

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Kris Schuller, Vice Chair
David Steffen, Thomas De Wane, Tim Carpenter

ADMINISTRATION COMMITTEE

Thursday, July 26, 2012

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of June 28, 2012 & Special July 9, 2012.
1. **Review Minutes of:**
 - a. Housing Authority (May 21, 2012). *Held for one month to have representatives of the Brown County Housing Authority come before the Administration Committee.*

Communications

2. Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. *Referred from July County Board.*

Bond Refunding

- 2a. Initial Resolution Authorizing the Issuance of Not to Exceed \$3,900,000 2012B GO Airport Refunding Bonds
- 2b. Initial Resolution Authorizing the Issuance of Not To Exceed \$3,365,000 2012C GO Refunding Bonds

Information Services

3. Budget Status Financial Report for May, 2012.
4. 2013 Five-year Capital Improvement Plan.
5. Director's Report.

Department of Administration / Human Resources

6. Human Resources Budget Status Financial Report for May, 2012.
7. Human Resources Activity Report for June, 2012.
8. Administration Budget Status Financial Report for May, 2012.
9. Administration - 2012 Budget Adjustment Log.
10. Administration - Government Financial Officers Association Certificate of Recognition for Budget Preparation.
11. Administration - Review of Purchasing Policy. *Held for one month.*
12. Director's Report.

Child Support, Corporation Counsel, County Clerk, Treasurer – No agenda items.

Other

13. Audit of bills.
14. Such other matters as authorized by law.

Steve Fewell, 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. 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.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 24, 2012

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: Bond Refunding Resolution

Attached are two authorization resolutions to refund the Series 2001C General Obligation Corporate Purpose Bonds, 2002B General Obligation Highway Improvement Bonds, and the Series 2002A General Obligation Airport Improvement Bonds. Significant interest savings will be recognized due to the favorable interest rates for tax exempt bonds.

The savings recognized on the 2002A bonds are expected to be more than \$500,000 over the life of the bonds. The expected savings are illustrated and highlighted in Attachment A. The attachment also includes the 2003A, 2004A, 2005A General Obligation Airport Improvement Bonds that are not available for refunding at this time.

The savings recognized on the refunding of the 2001C and 2002B bonds are expected to be more than \$200,000 over the life of the bonds. The expected savings are detailed in Attachment B.

The refunding includes the estimated cost of issuance for the bonds. The remaining life of the debt will be consistent with the original bonds issued. If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. Administration Committee approves the authorization of the issuance resolution (July 26, 2012)
2. Executive Committee approves the authorization of the issuance resolution (August 6, 2012)
3. Board of Supervisors approves the authorization of the issuance resolution from Executive Committee (August 15, 2012)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (September 19, 2012)
6. Bid results are presented to Executive Committee. (September 19, 2012)
7. Debt is approved by the Board of Supervisors. (September 19, 2012)

Please contact me at 448-4035 with any questions regarding the project resolutions or financing.
Thank you.

cc: Troy Streckenbach, County Executive



Attachment B
 Brown County, Wisconsin
 (Debt Service Pre and Post 2012C Refunding Issue)
 DRAFT

| Year | 2001C Bonds | | 2002B Bonds | | Total | |
|------|-------------|----------|-------------|----------|-----------|-----------|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2013 | 295,000 | 41,323 | 430,000 | 101,710 | 725,000 | 143,033 |
| 2014 | 310,000 | 28,490 | 455,000 | 84,510 | 765,000 | 113,000 |
| 2015 | 330,000 | 14,850 | 475,000 | 65,400 | 805,000 | 80,250 |
| 2016 | -- | -- | 500,000 | 44,975 | 500,000 | 44,975 |
| 2017 | -- | -- | 525,000 | 23,100 | 525,000 | 23,100 |
| 2018 | -- | -- | -- | -- | -- | -- |
| 2019 | -- | -- | -- | -- | -- | -- |
| 2020 | -- | -- | -- | -- | -- | -- |
| 2021 | -- | -- | -- | -- | -- | -- |
| 2022 | -- | -- | -- | -- | -- | -- |
| 2023 | -- | -- | -- | -- | -- | -- |
| 2024 | -- | -- | -- | -- | -- | -- |
| 2025 | -- | -- | -- | -- | -- | -- |
| | 935,000 | 84,663 | 2,385,000 | 319,695 | 3,320,000 | 404,358 |
| | | | | | | 3,724,358 |

| Year | 2012C Refunding Bonds | | Total | | Savings |
|------|-----------------------|----------|-----------|----------|-----------|
| | Principal | Interest | Principal | Interest | |
| 2013 | 770,000 | 50,564 | 770,000 | 50,564 | 47,468 |
| 2014 | 790,000 | 40,713 | 790,000 | 40,713 | 47,288 |
| 2015 | 805,000 | 30,838 | 805,000 | 30,838 | 49,413 |
| 2016 | 495,000 | 18,763 | 495,000 | 18,763 | 31,213 |
| 2017 | 505,000 | 10,100 | 505,000 | 10,100 | 33,000 |
| 2018 | -- | -- | -- | -- | -- |
| 2019 | -- | -- | -- | -- | -- |
| 2020 | -- | -- | -- | -- | -- |
| 2021 | -- | -- | -- | -- | -- |
| 2022 | -- | -- | -- | -- | -- |
| 2023 | -- | -- | -- | -- | -- |
| 2024 | -- | -- | -- | -- | -- |
| 2025 | -- | -- | -- | -- | -- |
| | 3,365,000 | 150,977 | 3,365,000 | 150,977 | 208,381 |
| | | | | | 3,515,977 |

August 15, 2012

THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$3,900,000 GENERAL OBLIGATION AIRPORT
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, not to exceed \$3,900,000 General Obligation Airport Refunding Bonds, in one or more series, to refinance certain maturities of the County's \$6,000,000 General Obligation Airport Improvement Bonds, Series 2002A dated August 1, 2002.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said bonds and shall prepare or cause to be prepared an Official Statement pursuant to SEC Rule 15c2-12.

Adopted: August 15, 2012.

Respectfully submitted,

EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

Fiscal Note:

This resolution does not require an appropriation from the General Fund. The refunding is expected to save over \$500,000 in debt service costs and will be reflected in the 2013 budget.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed: _____

APPROVED BY CORPORATION COUNSEL

August 15, 2012

THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$3,365,000 GENERAL OBLIGATION
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligations identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, not to exceed \$3,365,000 General Obligation Refunding Bonds, in one or more series, to refinance certain maturities of the County's \$3,325,000 General Obligation Corporate Purpose Bonds, Series 2001C dated September 1, 2001 and \$5,660,000 General Obligation Highway Improvement Bonds, Series 2002B dated August 1, 2002.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said bonds and shall prepare or cause to be prepared an Official Statement pursuant to SEC Rule 15c2-12.

Adopted: August 15, 2012.

Respectfully submitted,

EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

Fiscal Note:

This resolution does not require an appropriation from the General Fund. The refunding is expected to save over \$200,000 in debt service costs and will be reflected in the 2013 budget.

APPROVED BY:

Troy Streckenbach,
Brown County Executive

Date Signed: _____

APPROVED BY CORPORATION COUNSEL

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, June 28, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Steve Fewell, Supervisor Tom De Wane, Supervisor Dave Steffen, Supervisor Tim Carpenter
Excused: Supervisor Kris Schuller
Also Present: Pat Moynihan, Dr. Terry Watermolen, John Hickey, Kathy Pletcher, Brent Miller, Troy Streckenbach, Lynn Stainbrook, Mary Reinhard, Kevin Raye, Laura Workman, Maria Lasecki, David Hjalmsquist

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:02 p.m.

II. Approve/Modify Agenda.

Supervisor De Wane requested that Item 3 be taken following Item III.

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

III. Approve/Modify Minutes of May 31, 2012 and June 11, 2012.

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

Although shown in the proper format here, Item 3 was taken at this time.

1. Review Minutes of:

a. Housing Authority (May 21, 2012).

Supervisor De Wane stated that these minutes contain several items on which he would like further explanation such as the Housing Authority donating funds for printing of the City Services Guide and a proposed partnership between BCHA, NMA and L.A. LOMOD to become the PBCA for the State of Wisconsin. De Wane would like these minutes held for one month to have someone from the BCHA come to the Committee and explain these things.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to hold for one month and have representatives of the Brown County Housing Authority come before the Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Request for Approval

2. Central Library RFP.

Kathy Pletcher provided the Committee with a handout which gives an overview of the process, scope and timeline of the RFP, a copy of which is attached. She stated that they originally thought the RFP would be presented to the County Board at the June 20 meeting, however this timeline had been adjusted to allow for presentations at some of the Committees.

Pletcher continued that once the RFP is approved it will be publicized and any architecture engineering firm can submit proposals, but she did not have any estimate as to how many proposals may be expected. She stated that they have put together a selection committee to review proposals they receive in response to the RFP.

