investigations assigned, 10 previous investigations were closed, and eight remain active. There were 116 applications processed, 114 were approved. P. Leifker then displayed the charts of fraud investigations broken down by municipality, showing the greatest number of fraud investigations occurring in Green Bay, followed by De Pere. Initial applications were similar with the largest number of applications from residents of Green Bay followed by De Pere.
  - I. Quarterly Langan Denials report

P. Leifker reported on the fourth quarter report of the program denials. He explained that the table provided shows if ICS or Langan and Associates had denied an application, including the reason that ICS missed the denials. He added that this is due to the fact that one offense was after ICS conducted their background check, the others were due to Langan and Associates having access to vital websites that ICS

does not have. There were four such denials in the fourth quarter, three due to drug possessions and one drug possession and disorderly conduct.

J. Quarterly Active Cases Breakdown

P. Leifker stated that the largest portion of the active participants in the program, by percentage, is the head of household is elderly or disabled, at 53 percent. The second highest percentage, at 36 percent is non-elderly/disabled head of household with earned income. The third highest percentage, at eight percent is head of household is not elderly/disabled with no income and with dependents. The fourth and last demographic, at three percent is head of household is not elderly or disabled and has no earned income and no dependents.

K. Quarterly End of Participation

P. Leifker stated that this quarterly report provides a breakdown of the terminations for the fourth quarter, in which there were a total of 91. He mentioned that the majority of the terminations were due to family obligation violations, accounting for 40 percent of the terminations. The second largest factor was due to voluntary termination at 26 percent. The third largest factor was due to zero assistance/over income at 14 percent.

L. Quarterly Customer Service Satisfaction

P. Leifker stated that for the customer service report for the fourth quarter, 75 percent of the customers rated ICS's service excellent, and 13 percent rated it as very good. P. Leifker also explained the Annual Customer Satisfaction Survey stated 78 percent of the customers rated ICS's service as excellent, and 15 percent rated it as very good.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

6. Consideration with possible action regarding NeighborWorks® Green Bay's Annual Report on Project Based Vouchers.

R. Hallet explained that in 2016, the commission approved providing a two year extension to NeighborWorks® and part of that approval included a discussion on the 25 percent cap that is normally required on developments. This means that no more than 25 percent of the units in the development can be project based unless there is an exception for that project. She explained that there was an exception provided in 2016, in regards to providing supportive services to the residents, whereby NeighborWorks® can continue to provide all of the residents with a project based voucher, but they do need to provide supportive services in exchange for that exception. R. Hallet introduced guests S. Schoeneman and B. Pynenberg from NeighborWorks® explaining that they are in attendance to provide the Authority an update of their program.

S. Schoeneman provided the commissioners a handout stating he is going to explain to them how the program started and where they are today. He explained that NeighborWorks® needed to provide a supportive service which could be in regards to elderly, disabled, or social services. He stated the NeighborWorks® is primarily a homeownership center, and one of the things he noticed that people attending the Homebuyer Education class were not mortgage ready. He

added that even those people who were mortgage ready would benefit from a deeper look into their budget and financial habits. Because of this NeighborWorks® decided to take on Financial Capabilities. He explained that B. Pynenberg is the lead of the program, stating that her background is also in life skills. He added that Financial Capabilities is equally as much of a life skills program as it is a financial program. He explained that financial education only provides the educational part; Financial Capabilities provides the education as well as how to apply those skills.

He stated that money and people have been allocated to the program. He explained that B. Pynenberg is working in the program part time, and another employee is working .75 time. He explained that the launch of the program was difficult. The first step of the launch was introducing themselves to the tenants. Since NeighborWorks® employees a third party property manager it was important for the residents to meet the NeighborWorks® staff. A letter was sent out initially and followed up by in person orientations as well as through the phone.

S. Schoeneman stated that the program has been running for about a year. He explained that the biggest challenge they are facing is the less than 100 percent attendance to the orientation. He provided the commissioners with a survey that is provided to the residents. This survey is used to give the staff a baseline number. He explained that the baseline could be a credit score, debt balance, savings balance, which can be measured to see if there were any improvements in any of those areas. He explained that improvements in financial situations do not happen quickly. He added that the baseline survey and the resulting survey should not be taken less than 12 months apart because it is measuring changes in attitudes toward money which takes time to change. S. Schoeneman explained that the program is about the healthy financial attitudes and goals. He added that the goals are developed by each resident individually which can take time to figure out. B. Pynenberg meets with residents to uncover those goals through one or two hour meetings. .

