

**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  
JANUARY 23-27, 2017**

**MONDAY, JANUARY 23, 2017**

- |          |  |  |
|----------|--|--|
| *6:00 pm | Land Conservation Subcommittee                   | Room 161, UW Extension<br>1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension<br>1150 Bellevue Street |

**TUESDAY, JANUARY 24, 2017**

(No Meetings)

**WEDNESDAY, JANUARY 25, 2017**

- |           |   |  |
|-----------|---|--|
| *10:00 am | Public Safety Communications Advisory Board | 2 <sup>nd</sup> Floor, Brown County PSC<br>3028 Curry Lane |
| *5:30 pm  | Human Services Committee                    | Room 200, Northern Building<br>305 E. Walnut Street        |

**THURSDAY, JANUARY 26, 2017**

- |          |   |   |
|----------|---|---|
| *8:00 am | Criminal Justice Coordinating Board                   | Truttman Room, District Attorney's Office<br>300 E. Walnut Street |
| *8:30 am | Aging & Disability Resource Center Board of Directors | Aging & Disability Resource Center<br>300 South Adams Street      |
| *5:30 pm | Education & Recreation Committee                      | NEW Zoo & Adventure Park<br>4418 Reforestation Road               |

**FRIDAY, JANUARY 27, 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.

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**LAND CONSERVATION SUBCOMMITTEE**

Norbert Dantine, Jr., Chair  
Dave Kaster, Vice Chair  
Bernie Erickson, Dave Landwehr, Tom Sieber  
Citizen Rep: Vacant

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, January 23, 2017**

**6:00pm**

**(PD&T to Follow)**

**Room 161, UW Extension**

**1150 Bellevue Street**

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 28, 2016.

**Comments from the Public**

**Communications**

1. Communication from Supervisor Dantine re: Discuss the Per Diem Fee for the Farm Bureau Rep on the Land Conservation Sub Committee. *Referred from November County Board.*

**Land and Water Conservation**

2. Open Positions Report.
3. November 2016 Financials.
4. Directors Report:
  - a. Working Lands/Farmland Preservation Update.
  - b. Demonstration Farm Network Update.
  - c. Brown County Deer Advisory Update.
  - d. Feasibility Study Update.

**Other**

5. Such Other Matters as Authorized by Law.
6. Adjourn.

Norb Dantine, Jr., Chair

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.

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## PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Norbert Dantine, Jr., Dave Landwehr, Tom Sieber

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, January 23, 2017  
Approx. 6:15 PM (Or to follow Land Con)  
Room 161, UW Extension  
1150 Bellevue Street

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

- I. Call Meeting to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of November 28, 2016.
1. Review minutes of:
    - a. Harbor Commission (November 14, 2016).
    - b. Planning Commission Board of Directors (November 2, 2016 and December 7, 2016).
    - c. Solid Waste Board (November 21, 2016).
    - d. Transportation Coordinating Committee (September 12, 2016).

#### Comments from the Public

#### Comments from Chairman Erickson re: Grass Maintenance

#### Planning and Land Services

Land Information – No agenda items.

#### Planning Commission

2. Southern Bridge project update.
3. Update regarding development of the Brown County Farm property – standing item.
4. Budget Status Financial Reports for November 2016 (Unaudited).
5. Zoning - Budget Status Financial Reports for November 2016 (Unaudited).
6. Property Listing - Budget Status Financial Reports for November 2016 (Unaudited).

#### Budget Adjustment Requests

7. 2016 Budget Adjustment Request (16-122): Any allocation from a department's fund balance.
8. 2017 Budget Adjustment Request (17-07): Any allocation from a department's fund balance.

#### Communications

9. Communication from Supervisor Moynihan re: Please accept this as an official request to create and build a right hand turn lane at the corner of West Main – County G and Spirit Lane in the Village of Ashwaubenon. This is the southernmost and closest access to the Ashwaubenon Industrial Park area and Highway 41. As such it experiences a huge number of semi and other trucks on a daily basis and is a training area for Schneider International drivers in training. The County owns the corner in question where the right turn lane could be constructed, thus right of way is not an acquisition

problem. I believe that if polled, the trucking companies in the immediate area would support this and I know it would make traffic much safer at this intersection. Residential traffic on this corner is also very heavy and a wide sweeping right turn would alleviate backups that occur regularly. I am aware of the planning and engineering process for this and realize this cannot happen "overnight". Thank you for your attention to this vital matter on behalf of the Village of Ashwaubenon and the residents of my two Village Wards. *Referred from December County Board.*

10. Communication from Supervisor Van Dyck re: Request that the Highway Department engage in a Traffic/Speed Study, when weather permits, on County PP from Rockland Rd. to Old Martin Rd. *Referred from December County Board.*
11. Communication from Supervisor Blom re: For PD&T to investigate a right turn lane off of Velp Avenue to Ocean Winds Street in the Village of Howard. *Referred from December County Board.*
12. Communication from Supervisor Sieber: To have Public Works Investigate the areas to the North and South of the bridge on Cty EA near Bay Highlands neighborhood. *Referred from December Cty Board.*
13. Communication from Supervisor Landwehr re: To advertise for a RFP to regional & national developers regarding the current Veterans Memorial Arena and Shopko Hall site. *Referred from January County Board.*

#### **Public Works**

14. Summary of Operations.
15. Director's Report.
16. Budget Adjustment Request (16-120): Any increase in expenses with an offsetting increase in revenue.
17. An Ordinance Dealing with Revision of Speed Zone on CTH CE, Town of Holland.
18. An Ordinance Dealing with Revision of Speed Zone on CTH HS, Village of Suamico.
19. An Ordinance Dealing with Revision of Speed Zone on CTH R, Village of Denmark.
20. Report on the Brown County Municipal Project Agreement
21. Ordinance Creating Section 6.14 of Chapter 6 of the Brown County Code Entitled "County Trunk Highway Maintenance and Improvements". *Referred to January PD&T from November County Board.*

#### **UW-Extension**

22. Budget Adjustment Request (16-115): Any increase in expenses with an offsetting increase in revenue.
23. Director's Report.

#### **Port & Resource Recovery**

24. Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program – Request for Approval.
25. Dock Wall Lease Assignment – Request for Approval.
26. Director's Report.

#### **Airport**

27. Budget Adjustment Request (17-05): Any allocation from a department's fund balance.
28. Contract Extension-Outside Legal Services.
29. Open Positions Report.
30. Budget Status Financial Report for November 2016.
31. Director's Report.

32. **Register of Deeds** – Budget Status Financial Report for November 2016.

#### **Other**

33. Audit of bills.
34. Such other matters as authorized by law.
35. Adjourn.

Bernie Erickson, Chair

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## PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf  
Chief Al Matzke – DP Fire/Rescue  
Chief David Litton – Green Bay Metro FD  
Chief Rich VanBoxtel – Oneida PD  
Chief Greg Deike – Wrightstown PD

Sheriff John Gossage – BC Sheriff  
Chief Derek Beiderwieden – DePere PD  
Chief Randy Bani – Hobart/Lawrence PD  
Chief Mark Hendzel – Pulaski PD

Director Larry Ullmer – County Rescue  
Chief Andrew Smith – Green Bay PD  
Chief Kurt Munten – Lawrence FD  
Chief Tom Kujawa – UW-Green Bay PD

### MEETING NOTICE AND AGENDA

A meeting of the Brown County Public Safety Communications Advisory Board has been set for  
**Wednesday, January 25<sup>th</sup>, 2017 at 10:00 a.m.**  
**Brown County PSC – 3028 Curry Lane, 2<sup>nd</sup> Floor**

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the Minutes from:
  - July 27, 2016
  - (Notes only due to no quorum) November 1, 2016
- V. Communications Center Update
- VI. Phone/CAD Upgrades
- VII. Standardized Operating Procedures
- VIII. Dispatch Users Group (DUG) Update
- IX. ME Talkgroup Usage Request
- X. Roundtable
- XI. Other Matters
- XII. Next Meeting: April 26<sup>th</sup>, 2017 at 10:00 a.m. – PSC Gulbrand Training Room
- XIII. Adjourn

Cullen Peltier - Director  
Public Safety Communications

*Any person wishing to attend whom, because of disability requires special accommodations should contact Brown County Public Safety Communications Department at (920) 391-7400, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Public Safety Advisory Board may be taken on any of the items, which are described or listed on the agenda.*

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### HUMAN SERVICES COMMITTEE

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

### HUMAN SERVICES COMMITTEE

Wednesday, January 25, 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 5, 2016.