It was also noted that the cost proposals will come in separately and the committee that is evaluating the functional and technical requirements do not see the costs. The cost proposals go to procurement agent, Dale De Namur and he will manage the cost process. He will do the cost analysis which will be filtered into the scoring and from there a ranking of the proposals will be made. Pletcher continued that their goal would be to have the contract by mid-September. The design process will then begin and will include looking at how to reduce the scope of the \$23.4 million dollar pre-design to get into the \$17 million dollar range which is the target goal.

Pletcher continued that there will be many committees, many open meetings and many opportunities for the public to provide feedback as to what parts of the design they like and do not like. The decision making team will be the project management team which is listed on the handout and was structured by a suggestion made by Supervisor Van Dyck. Pletcher said that this is the group that will make the ultimate decisions to get to a design that can be supported by the County Board.

Pletcher stressed that they have been trying to respond to the concerns they have been receiving including having a meeting with the new supervisors at which they discussed the future of the library. They want to be sure that they are looking at all decision points using the expertise of architects and library consultants so that they are designing a facility that will benefit the community for decades to come.

De Wane stated that he would like to see the costs of each proposal and how each is graded. Pletcher stated that that information will become public record and will be available.

Steffen thanked Pletcher for her presentation and stated that she has been a very good ambassador for the project and has been incredibly diplomatic and fair. He stated there was not much of a possibility that he would support something in the \$17 million dollar range but he is much more comfortable closer to what the costs would be to fix the library and perhaps a little bit more to move the facility forward. One concern Steffen has with the RFP is in providing the potential contractor with the predesign square footage, would it still be possible to scale it down to a \$12 – \$13 million dollar option? His other concern with approving the RFP as drafted is that it is listed at \$17 million dollars, plus or minus \$1 million but that is not something he would necessarily approve. He stated that he is hopeful that a project that is a little more forward looking in addressing technology can be developed and he felt that some of the prioritization of current and future assets in the library could be addressed and that we should also be moving away from certain formats and certain materials. Steffen concluded by saying that the ability and willingness of the taxpayers to pay for this project is the biggest unknown and he does not know where the public is on their willingness to pay for anything above what it takes to get the library up and running.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to approve the RFP. *No vote taken.*

Chair Fewell commented that it would be realistic to look at options and stated that he does not have a problem fixing the library at something in the \$10 - \$12 million dollar range. However, if the library came back and said they had a few million dollars of donations, he would be much more willing to bump that up to meet more of the overall project needs. He felt there were a lot of variables, but what was most important was to see what they can get passed. Fewell did not want to be locked into one option with the RFP. He said that the library staff has done great work on this but he also felt that there were some supervisors who wanted to take a look at other options.

John Hickey felt there were tremendous opportunities with naming rights and Fewell stated he was encouraged that there were people who would support the library project. Fewell felt that businesses and business owners that would have money to donate would rightfully need to know that the County Board is willing to put forward the majority of the money for the project. He did not feel that we should be expecting businesses to pay for the public library and further that the Board needs to make a sizable commitment to it. Fewell also felt that at this time we need to look at the overall cost of what is needed to fix the library as well as what it will cost to renovate the way they are looking at. He does not have a problem in moving this forward but felt that at some point this would have to be amended as he did not think the RFP would be approved the way it is currently written. Pletcher noted that the RFP is currently in draft form and she can work with Dale De Namur on any revisions.

Dr. Watermolen reminded the Committee to keep in mind that the process explained earlier will allow anyone who may have a thought, idea or concept for the library to bring it into the process of design to look at and have a cost analysis done to see whether it is feasible. They have allowed for flexibility of the building so that it can be adapted to whatever happens in the future. Watermolen also pointed out that it is important to get the best value for what is being spent and this process allows for that. He also felt there was strong potential to get grants as the library is currently not energy efficient nor ADA compliant and there are grants available for some of these things. He continued that getting to the figure that they are trying to reach can be done by the total cost of the building being brought down as well as obtaining grants and donations and he felt in doing this the figure that the County would spend may be achievable.

Supervisor Carpenter stated he would like to see an RFP go forward through the Committees to include a base amount with several options and costs for these options. He would like to see exactly what the cost would be to get the library repaired and updated to where it needs to be and then see what other options there are and what the cost for those options would be to allow moving forward with raising donations or naming rights and determine how much money the County would have to put into the project.

Motion amended by Supervisor De Wane, seconded by Supervisor Steffen to approve a draft RFP for the Central Library to include a base cost with options with associated cost per option. Vote taken. MOTION CARRIED UNANIMOUSLY

Pletcher stated that she understands what Carpenter is asking for and this is what she is envisioning happening with the design process. She provided the example of making the drop off window into a drop off and pick up window, but noted there is additional cost associated with that and if this feature stays in the design, it may be value engineered to reduce costs. She felt that if items the public really wants are identified, maybe the public would be able to contribute towards those items. She also stated that the expansion piece on the Pine Street side may provide a good opportunity for naming rights and also if renovations and new technology is added to the auditorium they may be able to get a technology vendor to pay for naming rights. Hickey also stated that they will explore joint ventures to bring the cost down by doing such things as adding a café or post office substation.

Steffen stated he wanted to make sure it was clear that none of the supervisors were against fixing the base issues such as elevators or asbestos issues but that it is everything from that point on up that they are concerned with.

Communications

3. **Communication from Supervisor Moynihan re: Request Administration Committee direct I.S. to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200.**

Chairman Moynihan stated he has had various discussions with people regarding this and was compelled to produce the communication by virtue of compiling last month's County Board agenda and the burden that is put upon the Board's recording secretaries in terms of verbiage required in preparing the minutes of the standing committees. Moynihan continued that he has a companion communication for the Executive Committee to rescind portions of Section 2.13 of the County Code. What he would like to see in the future is minutes consisting strictly of motions of the standing committees. He felt that a good way to accomplish this would be to provide live streaming of the committee meetings. He felt this could also be carried over to full Board meetings as well. He felt that having the ability to click on a link somewhere and see the meeting happen live as well as have the ability to have the meetings archived would be beneficial.

Moynihan continued that he knows that many supervisors like the minutes in their current format with all the verbiage and he acknowledged that the ordinance currently requires this verbiage, however he felt that it would be appropriate to explore the idea of streaming to see what kind of costs could be incurred for something of this nature. This would also allow citizens with scheduling conflicts or who may be immobile and unable to attend meetings the opportunity to view them.

De Wane asked if Moynihan was looking to have this communication sent somewhere and Moynihan responded that he was looking to have this sent to IS for more information. Steffen asked if it would be acceptable to have this idea expanded to include an audio only option. He felt that if the streaming option would be deemed cost prohibitive, perhaps having an audio file of the proceedings would be appropriate. Moynihan stated that this may be an option if IS is able to break out the audio portion from the video portion. Moynihan felt it was important to be sure that these meetings were archived somewhere to help reduce the burden on the recording secretaries as well.

Steffen stated that he felt this was a great first step and the more that can be done in terms of transparency the better. He stated in the Village of Howard eight of nine elected officials have gone paperless and all information comes off the website which is also available for public viewing. He stated he will be as supportive as possible with this.

Carpenter asked if the new IS Director was in attendance. IS Director David Hjalmsquist was in attendance and Carpenter wanted to make sure he understood what Moynihan was looking for. Hjalmsquist responded that his understanding of what was being asked for at this time was for audio and video to be broken out as well as costs and timelines and that Moynihan was looking to get this on the Brown County website or some other depository where the general public could have access. He also asked if Moynihan was looking for a live feed and Moynihan stated he would like that included.

Fewell provided his thoughts and stated that when people are on camera often better decorum is created. He also felt if meetings were streamed people would know exactly what happened in the meetings and would not have to read small snippets in the minutes. Moynihan agreed and stated there have been circumstances where recording secretaries have been told by department heads and supervisors after minutes are prepared that the minutes do not accurately contain their intent.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to refer to IS to get information needed including costs and timelines. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

4. Introduction of new Information Services Director, David Hjalmsquist.

David Hjalmsquist introduced himself to the Committee and the Committee welcomed him. Hjalmsquist said that he was excited to be working for Brown County and looking forward to working with the supervisors.

5. **Budget Status Financial Report for April, 2012.**

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

6. **Resolution Re: Change in Table of Organization Information Services (Delete Technology Services Manager/Add Server, Storage and Virtualization Specialist).**

Hjalmquist stated that he noticed on the IS organizational chart that there was an opening for a technology services manager. Based on conversations with Kevin Raye and other IS staff, he felt it would be better served to redefine that job to allow for offloading and more cross training of current staff to provide more in depth knowledge. From Raye's perspective, he has been doing a lot of this work and Hjalmquist would rather see Raye doing other things which would allow him to transfer his knowledge to more members of the IS staff.

Raye spoke further on this and stated that in last year's budget they submitted a position for a technology manager. After the IS Director resigned last November, they did not feel that they needed another manager, but rather they needed another worker. They worked with the County Executive to determine what the IS department really needed and it was determined they needed a hardware specialist. Raye pointed out that this was a win all the way around as it resulted in a cost reduction and will also allow Raye to do more managerial tasks rather than the day to day work that he is currently doing.