S. Schoeneman stated that what NeighborWorks® has been doing, and will continue to do is when residents come to them with a late pay or slow pay they will offer late fee forgiveness and find out why the rent was late. He added that late rent is just the follow up to an event that caused the late pay. He added that they will continue to do cash incentives to get residents involved in the program. S. Schoeneman explained that NeighborWorks® just launched an Emergency Match Savings Plan. He added that there are 15 slots available for that program.

S. Schoeneman explained that the Financial Capabilities program has four different stages. He stated that the first stage is orientation. The second stage is a one on one consultation. The third stage is counseling which involves setting an immediate goal, something that can be accomplished in one to four months. The fourth stage is the coaching sessions.

B. Pynenberg stated that the program has a psychological aspect to it. She explained that they are figuring out how to address situations where living in poverty is a generational problem. She stated that sometimes those residents are hard to convince that they can better themselves.

R. Hallet stated that the exception was made because NeighborWorks® agreed to offer supportive services, and that they have worked hard at getting residents on board with the program. She questioned what percentages of residents are signed up for the program. S. Schoeneman stated that from an orientation standpoint, approximately 90 percent of the residents have attended. He added that some residents refuse to engage with staff. He stated that closer to 40 percent are beyond the orientation stage and have the baseline survey

completed. Of that 40 percent, 75 percent are continuing beyond the counseling stage. R. Hallet stated that she can see how it would be difficult for the existing residents to understand why there are changes being made. S. Schoeneman agreed, stating that it is a new expectation for them. He added that with incoming residents it will be a set expectation and part of the plan. He stated that there is an addendum attached to the lease that outlines the program.

R. Hallet stated that she would like to meet with S. Schoeneman at another time to discuss ways to get the noncompliant residents to work with them. She added that NeighborWorks® is providing the services, but the residents are not all responding. S. Schoeneman stated that he has looked into ways to get more people involved.

S. Schoeneman explained that the program provides certain services, but the community also provides other services. He stated that often times it is the residents' coach informing them of an event at the library or FISC. B. Pynenberg stated that there are times when residents are referred out for services, but staff at NeighborWorks® still continues the coaching process with that resident. S. Schoeneman explained that there is not one singular path and every resident creates their own action plan.

C. Renier-Wigg questioned how S. Schoeneman determined in the very beginning that the supportive services that residents needed was financial advising. S. Schoeneman stated that they didn't want to mirror ICS's FSS program. He explained that some of the other choices were transportation activities, supervision of taking medications, treatment for drug and alcohol rehab, training in housekeeping and homemaking activities, and family budgeting. He explained that family budgeting tied in the best with NeighborWorks® model.

A. Nicholson questioned what the reason was for the two year extension. R. Hallet explained that their original contract was expiring and HUD allows for extensions. She explained that NeighborWorks® requested a four year extension and as a committee it was decided on two years to see how the supportive services went. She added that the contract will be expiring again in 2018, and HUD has new regulations that are going to be coming out that do impact project based vouchers. She explained that may impact how NeighborWorks® extension looks at that time. A. Nicholson questioned what the reason was for the two year extension. P. Leifker explained that the maximum time for a project based contract is 15 years. He stated that NeighborWorks® initial contract was for 10 years, there was a one year extension by HUD, which is why the four year extension was requested. He added that when the extension was brought up, because the supportive services were new and needed to be added to the program, the Authority wanted to see how the program went before approving additional years.

A motion was made by A. Nicholson and seconded by T. Diedrick to receive and place on file NeighborWorks® Green Bay's Annual Report on Project Based Vouchers. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer explained that some of the bills included wages to the City of Green Bay. She added there were legal fees that needed to be paid for the small claims case. She explained that there will be additional fees as the case continues.

A motion was made by T. Diedrick and seconded by A. Nicholson to approve the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer explained that there will be changes in the financial report as the year is closed out. She added that it was originally budgeted for income in HAP to be \$13 million, but ended up with \$15 million from HUD. Expenses were budgeted for \$16 million to spend down some of the reserve, but only \$15 million was spent.