#### Comments from the Public

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

1. Review Minutes of:
  - a. Aging & Disability Resource Center Board of Directors (October 27, 2016).
  - b. Children With Disabilities Education Board (December 5, 2016).
  - c. Mental Health Ad Hoc Committee (November 30, 2016).
  - d. Veterans' Recognition Subcommittee (December 21, 2016).

#### Communications

2. Communication from Supervisor Schadewald re: This is my request for the committee to evaluate Montana Meth Project commercials for possible use as public service announcements in Brown County. *Motion at November meeting: To refer to Administration to request NEWEYE to research the way to do public service announcements, look into copyright laws, etc. and bring back in 60 days.*
3. Communication from Supervisor Hoyer re: Discuss contracting Rise Together to present in Brown County schools in an effort to help our youth avoid addiction and other devastating consequences of drug use. *Referred from January County Board.*

#### Wind Turbine Update

4. Receive new information – Standing Item.

#### Budget Adjustments

5. Budget Adjustment Request (16-122): Any allocation from a department's fund balance.
6. Budget Adjustment Request (17-07): Any allocation from a department's fund balance.

#### Human Services Department

7. Executive Director's Report.
8. Financial Report for Community Treatment Center and Community Programs.

9. 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.
10. Request for New Non-Continuous and Contract Providers and New Provider Contract.

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

**Health Department – No agenda items.**

**Syble Hopp – No agenda items.**

**Veterans Services – No agenda items.**

**Other**

11. Audit of bills.
12. Such other Matters as Authorized by Law.
13. Adjourn.

Erik Hoyer, Chair

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Judge Thomas Walsh

### **CRIMINAL JUSTICE COORDINATING BOARD**

**Thursday, January 26, 2016**

**8:00 a.m.**

**Brown County District Attorney's Office  
Truttman Room, First Floor  
300 E. Walnut Street  
Green Bay, Wisconsin**

1. Call meeting to order.
2. Approve/modify agenda.
3. Approve/modify minutes of December 8, 2016.
4. Mental Health/Detox Beds (Erik Pritzl).
5. Jail Population Numbers (Larry Malcomson).
  - a. Detail on population by offense.
  - b. Drill down numbers.
6. TAD Grant Programs: Case Manager new hire for Treatment Court (David Lasee).
7. Day Report Center (David Lasee).
8. Mental Health Court (Judge Zuidmulder).
9. OWI Court: Referral from County Board.
10. Heroin/Drug Court (Judge Walsh).
11. Future agenda items, if any.
12. Such other matters as authorized by law.
13. Adjourn.

Honorable Thomas Walsh, Chair

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

**Thursday, January 26th, 2017  
Board Meeting 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 December 8, 2016	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 Preliminary Year-End Finance Report</li> <li>b. Review and approval of Restricted Donations for December 2016</li> </ul>	Yes Yes	Yes Yes
8:50	7. Board Responsibilities and Expectations, Meeting Guidelines, Time, Talent and Treasure	Yes	Yes
9:20	8. Directors Report <ul style="list-style-type: none"> <li>a. Complaint &amp; Grievance Annual report 2016</li> <li>b. Proposed Advocacy Training</li> <li>c. Conflict of Interest Policy –Signatures needed</li> </ul>	Yes Yes Yes	Yes  Yes
9:40	9. Staff Report: John Holzer	Yes	
10:00	10. Legislative Updates		
10:10	11. Announcements		
10:25	12. Next Meeting – February 23 <sup>rd</sup> , 2017		
10:30	13. 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  
Corie Campbell, Kathy Lefebvre, Paul Ballard

### **EDUCATION & RECREATION COMMITTEE**

**Thursday, January 26, 2017**

**5:30 p.m.**

**NEW Zoo & Adventure Park  
4418 Reforestation Rd, Green Bay**

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

### **PLEASE NOTE DATE & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of December 14, 2016.

#### **Comments from the Public**

1. Review Minutes of:
  - a. Library Board (October 20, 2016 and December 8, 2016).
  - b. Neville Public Museum Governing Board (December 12, 2016 and January 9, 2017).

#### **Museum**

2. Museum Budget Status Financial Report for November 2016 (Unaudited).
3. Museum Director's Report.

#### **Communications**

4. Communication from Supervisor Hoyer re: Discuss seasonally allowing leashed dogs to enter more county parks with necessary changes to policies or ordinances to allow leashed pets.  
*Referred from January County Board.*

#### **Presentation of the NEW Master Plan by Schultz and Williams and CLR**

#### **Golf Course**

5. Budget Status Financial Report for November 2016.
6. Superintendent's Report.

#### **Library**

7. Budget Status Financial Report for November 2016.
8. Director's Report.

### **Park Management**

9. Budget Status Financial Report for November 2016.
10. Request for Approval of RFP, Project #2120 for Brown County Fairgrounds Master Plan.
11. December 2016 park attendance and field staff reports.
12. Assistant Director's Report.

### **NEW Zoo**

13. Budget Status Financial Report for November 2016.
14. Request from the N.E.W. Zoological Society, Inc. for waiver of fees for 5<sup>th</sup> Annual "Skunks are Beautiful" Cribbage Tournament at the Reforestation Camp Lodge.
15. Zoo Director's Report and Zoo Monthly Activity Reports.

### **Budget Adjustment Requests**

16. 2016 Budget Adjustment Request (16-122): Any allocation from a department's fund balance.
17. 2017 Budget Adjustment Request (17-07): Any allocation from a department's fund balance.
  
18. **Resch Centre/Arena/Shopko Hall** –Complex Attendance for December 2016.

### **Other**

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

John Van Dyck, Chair

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# JANUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2 <i>County Board Office</i> <i>Closed</i>	3	4 Public Safety 11:00 am Admin Cmte 6:15 pm	5 Human Services Cmte 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12	13	14
15	16	17 Veterans Recognition Subcmte 4:30	18 Mental Health Ad Hoc 12:00 pm Facility Master Plan Subcmte 5:30 pm <b>Board of Supervisors</b> 6:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Services Cmte 5:30 pm	26 CICB 8:00 am Ed & Rec @ NEW Zoo 5:30 pm	27	28
29	30	31				

## BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center board of Directors (October 27, 2016)
- Children With Disabilities Education Board (December 5, 2016)
- Library Board (December 8, 2016)
- NWTC Board of Trustees (December 14, 2016)
- Solid Waste Board (November 21, 2016)

**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 BOARD OF  
DIRECTOR'S MEETING**

**October 27, 2016**

**PRESENT:** Marvin Rucker, Pat Finder-Stone, Lisa VanDonsel, Larry Epstein, Supervisor Corrie Campbell, Jessica Nell, Melanie Maczka, Bev Bartlett, Beth Relich, Pat Hickey, Barbara Robinson

**EXCUSED:** Lori Rasmussen

**ALSO PRESENT:** Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Sandy Groeschel, Tom Diedrick

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

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:** Mr. Diedrick welcomed the ADRC Board to Options for Independent Living. Mr. Diedrick shared updates with the Board regarding his organization.