County Executive Troy Streckenbach expounded that when he was elected he took a tour of the IS Department and it was apparent that IS was challenged. Streckenbach was basically put on notice by the former IS Director that every division within his office was overwhelmed and overworked and more staff was needed. The former IS Director was looking at adding three people last year during the budget process. They did add one individual into the budget and Streckenbach felt that as technology is becoming more of an important factor in running government, the IS Department was in need of staff. The question Streckenbach raised at that time was whether IS needed to add more staff or do an assessment of the Department to determine if they are doing things of the past or whether they should be focusing more on what they should be doing in the future. With the departure of the former IS Director, they took the opportunity to work with four divisional managers of IS and spent a lot of time devising a strategy of what the IS department should look like. In assessing the operation they also came to recognize that they do not have a lot of succession planning. They decided that rather than having another manager it would be better to put this under a support line, cross train it and allow Raye to work on other projects and share his institutional knowledge with another individuals that would come into the position so that we are preparing the County for long term success.

Steffen asked for an explanation of what the "virtualization" part of the title meant. It was explained that there are two separate types of virtualization. For each application in the old days, you would load the software on one box and then that box would be dedicated to that piece of software. With virtualization, what you can do is take one box and segregate the box and put multiple applications on it so the machine is being fully utilized thus saving money by not needing to purchase other hardware. Raye added that because servers now have so much processing power they can run up to eight applications on one server, thus saving energy and cooling costs.

Steffen also commented that he felt the IS department can play a large role in bringing democracy directly to the people wherever they are as they will have the opportunity to see what is going to happen and what is happening and he is thankful that IS is open to that. He also acknowledged that IS serves all of the County departments and he thinks that what technology can do to serve the community at large is tremendous.

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

Child Support Agency

7. Budget Status Financial Report for April, 2012.

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

8. Director’s Report.

Child Support Director Maria Lasecki stated they currently have two vacancies in their department and coverage is being obtained from cross training. Lasecki stated that she is working with HR to fill one of the positions and she is assessing the services of the department right now and utilizing current positions before she moves forward with filling the second position.

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

Treasurer

9. Budget Status Financial Reports for the Months of March, April, and May, 2012.

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

10. Treasurer’s Financial Reports for the Months of March and April, 2012.

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

11. Director’s Report.

Deputy Treasurer Mary Reinhard reported that they finished up with the judgments on foreclosures recently. They took 19 properties, most of which are vacant lots. The next step would be to advertise the properties and take sealed bids which are then opened by the Committee and award the property to the highest bidder. She noted that not all parcels will be sold and the Treasurer sets a minimum bid of whatever amount will pay the taxes up.

Reinhard also reported that they sent out second installment notices for taxes last week and the second installment payments are starting to come in. She also reported that in August the financial specialist and herself will be working on the cash receipting project on Logos.

Carpenter asked if the 19 foreclosed properties was a typical amount and Reinhard stated that it is a little higher than past years but she noted that many of the parcels are parcels that the City has to raze the property because the land owner did not take care of it so they are basically empty lots. She also noted that on some properties if there is a mortgage, they have even tried to have the mortgage company pay the taxes for the mortgage and they walk away from the property as well.

Steffen asked if there was an inventory of properties that are not sold and Reinhard stated that there is an inventory and they are listed as Brown County Treasurer Tax Deed properties. They become exempt properties next January. Steffen asked how these properties were processed and Reinhard stated that the properties are listed on the Treasurer’s website and then advertised. Whatever is not sold is then listed on the website as available properties. She also noted that many of the properties are land locked. Carpenter asked if any of the

parcels were large acreage parcels and Reinhard stated that they are mainly lots and noted further that they do not typically foreclose on homes.

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

Department of Administration / Human Resources

12. **Administration Budget Status Financial Report for April, 2012.**

See action at Item 13.

13. **Human Resources Budget Status Financial Report for April, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items 12 & 13. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Human Resources Activity Report.**

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

15. **2012 Budget Adjustment Log.**

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

16. **Review of Purchasing Policy. *Held for one month.***

Director of Administration Brent Miller stated that they have come up with revisions but he would ask that this be held for one month.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Director's Report.**

Miller stated that the WCA Act 10 and Act 32 came out which pertains to changes in retirement and health insurance. WCA put a consortium together consisting of 43 counties who developed grievance procedures, policy manuals, etc. The other part of this is a wage study. He noted that although Brown County is a member of WCA, they are not a part of County Mutual Insurance Corporation but all the other counties that are part of the consortium are part of County Mutual and therefore get a pooled cost. Brown County was selected to be a pilot county for the wage study. Miller would like a special Administration Committee meeting prior to the Executive Committee meeting on July 9 to approve becoming part of the pool to take place in the study.

Streckenbach expounded on what is in place already versus what has been acted on. A while back, there were ongoing discussions regarding how to move forward with compensation plans, how to look at positions that have multiple different names but are similar as well as other things. This was one of the steps that the previous HR Manager was conducting and participating in with other counties. Brown County has been involved in the process of the wage study for close to six months. The piece that was never done was to formally sign in to the project and this is what they are looking for approval of on July 9 to allow participation in the wage study.

It was decided that a special Administration Committee meeting will be held at 5:00 p.m. on July 9.

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

County Clerk

18. **Budget Status Financial Report for April, 2012.**

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

Corporation Counsel – No agenda items.

Other

19. **Audit of bills.**

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

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

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to adjourn at 6:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Monday, July 9, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor De Wane, Supervisor Steffen
Also Present: Brent Miller, Tom Miller, Doug Marsh, Troy Streckenbach

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:10 p.m.

II. Approve/Modify Agenda.

Department of Administration:

1. Resolution to Authorize Use of Funds to Retain Outside Counsel.

Director of Administration Brent Miller explained that a consortium of 43 counties had been formed through the Wisconsin Counties Association (WCA). A number of different programs have come out of this consortium, including the wage study that Brown County has been asked to participate in. The wage study will be done by Wipfli and will cost approximately \$35,000 which will come out of a fund in Human Resources. Miller continued that all of the other counties participating in the consortium are part of Wisconsin County Mutual Insurance and are getting a pooled rate for the wage study. Brown County is not part of Wisconsin County Mutual Insurance and therefore will need to have a separate retainer agreement with the lawfirm representing WCA to join the pool to get the benefit of the lowest rate to participate.

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

2. Such other matters as authorized by law.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to adjourn at 5:15 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 21, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Michael Welch-Chair, Rich Aicher, Darlene Hallet, Ann Hartman (arrived 3:57 PM)

MEMBERS EXCUSED: Tom Diedrick

OTHERS PRESENT: Rob Strong, Robyn Hallet, Matt Schampers, Chip Law, Matt Roberts, Ka Vang, Cheryl Renier-Wigg, John McKay, Dorian Jenkins, Nancy Wesoff (by phone)

APPROVAL OF MINUTES:

1. Approval of the April 16, 2012 minutes of the Brown County Housing Authority

A motion was made by R. Aicher, seconded by D. Hallet to approval the minutes of the April 16, 2012 meeting of the Brown County Housing Authority. Motion carried.

ELECTION OF OFFICERS

M. Welch stated that it was the end of his term as Chair in the rotation of BCHA officers. The next in line for Chairmanship is T. Diedrick, and for Vice Chairman is R. Aicher. R. Strong opened the floor for nominations. D. Hallet nominated T. Diedrick for Chairman, and the nomination was seconded by R. Aicher. R. Strong inquired twice more if there were any other nominations. Being none, the floor was then opened for nominations for Vice-Chair. M. Welch nominated R. Aicher for Vice-Chairman, and the nomination was seconded by D. Hallet. A request for nominations was made two more times. There were no others. It was explained that T. Diedrick is currently out and is expected to return in August. In the mean time, R. Aicher agreed to fill in T. Diedrick's position until he returns. Motion carried.

R. Hallet suggested changing the order of the agenda. D. Hallet motioned to go out of order, taking number five, then number four, followed by number nine. The motion was seconded by M. Welch and the motion carried.

NEW BUSINESS:

5. Approval of request from Neighborhood Development Division for funding to reprint Neighborhood Guide to City Services

C. Renier-Wigg stated that the Neighborhood Development Division would like to print about 20,000 more copies of the Neighborhood Guide to City Services booklets. R. Strong noted that this is the third edition of the City Services Guide. Both of them explained how the booklets are extremely helpful because they contain a list of all the City's services and contact information. C. Renier-Wigg requested a donation of \$10,000 from the BCHA to help with the printing expenses.

R. Aicher asked about how the booklet changes within two years. C. Renier-Wigg responded that in the time frame of two years, there are a lot of updates needed to the booklet. She explained how sometimes they would insert a page with newly elected officials into the guide. She also mentioned that all the real estate companies and the Neighborhood Associations help hand out the City Services Guides.

R. Aicher also asked about the new County or City elected officials. R. Strong responded that elections were in spring, and the City has seven new City Council members. He also included that there are also five new County Board members.

M. Welch made a motion to donate \$10,000 to the Neighborhood Development Division for the printing process of the City Services Guide books, and the motion was seconded by D. Hallet. Motion carried.

4. Presentation by Nan McKay and Associates and approval to partner on application for Performance-Based Contract Administration for Project Based Housing Assistance Payment Contracts in Wisconsin

R. Hallet introduced J. McKay, the CEO from Nan McKay & Associates and D. Jenkins to the commissioners.

J. McKay conference called N. Wesoff, the director and president of LOMOD. He introduced himself as the CEO of Nan McKay & Associates (NMA), and that he has been with the business for fifteen years. He said that NMA's corporate office is located in San Diego, and there are also other offices located in Chicago and Washington D.C.

D. Jenkins introduced himself as the vice president of program management for NMA, and that he has been working with housing authorities for about twenty years. He explained that currently he is working with NMA, and runs the Chicago office for Chicago's Housing Authority.

N. Wesoff introduced herself as president and director of Los Angeles LOMAD Corporation, and that she has over thirty years of experience. She explained LOMOD is the largest subsidiary to the Housing Authority of the City of Los Angeles, which is the second largest housing authority in the country, operating 50,000 vouchers and about 7,000 units of public housing. She added that LOMOD has approximately 737 contracts with about 46,000 units of housing.

J. McKay gave background information on NMA: They are a recognized industry leader in affordable housing professional services and work with all sizes of housing authorities. NMA only works in the housing industry and has a focus on customer service and performance improvement. He further stated that NMA has been working in affordable housing industry for thirty two years. NMA's contracts are not only with housing authorities, but with HUD as well, including the Stop Loss Conversion, Asset Management Conversion and the Rental Housing Integrity Improvement Program. He explained that he has known R. Hallet for five years and NMA business with both Brown County and Green Bay Housing Authorities. He explained NMA does program management and work on project based vouchers and mod rehab. They run the Chicago Housing Authority program, and they also helped Los Angeles catch up on 7,000 overdue recertifications. Also he stated that they were brought in by the Department of Justice to the Miami- Dade Housing Authority and worked on recalculating 3 years worth of every recertifications, finding all of the miscalculations of over and under payments of every landlord within the 3 years.

N. Wesoff explained LOMOD: LOMOD was created in 1973 and on December 1, 2003 became the performance based contractor administrator (PBCA) for the southern California portfolio. They have the second largest portfolio with 749 contracts and about 46,000 units of project based vouchers. As a PBCA, they do management occupancy reviews, contract renewals, monthly voucher releases, and offer a resident hotline. She also shared an accomplishment of a new business plan developed three years ago that transitioned them from a previous sub contractor resulting in a successful transition in 60 days. This transition included a whole IT conversion, no disruption in payment to owner agents, and no disruption for service residents. They do 100% quality control in all of their work products and they maintain a paperless office. She also said that they never had any audit findings and they were awarded HUD Five Best Practices and they have the best financial rating that can be deemed as an unqualified opinion.

J. McKay announced that they were proposing a three way partnership between BCHA, NMA, and L.A. LOMOD to become the PBCA for the state of Wisconsin. The partnership will produce an annual non federal income to BCHA of over \$100,000. He explained that as non federal funds, the money can be used for any purpose the BCHA chooses. LOMOD and NMA would do all the work and there would be no additional staff or cost to the BCHA. He said that if R. Hallet were to bring in an assistant, LOMOD and NMA would pay for it and it would not come out of the \$100,000 fee. They will also pay for any

related travel that BCHA would like to do such as to visit LOMOD. He also mentioned that they would come in and give free training to whoever BCHA would like to be trained.

He gave the statistics of Wisconsin having 437 Section 8 multifamily contracts that include 22,897 units. He explained that the fee paid to BCHA to be the state sponsor would be \$102,000 annually as non federal funds. He stated that this type of partnership is extremely popular and beneficial to many housing authorities; it would increase the BCHA's funds. He said that HUD is pushing housing authorities to be competitive and that they have to have a local finance agency as a partner. HUD wants keep the community placement and the funds local because the funds would come back to the local community and in this way will create local job opportunities.

He also explained that Multifamily contracts began because HUD gave out a lot of low interest loans to private sector developers, who in turn had to label the units as low income units. HUD found they didn't have the ability to audit and administer the program themselves, so state-based PBCA's were created to help administer the program for HUD. He stated that right now RAB is a program that is converting public housing to the multifamily program. They are in the process of converting 60,000 units and if they are successful, they want to convert all public housing units. With this conversion, it would help the LOMOD and Nan McKay portfolio grow and thus increase the federal income funds to BCHA.

D. Jenkins shared more about what the PBCA does. He said that HUD gave these long term contracts out to developers to hold a certain number of units affordable. HUD cannot administer all these contracts so they contract this service to PBCAs. He stated that they were there to propose partnership with the BCHA to become the PBCA for Wisconsin.

M. Welch questioned if there was any PBCA program in Wisconsin today. D. Jenkins responded that there is a contract administered currently and they will be rebidding. J. McKay also added that there are four different groups that will be bidding on Wisconsin, all of which must have a local housing authority or housing finance agency. He said that there are about six big companies, including LOMOD, who do this, and four of them are finding in-state sponsors to bid with Wisconsin. Wisconsin is a state with a lot of contracts, so it's a state a lot of contractors would be bidding on. It is believed that Quadel, as a private company, has partnered with WHEDA to currently run this and are bidding on it again.

D. Jenkins explained further what the PBCA will do in partnership with the BCHA. He said that they will be looking at the whole aspect of what the building should be doing. They will view the inspection results, tenant selection plans, and tenant reviews. J. McKay added that there will be a private owner out there who has his or her own site based waiting list, who does their own rent calculation, who does all the things on their own, similar to what GBHA does with public housing inspections. The PBCA's job will be to make sure that the private owner is doing his or her job and following the regulations. D. Jenkins also referred to the process for payments to the owner. LOMOD would handle all the payments, so the payments would pass through the contractor to the landlord. He also mentioned that when they receive tenant concerns, they act as a liaison between the tenant, the owner, and the housing authority to help resolve concerns.

N. Wesoff gives an overview of the four partners and how they are all connected. She explains the roles of each of HUD, LOMOD, NMA and BCHA, as outlined on the corresponding Powerpoint slide. She explained that NMA will set up an office in the state to have a state site and will be using the paperless documenting system.

D. Hallet asked about the bidding process. J. McKay explained that HUD has put out a NOFA to which bidders must submit a proposal. HUD will then select the vendor that they think would be the best to run the program.

M. Welch questioned how often vendors bid. N. Wesoff and D. Jenkins responded that last year there was an invitation for request for proposals, the awards were made, but then HUD withdrew, so this is

the second attempt J. McKay and N. Wesoff stated HUD says they are going to rebid every two years, but there is no way they will because of the time, cost and havoc it would cause.

M. Welch inquired about the timeline. J. McKay replied that the proposal is due June 11th, 2012 and they are going to make awards on August 1st, 2012. The transition would start October 1st, 2012 and the full operation takes over December 31st, 2012. J. McKay explained that they were hoping to have an interlocal agreement with BCHA, however there is a problem because in the State of Wisconsin, the Attorney General has to approve any out of state interlocal agreements, which could take up to 90 days, but we only have four weeks to turn in this proposal. So instead, BCHA will have to release an RFP, to which NMA will submit a proposal.

M. Schampers asked how the amount of BCHA funding was arrived at and what would affect it in future years. J. McKay answered that there are three major factors to be competitive: 1.) Have to have an in-state sponsor, 2.) Have to have experience not as staff but as having run a PBCA before, and 3.) admin fees have to be at 1% or lower. The portion to BCHA is 5% of the 1%, which is the amount NMA determined they can afford to pay back to BCHA and still have enough to run the program. He further explained that in the future as more units come on-line, the HAP will increase, which means the 1% will increase and ultimately increase the 5%.

D. Hallet asked how many years has this been going on. D. Jenkins responded that the contracts have been around for many years, but HUD realized they didn't have the ability to manage them. HUD needed someone to oversee the program and decided to contract it out. J. McKay also added that they will write the proposal for the BCHA and the BCHA would be able give feedback on it. Furthermore NMA will incur the legal expenses associated with preparing this.

C. Law asked what NMA's criterion was for choosing Brown County. J. McKay replied that he knew R. Hallet; he knew BCHA is a high performing entity, and he wanted a location that is central. He explained they chose Green Bay because it's a central city, which is important when performing the MORs and that it is a good size.

R. Hallet added that she has worked with NMA before and can attest that they are very knowledgeable and professional. In addition, she has attended numerous trainings offered by NMA and has full confidence in their ability to run the PBCA program.

R. Aicher asked what impact is there upon ICS. R. Hallet responded there would be none. D. Jenkins explained this was a different part of HUD, the Multifamily side vs. the Public and Indian Housing side, which the BCHA Voucher program is under.

R. Aicher questioned what the number of units per building in Multifamily is? J. McKay replied it is five units or more. N. Wesoff explained it depends on the owner's contract with HUD.

M. Schampers inquired about the employees working in Green Bay or Milwaukee. R. Hallet and J. McKay explained they have already determined that the office would be located in Green Bay.

R. Aicher asked for clarification on what is requested of the BCHA today. J. McKay stated they are requesting approval to move forward on an RFP, so we can form the partnership to bid on this. R. Hallet requested the action be to allow staff and NMA to proceed on all actions necessary in order to submit the proposal,

R. Aicher asked if R. Strong is in support of this. R. Strong responded that he thinks this is worth pursuing. It puts Brown County in a position where it could possibly have some influence on this program, it will provide BCHA with a direct link to NMA and their resources, it brings funding to the community, it's a program that is very similar to the HCV Program so won't be difficult for the Commissioner or staff to understand. He stated he is in support of submitting the application. He is more concerned about the actual contract between the parties and defining who is responsible for what.

J. McKay offered that the contract could be based on the language in the interlocal agreement, modified as needed.

A motion was made by D. Hallet to allow staff to work with NMA and LOMOD on the necessary steps which may includes an RFP or an interlocal agreement in order to submit the NOFA proposal. The motion was seconded by M. Welch. Motion carried.

STAFF REPORT:

9. Status of BCHA intern position

R. Hallet introduced K. Vang as the new BCHA intern, stating that she is a UW-Green Bay student. K. Vang shared that she is a Psychology major and is considering an Urban Regional studies minor. She mentioned that she took this position to have more experience, so she can decide on having three minors. R. Hallet also stated that K. Vang will be working 24 hours per week during the summer. She explained that there should be two interns, but K. Vang will be the only one until the fall semester.

M. Welch motioned to go back to the regular order of the agenda, and the motion was seconded by A. Hartman.

COMMUNICATIONS:

2. Letter from Department of Housing and Urban Development regarding final SEMAP score for FY 2011

R. Aicher stated that the communication is regarding BCHA achieving 100% with the SEMAP score for FY 2011. The Commissioners offered their congratulations on a perfect score.

R. Hallet explained that one of the problems which prevented 100% in the past was always the lease up rate, for which we've now scored the maximum points. She also mentioned indicator 14, FSS, as it says NA. She explained that as the BCHA graduates people from the FSS program, it is no longer mandatory to refill the slot. BCHA has now graduated enough that it no longer is required to fill the FSS slots, but it's such a great program that we continue to do it on a voluntary basis.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

M. Roberts reported that there were 81 preliminary applications in the month of April.

B. Unit Count

M. Roberts stated that unit count was 2,901 for April.

C. Housing Assistance Payments Expenses

M. Roberts stated that the HAP expenses for April were \$1,175,134.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that 366 inspections were conducted in April. 50 percent passed the initial inspection, 27 percent passed the re-evaluations, and the fail rate was 22.68 percent.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

C. Law reported that April's administrative fees were \$50,518.18 under the budget. M. Roberts reported the ports out vouchers were at 163 and the port in vouchers were at 16.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

M. Roberts stated that there were 104 FSS clients in April, of which 32 have escrow accounts. There were 2 FSS graduates in April and 2 new contracts. He also stated that there were 80 clients participating in the Home Ownership Option in April.

G. VASH Reports (active VASH, new VASH)

M. Roberts stated that there were 16 active VASH participants and there is no new VASH vouchers issued.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

M. Roberts stated that there was no report.

OLD BUSINESS:

None

NEW BUSINESS:

6. Approval of request for BCHA sponsorship of "A Home for Everyone" Conference to be held in Green Bay in July

R. Hallet explained that the BCHA sponsored this conference in the past. They like to sponsor with the local housing authorities to give the housing authorities recognition. She stated that the program recognizes the housing authorities in various ways depending on the level of sponsorship. She recommended the first level of sponsorship which is \$300 and that includes a free registration, a listing in the conference materials and an exhibition table.

M. Welch made a motion that the BCHA approve sponsorship of \$300 to the "A Home for Everyone" Conference in July, and the motion was seconded by D. Hallet.

INFORMATIONAL:

7. Existing HCV Contract between BCHA and ICS expires as of December 31, 2012

R. Aicher asked when the contract was originally signed. C. Law and R. Hallet stated it was in 2006.

C. Law submitted a letter and explained an option that ICS is offering to BCHA is to consider opening up the contract for negotiation.

R. Hallet explained this item was put on the agenda so the Commissioners can keep in mind that the contract is expiring and to think about the options they may want to consider. R. Aicher asked when staff thinks this topic may come back to the Authority. R. Strong stated at the next meeting because if the Authority wants to go out for RFP, it's a lengthy process so we need to get started early. M. Welch expressed that he is in favor of opening up the discussion about any issues regarding the contract.

8. General Capital was not awarded tax credits to develop Larsen Green project

R. Strong stated that at the State level, they have chosen to fund rehab projects. This proposal was to convert a manufacturing building to residential, which put it in a very competitive status, but no proposals in that status were awarded. He has been having discussions with General Capital about other options to still make this project work. General Capital asked if BCHA would be willing to allow the offer for a loan to stand so they can re-submit next year, to which R. Strong told them he would talk to the Authority about that when that time comes. One option they are exploring is historic tax credits for that property. He confirmed it's still a good project, it's not dead, they just didn't get funding yet.

R. Strong mentioned that the two sites in Green Bay that will be funded for rehab are Moraine Ridge and Lime Tree Terrace, which are thru the Wisconsin Housing Preservation Corporation

BILLS:

R. Aicher stated that the bills for BCHA add up to \$8069.47.

M. Welch motioned to approve the bills and the motion was seconded by A. Hartman. Motion carried.

FINANCIAL REPORT:

There was no discussion regarding the financial report.

M. Welch announced that there was an issue where a participant asked for a hearing with the Commissioners. He said he sent out a response since it was needed quickly, which was to deny taking the hearing. He felt if the Authority heard this hearing, it would begin taking a lot of hearings and

should instead limit the hearings they take to only ones in which BCHA is not in compliance with HUD, there's a conflict of interest or something of that nature.

R. Hallet stated that a client who wants to go above and beyond a standard informal hearing has two options: One is to find legal representation and go through the legal system. The other is to come to the commissioners. She suggested they will let the client find the legal resources to pursue a dispute over the informal hearing results. The Commissioner expressed agreement.

The meeting adjourned at 4:39 PM

kv:rah

**Brown County Housing Authority
List of Bills
May 21, 2012**

| <u>Description</u> | <u>Amount</u> |
|--------------------------------------------------------|--------------------|
| Conversion Program | |
| Section 8 Program: | |
| Green Bay City Treasurer - Mar 12, Salaries & Fringes | 5,748.80 |
| Brown County Clerk of Courts - Small Claims Filing Fee | 1,640.50 |
| 80-81 CDBG Program: | |
| Green Bay City Treasurer - Mar 12, Salaries & Fringes | 14.88 |
| Green Bay City Treasurer - Mar 12, Purchasing Card | 620.65 |
| 84 CDBG Program: | |
| Green Bay City Treasurer - Mar 12, Salaries & Fringes | 14.88 |
| WHNCP Program: | |
| B.C. Rental Rehab Loans: | |
| Revenue Bond Program: | |
| Green Bay City Treasurer - Mar 12, Salaries & Fringes | 29.76 |
| WHEDA Program: | |
| HCRI Program: | |
| HOME Program: | |
| HOME Program-Rpd CHDO Qualify: | |
| Total Bills | <u>\$ 8,069.47</u> |

**Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of April 30, 2012**

| | Budget Amount | YTD | Annualized \$ | Annualized % | Remaining Budget Balance |
|---------------------------------------|----------------------|---------------------|----------------------|--------------|--------------------------|
| REVENUE | | | | | |
| HAP Income | \$ 14,768,734 | \$ 5,175,768 | \$ 15,527,304 | 105% | (9,592,966) |
| Admin Fee Income | \$ 1,276,120 | \$ 465,915 | \$ 1,397,745 | 110% | (810,205) |
| FSS/HO Coordinator Income | \$ 135,462 | \$ 45,158 | \$ 135,474 | 100% | (90,304) |
| Fraud Recovery | \$ 115,000 | \$ 38,952 | N/A | N/A | (76,048) |
| Other Income (Interest & HO Payments) | \$ 2,614 | \$ 2,045 | N/A | N/A | (569) |
| Total Revenues | \$ 16,297,930 | \$ 5,727,839 | \$ 17,060,523 | 105% | (10,570,091) |

EXPENDITURES

| | | | | | |
|------------------------------------------|----------------------|---------------------|----------------------|-------------|-------------------------|
| Program Expenditures | | | | | |
| HAP Payments | \$ 13,947,301 | \$ 4,838,225 | \$ 14,514,674 | 104% | 9,109,077 |
| ICS Admin | 1,230,180 | 449,142 | 1,347,426 | 110% | 781,038 |
| FSS/HO Coordinator | 135,462 | 45,158 | 135,474 | 100% | 90,304 |
| Total Program Expenditures | 15,312,943 | 5,332,525 | 15,997,574 | 104% | 9,980,418 |
| Administrative Expenditures | | | | | |
| Software Upgrade | \$ 63,415 | \$ - | \$ - | 0% | 63,415 |
| Salaries | 42,449 | 7,215 | 21,644 | 51% | 35,234 |
| Fringe Benefits | 14,998 | 3,041 | 9,122 | 61% | 11,957 |
| Home Ownership Counseling | 14,000 | - | - | 0% | 14,000 |
| Audit | 7,718 | - | - | 0% | 7,718 |
| Insurance | 5,576 | - | - | 0% | 5,576 |
| Other | 17,737 | 5,969 | 17,907 | 101% | 11,768 |
| Total Administrative Expenditures | 102,478 | 16,224 | 48,673 | 47% | 86,254 |
| Total Expenditures | \$ 15,415,421 | \$ 5,348,749 | \$ 16,046,247 | 104% | \$ 10,066,672.12 |

| | |
|---------------------|------------------------|
| Cash Balance | \$ 1,314,562.76 |
|---------------------|------------------------|

All Other
Financial Status Report
2012 Budget Year
As of April 30, 2012

| | Budget Amount | YTD | Annualized \$ | Annualized % | Remaining Budget Balance |
|-----------------------------|------------------|-----------------|-----------------|--------------|--------------------------|
| REVENUE | | | | | |
| Interest | \$ 5,992 | \$ 2,247 | \$ 6,742 | 113% | (3,745) |
| Loan Repayments | \$ - | | N/A | N/A | 0 |
| Revenue on Sale of Property | \$ - | | N/A | N/A | 0 |
| Bond Fees & Other | \$ 6,675 | | \$ - | 0% | (6,675) |
| Total Revenues | \$ 12,667 | \$ 2,247 | \$ 6,742 | 53% | (3,745) |

EXPENDITURES

| | | | | | |
|---------------------------|-------------------|-----------------|------------------|-----------|----------------|
| Development Loan | \$ 350,000 | | \$ - | | |
| HO Assistance / DPCC | \$ 30,000 | | \$ - | 0% | 30,000 |
| Staff Training | \$ 6,200.00 | 591 | \$ 1,772 | 29% | 5,609 |
| Landlord Training | \$ 5,000 | | \$ - | 0% | 5,000 |
| Other | \$ 11,299 | 3,007 | \$ 9,022 | 80% | 8,292 |
| Total Expenditures | \$ 402,499 | \$ 3,598 | \$ 10,793 | 3% | 398,901 |

| | |
|---------------------------|-----------------|
| Unrestricted Cash Balance | \$ 1,565,523.34 |
| Restricted Cash Balance | \$ 435,193.82 |

**Brown County
Information Services
Budget Status Report**

Created 7-17-12

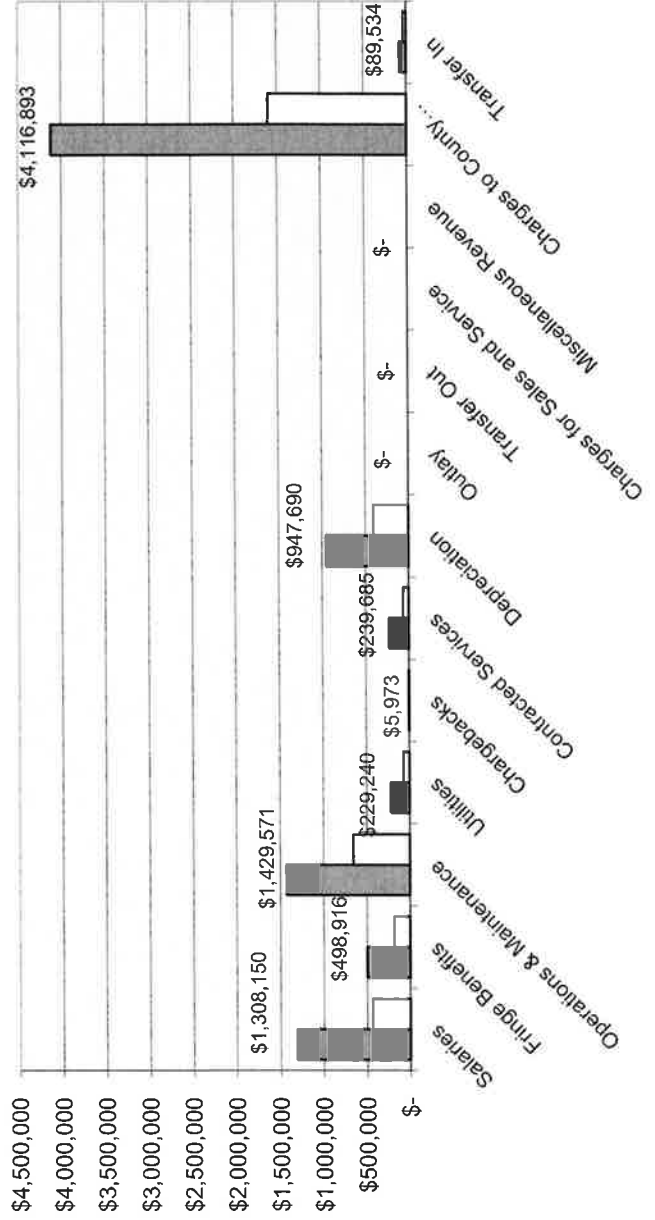
| | Annual Amended Budget | YTD Actual | % of Budget |
|-------------------------------|-----------------------|--------------|-------------|
| Salaries | \$ 1,308,150 | \$ 443,019 | 33.87% |
| Fringe Benefits | \$ 498,916 | \$ 195,499 | 39.18% |
| Operations & Maintenance | \$ 1,429,571 | \$ 654,239 | 45.76% |
| Utilities | \$ 229,240 | \$ 83,979 | 36.63% |
| Chargebacks | \$ 5,973 | \$ 2,447 | 40.97% |
| Contracted Services | \$ 239,685 | \$ 74,515 | 31.09% |
| Depreciation | \$ 947,690 | \$ 414,902 | 43.78% |
| Outlay | \$ - | \$ - | - |
| Transfer Out | \$ - | \$ - | - |
| Charges for Sales and Service | \$ - | \$ - | - |
| Miscellaneous Revenue | \$ - | \$ - | - |
| Charges to County Departments | \$ 4,116,893 | \$ 1,603,827 | 38.96% |
| Transfer In | \$ 89,534 | \$ 39,490 | 44.11% |

HIGHLIGHTS:

Expenses:
The expense budget for 2012 is tracking nicely.
Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the programmer/analyst wages from the EMR project.

**Information Services
May 2012**

■ Annual Amended Budget
□ YTD Actual



DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 17, 2012

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: Capital Improvement Plan

Enclosed is your division's section of the 2013 Five-year Capital Improvement Plan for review, recommendation and/or referral back to the Executive Committee before they take action on the complete plan.

This information is for planning purposes only. It does not obligate the County to spend money, but rather provides a snapshot of future projects recommended by the County Executive as well as staff to the Board. The plan will be reviewed on an annual basis, and changes can be made.

Department heads will be asked to attend your meeting to speak to their specific projects. If you have any questions or if I can be of assistance, please contact me at 448-4035.

Enclosure

cc: Troy Streckenbach – County Executive
David Hjalmquist – IS Director

2013 Capital Project 5-Year Outlook Summary

Administrative Services

As of July 12, 2012

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax

2013 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS

| DIVISION/ DEPARTMENT | FUNDING SOURCE | DEPT PRIORITY | PROJECT DESCRIPTION | 2013 | 2014 | 2015 | 2016 | 2017 | TOTAL |
|-----------------------------------------|-------------------|------------------|-------------------------------|----------------|----------|----------|----------|----------|----------------|
| ADMINISTRATION: Information Services | 0 | 1 | Fiber Connectivity to NEW Zoo | 335,271 | - | - | - | - | 335,271 |
| Administration Total | | | | <u>335,271</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>335,271</u> |



Information Services
 Monthly Director's Report
 July 2012

Executive Summary

IS provides services needed on a day-to-day basis, while at the same time always looking forward to the next year. Noted highlights include:

- The BC Child Support Agency went live on the new electronic records management product, Laserfiche. The decision was made to start with one case worker and scan all case folder documents. The department has designated document scan personnel to build digital files while other supporting documents are received. The goal is to go through each case worker's file folders in a similar manner until all information has been scanned and filed.
- The Library now has the capability for patrons to pay fines and service bills online.
- Port & Solid Waste migrated their stand-alone cameras and DVR's over to the new video management software product, Milestone. This allows them to centrally manage, control, and monitor their surveillance cameras. In addition, IS is now able to backup and store the video data.
- The Transportation Security Administration (TSA) visited the IS Data Center to review security currently in place. This visit was in preparation for the Airport to begin streaming video captured during normal course of business back to our Data Center for archiving purposes.
- IS has been working on a lean initiative to improve work management. The goal is to improve and promote the value of its services to its customers. This can be accomplished through better management of expectations through fully transparent communication, development of processes to improve the predictability of timeframes for work production, improvement in work quality, improvements in work measurement and tracking, and standardization of processes/reduction of waste wherever possible.

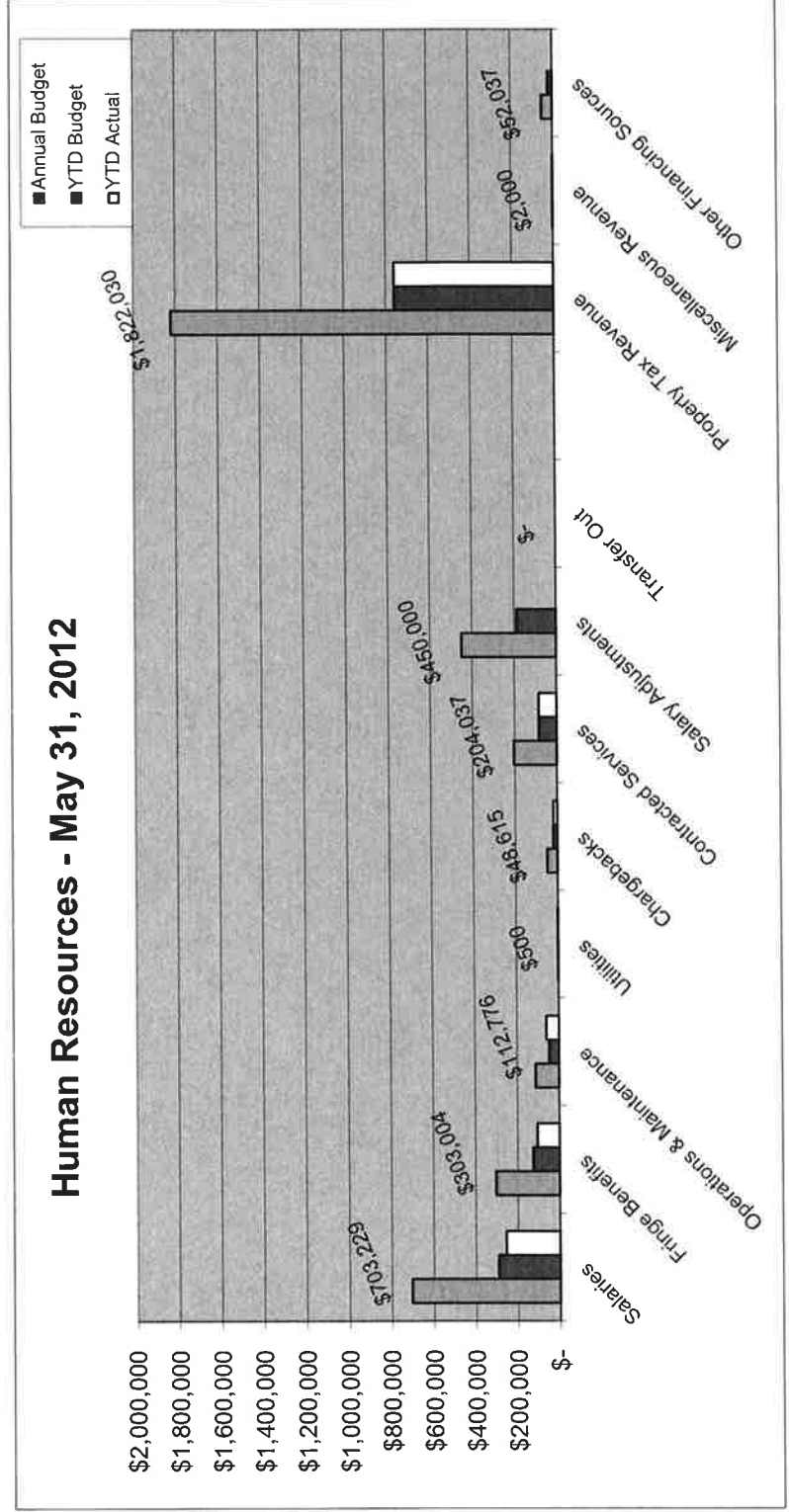
Projects Near Completion

| PROJECT NAME | DESCRIPTION | % OF COMPLETION | PROJECTED COMPLETION DATE |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|
| TrackIt! Upgrade to 10.5 | The current Help Desk tracking software has upgrades available. An upgrade is in process allowing IS to take advantages of additional functionality. | 50% | 08/31/2012 |
| Intranet Upgrade | The current Intranet is in need of being upgraded. A project is being completed to outsource the environment while providing more functionality. | 50% | 08/15/2012 |
| Electronic Medical Records (EMR) – Phase I | Phase I of this project implements Patient Information and Billing systems at the Community Treatment Center (CTC), Nursing Home and Lab. | 95% | 08/31/2012 |
| Video Surveillance Camera Replacement - PSC/Jail | This initiative replaces the five cameras on the poles located outside the PSC/Jail. | 85% | 08/31/2012 |
| Enterprise Wide Messaging and Notification System | This allows the ability to send out audio and visual alerts through our phone system allowing for sending mass notification and emergency communication and overhead paging. | 85% | 08/31/2012 |

Brown County
 Human Resources
 Budget Status Report
 5/31/2012

| | Annual Budget | YTD Budget | YTD Actual |
|--------------------------|---------------|------------|------------|
| Salaries | \$ 703,229 | \$ 293,012 | \$ 254,665 |
| Fringe Benefits | \$ 303,004 | \$ 126,252 | \$ 104,847 |
| Operations & Maintenance | \$ 112,776 | \$ 46,990 | \$ 59,944 |
| Utilities | \$ 500 | \$ 208 | \$ 66 |
| Chargebacks | \$ 48,615 | \$ 20,256 | \$ 19,101 |
| Contracted Services | \$ 204,037 | \$ 85,015 | \$ 84,258 |
| Salary Adjustments | \$ 450,000 | \$ 187,500 | \$ - |
| Transfer Out | \$ - | \$ - | \$ - |

| | | | |
|-------------------------|--------------|------------|------------|
| Property Tax Revenue | \$ 1,822,030 | \$ 759,179 | \$ 759,179 |
| Miscellaneous Revenue | \$ 2,000 | \$ 833 | \$ 1,094 |
| Other Financing Sources | \$ 52,037 | \$ 21,682 | \$ - |





Date: July 17, 2012
 To: Administration Committee Members
 From: Brent Miller, Director of Administration
 Re: Administration Committee Report

| |
|------------------------------------------------------|
| HUMAN RESOURCES ACTIVITY REPORT FOR JUNE 2012 |
|------------------------------------------------------|

Hires:**Full-Time:**

| | |
|--------------------------------|---|
| Business Coord. – PW-Hwy | 1 |
| Clerk Receptionist | 1 |
| Clerk Typist III – ROD | 1 |
| Clerk Typist II – Solid Waste | 1 |
| Correctional Officer | 1 |
| Elections Specialist | 1 |
| Information Services Director | 1 |
| Law Clerk | 1 |
| Patrol Officer | 2 |
| Psychologist/Clinical Director | 1 |

Part-Time:

| | |
|---------------|---|
| Housekeeper I | 1 |
| Staff RN | 1 |

Limited Term/Seasonal/On-Call:

| | |
|-----------------------------------|---|
| Canvasser – County Clerk | 1 |
| Clerk Typist II – Museum | 1 |
| CNA – on call | 3 |
| Concessionaire I | 4 |
| Co-op Student – Doc. Center | 1 |
| Co-op Student – CTC-ABC | 1 |
| Extra Help – County Clerk | 2 |
| Extra Help – Administration | 1 |
| Extra Help – Library | 2 |
| Extra Help – Human Services | 1 |
| Medical Examiner Investigator | 1 |
| Seasonal Help – Parks/Zoo | 2 |
| Seasonal Park Ranger | 3 |
| Shelter Care Worker – on call | 2 |
| Staff RN – on call | 1 |
| Student Intern – CTC-Dietary | 1 |
| Student Intern – Medical Examiner | 1 |

Hires Cont.

| | |
|---------------------------|---|
| Summer Help – Golf Course | 2 |
| Summer Help – Highway | 1 |
| Summer Help – Parks | 2 |
| Summer Help – ROD | 1 |

TOTAL HIRES: 48

Separations:**Full-Time:**

| | |
|-----------------------------------|---|
| AODA Counselor II | 1 |
| Account Clerk I | 1 |
| Accounting Technician | 1 |
| Budget Coordinator | 1 |
| Child Support Specialist | 1 |
| Clerk Typist II - ROD | 1 |
| Clerk Typist II – PW - Facilities | 1 |
| Correctional Officer | 1 |
| Curator - Museum | 1 |
| HR Manager | 1 |
| LPN | 1 |
| Office Manager II | 1 |
| Payroll Specialist | 1 |
| Social Worker/Case Manager | 1 |

Part-Time:

| | |
|-------------------------|---|
| Clerk - Library | 1 |
| Food Service Supervisor | 1 |