A motion was made by A. Nicholson and seconded by A. Williams to receive and place on file the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPROT AND INFORMATIONAL**

9. Review of Priorities at Your PHA worksheet from Lead the Way training.

R. Hallet apologized that the information needed to complete the Lead the Way worksheet was not provided to the commissioners before the meeting. She explained that commissioners can choose to do the worksheet together using the information sheet provided, or they can complete the worksheets individually and it can be discussed as a group in February. A. Nicholson stated that due to the weather he would prefer to take the worksheet home and complete it on his own. A. Hartman agreed. R. Hallet explained that several sections can be skipped because they apply to public housing. She added that reports were created by staff and included in the packets to assist the commissioners complete the worksheet.

A. Hartman questioned how much time the commissioners should spend on the worksheet. R. Hallet estimated about 40 minutes.

10. Discussion regarding 2017 joint meeting(s) of BCHA's and ICS's Boards.

R. Hallet explained that several years ago it was discussed to do joint meetings with ICS's Board. Initially it was decided that they would be done twice a year, but she added that it never worked out to be twice a year. She stated that after talking with ICS they discussed only having joint meetings once a year. It was also suggested that the date of the meeting be changed from March to May due to ICS having two CPAs on their board and that is a very busy time of year for them.

T. Diedrick questioned where the meeting would be hosted. R. Hallet stated that the location would alternate between ICS and City Hall. She added that this year the meeting would be at City Hall. She explained that their board would simply join one of the BCHA meetings. C. Renier-Wigg questioned how large their board is. R. Hallet stated about seven people.

11. Date of next meeting: February 20, 2017

A motion was made by A. Nicholson and seconded by T. Diedrick to adjourn the meeting. Motion carried. Meeting adjourned at 4:13 pm.

MW: RAH



**Brown County LEAN Steering Committee  
Minutes of January 5, 2017 Meeting**

**Attendance:** Cathy Williquette Lindsay, August Neverman, Andrea Holden, Maria Lasecki, Nancy Fennema, Troy Streckenbach, Renee Vande Voort, Judy Knudsen, Paul Fontecchio

**Excused:** Brian Simons, Brad Hopp, Chad Weininger

**Approve Minutes December 1, 2016:** A motion was made by Maria Lasecki and seconded by Renee Vande Voort to approve the December 1, 2016 minutes. Motion carried.

**Request for LEAN Event from Airport:** A motion was made by Troy Streckenbach and seconded by Paul Fontecchio to approve Green Bay Austin Straubel Airport request for a LEAN event. Motion carried.

**LEAN Budget Report:** Cathy - There were no new expenses since the last meeting. There will be a formal report at the February meeting.

**New Employee Orientation/LEAN Presentation Update:** Judy Knudsen reported on the LEAN facilitators' involvement in monthly Cabinet meetings with the Executive Department. Troy agreed to have a few LEAN facilitators present at each of the meetings. They will be giving the 15 minute presentation that's currently being given on a monthly basis to new employees, as well as be present for discussions of possible future LEAN events. Judy will create a file on the LEAN facilitator V drive with the Cabinet meeting dates, which the facilitators will use to sign up for each the meetings.

**Next Meeting:** February 9 from 8am to 12pm location either Southwest Branch Brown County Library on 9th Street or PCMC on Glory Road. Details will be sent out a week before the meeting.

Respectfully Submitted,  
Andrea Holden



**NEVILLE PUBLIC MUSEUM**  
Of Brown County



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, February 13, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Bernie Erickson, Erik Hoyer, Tom Sieber, Sandy Juno and Terri Trantow  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke

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**CALL MEETING TO ORDER**

1. Vice Chairman Erickson called the meeting to order at 4:35PM.
2. **APPROVE/MODIFY AGNEDA**  
Motion made by Erik Hoyer and seconded by Sandy Juno to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke updated the Board on two items that will be on the Education and Recreation Oversight Committee agenda for approval on February 23, 2017. First, is the 2016-2017 carryover for the Visitor Experience Plan recently approved by the Executive. Second, is the renewal of a new five-year gift shop lease with the Neville Public Foundation. The Neville Public Museum Foundation has been operating the gift shop since 1996. Once approved, at Committee the two items will go to the County Board of Supervisors on 3/15 for final approval.

Museum Director Lemke provided the Board hard copies of the 2016 Collection Managers Report and reinforced the importance of the museum's digital initiative and strategies in supporting the ongoing needs of the community.

Regarding the Visitor Experience and Architectural Exhibition Master Plan Museum Director Lemke shared with the Board revised 2d elevations of each of the thematic sections as well as some of the construction elevations of case work. She explained the advances the project has made regarding design as the team has better defined anchor artifacts per thematic section. There is daily communication on the project status between Director Lemke and Triad Creative Group with a revised project end date of the end of February 2017.

Discussion ensued; staff was asked about the overall cost of the project. The budget portion requested as part of the RFP has not been provided in draft form but is due next by the consultants working on the project. Museum Director Lemke shared that she would provide detail in the coming months as part of the Brown County budget process.

4. **Museum Deputy Director Report.** Deputy Director Cullen reported that for the 72<sup>nd</sup> Art Annual 76 artists submitted 181 pieces and that the art juror selected 47 pieces to be displayed. This is significantly higher participation than in the previous 3 years. Over 200 photographs were entered into the #Neville Winter contest and 32 were selected for display. The quality of the submissions was greater than the Neville Cats photography contest in 2016.

He informed the Board about the collaborative process of gathering video interviews that are being used for the interpretive plan for *Estamos Aquí* ("We are Here") opening in May 2017. Deputy Director Cullen also

provided an update of rental of *The Initiated Eye: Secrets, Symbols, Freemasonry and the Architecture of Washington DC* and the partnership with the NEW Masonic Library and Museum who will be loaning artifacts to complement the art exhibit. Museum Director Lemke informed the Board that equipment will need to be borrowed or rented and the second floor loading dock walls removed for the delivery of artifacts in *Neon Darkness Electrified* in July. Deputy Director Cullen announced on May 20, 2017 the next Parkaeology Program with Brown County Parks will be held at Pamprin Park.

Discussion ensued; Sandy Juno recommended sharing rack cards with her off ice for added promotion of *Estamos Aquí*. Vice Chairman Erickson recommended Woodman's Grocery Store and Terri Trantow recommended the Catholic Diocese for exhibit poster distribution. Erik Hoyer added that the rack cards be bilingual and recommended working with the Brown County Library on joint programming opportunities and promotions.

5. Such other matters as authorized by law:

Sandy Juno asked about Neville involvement with Public Television and the Antiques Road Show recording in June of 2017. Museum Director Lemke stated that the Brown County Federation of Organizations meets monthly that the upcoming visit is a standing agenda item to discuss organizational participation. Coordination will also involve the Greater Green Bay Visitors Bureau and PMI Management.

Museum Director Lemke informed the Board that the Neville's Media Technician lost his father that afternoon and asked the members to keep him and his family in their thoughts.

Museum Director Lemke asked the Board about removing the June meeting date due to vacation plans. Next meeting of the Neville Public Museum Governing Board will be Monday, March 13, 2017 at 4:30pm  
2017 meeting date are as follows:

Monday, April 10, 2017

Monday, May 8, 2017

NO June meeting

Monday, July 10, 2017

Monday, August 14, 2017

Monday, September 11, 2017

Monday, October 9, 2017

Monday, November 13, 2017

Monday, December 11, 2017

6. Adjournment. Vice Chairman Erickson called the meeting to an end at 5:26PM.  
Motion made by Tom Sieber and seconded by Erik Hoyer to approve.  
Vote taken. MOTION APPROVED UNANIMOUSLY.

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, January 17, 2017 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Chair Erickson, Duane Pierce, Jim Haskins, Jerry Polus, Joe Witkowski, Becca Smalls  
**EXCUSED:** Delores Pierce, Ed Koslowski, Louise Dahlke

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**\*\*Running Total of Veterans' Certificates: 1798**

**1. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

**2. Invocation.**

**3. Approve/Modify Agenda.**

Motion made by Jim Haskins, seconded by Joe Witkowski to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes of December 21, 2016.**

Motion made by Duane Pierce, seconded by Joe Witkowski to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Budget Status Financial Report for November 30, 2016.**

Chair Erickson explained that this budget document has been reviewed by the Human Services Committee which is the oversight committee for this group and is included here for informational purposes.