**ADOPTION OF THE AGENDA:**

Mr. Epstein/Ms. Maczka moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF September 22, 2016:**

Ms. Finder-Stone/Ms. VanDonsel moved to approve the minutes of the regular meeting of September 22, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF AUGUST, 2016 FINANCE REPORT:**

Ms. Bowers reviewed the September 2016 Financial Highlights.

Ms. Bartlett/ Ms. Hickey moved to approve the September 2016 finance report. **MOTION CARRIED.**

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

There were no restricted donations for September 2016.

**Nutrition & Volunteer Reports -- Sandy Groeschel:**

Ms. Groeschel gave updates on the home-bound meal program, highlighting the expansion of the program to the rural Wrightstown, Greenleaf and Rockland area. Ms. Groeschel is currently working on providing service to the New Franken, Bay Settlement and Sugar Bush area. She is currently recruiting for volunteer drivers. Supervisor Campbell replied that she may know people that will be willing to volunteer in this area. Ms. Groeschel also shared that Family Care has been a good source of funding for the home-bound meal program this year. Ms. Groeschel reviewed the congregate dining sites and daily participation. She shared the transition to red dinnerware is more visually appealing and studies have shown that people eat better when dining from red plates.

Ms. Groeschel shared that the ADRC currently has over 450 volunteers but there is always a need for Meals on Wheels drivers. Ms. Groeschel referred to a visual handout of pictures showing the volunteer led project of the raised garden project at 331 S. Adams St. Ms. Groeschel also emphasized the importance of community collaborations to help home-bound meal recipients such as the decorated meal bags from the UWGB Dietetic Students and St. Norbert College Students, and Valentine's Day cards from employees at Humana for Community Involvement Day. Ms. Groeschel also shared survey

results from both the homebound meal program and the congregate sites. The board thanked Sandy for her work this year.

## **DIRECTORS REPORT:**

### **A. ADRC 2016 Contract Proposed Changes:**

Ms. Christianson referred to the document including the draft ADRC contract proposed changes for with the State of Wisconsin in 2017. Ms. Christianson shared that every year the state gives the ADRC a new contract. Ms. Christianson shared that since receiving this document, she was informed that there are still additional changes so we should anticipate another version. Ms. Christianson stated that the current ADRC contract is large, and is very detailed with requirements and responsibilities for the ADRC. It is Ms. Christianson's responsibility to be sure that the ADRC Board of Directors has access to this document. Ms. Christianson asked the board, when the contract is final for 2017, if each member would like to have a hard copy, an electronic copy or for the ADRC to keep a copy of the contract available to board members at the ADRC. The board wishes for a copy of the 2017 contract to be available but not sent to each board member.. Ms. Christianson highlighted some changes at the state level, including integration into Public Health and a new Secretary. Ms. Christianson will send a final copy of the changes when it comes in.

### **B. Customer Service review Analytic Insights:**

Ms. Christianson referred to the handout of survey results provided by Analytic Insights. This is an independent review conducted every 5 years of customer's experience at ADRCs. Ms. Christianson reviewed the results for the ADRC of Brown County noting that the ADRC of Brown County received many marks higher than that of other ADRCs. Ms. Christianson shared that the ADRC is below the state average for the number of home visits and explained some factors that affect this including the volume family care enrollments that occurred during the 2015 timeframe the survey was conducted Ms. Christianson explained that she would continue to focus on this statistic. Mr. Rucker explained that our facility is different from other ADRC's in that people often prefer come to our facility as it is accommodating. Ms. Christianson also shared that often customers are encouraged to come to the office to see all of the additional resources and social events that are available to our customers.

Ms. Christianson shared that in addition to the State survey, the ADRC conducted its own local survey to gauge the customer experience to find additional ways for the ADRC to improve. Ms. Christianson explained that feedback was very positive though an additional area of opportunity is providing follow up calls to customers even if they do not specifically request it. Additional discussion ensued.

### **C. Approval of New Front and South Doors:**

Ms. Christianson shared new environmental requirements with the 2017 state contract, including increased accessibility to the ADRC as well as additional dollars available to assist ADRCs in making these changes. Ms. Christianson referred to the facility requirements of the state contract and asked the state for automatic telescoping doors at the front and south side of the ADRC. This was approved for a total of \$49,000.00 by the state and the goal is to add the new doors by end of 2016. The parking issue will take longer to complete. More conversation will happen with the Quality Inn to find additional opportunities.

Ms. VanDonsel/Ms. Nell moved to approve the request for new front and south doors. **MOTION CARRIED**

### **D. Grounded Café' Leader Position:**

Ms. Christianson shared that she would like to integrate the café' into the dining site operations. Ms. Christianson communicated that the ADRC will now also offer the congregate meals as a menu item and frozen meals for purchase as well. For this reason it is recommended and requested that a new full time position be created to be responsible for both the café' and the

congregate meal site. Ms. Christianson referred to the handout of the financial impact of this position, the job description of the Grounded Care Team Lead along with changes to 2 positions in the Home-bound meal area. The Café' leader position cannot be funded by Federal/State dollars. Supervisor Campbell inquired how the Café' position would be funded. Ms. Christianson responded that the frozen meals, coffee, and bakery sales profit would fund this position. There will also be volunteer opportunities for people with disabilities to learn job skills. Ms. Christianson referred again to the financial impact handout and showed that these changes will save money and reduce the amount of dollars needed from net assets to get the café up and running. Additional discussion ensued regarding the café including updates on the timeline for opening and marketing

Ms. Relich/Supervisor Campbell moved to approve the addition of the Grounded Café' Leader Position. **MOTION CARRIED.**

**E. Add/Remove Positions in HDM Program:**

**a. Add Driver Position:**

**b. Remove Co-Coordinator:**

Due to a retirement and the resignation of one of the co-coordinators, the positions in the Home-Bound meal area were reviewed by Ms Christianson and the Nutrition team. The recommendation is to remove one Co-coordinator position and to then add an additional driver position. This would mean we have one Coordinator, a Program Assistant and 2 Drivers. The ADRC Board of Directors has previously approved the addition of a Home Delivered Meal Program Assistant Position. .

Ms. Relich/Supervisor Campbell moved to approve the addition of a Driver Position and the removal of the Co-Coordinator Position. **MOTION CARRIED.**

**LEGISLATIVE UPDATES: None**

**ANNOUNCEMENTS:**

Ms. Finder-Stone reminded the board of the importance of voting on November 8<sup>th</sup>, 2016.

**NEXT MEETING** – The next meeting will be December 8th, 2016 at 8:30 a.m. at the ADRC.

**ADJOURN:**

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

The meeting adjourned at 10:53 a.m.

Respectfully submitted,

Kristin Willems, Administrative Specialist



PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, December 5, 2016

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke, B. Osgood,

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

**1. Call to Order.**

The meeting was called to order by Chair S. King at 3:30 PM.

**2. Action Item: Approval of October 26, 2016 and November 3, 2016 Board Minutes.**

**Motion made by J. MITCHELL, seconded by B. OSGOOD, that the minutes from the October 26 and November 3 Board meetings be approved. MOTION CARRIED UNANIMOUSLY.**

**3. Action Item: Approval of Agenda**

**Motion made by L. FRANKE, seconded by J. MITCHELL, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**

**4. Action Item: Board Meeting Calendar – Remainder of 2016-17**

S. King will call in for meetings when he is out of town for all dates except January 16, 2017. B. Clancy will run meeting for S. King when he is not present.

**Motion made by J. MITCHELL, seconded by B. OSGOOD, that the new calendar of Board Meetings for the remainder of the 2016-17 school year be approved. MOTION CARRIED UNANIMOUSLY.**

**5. Action Item: Donations**

S. King mentioned that the excess funds raised for the Sensory Courtyard may need to be reviewed and possibly be used to pay off the mortgage for the Parent Organization's duplex. C. Maricque mentioned that a maintenance fund should be established for the Sensory Courtyard. Currently there is about \$147,000 in the Sensory Courtyard fund and the outstanding mortgage is about \$130,000. Pledges and donations will need to be reviewed for restrictions.

**Motion made by L. FRANKE, seconded by J. MITCHELL, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**

**6. Action Item: Payment of Bills**

C. Maricque mentioned that September payments include budgeted maintenance projects for the Gym Wall and Garage Roof. In addition, an unbudgeted payment was made to Tweet Garot for a repair to the Dextron unit. The final payment was also made for the server migration. Included in October payments was the purchase of two vans which were funded by Donations and the Parent Organization.

**Motion made by B. CLANCY, seconded by L. FRANKE, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**

**7. Action Item: Financial Report**

L. Franke discussed the length of the financial reports and the requested clarification on the Board's responsibility regarding the review of the statements. J. Mitchell indicated that the Board has a fiduciary responsibility to review the financial information. A request was made to provide a summarized report that would allow an overall review of the financial information. If any board members had a concern after reviewing the summarized report, additional details could be provided. C. Maricque indicated that a summarized report by function could be created for the next meeting.

**Motion made by B. OSGOOD, seconded by B. CLANCY, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

**8. Action Item: Additional Staff (.2 FTE Early Childhood Teacher and .2 FTE Early Childhood Aide January 3, 2017- June 1, 2017)**

D. Zadnik reviewed that an increase in students serviced in a District has created a need for additional staff. B. Osgood questioned how the .2 FTEs were determined. J. Driessen indicated that the two .2 FTEs were determined by feedback from staff that additional staffing was needed on Tuesday and Thursday afternoons due to the number of students during those times. There are current County employed teacher and aide that could add the additional afternoons to their schedules.

**Motion made by J. MITCHELL, seconded by B. OSGOOD, that the additional staff as recommended by administration be approved. MOTION CARRIED UNANIMOUSLY.**

**9. Discussion Item: Administrators' Report**

D. Zadnik identified a few areas that are currently being addressed. The first item is that DPI is requiring the school to electronically report student information to DPI,

but there is not a student information system. DPI will provide an Alternate Reporting Method (ARM) to the CDEB for reporting this information this year. In order to use this method, a memorandum of understanding will need to be signed with DPI that the CDEB will purchase a student reporting system by July 1, 2017. The student information system is a database that includes items such as attendance, disciplinary information, and testing results.

Although Syble Hopp is not a district, but instead a placement option for districts, DPI WISEdata collection system is still requiring Syble Hopp to report electronically. Prior to this change, these data requirements were reported by the districts and data requirements were not being sent by CCDEBs. Tracy Moate from Walworth CDEB and Nissan Bar-Lev met with Barb Van Haren from DPI to discuss their concerns with CCDEBs reporting this information because it is the responsibility of the districts and CCDEBs are a placement option for the district. Despite their efforts, DPI is still requiring this information to be sent by the CCDEB. All schools were required to be compliant by September 1, 2016, but schools are able to use the ARM until July 1, 2017.

A student information system will have both an implementation cost and an annual maintenance fee. J. Mitchell questioned the benefit of such a system to Syble Hopp. Although an automated system would improve the current manual system, the requirement to implement a system is a compliant issue with DPI. A. Nizzia provided an example how the current attendance tracking processes will be improved, since there are currently three attendance reporting formats. The system also requires schools to report seclusion and restraints. This may be a positive due to our staff training, this does not occur often. Although the reporting is for compliance, it also provides validity to our services.

J. Mitchell asked if the new system will require additional staff. Administration felt that the current staff would be able to maintain the system.

D. Zadnik indicated that the 2017-18 school calendar is currently being worked on and will be brought to the Board in January for approval. In addition, he reported that the school will be joining the Wisconsin Education Career Access Network (WECAN) which will allow the school to post vacant positions on the network. Finally, the school will be on the County's fiber the end of January for internet services.

A. Nizzia reported that the students and their families held a fundraiser at school for the Miracle League's new field. Staff and students raised \$2,000 for the new field. There about 40 Syble Hopp students that participate in the Miracle League. The student visited the Northern Building and De Pere City Hall for caroling. S. King asked if the students will be visiting the Nicolet Bank. A. Nizzia indicated

that the students would be coming the week after the Holiday Program.

J. Driessen discussed that the district enrollment continues to climb. District staff's morale has been positive. B. Clancy asked how many student were there in the district programs. J. Driessen responded that there were 123 students in the district programs for Early Childhood through 8<sup>th</sup> Grade.

**10. Discussion Item: Parent Organization Report**

A. Nizzia reported that 823 cases of nuts were ordered, but the program received 923 cases. There are still 140 cases to be sold. Kris Brassil, the Parent Organization's Secretary, distributed an update to parents that included a pie chart to illustrate how the funds are spent. A. Nizzia and C. Maricque met with the Winter Blast Committee.

**11. Discussion Item: Administrator Search Update**

J. Mitchell distributed an update from School Exec Connect. They are working with Syble Hopp administration to finalize the Syble Hopp template. There are four focus group meetings being held on Monday, December 12<sup>th</sup>. The focus groups will be broken down as follows: current Syble Hopp Administrators, School Directors of Special Education and Former/Other Administrators, Syble Hopp Staff, and Syble Hopp Parents.

After the focus groups are completed, School Exec Connect will create the new Administrator Leadership Profile. After the Board has approved the profile, the profile will be posted.

L. Franke will be attending the focus group, representing the BCCDEB.

**12. Discussion Item: Brown County Board Commendation for Barb Natelle**

B. Clancy was approached by the County Board to give a Proclamation for Barb Natelle. Board members were in agreement that acknowledgement from the County Board for her service is well deserved and should occur.

**13. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss retiree insurance.**

**Motion made by J. Mitchell, seconded by B. Clancy, to move to Executive Session. Motion carried.**

**14. Action Item: Retiree Insurance**

**Motion made by L. FRANKE, seconded by B. Osgood, to roll over current retiree balances up to \$2,000 for each month until the employee reaches 65 into a separate VEBA, allowing retirees not enrolled in retiree medical insurance to determine if they want their balance rolled to a VEBA. MOTION CARRIED UNANIMOUSLY.**

**Motion made by J. Mitchell, seconded by B. Osgood, to defer the discussion for future retirees that are current employees with banked sick leave balances to the January BCCDEB meeting. B. Clancy abstained. MOTION CARRIED.**

**15. Action Item: Adjournment**

**Motion made by J. Mitchell, seconded by B. Osgood, to adjourn at 4:55 PM. MOTION CARRIED UNANIMOUSLY.**

**PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD**

Brown County Library Board Meeting, December 8, 2016 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, MARISSA MELI, BOB NIELSEN DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

**EXCUSED:**

**ALSO PRESENT:** Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff)

**I. CALL TO ORDER** President Aubinger called the meeting to order at 5:15 p.m.

**II. APPROVE AGENDA AND MINUTES**

There were no changes to the agenda or minutes. **Motion** by Jeske, seconded by Running, to approve the agenda. **Motion carried.** **Motion** by Van Dyck, seconded by Jeske, to approve the October meeting minutes. **Motion carried.**

**III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

**IV. LIBRARY BUSINESS**

**A. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. Payment was received from Outagamie County to settle the law suit and will be reflected in the November financials. It was noted that all other payments from Outagamie are current. Projections indicate that the library will meet turnover reduction; utilities are on target; and some funds will have to be carried over for projects in progress. Simons commented on a budget transfer being presented to Ed & Rec related to transferring monies unused from bonded money to the general fund. **Motion** by Bianchi, seconded by Jeske, to approve the October, 2016 financial report and October, 2016 Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
October 2016**

**Gifts & Donations**

10/05/16	Sheryl Silberman - In Memory of Enid Smeall	\$ 25.00	Children's Materials
10/05/16	Friends of Brown County Library	325.88	Programming & Supplies
10/19/16	The Sierra Club	50.00	Adult Programming
10/19/16	Friends of Brown County Library	2,329.34	Programming & Supplies
10/19/16	Demco	398.55	Children's Programming
10/19/16	Beverly Collins - In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
10/26/16	Cotter Funeral Home	200.00	Grief Support Program
	Ashwaubenon	39.61	Donation Box
	Bookmobile		Donation Box
	East	60.95	Donation Box
	Weyers/Hilliard	34.79	Donation Box
	Central Circulation	6.43	Donation Box
	Kress	31.99	Donation Box
	Pulaski	7.50	Donation Box
	Southwest	20.50	Donation Box
	Wrightstown	30.43	Donation Box
	<b>Total Donations</b>	<b>\$ 3,585.97</b>	

**Federal & State Grants**

10/31/2016	Nicolet Federated Library System	\$ 2,703.28	Collection Development
10/31/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 4,786.61</b>	

**Motion carried.**

**V. UPDATE ON LIBRARY EMPLOYEE BANKED SICK AND VACATION LEAVE** The county has agreed to pay library for payouts going forward (about \$87,000 was transferred to the library and designated for these payouts). It is not likely they will reimburse retroactively (about \$72,000).

**VI. APPROVE PAY FOR PERFORMANCE STRUCTURE** Simons explained the process behind determining pay increases based on performance. The County Board approved a prorated \$400 increase in addition to a 1% across the board increase of current salary. Since the Library operates differently, it was determined to keep the \$400 proration and split the 1% and distribute in amounts based on the four levels of performance. Aside from the proration, two staff whose performance was rated as, "Needs Improvement," will not receive an increase; six rated as, "Developing," will receive a 0.5% increase; 75 rated as, "Meeting Excellence," will receive 1% increase and 10 rated as, "Distinguished," will receive a 2.25% increase. **Motion** by Wagner, seconded by Nielsen, to approve the pay for performance structure. **Motion carried.**

**VII. APPROVE 2017 CLOSURES – HOLIDAYS AND STAFF DEVELOPMENT DAYS** **Motion** by Vander Leest, seconded by Bianchi, to approve the 2017 Closures – Holidays and Staff Development Days follows:

**2017**

January 1, 2017 (Sun)	New Year's Day (Unpaid)
January 2, 2017 (Mon)	New Year's Day Observance (Paid holiday)
April 16, 2017 (Sun)	Easter (Unpaid)
May 29, 2017 (Mon)	Memorial Day (Paid holiday)
July 4, 2017 (Tues)	Independence Day (Paid holiday)
September 4, 2017 (Mon)	Labor Day (Paid holiday)
November 23, 2017 (Thu)	Thanksgiving Day (Paid holiday)
December 24, 2017 (Sun)	Christmas Eve
December 25, 2017 (Mon)	Christmas Day
December 26, 2017 (Tues)	Christmas Eve Observance (Paid holiday)

**2018**

January 1, 2018 (Mon) New Year's Day

**Central Library Summer Hours 2017**

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 28, 2017 and continue through Sunday, September 3, 2017.

Summer hours for Saturdays will begin on Saturday, June 3, 2017 and continue through Saturday, September 2, 2017.

**Staff Development Full-Day Closures 2017**

February: Date TBD

May: Date TBD

September: Date TBD

**Motion carried.**

**VIII. DISCUSSION AND POSSIBLE ACTION ON INTERACTIVE CHILDREN'S SCULPTURE AT CENTRAL LIBRARY** Simons explained that a local artist is interested in repurposing materials from lower level renovation into a sculpture surrounding the staircase and up through the staircase. It would be affixed but removable. Bianchi stated that any way we can make our libraries a destination, is something worth pursuing. **Motion** by Vander Leest, seconded by Bianchi, to approve continuance of project as a fund-raised project. **Motion carried.**

## **IX. FACILITIES REPORT**

**A. Facilities Manager's Report - Central ADA bathroom project:** 2nd floor is done and lower level will be ready by next Tuesday; 1<sup>st</sup> floor is demolished and roughed in, and 3rd only needs partitions and accessories. **Kress Study Rooms:** Progressing well. Wall system is scheduled for installation on 12/30. **Maintenance Department:** 2 recent simultaneous position vacancies have taken place and the staffing structure is being evaluated. As a TEST, Clean Power was hired on a month to month basis to clean Kress and another location may be added to see if there is a better model for the department. **Furniture:** East Branch is finished; 60% of furniture has been delivered to Ashwaubenon. Complete installation projected to be the week between Christmas and New Year's.

**B. Update on East Branch Facility Feasibility Study** Simons reported that HGA is scheduled to walk-throughs on December 21. The final report should be ready in two to three months following and will compare each option over a 20-year span. There are various ownership scenarios for each of the buildings, East Town Mall – rent; current location - rent and/or purchase; UW-Extension – own and renovate or own and demolish/rebuild. Vander Leest suggested touring properties ahead of time to evaluate individually. Running also suggested a preliminary report. Simons will inform Board of schedule and up to four board members are invited to attend. Nielsen asked about report deliverables; engineering; current state of building; service plan (what do we need to serve the community?) conceptualized drawing and floor plan, etc.; what expectations should we have? Demographic information from Master Plan will be used and facilities will be future-proofed to some extent. The study will also contain a Pros and Cons analysis as well as financial pluses and minuses. Wagner asked about a 4<sup>th</sup> option of building new. Aubinger suggested that a stand-alone that can be bonded for and built if it costs the same. Naming rights could be a contributing factor as well as programmatic goals. Van Dyck noted that a ballpark number on a new building based on sq. ft. could be determined. Something else to consider is the future of new Green Bay schools – are there any plans potentially within geography of where library is looking to leverage that opportunity. Wagner commented on the overcrowding in east side schools. Baird School, in particular, must be addressed. If a school partnership is of interest to the Board, a letter should be sent to the school district. This will be discussed further at the January board meeting. Van Dyck, speaking in terms of a new building, noted the importance of socio-economics in the area of its location. Utilizing existing facilities seems to be safer as building new may be a battle between Bellevue and East Green Bay. The Board needs to do what is best for the entire library system. Bianchi asked how the Board makes sure we have enough library space and service in 20 years. Needs will change and flexibility is key. This is where HGA's expertise will prevail as they have extensive experience making sites scalable for change.

**X. PRESIDENT'S REPORT** No report.

**XI. LIBRARY DIRECTOR'S REPORT** Awarded \$1500.00 from Omnova for Arduino kits for check out. It was just learned that Corporation Counsel, Kristin Hooker left the county. Simons was frustrated that there was no communication regarding this since Hooker was assigned to library business. A condo opportunity exists in Ashwaubenon near Holmgren Way and Morris Ave. There are talks of a mid-rise building that would include luxury apartments and a library.

**XII. OLD BUSINESS** None.

**XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Van Dyck relayed a request from County Executive who is asking for the Central Library's operating costs – likely for the purposes of relocation. Other news from the County Executive was related to the 2018 budget. There is pressure from County Board on employee wages and increased recognition for employees. The money has to come from somewhere so Department Heads are to start thinking about a shift and the resources it would be taken from. The library still has to be a library – off-setting can only go so far.

## **XIV. ADJOURNMENT**

**Motion** by Jeske, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 7:00 p.m.

## **NEXT REGULAR MEETING**

**January 19, 2017  
Central Library  
5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary



Northeast Wisconsin Technical College District

*Board of Trustees Meeting*

Minutes

December 14, 2016

12:00 p.m.

*NWTC –Green Bay Campus Board Room  
2740 West Mason Street, Green Bay, WI 54303*

The Board Chairperson called the December 14, 2016 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. The Chair also read the NWTC Mission Statement.

Present: Laurie Davidson, Cathy Dworak, Phyllis Habeck, Carla Hedtke, Dave Mayer, Jeff Rickaby, Kim Schanock, Gerald Worrick

Excused: Ben Villarruel

Also Present: Jeff Rafn, Mary Jo Tilot, Bob Mathews, Linda Hartford, Lori Suddick, Karen Smits, Vickie Lock, Lisa Maas, Chris Dahlke, Chet Lamers, Christine Polzin, Gina Van Egeren, Pam Lunde, Emily Ysebaert, Angie Blasier, Kelly Casperson, Gene Francisco, Cindy Reiter, George Skenandore, Denise Hansel, Brooke Holbrook, Patrick Sorelle, Tim Derozier, Dave Maccoux

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward.

Student Senate

No Student Senate update was provided at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of November 1-30, 2016          \$ \$3,939,069.20

Detailed copies of the current disbursements for fiscal year 2016 for the month of November were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that the Board approve the November 2016 bills as presented.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8) (m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 1 is a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$3,000,000 for operating purposes.

Dave Mayer moved that the Board adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Motion seconded by Cathy Dworak.

Motion carried, with Cathy Dworak, Phyllis Habeck, Carla Hedtke, Dave Mayer, Jeff Rickaby, Kim Schanock, and Gerald Worrick voting "Aye" on roll call. Laurie Davidson "Abstained" to avoid the appearance of a conflict of interest.

College Annual Audit

Wisconsin Statutes require that the financial statements of the District be audited on an annual basis by a certified public accountant. The accounting firm of Schenck was engaged by the Board to perform this function. Schenck has recently completed the audit of the District's financial statements for the fiscal years ending June 30, 2016. Dave Maccoux, CPA, a partner with Schenck attended the Board meeting and reviewed the reports with the Board members and answered any questions.

Laurie Davidson moved that the District Board accept the fiscal year 2016 Annual Financial Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited financial reports to the Wisconsin Technical College System Board.

Motions seconded by Gerald Worrick.

- Audit went very well and the College is in good financial standing.

Motion carried, with all voting "Aye" on roll call.

Facilities Remodeling and Expansion Resolution – Sister Bay Renovation

Northeast Wisconsin Technical College (NWTC) recently received referendum approval for the purpose of paying the cost of capital expenditures for projects which are included in the NWTC Facilities Master Plan. State statutes require that the NWTC District Board of Trustees obtain approval from the Wisconsin Technical College System (WTCS) Board for facilities projects. To obtain approval, the NWTC District Board of Trustees is required to submit two (2) resolutions. The first resolution is to proceed with the conceptual review which is seeking approval for the planning and development of the project (this step was completed and approved by the WTCS State Board at their May 2015 meeting). The second resolution (requested resolution at this time) requested approval for the construction of each individual project requiring approval. Staff requested that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for renovation of the newly acquired Sister Bay site.

Dave Mayer moved that the Board approve the following resolutions.

*Resolution approving the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the project, the renovation of the Sister Bay site, of Northeast Wisconsin Technical College.”

*Resolution requesting State Board approval of the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCS Board for the project, the renovation of the Sister Bay site, of Northeast Wisconsin Technical College.”

Motion seconded by Carla Hedtke.

Motion carried, with all voting “Aye” on roll call.

Consent Agenda Items:

Minutes

The minutes of the November 16, 2016 Board Meeting and Board Retreat were sent to Board members prior to the December 14, 2016 Board meeting. It was recommended that Board approval be given for the November 16, 2016 Board meeting and Board Retreat minutes as presented.

Maintenance Technician Apprenticeship Program Approval

Maintenance technicians work on mechanical and electrical equipment and machines in paper mills, foundries, production mills, food processing, schools and hospitals. Your work could include installing equipment, repairing and replacing units, and maintaining equipment. You will learn how to use measuring devices, lathes, drill presses and various hand tools. You will also learn about electrical drawings, electrical motors, programmable logic controllers and solid state devices. The program includes paid on-the-job training and related instruction. The program is expected to begin in fall 2017.

It was recommended that the Board approve the Maintenance Technician Apprenticeship and authorize its submission to the WTCS State Board for approval.

New Hires- Faculty

- A. Ryan Gilbert, Criminal Justice Instructor - Ryan Gilbert was the Selection Committee’s top choice for the Criminal Justice Instructor position. Mr. Gilbert holds a Master degree in Organizational Performance from Bellevue University, a Bachelor of Science degree in Business Management from Silver Lake College, as well as an Associate degree in Police Science from Lakeshore Technical College.

Since May 2014 Mr. Gilbert has been a Part-Time Police Officer at Elkhart Lake Police Department as well as an Instructor/Department Chair at Fox Valley Technical College. Prior to that he was a Part-Time Instructor at Lakeshore Technical College from September 2009 - April 2014.

Placement for this position would be at the Faculty Level A, \$71,980 for 175 days of obligation.

- B. Stephanie Cocking, Respiratory Therapist Instructor - Program Director - Stephanie Cocking was the Selection Committee’s top choice for the Respiratory Therapist Instructor - Program Director position. Ms. Cocking holds a Bachelor of Science degree in Psychology from Northern Michigan University and an Associate’s degree in Respiratory Therapy from NWTC.

Since January 2016 Ms. Cocking has been a Part-Time Respiratory Therapy Instructor at NWTC. Prior to that she was a Lead Respiratory Therapist in Pulmonary Diagnostics at Theda Care as well as a Sleep/Home Care Respiratory Therapist at Theda Care at Home.

Placement for this position would be at the Faculty Level A, \$62,000 for 175 days of obligation.

- C. Heather Brusky, Dental Assistant Instructor - Heather Brusky was the Selection Committee's top choice for the Dental Assistant Instructor position. Ms. Brusky is currently working toward a Bachelor of Science degree in Health Information Management and Technology from the University of Wisconsin Green Bay with an anticipated graduation in 2018 and a Dental Assistant Technical Diploma from NWTC.

Since 1998 Ms. Brusky has been an Office Manager/Dental Assistant at Dr. Joseph Dalsing DDS as well as a Part-Time Instructor at NWTC since 2012. Prior to that she was a Receptionist at Hallmark Group Realtors from 1994-1998.

Placement for this position would be at the Faculty Level A, \$56,811 for 175 days of obligation.

- D. Bridget Ray, Nursing Assistant Instructor - Bridget Ray was the Selection Committee's top choice for the Nursing Assistant Instructor position. Ms. Ray holds a Bachelor of Science degree in Nursing from the University of Wisconsin Oshkosh and an Associate degree in Nursing from NWTC.

Since June 2005 Ms. Ray has been an RN with Prevea Pediatric Hematology/Oncology, St. Vincent Hospital, an RN Float at North Shore Medical Clinic since January 2011, as well as a Preventionist and MDS Coordinator since August 2012.

Placement for this position would be at the Faculty Level B, \$60,220 for 175 days of obligation.

- E. Brianna Jenkins, Nursing Assistant Instructor - Brianna Jenkins was the Selection Committee's top choice for the Nursing Assistant Instructor position. Ms. Jenkins holds a Master of Science degree in Nursing from the University of Wisconsin Green Bay and a Bachelor of Science degree in Nursing from University of Wisconsin Oshkosh.

Since October 2011 Ms. Jenkins has been a Registered Nurse (Float), a Registered Nurse (IMCU Oct 2012), and an RN Facilitator (Feb 2015-present) with St. Vincent Hospital. Prior to that she was a Registered Nurse at Park View Health Center from July 2011 – July 2013.

Placement for this position would be at the Faculty Level B, \$63,231 for 175 days of obligation.

- F. Teri Meyer, Nursing Assistant Instructor - Teri Meyer was the Selection Committee's top choice for the Nursing Assistant Instructor position. Ms. Meyer is working toward her Bachelor of Science degree in Nursing from Western Governors University with anticipated graduation March 2017, an Associate degree in Nursing and a Technical degree in Practical Nursing from NWTC.

Since June 2013 Ms. Meyer has been a Nursing Instructor at NWTC and a Registered Nurse with New Perspective Senior Living since May 2016. Prior to that she was a Staff Development Coordinator/Infection Control Nurse at Woodside Senior Communities from August 2011 – May 2016.

Placement for this position would be at the Faculty Level B, \$66,242 for 175 days of obligation.

It was recommended that the Board approve the faculty appointments as listed above.

### Faculty- Resignation

With regret, the College recommended the Board accept the following resignation notice: Deborah Scriven, Associate Degree Nursing Instructor at the Marinette Campus, who has been with the College since February 1, 2016, has announced her resignation effective December 20, 2016.

### Faculty - Retirement

With regret, the College recommended that the Board accept the following retirement notices:

- A. Roger Vanden Busch, Sociology Instructor, who has been with the College since August 12, 1992, has announced his retirement effective May 23, 2017.
- B. Kay Raasch, Dental Hygiene Instructor, who has been with the College since September 19, 1997, has announced her retirement effective May 23, 2017.
- C. Jack Rein, Diesel Heavy Equipment Instructor, who has been with the College since August 10, 2005, has announced his retirement effective December 19, 2017.
- D. John Johnson, Welding Instructor, who has been with the College since August 30, 1989, has announced his retirement effective May 23, 2017.
- E. Fred Manley, Computer Support Specialist Instructor, who has been with the College since September 2, 1980, has announced his retirement effective December 19, 2017.

### Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2017 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (35.15% for on-campus and 29.09% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Dave Mayer moved that the Board approve the consent agenda items as follows: the minutes of the November 16, 2016 Board meeting & Retreat; the Maintenance Technician Apprenticeship and authorize its submission to the WTCS State Board for approval; the appointments of Ryan Gilbert, Criminal Justice Instructor, Stephanie Cocking, Respiratory Therapist Instructor - Program Director, Heather Brusky, Dental Assistant Instructor, Bridget Ray, Nursing Assistant Instructor, Brianna Jenkins, Nursing Assistant Instructor, and Teri Meyer, Nursing Assistant Instructor; the resignation notice of Deborah Scriven, Associate Degree Nursing Instructor at the Marinette Campus; the retirement notices of Roger Vanden Busch, Sociology Instructor, Kay Raasch, Dental Hygiene Instructor.

Jack Rein, Diesel Heavy Equipment Instructor, John Johnson, Welding Instructor, and Fred Manley, Computer Support Specialist Instructor; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Laurie Davidson.

Motion carried, with all voting “Aye” on voice vote.

### Reports

#### Inspirational Leadership Academy (ILA) Capstone Project Presentations

Today’s presentations featured graduates of the 10th cohort to attend Inspirational Leadership Academy (ILA). This cohort has named themselves TENacia, representing their support for one another and success when working together. TENacia consists of 14 NWTC leaders from a variety of departments whose influence and encouragement transcended their 10 day classroom experience and indeed the walls of NWTC. While the Capstone projects you will see presented serve as their culminating formal ILA activity, the bonds created and lessons learned will last a lifetime.

The purpose (or competencies) of the Capstone projects were to give participants the opportunity to:

- Apply what they learned in ILA in a “real life” situation
- Practice new behaviors and receive feedback without repercussion
- Work with others at the College outside of immediate work groups
- Give back to the College (for investing in their development)

The three projects presented were: NWTC Gain3 Program, Student Speaks, and NWTC Fall Fest.

- Student Speaks project will hopefully be launched in fall 2017. Relationship building with colleagues is a big reward of going through the ILA program.
- NWTC Fall Fest project – planned for next fall kickoff. There will be an opportunity for visitors to provide feedback on those who visited and participated in any of the activities.
- NWTC Gain3 Program – working with Pulaski High School to allow special needs high school students to work in the College. Pilot will be started in spring of 2017. The paraprofessional from the high school would need to accompany the students while they are on campus.

Tim Derozier, Talent Development Manager and co-facilitator of the ILA program, introduced the three projects.

Cathy Dworak left the meeting at this time (12:43 p.m.).

#### Referendum Update

Chris Dahlke provided a referendum project update to the Board.

#### President’s Report

Enrollment Activity –

- The President introduced the background information and the format for the Future 2-Year Growth plan for the College. Rather than looking at what will we cut to meet budget, we are looking at it from the potential to grow the college over the next two years.
- Work with Blackboard on the Academic Planning Tool is running into some issues regarding the provision of some agreed upon tools that were included in the contract.

Cathy Dworak returned to the meeting (2:20 p.m.).

Legislative Issues (state & federal) – Nothing reported at this time.

Current Events –

- MLK Celebration will be held on January 14, 2017 on the NWTC Campus from 10:00 a.m. to 12:00 p.m.
- Graduation may or may not be cancelled on Friday, December 16, 2016 depending on the severity of the storm that will hit Green Bay on Friday afternoon and through the evening.

Next Board Meeting

The January 11, 2017 Board Meeting will be held at the NWTC-Green Bay Campus Board Room.

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

The President reviewed proposed changes to the Topical Master Calendar for the months of February and March 2017 as follows:

1. February – Defer presentation on Academic Planning, Recruitment & Advising  
Suggested Topic: Equity vs. Equality Discussion with the Board
2. March – Defer discussion on Use of CRM & Decision-Making in Marketing Strategies  
Suggested Topic: Maintaining Culture during Leadership Transition Discussion

The Board was in agreement on the proposed changes to the Topical Master Calendar.

Adjournment

Laurie Davidson moved that the Board adjourn the December 14, 2016 Board meeting (2:45 p.m.).

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.

  
Phyllis J. Habeck, Board Secretary

1-11-17  
Date

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

**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

A regular meeting was held on **Monday November 21<sup>st</sup>, 2016**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:31 pm.

2) Roll Call:

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Bud Harris  
Ryan Holzem  
Mike Van Lanen  
Lisa Bauer-Lotto

Excused: Bill Seleen

Absent: Dave Landwehr  
Norb Dantine

Also Present: Chad Doverspike, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR  
Bill Eisch, Great American Disposal  
Chris Anderson, Foth  
James Pandl, The Farmory

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Mike Van Lanen and seconded by Mark VandenBusch. Unanimously approved.

4) Approval/Modification – Meeting Minutes of September 12<sup>th</sup>, 2016 - *Request for Approval*

A motion to approve the September 12<sup>th</sup>, 2016 meeting minutes was made by Bud Harris and seconded by Ryan Holzem. Unanimously approved.

5) Announcements/Communication



Gene Schmitz, a long time Solid Waste Board Member who sat on the board when the South Landfill was being sited, passed away.

6) Request for Funding Farmory Acquisition of Oklin Food Composting Machine – Request for Action

The Oklin Food Composting Machine is stated to take food waste and create compost in 24 hours. Staff's concerns are that the energy use is high and the end product may not really be compost but dehydrated material.

Currently, the Brown County Organic Program is a voluntary pilot program that allows residents to drop-off organic waste. On average a total of 7-8 tons of material is collected each year. Sanimax picks it up and hauls down to Oshkosh to their biodigester.

**A motion to open the meeting to the public was made by Lisa Bauer-Lotto and seconded by Mike Van Lanen. Unanimously approved.**

James Pandl with the Farmory presented his plan to the board. He is asking for \$13,000 from Brown County for the pilot project. In the process of composting with the Oklin Food Composting Machine 55 lbs. of organic waste would be put into the machine resulting in 5 lbs. of sterilized composted material when the process is complete. Mr. Pandl would use the green material from Brown County and use brown material from the City of Green Bay's compost site. The end product could be sold to farms in the area as a more "green" way to fertilize fields.

**A motion to return to normal business was made by Lisa Bauer-Lotto and seconded by Mike Van Lanen. Unanimously approved.**

The board's concerns with this include; the time it takes to compost, is it really a compostable material after 24 hours, there is no money budgeted for this project, how does this project fit within the mission statement, is it cost effective and where is the energy coming from.

It was agreed that this is a good idea but the Department may not be ready for it.

**A motion to hold funding Farmory Acquisition of Oklin Food Composting Machine and seek additional information was made by Bud Harris and seconded by Mike Van Lanen. Motion approved.**

7) South Landfill Leachate Management Analysis – Request for Approval

The South Landfill Leachate Management Analysis provides several options on how to deal with leachate at the South Landfill. Option 1, trucking to the wastewater treatment plant; option 2, forcemain to wastewater treatment plant; option 3, onsite treatment; option 4, through leachate facility onsite; option 5, aeration system. The most inexpensive option is option 1, trucking. This report goes into detail on each option and weighs each option on a matrix.

Mr. Harris asked for more information about the evaporative option. Mr. Doverspike explained that it is either evaporated with one of two options; first, landfill gas or second, propane or natural gas. The pros and cons of this is that when the landfill first opens there is plenty of leachate and no gas.

Mr. Harris questioned what the carbon emission is for trucking the leachate. Mr. Doverspike stated this was not a factor looked at. Mr. Chris Anderson from Foth stated that if trucking is chosen it doesn't mean the evaporative option cannot be done as well. This decision will not limit.

Mr. Vanden Busch pointed out that at existing landfills, gas recirculation is being built in after the fact; will it be economical to add recirculation right away. Mr. Doverspike stated that a combination of option 1 and option 3 was not looked at.

Mr. Katers made an amendment to the executive summary, 4a and 4b was not specified as it shows up in the report, as well as 5a, 5b. Second, a typo was found under VI, option 5 states a projected 20-year cost with option 4.

It was suggested to compare each option with additional non-economic factors.

**A motion to approve the South Landfill Leachate Management Analysis as amended was made by John Katers and seconded by Bud Harris. Unanimously approved.**

8) Public Communication Plan – Request for Approval

Mr. Walter gave an overview of the public communication plan to the board. A few items to note include the Household Hazardous Waste facility will change its name in 2017, Leonard and Finco have created a video for the Port using whiteboard that will be used to make recycling videos too and the County's NEW Eye channel has yet to begin.

**A motion to approve the Public Communication Plan was made by Mike Van Lanen and seconded by Ryan Holzem. Unanimously approved.**

9) MRF Space Leasing Terms – Request For Approval

The Department is working with Hilgenberg Realtor to rent the space in the MRF. They will market it with signage, brochures, etc., when it is rented Hilgenberg will receive 6% of the rent. The leasing terms are being worked out with Corporation Counsel before being brought to Hilgenberg for their approval.

**A motion to approve the MRF Space Leasing Terms was made by Ryan Holzem and seconded by Bud Harris. Unanimously approved.**

10) West Landfill Groundwater Results – Update

The Brown County West Landfill, ever since the inception of the landfill there has been chloride hits in the southeast corner. Robert E. Lee determined that the chloride hits were either from road salt or from the pickle company dumping brine on the property. New VOC hits popped up in the beginning of 2015 when a new groundwater sampling contractor started. VOC's are sampled in May each year; an additional round of sampling will be conducted in November 2016 to get another set of data to compare data and sampling technique, etc. Additionally dedicated balers were placed in each well to prevent cross contamination.

11) Great American Disposal Contract Extension Request – Update

In September the Solid Waste Board approved the contract extension with Great American Disposal with no increase for the first 1.5% CPI increase. A 2% CPI increase would only mean

½% would be Brown County's share. PD&T had questions about it and was not approved; they wanted to see no increase. It will go back to PD&T on November 28<sup>th</sup>.

12) BOW Audit – Update

Mr. Doverspike explained the landfill portion of the BOW audit completed by Schenck.

Mr. Walter explained the recycling portion of the BOW audit completed by Schenck. Brown County continues to have the highest recycling tonnage. In 2015 the BOW cleared \$2.2 million in terms of revenue over expenses. Brown County's share is about \$1,000,000. 2016 is projected to increase. Staff noted that the Solid Waste Board will need to determine if they want to put excess revenues into the Rate Stabilization Fund.

13) 973 Haven Place – Update

973 Haven Place was brought to the board last month for approval. It was not approved by County Board though and is still owned by the Treasurer.

14) 2017 Budget - Update

The County Board approved a 1% cost of living raise for staff, plus \$400 to compensate for health insurance.

15) Director's Report

3<sup>rd</sup> Quarter Financials are on target.

The County has official holiday days off. The Department cannot take all of those days off and are open certain extra hours to accommodate for the holidays.

Andy Hoffman has 44.3 acres & has contacted Brown County again to gauge their interest in purchasing his property next to the future South Landfill in section 18, Town of Holland.

Woldt Trucking was hauling sludge from Fox River Fiber to Outagamie County. Woldt gave a 60-day notice that they won't be trucking the sludge anymore after Nov 18th. Schultz Trucking will be the sludge hauler now at the same rate and schedule for the next three years. Woldt agreed to be a back-up hauler.

The Outagamie County landfill closing timeline was 2022. After an air/volume survey was performed recently the new closing timeline is August 2024. This may be because of a new way of compaction.

16) Such other Matters as Authorized by Law

There are no other matters as authorized by law.

17) Adjourn

**A motion to adjourn was made by John Katers and seconded by Mike Van Lanen. Unanimously approved. Meeting adjourned at 4:14 pm.**