

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 31, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom De Wane, Kris Schuller, Steve Fewell, Tim Carpenter
Also Present: Brent Miller, Darlene Marcelle, Sandy Juno, Maria Lasecki, Debbie Klarkowski
Excused: David Steffen

I. Call to Order.

The meeting was called to order by Supervisor Fewell at 5:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Schuller, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 26, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review Minutes of:

- a. Housing Authority (April 16, 2012).

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Vander Leest re: Request for a Summary of the top 25 employers in Brown County to determine employee health care contributions and other employee benefits provided. *April Admin: Refer back to Admin Cmte & Exec Cmte.***

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

- 3. Budget Status Financial Report for March, 2012.**

Brown County Clerk Darlene Marcelle stated her office is in line as far as their budget. She also stated that they have been quite busy lately working on recall election related tasks.

See action at Item 4.

- 4. Staffing Updates.**

Marcelle reported that her elections specialist had recently left and she is currently working with Human Resources to fill the vacant position. Supervisor De Wane thanked Marcelle for all the extra work she and her office have been doing in connection with the recall election. Marcelle appreciated the comment and stated

that all of her staff is working hard and she is very appreciative of their cooperation and efforts. Deputy Clerk Sandy Juno stated that Karen Christens of IS has also been very helpful to the Clerk's office.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file Items 3 & 4. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support Agency

5. **Director's Report.**

Child Support Director Maria Lasecki directed the Committee's attention to the first bullet point on her report and stated that the Child Support Agency had recently received the 2011 Certificate of Recognition for Reduction of Unproductive Arrearage Cases. To receive this certification, the CSA had to have exceeded the state-targeted performance level by 200%. The agency was recognized at the Director's Dialogue by Bureau Director and former Brown County Child Support Agency Director Jackie Scharping.

Another area of interest in Lasecki's report that she wished to make the Committee aware of was with regard to the WOW group (Workload & Organization Workgroup) that had been formed with staff from her office. This strategic planning group meets weekly and is responsible for analyzing workflow and identifying needs and efficiencies. The group is looking at next year's budget as well as a 5 year strategic plan and Lasecki is very proud of the work they have been doing.

Lasecki also stated that Debbie Maynard is retiring as of May 31, 2012 after 22 years of service and Bonnie Talerico is retiring as of June 15, 2012 after 17 years of service. Both of these employees have been a great asset to Child Support and will be missed.

Lasecki also stated that Child Support went live on Kronos as of April 30, 2012 and in conjunction with that an agency policy regarding system use to establish standard guidelines and expectations was written and approved by HR. They are also working on department scheduling with a work group to promote efficiencies yet maintain flexibility.

Lasecki concluded her report by saying that she had recently had an opportunity to visit the Milwaukee call center and she continues to look at fiscally good decisions with regard to utilizing the call center in the future.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

6. **Budget Status Financial Report for March, 2012.**

See action at Number 7.

7. **Information Services Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items 6 & 7. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

8. **Budget Status Financial Report for March, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Human Resources Activity Report for April, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

10. **Director's Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Department of Administration

11. **Budget Status Financial Report for March, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

12. **Financial Statement Results – Unaudited, as of March 31, 2012.**

Miller provided the Committee with updated Financial Statement results, a copy of which is attached.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

13. **2012 Budget Adjustment Log.**

Motion made by Supervisor Schuller, seconded by Supervisor De Wane to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

14. **Review of Purchasing Policy. *Motion at Exec: To refer to Admin to discuss the drafting of a Resolution or Ordinance relative to Purchasing. April Admin: To hold for one month.***

Director of Administration Brent Miller stated that he had recently received some suggested changes and input from the Public Works Director as well as some other department heads and they continue to work on this with County Executive Troy Streckenbach and the Executive Management Committee.

Motion made by Supervisor Carpenter, seconded by Supervisor Schuller to hold until the June, 2012 meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

15. **Director's Report.**

Miller wished to advise the Committee that Andrea Hatcher will be leaving the Administration Department as of June 15, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Corporation Counsel – No agenda items.

Treasurer – No agenda items.

Other16. **Audit of bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Such other matters as authorized by law.**

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to adjourn at 5:16 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 3/31/2012

Department	2012 Levy	Actual Need	Property Tax Adjustments	(Over) / Under	Comments on Adjustments
				under = savings	
Administration					
Corporation Counsel	\$ 134,132	\$ 131,155	\$ -	\$ 2,977	Revenue has not been recognized from other municipalities, since elections did not occur in the first quarter.
Clerk	79,768	87,979	-	(8,212)	
Administration	287,715	251,159	-	36,555	Savings recognized due to vacancy of the Director of Administration.
Facilities	718,016	809,809	-	(91,793)	Community Programs has not been charged for rent because the rental rate is being reviewed.
Human Resources	455,508	302,064	-	153,443	Salaries reimbursements have not occurred.
Treasurer expenses	137,107	137,236	-	(130)	Treasurer's net - \$38,672; Tax deed expenditures normally do not occur until the second half of the year.
Treasurer Investment Income	(941,167)	(979,969)	-	38,802	
General Government	(3,091,965)	(1,852,342)	(1,242,847)	3,225	Shared revenue and exempt computer aid are not received from the State until July and November. The Oneida Service agreement is normally received in August. The transfer to reimburse the General Fund for vehicle purchased by the Sheriff's department needs to be completed.
Child Support	100,220	244,626	-	(144,406)	Second quarter contracted services for the Call Center were paid in March and incentive payments have not been received from the State.
Debt Service	-	(466)	-	466	Debt payments are not made until May and November.
Debt Service Principal	-	-	-	-	
Total Administration	(2,120,667)	(868,748)	(1,242,847)	(9,073)	
Education & Recreation					
Library	1,675,644	1,528,553	147,091	-	Balance is retained by Library. Budgeted outlay and software expenditures will not occur until later in the year. Savings have also been recognized in salaries and fringe due to vacancies.
Museum	220,526	231,756	-	(11,230)	Daily fees are less than budgeted.
Parks	284,876	118,733	-	166,143	The rental payment from the Packers was received in January.
Veterans Services	93,420	96,224	-	(2,804)	Vehicle repairs and maintenance are more than budgeted for year. Health and dental costs are more than budgeted for the first quarter.
Total Ed & Rec	2,274,466	1,975,267	147,091	152,108	
Executive					
Board of Supervisors	146,020	169,627	-	(23,607)	Dues/memberships are paid for the year. Legal services were paid for the remainder of the contract, but funds were not appropriated. This has been partially offset by the vacancy of the Internal Auditor.
Executive	56,991	94,775	-	(37,784)	Contribution to Advance was made for the year.
Total Executive	203,011	264,402	-	(61,390)	

Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 3/31/2012

Department	Property Tax		Comments on Adjustments
	2012 Levy	Actual Need Adjustments	
			(Over) / Under under = savings
Human Services			
Community Programs	4,347,026	8,949,403	(4,602,376)
Community Treatment Center	734,249	582,471	151,778
Health	489,694	446,895	42,799
Aging & Disability	222,537	222,537	-
Syble Hopp	712,600	1,608,224	(895,624)
Total Human Services	6,506,107	11,809,530	(4,407,799)
Planning, Development & Trans			
Land & Water Conservation	131,580	149,514	(17,934)
Planning, Prop Listing, Zoning	143,807	10,443	133,364
Register of Deeds	(131,985)	(149,629)	17,644
UW - Extension	113,102	80,564	(2,799)
Highway	-	(331,350)	331,350
Highway Capital Projects	364,573	-	364,573
Highway County Roads/Bridges	28,750	100,871	(72,121)
Total PD&T	649,828	(139,586)	130,276
Public Safety			
Circuit Courts	527,653	372,139	155,514
Clerk of Courts	179,699	55,126	124,573
Public Safety Communications	1,442,160	1,379,957	62,203
Medical Examiner	43,855	33,664	10,192
District Attorney	309,988	313,136	(3,148)
Sheriff	6,872,821	6,586,417	286,404
Total Public Safety	9,376,175	8,740,438	635,737
TOTALS	\$ 16,888,920	\$ 21,781,302	\$ (1,332,241)
			\$ (3,560,141)

Revenue accruals have not been done for 2012 for earned revenue not yet received from the State.

Savings recognized in salaries and fringe due to vacancies. Nursing Home revenue is trending higher due to more private pay clients. Savings have been recognized in salaries and fringe due to vacancies.

Balance is retained by Syble Hopp. State grant and aid recognized in 2011 due to the school year crossing fiscal years. This will be offset during the remainder of the 2012/2013 school years.

Agricultural fees are received in the last half of the year.

Revenue for the Private On-site Waste Treatment System is received in the first half of the year.

Professional services has not been paid for the State staff as of 3/31, so balance was adjusted by three months of accrued expenditures.

Balance is retained by the Highway.

Balance is retained to fund highway projects.

Fund balance was budgeted to be utilized.

First half of the State aid was received in January.

First half of GAL grant was received in January. Penalties for civil fees and Clerk of Court fees are trending higher due to tax intercept occurring in the first quarter of the year.

Savings recognized in salaries and fringe due to open positions.

Savings recognized in salaries/fringe due to a jail pod being closed.