

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 8, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, Pat Wetzel, Pat Buckley, Dan Robinson
Excused: Steve Fewell
Also Present: Supervisors Williams and Van Dyck. Executive Streckenbach, Brent Miller, Lynn Vanden Langenberg, Dan Process, David Hjalmquist, Juliana Ruenzel, Cullen Peltier, other interested parties

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to modify agenda to take items 9-15 after item 4 and take 21 I and ii together. Vote taken. MOTION UNANIMOUSLY APPROVED.

III. Approve/modify minutes of September 10, 2012 & Special September 19, 2012.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. Ayes: Moynihan, Lund, Erickson. Abstain: Robinson. MOTION APPROVED.

Communications

1. **Communication from Supervisor Steffen: Review, discuss and take action on requiring standardized, staff reports for public policy items and monthly reports. *July Motion: to send to County Board Chairman Moynihan and County Board Vice-Chairman Lund and work in concert with Administration.***

Director of Administration Brent Miller provided a handout, a copy of which is attached. He stated that at the request of Supervisor Steffen they modified an action report form from a local municipality and the form shows when an issue will require action such as an ordinance or resolution and is a summary. Similar forms have been used by various departments and Miller stated they liked the form. Supervisor Moynihan has also come up with a similar form.

Supervisor Erickson did not like the language for “table” a resolution and would like to see this verbiage changed to “receive and place on file”. Otherwise, he did not have a problem with the form. Miller noted that this was just a proposed example and he would not have a problem changing that wording. Lund stated that if a department head has information to come before a committee that requires action, they would complete this report. He continued that if the Committee wished to take action on something that does not have a form, they would still be allowed to by rule. Miller agreed and stated that this form would be completed from a department head to make it easier for the Committee to know right away if there is an action item on the agenda and has no impact on the actual action that is taken or recommended.

Supervisor Wetzel arrived at 5:36 p.m.

Robinson felt that overall the form looks great, but with regard to the fiscal impact section, he questioned whether the amount is the fiscal impact or the overall project price because that is not always the same figure. He suggested that a line be included for total amount of project as well as

fiscal impact and Miller agreed. Miller also noted that all resolutions show the fiscal impact directly on the resolution.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to change the verbiage under "alternative" from "table" to "receive and place on file" and with an addition of "5. Total amount of project (if applicable)". Vote taken. MOTION UNANIMOUSLY APPROVED.

2. **Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discussion pertinent to the subject matter." *Held for one month.***

Motion made by Supervisor Moynihan, seconded by Supervisor Wetzel to refer to December meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.

3. **Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from September County Board.***

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to refer to December meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.

4. **Communication from Supervisor Lund re: Update on the Housing Authority's contract negotiations with I.C.S. brought to Executive Committee. *Referred from September County Board.***

Miller informed that he had attended a BCHA meeting and they approved a 1 year contract with ICS with the possibility of extending for 2-3 years as well as looking at going out for an RFP in the meantime.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

*Although shown in proper format here, items 9-15 were taken at this time.
Supervisor Buckley arrived at 5:48 p.m.*

Legal Bills

5. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

Referred from Administration Committee

6. **Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the Sheriff/Communication Center Director with the 24/7 operations and come back in September. Sept Motion: Hold for one month.***

Erickson urged looking at working within selected counties workweeks also. He believed it would alleviate a lot of issues.

Motion made by Supervisor Buckley, seconded by Supervisor Wetzel to refer to December meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.

Reports

7. County Executive Report

a) Budget Status Financial Report for August, 2012.

Streckenbach informed that if he had nothing new to report each month, a budget status financial report won't be brought forward.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

b) Update on AD Hoc Committee for future of Central Library. *Motion at July County Board: To have the Brown County Executive and Board Chairman select five County Board members to serve on an Ad Hoc Committee to work with members of the Library Board to create an RFI for future needs of the Brown County Central Library; Sept Exec Cmte Executive Streckenbach informed they needed one more person.*

Streckenbach informed that the members of the Ad Hoc committee were Supervisors Van Dyck, Erickson, Dantine, Williams, and Hopp. Lund would like it reported out at the next County Board of Supervisors Meeting.

Lund asked Supervisor Erickson to take the lead, to set up the first meeting with the Library Board, etc. He informed that he would like to see a final report at the end as to what they had decided.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

Streckenbach informed that he was looking forward to the budget process coming up. If the committee have questioned he welcomed them to contact Department Heads or himself for more input. He believed it is was a fair budget that addressed both the County Board's initiative as well as addressing both protecting quality of life and maintaining a fiscal responsible budget.