Motion made by Duane Pierce, seconded by Jim Haskins to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**6. Update re: Honor Rewards Program.**

Polus reported that there are currently 81 businesses signed up for the Honor Rewards program and 216 veterans have signed up for cards. The program continues to go well but Polus would like to see more businesses sign up. He mailed out information to many businesses but only received a few responses. Erickson said he has talked to various businesses about this program and he got the feeling that there may be some hesitation because the markups by many businesses are pretty slim. Polus will contact some of the business leaders again in the spring to see if there is any additional interest from businesses. He noted that Brown County has far exceeded the other counties that participate in the program so overall it is going well.

*Although shown in the proper format here, Item 8 was taken at this time.*

**7. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.**

Polus indicated he will send in the request for the Navy band in spring. He would also like to make a decision as to what group to recognize at the event and recalled that we talked about recognizing Purple Heart recipients and disabled veterans. Those in attendance felt this was a good idea, but Erickson indicated he would rather wait until the next meeting to vote on this because there were several members who were not in attendance tonight.

A discussion took place regarding changing the event from Saturday to Sunday. There was some concern that if the event is moved to Sunday, it would be very unlikely to have it changed back to Saturday in the future. In addition, it was felt that the event would be better attended on Saturday. This is something we can vote on at the next meeting when all members of the subcommittee are present.

**8. Volunteer Center Presentation re: Veterans Helping Veterans.**

Polus introduced Becca Smalls, Veteran Outreach Advocate for The Volunteer Center. Smalls provided information, a copy of which is attached, and talked about a new program, Veterans Helping Veterans, that the Volunteer Center is starting. The goal is to have veterans or family members of veterans volunteer to help a senior veteran 60 or older, a disabled veteran or a widow of a veteran with various jobs. People who are interested in volunteering for the program would contact Smalls at the Volunteer Center and then she would forward an application which sets forth when the veteran would be available to help and what types of things they are able to help with. Tasks include things such as having ramps built for disabled veterans, providing transportation, yard work, etc. Volunteer applicants would have to pass a background check before they can do any of the work.

There is also an application that can be filled out by veterans who are in need of help that outlines what their needs are. Smalls matches the needs with the volunteers who say they can provide that specific need. She said that the person doing the volunteering would typically sign a waiver holding the Volunteer Center harmless for damage and injuries. Smalls would like to build long term relationships between the veteran who needs help and the volunteer providing the help since there is already the bond there because they are both veterans. She is working hard to get the word out about the program so that people who need help know how to ask for it. She has been e-mailing and texting a number of connections at various organizations and she will be making a TV appearance to talk about the program soon. There are also other programs available through the Volunteer Center for veterans including a Date Night program and a women's support group.

Erickson suggested that Smalls contact the local high schools to see if there are students that would like to volunteer to help veterans out. He mentioned that Bay Port has a very active military organization that also may be willing to help veterans out. Smalls said that at this time she is trying to get the word out, but so far, nobody has come forward saying they need help with something. Erickson also suggested Smalls provide information on the program to area churches with a request that they publish the information in their weekly bulletins to get the word out. Witkowski also suggested that she contact all of the area military organizations to make them aware of the program.

Polus thanked Smalls for attending the meeting and explaining the program and said she should consider joining this subcommittee.

**9. Report from CVSO Jerry Polus.**

Polus did not have anything to report other than what was discussed above.

**10. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce & Witkowski).**

-Erickson informed that he talked to the Internal Auditor who arranged to have the left over funds in our account carried over to 2017. He also said that subcommittee will be receiving the usual \$1,000 from the County Board so we should be going into 2017 with a balance of about \$1,450.

-Haskins reported that Starbucks hired over 8,000 veterans in 2016.

-Pierce said that AMVETS will be hosting a meat raffle on February 11 at 2:00 pm at the VFW in Howard. He also said that he and Ed Koslowski went to a screening of the movie *Never Forgotten*. It was a great moving and very touching. The event was sponsored by Bellin Health and Festival Foods and held at the Meyer Theater.

Pierce also said he recently attended a Desert Vets meeting and during the meeting the membership person passed around a list for people to update their contact information. Pierce joined the group and said that he is now in 10 different veteran groups.

-Witkowski did not have anything to report.

**11. Such Other Matters as Authorized by Law.**

Polus informed that he has free admission tickets for veterans to the Beja Shrine Circus which will be in early March.

**12. Adjourn.**

**Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:10 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary