

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
E-Mail: 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
NOVEMBER 5 – 9, 2018**

MONDAY, NOVEMBER 5, 2018

(No Meetings)

TUESDAY, NOVEMBER 6, 2018

(No Meetings)

WEDNESDAY, NOVEMBER 7, 2018

*6:30 pm

Planning Commission Board of Directors

GB Metro Transportation Center
901 University Avenue

THURSDAY, NOVEMBER 8, 2018

*7:30 am

Criminal Justice Coordinating Board

Karen Dorau Memorial Conference Rm.
BC Law Enforcement Center
300 E. Walnut Street

*9:30 am

Aging & Disability Resource Center – Nominations and HR Cmte.

ADRC
300 S. Adams Street

*5:15 pm

Human Services Board

Board Room A, Sophie Beaumont Bldg.
111 N. Jefferson Street

FRIDAY, NOVEMBER 9, 2018

(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.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, November 7, 2018
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302 - 6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Kathleen Janssen	_____	Glen Severson	_____
Brian Brock	_____	Dotty Juengst	_____	Ray Suennen	_____
Norbert Dantine, Jr.	_____	Dave Kaster	_____	Norbert Van De Hei	_____
Bernie Erickson	_____	Michelle Kerr	_____	Jason Ward	_____
Kim Flom	_____	Patty Kiewiz	_____	Matthew Woicek	_____
Steve Grenier	_____	Aaron Linssen	_____	Reed Woodward	_____
Mark Handeland	_____	Michael Malcheski	_____		
Matthew Harris	_____	Austin Miloszewicz	_____		
Frederick Heitl	_____	Gary Pahl	_____	Br. Co. Board- Rural (Vacant)	
Phil Hilgenberg	_____	Terry Schaeuble	_____	City of Green Bay (Vacant)	

1. Approval of the minutes of the October 3, 2018 regular meeting of the Brown County Planning Commission Board of Directors.
2. **Public Hearing:** Amendment to the 2040 Brown County Sewage Plan – Major ESA Amendment.
3. Discussion and action regarding an Amendment to the 2040 Brown County Sewage Plan – Major ESA Amendment.
4. Discussion and action regarding the Citizen Participation Plan for the Brown County Comprehensive Plan Update.
5. Discussion and action regarding the Draft 2019 Green Bay MPO Transportation Planning Work Program.
6. Director's Report
 - a. Brown County Housing Authority
 - b. 2019 Budget
7. Brown County Planning Commission staff updates on work activities during the month of October.
8. Other matters.
9. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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Judge William M. Atkinson

CRIMINAL JUSTICE COORDINATING BOARD

Thursday, November 8, 2018

7:30 a.m.

**Karen Dorau Memorial Conference Room
Brown County Law Enforcement Center
300 E. Walnut Street, Green Bay, Wisconsin**

1. Call meeting to order.
2. Approve/modify agenda.
3. Approve/modify minutes of September 13, 2018.
4. Jail population numbers (Sheriff).
5. Criminal Justice System Efficiency Improvement Work Group (Supervisor Brusky, Bob Srenaski).
6. Supervisor Brusky's request to amend membership of the CJCB (Supervisor Brusky)
7. Future Agenda Items, if any.
8. Other such matters as authorized by law.
9. Adjourn.

Honorable William M. Atkinson, 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.

**AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY**

Nominations and Human Resource Committee

November 8th, 2017

9:30

ADRC: 300 S. Adams Green Bay WI

AGENDA

Agenda Item	Handout	Action Required
1. Adoption of Agenda	Yes	Yes
2. Review of the minutes of Nominations and Human Resource Committee meeting of October 25 th , 2018	Yes	Yes
3. Closed Session Enter closed Session to consider: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility a. ADRC Director Evaluation b. Position changes and compensation	Yes	Yes
4. 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"

BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Erik Pritzl, *Executive Director*