September 28, they did the Federal Inspection Station Announcement. The Airport Director will have a resolution drafted for the PD&T Committee for approval. Essentially this was a community-wide initiative. The Federal Government was no longer doing earmarks. So they had to lobby the FAA to secure funding for the station which would ultimately help the airport maintain its long term stability and viability during the long haul.

Sunday was MetJet's first voyage down to Florida. Hopefully they will be successful and Streckenbach encouraged supporting local and utilizing their services if members were looking to go to Florida. It helped the Brown County's airport.

8. Internal Auditor

a) Budget Status Financial Report for August, 2012.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

Vacant Budgeted Positions (Request to Fill)

9. Child Support – Child Support Clerk - Vacated on 9/1/12.
10. Child Support – Clerk/Typist II - Vacated on 10/1/12.

11. **Human Services/CTC – Clinical Social Worker - Vacated on 10/19/12.**
12. **Human Services/CTC – Social Services and Rehabilitation Manager - Vacated on 10/5/12.**
13. **Information Services – Network Support Specialist - Vacated on 9/17/12.**
14. **Register of Deeds – Clerk/Typist II - Vacated on 6/15/12.**
15. **Sheriff's Office – Secretary III – Drug Task Force - Vacated on 10/12/12.**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to suspend the rules to approve items 9-15 together. Vote taken. MOTION UNANIMOUSLY APPROVED.

Robison referred to the Annual Budget Impact for the Child Support Clerk, Child Support Clerk/Typist II, Human Services – CTC Clinical SW/Pro Counselor/Case Mgr and CTC Social Services & Rehab Manager positions and questioned if it was in addition to what was budgeted. He believed the numbers provided couldn't be for two months. Miller informed that that was how much money would be left in this position to pay for the position. Further discussion ensued with regard to the budget impact info; it was realized that the numbers reflected should be one month, not two.

Motion made by Supervisor Robinson, seconded by Supervisor Erickson to amend the motion adding "to clear up the budget impact calculations for each position". Vote taken. MOTION UNANIMOUSLY APPROVED.

Although shown in proper format, the committee took item 3 at this time.

Resolutions, Ordinances

16. **Resolution re: Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax (WCA).**

Moynihan informed that unless the feds brought this forward he was adamantly against it. He was not about to tell companies in Wisconsin that they had to do this if the legislature took it up.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

17. **Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services (Admin and PD&T).**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

18. **Resolution re: The Reorganization of the Corporation Counsels Office (Admin).**

Juliana Ruenzel informed that after a recent resignation and request to the Exec Cmte at special meeting (September 19th), to fill the vacant Assistant Corp Counsel position, further prompted the need for this study. It had been determined that there were currently inequities in the grades and duties assigned to the Assistant Corp Counsel and Staff Attorney functions, and further the title of Staff Attorney does not reflect the requirements necessary to perform the duties listed under the State Statutes.

When the vacancy was approved last month the committee approved the position at a Grade 22, it should have been approved at a Grade 24. But, really in reality, correcting everything, it should be at a Grade 22. What they were doing was putting all three Assistant Corp Counsels that were doing Human Services work at a Grade 22 instead of Grade 24 and asking that the one Staff Attorney be listed as an Assistant Corp Counsel Deputy at a Grade 24. In Child Support, they would all be

Assistant Corp Counsels, the Lead at a Grade 24, and the other two at a Grade 22.

With regard to the budget impact, Vanden Langenberg informed that first they wanted to show what it would cost if they approved it tonight because it would be affective in 2012, but they also wanted to share the Table of Organization for the entire year because it had an ongoing impact. If this had been structured as proposed for an entire year the cost would be \$29,458.

Erickson questioned if positions were paid by the State. Ruenzel and Vanden Langenberg responded that some of the positions were. Child Support positions were paid partially by the State, with reimbursements. Some of Human Services can get billed to the State. Ruenzel informed that the TPR position, the one Asst Corp Counsel Position had been pretty much paid for by the State. Child Support was reimbursed by 66%.

Streckenbach reiterated Ruenzel's explanation of how they got to this point. He added that they knew there would be some savings with the Grade 22 and recognized the workload in the County Board's office was justifiably enough to add a .5 into the Corporation Counsel's office. They felt it was important to have succession planning and they needed help. They felt they had the savings in the current budget to put the position at full time and address the whole Table of Organization. The cost impact for the remaining part of this year, there was no cost because technically they had savings. The cost for 2012 if they were to have this for the year would have been \$29,458, the cost for 2013, it was part of the budget.

Erickson felt Table of Organization changes should be done at budget time. Moynihan responded that right now they were not in compliance with State Statute so he believed this was justifiable. Wetzel pointed out that they were sending people to court without the title that they needed. Lund stated the only time he thought that change of Table of Organization was wrong was when it didn't come before county committee. This was done appropriately.

**Motion made by Supervisor Moynihan, seconded by Supervisor Wetzel to approve. Vote taken.
MOTION UNANIMOUSLY APPROVED.**

19. Resolution re: The Reclassification of the Curator of Animals (NEW Zoo) (Ed & Rec).

Buckley understood that they wanted a reclassification but in a sense it was giving someone a raise. He didn't like reclassifications, especially with a substantial dollar jump. Wetzel informed that Neil Anderson was going to make it to the meeting but couldn't. The Zoo had applied for an accreditation with the AZA, which basically stated as the Zoo they were going to aim high and be considered one of the best zoos and aquariums in the country and they got it. It was a pretty intense process. As part of the accreditation they looked at everything. They had a strict set of guidelines. This position was one of the concerns in the accreditation process; they had guidelines that spelled out the type of people needed to be in charge of the welfare of the animals and in these positions. The person in the position currently, the job description didn't fit that standard. The person there now did a lot more, did the hiring and supervising, a lot more than what was in the job description. Wetzel added that this reclassification and the study done by HR was a result of their concern.

Erickson stated he agreed with Wetzel, the zoo was also an enterprise fund, it was not on levy. He didn't believe there was a concern.

Lund informed he was at the Ed & Rec meeting and basically they had three people at the same level and one person had authority over the others. It didn't make sense in the Table of Organization. It took away a problem.

Vanden Langenberg informed that they pulled out the job description, had them fill out what their functions were and then HR had a methodology they used to determine what the rate of pay would be based on those job responsibilities. It wasn't just additional work; she was picking up different levels of duties than when she was first hired. She was a fairly long term employee. She had expanded the scope and took on supervisory duties. Previously the zoo director was the primary supervisor. Buckley informed that he personally disagreed with the whole reclassification process. Vanden Langenberg added that they follow Brown County's methodology in determining the pay but they also checked with like positions at other organizations to see if they were at market.

Motion made by Supervisor Erickson, seconded by Supervisor Wetzel to approve. Vote taken.
Ayes: Robinson, Erickson, Lund, Moynihan, Wetzel; Nays: Buckley. **MOTION APPROVED 5 to 1**

Human Resources

20. Employee Handbook. *Held for one month.*

Vanden Langenberg stated they had come before last month and most of the handbook was reflective of what was in Chapter 4 of the county code which governed personnel actions. They wanted to put it in a more employee user friendly format and placed it in a handout. They also had some administrative policies online and incorporated those. At the last meeting they were o.k. with most of the handbook but they had concerns with the dress code. She did some research on the dress code and made changes based on their comments with tattoos and jewelry. Departments can create their own specific guidelines and they would have to be turned into Human Resources if departments make up their own. On the enforcement for discipline, it wasn't only the employees that would have a chance for discipline if it wasn't followed; it was also on the manager if they didn't do the enforcement. With uniform allowance she added the sub section B saying they had to follow the purchasing rules.

Buckley felt they should consider in the future to have it employees either use their own tools or the tools that were purchased belonged to the company. Vanden Langenberg stated that she believed it was considered at the highway one time but it was hard to control the inventory. Wetzel believed that the employees were probably spending more on tools than what they were being reimbursed for and it worked similar to a uniform allowance. Vanden Langenberg stated that it was pro-rated so if an employee got their annual tool allowance and they left the county, they would have to pay the county back a pro-rated portion.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to receive and place on file.

Lund believed that they should make a motion that the County Board accepted the items in the employee handbook. Vanden Langenberg informed that as they work with their employees and management they might come up with more items that may help them. Each time that happened, they will bring it back here verses letting it be a living document.

Moynihan retracted his motion and made the following motion:

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Discussion and Possible Action re: Contract Negotiations as they relate to step increase.
- i. Closed Session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations).
 - ii. Closed Session Pursuant to Wis. Stats. § 19.85(1)(g) for the conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to enter into closed session @ 6:36 p.m. Vote taken. Roll Call: Robinson, Erickson, Lund, Moynihan, Wetzel, Buckley. **MOTION UNANIMOUSLY APPROVED.**

Supervisor Buckley excused at 7:13 p.m.

Motion by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Vote taken. Roll Call: Robinson, Erickson, Lund, Moynihan, Wetzel. **MOTION UNANIMOUSLY APPROVED.**

Other

22. Such other matters as authorized by law.

Motion by Supervisor Erickson, seconded by Supervisor Robinson to adjourn @ 7:34 p.m. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

DEPARTMENT OF ADMINISTRATION

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DIRECTOR

Meeting:
Meeting Date:
Department Report

REPORT TO: Specific Committee

REPORT FROM: Name
Director of Department

AGENDA ITEM: Resolution Granting Additional Compensation to Employees.

ACTION REQUESTED: Ordinance _____ (Ordinance # _____) Resolution XX
(This action requested would be for any information that would require an Ordinance, Ordinance change or a Resolution)

ISSUE/BACKGROUND INFORMATION:

Employees are required to work numerous extra hours due to a shortage of employees in Administration.

ALTERNATIVES:

The Committee could take the following action:

- Table the Resolution
- Not Approve the Resolution
- Amend/Change Resolution

FISCAL IMPACT:

- | | |
|------------------------------|-----------------------|
| 1. Is there a fiscal impact? | <u>Yes</u> |
| 2. Is it currently budgeted? | <u>Yes</u> |
| 3. If budgeted, which line? | <u>Admin Overtime</u> |
| 4. Amount? | <u>\$ 243,000</u> |

ATTACHED INFORMATION:

See Attached



2012 Budget Impact Calculation
For the Period 12/01/2012-12/31/2012
Child Support
Child Support Clerk

<u>2012 Budget Impact:</u>	Partial Budget Impact	12/01/12- 12/31/12
2012 Salary		\$ 2,769.00
2012 Fringe Benefits		<u>\$ 1,607.91</u>
		<u><u>\$ 4,376.91</u></u>

<u>Annual Budget Impact:</u>	Annualized	
Salary		\$ 33,228.00
Fringe Benefits		<u>\$ 19,294.93</u>
		<u><u>\$ 52,522.93</u></u>

Note: this position is in the 2012 budget

2012 Budget Impact Calculation
 For the Period 12/01/2012-12/31/2012
 Child Support
 Clerk/Typist II

<u>2012 Budget Impact:</u>	Partial Budget Impact	12/01/12- 12/31/12
2012 Salary		\$ 2,643.88
2012 Fringe Benefits		<u>\$ 1,590.01</u>
		<u><u>\$ 4,233.89</u></u>

<u>Annual Budget Impact:</u>	Annualized	
Salary		\$ 31,726.50
Fringe Benefits		<u>\$ 19,080.06</u>
		<u><u>\$ 50,806.56</u></u>

Note: this position is in the 2012 budget

2012 Budget Impact Calculation
 For the Period 12/01/2012-12/31/2012
 Human Service - CTC
 Clinical SW/Pro Counselor/Case Mgr

<u>2012 Budget Impact:</u>	Partial Budget Impact	12/01/12- 12/31/12
2012 Salary		\$ 5,227.63
2012 Fringe Benefits		<u>\$ 1,959.74</u>
		<u><u>\$ 7,187.37</u></u>

<u>Annual Budget Impact:</u>	Annualized	
Salary		\$ 62,731.50
Fringe Benefits		<u>\$ 23,516.88</u>
		<u><u>\$ 86,248.38</u></u>

Note: this position is in the 2012 budget

2012 Budget Impact Calculation
For the Period 12/01/2012-12/31/2012
CTC
Social Service and Rehab Manager

<u>2012 Budget Impact:</u>	Partial Budget Impact	12/01/12- 12/31/12
2012 Salary		\$ 5,635.07
2012 Fringe Benefits		<u>\$ 2,018.04</u>
		<u><u>\$ 7,653.11</u></u>

<u>Annual Budget Impact:</u>	Annualized	
Salary		\$ 67,620.80
Fringe Benefits		<u>\$ 24,216.54</u>
		<u><u>\$ 91,837.34</u></u>

Note: this position is in the 2012 budget