

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, October 3, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson,
Tom Lund, Guy Zima
Excused: Pat Evans
Also Present: Troy Streckenbach, Sara Perrizo, Fred Mohr
Supervisors VanderLeest, Andrew, Media

I. Call Meeting to Order:

The meeting was called to order by Vice-Chair Guy Zima at 5:03 p.m. until the arrival of Chair Mary Scray at 5:20 p.m.

ii. Approve/Modify Agenda:

Items were moved forward, although shown in proper format here.

Motion by Supervisor Erickson, seconded by Supervisor DeWane to approve the agenda as modified. MOTION UNANIMOUSLY APPROVED

III. Approve/Modify Minutes of September 12, 2011 & September 19, 2011:

Motion by Supervisor DeWane, seconded by Supervisor Lund to approve. MOTION UNANIMOUSLY APPROVED

1. Review of Minutes:

a. Facility Master Plan Subcommittee (September 15, 2011):

Motion by Supervisor Lund, seconded by Supervisor Zima to receive and place on file. MOTION UNANIMOUSLY APPROVED

Communications:

#s 2 and 8c taken together

- 2. Communication from Supervisor VanderLeest re: Request to include a commitment of future excess Room Tax Monies in Brown County toward the Resch Center, Shopko Hall, and Arena Complex Capital needs. This would be included in our resolutions related to supporting the KI Expansion. Referred to Ed & Rec (10/6/11) and Exec Committee from September County Board:**

Supervisor VanderLeest expressed concerns that monies from the County presently going to the Resch Center, Shopko Hall, and Arena Complex are adequate, noting there is no fund balance for the future. PMI monies may not be adequate to cover all needs and the County is responsible for future capital costs. Although Dick Resch has given the County substantial dollars to cover repair expenses, a plan is needed to dedicate future dollars to other needs.

(Supervisor Brunette arrived 5:50 p.m.)

County Executive Streckenbach indicated that all needs may not be met, stating that projections are based on economy and tourism. VanderLeest also addressed the age of the current Arena facility, Shopko Hall, and the Resch Center, noting that the County has only attempted to address minimum maintenance over the years.

Supervisor Lund suggested that a cap be put on excess room tax dollars given to expansion of the convention center, with Supervisor Zima agreeing, suggesting that consideration be given to paying off existing debt, along with general maintenance costs of county owned facilities. Proper planning should include just what the excess will be, what are priorities, and how much is the County willing to commit toward a convention facility.

Jesse Brunette, Chairman of the Education & Recreation Committee, announced that a study of options regarding use of excess room tax will be coming before his committee in the next month. He will be in contact with Ken Wachter of PMI to discuss the status and future of the complex. A suggestion was made to refer this matter to the Facilities Master Plan Subcommittee for further study.

Motion made by Supervisor Zima, seconded by Supervisor Erickson to combine #'s 2 and 8c. MOTION UNANIMOUSLY APPROVED

8c. **Resolution re: Surplus Net Room Tax Revenue:**

Motion made by Supervisor Zima, seconded by Supervisor Erickson to hold one month with a request that the County Executive and Supervisor VanderLeest bring back information related to future maintenance costs for the arena complex. MOTION UNANIMOUSLY APPROVED

3. **Communication from Supervisor LaViolette re: Clarify and amend 4.105 (2) – Sexual Harassment in the Workplace. Referred from September County Board:**

Attorney Fred Mohr indicated that Supervisor LaViolette has asked for clarification of language in 4.105 (2) – Sexual Harassment in the Workplace. He suggested this item be referred to closed session.

Motion by Supervisor Lund, seconded by Supervisor Zima to refer to Closed Session. MOTION UNANIMOUSLY APPROVED.

4. **Communication from Supervisor Moynihan re: Status of my March 2011 communication in regard to the Internal Auditor/Research Analyst position grade/step analysis. *Motion at August meeting: to refer to Human Resources to determine what is needed to make a recommendation to the Board regarding an increase to the Internal Auditor/Research Analyst position:***

Supervisor Zima, speaking for Supervisor Moynihan, reported that at the request of the County Board for Human Resources to review the Internal

Auditor/Research Analyst position grade/step, they have indicated that the classification was proper, although the position has been stuck in Step 1 for several years due to an imposed freeze. HR was further asked to address an appropriate step position which they have (attached).

Step information prepared by HR was reviewed by the committee. The Internal Auditor position is presently at Step 1 of 7 that are available. Board Attorney Fred Mohr informed the committee that his understanding is that the position would be at Step 7 if the freeze had not been imposed.

Due to the efficiencies of the person in the Internal Auditor Position and her CPA status, Supervisor Zima recommended the position be raised to Step 3.

Supervisor Lund pointed out that salaries have been frozen for ten years, meaning there are many other County employees who are working without increases. He suggested that these inequities be reviewed over the next year. Overall consensus was to address other positions as they come forward.

Motion by Supervisor DeWane, seconded by Supervisor Lund to raise the Step Grade of the Internal Auditor/Research Analyst position to Step 3 (\$63,796). MOTION UNANIMOUSLY APPROVED

Legal Bills:

5. Review and Possible Action on Legal Bills to be Paid:

Motion made by Supervisor Erickson, seconded by Supervisor Zima to approve payment of legal bills. MOTION UNANIMOUSLY APPROVED

Reports:

6. County Executive Report:

a. Budget Status Financial Report for June and July 2011:

Motion made by Supervisor Zima, seconded by Supervisor Lund to receive and place on file. MOTION UNANIMOUSLY APPROVED

7. Internal Auditor Report:

a. Budget Status Financial Report for August, 2011:

Internal Auditor, Sara Perrizo, reported that the budget for 2011 is in line with projections, pointing out that 80% of the contracted services budget has been used due to payment to the external auditors for the 2010 audit.

Motion by Supervisor DeWane, seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY

b. Other: None

8. Board Attorney Report:

a. Labor Negotiations:

Fred Mohr reported that discussions with the non-supervisory Sheriff's union continue with a potential resolution forthcoming.

b. **Pay Recommendations:**

A handout related to 2012 pay recommendations was distributed by Attorney Mohr (attached). He explained that on 12/31/2011 all existing labor agreements (except the Sheriff's Non-Supervisor Union) will expire. With the adoption of Chapter 4 many of the benefits have been established, however, several other policies will need to be adopted to address other issues related to pay. The Human Resources Department and the Labor Attorney have developed pay recommendations for consideration related to the following:

- Employee Contribution toward Health & Dental Insurance
 - Overtime Calculation
 - Direct Deposit
 - Probationary Period
 - Longevity
 - Union Dues
 - Funeral Leave
 - Shift Differential
 - Pager Pay
 - Vacation
 - Casual Day Program
 - Uniform and Tool Allowance
 - Holidays and Personal Days
 - Compensatory Time
- (See attached for details)

Motion by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file 8a & 8b.

MOTION APPROVED UNANIMOUSLY

c. **Resolution re: Surplus Net Room Tax Revenue:**

Refer to #'s 2 and 8c above. Attorney Mohr indicated that he drafted the resolution included in packet material after consulting with Mayor Schmidt and the City Attorney. The motion above requests that the resolution be held for one month to allow time for the County Executive and Supervisor VanderLeest to bring back information related to future maintenance costs for the arena complex.

Vacant Budgeted Positions (Request to Fill): None

Other:

9. **Such Other Matters as Authorized by Law:**
None

Motion made by Supervisor Erickson and seconded by Supervisor Lund to adjourn at 6:30 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel, Recording Secretary

**Arena Complex 10-Year Capital Plan
2011 Budget**

CAPITAL PROJECTS		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
NO	Blg/Item	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
1	A Lighting (General Repairs)											
2	S Drainage Problems											
3	A Misc Plumbing Repairs											
4	A Patch Exterior Door Problems											
5	S Subco Panel Repairs	10271										
6	A Lighting (Replace with efficient fix)											
7	S Lighting											103924
8	S Fix Drainage Problems			4350	34000							
9	S Roofing and Insulation											
10	A Replace Doors and Frames			18555	53325				35000	35000		
11	S Misc HVAC Repairs		7163									
12	A Retube Boilers/Water Softener	17173										
13	A Install Water Softener						24000	50000	78000			
14	R Rigging Net											
15	R Bleacher Track/Motor											
16	R Dashers											
17	A Electrical Study	4825										
18	A Electrical										83339	
19	A Ammonia Relief Valve		22000									
20	A Ammonia Compressor Overhaul		44347									
21	A Ammonia Sys Control Upgrade							13000				
22	A Ice Harvester Compressor								33474			
23	A Arena Roof	5286	811714		13000							
24	H Roof Repair	7513										
25	HS Roof Studies	3950										
26	HS Roof Specifications	5850										
27	S Shopko Hill Roofs	47590	4021				10000	318800				
28	H HOF Roofs		63950	43390						102940	100989	
29	S Emergency Heater Replacement	13635										
30	A Emergency Electrical Repair	38850										
31	A Emergency RTU	12369										
32	R Emergency Megavision Repair	48860	1610									
33	H HOF Coil Replacement	10020										
34	R Air Handling Motor		5860									
35	A Ammonia Condenser		20575									
36	R Hot Water Boiler		15000									
37	R Construct Environmental Wall				32725							
38	R Ice Cover			115000								
39	ALL HOK Study											
40	A Snow Protection			5000		18500						
41	R Double Doors South East					7500						
44	ALL Repair Brick Walkways					28900						
45	S Replace Shopko Lobby OS Doors					37000						
	Insurance Deductibles					17500						
47	RMF Repair Resch Floors						225000					
	Total	226273	1010760	181295	157582	103879	290000	381800	144474	137940	184328	103923
	End of Year Fund Balance	369,482	153,235	138,274	141,866	236,045	309,017	87,216	102,742	124,802	120,474	96,551

Estimated Cost of Step Increases for Internal Audit/Research Analyst Position (2011):

Step	Increases Over Current		Increases Over Current				Total
	Salary		Salary	FICA	Disability	Unemployment	
(Current)1	60,202						
2	61,986	1,784	133		6	9	1,932
3	63,796	3,594	268		13	18	3,893
4	65,659	5,457	407		20	27	5,910
5	67,577	7,375	549		27	37	7,988
6	69,553	9,351	697		34	47	10,128
7	71,590	11,388	848		41	57	12,334

2012 PAY RECOMMENDATIONS

To the Members of the Executive Committee:

On December 31, 2011, all of the existing labor agreements (except the Sheriff's Non-Supervisory Union) will expire. With the adoption of Chapter 4 of the Brown County Code many of the benefits have been established. However, several other policies will need to be adopted to address other issues relating to pay. The Human Resources Department in consultation with our labor attorney has developed the following pay recommendations for consideration by the Committee.

- I. Employee Contribution Toward Health Insurance. Presently employees contribute 12% toward the health insurance premium. We are recommending an increase to 13% effective January 1, 2012. The estimated annual savings will be \$212,000.
- II. Employee Contribution Toward Dental Insurance. Employees presently contribute 7.5% toward the dental insurance premium. We are recommending maintaining that level of contribution.
- III. Overtime Calculation. Under the existing labor contracts, many of the bargaining units receive overtime after 37.5 hours, which would be their normal work week. Other union contracts provide overtime after 40 hours. Many of these contracts credit hours which are not worked toward the calculation of overtime (e.g., a vacation day is considered a day worked when calculating the number of hours worked in a week).

Human Resources is recommending adopting a policy providing for overtime at 1-1/2 times the normal rate of pay for hours worked in excess of 40 hours in any work week. This is the standard adopted under the Fair Labor Standards Act. We also are recommending that the policy provide that all overtime must have the prior approval of a department head or the department head's designee and be subject to budgetary limitations. The policy should require increments of not less than 15 minutes for the purpose of overtime calculation. The policy would also provide that the Human Resources Manager would periodically review the use of overtime with the various departments.

- IV. Direct Deposit. Presently only 38 employees in the County are not on direct deposit of their payroll checks. It is recommended that direct deposit be required effective January 1, 2012.
- V. Probationary Period. Most of the existing labor contracts provide for a probationary period of 6 months. However, some contracts have probationary periods ranging from 90 days to 12 months. Human Resources recommends a standard 6-month probationary period with the exception of Correctional and Telecommunications positions. Correctional and Telecommunication positions would serve a 1-year probationary period. The policy should also provide that a probationary period may be

extended by the Human Resources Manager but may not exceed 1 year from date of hire.

- VI. Longevity. Seventeen of the existing labor agreements provide a longevity payment. It is recommended that effective January 1, 2012, all longevity be terminated. Eliminating longevity would provide an estimated savings of \$140,000.
- VII. Union Dues. Effective January 1, 2012, union dues will no longer be administratively handled by the Payroll Department. This will result in an administrative savings in time.
- VIII. Funeral Leave. In the last round of bargaining, several of the bargaining units adopted new funeral leave language. The same funeral leave language is now incorporated into Chapter 4. It is recommended that the language in Chapter 4 be mandatory.
- IX. Shift Differentials. Chapter 4 allows, but does not specify, the amount of shift differential. Presently shift differentials are paid in 14 of the bargaining unit contracts. The amount of shift differential paid in these contracts varies significantly as compared to a percentage of pay. In order to standardize the amount of shift differentials paid, Human Resources is recommending payment of 2 rates. The first rate would be paid from 5pm – 11pm. The second rate would be paid from 11pm – 7am.

Human Resources recommends the payment of a shift differential of a fixed per hour amount based on a percentage of the average hourly rate for the unit affected. The second shift rate would be approximately 1% of the hourly rate and the third shift rate would be approximately 2% of the hourly rate.

Human Resources is recommending that the shift differential be paid to all 24/7 operations and in addition it be paid at the Airport and the Highway Departments. Human Resources is recommending eliminating the existing shift differential at the Library, Sheriff's Supervisory, Courthouse, Housekeeping and Park Ranger.

- X. Pager Pay. Presently the HS Professionals receive on-call pay. Human Resources is recommending continuing pager pay.
- XI. Vacation. It is recommended that the vacation schedule adopted in Chapter 4 of the Code apply to all County employees. It is recommended that employees not be grandfathered if they would suffer a loss of vacation days under the Chapter 4 schedule. Human Resources also recommends imposing the Code provision providing that vacation is earned through the year and prorated upon termination. Presently, some contracts provide that employees earn all of their vacation as of the first of the year resulting in a payment in the year of termination. By imposing the Chapter 4 schedule 176 employees will lose vacation days and 500 employees shall gain vacation days.

XII. Casual Day Program. Presently, most employees participate in the casual day / short-term disability / long-term disability plan. However, some County employees still retain the sick day benefit. Human Resources is recommending that all employees be converted to the casual day / short-term disability / long-term disability program effective January 1, 2012.

XIII. Uniform and Tool Allowance. Human Resources is recommending continuing the current practices regarding uniform and tool allowances.

XIV. Holidays and Personal Days. Chapter 4 of the Code designates 7.5 holidays and 4 personal days for employees. The various labor contracts generally provide for 7.5 holidays and 4 personal days although individual contracts do vary.

Human Resources is recommending adopting the current administrative schedule of 7.5 holidays and 4 personal days (or floating holidays) for employees working in a 24/7 environment. For employees who do not work a 24/7 environment, Human Resources is recommending adding the day after Thanksgiving as a holiday in exchange for reducing the personal days from 4 to 3.

Human Resources is also recommending that employees regularly scheduled to work a holiday or called in to work a holiday will be eligible to receive double time pay for hours worked on the holiday.

Human Resources is also recommending that the practice of adding holidays to vacation banks for additional time off be eliminated. This practice occurs generally for employees in the 24/7 environment. By taking the additional time off, these employees frequently cause an overtime situation for coverage. By eliminating this practice we should save on overtime costs.

XV. Compensatory Time. Human Resources is recommending that the number of hours allowed to accumulate (80 hours) remain the same.