MEETING OF THE HUMAN SERVICES BOARD

Thursday, November 8, 2018

5:15 PM

**SOPHIE BEAUMONT BUILDING
111 N JEFFERSON ST; BOARDROOM A
GREEN BAY, WI 54301**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 11, 2018 Human Services Board Meeting.
4. Introduction of New Hospital & Nursing Home Administrator.
5. Executive Director's Report.
6. CTC Administrator Report including NPC Monthly Report.
7. Re-appointment of Dr. Josefina Rodriguez, Psychiatrist, to the Medical Staff at CTC.
8. Naming the Training Room located at CTC.
9. Financial Report for Community Treatment Center and Community Services.
10. Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
11. Request for New Non-Continuous Provider & New Provider Contract.
12. Other Matters.
13. Adjourn Business Meeting.

Notices:

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

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, 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.




Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Health & Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

Human Services Board Members:

Tom Lund, County Board Supervisor & Board Chair
Aaron Linsen, County Board Supervisor
Alex Tran, County Board Supervisor
Paula Landrie, Citizen Board Member & Vice Chair
Carole Andrews, Citizen Board Member

Jesse Brunette, Citizen Board Member
JoAnn Grashberger, Citizen Board Member
Craig Huxford, Citizen Board Member
Susan Hyland, Citizen Board Member

NOVEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 	5	6 <i>Election Day</i>	7	8 Criminal Justice Coordinating Board 7:30 am	9	10
11 	12	13	14	15	16	17
18	19 Land Con 6:00 pm PD&T 6:15 pm	20 Veterans Rec. Subcmte 4:30 pm	21 (NO COUNTY BOARD MEETING THIS DAY)	22  THANKSGIVING County Board Office Closed	23 County Board Office Closed	24
25	26	27	28 Human Services 5:30 pm	29 Ed & Rec 5:30pm	30	

BROWN COUNTY COMMITTEE MINUTES

- ADRC – Nominating and Human Resources Cmte (February 22, 2018)
- Northeastern Wisconsin CB – Housing Region Committee (September 29, 2016 & December 12, 2017)

To obtain a copy of Committee minutes:

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
NOMINATING & HUMAN RESOURCES MEETING**

February 22, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Mary Derginer, Mary Johnson, Debi Lundberg

EXCUSED: Tom Smith

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers

The meeting was called to order by Chairperson Epstein at 8:01 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA: Ms. Finder-Stone/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF November 9, 2018:

Ms. Finder-Stone/Ms. Lundberg moved to approve the minutes of the November 9, 2018 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Ms. Bartlett made a motion to move into closed session at 8:05 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Lundberg/ Ms. Johnson moved returning to open session at 8:26 a.m. **MOTION CARRIED.**

Ms. Christianson reviewed the history and proposed position changes including county class and compensation plans and agency growth.

- a. **Position Change: Administrative Services Coordinator** – Ms. Lundberg / Ms. Bartlett made a motion to eliminate the Administrative Services Specialist position and add the Administrative Services Coordinator position as proposed. **MOTION CARRIED.**
- b. **Approve Job Descriptions:** ADRC Program Coordinator, Switchboard/Receptionist, Facilities/Placement Coordinator – Ms. Johnson / Ms. Lundberg made a motion to approve the changes to the titles and positions as proposed. **MOTION CARRIED.**
- c. **Review and Approval of table of organization changes** – Ms. Derginer /Ms. Johnson made a motion to approve the changes to the table of organization as proposed. **MOTION CARRIED.**

ADJOURN: Ms. Bartlett/Ms. Johnson moved to adjourn. The meeting adjourned at 8:27 a.m. **MOTION CARRIED.**

Respectfully submitted,

Christel Giesen
Assistant Director



Northeastern Wisconsin CDBG – Housing Region Committee Meeting

10:30 A.M. – 12:00 Noon

Thursday, September 29, 2016

Brown County Northern Building, Room 200

305 E. Walnut Street

Green Bay, WI 54305

MINUTES

Committee Members in Attendance:

Aaron Schuette – Brown County

Dena Mooney – Calumet County

Andrea Raymakers – Manitowoc County

Robin Elsner – Marinette County (via teleconference)

Emily Stewart – Sheboygan County

Excused:

Sam Perlman – Door County

Sam Tobias – Fond du Lac County

Bob Mattice – Kewaunee County

Kent Gross – Outagamie County

Su van Houwelingen – Winnebago County

Also in Attendance:

Todd Mead, Ted Rohloff, Pam Daye (via teleconference)

1. Call to order.

A. Schuette called the meeting to order at 10:35 a.m.

2. Roll call.

A. Schuette requested roll call. All committee members listed were in attendance.

3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of October 6, 2015.

Dena Mooney motioned to approve the minutes as presented. Emily Stewart seconded the motion. Motion carried unanimously.

4. Discussion regarding current CDBG-Housing Grant Contract H 12-13-04 Performance and Closeout.

Aaron Schuette provided handouts of the current Rehabilitation Obligation Journal and listing of municipalities with their own Housing Revolving Loan Fund. Aaron Schuette noted that to date, 129 loans have closed for a total of \$2.24 million. The average loan is around \$18,000 and has been heavily influenced by the addition of emergency loan awards for failing private onsite wastewater treatment systems (POWTS), wells, and roofs. The original contract called for 80 loans to be made to expend the total grant amount. Aaron Schuette noted that although we have greatly exceeded the number of loans to be made, the dollar amount of the loans has fallen short of the goal, and therefore it is likely that any remaining funds from

Grant Contract H 12-13-04 will be sent back to the State. Aaron Schuette referenced the breakdown of loan applications and closed loans by county that was provided with the agenda packet. Aaron Schuette informed the committee that the current grant would end by July 31, 2017 and all projects funded with this grant will need to be completely finished well before this date to accommodate grant closeout.

Aaron Schuette referenced the handout and explained to the committee that communities with existing housing revolving loan funds need to have obligated their funds below \$5,000 in order for the Northeastern Region to fund new housing projects within these communities. When projects within the communities are requested, Brown County staff first contacts the respective community to determine if they have any local RLF funding remaining.

Dena Mooney asked if any regional loans had been paid back. Todd Mead stated that we have received some loan pay backs and we have obligated those funds to a POWTS project in Manitowoc County.

5. Discussion regarding new CDBG-Housing Grant Contract H 14-15-04 Allocation and Timeline.

Aaron Schuette informed the committee of the new grant contract award of \$2.07 million in project costs and \$311,000 in administrative expenses to cover the cost of the program for Brown County. This contract extends into 2019, but the hope is to have the funds expended prior to then and begin a continual two-year process of applying for and receiving new grant funding. Aaron Schuette noted that the grant actually started on the date of signature by the State and he will now be performing reporting on this grant in addition to the previous grant. The transition between the two grants should be seamless from a project standpoint, but there will be a breakpoint between obligating funds between the two grants sometime around the first of the year.

6. Update regarding Northeastern Wisconsin CDBG-Housing Region program activities.

Ted Rohloff asked questions related to emergency POWTS replacement program. T. Mead provided details regarding emergency POWTS replacement process and financial analysis for qualifying for a loan. Emily Stewart asked what marketing process has been the most successful. Aaron Schuette noted that local town, village, or city newsletter articles generate the most direct inquiries probably because the local unit of government is informing their citizens of the program. There is a comfort level there. The County Aging and Disability Resource Centers have also proven to be very good resources at promoting the program. Aaron Schuette noted that he gave a presentation on the regional CDBG-Housing program at the annual Wisconsin Onsite Wastewater Recycling Association (WOWRA) Conference that was well-received by the many POWTS installers in attendance. Aaron Schuette thanked the committee members for making the meeting.

7. Adjourn.

Dena Mooney made a motion to adjourn. Andrea Raymakers seconded. Motion carried unanimously. Meeting adjourned at 11:30 a.m.



**Northeastern Wisconsin CDBG – Housing Region
Teleconference Committee Meeting
1:30 P.M. – 2:30 P.M.
Tuesday, December 12, 2017
Brown County Northern Building, Room 391
305 E. Walnut Street, Green Bay, WI 54301**

(DRAFT) MINUTES

Committee Members Attendance:

Chuck Lamine – Brown County (present)
Dena Mooney – Calumet County (via teleconference)
Caleb Frostman – Door County (via teleconference)
Sam Tobias – Fond du Lac County (via teleconference)
Andrea Raymakers – Manitowoc County (present)
Pam Daye – Marinette County (via teleconference)
Nicole Lemke – Outagamie County (present)
Emily Stewart – Sheboygan County (via teleconference)

Excused:

Bob Mattice – Kewaunee County
Su van Houwelingen – Winnebago County

Also in Attendance:

Todd Mead and Keith Sigl (present)

- 1. Call to order.**
C. Lamine called the meeting to order at 1:35 p.m.
- 2. Roll call.**
C. Lamine requested roll call. All committee members listed were in attendance.
- 3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of September 29, 2016.**
Pam Daye motioned to approve the minutes as presented. Dena Mooney seconded the motion. Motion carried unanimously.
- 4. Discussion/action regarding amending the Northeastern WI Region CDBG – Housing Policies and Procedures Manual Section III(A)(3) adding verbiage to enable an additional 30% of the bid proposal estimate to determine the after rehabilitation value, consistent to WDOA Policy.**
Todd Mead explained the reasoning for this change. In many rural communities home values are low or depressed, which creates limited equity issues for rehabilitating home stock. Allowing additional after rehab value provides more opportunities to help homeowners in need. Andrea Raymakers motioned to approve this policy and procedure change. Sam Tobias seconded the motion. Motion carried unanimously.

5. **Discussion/action regarding amending the Northeastern WI Region CDBG – Housing Policies and Procedures Manual Section VII(B)(1) to increase an amount not to exceed 90% of the amount due the contractor for work satisfactorily completed, consistent to WDOA Policy.**

Todd Mead explained the reasoning for this change. It has been difficult to acquire new contractors interested in submitting bids and looking to participate with our rehabilitation program. We have also lost some contractors due to the current progress draw retention. Allowing additional progress draw payment on work satisfactorily completed allows contractors to pay their subs more efficiently and effectively. This positive change will allow us to retain and hopefully attract new contractors for our program. Emily Stewart motioned to approve this policy and procedure change. Andrea Raymakers seconded the motion. Motion carried unanimously.

6. **Discussion regarding current CDBG – Housing Grant Contract H 14-15-04 Performance.**

C. Lamine briefly explained the process of hiring Aaron Schuette's replacement over this past six months on trying to find replacements. Todd Mead stated even though our program administration has been short staffed, we are still getting the dollars out. Todd Mead stated he would be sending via email a summary of county production in Year 2017 with the minutes. A question was asked on what were the typical types of projects? Todd Mead stated roofing, windows and siding. Todd Mead also stated septic installation, HVAC, and even urgent well improvements. Another question was asked on the performance of the general contractors? Keith Sigl, our CDBG housing quality standards (HQS) evaluator mentioned general contractors working on our projects have been performing satisfactorily towards the scope of work required. Another question was asked on what counties had the higher dollars committed? Todd Mead stated Calumet County and Marinette County had approximately \$169,000 committed each.

7. **Discussion regarding new CDBG – Housing Grant Contract H 16-17-04 Application**

Todd Mead mentioned he just finished completing H 16-17-04 Grant Application. At this point, this future grant may provide approximately \$2 million award for project administration of the CDBG Program for Year 2019 and beyond.

8. **Adjourn.**

C. Lamine thanked the committee members for their efforts during the course of this past year and attending the meeting. Pam Daye made a motion to adjourn. Nicole Lemke seconded. Motion carried unanimously. Meeting adjourned at 1:55 p.m.