Limited Term/Seasonal/On-Call:

| | |
|--------------------|---|
| Canvasser | 1 |
| Staff RN – on call | 2 |

TOTAL SEPARATIONS: 19

| | Annual Budget | YTD Actual | % of Budget |
|--------------------------|---------------|------------|-------------|
| Property Tax Revenue | \$ 1,150,858 | \$ 479,524 | 42% |
| Transfer In | \$ 608,788 | \$ 146,395 | 24% |
| Salaries | \$ 1,234,665 | \$ 395,598 | 32% |
| Fringe Benefits | \$ 362,398 | \$ 144,719 | 40% |
| Operations & Maintenance | \$ 17,975 | \$ 4,044 | 22% |
| Chargebacks | \$ 69,434 | \$ 27,519 | 40% |
| Contracted Services | \$ 75,174 | \$ 5,400 | 7% |

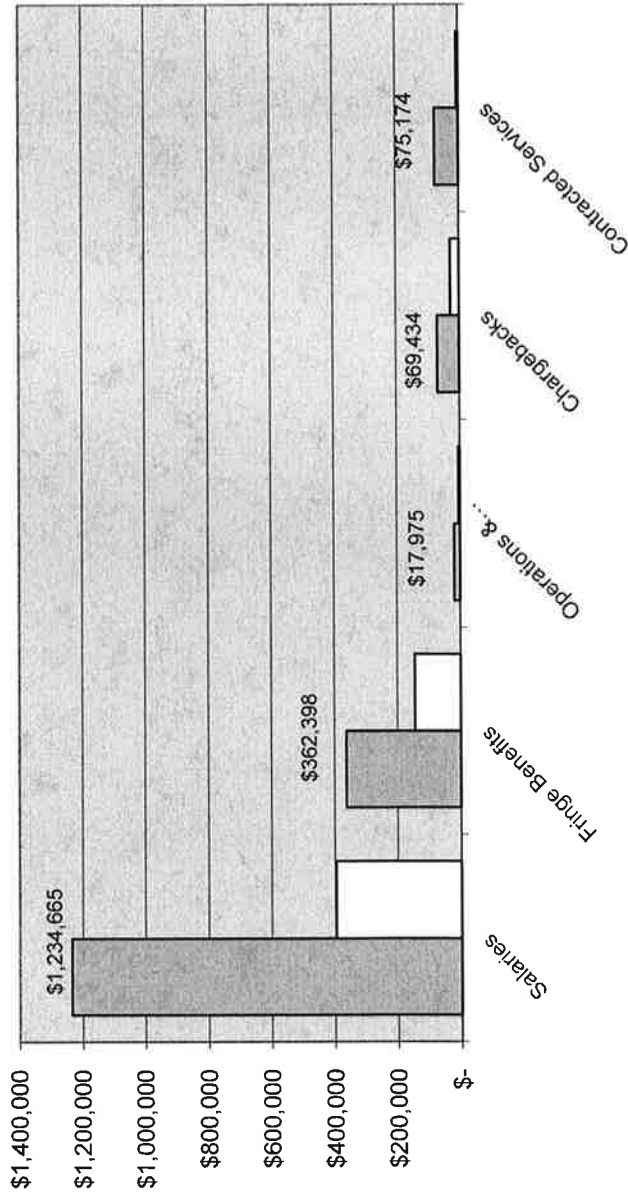
HIGHLIGHTS:

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization. Transfer in is trending lower than expected because of two position vacancies on the project implementation team.

Expenses: All expense categories are under budget. Salaries and fringe are under budget due to the vacancies of the Director of Administration, Accountant Supervisor during the first quarter, as well as the vacancy of project team members.

**Administration
May 31, 2012**

■ Annual Budget ■ YTD Actual





Administration 5/31/2012 Budget Performance Report

Through 05/31/12
Prior Fiscal Year Activity Included

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ | Prior Year YTD |
|-------------------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------------|---------------------|---------------------------|------------|---------------------|
| Fund 100 - GF | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property taxes | 1,150,858.00 | .00 | 1,150,858.00 | 95,904.83 | .00 | 479,524.15 | 671,333.85 | 42 | 481,461.25 |
| Miscellaneous revenue | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Charges to county departments | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Transfer In | 547,714.00 | 61,074.00 | 608,788.00 | 29,547.30 | .00 | 146,394.73 | 462,393.27 | 24 | 266,820.03 |
| REVENUE TOTALS | \$1,698,572.00 | \$61,074.00 | \$1,759,646.00 | \$125,452.13 | \$0.00 | \$625,918.88 | \$1,133,727.12 | 36% | \$748,281.28 |
| EXPENSE | | | | | | | | | |
| Personnel services | 1,234,665.00 | .00 | 1,234,665.00 | 82,426.76 | .00 | 395,598.42 | 839,066.58 | 32 | 469,332.01 |
| Fringe benefits and taxes | 362,398.00 | .00 | 362,398.00 | 30,142.11 | .00 | 144,718.90 | 217,679.10 | 40 | 174,591.78 |
| Salaries reimbursement | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Employee costs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Operations and maintenance | 17,975.00 | .00 | 17,975.00 | 1,533.42 | .00 | 4,044.24 | 13,930.76 | 22 | 10,167.74 |
| Utilities | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 46.77 |
| Chargebacks | 69,434.00 | .00 | 69,434.00 | 4,897.44 | .00 | 27,518.97 | 41,915.03 | 40 | 24,327.58 |
| Contracted services | 14,100.00 | 61,074.00 | 75,174.00 | .00 | 8,000.00 | 5,400.00 | 61,774.00 | 18 | .00 |
| Other | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Transfer out | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| EXPENSE TOTALS | \$1,698,572.00 | \$61,074.00 | \$1,759,646.00 | \$118,999.73 | \$8,000.00 | \$577,280.53 | \$1,174,365.47 | 33% | \$678,465.88 |
| Fund 100 - GF Totals | | | | | | | | | |
| REVENUE TOTALS | 1,698,572.00 | 61,074.00 | 1,759,646.00 | 125,452.13 | .00 | 625,918.88 | 1,133,727.12 | 36 | 748,281.28 |
| EXPENSE TOTALS | 1,698,572.00 | 61,074.00 | 1,759,646.00 | 118,999.73 | 8,000.00 | 577,280.53 | 1,174,365.47 | 33 | 678,465.88 |
| Fund 100 - GF Totals | \$0.00 | \$0.00 | \$0.00 | \$6,452.40 | (\$8,000.00) | \$48,638.35 | (\$40,638.35) | | \$69,815.40 |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | 1,698,572.00 | 61,074.00 | 1,759,646.00 | 125,452.13 | .00 | 625,918.88 | 1,133,727.12 | 36 | 748,281.28 |
| EXPENSE TOTALS | 1,698,572.00 | 61,074.00 | 1,759,646.00 | 118,999.73 | 8,000.00 | 577,280.53 | 1,174,365.47 | 33 | 678,465.88 |
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$6,452.40 | (\$8,000.00) | \$48,638.35 | (\$40,638.35) | | \$69,815.40 |

2012 BUDGET ADJUSTMENT LOG

| NUMBER | DATE OF REQUEST | DEPT | DESCRIPTION | CAT | EXEC ACTION/ DATE | BOARD APPLR REQ'D? | BOARD ACTION/DATE | FINANCE REF. |
|--------|-----------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|--------------------|-------------------|--------------|
| 12-58 | 6/26/12 | Sheriff | Transfer of \$14,977 in budgeted funds from overtime and fringe to cover the cost of three in-squad cameras allowed by the grant. | 3b | Approved 6/26/12 | Y | | |
| 12-59 | 7/3/12 | Human Services | Request to transfer \$6,000 to outlay for the purchase of a vehicle to be used for COP and CIP client visits. | 2b | Approved 7/11/12 | Y | | |
| 12-60 | 7/10/12 | District Attorney | Request to increase revenue and transfer various account expenses to cover a \$2,053 overage in Victim Witness copying/printing. | 5 | Approved 7/13/12 | Y | | |

Revised 7/16/12



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

May 31, 2012

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Brown County, Wisconsin** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Department of Administration**.

For budgets including fiscal period 2010, over 1,289 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving nearly 17,400 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Department of Administration
Brown County, Wisconsin

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.



Executive Director

Date

May 31, 2012

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 17, 2012

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: July Director's Report

Departmental Updates

2013 Budget Process Update

- Capital project requests have been reviewed by the Executive, and the 5-year CIP summary will be presented to each respective oversight committees in July and August
- Budget packets and levy targets have been distributed to departments

2011 Audit

- Finance staff has finished the 2011 Comprehensive Annual Financial Report
- Auditors are still reviewing the Federal Awards and State Financial Assistance Report and Management Communications

Project Implementation Updates

Kronos, Logos – HR/Payroll and Financial Management

- The Project Team is shifting focus from the Kronos rollout back to the HR/Payroll module project in order to meet the January 2013 implementation deadline
 - Restart of the HR/Payroll project and the retraining of HR employees will begin soon
 - Rollout of Kronos to the remaining departments will resume after implementation of the HR/Payroll module is complete

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive