

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600

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ADMINISTRATION COMMITTEE

Richard Schadewald, Chair; John Vander Leest, Vice Chair

Patrick Hopkins, Jim Murphy, Thomas Peters

ADMINISTRATION COMMITTEE MEETING

THURSDAY, DECEMBER 2, 2021

5:30 p.m.

Room 200, Northern Building

305 E. Walnut St., Green Bay

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM LISTED ON THIS AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 7 and Special October 27, 2021.

Comments from the Public

1. **Review minutes of:**
 - a. Rural Broadband Subcommittee of November 15, 2021.

Communications

2. Communication from Supervisor Peters re: Please review the disabled parking spaces at the Resch Expo and Resch Center. How are the number of handicap parking spaces determined for a facility? Where are they located relative to the access points of the building? *Referred from Ed & Rec: To Approve and refer to Administration Committee to use \$200 dollars of contingency funds for handicap parking signs.*

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Budget Adjustment Request

4. Budget Adjustment Request (21-095): Any increase in expenses with an offsetting increase in revenue.

Resolutions & Ordinances

5. Resolution Regarding Table of Organization Change for the Health & Human Services Department – Community Services Division – Behavioral Health Specialist.
6. Resolution Regarding Table of Organization Change for the Public Safety Communications Department – Telecommunication Operators.
7. Resolution Regarding Table of Organization Change for the Sheriff's Department – Patrol Officers.
8. Resolution Regarding Table of Organization Change for the UW-Extension Department – LTE Strong Bodies Instructor.

Information Technology

9. Resolution Regarding Table of Organization Change for the Information Technology Department – Server and LTE Positions.
10. Director's Report.

BCCAN

11. Director's Report.

Child Support

12. Budget Status Financial Report for October 2021 - Unaudited.
13. Director's Report.

Treasurer

14. Budget Status Financial Report for October 2021 - Unaudited.
15. Discussion/Action on the sale of the following tax deed parcel from the GovDeals.com Online Auction ending 11-22-2021:

<u>Parcel #</u>	<u>Address</u>	<u>Municipality</u>	<u>Min. Starting Bid</u>	<u>High Auction Bid \$</u>
2-161-C	515 Third St.	City of Green Bay	\$ 60,000	\$ 67,000

High Bidder: Jason Mills – Jason.mills@exprealty.com – (920) 562-2498

Conditions of Sale to be:

- a. Buyer is responsible for entirety of full 2021 Property Taxes
 - b. Buyer to pay any delinquent water & sewer utility bills presented
 - c. Buyer to pay any outstanding special assessments and/or special charges
 - d. Conveyance to be via Quit Claim Deed
16. Treasurer's Report

County Clerk

17. Budget Status Financial Report for October 2021 – Unaudited.
18. Clerk Report.

Administration and Human Resources

19. Budget Adjustment Log.
20. Director's Reports.

Corporation Counsel

21. Oral Report.

Closed Session

22. Sheriff's Office Non-Supervisory Labor Union Contract (Discussion and Possible Action).
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding the Brown County Administration Committee going into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes 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;
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Administration Committee shall convene into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes 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; and
 - c. Reconvene into Open Session: The Brown County Administration Committee shall reconvene into Open Session for possible other action regarding the Sheriff's Office Non-Supervisory Labor Union Contract.

Other

23. Audit of bills.
24. Such Other Matters.
25. Adjourn.

Rick Schadewald, 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.

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, October 7, 2021 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Supervisor Schadewald, Supervisor Murphy, Supervisor Vander Leest, Supervisor Peters, Supervisor Hopkins
Also Present: Child Support Director Maria Lasecki, Treasurer Paul Zeller, WECCAN Director August Neverman, Corporation Counsel David Hemery, Director of Administration Chad Weininger, County Clerk Patrick Moynihan, Jr., County Executive Troy Streckenbach; Supervisors Chu and Brusky; Internal Auditor Dan Process, Luke Newton, Bradley Klingsporn, David Diedrick

I. Call to Order.

The meeting was called to order by Chair Schadewald at 5:30 p.m.

II. Approve/Modify Agenda.

To modify the agenda to take non-budget items 1-5 after III. Then have Departments speak to their regular Items first, then take their budget Items directly after.

Motion made by Supervisor Murphy, seconded by Supervisor Peters to modify the agenda as so stated. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of September 2 & September 15, 2021.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

****BUDGET REVIEW****

Comments from the Public on Budget Items

REVIEW OF 2022 DEPARTMENT BUDGET

1. CHILD SUPPORT – Review of 2022 Department Budget.

- a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Child Support Department – Establishment of Specialist Tiers and Supervisor Pay (22-026R).

Child Support Director Maria Lasecki informed they put together a conservative budget and had some exciting initiatives. Staff was present for Item 1a; Maria acknowledged their hard work and for doing the heavy lifting in the absence of getting fully staffed.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to approve the resolution as modified. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Peters, seconded by Supervisor Hopkins to approve the Child Support budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Non-Budget Item 10, BCCAN was taken at this time.

2. CLERK – Review of 2022 Department Budget.

- a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the County Clerks Office – Elections Deputy (22-015R).

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- b. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the County Clerks Office - Chief Deputy Clerk (22-016R).

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- c. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the County Clerks Office – Legislative Specialist and Deputy County Clerk (22-017R).

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to approve the Clerk budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Non-Budget Items 11 & 12 were taken at this time.

3. **CORPORATION COUNSEL** – Review of 2022 Department Budget.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to approve the Corporation Counsel budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Budget Item 6 was taken at this time.

4. **TECHNOLOGY SERVICES** – Review of 2022 Department Budget.

Director of Administration Chad Weininger provided an overview of the Technology Services budget.

Motion made by Supervisor Murphy, seconded by Supervisor Hopkins to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Budget Item 8 was taken at this time.

4a. **BROWN COUNTY COMMUNITY AREA NETWORK** – Review of 2022 Department Budget.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve the BCCAN budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Non-Budget Item 13 was taken at this time.

5. **TREASURER** – Review of 2022 Department Budget.

Zeller informed they were a net contributor to the yearly annual budget and this budget was a reduction in revenue of about \$9,000 from last year. If they look over the last 6-years, their departmental expenses have barely moved, which Zeller was proud of. A brief discussion ensued regarding tax collection.

- a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Treasurer's Office – LTE Tax Collection Help (22-032R).

An updated resolution was provided (attached).

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to approve the Treasurer budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Non-Budget Item 19 was taken at this time.

6. DEPT. OF ADMINISTRATION – Review of 2022 Department Budget.

Director of Administration Chad Weininger referred to the budget book and walked the committee through the Dept. of Admin budget – Pages 25-30. It was a status quo budget; things were running smoothly.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to approve the Dept. of Administration budget. Vote taken. MOTION CARRIED UNANIMOUSLY

7. HUMAN RESOURCES – Review of 2022 Department Budget.

Weininger referred to page 15 in the budget book and briefly went through the Human Resources Initiatives. Page 55 – Fund 130 Employee Events was for the employee picnic. They sell county logoed attire and use vending machine dollars to do fun things for employees.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve the Human Resources budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Item 4 was taken at this time.

Year 2022 Non-Division Budgets Review

8. Capital Projects.

Director of Administration Weininger referred to page 267 of the budget book, this showed the sales tax projects for 2022 in which he briefly spoke to them. Building upgrades were on page 269.

Schadewald felt the question was how many upgrades do they want to put into something that they may or may not want 5-10 years from now, such as current county buildings?

Motion made by Supervisor Peters, seconded by Supervisor Hopkins to approve the Capital Projects. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Debt Service.

Weininger referred to page 300 in the budget book and noted the available debt limit now was \$1.2 billion dollars.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve Debt Service. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

Weininger referred to page 307 in the budget book and spoke to Taxes and Special Revenues. He moved on to pages 308-310 and talked about ARPA funds and their budgeted 2022 allocations. The bottom of page 310 outlines requirements for Grants to Non-Profits allocations.

Motion made by Supervisor Hopkins, seconded by Supervisor Peters to approve Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Budget Resolutions

11. Resolution Authorizing Full Time Employee Wage Adjustments (21-075R).

An updated resolution was provided (attached), in which Director Weininger briefly spoke to it.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve the substituted resolution. Vote taken. **MOTION CARRIED UNANIMOUSLY**

12. Resolution Establishing the Salaries of Certain Elective Officials – County Board Chair, Vice-Chair and Supervisors (21-074R).

A substituted resolution was provided (attached).

Motion made by Supervisor Peters, seconded by Supervisor Murphy to approve the substituted resolution. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Murphy, seconded by Supervisor Hopkins to suspend the rules to take Items 13-42 together. Vote taken. **MOTION CARRIED UNANIMOUSLY** See Item 42.

13. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Land & Water Conservation Department – LTE Intern (22-008R).
14. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Invasive Species Intern (22-001R).
15. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Invasive Species Coordinator (22-002R).
16. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Community Garden Ambassador (22-003R).
17. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Horticulture Assistant (22-004R).
18. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Port & Resource Recovery Department – Heavy Equipment Operator Tiers (22-011R).
19. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Port & Resource Recovery Department – Overtime for Landfill (22-012R).
20. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Public Works – Highway Department – Deletion of Highway Crew (22-013R).
21. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Public Works – Highway Department – Overtime (22-014R).
22. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – LTE Co-Op/Student Intern (22-021R).
23. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – Zoning Administrator (22-022R).
24. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – GIS Coordinator (22-023R).
25. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – GIS Analyst (22-024R).
26. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Treatment Center – Lab Services Specialist (22-005R).
27. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Services Division – Behavioral Health Supervisor (22-006R).

28. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Public Health Division – Epidemiologist (22-007R).
29. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Treatment Center Division – Director of Health Services (22-027R).
30. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Services Division – Social Worker and Clinical Social Worker (22-029R).
31. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Services Division - Social Worker Supervisor (22-030R).
32. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department - Community Services Division – Social Worker/Case Manager for CST (22-033R).
33. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Health & Human Services Department – Community Services Division – Social Worker/Case Manager Team Lead for Homeless Outreach (22-034R).
34. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the NEW Zoo Department – Adventure Park Guide Supervisors (22-009R).
35. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Parks Department – Re-Organization of Staff (22-025R).
36. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Golf Course Department – LTE Seasonal and Summer Employees (22-035R).
37. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Public Safety Communications Department -Telecommunication Operators (22-010R).
38. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Sheriff's Office – Patrol Officer and Evidence/Property Specialist (22-018R).
39. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Sheriff's Office – LTE Mechanic Intern (22-019R).
40. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Sheriff's Office – Account Clerk II (22-020R).
41. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Sheriff's Office – Jail Division – Correctional Officers (22-028R).
42. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the District Attorney's Office – Clerk/Typist II (22-031R).

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to approve Items 13-42.
Vote taken. **MOTION CARRIED UNANIMOUSLY**

Non-Budget Item 8 was taken at this time.

****NON-BUDGET ITEMS****

1. Review Minutes Of:
 - a. Benefits Advisory Committee (September 17, 2021).

Motion made by Supervisor Murphy, seconded by Supervisor Peters to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public on Non-Budget Items None.

Communications - None.

Resolutions & Ordinances

2. Resolution Regarding Table of Organization Change for the Health & Human Services Department – Finance Accountant II & Account Supervisor Positions (21-073R).

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Resolution Regarding Table of Organization Change for the Child Support Department – LTE Elevate Specialist (21-080R).

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills

4. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Adjustment Request

5. Budget Adjustment Request (21-081): Reallocation between two or more departments, regardless of amount.

Motion made by Supervisor Peters, seconded by Supervisor Hopkins to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

6. Budget Status Financial Report for August 2021– Unaudited.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Director Summary.

Child Support Director Maria Lasecki informed it was busy time right now into the federal fiscal year, but all was well.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format here, Child Support Budget Items, 1 & 1a were taken at this time.

County Clerk

8. Budget Status Financial Report for August 2021 – Unaudited.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Clerk's Report.

County Clerk Patrick Moynihan Jr. informed Marriage Licenses reflect a total of 1,139 through September which was 94% of last year. Passports year-to-date is 2,339 vs 1,434 of last year.

The office provided election training to all 24 municipalities. They also invited the Deputy Administrator of the Wisconsin Election Commission to provide their insight to the happenings in Madison.

Working in concert with Corporation Counsel for municipalities new MOUs, they contract with those for WisVote Administration.

Moynihan just returned back from the Wisconsin County Clerk Association in LaCrosse, where he had an opportunity interact with fellow clerks.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Items 2a, b & c were taken at this time.

BCCAN

10. Director's Report.

BCCAN Director August Neverman provided an update from the last Rural Broadband Subcommittee meeting. He noted they were adding an affordability section to the Brown County website, which was one of the major challenges with broadband. There were areas in the county that had access but couldn't afford it or don't have access from a financial aspect. They are trying to better educate the public on what programs are available through the feds and state. They're also going to publish all the locations in the county where people get free internet access.

Schadewald added the goal of the subcommittee was to provide as much information so people can get access, so they were finding a bunch of information and educating, the subcommittee was doing a lot of work.

Motion made by Supervisor Murphy, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Item 4a was taken at this time.

Technology Services

11. Potential Changes to Room 200, Northern Building.

Director of Administration Chad Weininger informed the new TS Director will be starting on Monday and they will give her a few weeks to wrap around the entire organization.

No report, no action taken.

12. Director's Report.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Non-Budget Item 20 was taken at this time.

Treasurer

13. Review of Treasurer's Dept. Budget Performance Report for August 2021 (unaudited).

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Review of August 2021 Historical Interest & Penalties Report.

Treasurer Zeller informed this was an indication of the basis for delinquent interest and penalties going back to when they began keeping record of this in 2007. He's trying to show since 2007, possibly before, they have the lowest delinquency rate that they've ever had. From a 2022 budget, the interest revenue line item was directly impacted by that of course and future budgets.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Review of Updated 2021 WI DOR Equalized Value Information Report.

Zeller informed this was a summary of all the values both TID in and TID out, with a total value of Brown County property in the \$26 billion dollar range.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Review of Brown County Investment Portfolios Summary Report.

Zeller stated this was a new summary report, a requirement of a county Treasurer was to report the investment activities on behalf of the county. These accounts comprise the funds that he invests on the county's behalf, funds that were long term and invested all years.

Motion made by Supervisor Murphy, seconded by Supervisor Hopkins to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Discussion and possible action on the sale of the following tax deed parcel from the GovDeals.com Online Auction ending 10-6-2021:

<u>Parcel #</u>	<u>Address</u>	<u>Municipality</u>	<u>Min. Starting Bid</u>	<u>High Auction Bid \$</u>
2-161-C	515 Third Street	City of Green Bay	\$ 60,000	\$ Hand out

Proposed Conditions of Sale:

- a. Buyer is responsible for entirety of full 2021 Property Taxes.
- b. Buyer to pay any delinquent water & sewer utility bills presented.
- c. Buyer to pay any outstanding special assessments and/or special charges.
- d. Conveyance to be via Quit Claim Deed.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to accept the highest bid for Parcel 2-161-C, 515 Third Street, City of Green Bay for \$103,000 from Alojzy Honorkiewicz subject to the following Proposed Conditions of Sale: a. Buyer is responsible for entirety of full 2021 Property Taxes; b. Buyer to pay any delinquent water & sewer utility bills presented; c. Buyer to pay any outstanding special assessments and/or special charges; d. Conveyance to be via Quit Claim Deed. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Treasurer's Report.

Zeller informed they were filling the Account Clerk II vacancy. Their posting resulted in six applicants and they chose one to start on November 1, 2021.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Items 5 and 5a were taken at this time.

Corporation Counsel

19. Oral Report.

Hemery reminded the committee that oral arguments before the Wisconsin Supreme Court on the sales tax was set for Tuesday, November 16, 2021 at 9:45am.

Regarding the Public Records case, the Supreme Court ruled with the county that they acted appropriately. It's possible that it could still be appealed but he didn't anticipate that happening.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Item 3 was taken at this time.

Other

20. Audit of bills.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Such other matters as authorized by law. None.

22. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to adjourn at 6:58 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Transcriptionist

**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 Wednesday, October 27, 2021 in Hall A, Resch Expo, 820 Armed Forces Drive, Green Bay, WI

Present: Chair Schadewald, Vice-Chair Vander Leest, Supervisor Murphy, Supervisor Hopkins, Supervisor Peters
Also Present: Director of Administration Chad Weininger, BCCAN Chief Operating Officer August Neverman, Treasurer Paul Zeller, Finance Director Bradley Klingsporn, Senior Accountant David Diedrick, Supervisor Borchardt, Internal Auditor Dan Process, other interested parties.

I. Call to Order.

The meeting was called to order by Chair Schadewald at 8:30 am.

II. Approve/Modify Agenda.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

****BUDGET REVIEW****

REVIEW OF 2022 DEPARTMENT BUDGET

1. BCCAN – Amend 2022 Department Budget.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Year 2022 Non-Division Budgets Review

2. Amend Year 2022 Non-Divisional Budgets - Taxes, Special Revenues, Certain Internal Services & Fiduciary Funds.

Motion made by Supervisor Schadewald, seconded by Supervisor Murphy to add "Guideline: Grants should not exceed \$150,000". Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Peters, seconded by Supervisor Hopkins to approve as amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Resolutions

3. Amended Resolution Regarding Table of Organization Change in the Treasurer's Office – Financial Specialist and LTE Tax Collection Help.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

****NON-BUDGET ITEMS****

Budget Adjustment Requests

1. Budget Adjustment Request (21-083): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to suspend the rules to take Items 1, 2 & 3 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to approve Items 1, 2 & 3.
Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Budget Adjustment Request (21-093): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

See action at Item 1 above.

3. Budget Adjustment Request (21-094): Reallocation between two or more departments, regardless of amount.

See action at Item 1 above.

Other

4. Such other matters as authorized by law. None.

5. Adjourn.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to adjourn at 8:38 am. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Legislative Specialist

PROCEEDINGS OF THE BROWN COUNTY
RURAL BROADBAND SUBCOMMITTEE

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Rural Broadband Subcommittee was held on Monday, November 15, 2021 in Room 200, Northern Building, 305 E. Walnut Street.

Members Present: County Board Supervisor Richard Schadewald, Tom Kempen, Duane Oudenhoven and Michael Moran
Excused: County Board Supervisor James Murphy and Alex Van Dyck
Others Present: August Neverman, Joshua Worrell - TDS Telecom, and Robert (Bob) Webb - Cellcom and Nsight Telservices

1. Called to Order.

The meeting was called to order by acting Chair Rick Schadewald at 6:30 p.m.

2. Approve/modify agenda.

Motion by Tom Kempen, seconded by Duane Oudenhoven to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Approve minutes of September 20, 2021.

Motion made by Michael Moran, seconded by Duane Oudenhoven to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Discussion of Affordability of Broadband Access.

A PowerPoint presentation was provided by Joshua Worrell, Manager-Business Development, TDS Telecom (attached). Additional information was provided by Robert (Bob) Webb, V. P. of IT Services and Innovative Technical Operations, Cellcom and Nsight Telservices.

5. Discussion of Report from August Neverman.

Covered many areas of our concerns and issues (report attached).

6. Set next meeting date and time. Monday, January 17th at 6:30 p.m.

7. Adjournment.

Motion by Supervisor Tom Kempen, seconded by Michael Moran to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Rick Schadewald, Chairman

Action Items

12. **Budget Adjustment Request (21-079): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is related to the Recreational Trails Program grant passed through the State of Wisconsin to the Parks Department for the resurfacing of the Mountain Bay Trail from County Road C to Brookside Drive and Spring Green to Glendale Avenue. The grant has a 50% match requirement that will be met by using the Rails to Trails fund balance.

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

13. **Budget Adjustment Request (21-080): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.**

This budget adjustment is reallocating \$106,000 from the Parks Department Regular Earnings account to the Outlay account for the purchase of a replacement tractor and related mower attachments. The department had two retirements in 2021 and was unable to hire the necessary (LTE) seasonal staff resulting in regular earning savings of \$106,000+. The old equipment will be sold in the future through Wisconsin Surplus.

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

14. **Resolution to Approve an Overhead Electrical Transmission Line Easement on the Mountain Bay State Trail.**

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

15. **Communication from Supervisor Peters: Please review the disabled parking spaces at the Resch Expo and Resch Center. How are the number of handicap parking spaces determined for a facility? Where are they located relative to the access points of the building? *Motion at September meeting: To hold for 30 days and bring back.***

Kriese provided a handout, a copy of which is attached that shows the parking around the Expo. The plaza that was put in to the south of the Expo during construction eliminated some of the parking that had been there previously. The blue lot shown on the handout is where the ADA parking is located and it meets state statutes for disabled parking. The red and silver lots also meet ADA requirements. There is a pull-off area on Armed Forces Drive where people or items can be dropped off. One potential outcome of this communication would be that this committee and the county board authorize signage in that area indicating that it is a handicap drop-off zone. Kriese has talked to the Village of Ashwaubenon regarding this and they were very receptive and may also install any signage the county purchases. Kriese estimated that \$200 would cover the cost of signage and posts.

Motion made by Supervisor De Wane, seconded by Supervisor Dorff to approve and refer to Administration Committee to use \$200 dollars of contingency funds for handicap parking signs. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

16. **Such other matters as authorized by law. None.**

17. **Adjourn.**

Motion made by Supervisor De Wane, seconded by Supervisor Dorff to adjourn at 6:22 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Legislative Specialist

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: October 13, 2021
Invoice Number: 370905
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through September 30, 2021

Matter: BCTPA Litigation
Matter Number: 009948-00023

100.016.001.5716.200

Total Fees \$ 2,699.00
Total Due This Invoice \$ 2,699.00

Brown County Invoice Date: October 13, 2021
Invoice Number: 370905
Matter Number: 009948-00023

Time Detail				
Date	Initials	Description	Hours	Amount
09/07/21	DR		0.40	128.00
09/08/21	DR		0.20	64.00
09/09/21	SLN		0.10	34.00
09/09/21	DR		0.70	224.00
09/09/21	ATP		0.50	147.50
09/09/21	SLN		0.20	68.00
09/16/21	SLN		0.30	102.00
09/16/21	DR		1.20	384.00
09/17/21	DR		1.20	384.00
09/29/21	DR		1.90	608.00
09/29/21	SLN		0.40	136.00
09/29/21	SLN		0.80	272.00
09/30/21	ATP		0.50	147.50
Total Fees			8.40	\$2,699.00

Please contact Jodi Miller - jmillier@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.

Brown County

Invoice Date: October 13, 2021
Invoice Number: 370905
Matter Number: 009948-00023

Timekeeper Summary

<u>Name</u>	<u>Timekeeper Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Steven L. Nelson	Shareholder	1.80	340.00	612.00
Douglas Raines	Shareholder	5.60	320.00	1,792.00
Andrew T. Phillips	Shareholder	1.00	295.00	295.00
Total		8.40		\$2,699.00
		Matter Total		\$2,699.00

von Briesen
von Briesen & Rogers, LLC | Attorneys at Law

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: October 13, 2021
Invoice Number: 370905
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through September 30, 2021

Matter: BCTPA Litigation
Matter Number: 009948-00023

Total Fees \$ 2,699.00
Total Due This Invoice \$ 2,699.00

Please contact Jodi Miller - jmillier@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.

www.vonbriesen.com 411 East Wisconsin Avenue, Suite 1000 Milwaukee, WI 53202-4409 Phone 414-278-1122 Fax 414-238-6448

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23800
Green Bay, WI 54305-3800

Invoice Date: October 13, 2021
Invoice Number: 370906
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through September 30, 2021

Matter: Public Records Lawsuit
Matter Number: 009948-00030

100,016,001.5716

Total Fees \$ 1,536.00
Total Due This Invoice \$ 1,536.00

Brown County Invoice Date: October 13, 2021
Invoice Number: 370906
Matter Number: 009948-00030

Time Detail

Date	Initials	Description	Hours	Amount
09/13/21	MJT	Review letter from court and email client re: same.	0.20	64.00
09/14/21	MJT	Email correspondence with client re: preparing response to Court order.	0.10	32.00
09/15/21	MJT	Work on draft letter to Court providing response to questions.	1.00	320.00
09/16/21	MJT	Continue preparing response to Court's questions and correspondence re: same.	2.30	736.00
09/17/21	MJT	Prepare draft affidavit for Anna Destree; finalize response to Court's questions.	1.10	352.00
09/22/21	MJT	Begin reviewing summary judgment decision.	0.10	32.00
		Total Fees	4.80	\$1,536.00

Timekeeper Summary

Name	Timekeeper Title	Hours	Rate	Amount
Matthew J. Thorne	Shareholder	4.80	320.00	1,536.00
	Total	4.80		\$1,536.00
	Matter Total			1,536.00

Please contact Jodi Miller - jmill@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: October 13, 2021
Invoice Number: 370908
Attorney: Andrew T. Phillips
Tax ID: 39-1576288

For Professional Services through September 30, 2021

Matter: Public Records Lawsuit
Matter Number: 008948-00030

Total Fees \$ 1,536.00
Total Due This Invoice \$ 1,536.00

Please contact Jodi Miller - jmliller@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.



Michael Best & Friedrich LLP
Attorneys at Law
One South Packney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608 257 3501
Fax 608 253 2275
www.michaelbest.com

EIN 39-0934985

Remittances for Payments:
Michael Best & Friedrich LLP
PO Box 86462
Milwaukee, WI 53288-0462

Wire Transfer Instructions:
Bank Name: BMO Harris Bank, N.A.
111 W Monroe Street, Chicago, IL 60603
ABA Routing # 071000228
Name of Acct. Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Brown County Corporation Counsel
David Hemery, Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

100.016.001.5716

Invoice Date: October 6, 2021
Invoice No: 01-1907881

Client/Matter: 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through September 30, 2021, as follows:

Date	Timekeeper	Narrative	Hours	Total
9/2/21	D. Crass	Review and respond to correspondence from George Marek concerning resolution on hours of operation of landfill	0.20	130.00
9/23/21	T. Fritsch	Attention to email correspondence from Mr. Haen and DACrass regarding groundwater sampling activities and need for correspondence to Local Monitoring Committee	0.40	132.00
Total Hours and Services			0.60	\$262.00

Total Services	\$262.00
Total Due This Invoice	\$262.00

Outstanding Invoices		
Date	Invoice	Total
9/7/21	01-1901422	\$1,108.00
10/6/21	01-1907881	\$262.00
	Credit	Balance
	\$0.00	\$1,108.00
		\$262.00

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
Madison, WI 53703

Invoice 01-1907881
018236-0023
October 6, 2021
Page 2 of 2

Outstanding Due

\$1,370.00

Outstanding Invoice - Aging
0-30 1,370.00

31-60	91-120	120+
0.00	0.00	0.00

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If you receive e-mail correspondence suggesting that you transfer funds in a manner different from the payment method that you usually use, for example, to an unfamiliar wire account or unfamiliar mailing address, please reach out to your Michael Best & Friedrich LLP contact to verbally confirm instructions before initiating a payment.

5.65 HOURS @ \$295.00 PER HOUR = \$1,666.75

AMOUNT DUE ON ACCOUNT:

\$1,666.75

Thank you.
GAW:pm

O.K.
MBA
10-8-21

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT S.P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert Telephone (920) 433-9425

Fax (920) 433-9188
wicklaw@ghelink.com

October 8, 2021
Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600 **100.016.001.5716**

Re: General Matters
Our File No. 12 W 27

STATEMENT

DATE	FOR SERVICES RENDERED:	HOURS
9/29	Email from Sue Bertrand re: WPS Easement	.10
10/1	Review revisions to Brain Agreement; Two phone conferences with Rachel Engeler re: Brain Agreement; Review WPS Easement;	1.25
10/4	Phone conference with Rachel Engeler re: WPS Easement;	1.00
10/6	Email to Rachel Engeler re: WPS Easement Email from Rachel Engeler and review "final" re: Brain Agreement Review TSA Agreements (past and present); Review email from Krystal John, OTP, etc., re: 5 acres; Email to Rachel Krystal John; Phone conference with Marty Piette re: 5 acres, etc.	.20 2.00 .50 .60
	TOTAL HOURS:	5.65

ATTORNEY BILLS SUBMITTED TO THE ADMIN COMMITTEE				
FOR December 2, 2021 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
VonBriesen	374627	11/18/2021	\$ 10,468.50	BCTPA
VonBriesen	374625	11/18/2021	\$ 118.00	Corporation Counsel
VonBriesen	374628	11/18/2021	\$ 160.00	Corporation Counsel
Michael Best	01-1915657	11/8/2021	\$ 5,265.00	Landfill Siting Agreement
ATTY. GARY WICKERT	12W27	11/17/2021	\$9,395.75	Airport General
Total ---			\$ 25,407.25	

100.016.001.5716.200

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23800
Green Bay, WI 54305-3800

Invoice Date: November 18, 2021
Invoice Number: 374627
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through October 31, 2021

Matter: BCTPA Litigation
Matter Number: 009948-00023

Total Fees \$ 12,468.50
Courtesy Discount \$ (2,000.00)
Total Due This Invoice \$ 10,468.50

Please contact Jodi Miller - jmillier@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.

www.vonbriesen.com 411 East Wisconsin Avenue, Suite 1000 Milwaukee, WI 53202-4409 Phone 414-276-1122 Fax 414-238-6446

Brown County

Invoice Date: November 18, 2021
Invoice Number: 374627
Matter Number: 009948-00023

Time Detail

Date	Initials	Description	Hours	Amount
10/04/21	DR		0.20	64.00
10/04/21	SLN		0.20	68.00
10/05/21	ARM		0.60	177.00
10/05/21	DR		0.60	192.00
10/05/21	SLN		0.30	102.00
10/05/21	SLN		0.20	68.00
10/06/21	SLN		0.60	204.00
10/06/21	ARM		0.70	206.50
10/08/21	DR		0.70	224.00
10/06/21	SLN		0.30	102.00
10/08/21	DR		1.80	576.00
10/13/21	SLN		0.90	306.00
10/14/21	SLN		0.80	272.00
10/15/21	SLN		1.30	442.00
10/18/21	SLN		0.50	170.00
10/20/21	SLN		0.50	170.00
10/21/21	SLN		0.40	136.00
10/22/21	SLN		0.80	272.00
10/22/21	DR		1.50	480.00
10/23/21	ATP		0.70	206.50

Brown County

Invoice Date:
Invoice Number:
Matter Number:November 18, 2021
374627
009948-00023

Brown County

Invoice Date:
Invoice Number:
Matter Number:November 18, 2021
374627
009948-00023

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>	<u>Name</u>	<u>Timekeeper Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
10/24/21	SC		2.50	800.00	Smitha Chintamaneni	Shareholder	4.50	320.00	1,440.00
10/25/21	SLN		0.20	68.00	Douglas Raines	Shareholder	12.20	320.00	3,904.00
10/25/21	SLN		1.70	578.00	Andrew T. Phillips	Shareholder	6.60	295.00	1,947.00
10/25/21	SLN		0.40	136.00					
10/25/21	SLN		2.50	850.00					
10/25/21	ATP		1.70	501.50					
10/25/21	SC		2.00	640.00					
10/25/21	DR		3.10	992.00					
10/26/21	SLN		0.30	102.00					
10/26/21	SLN		1.40	476.00					
10/26/21	ATP		0.50	147.50					
10/26/21	DR		4.30	1,376.00					
10/27/21	SLN		0.40	136.00					
10/28/21	SLN		0.10	34.00					
10/28/21	SLN		0.30	102.00					
10/30/21	ATP		2.00	590.00					
10/31/21	ATP		1.70	501.50					
Total Fees			38.70	\$12,468.50					

Timekeeper Summary

<u>Name</u>	<u>Timekeeper Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Audrey R. Merkel	Associate	1.30	295.00	383.50
Steven L. Nelson	Shareholder	14.10	340.00	4,794.00

Page Number 3

Total	38.70	\$12,468.50
Courtesy Discount		(2,000.00)
Total		\$10,468.50
Matter Total		10,468.50

Page Number 4

100.016.001.5716

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date:
November 18, 2021
Invoice Number:
374627
Attorney:
Andrew T. Phillips
Tax ID:
39-1576289

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date:
November 18, 2021
Invoice Number:
374625
Attorney:
Andrew T. Phillips
Tax ID:
39-1576289

For Professional Services through October 31, 2021

For Professional Services through October 31, 2021

Matter:
BCTPA Litigation
Matter Number:
008948-00023

Matter:
General
Matter Number:
008948-00008

Total Fees \$ 12,468.50
Courtesy Discount \$ (2,000.00)
Total Due This Invoice \$ 10,468.50

Total Fees \$ 118.00
Total Due This Invoice \$ 118.00

Please contact Jodi Miller - jmill@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
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Brown County

Invoice Date: November 18, 2021
Invoice Number: 374625
Matter Number: 009948-00008

Von Briesen
von Briesen & Roper, L.C. | Attorneys at Law

Time Detail

Date	Initials	Description	Hours	Amount
10/15/21	ATP	Conference call with County leadership and Corp Counsel regarding redistricting.	0.40	118.00

Total Fees \$118.00

Timekeeper Summary

Name	Timekeeper Title	Hours	Rate	Amount
Andrew T. Phillips	Shareholder	0.40	295.00	118.00
Total		0.40		\$118.00
Matter Total				\$118.00

Brown County
Attn: David Hernery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: November 18, 2021
Invoice Number: 374625
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through October 31, 2021

Matter: General
Matter Number: 009948-00008

Total Fees

\$ 118.00

Total Due This Invoice

\$ 118.00

Please contact Jodi Miller - jmill@vonbriesen.com - (414) 287-1402
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Brown County
Arlin David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: November 18, 2021
Invoice Number: 374628
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through October 31, 2021

100,016,001.5716

Matter: Public Records Lawsuit
Matter Number: 009948-00030

Brown County

Invoice Date: November 18, 2021
Invoice Number: 374628
Matter Number: 009948-00030

Time Detail

Date	Initials	Description	Hours	Amount
10/11/21	MJT	Email correspondence with client re: preparation of notice of entry of final order; prepare notice.	0.40	128.00
10/12/21	MJT	Coordinate filing of notice of entry of final order.	0.10	32.00
Total Fees			0.50	\$160.00

Timekeeper Summary

Name	Timekeeper Title	Hours	Rate	Amount
Matthew J. Thome	Shareholder	0.50	320.00	160.00
Total		0.50		\$160.00
Matter Total				160.00

Total Fees \$ 160.00
Total Due This Invoice \$ 160.00

Please contact Jodi Miller - jmillier@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
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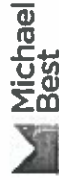
Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: November 18, 2021
Invoice Number: 374628
Attorney: Andrew T. Phillips
Tax ID: 39-1578289

For Professional Services through October 31, 2021

Matter: Public Records Lawsuit
Matter Number: 009848-00030

Total Fees \$ 160.00
Total Due This Invoice \$ 160.00



Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone: 608.257.3501
Fax: 608.253.2275
www.michaelbest.com

100.016.001.5716

Brown County Corporation Counsel
David Hemery, Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

EIN 39-0934983

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 84462
Madison, WI 53286-0462

Wire Transfer Instructions:
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing #: 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct #: 0024122010
SWIFT Code: HATRU544

Invoice Date: November 8, 2021
Invoice No: 01-1915657

Client/Matter: 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through October 31, 2021, as follows:

Date	Timekeeper	Narrative	Hours	Total
10/7/21	D. Crass	Exchange of e-correspondence with client regarding status of DOT study and hours of operation proposal; review DOT study; forward same to Attorney Marek with cover transmittal.	0.70	455.00
10/12/21	D. Crass	Receive and conduct initial review of material from Dean Haen regarding CPT adjustments to host fee.	0.50	325.00
10/18/21	D. Crass	Conduct comprehensive review of Landfill Siting Agreement concerning payment provisions; exchange of e-correspondence with client regarding same.	3.40	2,210.00
10/21/21	D. Crass	Conduct comprehensive review of agreements; prepare, revise, and finalize correspondence to Mr. Marek regarding deliverables required from Town to implement Brown County Landfill siting agreement.	3.50	2,275.00
Total Hours and Services			8.10	\$5,285.00

Please contact Jodi Miller - jmill@vonbriesen.com - (414) 287-1402
if you would like to receive your invoices by email or pay by credit card.
We accept Mastercard and VISA.

Michael Best & Friedrich LLP
One South Packney Street, Suite 700
Madison, WI 53703

Invoice 01-1915657
018236-0023
November 8, 2021
Page 2 of 2

Total Services					
Total Due This Invoice					
					\$5,265.00
					\$5,265.00
Outstanding Invoices					
Date	Invoice	Total	Credit	Balance	
10/8/21	01-1907881	\$262.00	\$0.00	\$262.00	
11/8/21	01-1915657	\$5,265.00	\$0.00	\$5,265.00	
Outstanding Due					\$5,527.00
Outstanding Invoice - Aging					
	0-30	31-60	61-90	91-120	120+
	5,265.00	262.00	0.00	0.00	0.00

CYBERSECURITY WARNING
If you receive e-mail correspondence suggesting that you transfer funds in a manner different from the payment method that you usually use, for example, to an unfamiliar wire account or unfamiliar mailing address, please reach out to your Michael Best & Friedrich LLP contact to verbally confirm instructions before initiating a payment.

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT ST. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert Telephone (920) 433-9425 Fax (920) 432-9188
gary.wickert@gbonline.com

November 17, 2021	100.016.001.5716			
Brown County Airport				
P.O. Box 23600				
Green Bay WI 54305-3600				
Re: General Matters				
Our File No. 12 W 27				
FOR SERVICES RENDERED:				
DATE				HOURS
10/7	Email from Sue Bertrand re: Tampa/Frontier and review Frontier files			.50
10/8	Phone conference with Sue Bertrand re: Frontier			.50
10/11	Email from Sue Bertrand re: Gift Shop RFP; Review current Gift Shop Lease;			
10/12	Phone conference with Sue Bertrand re: addendum to Gift Shop Prepare Third Addendum - Gift Shop; Email to Sue Bertrand re: Gift Shop;			1.00
	Phone conference with Sue Bertrand re: Frontier and Airline Operating Agreement;			.75
	Review prior Agreements/Addendums with Frontier; Prepare Addendum C - Frontier/Tampa;			.75
	Email to Sue Bertrand re: Frontier;			1.50
	Review "Turn Fee" subfile re: Operating Agreement renewal, Frontier, and meeting with Marty, et al.			1.25
10/13	Phone conference with Sue Bertrand re: Frontier/turn fee, etc.; Review Frontier Operating Agreement re: Signatory Airline; Review SCS Agreement;			2.00
	Meeting at Airport			.75
10/14	Review and revise correspondence re: Frontier; Email to Marty Piette re: AWS-Audit;			1.25
	Review Appleton Operating Agreement;			1.40
	Phone conference with Sue Bertrand re: turn fee, etc.;			.35
	Review 5 acres file;			.75
10/15	Phone conference with Krystal John			.10
	Email from Sue Bertrand re: board meetings;			.25
	Review Steve Horton calculations for per turn (based on 2018);			.10
	Email from Krystal John and review and revise OTP - 5 acres;			1.20
	Email to Marty Piette re: 5 acres;			1.50
	Review emails re: Pro-Tec and hanger insurance			.20

10/18	Email from Sue Bertrand re: Pro-Tec; Prepare Extension Agreement - Pro-Tec; Email to Sue Bertrand re: Pro-Tec; Review charging station lease subfile; Email to Marty Piette re: charging station lease; Email to Marty re: Kwik Trip Review sale of 5 acres	1.15 .15 .10 .15 .10	
10/19	Received Faith Technologies lease	.15	
10/21	Email from Marty Piette re: 5 acres;	.20	
10/22	Email from Marty Piette re: Kwik Trip	.40	
10/25	Phone conference with Sue Bertrand; Email to Krystal John re: 5 acres; Email from/to Krystal John	.10 .15	
10/26	Phone conference with Sue Bertrand re: 5 acres; Review file re: PD&T and County Board; Email from Sue Bertrand re: resolution	.50 .10	
11/10	Review Sun Country file; Phone conference with Sue Bertrand re: Sun Country, etc.; Review Assignment - Midwest/Enterprise; Review Midwest Ground Lease and Concession Agreement; Phone conference with sue Bertrand re: Assignments; Email to Sue Bertrand re: Ground Lease/Concession Agreements	.60 .40 2.00 .10	
11/11	Email from Sue Bertrand re: National/Alamo - Assignment; Email to Krystal John; Email From Krystal John; Review 5 acres sale subfile; Prepare Resolution Authorizing Sale (5 acres); Email to Sue Bertrand, Marty Piette, and Rachel Engeler re: 5 acres; Email to Sue Bertrand, Marty Piette, and Rachel Engeler with Second Amendment - Airline Agreement;		
11/12	Review Second Amendment Email from Krystal John; Review Offer to Purchase, etc., 5 acres; Email to Marty Piette, et al. re: OTP; Work on revision to Airline Agreement; Review ATW Agreement;	1.70 .65 1.00	
11/15	Email to Marty Piette re: Second Amendment Email from Sue re: Enterprise Assignment; Review Airline Second Amendment subfile (turn fee); Phone conference with Sue Bertrand re: Enterprise and Airline Amendment;	1.15 1.25 .40 .15 .20	
11/16	Phone conference with Paul at Enterprise Phone conference with Sue Bertrand re: Airline Agreement; Email to Paul Decloux re: Enterprise;		
11/16	Phone conference with Sue Bertrand re: Enterprise Assignment (2 calls); Emails from Paul Decloux (Enterprise); Email to Sue Bertrand re: Enterprise TOTAL HOURS:	.25 .10 31.85	
	31.85 HOURS @ \$295.00 PER HOUR =	\$9,395.75	
	AMOUNT DUE ON ACCOUNT:		
	Thank you, GAW:jpm		

*OK
Marty
11-17-21*

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include: Director of Admin
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board County Exec
- (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any Admin Comm
- levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between Oversight Comm
- any of the levels of appropriation. 2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
- 2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
- 2/3 County Board *CHW*
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
- 2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*) Oversight Comm
- After County Board approval of the resolution, a Category 4 budget adjustment must be prepared. Admin Committee
- 2/3 County Board

Justification for Budget Change:

The budget adjustment is for the use of funds set aside in the previous year for Covid-19 response for 2021 rental space charges incurred for jury selection during the pandemic.

Fiscal Impact*: **\$50,698**

*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.046.9004	Disaster Mgmt Intrafund Transfer In	50,698
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.046.5300	Disaster Mgmt Supplies	50,698
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9005	General Revenues Intrafund Transfer Out	50,698
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.3300	General Fund FB Assigned-Covid Response	50,698
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

CHW
cw (Nov 18, 2021 11:03 CST)

Signature of Department Head

Department: Administration

Date: Nov 18, 2021

Troy Strackenbach
Troy Strackenbach (Nov 18, 2021 12:08 CST)

Signature of DOA or Executive

Date: Nov 18, 2021

December 15, 2021

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

Ladies and Gentlemen:

RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE HEALTH & HUMAN SERVICES DEPARTMENT –
COMMUNITY SERVICES DIVISION
BEHAVIORAL HEALTH SPECIALIST

WHEREAS, a table of organization request was submitted by the Health & Human Services-Finance (“Department”); and

WHEREAS, there is currently one vacant (1.0 FTE) Behavioral Health Specialist position in which an internal employee was interviewed and selected, after multiple other unsuccessful attempts in recruitment efforts were made; and

WHEREAS, it is desirable that said vacant position have its budgeted wage increased to ensure that the internal employee that was interviewed and selected does not take a significant pay decrease by taking the new position, and the fiscal impact would be offset by a reduction in stay charges; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) Behavioral Health Specialist position at a lower budgeted wage, and the addition of one (1.0 FTE) Behavioral Health Specialist position at a higher budgeted wage.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0 FTE) Behavioral Health Specialist position at a lower budgeted wage, and the addition of one (1.0 FTE) Behavioral Health Specialist position at a higher budgeted wage.

Budget Impact: Health & Human Services – Community Services

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Behavioral Health Specialist \$27.93/hr Position# 212.630.076 Hours: 1,950	1.0	Deletion	(\$54,464)	(\$26,540)	(\$81,004)
Behavioral Health Specialist \$32.82/hr Position# 212.630.076 Hours: 1,950	1.0	Addition	\$63,999	\$28,043	\$92,042
Reduction in Stay Charges					(\$11,038)
Fiscal Impact					\$0

Partial Budget Impact 12/19/21- 12/31/21	FTE	Addition/ Deletion	Salary	Fringe	Total
Behavioral Health Specialist \$27.93/hr Position# 212.630.076 Hours: 1,950	1.0	Deletion	(\$2,095)	(\$1,105)	(\$3,200)
Behavioral Health Specialist \$32.82/hr Position# 212.630.076 Hours: 1,950	1.0	Addition	\$2,462	\$1,168	\$3,630
2021 Position Vacancy Savings					(\$430)
Fiscal Impact					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. Personnel costs will be offset by a reduction in the cost of State Mental Health Stays

Respectfully submitted,
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

21-088R

Authored by Health & Human Services

Final Draft Approved by Corporation Counsel's Office

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11-9-21
REQUEST TO: HHS, Administration and County Board
MEETING DATE: 11/17/21, 12/2/21 and 12/15/21
REQUEST FROM: Erik Pritzl
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH & HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION BEHAVIORAL HEALTH SPECIALIST

ISSUE/BACKGROUND INFORMATION:

There is a vacant Behavioral Health Specialist position which an internal employee was interviewed and selected for after multiple unsuccessful attempts in recruitment efforts. The internal employee is in a Social Worker/Case Manager position in the Behavioral Health Unit and both positions are in the same pay grade and have similar duties. The internal employee is currently at the maximum pay rate in the pay grade and the Behavioral Health Specialist pay rate is under midpoint. This would be considered a lateral position change but due to having different titles and pay rates, we would like to increase the pay rate so the tenured employee would keep a higher rate.

ACTION REQUESTED:

The action requested would be to delete a 1.0 FTE Behavioral Health Specialist and add a 1.0 FTE Behavioral Health Specialist

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
If no, how will the impact be funded? Reduction in Purchased State MH Stay Charges
 - b. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

December 15, 2021

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE PUBLIC SAFETY COMMUNICATIONS DEPARTMENT –
TELECOMMUNICATION OPERATORS**

WHEREAS, a table of organization request was submitted by the Public Safety Communications Department (“Department”); and

WHEREAS, the department wishes to give a part-time employee an internal wage adjustment based on her performance evaluation and tenure to get an increase consistent with similarly tenured staff; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of addition of one (1.0 FTE) Telecommunication Operator position, a deletion of one (0.5 FTE) Telecommunication Operator position and the addition of one (1.0 FTE) Telecommunication Operator position and an addition of one (0.5 FTE) Telecommunication Operator position effective on January 23, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of addition of one (1.0 FTE) Telecommunication Operator position, a deletion of one (0.5 FTE) Telecommunication Operator position and the addition of one (1.0 FTE) Telecommunication Operator position and an addition of one (0.5 FTE) Telecommunication Operator position effective on January 23, 2022.

Budget Impact: Public Safety

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Telecommunication Operator \$24.51/hr Position #145.761.013 Hours: 1,990	1.00	Deletion	(\$48,775)	(\$25,539)	(\$74,314)
Telecommunication Operator \$23.93/hr Position #147.761.013 Hours: 1,040	0.50	Deletion	(\$24,887)	(\$7,002)	(\$31,889)
Telecommunication Operator \$23.93/hr Position #145.761.013 Hours: 1,990	1.00	Addition	\$47,621	\$25,360	\$72,981
Telecommunication Operator \$24.51/hr Position #147.761.013 Hours: 1,040	0.50	Addition	\$25,490	\$7,097	\$32,587
Annual Budget Impact					(\$635)

Partial Budget Impact (1/23/22 – 12/31/22)	FTE	Addition/ Deletion	Salary	Fringe	Total
Telecommunication Operator \$24.51/hr Position #145.761.013 Hours: 1,990	1.00	Deletion	(\$44,710)	(\$23,411)	(\$68,121)
Telecommunication Operator \$23.93/hr Position #147.761.013 Hours: 1,040	0.50	Deletion	(\$22,813)	(\$6,419)	(\$29,232)
Telecommunication Operator \$23.93/hr Position #145.761.013 Hours: 1,990	1.00	Addition	\$43,653	\$23,246	\$66,899
Telecommunication Operator \$24.51/hr Position #147.761.013 Hours: 1,040	0.50	Addition	\$23,366	\$6,505	\$29,871
Partial Budget Impact					(\$583)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The anticipated fiscal result of this resolution will be a savings in personnel cost of \$635.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

21-094R

Authored by Public Safety

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
CHU	3				
DORFF	4				
JACOBSON	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Brown County

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11-17-21
REQUEST TO: Public Safety, Administration and County Board
MEETING DATE: 12/7/21; 12/2/21; 12/15/21
REQUEST FROM: Cullen Peltier
Director
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE PUBLIC SAFETY COMMUNICATIONS DEPARTMENT – TELECOMMUNICATION OPERATORS

ISSUE/BACKGROUND INFORMATION:

There is a 0.50 FTE Employee who does not qualify for the internal wage adjustment policy for PSC due to her FTE. She did qualify based on her performance evaluation and tenure. This increase will allow her to get a rate consistent with similarly tenured staff.

ACTION REQUESTED:

Add/Delete 0.50 Telecom; Add/Delete 1.0 Telecom

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
If no, how will the impact be funded?
 - b. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

December 15, 2021

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE SHERIFF'S DEPARTMENT – PATROL OFFICERS**

WHEREAS, a table of organization request was submitted by the Sheriff's Department ("Department"); and

WHEREAS, the Village of Bellevue has elected to expand coverage in police services, and will cover the costs associated with adding two patrol officer positions to the Department's table of organization; and

WHEREAS, the Village of Bellevue contract also covers any additional shift differential and overtime that results from these two positions being added to the table of organization; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of two (1.0 FTE) Patrol Officer positions, effective January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of two (1.0 FTE) Patrol Officer positions, effective January 1, 2022; and

BE IT FURTHER RESOLVED, that, should the funding end, said Positions will end and be eliminated from the Sheriff's department table of organization.

Budget Impact: Sheriff's Department

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Patrol Officer 6/3 \$33.82/hr Position #TBD Hours: 2,008	2.0	Addition	\$135,838	\$59,280	\$195,118
Shift Differential Increase					\$8,000
Overtime Increase					\$9,780
Funding through Village of Bellevue					(\$212,898)
Annual Budget Impact					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increase in personnel costs will be offset by funding through the Village of Bellevue.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

21-096R

Authored by Sheriff's Department

Final Draft Approved by Corporation Counsel's Office

Brown County

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11-22-21
REQUEST TO: Public Safety, Administration and County Board
MEETING DATE: 12/7/21; 12/2/21; 12/15/21, respectively
REQUEST FROM: Todd Delain
Sheriff
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE SHERIFF'S DEPARTMENT – PATROL OFFICERS

ISSUE/BACKGROUND INFORMATION:

The Village of Bellevue has elected to expand coverage in Police Services. Bellevue will add 16 hours of backfilled coverage to replace two current bulletin manpower positions in the Village that are not backfilled. No positions will be eliminated. The Village of Bellevue Police Services Contract covers costs associated.

ACTION REQUESTED:

Add two (2) Deputy positions to allow the Sheriff's Office to provide the requested additional Police Services coverage for the Village of Bellevue.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
If no, how will the impact be funded? Village of Bellevue Contract
 - b. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

December 15, 2021

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

Ladies and Gentlemen:

RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE UW-EXTENSION DEPARTMENT –
LTE STRONG BODIES INSTRUCTOR

WHEREAS, a table of organization request was submitted by the UW-Extension Department (“Department”); and

WHEREAS, the department wishes to offer ‘Strong Bodies’ programming to help older adults become or stay fit, strong and healthy; and

WHEREAS, the participants of the classes will pay a fee to offset the cost of adding instructors to teach the classes; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the addition of one (0.08 FTE) LTE Strong Bodies Instructor position, effective on January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of one (0.08 FTE) LTE Strong Bodies Instructor position, effective on January 1, 2022.

BE IT FURTHER RESOLVED that, should the funding end, said Position will end and be eliminated from the U.W. Extension table of organization.

Budget Impact: UW-Extension

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
LTE Strong Bodies Instructor \$17.00/hr Position #TBD Hours: 168	0.08	Addition	\$2,856	\$260	\$3,116

Offset by Participant Fees					(\$3,116)
Annual Budget Impact					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. The personnel costs will be offset by associated participant fees for the program.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 ADMINISTRATION COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

21-092R
 Authored by UW-Extension
 Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
CHU	3				
DORFF	4				
JACOBSON	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Brown County

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11-16-21

REQUEST TO: PD & T, Administration and County Board

MEETING DATE: 11/23/21; 12/2/21; 12/15/21, respectively

REQUEST FROM: Judy Knudsen
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE UW-EXTENSION DEPARTMENT – LTE STRONG BODIES INSTRUCTOR

ISSUE/BACKGROUND INFORMATION:

Met with ADRC of Brown County management team some months ago to share programming that could be offered to individuals utilizing ADRC programs and services. Received email week of October 25, 2021 asking if Extension could offer StrongBodies classes. Developed by Drs. Miriam Nelson and Rebecca Seguin, both formerly of the Friedman School of Nutrition Science and Policy at Tufts University. The StrongBodies programs are designed to help older adults become or stay fit, strong, and healthy. This is a national recognized evidence-based program.

ACTION REQUESTED:

Add LTE Strong Bodies Instructor position to Extension's Table of Organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
If no, how will the impact be funded? Participant Fees
 - b. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

December 15, 2021

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

Ladies and Gentlemen:

RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE INFORMATION TECHNOLOGY DEPARTMENT–
SERVER AND LTE POSITIONS

WHEREAS, a table of organization request was submitted by the Information Technology Department (“Department”); and

WHEREAS, certain staff at the Department recently undertook additional roles and responsibilities after the Department’s operations were evaluated; and

WHEREAS, the Department has determined that it can provide these certain staff members with an additional \$2,500 annually, to compensate them for their increased roles and responsibilities, by decreasing the hours of the LTE-Co-op/Student Intern position; and

WHEREAS, the new positions will include the 2022 cost of living increase; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) ESA II position, the deletion of one (1.0) Enterprise Server Engineer position, and the deletion of a (1.0 FTE) LTE Co-op Student Intern position; and the addition of a (1.0 FTE) ESA II position, the addition of (1.0) Enterprise Server Engineer position, and the addition of (0.5 FTE) LTE Co-op Student Intern position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0 FTE) ESA II position, the deletion of one (1.0 FTE) Enterprise Server Engineer position, and the deletion of one (1.0 FTE) LTE Co-op Student Intern position; and the addition of one (1.0 FTE) ESA II

position, the addition of one (1.0 FTE) Enterprise Server Engineer position, and the addition of one (0.5 FTE) LTE Co-op Student Intern position.

Budget Impact: Information Technology

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
ESA II San/Server \$35.09/hour Position # 133.340.022 Hours: 2,080	1.0	Deletion	(\$72,987)	(\$29,023)	(\$102,010)
Enterprise Server Engineer \$35.09/hour Position # 138.340.022 Hours: 2,080	1.0	Deletion	(\$72,987)	(\$29,023)	(\$102,010)
LTE Co-op/Intern \$15.00/hour Position #902.900.022 Hours: 2,080	1.0	Deletion	(\$31,200)	(\$2,423)	(\$33,623)
ESA II San/Server \$37.10/hour Position # 133.340.022 Hours: 2,080	1.0	Addition	\$77,168	\$29,674	\$106,842
Enterprise Server Engineer \$37.10/hour Position # 138.340.022 Hours: 2,080	1.0	Addition	\$77,168	\$29,674	\$106,842
LTE Co-op/Intern \$15.00/hour Position #902.900.022 Hours: 1,040	0.5	Addition	\$15,600	\$1,212	\$16,812
Annualized Budget Impact (net impact of position changes)					(\$7,147)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The anticipated fiscal result of this resolution is a savings in personnel costs.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

21-097R

Authored by Information Technology

Final Draft Approved by Corporation Counsel's Office

Brown County

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12-2-21
REQUEST TO: Administration and County Board
MEETING DATE: 12-2-21 & 12-15-21, Respectively
REQUEST FROM: Kirsten Holland, IT Director
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE INFORMATION TECHNOLOGY DEPARTMENT – SERVER AND LTE POSITIONS

ISSUE/BACKGROUND INFORMATION:

These positions have been identified as critical roles in the success of the IT Department. The employees do more than is required in the job description, show initiative, and have assumed numerous additional responsibilities as we build on the security posture of the organization. With the addition of multi factor authentication, Spam filtering and Web monitoring the systems and responsibilities of these positions have grown. Also, as the County's Social media presence has grown these positions are responsible for the data retention requirements and backup of those systems. Finally, these positions will also be responsible for the creation of a Disaster Recovery plan that ties in with the Backup procedures.

With the increase in responsibilities and to keep the positions competitive I am requesting a salary increase.

ACTION REQUESTED:

I am looking to increase the salary by \$2,500 for each of these positions (after the COLA increase). This funding would come from decreasing the 1.0 LTE-Co-op/Intern to 0.5.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
If no, how will the impact be funded?
 - b. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



IT, Monthly Report for November 2021 Administrative Committee

Covers 8/24/2021 Thru 12/02/2021

Items of Note

1. Experienced some Department Turn around, we are working towards stability.
2. Concurrency Update.
3. Physical security of network opportunity, recommending a NAC.
4. Log Management solution, reviewing solutions that meet our needs.
5. Updating and enhancing Backup solution and Disaster Recovery plan.

Staffing Report:

1. Juan Gonzalez has accepted the job as the IT Operations Manager. We are working on plans for reaching our long-term goals and catching up on some projects.
2. Ian Moriearty has accepted the job as IT Support Manager. We are working together to build up the support team.
3. All Managers have been hired, working on creating standards and policies and procedures.
4. IT currently has 6 open positions. Working with HR to fill positions.
5. Working with TekSystems to find candidates for ESA II position.

Project/Activity Updates

1. **Cyber Security Updates**
 - a. Website defacement incident in August.
 - b. Security Awareness training to start in 2022.
 - c. Decommissioning of co.brown.wi.us to be complete in January 2022.
2. **County wide Wifi Management and Review**
 - a. Evaluating needs for Wifi around the County, what is the need for public wifi?
 - b. Preparing to implement password requirements for Public Wifi.
 - c. Reviewing web filtering options for all network connectivity.
 - d. Working on building a Terms & Conditions Splash page for all Wifi.
 - e. Fixed Wifi controllers which were not configured for redundancy.
3. **New Ticketing System**
 - a. Reviewing solution to confirm it is the right fit for the cost and 5-year commitment.
 - b. Exploring other options to complete a complete assessment.
4. **Cost Saving Opportunities and Functionality Enhancements**
 - a. Eliminate MoveIT, secure file transfer solution. Use existing Microsoft OneDrive.

- b. Exploring utilizing LaserFiche (document repository) for contract routing and with docusign for electronic signatures.

5. Purchasing/Inventory

- a. Created Inventory Committee
- b. Reviewing current policies and procedures around the receipt, inventory and tracking of all IT assets.
 - i. Opportunities to streamline a few processes.
- c. Currently completing the annual fixed assets inventory.

6. IT Construction/Relocation Projects

- a. Landfill project, Go-Live Goal is January 3, 2022.
 - i. Issues with equipment arriving, able to fill some items with inventory.
 - ii. Internet service scheduled for next week.
- b. ME on-going. Additional video door station and cameras requested. Additions will require another switch be added to the stack.
- c. East Library – Gathering information for equipment needs.
- d. Criminal Justice staff moving into old ME office Dec/Jan timeline.

7. COMPLETED WORK

- a. 911 system RAM upgrade for failover performance.
- b. LandNav upgrade completed.

Dec 2, 2021 Broadband and BCCAN Monthly Report for Administrative Committee

Covers 9/29/2021 Thru 11/22/2021 Activity

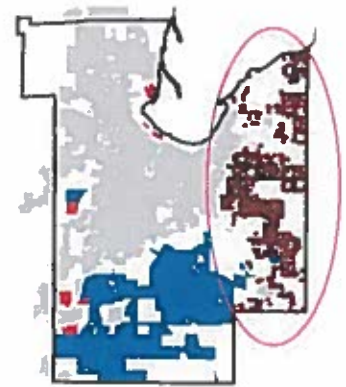
Items of Note

1. Grants

- a. The Wisconsin Public Service Commission denied our Broadband Grant for 2022. *(see pink circle)*
- b. Possible 2022/3 grant funding for WI- PSC is in progress
- c. IJA funding indicates \$65B in broadband funding
 - i. Confirmed each state to get \$100mil for broadband
 - ii. Unsure of distribution of remainder of funds

2. Chargeback for municipalities.

- a. There are numerous requests from municipal and educational institutions requesting BCCAN fiber connectivity. These are pending finalization of the contracts and chargebacks for 2022.
- b. Initially, municipalities were NOT charged for BCCAN access. A chargeback model MAY be proposed for 2023, with a chargeback to municipalities.



3. TDS installing \$150mil in fiber over next 3 years in the Green Bay Metro area. Likely providing 2gbps to 95% to 99% of metro area (not rural). Watch for media updates. More info will be available at TDSFIBER.COM
4. Excellent progress on our speed test map: www.browncountywi.gov/broadbandflyer

Operations, Projects & Activity Updates

5. NewNorth Grant Update

- a. General info on the NewNorth Grant <https://www.thenewnorth.com/broadband-access/>
- b. NewNorth Awarded grant for 18 county regional broadband assessment.
- c. NewNorth 18 County Region Speed Test is ongoing for the entire region <https://expressoptimizer.net/projects/Wisconsin/speedtestmap.php> (most current regional speed test results) 10,000 tests in Brown County and 10,000 tests in the rest of the region.
- d. The Internet Access Residential and Business surveys results are in progress

6. **Budget Planning.** Final budget with correction approved. Still assessing details of long-term budget planning including chargeback models, services and ongoing expenses.

7. Nov 15 County Board Rural Broadband Committee Update

- a. See notes and materials from November meeting

8. Operations and Project Activity

- a. **South Landfill.** Continue to work to find broadband options for the South landfill. Finalizing estimates, and next steps to go to RFP/RFB/RFI.
- b. **Highway 29.** The Highway 29 project includes approximately 12 miles of fiber. That project is active, estimate fully complete before end of 2021.
- c. Cleanup and updates for eRate/SPIN for BCCAN in progress (about ½ complete).
- d. Coordinating with BC Information Technology Network team for fiber locations a documentation

9. Partner Activity

- a. BCCAN & DePere Fiber Network (DFOG). Working to formalize intergovernmental municipal fiber, including documenting existing agreements and setting interconnectivity standards. Meetings over the coming month.
- b. 9 region economic development broadband project – trying to get speed test STATEWIDE.
- c. Achieve Brown County (Digital Access – continued participation)
- d. Working with UWGB on fiber termination documentation for BCCAN and BC I/T
- e. NDA in progress with WIN Technologies in progress

Completed Work

10. Participated in UW Extension Broadband Conference
11. Budget Correction Submitted and Approved. 2022 budget approved.
12. Completed first version of internet affordability information tab <https://www.browncountywi.gov/community/brown-county-broadband-speed-test-initiative/general-information/broadband-affordability/>
13. Successful getting GeoPartners participating in the 18 county Broadband assessment
14. Modification of GeoPartners to provide speed assessments based on 25/3 and 100/25



Ohio Support Budget Report October 2021

(unaudited)

Fiscal Year to Date 10/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	397,931.00	.00	397,931.00	33,160.92	.00	331,609.20	66,321.80	83	388,393.00
4302	State grant and aid revenue	1,698,977.00	21,057.00	1,720,034.00	(152,843.45)	.00	1,203,831.35	516,202.65	70	1,562,136.18
4302.003	State grant and aid revenue Incentives	621,850.00	.00	621,850.00	529,865.57	.00	549,642.40	72,207.60	88	667,701.23
4302.004	State grant and aid revenue GPR	377,823.00	.00	377,823.00	179,347.00	.00	381,122.00	(3,299.00)	101	380,124.00
4302.007	State grant and aid revenue ELEVATE	160,000.00	.00	160,000.00	25,188.35	.00	77,174.84	82,825.16	48	138,666.69
4302.008	State grant and aid revenue Access and Visitation	38,000.00	.00	38,000.00	11,061.57	.00	25,941.81	12,058.19	68	.00
4600.601	Charges and fees Genetic test	14,000.00	.00	14,000.00	637.67	.00	12,258.07	1,741.93	88	14,524.89
4600.602	Charges and fees Vital statistics	450.00	.00	450.00	.00	.00	81.68	368.32	18	761.58
4600.603	Charges and fees Paper service	11,000.00	.00	11,000.00	893.75	.00	12,097.27	(1,097.27)	110	12,859.31
4600.604	Charges and fees Non IV-D service	5,500.00	.00	5,500.00	210.00	.00	2,240.00	3,260.00	41	2,870.00
4601.012	Sales Copy machine use	100.00	.00	100.00	10.25	.00	75.75	24.25	76	40.50
9002	Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	335.46
9002.200	Transfer In HR	.00	10,847.00	10,847.00	.00	.00	10,847.00	.00	100	13,901.00
Division 001 - General Totals		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$627,531.63	\$0.00	\$2,606,921.37	\$750,613.63	78%	\$3,182,313.84
Department 017 - Child Support Totals		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$627,531.63	\$0.00	\$2,606,921.37	\$750,613.63	78%	\$3,182,313.84
REVENUE TOTALS		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$627,531.63	\$0.00	\$2,606,921.37	\$750,613.63	78%	\$3,182,313.84
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,811,594.00	31,904.00	1,843,498.00	176,381.15	.00	1,202,107.41	641,390.59	65	1,470,048.56
5102.100	Paid leave earnings Vacation	.00	.00	.00	10,294.36	.00	87,689.30	(87,689.30)	+++	94,080.36
5102.200	Paid leave earnings Personal	.00	.00	.00	1,317.39	.00	18,990.73	(18,990.73)	+++	26,658.61
5102.300	Paid leave earnings Casual time used	.00	.00	.00	1,656.79	.00	12,210.11	(12,210.11)	+++	19,634.20
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	23,643.20	(23,643.20)	+++	52,688.64
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	1,754.84	.00	3,335.63	(3,335.63)	+++	2,794.88
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	3,258.64	(3,258.64)	+++	5,606.12
5103.000	Premium Overtime	.00	.00	.00	79.50	.00	2,957.61	(2,957.61)	+++	175.56
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	1,755.22	(1,755.22)	+++	12,080.25
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(3,258.64)	3,258.64	+++	(5,606.12)
5110.100	Fringe benefits FICA	138,598.00	.00	138,598.00	13,894.97	.00	98,191.44	40,406.56	71	121,668.99
5110.110	Fringe benefits Unemployment compensation	1,904.00	.00	1,904.00	190.81	.00	1,348.58	555.42	71	1,671.38
5110.200	Fringe benefits Health Insurance	422,753.00	.00	422,753.00	41,883.98	.00	317,800.56	104,952.44	75	382,696.25
5110.210	Fringe benefits Dental Insurance	34,868.00	.00	34,868.00	3,434.87	.00	26,629.75	8,238.25	76	31,866.73
5110.220	Fringe benefits Life Insurance	888.00	.00	888.00	218.11	.00	1,187.20	(299.20)	134	1,080.07
5110.230	Fringe benefits LT disability insurance	7,127.00	.00	7,127.00	418.07	.00	4,576.00	2,551.00	64	6,472.39
5110.235	Fringe benefits ST disability insurance	10,069.00	.00	10,069.00	586.17	.00	6,415.90	3,653.10	64	9,090.17
5110.240	Fringe benefits Workers compensation Insurance	2,170.00	.00	2,170.00	180.83	.00	1,808.30	361.70	83	2,138.00
5110.300	Fringe benefits Retirement	122,283.00	.00	122,283.00	12,925.18	.00	91,087.02	31,195.98	74	113,230.08
5198	Fringe benefits - Budget only	19,897.00	.00	19,897.00	.00	.00	.00	19,897.00	0	.00



Union Support Budget Report October 2021

(unaudited)

Fiscal Year to Date 10/31/21
Exclude Rollup Account

5300	Supplies	15,000.00	.00	15,000.00	.00	786.00	953.87	13,260.13	12	1,496.51
5300.001	Supplies Office	15,000.00	.00	15,000.00	.00	.00	7,960.03	7,039.97	53	6,445.25
5300.004	Supplies Postage	34,000.00	.00	34,000.00	.00	.00	19,528.56	14,471.44	57	27,332.81
5305	Dues and memberships	2,238.00	.00	2,238.00	.00	.00	2,436.50	(198.50)	109	2,043.00
5306.100	Maintenance agreement Software	4,811.00	.00	4,811.00	.00	.00	1,093.77	3,717.23	23	60.97
5307.100	Repairs and maintenance Equipment	920.00	.00	920.00	.00	.00	920.00	.00	100	920.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	460.00	(460.00)	+++	.00
5330	Books, periodicals, subscription	760.00	.00	760.00	.00	.00	484.92	275.08	64	562.15
5340	Travel and training	6,000.00	.00	6,000.00	.00	.00	2,081.00	3,919.00	35	724.82
5505	Telephone	.00	.00	.00	.00	.00	554.89	(554.89)	+++	501.30
5505.100	Telephone cell	2,400.00	.00	2,400.00	.00	.00	294.08	2,105.92	12	623.75
5600	Indirect cost	238,000.00	.00	238,000.00	.00	.00	198,333.20	39,666.80	83	237,616.71
5601.100	Intra-county expense Technology services	172,607.00	.00	172,607.00	.00	.00	157,399.46	15,207.54	91	166,827.00
5601.200	Intra-county expense Insurance	28,161.00	.00	28,161.00	.00	.00	23,467.50	4,693.50	83	25,317.00
5501.300	Intra-county expense Other departmental	174,000.00	.00	174,000.00	.00	.00	101,578.51	72,421.49	58	142,150.27
5601.400	Intra-county expense Copy center	550.00	.00	550.00	.00	.00	102.90	447.10	19	137.66
5601.450	Intra-county expense Departmental copiers	4,288.00	.00	4,288.00	.00	.00	3,573.30	714.70	83	4,288.00
5601.550	Intra-county expense Document center	2,185.00	.00	2,185.00	.00	.00	1,487.92	697.08	68	1,557.70
5601.300AV	Intra-county expense Access and Visitation	.00	.00	.00	.00	.00	27,465.35	(27,465.35)	+++	.00
5700	Contracted services	.00	.00	.00	.00	.00	988.23	(988.23)	+++	38.75
5710	Paper service - legal	28,000.00	.00	28,000.00	.00	.00	16,545.74	11,454.26	59	21,710.45
5762	Med exams/autopsies/genetic test	21,560.00	.00	21,560.00	.00	.00	12,838.00	8,722.00	60	11,429.00
5784	Interpreter services	3,000.00	.00	3,000.00	.00	.00	2,357.00	643.00	79	1,478.00
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	180,977.62
Division 001 - General Totals		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$322,225.03	\$786.00	\$2,484,638.69	\$872,110.31	74%	\$3,182,313.84
Department 017 - Child Support Totals		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$322,225.03	\$786.00	\$2,484,638.69	\$872,110.31	74%	\$3,182,313.84
EXPENSE TOTALS		\$3,325,631.00	\$31,904.00	\$3,357,535.00	\$322,225.03	\$786.00	\$2,484,638.69	\$872,110.31	74%	\$3,182,313.84
Fund 210 - Child Support Totals										
REVENUE TOTALS		3,325,631.00	31,904.00	3,357,535.00	627,531.63	.00	2,606,921.37	750,613.63	78%	3,182,313.84
EXPENSE TOTALS		3,325,631.00	31,904.00	3,357,535.00	322,225.03	786.00	2,484,638.69	872,110.31	74%	3,182,313.84
Fund 210 - Child Support Totals		\$0.00	\$0.00	\$0.00	\$305,306.60	(\$786.00)	\$122,282.68	(\$121,496.68)		\$0.00
Grand Totals										
REVENUE TOTALS		3,325,631.00	31,904.00	3,357,535.00	627,531.63	.00	2,606,921.37	750,613.63	78%	3,182,313.84
EXPENSE TOTALS		3,325,631.00	31,904.00	3,357,535.00	322,225.03	786.00	2,484,638.69	872,110.31	74%	3,182,313.84
Grand Totals		\$0.00	\$0.00	\$0.00	\$305,306.60	(\$786.00)	\$122,282.68	(\$121,496.68)		\$0.00



Child Support Agency Director Summary

October/November 2021

Performance Measure Comparisons

Federal Performance Measures October	Brown YTD 2020	Brown YTD 2021	Improvement 2020 vs 2021	State Average	Brown vs. State
Court Order Rate	90.02%	88.46%	-1.56%	85.82%	2.64%
Paternity Establish Rate	91.49%	91.20%	-.29%	87.98%	3.22%
Current Supp Collections	76.99%	75.29%	-1.70%	71.97%	3.32%
Arrears Collection Rate	29.47%	26.74%	-2.73%	30.54%	-3.80%

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- We have successfully met our enrollment target for the month of November and have managed to enroll additional NCPs to make up for the 2 months where we fell shy of our target.
- We are in the process of recruiting to fill the part time ELEVATE Specialist recently approved. This position will provide outreach and engagement in the program and will assist with Access & Visitation enrollment.
- We continue to meet monthly with the state and other ELEVATE sites. Aside from updates, we continue to convey the challenges recruitment effort present due to the narrow scope the evaluator has used as eligibility criteria.

ACCESS & VISITATION GRANT ACTIVITIES

- **Collaborative Co-Parenting** : virtual curriculum continues and federal fiscal year reporting has been issued to the state, on time.
- We're in the process of drafting the contract for our new service provider effective 1/1/22.

OVERALL OPERATIONS & COVID UPDATES

Staffing

- We have two new employees starting as of the first week in December. We have successfully filled one of the two bi-lingual Support Information Center positions. And, we will also welcome a new Enforcement Specialist to the team.
- Only one position remains vacant (Bi-lingual Support Information Center Specialist) and this is solely due to the challenges of recruitment. We have discussed not filling the position with a Spanish speaking individual however needs of our participants and staff necessitate that the candidate is bilingual.

COVID Updates

- Telework continues to be available in special circumstances, based upon need and position responsibilities/functionality.
- We have been working closely with staff and continue to be as flexible as possible to support circumstances that involve quarantining, exposures and the mitigation of virus transmission at work.

Operations

- We are in our third month of utilizing Procedural Justice approaches to paternity and establishment.
- All staff are in the process of completing HIPAA compliance training, due 12/31/21.
- All performance evaluations were completed by November 28th (except for 2 staff who have not yet completed their initial employment periods in their respective roles).
- HR is in the process of assigning tiers to the Specialist positions.
- The agency participated in a PEER Learning Site/Procedural Justice webinar on November 15th with the 4 other state agencies who are implementing evaluations.
- Director Lasecki will be presenting at the New Director Mentor training on December 6, 7, and 13th. Topic areas that Lasecki has been selected to present on include The Team Environment, Agency Culture and ELEVATE, and Managing during Change).
- Brown County CSA has been asked by OCSE and MDRC to write an article for the federal Child Support Report regarding their participation in the Procedural Justice Initiative. The initial outline of the article has been submitted for review in accordance with their approval timeline.



Treasurer's Budget Performance Report

Date Range 01/01/21 - 10/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
Fund 100 - General Fund								
REVENUE								
Department 080 - Treasurer								
Division 001 - General								
4100	General property taxes	(1,091,094.00)	.00	(1,091,094.00)	(90,924.50)	.00	(909,245.00)	83
4108	Interest on taxes	735,200.00	.00	735,200.00	29,878.68	.00	616,474.82	84
4109	Penalties on taxes	224,050.00	.00	224,050.00	14,942.55	.00	211,243.20	94
4110	Penalties on special assessments	39,150.00	.00	39,150.00	1,743.30	.00	30,724.34	78
4490	Ag use conversion	70,000.00	.00	70,000.00	11,030.35	.00	78,898.15	113
4600	Charges and fees							
4600.890	Charges and fees Tax deed	30,000.00	.00	30,000.00	2,000.00	.00	30,600.45	102
4600 - Charges and fees Totals		\$30,000.00	\$0.00	\$30,000.00	\$2,000.00	\$0.00	\$30,600.45	102%
4900	Miscellaneous							
4900	Miscellaneous	4,381.00	.00	4,381.00	299.38	.00	11,084.99	253
4900.150	Miscellaneous Unclaimed funds retained	37,171.00	.00	37,171.00	.00	.00	37,098.12	100
4900 - Miscellaneous Totals		\$41,552.00	\$0.00	\$41,552.00	\$299.38	\$0.00	\$48,183.11	116%
4905	Interest	641,917.00	.00	641,917.00	43,133.81	.00	646,771.14	101
4960	Gain or Loss on Sale - Tax Deeds	10,000.00	.00	10,000.00	.00	.00	429,411.79	4294
4990	Cash Over/Short	.00	.00	.00	(.55)	.00	(54.67)	+++
9004	Intrafund Transfer In							
9004.200	Intrafund Transfer In HR	.00	3,348.00	3,348.00	.00	.00	3,348.00	100
9004 - Intrafund Transfer In Totals		\$0.00	\$3,348.00	\$3,348.00	\$0.00	\$0.00	\$3,348.00	100%
Division 001 - General Totals		\$700,775.00	\$3,348.00	\$704,123.00	\$12,103.02	\$0.00	\$1,186,355.33	168%
Department 080 - Treasurer Totals		\$700,775.00	\$3,348.00	\$704,123.00	\$12,103.02	\$0.00	\$1,186,355.33	168%
REVENUE TOTALS		\$700,775.00	\$3,348.00	\$704,123.00	\$12,103.02	\$0.00	\$1,186,355.33	168%

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Treasurer's Budget Performance Report

Date Range 01/01/21 - 10/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
EXPENSE								
Department 080 - Treasurer								
Division 001 - General								
5100	Regular earnings	277,282.00	3,348.00	280,630.00	22,696.18	.00	196,538.22	70
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	1,764.19	.00	13,070.31	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	718.80	.00	2,169.16	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	533.09	.00	1,500.19	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,735.65	+++
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$3,016.08	\$0.00	\$19,475.31	+++
5103	Premium							
5103.000	Premium Overtime	464.00	.00	464.00	7.74	.00	411.42	89
5103 - Premium Totals		\$464.00	\$0.00	\$464.00	\$7.74	\$0.00	\$411.42	89%
5110	Fringe benefits							
5110.100	Fringe benefits FICA	21,249.00	.00	21,249.00	1,898.49	.00	15,946.44	75
5110.110	Fringe benefits Unemployment compensation	292.00	.00	292.00	26.05	.00	218.89	75
5110.200	Fringe benefits Health Insurance	43,553.00	.00	43,553.00	4,948.41	.00	38,223.01	88
5110.210	Fringe benefits Dental Insurance	3,304.00	.00	3,304.00	374.55	.00	2,892.38	88
5110.220	Fringe benefits Life Insurance	317.00	.00	317.00	93.34	.00	492.80	155
5110.230	Fringe benefits LT disability insurance	1,030.00	.00	1,030.00	73.40	.00	823.95	80
5110.235	Fringe benefits ST disability insurance	1,444.00	.00	1,444.00	102.90	.00	1,155.24	80
5110.240	Fringe benefits Workers compensation insurance	333.00	.00	333.00	27.75	.00	277.50	83
5110.300	Fringe benefits Retirement	17,685.00	.00	17,685.00	1,736.12	.00	14,044.41	79
5110 - Fringe benefits Totals		\$89,207.00	\$0.00	\$89,207.00	\$9,281.01	\$0.00	\$74,074.62	83%
5198	Fringe benefits - Budget only	2,038.00	.00	2,038.00	.00	.00	.00	0
5300	Supplies							
5300	Supplies	2,500.00	.00	2,500.00	99.56	.00	1,779.90	71
5300.001	Supplies Office	2,500.00	.00	2,500.00	47.19	.00	2,559.76	102
5300.004	Supplies Postage	30,000.00	.00	30,000.00	1,206.78	.00	17,600.45	59
5300 - Supplies Totals		\$35,000.00	\$0.00	\$35,000.00	\$1,353.53	\$0.00	\$21,940.11	63%

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Treasurer's Budget Performance Report

Date Range 01/01/21 - 10/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5304	Printing							
5304.100	Printing Forms	10,000.00	.00	10,000.00	.00	.00	.00	0
	5304 - Printing Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	0%
5305	Dues and memberships	125.00	.00	125.00	.00	.00	100.00	80
5306	Maintenance agreement							
5306.100	Maintenance agreement Software	210.00	.00	210.00	.00	.00	182.91	87
	5306 - Maintenance agreement Totals	\$210.00	\$0.00	\$210.00	\$0.00	\$0.00	\$182.91	87%
5307	Repairs and maintenance							
5307.100	Repairs and maintenance Equipment	1,200.00	.00	1,200.00	.00	.00	135.00	11
	5307 - Repairs and maintenance Totals	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$135.00	11%
5310	Advertising and public notice	6,000.00	.00	6,000.00	.00	.00	3,946.66	66
5330	Books, periodicals, subscription	224.00	.00	224.00	.00	.00	145.74	65
5340	Travel and training	1,000.00	.00	1,000.00	.00	.00	105.30	11
5390	Miscellaneous	1,000.00	.00	1,000.00	1,036.14	.00	1,047.03	105
5392	Service fees	75,000.00	.00	75,000.00	4,609.13	.00	48,665.39	65
5410	Insurance							
5410.400	Insurance Bond	1,067.00	.00	1,067.00	.00	.00	1,753.00	164
	5410 - Insurance Totals	\$1,067.00	\$0.00	\$1,067.00	\$0.00	\$0.00	\$1,753.00	164%
5505	Telephone							
5505.100	Telephone cell	72.00	.00	72.00	5.74	.00	76.35	106
	5505 - Telephone Totals	\$72.00	\$0.00	\$72.00	\$5.74	\$0.00	\$76.35	106%
5601	Intra-county expense							
5601.100	Intra-county expense Technology services	45,659.00	.00	45,659.00	4,237.81	.00	41,782.46	92
5601.200	Intra-county expense Insurance	4,332.00	.00	4,332.00	361.00	.00	3,610.00	83
5601.300	Intra-county expense Other departmental	1,510.00	.00	1,510.00	.00	.00	1,295.00	86
5601.350	Intra-county expense Highway	500.00	.00	500.00	.00	.00	520.73	104
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	.00	.00	15.12	2
5601.450	Intra-county expense Departmental copiers	469.00	.00	469.00	39.08	.00	390.80	83
5601.550	Intra-county expense Document center	5,996.00	.00	5,996.00	439.99	.00	4,081.13	68
	5601 - Intra-county expense Totals	\$59,466.00	\$0.00	\$59,466.00	\$5,077.88	\$0.00	\$51,695.24	87%

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Treasurer's Budget Performance Report

Date Range 01/01/21 - 10/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5700	Contracted services	34,420.00	.00	34,420.00	3,109.51	.00	29,080.60	84
5810	Tax deed	50,000.00	.00	50,000.00	5,997.87	.00	23,936.68	48
5815	Tax refund							
5815.100	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	37,592.90	537
5815.110	Tax refund Real estate property	50,000.00	.00	50,000.00	.00	.00	.00	0
5815 - Tax refund Totals		\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$0.00	\$37,592.90	66%
Division 001 - General Totals		\$700,775.00	\$3,348.00	\$704,123.00	\$56,190.81	\$0.00	\$510,902.48	73%
Department 080 - Treasurer Totals		\$700,775.00	\$3,348.00	\$704,123.00	\$56,190.81	\$0.00	\$510,902.48	73%
EXPENSE TOTALS		\$700,775.00	\$3,348.00	\$704,123.00	\$56,190.81	\$0.00	\$510,902.48	73%
Fund 100 - General Fund Totals								
REVENUE TOTALS		700,775.00	3,348.00	704,123.00	12,103.02	.00	1,186,355.33	168%
EXPENSE TOTALS		700,775.00	3,348.00	704,123.00	56,190.81	.00	510,902.48	73%
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	(\$44,087.79)	\$0.00	\$675,452.85	
Grand Totals								
REVENUE TOTALS		700,775.00	3,348.00	704,123.00	12,103.02	.00	1,186,355.33	168%
EXPENSE TOTALS		700,775.00	3,348.00	704,123.00	56,190.81	.00	510,902.48	73%
Grand Totals		\$0.00	\$0.00	\$0.00	(\$44,087.79)	\$0.00	\$675,452.85	

Brown County Clerk Budget Status Report

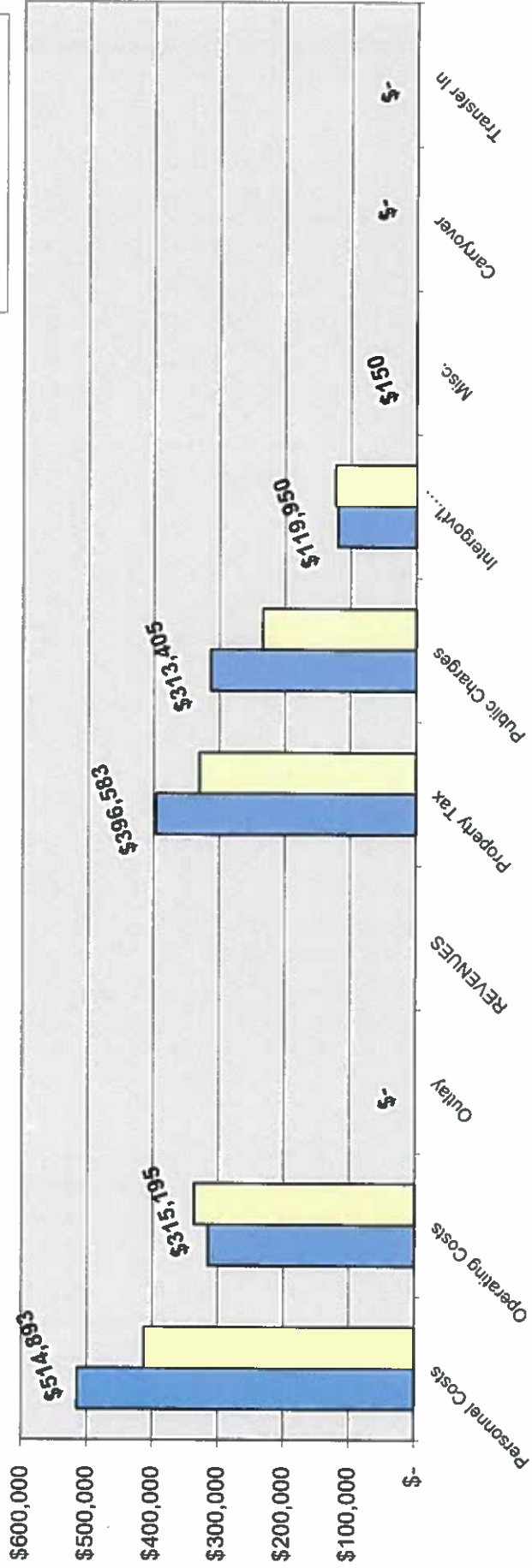
thru October 31, 2021	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 514,893	\$ 412,485	80%
Operating Costs	\$ 315,195	\$ 336,559	107%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 396,583	\$ 330,486	83%
Public Charges	\$ 313,405	\$ 233,841	75%
Intergovtl. Charge for Serv.	\$ 119,950	\$ 122,982	103%
Misc.	\$ 150	\$ 135	90%
Carryover	\$ -	\$ -	#DIV/0!
Transfer In	\$ -	\$ -	#DIV/0!

Expenditures:

Revenues:

County Clerk - thru October 31, 2021

■ Annual Budget
■ YTD Transactions



Unaudited



Budget Performance Report

Date Range 01/01/21 - 10/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	396,583.00	.00	396,583.00	33,048.58	.00	330,485.80	66,097.20	83
		\$396,583.00	\$0.00	\$396,583.00	\$33,048.58	\$0.00	\$330,485.80	\$66,097.20	83%
<i>Property taxes Totals</i>									
Intergov Revenue									
4700	Intergov charges	119,950.00	.00	119,950.00	.00	.00	122,981.57	(3,031.57)	103
		\$119,950.00	\$0.00	\$119,950.00	\$0.00	\$0.00	\$122,981.57	(\$3,031.57)	103%
<i>Intergov Revenue Totals</i>									
Public Charges									
4400.194	Permits Work permit	750.00	.00	750.00	105.00	.00	1,665.00	(915.00)	222
4400.195	Permits Alarm permits	26,000.00	.00	26,000.00	40.00	.00	25,495.00	505.00	98
4401.192	Licenses Marriage License	97,550.00	.00	97,550.00	8,565.00	.00	80,950.00	16,600.00	83
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0
4600.190	Charges and fees Passport	184,300.00	.00	184,300.00	14,208.77	.00	125,275.58	59,024.42	68
4601.012	Sales Copy machine use	205.00	.00	205.00	.00	.00	.00	205.00	0
4601.196	Sales Directory	300.00	.00	300.00	.00	.00	330.70	(30.70)	110
4609	Miscellaneous public charges	.00	.00	.00	.00	.00	125.00	(125.00)	+++
		\$313,405.00	\$0.00	\$313,405.00	\$22,918.77	\$0.00	\$233,841.28	\$79,563.72	75%
<i>Public Charges Totals</i>									
Miscellaneous Revenue									
4900	Miscellaneous	150.00	.00	150.00	.00	.00	135.00	15.00	90
		\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$135.00	\$15.00	90%
<i>Miscellaneous Revenue Totals</i>									
Department 019 - County Clerk									
		\$830,088.00	\$0.00	\$830,088.00	\$55,967.35	\$0.00	\$687,443.65	\$142,644.35	83%
REVENUE TOTALS									
		\$830,088.00	\$0.00	\$830,088.00	\$55,967.35	\$0.00	\$687,443.65	\$142,644.35	83%
EXPENSE									
Department 019 - County Clerk									
<i>Personnel Costs</i>									
5100	Regular earnings	383,130.00	5,512.00	388,642.00	39,355.36	.00	293,689.78	94,952.22	76
5102.100	Paid leave earnings Vacation	.00	.00	.00	4,624.27	.00	17,950.70	(17,950.70)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	412.71	.00	3,230.95	(3,230.95)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	73.94	.00	999.94	(999.94)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	4,547.18	(4,547.18)	+++
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	555.60	(555.60)	+++
5103.000	Premium Overtime	5,963.00	(2,427.00)	3,536.00	.00	.00	1,840.45	1,695.55	52
5110.100	Fringe benefits FICA	29,763.00	.00	29,763.00	3,253.80	.00	23,739.82	6,023.18	80
5110.110	Fringe benefits Unemployment compensation	407.00	.00	407.00	44.63	.00	325.82	81.18	80
5110.200	Fringe benefits Health Insurance	55,689.00	.00	55,689.00	5,596.56	.00	36,986.86	18,702.14	66
5110.210	Fringe benefits Dental Insurance	6,554.00	.00	6,554.00	682.00	.00	4,910.71	1,643.29	75
5110.220	Fringe benefits Life Insurance	420.00	.00	420.00	58.50	.00	293.39	126.61	70
5110.230	Fringe benefits LT disability insurance	1,503.00	.00	1,503.00	120.43	.00	1,049.58	453.42	70
5110.235	Fringe benefits ST disability insurance	2,129.00	.00	2,129.00	168.85	.00	1,471.64	657.36	69



Budget Performance Report

Date Range 01/01/21 - 10/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.240	Fringe benefits Workers compensation Insurance	460.00	.00	460.00	38.34	.00	383.40	76.60	83
5110.300	Fringe benefits Retirement	26,169.00	.00	26,169.00	2,790.13	.00	20,506.92	5,662.08	78
5198	Fringe benefits - Budget only	2,706.00	.00	2,706.00	.00	.00	.00	2,706.00	0
	<i>Personnel Costs Totals</i>	\$514,893.00	\$3,085.00	\$517,978.00	\$57,219.52	\$0.00	\$412,482.74	\$105,495.26	80%
Generating Expenses									
5300.001	Supplies Office	15,000.00	.00	15,000.00	2,017.67	.00	7,040.86	7,959.14	47
5300.004	Supplies Postage	15,915.00	.00	15,915.00	1,944.61	.00	9,564.09	6,350.91	60
5304	Printing	500.00	.00	500.00	.00	.00	557.62	(57.62)	112
5304.100	Printing Forms	25,000.00	.00	25,000.00	.00	.00	24,986.68	13.32	100
5305	Dues and memberships	425.00	.00	425.00	.00	.00	240.00	185.00	56
5306.100	Maintenance agreement Software	51,610.00	6,550.00	58,160.00	.00	.00	58,248.43	(88.43)	100
5307.100	Repairs and maintenance Equipment	21,795.00	.00	21,795.00	.00	.00	20,890.00	905.00	96
5310	Advertising and public notice	27,900.00	.00	27,900.00	761.99	.00	18,510.60	9,389.40	66
5330	Books, periodicals, subscription	1,201.00	.00	1,201.00	.00	.00	673.96	527.04	56
5340	Travel and training	9,800.00	.00	9,800.00	1,135.80	.00	3,726.08	6,073.92	38
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	3,885.00	1,470.00	73
5395	Equipment - nonoutlay	.00	.00	.00	.00	.00	249.96	(249.96)	+++
5395.003	Equipment - nonoutlay technology	.00	.00	.00	.00	(4,170.00)	4,170.00	.00	+++
5410.400	Insurance Bond	123.00	.00	123.00	.00	.00	100.00	23.00	81
5505	Telephone	2,868.00	.00	2,868.00	.00	.00	778.32	2,089.68	27
5600	Indirect cost	54,598.00	.00	54,598.00	4,549.81	.00	45,498.10	9,099.90	83
5601.100	Intra-county expense Technology services	45,202.00	.00	45,202.00	4,202.11	.00	41,417.97	3,784.03	92
5601.200	Intra-county expense Insurance	5,485.00	.00	5,485.00	457.08	.00	4,570.80	914.20	83
5601.400	Intra-county expense Copy center	20,500.00	.00	20,500.00	395.20	.00	11,316.22	9,183.78	55
5601.450	Intra-county expense Departmental copiers	1,907.00	.00	1,907.00	158.92	.00	1,589.20	317.80	83
5601.550	Intra-county expense Document center	661.00	.00	661.00	48.89	.00	453.46	207.54	69
5708	Professional services	9,350.00	(4,123.00)	5,227.00	.00	.00	5,227.27	(.27)	100
9003	Transfer out	.00	73,467.00	73,467.00	.00	.00	72,864.00	603.00	99
	<i>Operating Expenses Totals</i>	\$315,195.00	\$75,894.00	\$391,089.00	\$15,672.08	(\$4,170.00)	\$336,558.62	\$58,700.38	85%
Department 019 - County Clerk Totals									
		\$830,088.00	\$78,979.00	\$909,067.00	\$72,891.60	(\$4,170.00)	\$749,041.36	\$164,195.64	82%
	EXPENSE TOTALS	\$830,088.00	\$78,979.00	\$909,067.00	\$72,891.60	(\$4,170.00)	\$749,041.36	\$164,195.64	82%
Fund 100 - General Fund Totals									
	REVENUE TOTALS	830,088.00	.00	830,088.00	55,967.35	.00	687,443.65	142,644.35	83%
	EXPENSE TOTALS	830,088.00	78,979.00	909,067.00	72,891.60	(4,170.00)	749,041.36	164,195.64	82%
	Fund 100 - General Fund Totals	\$0.00	(\$78,979.00)	(\$78,979.00)	(\$16,924.25)	\$4,170.00	(\$61,597.71)	(\$21,551.29)	

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Date Range 01/01/21 - 10/31/21
Exclude Rollup Account

Grand Totals							
REVENUE TOTALS	830,088.00	.00	830,088.00	55,967.35	.00	687,443.65	142,644.35 83%
EXPENSE TOTALS	830,088.00	78,979.00	909,067.00	72,891.60	(4,170.00)	749,041.36	164,195.64 82%
Grand Totals	\$0.00	(\$78,979.00)	(\$78,979.00)	(\$16,924.25)	\$4,170.00	(\$61,597.71)	(\$21,551.29)

2021 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
21-074	8/10	Public Works	The New Franken Parking Lot project came in higher than estimated. Public Works is requesting to use savings from other projects to cover some of this overage. The savings are from Jail Kitchen Projects, Sophie Restroom Countertops, Jail/911 Carpet & Flooring, Cooling Split System, Courthouse Chiller, & Jail Cooling Tower. Fiscal Impact: \$0	3	8/26	N	EmlD Dept 8/26
21-075	8/24	IT	Reallocation of funds from Personnel to Contractor/Professional services to support: * Contract to Hire roles * IT T.O implementation Fiscal Impact: \$0	5	8/24	Y	AD 9/2 EmlD Dept 8/24
21-076	8/25	Corp Counsel	This budget adjustment is to utilize contingency funds for the Sales Tax and Public Records Litigations. Contingency Fund Balance: \$28,475 (There will be a portion of the \$100,000 that is set aside for the Meeting Agenda & Mgmt. Software that will need to be reallocated for this). Fiscal Impact: \$100,000	6	8/26	Y	AD 9/2 CB 9/15 EmlD Dept 8/26/2021
21-077	9/8	HHS-CS	On August 20, 2021, DSP Informational memo 2021-17i was received. The memo increases Youth Aids allocations from the State related to the 2021-2023 Biennial State Budget. This BA increases revenue and expense in the budget to reflect the additional amount allocated to Brown County. Fiscal Impact: \$58,734	7	9/14	Y	HS 10/13 CB 10/27 EmlD Dept 9/14
21-078	9/9	SHERIFF	This budget adjustment is to repurpose Jail Meal expense funds to Outlay for the purchase of a Sheriff Command Trailer. When the 2021 budget was created, it was anticipated that Jail population would be greater than has been the case in 2021. As a result, Jail meal expenses have been significantly lower than budgeted and should have a large surplus at year end, allowing for the repurposing of those funds. There is no change in the levy amount and no fiscal impact as this is only a repurpose of previously budgeted , funds. Fiscal Impact: \$0	5a	9/9/21	Y	AD-9/15 (SP) EmlD Dept 9/9/21
21-079	9/13	PARKS	This budget adjustment is related to the Recreational Trails Program grant passed through the State of WI to the Parks Department for the resurfacing of the Mountain Bay Trail from County Rd C to Brookside Drive and Spring Green to Glendale Ave. The grant has a 50% match requirement that will be met by using the Rails to Trails fund balance. Fiscal Impact: \$13,830	7	9/14	Y	ED 10/6 CB 10/27 EmlD Dept 9/14

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
21-080	9/16	PARKS	This budget adjustment is reallocating \$106,000 from the Parks Department Regular Earnings account to the Outlay account for the purchase of a replacement tractor and related mower attachments. The department had two retirements in 2021 and was unable to hire the necessary (LTE) seasonal staff resulting in Regular Earning savings of \$106,000 plus. The old equipment will be sold in the future through Wisconsin Surplus. Fiscal Impact: \$106,000	5b	9/16	Y	ED 10/6 CB 10/27 EmlD Dept 9/16
21-081	9/23	ADMIN	2021 - The 2021 Budget includes \$154,335 set aside for fleet management that was included in General Revenues because the final fleet management plan had not been determined. This Budget Adjustment moves these funds to the established internal service fund Fiscal Impact: \$0	6	9/23	Y	AD 10/7 CB 10/27 EmlD Dept 9/23
21-082	9/23	ADMIN	2021 - On May 19, 2021, the Board approved resolution 21-034 that included the transfer of \$850,000 to an internal service fund for fleet management. Fiscal Impact: \$0	4	9/23	N	EmlD Dept 9/23
21-083	10/4	ADMIN	This budget adjustment request is to transfer unspent 2016B Note funds from the Land Information & Tax Collection Capital Project Fund to the Debt Service Fund to be used for 2016B debt payments due. Fiscal Impact: \$120,725	5b	10/13	Y	AD 10/27 (Sp) CB 10/27 EmlD Dept 10/13
21-084	10/4	SHERIFF	This 2021 budget adjustment is to increase Donation revenue and Supplies expense for a donation from Keller Foundation for the purchase of Narcan. These funds will allow for the purchase of Narcan doses that can be carried in patrol squads for use in the field on opiate overdose victims, potentially saving them from otherwise dying from an overdose. Fiscal Impact: \$2,000	7	10/5	Y	PS 10/27 (sp) CB 10/27 EmlD Dept 10/5/21
21-085	10/6	PSC	The budget adjustment is for Emergency Management's use of trailer auction proceeds to fund necessary siren maintenance, supplies, and outreach materials. Fiscal Impact: \$32,695	7	10/6	Y	PS 10/27 (sp) CB 10/27 EmlD Dept 10/6

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
21-086	10/7	PSC	The budget adjustment is to reallocate dollars for siren maintenance as a 3rd party contractor will be used instead of Brown County Public Works. Fiscal Impact: \$4,939	1	10/7	N	Emlt Dept 10/7
21-087	10/11	PW-HWY	This budget adjustment is to allocated sales tax to CTH W project W-14 to be done in 2021. This project was scheduled for 2022, but needs to be moved up due to the condition of the road. Also, a portion needed for W-14 is being reallocated from project O-14. Fiscal Impact: \$217,000	7	10/11	Y	PDT 10/19 CB 10/27 Emlt Dept 10/11
21-088	10/11	PW-HWY	This budget adjustment is to allocated sales tax to CTH W project W-17 to be done in early 2022 with some preliminary work being done in 2021. This project was scheduled in future years, but needs to be moved up due to the condition of the road. Funds are being reallocated from savings on other projects (SBC-1, EB-39, O-14, R-14, IV-2, HH-10, T-34). \$265,301 Sales Tax, \$247,125 Levy. Fiscal Impact: \$0	3	10/11	N	Emlt Dept 10/11
21-089	10/13	PARKS	In August 2021 Budget Adjustment 21-065 was approved, which included \$50,000 for the gate/fencing at Pamperin Park. This budget adjustment is for an additional \$20,000 for the gate operators and gates. The project was publicly bid and bids were over estimated cost. It was determined this was due to material costs and landscape work around the project. Fiscal Impact: \$20,000	7	10/14	Y	ED 12/1 CB 12/15 Emlt Dept 10/14
21-090	10/14	PALS	This budget adjustment is for the approval to disburse additional housing loans for the CDBG Housing program due to additional loan payoffs received. Fiscal Impact: \$85,000	7	10/14	Y	PDT 10/19 CB 10/27 Emlt Dept 10/14
21-091	10/14	SHERIFF	This budget adjustment is to increase grant revenue and related training expenses to participate in a Homeland Security Tactical Medical Training grant 2019-HSW-02B-12468. This training allows one SWAT member to attend medical training to enhance medical care that may be needed during SWAT deployments for team members and citizens. There is no local match. Fiscal Impact: \$1,500	7	10/14	Y	PS 10/27 (sp) CB 10/27 Emlt Dept 10/14

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
21-092	10/14	M.E.	<p>This budget adjustment is to repurpose Medical Examiner personnel budget funds to Outlay and Equipment for the purchase of an ME vehicle and related equipment/items. When the 2021 budget was created it was anticipated that staffing levels would be higher but due to positions being unfilled there are funds that instead may be used for the vehicle. The department currently has one vehicle with more than 130,000 miles on it and there has been an increase in simultaneous calls. Staff using their personal vehicles for death scene response is not recommended. Paying investigators mileage for personal vehicle use also has a budgetary impact. There is no change in the levy amount and no fiscal impact as this is only a repurpose of previously budgeted funds.</p> <p style="text-align: right;">Fiscal Impact \$0</p>	5b	10/15	Y	PS 10/27 (sp) CB 10/27 Emlt Dept 10/15
21-093	10/20	EXEC	<p>To utilize salary savings for Brown County's contribution to the Lower Fox River Coordinator position.</p> <p style="text-align: right;">Fiscal Impact \$0</p>	5a	10/20	N	AD 10/27 (Sp) Emlt Dept 10/21
21-094	10/20	CO BOARD	<p>This budget adjustment is for use of contingency funds to account for the \$800 difference between the amount budgeted (\$35,000) and the amount approved (\$35,800) for meeting agenda/minutes software (CivicPlus).</p> <p style="text-align: right;">Contingency Fund Balance: \$28,475</p> <p style="text-align: right;">Fiscal Impact: \$0</p>	6	10/21	Y	AD 10/27 (Sp) CB 10/27 Emlt Dept 10/21
21-095	10/21	ADMIN	<p>The budget adjustment is for the use of funds set aside in the previous year for Covid-19 response for 2021 rental space charges incurred for jury selection during the pandemic.</p> <p style="text-align: right;">Fiscal Impact: \$50,698</p>	7	11/18	Y	AD 12/2 CB 12/15 Emlt Dept 11/19
21-096	10/25	SHERIFF	<p>This 2021 budget adjustment is to increase both revenues and expenses in the Jail inmate welfare fund (Fund 280) to reflect projected revenues and allow for additional expenses for inmate needs. The 2021 adopted budget had revenues of \$154,800, but over \$193,000 has been received in 2021 through Sept. and it is projected to be closer to the 2020 actual figure of about \$245,00 by year end. Therefore, this adjustment will increase both the revenue and expense amounts by \$90,200. This fund does not receive or spend any tax levy and expenses must directly benefit inmates.</p> <p style="text-align: right;">Fiscal Impact: \$90,200</p>	7	11/3	Y	PS 12/7 CB 12/15 Emlt Dept 12/7

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
21-097	11/1	PARKS	2021-This Parks budget adjustment is to request the use of additional Boat Landing fund balance to fund the previously approved Lily Lake fishing pier and kayak launch project. This project was to be funded by both a grant and Boat Landing fund balance, however, the Sport Fish Restoration grant awarded is slightly less than originally budgeted and the overall project was bid \$25,000 higher than expected. Fiscal Impact: \$25,000	8	11/18	Y	ED 12/1 CB 12/15 Emld Dept 11/18
21-098	11/12	ADMIN	This budget adjustment is for the 2021 refunding of the 2012A Corporate Purpose Bonds issued 6/1/2012. This relates to resolution 14b dated 9/15/2021. Fiscal Impact: \$5,121,011	4	11/18	N	Emld Dept N/A
21-099	11/16	VETERANS	Increase budget for unexpected donations and increase the expenses for the Marketing and Support Services GLs. Fiscal Impact: \$4,024	7	11/18	Y	HS 12/22 CB 1/19/22 Emld Dept 11/18
21-100	11/18	Port & Resource Recovery	2021 Resource Recovery - Transfer Station-Landfill (BOW) had additional customers which resulted in greater expenses in contracted services with Outagamie County and also various haulers. There is an offset by the increased revenues. Also, Charges and Tipping Fees - MRF increased due to the market demand which has also increased the Recycling Rebate expense. Fiscal Impact: \$0	7	11/18	Y	PDT 11/23 CB 12/15 Emld dept 11/18
21-101	11/18	Port & Resource Recovery	2021 Resource Recovery - Staffing reallocation for the Resource Recovery Associates. Fiscal Impact: \$0	1	11/18	N	Emld Dept 11/18
21-102	11/18	Port & Resource Recovery	2021 Resource Recovery/SLF budget adjustments. Two vehicles budgeted in the SLF in 2021 were transferred to Resource Recovery to be used by the East/West Landfill technicians. Two Dodge Ram trucks currently used at the East/West Landfill were transferred to the SLF. The transfer was done to preserve the condition of the newly purchased vehicles. Fiscal Impact: \$0	3	11/18	N	Emld Dept 11/18

2022 BUDGET ADJUSTMENT LOG

22-001	11/2	SHERIFF	<p>This 2022 budget adjustment is to increase grant revenue and increase expenses to participate in a Homeland Security WEM ALERT EOD bomb suit grant (subgrant 12728). This grant provides funding to the Brown County Bomb Squad to purchase a bomb suit that meets current safety standards for managing and handling high risk explosive ordinance situations. There is no local match required for this grant.</p> <p>Fiscal Impact: \$37,000</p>	7	11/3	Y	PS 12/7 CB 12/15 Emld Dept 11/3
22-002	11/18	Port & Resource Recovery	<p>2022 Resource Recovery - Staffing reallocation for the Resource Recovery Associates.</p> <p>Fiscal Impact: \$0</p>	1	11/18	N	Emld Dept 11/18

DEPARTMENT OF ADMINISTRATION

Brown County

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

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.browncountywi.gov

DIRECTOR

November 23, 2021

Committee Date:
December 2, 2021

TO: Administration Committee
FROM: Chad Weininger
Director of Administration
SUBJECT: November Director's Report

I. Risk & Purchasing Department

Claims: No new claims.

Incidents: Since the last report, there were five (5) incidents. 1) & 2) Squad cars collided with deer; 3) an ADRC volunteer was bitten by a customer's dog; 4) a woman fell outside of the east branch Library; and 5) a customer fell outside of the ADRC.

Lawsuits: Since the last report, there were two (2) lawsuits filed. 1) An inmate sued alleging a CO hit him with a door while entering his cell; 2) An inmate filed suit alleging lack of medical care.

Grievances: No new grievances.

Purchasing: There are 19 active projects. Purchasing published/completed (10) RFQ's, (4) RFB's, (1) RFP, (3) OTP's and (1) RFI.

II. Finance Department

2022 Budget: After the budget was passed October 27th, Finance submitted the levy limit worksheet and the apportionment forms to the Wisconsin Department of Revenue on November 9th and 10th, respectively. Apportionment amounts were submitted to the Treasurer to be shared with the municipalities to determine the tax rate to be included on tax bills expected December 7th.

2021 Financials: Levy funded departments continue to have a good year with no departments expected to have a deficit based on activity through 10/31/21. The 2021 audit will begin with interim fieldwork the week of December 6th.

Personnel: Finance and Resource Recovery hired an Accountant to oversee the finances for the South Landfill, along with other duties as assigned, on October 11th. She is splitting her time between the Resource Recovery offices and the Northern Building and has done a fantastic job so far. Donn Hein, who has supported the Sheriff's Department accounting for over 30 years, will be retiring December 10th. We just had a candidate accept our offer to fill this position and we wish both Donn and his replacement the best for the transition.

III. Tax Increment Finance District
N/A

IV. ARPA Funding Sources/Path Forward
Discussion

V. New World ERP (Logos)/Kronos Projects Update

- Kronos TeleStaff (Scheduling) System:
 - The Sheriff Telestaff project is delayed. Progress is being made but configuration and testing are taking longer than anticipated.
 - Project schedule was tentatively updated with new dates on remaining tasks/steps. Further discussion will occur with all parties on Dec 3, 2021 to finalize new dates.
 - Next step: Sheriff divisions need to perform Use Case testing
 - Tentative Go-live is for first pay period of March 2022.
- New World ERP (Logos)
 - Preliminary updates have been successful in our development environment. We are on track to perform the end of the year update during our usual window.
 - Every year we are required to upgrade the New World ERP (Logos) System to process 1099's and W-2's. The software vendor expects to have the upgrade available by the middle of December. We will then test the system and plan on upgrading the Production Environment on Thursday evening, January 13, 2022.

VI. 2021 Contingency Fund Usage

Beginning Balance	\$327,000
Carryover from 2020	\$123,526
Usage to date	<u>-\$422,851</u>
Current usable balance	\$ 27,675

Usage Details:

- \$10,000–County Board: to provide funds for holding County Board meetings in alternate locations.
- \$212,051-Sheriff: to replace failing lighting control system in the Jail.
- \$100,000-Facilities: to complete installation of Jail Boiler
- \$800-County Board: for meeting agenda/minutes software (CivicPlus).
- \$100,000-Corporation Counsel: to cover costs of Sales Tax and Public Records Litigations

VII. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

Room Tax Analysis

Analysis of 2020 vs 2021 - Room Tax Data From Associated Bank's Report

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank				Month to Month		Year to Date			Month to Month		Year to Date		
	2019	2020	2021		Change 21 vs. 20		Change 21 vs. 20			Change 21 vs. 19		Change 21 vs. 19		
					Dollar	Percent	Dollar	Percent		Dollar	Percent	Dollar	Percent	
January (December Room Tax)	579,993.15	586,770.70	220,360.75		(376,409.95)	-63.07%	(376,409.95)	-63.07%		(358,532.40)	-61.93%	(358,532.40)	-61.93%	
February (January Room Tax)	293,035.99	420,623.16	298,046.12		(122,577.04)	-29.14%	(498,986.99)	-49.05%		5,010.23	1.71%	(353,522.17)	-40.54%	
March (February Room Tax)	343,676.86	312,883.69	291,296.21		(21,587.48)	-6.90%	(520,574.47)	-39.13%		(52,380.65)	-15.24%	(405,902.82)	-33.39%	
April (March Room Tax)	481,488.04	293,937.96	369,193.86		75,255.90	25.60%	(445,318.57)	-27.42%		(112,294.18)	-23.32%	(518,197.00)	-30.53%	
May (April Room Tax)	467,587.07	95,496.98	346,885.47		251,388.49	263.24%	(193,930.08)	-11.28%		(120,701.60)	-25.81%	(638,898.60)	-29.51%	
June (May Room Tax)	470,811.86	157,493.78	527,051.40		369,567.62	234.66%	175,637.54	9.36%		56,249.54	11.95%	(582,649.06)	-22.11%	
July (June Room Tax)	604,184.30	215,376.60	514,568.62		299,192.02	138.92%	474,829.56	22.69%		(89,615.68)	-14.83%	(672,264.74)	-20.75%	
August (July Room Tax)	723,837.57	289,760.92	719,051.97		429,301.05	148.16%	904,130.61	37.95%		(4,775.60)	-0.66%	(677,040.34)	-17.08%	
September (August Room Tax)	761,661.30	362,409.95	784,371.14		421,961.19	116.43%	1,326,091.80	48.31%		22,709.84	2.98%	(654,330.50)	-13.85%	
October (September Room Tax)	929,033.37	287,042.99	756,205.16		469,162.17	163.45%	1,795,253.97	59.21%		(172,828.21)	-18.60%	(827,158.71)	-14.63%	
November (October Room Tax)	773,561.29	296,904.12	-		(296,904.12)	-100.00%	1,498,349.85	45.01%		(773,561.29)	-100.00%	(1,600,720.00)	-24.90%	
December (November Room Tax)	503,926.54	197,541.94	-		(197,541.94)	-100.00%	1,300,807.91	36.89%		(503,826.54)	-100.00%	(2,104,546.54)	-30.36%	
	6,931,597.24	3,526,242.79	4,827,050.70											

Wisconsin Department of Revenue Division of Enterprise Services

County Sales Tax Distributions

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2018	14	612,450	1,692,530	1,401,544	2,603,018	2,292,504	2,074,802	2,840,982	2,046,464	2,323,575	2,710,199	2,044,969	22,643,051
2019	2,397,977	2,555,932	1,831,322	1,651,141	2,837,986	2,220,103	2,442,818	3,044,560	2,013,297	2,860,432	2,719,548	1,965,115	28,540,229
2020	2,735,084	2,530,152	2,062,878	2,286,466	2,127,609	1,952,720	2,873,728	2,514,873	2,558,934	2,872,955	2,185,268	2,866,590	29,567,256
2021	2,827,798	2,511,867	2,128,026	2,481,349	2,511,379	2,878,899	3,072,367	2,553,847	3,235,169	2,649,435	2,713,172		29,563,309
Difference from prior year	92,714	(18,284)	65,148	194,883	383,771	926,179	198,639	38,974	676,236	(223,521)	527,904	901,475	

Brown County Administration
Budget Status Report
 For period ended 10/31/2021
 Unaudited

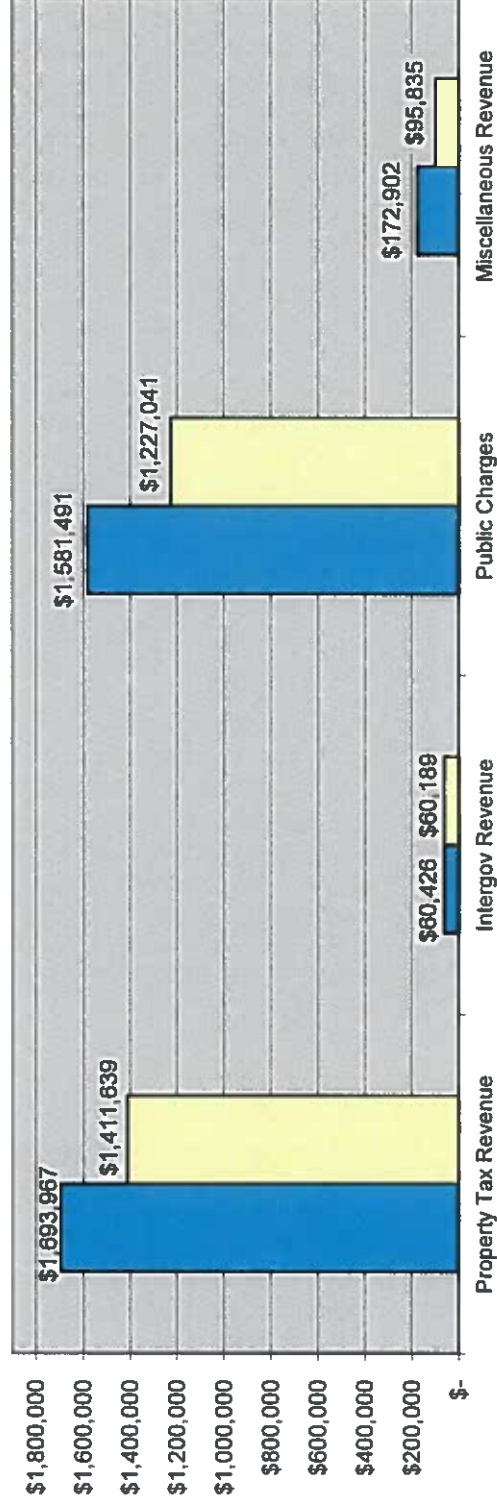
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,693,967	\$ 1,411,639	83%
Other Financing Sources	\$ 60,426	\$ 60,189	100%
Personnel Costs	\$ 1,581,491	\$ 1,227,041	78%
Operating Expenses	\$ 172,902	\$ 95,835	55%

HIGHLIGHTS:

Revenues: Other Financing Sources are trending higher than expected due to the fact that the transfer for carryovers is done all at once at the beginning of the year instead of spreading it evenly over the full year.

Expenses: Personnel costs are lower due to vacancy of one position. Operating Expenses appear lower because of the unspent carryover request of \$30,750 as well as unspent Professional Services of \$41,500.

Administration - October 31, 2021
Unaudited



■ Amended Budget □ YTD Actual



Budget by Account Classification Report

Through 10/31/21 **UNAUDITED**

Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,693,967.00	.00	1,693,967.00	141,163.92	.00	1,411,639.20	282,327.80	83	1,350,729.20
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	1.87	.00	81.87	(81.87)	+++	.00
Other Financing Sources	8,849.00	51,577.00	60,426.00	760.27	.00	60,189.17	236.83	100	111,220.50
REVENUE TOTALS	\$1,702,816.00	\$51,577.00	\$1,754,393.00	\$141,926.06	\$0.00	\$1,471,910.24	\$282,482.76	84%	\$1,461,949.70
EXPENSE									
Personnel Costs	1,560,664.00	20,827.00	1,581,491.00	173,578.91	.00	1,227,040.50	354,450.50	78	1,220,805.63
Operating Expenses	142,152.00	30,750.00	172,902.00	10,046.70	1,113.67	95,835.32	75,953.01	56	109,587.33
EXPENSE TOTALS	\$1,702,816.00	\$51,577.00	\$1,754,393.00	\$183,625.61	\$1,113.67	\$1,322,875.82	\$430,403.51	75%	\$1,330,392.96
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,702,816.00	51,577.00	1,754,393.00	141,926.06	.00	1,471,910.24	282,482.76	84%	1,461,949.70
EXPENSE TOTALS	1,702,816.00	51,577.00	1,754,393.00	183,625.61	1,113.67	1,322,875.82	430,403.51	75%	1,330,392.96
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$41,699.55)	(\$1,113.67)	\$149,034.42	(\$147,920.75)		\$131,556.74
Grand Totals									
REVENUE TOTALS	1,702,816.00	51,577.00	1,754,393.00	141,926.06	.00	1,471,910.24	282,482.76	84%	1,461,949.70
EXPENSE TOTALS	1,702,816.00	51,577.00	1,754,393.00	183,625.61	1,113.67	1,322,875.82	430,403.51	75%	1,330,392.96
Grand Totals	\$0.00	\$0.00	\$0.00	(\$41,699.55)	(\$1,113.67)	\$149,034.42	(\$147,920.75)		\$131,556.74

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
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PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.browncountywi.gov

November 19, 2021

Committee Date:

December 2, 2021

TO: Administration Committee

FROM: C. Weininger
Director of Administration

SUBJECT: November Director's Report

I. HR Update

- HR has sent out the annual HIPAA training to all employees.
- A Facebook page for HR was created and we have been creating ads for open positions.
- HR is coordinating a recruitment fair to take place in January.
- Brown County Employee Appreciation Week is being held November 15th to November 19th and employees' names are randomly drawn to win gift cards.
- HR Generalists are working with departments to get employee testimonials and job preview videos to help with recruitment and retention.
- Human Resources is also working on a job fair with high turn over departments.
- Open enrolment is underway with employees looking to change or renew benefits.

II. Budget Report



Budget by Organization Report - UNAUDITED

Through 10/31/21
Prior Fiscal Year Activity Included
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Department 064 - Human Resources									
Division 001 - General									
Property Taxes	1,049,146.00	.00	1,049,146.00	87,429.83	.00	874,288.30	174,857.70	83	1,021,064.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	231.00	.00	1,832.45	167.55	92	2,365.36
Other Financing Sources	.00	.00	.00	.00	.00	9,138.00	.00	100	9,796.00
Division 001 - General Totals	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$87,659.83	\$0.00	\$885,258.75	\$175,025.25	83%	\$1,033,225.36
Department 064 - Human Resources Totals	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$87,659.83	\$0.00	\$885,258.75	\$175,025.25	83%	\$1,033,225.36
REVENUE TOTALS	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$87,659.83	\$0.00	\$885,258.75	\$175,025.25	83%	\$1,033,225.36
EXPENSE									
Department 064 - Human Resources									
Division 001 - General									
Personnel Costs	714,642.00	9,138.00	723,780.00	69,453.88	.00	496,521.48	227,258.52	69	580,838.41
Operating Expenses	336,484.00	.00	336,484.00	21,505.57	.00	213,032.34	123,451.66	64	204,959.46
Division 001 - General Totals	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$90,959.45	\$0.00	\$719,553.72	\$340,730.28	68%	\$785,797.87
Department 064 - Human Resources Totals	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$90,959.45	\$0.00	\$719,553.72	\$340,730.28	68%	\$785,797.87
EXPENSE TOTALS	\$1,051,146.00	\$9,138.00	\$1,060,284.00	\$90,959.45	\$0.00	\$719,553.72	\$340,730.28	68%	\$785,797.87
Fund 100 - General Fund Totals	1,051,146.00	9,138.00	1,060,284.00	87,659.83	.00	885,258.75	175,025.25	83%	1,033,225.36
Fund 100 - General Fund Totals	1,051,146.00	9,138.00	1,060,284.00	90,959.45	.00	719,553.72	340,730.28	68%	785,797.87
Fund 130 - Employee Events									
REVENUE									
Department 064 - Human Resources									
Division 032 - Employee Recognition/Social									
Public Charges	10,300.00	.00	10,300.00	2,288.75	.00	7,623.05	2,676.95	74	11,983.82
Miscellaneous Revenue	100.00	.00	100.00	28.72	.00	28.72	71.28	29	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 032 - Employee Recognition/Social Totals	\$10,400.00	\$0.00	\$10,400.00	\$2,317.47	\$0.00	\$7,651.77	\$2,748.23	74%	\$11,983.82
Department 064 - Human Resources Totals	\$10,400.00	\$0.00	\$10,400.00	\$2,317.47	\$0.00	\$7,651.77	\$2,748.23	74%	\$11,983.82
REVENUE TOTALS	\$10,400.00	\$0.00	\$10,400.00	\$2,317.47	\$0.00	\$7,651.77	\$2,748.23	74%	\$11,983.82
EXPENSE									
Department 064 - Human Resources									
Division 032 - Employee Recognition/Social									
Operating Expenses	8,166.00	.00	8,166.00	.00	.00	2,315.14	5,850.86	28	3,465.13
Division 032 - Employee Recognition/Social Totals	\$8,166.00	\$0.00	\$8,166.00	\$0.00	\$0.00	\$2,315.14	\$5,850.86	28%	\$3,465.13
Department 064 - Human Resources Totals	\$8,166.00	\$0.00	\$8,166.00	\$0.00	\$0.00	\$2,315.14	\$5,850.86	28%	\$3,465.13
EXPENSE TOTALS	\$8,166.00	\$0.00	\$8,166.00	\$0.00	\$0.00	\$2,315.14	\$5,850.86	28%	\$3,465.13

Run by Navin, Kara on 11/16/2021 04:12:29 PM

Page 1 of 2



Budget by Organization Report - UNAUDITED

Through 10/31/21
Prior Fiscal Year Activity Included
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 130 - Employee Events Totals									
REVENUE TOTALS	10,400.00	.00	10,400.00	2,317.47	.00	7,651.77	2,748.23	74%	11,983.82
EXPENSE TOTALS	8,166.00	.00	8,166.00	.00	.00	2,315.14	5,850.86	28%	3,465.13
Fund 130 - Employee Events Totals	\$2,234.00	\$0.00	\$2,234.00	\$2,317.47	\$0.00	\$5,336.63	(\$3,122.63)		\$2,518.69
Grand Totals									
REVENUE TOTALS	1,061,546.00	9,138.00	1,070,684.00	89,977.30	.00	892,910.52	177,773.48	83%	1,045,209.16
EXPENSE TOTALS	1,059,312.00	9,138.00	1,068,450.00	90,959.45	.00	721,868.86	346,581.14	68%	789,263.00
Grand Totals	\$2,234.00	\$0.00	\$2,234.00	(\$62.15)	\$0.00	\$179,841.66	(\$168,607.66)		\$15,345.11

III. Benefits

Brown County - Medical Funding Analysis Report

Plan Name:

Medical Plan

Medical & Rx Carriers:

LMI & CVD Coverage

Reported By:

Lee National Services

Date Prepared:

10/25/21

Plan Year:

01/01/21 - 12/31/21

Total Monthly Funding	Total Costs
\$291.95	\$1,376.42

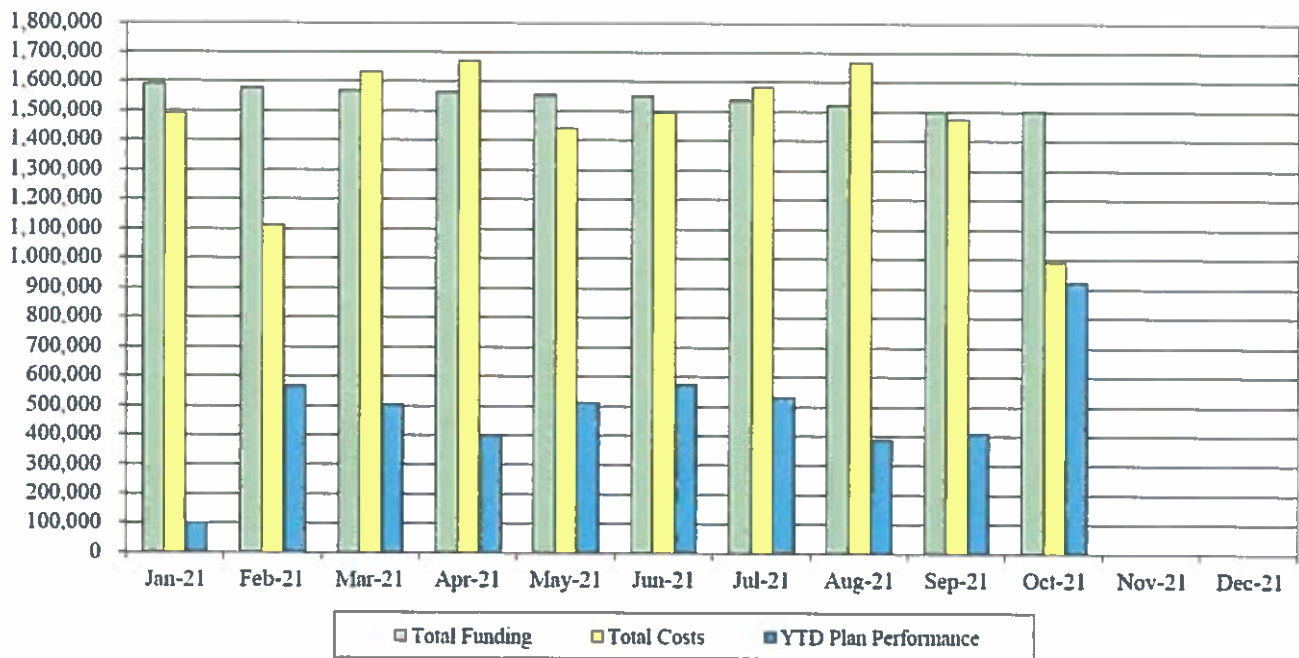
YTD Plan Performance
\$2.66 Per Member Per Year

Total Monthly Fund Costs	Total Monthly Fund Costs
Administration Fee	\$12.50
Specialty Drug Loss (40% of 100%)	\$12.50
LMI Fee	\$2.10
Care Fee (3000/1000)	\$1.52
PPD Access Fee	\$16.87
Plan Admin Fee	\$2.40
Tobacco Fee	\$1.27
PHM (Annual Billing Fee)	\$5.10
PHM Contract Fee	\$5.10
NCRA Membership Fee	\$5.10
Sum of Total Monthly Fund Costs	\$89.49

Monthly Enrollment	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Year
Single	400	407	400	404	401	406	404	400	400	473	400	400	4,810
Family	823	818	809	809	801	789	789	789	789	774	789	789	9,888
Total	1,223	1,225	1,209	1,213	1,202	1,195	1,193	1,189	1,189	1,253	1,189	1,189	14,698
Monthly Membership	1,210	1,201	1,190	1,191	1,181	1,174	1,172	1,168	1,168	1,244	1,180	1,180	14,598
Total Funding	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	3,503.40
Single	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	3,503.40
Family	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	291.95	3,503.40
Sum of Total Funding	583.90	583.90	583.90	583.90	583.90	583.90	583.90	583.90	583.90	583.90	583.90	583.90	7,006.80
Fund Costs	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	333,815.52
Single	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	333,815.52
Family	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	27,786.28	333,815.52
Sum of Total Fund Costs	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	55,572.56	667,631.04
Classroom Costs	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Medical Claims	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Prescription Drug Claims	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Private Clinic Fees	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Sum of Total Classroom Costs	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
NCRA Fees	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
PCORI Fee	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Sum of Total NCRA Fees	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Reimbursements	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Specialty Consult Limit	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Prescription Drug Reimburse	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
J Code Reimburse	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Sum of Reimbursements	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Total Costs	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
Funding Less Costs	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
YTD Plan Performance	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
YTD % of Total Costs to Funding	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04
YTD Average Monthly Cost Per Employee	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	1,213,708.17	14,564,498.04

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Medical Summary Graph



Brown County - Dental Funding Analysis Report

Plan Name:
Dental Plan #00311

Prepared By: USI Insurance Services
Date Prepared: 11/15/21
Plan Year: 01/01/21 - 12/31/21

Dental Carriers:
Delta Dental

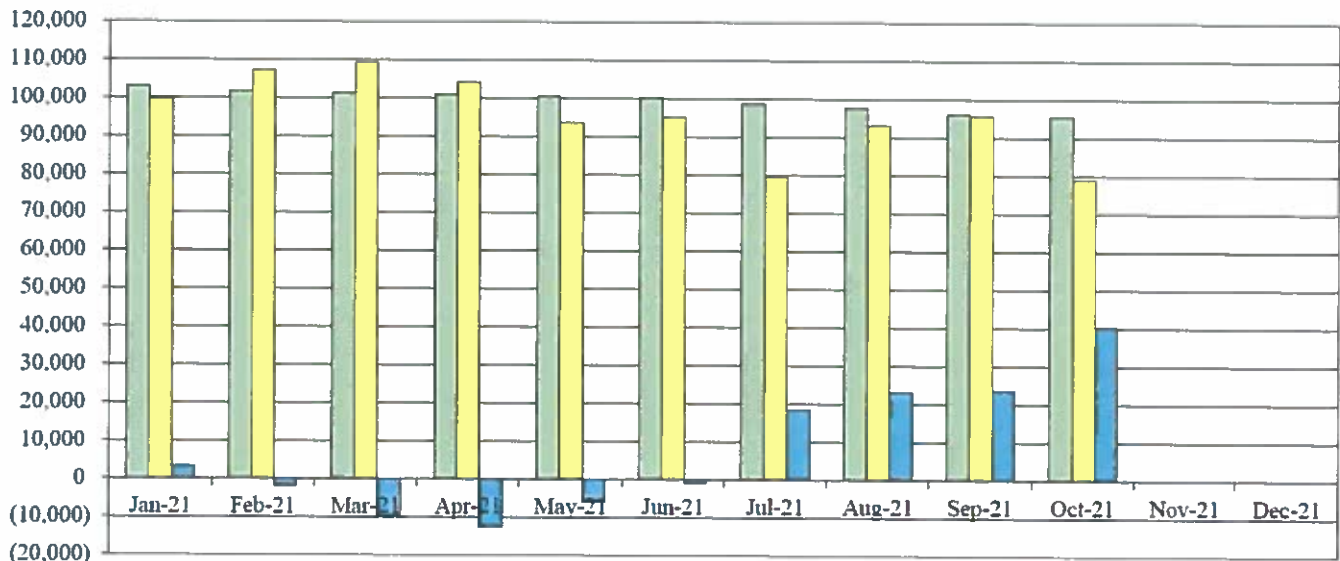
Total Monthly Funding	
Single	Family
\$46.72	\$144.82

Total Monthly Flood Costs	
Single	Family
\$3.46	\$3.46

Monthly Enrollment	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Single	371	373	374	372	374	376	378	381	383	347			3,678
Family	768	758	750	749	743	740	728	726	713	710			7,362
Total	1,139	1,129	1,124	1,121	1,117	1,116	1,102	1,099	1,096	1,057			11,040
Total Funding													
Single	15,107.12	15,188.56	15,228.28	15,147.94	15,228.28	15,318.72	15,188.08	14,888.82	14,333.44	14,129.84			\$148,084.56
Family	38,029.16	38,052.72	38,081.00	38,070.36	38,162.08	38,118.80	37,717.86	37,884.88	37,724.08	37,390.20			\$346,174.84
Sum of Total Funding	\$155,136.28	\$155,847.28	\$155,884.28	\$155,889.32	\$155,889.34	\$155,120.82	\$155,148.84	\$155,864.80	\$155,207.50	\$155,810.04			\$1,549,369.40
Flood Costs													
Single	1,281.40	1,288.20	1,271.80	1,284.80	1,271.80	1,278.40	1,288.20	1,227.40	1,198.80	1,179.80			\$12,488.20
Family	2,811.20	2,870.40	2,890.00	2,846.80	2,826.20	2,816.00	2,478.80	2,481.60	2,434.30	2,414.00			\$26,008.80
Sum of Total Flood Costs	\$3,872.80	\$3,836.80	\$3,821.80	\$3,811.40	\$3,797.80	\$3,794.40	\$3,748.80	\$3,689.80	\$3,621.00	\$3,593.80			\$37,547.00
Claims Costs													
Dental Claims	80,879.00	125,281.00	108,753.00	108,134.00	88,783.00	81,188.00	79,916.00	85,386.00	81,818.00	76,363.00			\$918,000.00
Sum of Total Claims Costs	\$80,879.00	\$125,281.00	\$108,753.00	\$108,134.00	\$88,783.00	\$81,188.00	\$79,916.00	\$85,386.00	\$81,818.00	\$76,363.00			\$918,000.00
Total Costs	\$90,751.80	\$117,119.80	\$109,674.80	\$110,945.40	\$92,580.80	\$84,982.40	\$79,862.80	\$93,674.80	\$89,549.80	\$79,947.80			\$954,547.80
Funding Less Costs	\$17,384.48	\$18,278.32	\$18,889.32	\$12,943.92	\$6,891.14	\$3,148.12	\$18,183.74	\$4,410.00	\$9,177.90	\$18,862.24			\$40,102.40
YTD Plan Performance	\$1,084.00	\$1,889.84	\$1,572.00	\$1,717.14	\$8,123.00	\$11,880.00	\$18,402.00	\$11,170.00	\$18,338.18	\$20,103.60			
YTD % of Total Costs to Funding													95.87%
YTD Average Monthly Cost Per Employee	\$87.58	\$81.21	\$83.14	\$83.04	\$81.20	\$80.20	\$87.87	\$87.44	\$87.68	\$86.44			\$86.44

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Dental Summary Graph



■ Total Funding ■ Total Costs ■ YTD Plan Performance

IV. Recruitment

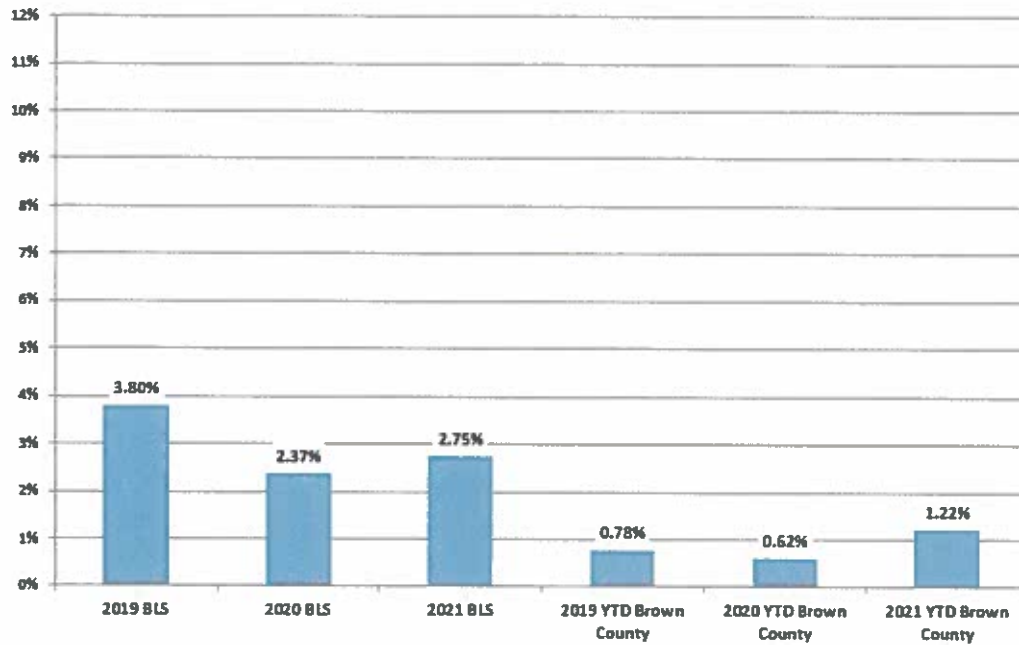
Recruitment Report

As of 11-10-21

<u>Department</u>	<u>Title</u>	<u># of Vacancies</u>	<u>FT, PT, On Call</u>
Administration	Accountant	1	FT
Airport	Housekeeper	1	FT
Child Support	LTE ELEVATE Specialist	1	LTE
Child Support	Child Support Clerk	2	FT
Clerk of Courts	Court Coordinator	1	FT
Clerk of Courts	Deputy Clerk of Courts I	1	FT
Corporation Counsel	Paralegal	1	FT
District Attorney	Special Prosecutor	1	FT
Extension	Secretary II - UW Extension	1	FT
Golf Course	Asst Golf Course Superintendent	1	FT
HHS - Comm Services	Behavioral Health Clinician	1	FT
HHS - Comm Services	Behavioral Health Specialist	1	FT
HHS - Comm Services	Clerk IV/Data Control	2	FT
HHS - Comm Services	Economic Support Specialist	7	FT
HHS - Comm Services	Health & Human Svs Executive Dir	1	FT
HHS - Comm Services	Youth Support Specialist	1	On-call
HHS - Comm Services	Overpayment Specialist	1	FT
HHS - Comm Services	Social Worker Supervisor: B-3 & CLTS	1	FT
HHS - Comm Services	Social Worker/Case Manager: APS	2	FT
HHS - Comm Services	Social Worker/Case Manager: CLTS	1	FT
HHS - Comm Services	Social Worker/Case Manager: Criminal Justice	1	FT
HHS - Comm Services	Youth Support Specialist	1	PT
HHS - CTC	Advanced Practice Nurse Prescriber	1	On-call
HHS - CTC	Advanced Practice Nurse Prescriber	1	FT
HHS - CTC	Certified Nursing Assistant (CNA)	8	FT
HHS - CTC	Certified Nursing Assistant (CNA)	12	PT
HHS - CTC	Co-op Student Intern: Dietary	1	LTE
HHS - CTC	Cook	1	PT
HHS - CTC	Food Service Worker	1	FT
HHS - CTC	Food Service Worker	4	PT
HHS - CTC	LPN: Full-time	1	FT
HHS - CTC	LPN: Part-time	1	PT
HHS - CTC	Medical Director	1	PT
HHS - CTC	Nurse Educator/Infection Control	1	FT
HHS - CTC	OC-RN-Charge Nurse		
HHS - CTC	Registered Nurse (RN): Part-Time	5	PT
HHS - CTC	RN: Full-time, Psychiatric Center	3	FT
HHS - Public Health	Environmental Manager	1	FT
Information Technology	ESA I (DBA)	1	FT
Information Technology	ESA II (App Integration Cloud)	1	FT
Information Technology	ESA II (Generalist)	2	FT
Information Technology	ESA II (Camera)	1	FT
Library	Library Service Associate	1	LTE
Library	Research Librarian	1	FT
Library	Shelver	1	PT
Planning & Land Services	County Surveyor	1	FT
Planning & Land Services	GIS Analyst	1	FT
Planning & Land Services	Sanitary Inspector	1	FT
Port & Resource Recovery	Heavy Equipment Mechanic	1	FT
Port & Resource Recovery	Resource Recovery Associate	3	FT
Public Safety	Assistant Director of PSC	1	FT
Public Safety	Telecommunication Operator	8	FT
Public Works - Facilities	Facility Worker	2	FT
Public Works - Facilities	Housekeeper - CHS	1	FT
Public Works - Highway	Highway Mechanic	1	FT
Sheriff	Correctional Officer	13	FT
Sheriff	LTE Court Security	1	LTE
Sheriff	Patrol Officer	1	FT

V. Staffing Levels

Brown County Turnover Report



YTD September
2021

Turnover % = the
number of people
who left voluntarily/
YTD avg # of
employees at month

Benchmark BLS * - State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements,
layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short
term/seasonal employees, deaths, disability, etc.
* Bureau of Labor Statistics



Turnover:

BROWN COUNTY TURNOVER REPORT				
October-21				
HIRE	STATUS		POSITION	DEPT
10/1/2021	FT	Rehire	Community Garden Coordinator	Extension
10/4/2021	FT		Correctional Officer	Sheriff
10/4/2021	FT		Nurse Educator/ Infection Control	HHS-CTC
10/18/2021	LTE		Husbandry Assistant	Zoo
10/9/2021	LTE	Rehire	Park Worker	Parks
10/4/2021	FT		Correctional Officer	Sheriff
10/18/2021	FT		Social Worker/CM	HHS
10/6/2021	FT		Admin clerk- Mailroom	Library
10/10/2021	LTE		Husbandry Assistant	Zoo
10/11/2021	FT		ESA I	IT
10/11/2021	FT		Accountant II	Admin
10/5/2021	LTE		Concessionaire	Zoo
10/11/2021	0.2		C.N.A	HHS-CTC
10/11/2021	FT		Telecommunication Operator	Public Safety
10/11/2021	FT		Clerk III / Data Control	HHS
10/4/2021	FT		Correctional Officer	Sheriff
10/4/2021	FT		Correctional Officer	Sheriff
10/4/2021	FT	Rehire	IT Business manager	IT
10/4/2021	FT		Correctional Officer	Sheriff
10/4/2021	FT		C.N.A	HHS-CTC
10/11/2021	FT		IT Director	IT
10/18/2021	FT		Social Worker/CM	HHS
10/11/2021	FT		LPN	HHS-CTC
10/19/2021	FT		Resource Recovery Associate	Port
10/11/2021	PT .40		C.N.A	HHS-CTC
10/25/2021	OC		LPN	HHS-CTC
10/20/2021	FT	Rehire	CCS Quality Assurance Worker	HHS-CTC
10/18/2021	PT .50		Library Clerk	Library
10/18/2021	FT		Resource Recovery Associate	Port
10/25/2021	LTE		Contact Tracer	HHS-Health
10/25/2021	FT		Staff Accountant	HHS
10/25/2021	LTE		Contact Tracer	HHS-Health
10/25/2021	FT		C.N.A	HHS-CTC
10/25/2021	FT		C.N.A	HHS-CTC
10/27/2021	FT		Housekeeper	PW- Fac
10/30/2021	FT		Correctional Officer	Sheriff

TERM	STATUS	RSN	POSITION	DEPT			
10/8/2021	FT	VR	Economic Support Specialist	HHS			
10/1/2021	FT	VR	Telecommunication Operator	Public Safety	Retirement		
10/2/2021	FT	VR	C.N.A	HHS-CTC	Personal Reasons	5	
10/8/2021	FT	VR	Secretary II	UW			
10/1/2021	FT	VR	Social Worker/CM	HHS			
10/26/2021	FT	VR	Correctional Officer	Sheriff	Not A Good Fit	2	
10/15/2021	LTE	VR	Park Worker	Parks	None Given	23	
10/15/2021	FT	VR	Teacher Aide	Syble Hopp	End of assignment	2	
10/1/2021	OC	VR	Teacher Aide	Syble Hopp			
10/15/2021	FT	VR	Economic Support Specialist	HHS			
10/8/2021	FT	VR	Special Drug Task Attorney	DA			
10/17/2021	0.2	VR	C.N.A	HHS-CTC			
10/15/2021	LTE	VR	After School Instructor	UW			
10/21/2021	LTE	VR	Resource Recovery Aide	Port			
10/15/2021	FT	VR	Therapy Pool Attendant	Syble Hopp			
10/22/2021	FT	VR	Economic Support Specialist	HHS			
10/29/2021	FT	VR	ESA II	IT			
10/21/2021	FT	VR	Child Support Specialist	Child Support			
10/11/2021	0.4	VR	C.N.A	HHS-CTC			
10/15/2021	LTE	VR	Medical Exam Investigator	ME			
10/20/2021	FT	EOA	IT Admin Communication Coordinator	TS			
10/20/2021	FT	EOA	Enterprise Systems Analyst II	TS			
10/11/2021	FT	VR	LPN	HHS-CTC			
10/26/2021	FT	VR	Communications Supervisor	Public Safety			
10/29/2021	FT	VR	Telecommunication Operator	Public Safety			
10/24/2021	LTE	VR	Lead Park Worker	Parks			
10/31/2021	LTE	VR	Summer Park Worker	Parks			
10/29/2021	LTE	VR	Lead Park Worker	Parks			
10/22/2021	LTE	VR	Park Worker	Parks			
10/31/2021	OC	VR	C.N.A	HHS-CTC			
10/16/2021	LTE	VR	Seasonal Employee	Golf Course			
10/29/2021	LTE	VR	Seasonal Employee	Golf Course			
TRANS	STATUS		POSITION	DEPT	STATUS	POSITION	DEPT
10/3/2021	FT		Social Worker/CM	HHS	FT	Social Worker/CM	HHS
10/17/2021	FT		Behavioral Health Specialist	HHS	FT	Clinical Social Worker	HHS
10/3/2021	FT		Social Worker/CM	HHS	FT	Social Worker/CM	HHS
10/3/2021	PT .35		Food Service Worker	HS	OC	Food Service Worker	HHS
10/17/2021	PT .40		C.N.A	HHS-CTC	OC	C.N.A	HHS-CTC
10/3/2021	FT		Economic Support	HHS	FT	Food Aide Investigator	HHS
10/25/2021	FT		Clerk IV/Data Control	HHS	FT	IT Business Manager	IT
10/31/2021	FT		RN	HHS	FT	Staff Nurse	HHS
10/17/2021	FT		C.N.A	HHS-CTC	OC	C.N.A	HHS-CTC
10/31/2021	LTE		Medicolegal Investigator	ME	FT	Medicolegal Investigator	ME
10/17/2021	PT		Social Services Aide I	HHS	FT	Social Services Aide I	HHS
10/20/2021	FT		Document Center Manager	TS	FT	Document Center Manager	Admin
10/20/2021	FT		Document Center Specialist	TS	FT	Document Center Specialist	Admin
10/31/2021	FT		Enterprise Systems Analyst II	TS	FT	Enterprise Systems Analyst II	IT
10/31/2021	FT		Enterprise Systems Analyst I	TS	FT	Enterprise Systems Analyst I	IT
10/31/2021	FT		Interim Communication Supervisor	Public Safety	FT	Communication Supervisor	Public Safety
10/31/2021	OC		Food Service Worker	HHS-CTC	FT	C.N.A	HHS-CTC

VI. Other:

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

A G R E E M E N T

B E T W E E N

B R O W N C O U N T Y

A N D

T H E B R O W N C O U N T Y

S H E R I F F ' S D E P A R T M E N T

N O N - S U P E R V I S O R Y E M P L O Y E E S

2020-2021

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**BROWN COUNTY SHERIFF'S DEPARTMENT
NON-SUPERVISORY LABOR AGREEMENT**

This Agreement, made and entered into according to the provisions of Section 111.70 Wisconsin Statutes by and between Brown County as municipal employer, hereinafter called the "County" and the bargaining unit of the Brown County Sheriff's Department Non-Supervisory personnel, hereinafter called the "bargaining unit".

Article 1. PURPOSE OF AGREEMENT

It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the County and the bargaining unit and to set forth herein rates of pay, hours of work, and other terms and conditions of employment to be observed by the parties hereto.

Article 2. RECOGNITION

The County hereby recognizes the bargaining unit as the sole and exclusive bargaining agent with respect to hours, wages and other conditions of employment for all regular law enforcement employees employed by the County that have the power of arrest including Patrol Officers and Sergeants, but excluding the Sheriff, Chief Deputy, Captains and Lieutenants and all other department supervisors.

Article 3. MANAGEMENT RIGHTS RESERVED

Except as herein otherwise provided, the management of the department and the direction of the working forces is vested exclusively in the Employer.

It is further agreed, except as herein otherwise provided, that the responsibilities of management include, but are not limited to those outlined in this Agreement. In addition to any specified herein, the Employer shall be responsible for fulfilling all normal managerial obligations, such as planning, changing or developing new methods of work performance, establishing necessary policies, organizations and procedures, assigning work and establishing work schedules and of applying appropriate means of administration and control; provided, however, that the exercise of the foregoing rights by the County will not be used for the purpose of discrimination against any member of the Association or be contrary to any other specific provision of this Agreement, and provided that nothing herein shall be construed to allow management to affect wages, hours and conditions of employment of Association members as outlined in Section 111.70.

The County retains all rights, powers, or authority that it had prior to this contract unless modified by this contract or state laws.

Article 4. NON-DISCRIMINATION

The parties hereto agree that there shall be no discrimination with respect to any employee in the bargaining

unit because of race, creed, color, national origin, age, sex, handicap, or any other federal requirement. In keeping with the spirit and purpose of this Agreement, the County agrees that there shall be no discrimination by the County against any employee covered by this Agreement because of his/her membership or activities in the bargaining unit, nor will the County interfere with the right of such employees to become members of the bargaining unit.

Article 5. PROBATIONARY PERIOD

The probationary period shall begin immediately upon being hired. Employees hired at the "Academy" rate shall be on probation during the Law Enforcement Academy training period and shall continue one (1) year after successful completion of the Academy. Employees hired at the "Start" rate, or above, shall have a one (1) year probation beginning immediately upon hire. During said probationary period, they shall not attain any bargaining unit seniority rights and shall be subject to dismissal without cause or prior notice or recourse to the grievance procedure. The probationary period of one (1) year shall be extended to cover any unpaid leaves of absence. Upon completion of said probationary period, employees shall be granted bargaining unit seniority rights from the date of original hire. Notice of satisfactory completion of probation shall be given to the employee and his/her personnel file shall so note. The probationary period may be extended by mutual agreement of the parties, subject to acceptance by the employee.

Article 6. BARGAINING UNIT ACTIVITY

The bargaining unit agrees to conduct its business off the job as much as possible. However, agents and representatives of the bargaining unit having business with members of the bargaining unit may confer with such members during the normal working day for a reasonable time, provided that permission is first given by the on-duty shift supervisor which will not be unreasonably withheld. The employer agrees not to deduct any pay from any employee conducting such business. The bargaining unit will furnish the employer with a list of its officers and representatives annually. Off-duty officers under no circumstances will be compensated for conducting bargaining unit activity.

Article 7. DUES DEDUCTIONS

The Employer agrees to deduct monthly dues in the amount certified by the Union from the pay of employees who individually sign a dues deduction authorization form interpreted as the employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck.

It shall be the responsibility of new employees to sign the dues deduction authorization form provided by the County and provide the signed form to the Employer and Union no less than 30 days prior to the date in which dues deductions are to commence.

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Union, in one lump sum each month.

Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, or to the Union with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

97
98
99 **Article 8. JOB DESCRIPTION**

100
101 Descriptions for each job position within the department including such duties and expectations of the
102 performance of the job shall be maintained by the Sheriff's Department and Human Resources Department.
103 Failure to perform shall subject the employee to discipline, including reduction in rank, if necessary, to that
104 rank which the employee can best perform.
105

106
107 **Article 9. JOB BULLETINS**

108
109 A job bulletin, for all jobs, except those critical to department efficiency and polygraph operator and K-9
110 patrol officers, effective January 1st of every year, shall be posted no later than December 10th, and
111 subsequently signed by bargaining unit seniority, subject to personal qualifications, and the needs of the
112 department. The County will neither financially gain nor lose when employees change jobs or shifts
113 because of the job bulletin provision.
114

115 Any openings occurring during the year shall be filled by the department head, subject to re-bulletining on
116 the December date listed above for the next subsequent year. Polygraph operators and K-9 patrol officers
117 must commit themselves to a minimum of three years of service in the job.
118

119 Employer shall have the authority to additional re-bulletining at any time during the year.
120

121
122 **Article 10. PROMOTIONS**

123
124 Promotions to the position of Patrol Sergeant, Sergeant Investigator and Specialty Sergeants shall be
125 determined by the following promotional procedure:
126

127 All individuals who are interested and meet the criteria set forth will take a written examination which
128 will encompass the general area based on the specific position. Separate written examinations will be
129 developed for Patrol Sergeant, Sergeant Investigator and Specialty Sergeants.
130

131 The positions of Court Sergeant, Court Coordinator Sergeant, Transportation Sergeant and Jail Electronic
132 Monitoring Sergeant shall be filled based upon straight bargaining unit seniority with no written
133 examination.
134

135 Candidates for promotion must have eight (8) continuous and completed years of bargaining unit
136 seniority at the time of the testing procedure. Candidates selected for promotion will serve a six month
137 probation period, which will include a monthly evaluation by supervisory staff. Upon satisfactory
138 completion of the probation period the appointment shall become permanent.
139

140 The following criteria shall apply in the determination of those selected for promotion:
141

- 142 A. No disciplinary related suspensions in the previous two (2) years from the dated posting. This
143 does not include suspensions overturned during the grievance procedure or expunged from a
144 deputy's file.
145

146 B. A written examination with a completion time of 2 ½ hours designed to establish a candidate's
147 knowledge of Brown County Sheriff's Department policy and procedures and statutory
148 provisions that are part of normal law enforcement work and which a Brown County Sheriff's
149 Deputy is expected to be familiar with shall be established. Study materials applicable and
150 relevant to the examination shall be made available to the candidate. A passing grade of 70%
151 shall be obtained to be considered a "passing" score. This section shall count 40% of a
152 candidate's score.

153
154 C. An oral interview shall be conducted by a panel of five (5) persons. The panel shall consist of
155 the Sheriff and/or Chief Deputy, Captain or Lieutenant of the specific division and two persons
156 selected by the bargaining unit who have attained the rank of Sergeant, but cannot include any
157 candidate of this procedure. A passing grade of 70% shall be obtained to be considered a
158 "passing" score. The questions and scoring criteria shall be determined by management and the
159 bargaining unit. The scoring for this section shall be:

160
161 1. Each member of the panel must use whole scores (i.e. 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10). Each
162 score from each panel member will then be added together to determine an average score for
163 each question. The average score for each question shall be added together and an aggregate
164 total from all panel members shall be averaged to determine a final score.

165
166 2. In the event a panel member has scored a candidate on an individual question which is
167 separated by 2 or more points from the average of the other four panel members, the scores
168 must be reconciled with all panel members through discussion and review.

169
170 This section shall count 40% of a candidate's score.

171
172 D. Candidates will be given credit for service in the Department. This service defined as bargaining
173 unit seniority shall be credited in the following manner:

174
175 Each completed year of service, up to a total of twenty measured by the anniversary date, shall be
176 multiplied by a factor of five with the resulting total becoming the final total except that the
177 maximum shall not exceed 100. This section shall count 20% of a candidate's score.

178
179 The total obtained by applying the numerical scores earned on B, C and D above shall be added
180 together to obtain the final score of the Sergeant candidates. These scores will then be used to
181 establish an eligibility list with the candidate with the highest score tested numbered one on the
182 list and subsequent candidates shall be listed in order descending numerically as determined by
183 said score. In the event of a tie, the senior deputy will be placed higher. Failure to obtain
184 satisfactory scores shall result in the elimination of the candidate from the promotional process.
185 Said list shall remain in effect for two (2) years from the date on which eligibility list is
186 established and shall be determinative of those promoted to the rank of Sergeant.

187
188 A panel of five (5) persons shall assemble. The panel shall consist of the Sheriff and/or Chief
189 Deputy, Captain and/or Lieutenant of the specific division and two (2) persons selected by the
190 bargaining unit who have attained the rank of Sergeant, but cannot include any candidate of this
191 procedure. This panel shall grade the candidate's results from A, B, C and D above and establish
192 the promotion list heretofore described.

193
194 Nothing contained herein shall impact members who currently hold the rank of Sergeant from

being able to transfer/switch from Patrol to Investigative Sergeant or from Investigative to Patrol Sergeant.

In the event that an insufficient number of promotional applicants pass the promotional process, the Sheriff shall have authority to enlarge the pool of eligible employees by reducing the seniority required to 6 years of service.

Article 11. FIELD TRAINING OFFICER

The Sheriff will determine the number of Field Training Officers (FTOs) and the number of FTOs by shift. If a FTO changes his/her shift after selection as FTO, that FTO may be removed based on the needs of the Sheriff's Office. The FTOs will be selected using the following procedure:

1. Voluntary sign up;
2. Minimum of three (3) years of bargaining unit seniority;
3. Oral Interview;
4. Peer Assessment;
5. Final selection to be made by the Sheriff;

Officers selected as Field Training Officers will be required to make the following commitments:

- a) All officers selected must remain on the shift selected for them by the Sheriff, for a minimum of three (3) years, unless eligible and selected for promotion, or as otherwise determined by the Sheriff.
- b) Attend Field Training Officer School on a voluntary basis as per Article 17(2).

The compensation for Field Training Officers will be \$.80 per hour above the existing top Patrol Officer rate. Field Training Officers shall be compensated during the entire length of commitment to the Field Training Officer Program.

Article 12. DISCIPLINARY PROCEDURE

No regular employee shall be disciplined or discharged except for just cause. Written notice of the discipline, suspension, or discharge and a description of the incident warranting the action shall be given to the employee with a copy to the bargaining unit.

The Internal Affairs Unit or an Internal Investigator assigned by the Sheriff shall report their findings to the Sheriff within forty-five (45) calendar days from the time that an administrative investigation is commenced. In the case of a complaint which is originally investigated as a criminal investigation, the Internal Affairs Unit shall have forty-five (45) days from the date such criminal investigation is completed to finalize the investigation and forward it to the Sheriff. Upon receipt of the internal investigative report, the Sheriff or their designee shall within fourteen (14) calendar days hold an informal hearing on the matter. Upon completion of the informal hearing, the Sheriff or their designee shall within seven (7) days render his decision. All time lines contained in this paragraph may be extended for good cause by mutual agreement between the parties.

The subject under investigation shall first be advised of the allegations giving rise to the investigation. The subject shall be informed as to what law, rule, or regulation he/she is suspected of having violated. The allegations shall be communicated to the subject by means of a written summary of the allegations supporting the investigation. The subject may be represented by a representative of his/her choice who, at the discretion of the subject, may be present at all times during questioning of the subject.

An employee issued discipline may use the grievance procedure to appeal the disciplinary action and such grievance will be presented directly to the fourth step. Any grievance that may result from such action shall be considered waived unless presented in writing within fifteen (15) calendar days of the receipt of the notice of discipline by the employee.

Any time an investigation exonerates the deputy, the Department will maintain the investigatory file, but there will be no record of the investigation in the deputy's personnel file. Such investigations shall not form the basis for future discipline; however, they may be used by the Department in following-up on future complaints.

No evidence obtained during the course of any interrogation which is not conducted in accordance with the above, or the fruits thereof, may be utilized in any subsequent proceeding against the deputy. However, any later acquired evidence which is not the fruit of the poisonous tree may be used against the deputy.

Counseling Register/Documentation of Oral Reprimands. Documentation of oral reprimands may be made only by way of an entry into a counseling register maintained by the department pursuant to the following:

- (1) Oral reprimands may be documented in writing by any supervisor after review and approval (a) by the Supervisor as to shift personnel, excepting those matters relegated to the Jail Captain, (b) by the Patrol Captain regarding personnel involved in motor vehicle accidents or incidents, or working special events such as the Packer games, 4th of July and the like, and (c) by the appropriate Captain of investigative division as to personnel in the detective division: (d) internal affairs Captain. During the review and before approval, the Captain making the review shall discuss the proposed written documentation and the underlying factual situation with the officer in question. The discretion of any Supervisor authorized to make entries into the counseling register may be controlled by the Sheriff and his administrative staff under policies or procedures that the Sheriff may deem appropriate.
- (2) The department shall maintain a register for the purpose of maintaining written documentation of oral reprimands (favorable entries or commendations may also be entered at the discretion of the department).
- (3) Following the entry of an oral reprimand into the Counseling Register, the officer being so reprimanded shall be counseled by a supervisor designated by the Supervisor making the entry as to the reason for the entry, and if appropriate, given instruction as to ways to avoid the conduct or action which led to the entry. After such counseling, both the officer being reprimanded and the counseling supervisor shall initial the entry.
- (4) Entries made under the above procedure and properly initialed may be the basis of progressive discipline and factors in performance evaluations. If entries are made without the above procedure being followed, or are not initialed, they shall be void.
- (5) Entries in the Counseling Register shall remain valid for purposes of progressive discipline or performance evaluation for a period of one year of their entry, and at the end of each year shall be void

and considered expunged.

Article 13. INVESTIGATOR RATINGS

Present investigators, excluding narcotics investigators, shall receive equal pay to sergeants of Patrol as has been the practice since the departmental organization of January 1, 1969. All individuals in such category shall have equal rank and be designated sergeant investigators with the rank of sergeant, previous ratings notwithstanding, and shall be entitled to have uniform badges. The sergeant investigator rank does not carry interchangeable rank seniority with the Traffic division nor does traffic sergeant carry interchangeable rank seniority with sergeant investigator.

Article 14. HOURS

For 6/3 employees, the normal schedule for shift employees shall consist of six (6) duty days followed by three (3) days off on a repeating cycle; with each day consisting of an eight hour shift, plus the fifteen minutes required reporting time, resulting in an effective 8.25 hour work day and 2008 hours per year.

The Sheriff may choose to have a 4/4 schedule for K-9 Officers. The normal schedule for K-9 Officers would consist of four (4) duty days followed by four (4) days off on a repeating cycle; with each day consisting of a 10 hour shift, with no reporting time. K-9 handlers will receive 30 minutes of grooming time each day. The annual total of scheduled hours for a K-9 Officer is 2008, which includes the grooming time noted above.

For 5/2 employees, the normal schedule for shift employees shall consist of five (5) duty days which are Monday through Friday; with each day consisting of an eight hour shift with no reporting time.

Personnel assigned to non-shift duties shall operate within the system of hours for pay purposes as previously in effect before the date of this Agreement, although nothing shall restrict the administration from reassigning personnel or shifts to meet the needs of the department, providing the pay provisions enumerated are followed. Employees will not be directed to work in excess of 12 consecutive hours in any 24 hour period except in the case of an emergency. In the event of an emergency, an officer may be directed to work 16 consecutive hours in a 24 hour period.

For 6/3 and 4/4 employees, the above hours result in a work week of 38.62 hours which equates to 77.24 for a pay period. For 5/2 employees, the above hours result in a work week of 39.235 hours which equates to 78.47 for a pay period.

Article 15. OVERTIME/CALL-IN TIME

Employees who work the 6-3 shift shall be compensated at the rate of one and one-half (1 1/2) times their normal rate for all hours worked outside of their normally scheduled hours or in excess of 8.25 hours in any working day, except as provided below. Employees who work the 5-2 shift shall be compensated at the rate

of one and one-half (1 1/2) times their normal rate for all hours worked outside of their normally scheduled hours or in excess of 8.00 hours in any working day, except as provided below.

Notwithstanding the foregoing in the Patrol Division, management may, if manpower requires, move the least senior person on a shift up four (4) hours early after offering the move by seniority to cover for swing cars if the swing person is on vacation or payback time without incurring overtime liability.

Minimum Call-In Time. A call-in is defined as any time an employee is required to work outside his/her normal work shift schedule. However, a call-in does not include the following:

1. Moving an officer forward to cover for a swing car as indicated above.
2. An extension of the normal work shift by one hour on the front or any extension on the back of such shift (exclusive of reporting time).
3. Disciplinary procedures where the officer is not vindicated through the grievance procedure.
4. Certain training time as provided below.

Employees will be compensated for a minimum of three (3) hours for any call-in time worked on a scheduled work day. Employees will be compensated for a minimum of five (5) hours for any call in time on a day off or scheduled vacation day. This call-in time shall be compensated at the normal rate of pay. Call-in time shall not be pyramided with overtime.

District Attorney Conference. Employees shall be compensated for a minimum of two hours of call-in time from regular off duty time relating to conferences with the District Attorney in preparation of cases.

Court Appearance and Cancellations. If an employee is scheduled to appear in court on a normally scheduled day outside the employee's normally scheduled hours, such employee shall receive a minimum of four hours pay at his/her normal rate of pay. An employee shall be compensated for five hours of pay at his/her normal rate of pay when a scheduled court appearance is required on a scheduled day off or vacation day, unless canceled by 6:00 p.m. the day prior.

Employees scheduled for a court appearance are required to call the on duty Patrol Lieutenant to determine if they are to report. This call must be made after 6:00 p.m. on the day prior to the court appearance.

In the event that an employee has been scheduled for two court appearances on any single day, one in the morning and one in the afternoon, and the court case scheduled in the afternoon is canceled on the morning thereof, the employee, if he/she appeared for the morning case, shall receive one (1) hour compensation.

Article 16. COMPENSATORY TIME

The Employer and the employee may mutually agree that overtime may be taken as compensatory time. Employees will also be allowed to take compensatory time for the 24 hours of involuntary training time referenced in Article 17, paragraph 3, on an hour for hour basis subject to the limitations of this paragraph. If overtime is paid, the compensation will be paid at the rate which is in effect at the time it is paid.

Employees shall not accrue compensatory time in excess of eighty-two and one half (82.5) hours. The usage of such compensatory time must be pre-approved.

Article 17. TRAINING TIME

Unless otherwise herein provided, the following will be the procedure for compensating the employee for periods of training time.

1. During Normal Hours. Employees required to attend training sessions during the normally scheduled hours shall be compensated at the employee's regular rate of pay for such hours scheduled.
2. Voluntary Training. Employees attending pre-approved training on a voluntary basis on an employee's off hours shall be entitled to pay calculated at a straight time rate.
3. Involuntary Training. Except as otherwise provided in this paragraph, when an employee is required to attend training by the employer during off hours, such employee shall be compensated at one and one-half (1 1/2) times his normal rate of pay for attending such schools. This paragraph will not apply to the first twenty-four (24) hours of training scheduled during off hours each year for training required to maintain law enforcement certification (including, without limitation by enumeration, firearms training). Notwithstanding the provisions of Articles 14 and 15 or any other provision of this agreement, such first twenty-four (24) hours will be paid at straight time subject to the Fair Labor Standards Act.
4. Changing Hours for the Purpose of Training. Under the limited conditions set forth below, the employer shall have the right to change an employee's normally scheduled hours for the purpose of training.

The employer may, for the purposes of training, change an employee's normally scheduled work hours if the following conditions are met:

- a) That the training time scheduled occurs between 7:00 a.m. and 5:00 p.m., excluding travel time.
- b) That the employee is notified of the change in hours for training purposes prior to his/her last day of work of the work cycle immediately before the work cycle in which the training time occurs. However, in no event shall such notice be given after 3:00 p.m. on the Friday immediately prior to the week the training is scheduled.
- c) That the employee is not required to work a shift which ends less than six (6) hours prior to the scheduled training time, or is the employee required to work a shift which commences less than six (6) hours after the end of the scheduled training time.
- d) That the scheduled training session be for a period of not less than two (2) hours.

Under the above circumstances, the employer may change an employee's normally scheduled hours to allow an employee to attend training. Under these circumstances, the employer will be required to pay the employee straight time.

Article 18. DISTRIBUTION AND CALCULATION OF OVERTIME

Bargaining Unit seniority will be used for distribution of overtime for members of the bargaining unit in the following areas:

1. Court Officer/Security
2. Prisoner Transports
3. Administrative Assignments
4. Special Events
5. Courthouse Holding Cells
6. Hospital Guard Duty

Officers will not be precluded from overtime, nor will this section apply, when events occurring on their shift require an extension of that shift.

Vacancies will be filled by the senior officer(s) that volunteer to sign for available overtime postings.

If specific qualifications are required to perform the available overtime, the most senior qualified officer will be eligible to fill the vacancy.

Overtime opportunities occurring in the Investigative and Patrol divisions will be restricted to officers that maintain current qualifications.

Investigative overtime will be filled by the most senior investigator that volunteers to fill the vacancy.

Patrol overtime will be filled voluntarily by the most senior officer that have worked a bulletin position in the Patrol Division within the last year or maintain current certification for patrol. Certification can be maintained by the voluntary (without compensation) completion of a "Patrol Training Checklist."

Sergeant overtime in these divisions will be first, using Sergeant seniority within the division. Second, Department Sergeant seniority of those that maintain current qualifications. Third, bargaining unit seniority for qualified officers. Sergeants may work officer overtime slots, but will be required to perform the duties of the position they are filling.

If manpower needs exist at the end of a regularly scheduled shift, officers will be held over to fill vacancies using the following guidelines:

- By seniority, ask for volunteers from on-duty officers within the division in need of manpower.
- No volunteer found, fill vacancy by inverse seniority from on-duty officers within the division.

Order ins will be by inverse seniority of officers presently working the division in need of manpower. If for some reason this is not possible, officers that meet the qualifications to work the division in need will be ordered in by inverse seniority.

Overtime opportunities occurring in the Marine and Snowmobile Units will have a signing period consistent with past practices for all participants within that unit. After the first signing, remaining

489 vacancies will be filled by unit seniority.
490
491 Specific programs or grants which create overtime opportunities paid by the County, but reimbursed by
492 another municipality, will be filled consistent with current contractual agreements with said municipality.
493
494 Overtime vacancies that occur with less than twelve (12) hours notice may be filled without using these
495 guidelines.
496
497 When overtime becomes available between 12-72 hours prior to the start of the overtime, officers
498 will be notified of the overtime by email or telephone. That overtime will be awarded to the
499 most senior person who has replied.
500
501 Changes to this article may need to be made as unforeseen circumstances present themselves. If a change
502 to this policy is needed, management agrees to notify the association of its desire to make a change.
503
504 It will be the responsibility of the shift lieutenants to compile a scheduling folder indicating overtime
505 openings. This folder will be updated monthly and will be made accessible to all qualified
506 officers/sergeants within each respective division. Officers/sergeants qualified to work overtime in
507 divisions other than the division they are assigned, will be placed on a seniority list and will be given the
508 opportunity for such overtime, based on seniority.
509
510 It will be the officer's/sergeant's responsibility to sign his/her name in the available slots. If a name is
511 occupied in a slot, the senior officer/sergeant signing will prevail over the junior officer/sergeant signing.
512 It will be the responsibility of the overriding senior officer/sergeant to notify the shift lieutenant of the
513 change. It will be the responsibility of the shift lieutenant to make such adjustments and initial the
514 change (similar to that of the vacation book).
515
516 Once an officer/sergeant signs a overtime slot, that person will be responsible to ensure the slot is filled.
517
518 It will be each officer/sergeant's responsibility to remain apprised of the schedule by checking in
519 seventy-two, (72), hours prior to the overtime shift. After seventy-two, (72), hours, the signing period for
520 that slot will be closed to all officers/sergeants, allowing the senior officer/sergeant that signed the slot to
521 work the assignment. If more than one person shows up to work an overtime slot, only the person's name
522 that has been approved by a lieutenant will be paid.
523
524 This procedure will provide shift lieutenants seventy-two, (72), hours to contact eligible
525 officers/sergeants by seniority to fill vacant slots that remain.
526
527 EXAMPLE: Eight (8) hour shift of overtime exists.
528 Any bargaining unit officer may sign for eight, (8) or four, (4) hours of the shift. Seventy-two
529 (72), hours prior to the start of the shift the posting will be closed. The senior officer that
530 signed for the eight, (8) hours will be given the overtime. If no officer signs for eight, (8)
531 hours, the senior officers that signed for each half of the shift will get the overtime.
532
533 Within seventy-two, (72) hours of the beginning of the shift, the first officer to sign for half or all
534 the shift will be given the overtime.
535
536 No bumping of officers from overtime should occur less than seventy-two (72) hours prior the

start of the overtime lost.

Article 19. WEAPONS TRAINING

Employees will be compensated a minimum of three (3) hours for weapons training if scheduled outside of one (1) hour before or after an employee's scheduled work day.

Article 20. STANDBY STATUS

Employees off duty but not on vacation, when placed on standby status, shall notify the department as to where they can be located in a reasonable length of time. The employee shall be advised of the period of time for each standby status. The employee shall be notified through established call-up procedures.

Article 21. PAY PERIOD

The pay period for all members shall be bi-weekly. Payday shall be the Friday following the end of the pay period. Employees will be paid by direct deposit.

Article 22. SALARIES

Compensation schedule for 2020-2021: The pay of employees of the Brown County Sheriff's Department shall be on the basis herein presented. The salaries are listed and paid bi-weekly, with each paycheck being compensation for the bi-weekly pay period immediately preceding the payday.

The rates of pay prescribed herein are based on a fulltime employment at normal working hours. The pay schedule of each patrolman in the various months of service and of the sergeants shall be retroactive to the payroll which includes the first of January 2020 and as listed herein. Employees performing the duties of a higher ranking officer shall be compensated at the rate of pay of such higher rank, provided that the performance of such duties is not expected as part of the job description of the employee in question.

Salaries paid will be rounded to two decimals and thus compatible with check stubs.

Employees hired at the Academy Rate will progress to the "Start" rate upon successful completion of the Academy.

Effective 1/1/20 2.00%		
Patrol Officer 6/3		
2008 Hours (77.24 Hours Bi-Wkly)		
	Hourly	Bi-Wkly
Academy	\$15.00	\$1,158.60
Start	\$24.50	\$1,892.38

Effective 1/1/21 2.00%		
Patrol Officer 6/3		
2008 Hours (77.24 Hours Bi-Wkly)		
	Hourly	Bi-Wkly
Academy	\$15.00	\$1,158.60
Start	\$24.99	\$1,930.23

6 months	\$26.90	\$2,077.76
18 months	\$29.34	\$2,266.22
30 months	\$33.16	\$2,561.28
42 months	\$37.43	\$2,891.09
72 months	\$37.78	\$2,918.13

6 months	\$27.44	\$2,119.47
18 months	\$29.93	\$2,311.79
30 months	\$33.82	\$2,612.26
42 months	\$38.18	\$2,949.02
72 months	\$38.54	\$2,976.83

Patrol Officer 5/2		
2040 Hours (78.47 Hours Bi-Wkly)		
	Hourly	Bi-Wkly
Academy	\$15.00	\$1,177.05
Start	\$24.14	\$1,894.27
6 months	\$26.47	\$2,077.10
18 months	\$28.91	\$2,268.57
30 months	\$32.68	\$2,564.40
42 months	\$36.87	\$2,893.19
72 months	\$37.22	\$2,920.65

Patrol Officer 5/2		
2040 Hours (78.47 Hours Bi-Wkly)		
	Hourly	Bi-Wkly
Academy	\$15.00	\$1,177.05
Start	\$24.62	\$1,931.93
6 months	\$27.00	\$2,118.69
18 months	\$29.49	\$2,314.08
30 months	\$33.33	\$2,615.41
42 months	\$37.61	\$2,951.26
72 months	\$37.96	\$2,978.72

Sergeant 6/3		
2008 Hours (77.24 Hours Bi-Wkly)		
Start	\$40.52	\$3,129.76

Sergeant 6/3		
2008 Hours (77.24 Hours Bi-Wkly)		
Start	\$41.33	\$3,192.33

Sergeant 5/2		
2040 Hours (78.47 Hours Bi-Wkly)		
Start	\$39.94	\$3,134.09

Sergeant 5/2		
2040 Hours (78.47 Hours Bi-Wkly)		
Start	\$40.74	\$3,196.87

Article 23. ADDITIONS TO BASE PAY

Court Officer, fulltime Patrol Division Accident Reconstruction Experts and Court Coordinator Sergeant shall receive \$0.18 per hour in addition to base pay. The Bomb Technician will receive \$.80 per hour in addition to base pay.

The Lead Canine Officer and Lead Dare Officer will receive the Sergeant rate of pay. The Direct Enforcement Officer I (DEO I) will receive the Patrol Officer rate of pay and the Direct Enforcement Officer II (DEO II) will receive the Sergeant rate of pay as long as municipality continues to contract with the County for those services.

Officers who regularly report to the Sheriff's Office at 2684 Development Drive and are required to relieve/report to the following locations will receive mileage allowance for the use of their personal vehicle to report to the duty location.

Location	Mileage (Round Trip)
----------	-------------------------

Allouez	7
Bellevue	9
Howard	23
Suamico	31

Officers who regularly report to the Howard Village Hall at 2456 Glendale Avenue and are required to relieve/report to the following locations for a bulletin position will receive mileage allowance for the use of their personal vehicle : Suamico Village Hall – 8 miles round trip; Brown County Sheriff's Office at 2684 Development Drive – 23 miles round trip.

Mileage allowance is calculated at the annual rate as established by the IRS.

Article 24. TOP GRADE STEP PROGRAM

All officers shall attain the maximum step at the completion of 72 months of service on a step plan with a step increase at the completion of six months, eighteen months, thirty months, forty-two months and seventy-two months of employment. Employees hired with prior law enforcement agency or educational credits over and above those currently required by training and standards may be started in the pay scale up to the 42-month level at the discretion of the Employer.

Article 25. SHIFT PAY DIFFERENTIAL

Payment of shift differential shall be paid in a bi-weekly lump sum payment, based upon the shift the employee works. The bi-weekly payment is listed below:

For 5-2 Personnel:

<u>Shift</u>	<u>Hourly Amount</u>	<u>Bi-Weekly Payment</u>
9:00a-7:00p	\$.37/hr	\$29.60
10:00a-8:00p	\$.55/hr	\$44.00
11:00a-7:00p	\$.37/hr	\$29.60
12:00p-8:00p	\$.55/hr	\$44.00
3:00p-11:00p	\$.55/hr	\$44.00
4:00p-12:00a	\$.55/hr	\$44.00
11:00p-7:00a	\$.74/hr	\$59.20
7:00p-3:00a (Howard)	\$.74/hr	\$59.20
2:00p-10:00p	\$.55/hr	\$44.00
6:00p-2:00a	\$.74/hr	\$59.20
7:00p-5:00a (Canine)	\$.74/hr	\$59.20
10:00p-06:00a	\$.74/hr	\$59.20
9:00p-7:00a (Canine)	\$.74/hr	\$59.20

For 6-3 Personnel:

<u>Shift</u>	<u>Hourly Amount</u>	<u>Bi-Weekly Payment</u>
9:00a-7:00P	\$.37/hr	\$28.58
10:00a-8:00p	\$.55/hr	\$42.48
11:00a-7:00p	\$.37/hr	\$28.58

638	12:00p-8:00p	\$.55/hr	\$42.48
639	3:00p-11:00p	\$.55/hr	\$42.48
640	4:00p-12:00a	\$.55/hr	\$42.48
641	11:00p-7:00a	\$.74/hr	\$57.15
642	7:00p-3:00a (Howard)	\$.74/hr	\$57.15
643	2:00p-10:00p	\$.55/hr	\$42.48
644	6:00p-2:00a	\$.74/hr	\$57.15
645	7:00p-5:00a (Canine)	\$.74/hr	\$57.15
646	10:00p-6:00a	\$.74/hr	\$57.15
647	9:00p-7:00a (Canine)	\$.74/hr	\$57.15

Positions of Traffic Team Sgt., Traffic Team Officer, Directed Enforcement Officer I and Directed Enforcement Officer II shall receive shift differential as follows:

5/2 Personnel	Hourly Amount	Bi-Weekly Payment
	\$.55/hr.	\$44.00
6/3 Personnel	Annual Total	Bi-Weekly Payment
	\$.55/hr.	\$42.48

It is further agreed that the positions of Evidence/Liaison Technician, Narcotics Investigator/Interdiction Team, Narcotics Investigator, Traffic Team Sergeant, Traffic Team Officer, Directed Enforcement Officer I and Directed Enforcement Officer II may be required to work outside of their listed hours subject to the needs of the Sheriff's Department. In the event a change of hours is required for these positions, shift differential shall be paid if the listed hours are worked.

It is further agreed that any position receiving shift differential pay shall continue to receive the pay equal to 2040 hours per year for 5/2 personnel and 4/3 personnel, and 2008 hours for 6/3 personnel, regardless if employees are on vacation, sick, casual day(s), or short term disability.

Article 26. CLOTHING ALLOWANCE

Each employee of the Brown County Sheriff's Department shall have an account to be known as "clothing allowance. The clothing allowance will be four hundred eighty dollars (\$480.00), paid out in two lump sums of two hundred forty dollars (\$240.00) each. The first payment of \$240.00 will be paid out on the January payroll closest to January 31st. The second payment of \$240.00 will be paid out on the July payroll closest to July 31st. Beginning January 1, 2013, the accounts will no longer be cumulative and employees that have an amount carried over will be paid out on the January payroll. The total clothing allowance for a new sworn non-supervisory employee, which is \$780.00 (\$480.00 + \$300.00), will be paid out on the employee's first paycheck.

Article 27. LONGEVITY

Employees shall receive in addition to base pay the following:

- \$0.06 per hour at the start of the 8th year.
- \$0.12 per hour at the start of the 12th year.

\$0.18 per hour at the start of the 16th year.

Article 28. EDUCATION CREDITS

The County shall reimburse an officer up to \$85.00 per credit upon successful completion of approved police science courses, approved correction courses, and approved public management courses. Courses must be preapproved by the Sheriff or his designee prior to an officer taking the course. Employee must obtain a grade C to be reimbursed.

Article 29. HOLIDAYS

I. Definitions:

- A. Base pay is defined as that pay received by an employee of the Brown County Sheriff's Department as outlined in Article 23, Salaries, of the labor agreement.
- B. Holiday pay is defined as that pay or equivalent time off received by every member of the bargaining unit regardless of whether or not the employee works the holiday.
- C. Holiday is defined as a day marked by a general suspension of work in commemoration of an event and does include the following days:

New Year's Day	Labor Day
President's Day	Columbus Day
Easter	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

All employees receive a maximum of 10 holidays in which they may receive premium pay, based upon their schedule.

For 5/2 employees, when the actual holiday occurs on a Saturday, the observed holiday is the prior Friday; likewise, when the actual holiday occurs on a Sunday, the observed holiday is the following Monday. Holidays for 6/3 and 4/4 employees occur on the actual holiday, which the employee may or may not be scheduled to work.

For 5/2 employees, there are regularly scheduled to work holidays and not regularly scheduled to work holidays.

For 5/2 employees, the four (4) regularly scheduled to work holidays are as follows:

Presidents Day
Easter
Columbus Day
Veterans Day

For 5/2 employees, the six (6) not regularly scheduled to work holidays are as follows:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

- D. Premium pay is defined as that pay received by every officer of the bargaining unit who is regularly scheduled to work exclusive of sick leave and works a shift or a portion of a shift (includes worker's compensation or vacation) and is to be compensated at a rate of one hour of pay for each hour of work for 6-3 personnel or at a rate of one hour of pay for each hour of work for 5-2 personnel.

Premium pay will begin at midnight of the holiday or holiday observed. Non-Supervisory employees will be entitled to one (1) hour of premium pay for each hour worked during the twenty-four (24) hour period beginning at midnight of the holiday or holiday observed. Non-supervisory employees will receive premium pay while on vacation or compensatory time during the holiday or holiday observed. This includes vacation or compensatory hours used while on short-term disability, during the holiday or holiday observed. Non-supervisory employees will not receive premium pay while on sick or casual leave.

- E. Overtime pay is defined as that pay computed at one and one-half times the hourly rate for all hours worked.

II. If an employee works on a Holiday the following applies:

- A. Regularly scheduled to work (8.25 hours) (6-3 personnel)
- 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay
- B. Regularly scheduled to work (8 hours) (5-2 personnel)
- 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay
- C. Regularly scheduled to work (works more than 8.25 hours) (6-3 personnel)
- 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay
 - 4) Overtime pay for hours over 8.25
- D. Regularly scheduled to work (works more than 8 hours) (5-2 personnel)
- 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay

- 784 4) Overtime pay for hours over 8
785
786 E. Not regularly scheduled to work (8.25 hours) (6-3 personnel)
787 1) Holiday pay (compensated up front)
788 2) Premium pay
789 3) Overtime pay
790
791 F. Not regularly scheduled to work (works 8 hours or less) (5-2 personnel)
792 1) Holiday pay (compensated up front)
793 2) Premium pay
794 3) Overtime pay
795 4) Base pay (8 hours minus actual hours worked equals what is paid; cannot be less than zero)
796
797 G. Not regularly scheduled to work (works more than 8.25 hours) (6-3 personnel)
798 1) Holiday pay (compensated up front)
799 2) Premium pay
800 3) Overtime pay
801
802 H. Not regularly scheduled to work (works more than 8 hours) (5-2 personnel)
803 1) Holiday pay (compensated up front)
804 2) Premium pay
805 3) Overtime pay
806 4) No base pay (exceeded 8 or more hours)
807

808 All applications listed above are subject to a maximum of 3.5 times (base, holiday, overtime and
809 premium pay) the employee's normal rate of pay. At the beginning of each year, employees can elect to
810 have the 10 holidays added to their vacation balance or elect to get paid for these holidays as the holidays
811 occur. If the employee elects to convert their holidays to vacation days, the employee can no longer
812 include Holiday Pay in any compensation calculation. If the employee elects to be paid for holidays, the
813 Holiday Pay is included in the compensation calculation.
814

- 815 I. Regularly Scheduled to Work (works a Reimbursed Event) (5-2 personnel)
816 a. Holiday Pay (compensated up front)
817 b. Premium Pay for hours worked
818 c. Vacation or Comp Time for regularly scheduled hours
819 d. Overtime for all hours worked at the reimbursed event
820

- 821 J. Not regularly scheduled to work (works a Reimbursed Event) (5-2 personnel)
822 a. Holiday Pay (compensated up front)
823 b. Premium pay for hours worked
824 c. Base Pay for regular scheduled hours
825 d. Overtime for all hours worked at the reimbursed event
826

827 Reimbursed events – When an employee is scheduled to work a holiday, but instead takes
828 vacation or comp time in order to work a reimbursed event, the employee will receive a
829 maximum of 4 ½ times (base, holiday, overtime and premium pay) the hourly rate.
830

- 831 K. Call In for a non-reimbursed event on a regularly scheduled work day (5-2 and 6-3
832 personnel) while off on vacation or comp time

- a. Holiday Pay (compensated up front)
- b. Premium Pay for hours worked
- c. Vacation or Comp Time for regularly scheduled hours
- d. Overtime or call-in pay for all hours worked

Article 30. PERSONAL DAYS

All employees will receive three (3) personal days to be taken with prior approval of the department.

Article 31. VACATIONS

Vacations shall be computed on January 1st of each year based upon the length of service involved. Employees with less than a full year of service at the time of computation shall have their vacation prorated with respect to the amount of time of service as of January 1st.

Less than one full year of service.....	Prorated on 6 days per year
1 - 6 years of service	12 working days
7 - 12 years of service	18 working days
13 - 14 years of service	24 working days
15 - 16 years of service	25 working days
17 years of service	26 working days
18 years of service	27 working days
19 years of service	28 working days

The days listed are the actual number of days to be taken off during the year of service indicated. Traffic sergeants shall select vacations separate from all other personnel, and only one sergeant from each separate shift may be on vacation at any one time. For court related personnel, management will consider and may approve requests for more than two (2) people to be off on vacation on the following holidays when court is not in session: afternoons of Good Friday, Christmas Eve and New Year's Eve.

Traffic patrolmen shall select vacations separate from all other personnel, and only two patrolmen from each separate shift may be on vacation at any one time.

Each member of the Patrol Division and Investigative Division shall be allowed a maximum of twelve (12) vacation days during the period from Memorial Day through September 15th of each year on the first round of vacation selection. Vacation selection during the first round shall be selected only in multiples of three (3) days. Employees will not be allowed to cross over working groups on the first round of vacation selection. Employees shall be entitled to take vacation in one-half day segments, provided that such vacation selection cannot be made more than ten (10) days before the date selected.

Vacations shall be selected by bargaining unit seniority. All vacation requests prior to 48 hours before the date requested will be approved if an opening exists for the date(s) requested on the vacation roster and no department emergency precludes the taking of the requested vacation. Those days requested within 48 hours may be denied. In the event of death of an employee, the employee's survivor shall be paid the dollar equivalent for all accumulated and unused vacation.

Five and Two Personnel

At present the five day on - two day off shift works on a yearly basis, 2,080 hours (resulting in 2,040 hours

on an annual basis), while the six day on - three day off shift works 2,008 hours; because of this inequity, it is provided that employees that work the five and two shift shall receive five (5) additional days off per year.

Article 32. ACCUMULATION OF VACATION

Employees will be allowed to carry over ten (10) days (80 hours) of vacation at the end of the calendar year.

Article 33. VACATION PAY USED FOR SICKNESS

Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee, be charged against vacation leave allowance.

Article 34. HEALTH AND DENTAL INSURANCE

Health Plan Premiums:

The employee shall pay twelve percent (12%) of the single or family health insurance premium per month. The County shall pay eighty-eight percent (88%) of the single or family health insurance premium.

If an employee is laid off, the County shall pay its share of the insurance premium for any premiums due for the month following the month for which the layoff occurred.

Retired personnel are to remain in the plan, if they so desire, to age 65, provided they pay the entire costs of all premiums, except as may be otherwise specifically provided for in this Agreement.

Dental:

The employee shall pay seven and one-half percent (7 ½%) of the single or family premium per month for the Dental Plan. The County shall pay ninety-two and one-half percent (92 ½%) of the single or family premium for the Dental Plan.

Effective January 1, 2010, the annual dental maximum is \$1,250.

Article 35. TERM LIFE AND AD&D INSURANCE

The County agrees to make available the Wisconsin Public Employers Group Life Insurance Plan for each regular employee who wishes to maintain such coverage. Coverage shall be the employee's annual earnings rounded to the next \$1,000.00 and there shall be no cost to the Employee.

Employees may purchase additional life insurance coverage at the full cost of such coverage up to 5 times annual earnings. Dependent coverage will also be available as provided in the plan at the employee's cost.

Retirees retiring after the effective date of the plan will be eligible to participate in the plan at their own cost subject to the exclusions and rules of the plan.

931 All rules and exclusions of the Wisconsin Employers Group Life Insurance Plan will be applicable to the
932 participating employees.

933
934
935 **Article 36. RETIREMENT CONTRIBUTION**
936

937 The employee shall contribute the full amount of the employee's share to the Wisconsin Retirement System
938 (WRS) as determined by the Employee Trust Funds (ETF).
939

940
941 **Article 37. SICK LEAVE**
942

943 Officers shall be granted sick leave with pay at the rate of one working day of each full month of service.
944 Sick leave shall accumulate but shall not exceed 135 working days. All sick leave shall be subject to
945 administration by the Sheriff. Maximum payout at retirement or death of the employee is 135 days. The
946 employee may convert earned/unused vacation days to sick leave days during the employee's last three years
947 of employment.

948
949 Sick leave may be used for any period of absence from employment which is due to illness, bodily injury,
950 exposure to contagious disease, pregnancy, required dental care, necessary attendance of the immediate
951 family (defined as those persons living within the employee's immediate domicile.) In the case of
952 pregnancy, a written physician's certificate stating the date the employee is no longer medically able to work
953 due to pregnancy will be required to initiate sick leave and a written physician's certificate stating the
954 employee is medically able to return to work will terminate the sick leave with pay.
955

956 The employee has the duty to make other arrangements within a reasonable period of time for the
957 attendance of children or other persons in his/her care.
958

959 The procedure for use of sick pay shall follow established administrative policy. Sick leave shall be
960 computed to the nearest quarter hour.
961

962 All employees reaching normal retirement or disability shall be eligible to continue in the County's health
963 insurance group plan until the age of sixty-five (65).

964 Retired members of the Association will no longer be limited in utilizing banked sick leave to purchase
965 healthcare coverage under the County's healthcare plan;
966

967 Retired members of the Association will have the value of their banked sick leave as of December 2,
968 2016, up to 135 days, placed in a Retiree Funded HRA Plan, qualified under I.R.C. Section 213(d), for
969 the purposes of purchasing qualified medical expenses under I.R.C. 213(d), including retiree healthcare
970 premiums under either the County's healthcare plan or any other healthcare plan available to the public,
971 plus allowances under the Retiree Funded HRA Plan;
972

973 Active members of the Association with accumulated and/or Banked Sick Leave shall be able to continue
974 to utilize their sick leave as identified under the Agreement and will have their accumulated and/or
975 Banked Sick Leave, up to 135 days, valued as of the date of termination of employment, retirement,
976 death, and placed in the Retiree Funded HRA Plan, in their name and for their benefit at that time for the
977 purposes of purchasing qualified medical expenses under I.R.C. 213(d), including retiree healthcare
978 premiums under either the County's healthcare plan or any other healthcare plan available to the public,
979 plus allowances under the Retiree Funded HRA Plan;

Those active members of the Association who presently accrue Sick Leave , shall continue to accrue and utilize Sick Leave as identified under the Agreement going forward, until the earlier of their termination, retirement or death;

An association member who departs from the Association and who remains an employee of the county will not be subject to Chapter 4 of the Brown County Ordinances with respect to accumulated/banked sick leave and shall receive the value of their accumulated/banked sick leave, valued at their current level of compensation up to a maximum of 135 days, at the time of their termination, retirement or death.

A copy of the following documents has been furnished to the Labor Association and is controlling as it relates to this article:

- A. The Trust Fund HRA Administrative Agreement
- B. The Genesis Employee Benefits Integrated Funded HRA Basic Plan Document Adoption Agreement
- C. The Genesis Employee Benefits Retiree Funded HRA Basic Plan Document Adoption Agreement

BANKED SICK LEAVE

Employees employed by the County before the date of the ratification of the 1999, 2000, 2001 agreement, shall have the option, on a one-time basis, to opt into the Casual Day/Disability Plan. When an employee exercises this option, that employee's sick leave accumulation, up to a maximum of 135 days, will be banked in a sick leave accumulation account, which may be used by the employee to supplement any 75% of regular pay benefit received for a disability. Banked sick leave may be used to make the employee whole for base pay earnings. However, no additional sick leave benefits will accrue in the banked account unless there are vacation days earned but unused during the final three (3) years of their employment with the County. All sick leave shall be subject to administration by the department heads. In the event of the death of an employee, said employees' beneficiary will receive a payout equal to the sick leave balance in their account. The maximum payout for the death of an employee is 135 days.

All employees, who commence regular employment on or after the ratification of the 1999, 2000, 2001 agreement, will be automatically enrolled in the Casual Day/Disability Plan. (Ratification by the Brown County Board was May 16, 2001.)

Part-time employees enrolled in the Casual Day/Disability Plan will be subject to proration of benefits based on posted hours.

CASUAL DAYS

To provide first day coverage for sickness, each employee will receive five (5) casual days each January 1. Casual days may also be used for personal time off with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment. At the end of each calendar year, employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days (payment shall be made automatically prior to the following January 31).

Employees hired before July 1, will earn prorated casual days at a rate of one-half (1/2) day for each full month worked up to six (6) months for a total of three (3) days and then shall receive one-half (1/2) day per month for each full month remaining in the calendar year up to a maximum of two (2) additional full days. Employees hired after July 1, will not earn casual days during the initial calendar year in which they were employed. However, upon successful completion of six (6) months of employment, the employee shall receive five (5) casual days for the calendar year following the year of their hire.

Newly hired employees who terminate before the end of the calendar year in which they are hired or during probationary period, shall not receive any compensation for unused or accrued casual days. An employee who terminates employment on or before June 30 of any calendar year, shall receive payment for only one-half (1/2) of their accrued but unused casual days for that year. An employee who terminates employment on or following July 1 of any calendar year shall receive payment for any unused casual days.

Casual Day request will be administered as follows:

1. The Sheriff's Office shall evaluate all requests for casual days on a case-by-case basis.
2. A deputy requesting a casual day need not provide any reason for the use of that day.
3. Casual day requests may be denied only when granting the request will cause an "unusual and acute" manpower shortage. Examples of such "unusual and acute" manpower shortages include:
 - a. Emergencies arising from natural disasters, manmade disasters, rioting, civil unrest and similar unforeseen emergencies.
 - b. High security events such as presidential, gubernatorial or political visits, where the possibility exists for protests or other forms of civil unrest.
 - c. A request is made less than 12 hours prior to the beginning of the shift which is sought to be taken off.
4. The creation of overtime is not a basis to deny a casual day request;
5. A casual day request made more than 12 hours prior to the beginning of the shift that is the subject of the request is presumed to not cause an "unusual and acute" manpower shortage.
6. In the event a member of the Association advises the Sheriff's Office that the casual day request is due to sickness or other required, medical or dental date, the member shall be granted the use of a casual day, except in instances of dire emergency.
7. In the event of a dire emergency (i.e. natural disaster, manmade disaster), casual days already granted may be cancelled/rescinded. In the event that a casual day needs to be cancelled/rescinded, the cancellation will be done by inverse seniority, if possible.

Casual days may be taken in fifteen (15) minute increments for purposes of required dental and medical care. Doctor and dentist appointments should be limited to a reasonable number of hours from work.

Casual days and banked sick leave may be used by an employee who is injured on the job to supplement his/her disability benefits in an amount, which will equal regular pay. Such days may be used only after casual days are exhausted.

1078 SHORT-TERM DISABILITY LEAVE

1079
1080 Employees who have completed six (6) months of service shall be eligible for disability leave pay as
1081 follows:

- 1082 • On the job accidents or injuries of the employee - first day coverage at 75% of regular pay
1083 until the start of long-term disability coverage (doctor certificate required).
- 1084 • Sickness or an off the job accident or injury of the employee - coverage after three (3) work
1085 days at 75% of regular pay until the start of long-term disability coverage (doctor certificate
1086 required).

1087
1088
1089 All claims for disability benefits must be submitted to the County Human Resources Department. Claims
1090 arising out of sickness or an off the job accident or injury must be submitted within four (4) workdays of the
1091 initial absence. Claims must include a statement indicating the day the employee first became disabled, the
1092 nature of the disability, and the employee's anticipated date of return. The Human Resources Department,
1093 within its discretion, may request from the employee's physician, a written certificate indicating the first day
1094 of disability, the reason for the employee's disability, and the anticipated length of such disability in the
1095 event the employee is absent for a period of more than three (3) work days. The employer agrees to waive
1096 the foregoing requirement under extraordinary circumstances (e.g. hospitalization). Upon returning to work
1097 from disability, employees will fill out any required forms, furnished by the employer, for proper recording
1098 of disability leave.

1099
1100 In order to qualify for disability benefits, an employee must report to the immediate supervisor or other
1101 management designated employee at least one (1) hour prior to the employee's normal start time, except in
1102 the case of an emergency. All illness or injury must be reported every day unless the definite absence time
1103 is reported on the first day of occurrence. It is understood by both parties that employees are expected to
1104 notify the employer at the earliest practicable time but no less than one (1) hour prior to the employee's
1105 normal start time, if they should be absent from work due to sickness or emergency.

1106
1107 Employees absent for sickness in excess of three (3) consecutive work days who return to work but return
1108 to sickness leave status again within five (5) work days will immediately return to 75% of regular pay
1109 without any waiting period. Employees shall be eligible for an additional 26 weeks of coverage in the event
1110 the subsequent absence is for purposes unrelated to the initial absence.

1111
1112 An employee shall be eligible to use accrued disability benefits with pay for a period of absence from
1113 employment, which is due to his/her personal injury or illness or in his/her immediate family or required
1114 dental care. Immediate family is defined as an employee's child, spouse or parent as those terms are defined
1115 under section 103.10 Wis. Stats. Employees have the duty to attempt to make other arrangements within a
1116 reasonable period of time (defined as up to two calendar weeks) for the attendance of immediate family in
1117 their care or to be with an immediate family member who is ill. In the case of pregnancy, a written
1118 physician's certificate stating the date the employee is no longer medically able to work due to pregnancy
1119 will be required to initiate disability benefits. The employee shall make herself available for return to work
1120 60 days from delivery and/or such time that the physician documents that the individual is medically able to
1121 return to duty. A written physician's certificate stating the employee is medically able to return to work will
1122 terminate the disability benefits with pay.

1123
1124 Each employee claiming disability benefits is subject to check to verify the alleged sickness by a County
1125 representative as may be directed by the Human Resources Director or designee.
1126

Employees will continue to receive health and welfare benefits while on disability leave at the level commensurate with their employment status prior to the disability leave. Employees will continue to accrue vacation benefits and receive holiday pay at the level commensurate with their employment status prior to the disability leave until the employee goes to the long-term disability plan.

An employee shall endorse and turn over to the County all payments made to the employee for temporary disability under the Wisconsin Worker's Compensation Act. Nothing in this contract will disallow any employee any benefits under the Workers Compensation Act.

Employees may use banked sick days to supplement the above coverage and such days may be used while casual days are still available.

LONG-TERM DISABILITY

The County's long-term disability (LTD) plan provides for eligible employees, employees who work twenty (20) or more hours per week, to receive two-thirds (2/3) pay after 180 days of disability to age 65 with offsets for Social Security disability benefits, Wisconsin Retirement System disability benefits and Worker's Compensation benefits.

1. Qualified employees who have been disabled for a period of 180 days in a rolling 12-month period will no longer be eligible for short term disability for that same or a related injury but may qualify for long term disability provided they apply for such benefit within 30 days of the exhaustion of the 180-day elimination period.

e.g. Bob goes off work on STD due to cancer on June 1, 1999. Bob returns to work on June 30, 1999. Bob goes off work due to the same or related cancer again on April 1, 2000 and remains off work until he reaches 180 days in a 12 month rolling period, which is September 30, 2000, 180 days from April 1, 2000.

Tom goes off work on STD due to cancer on June 1, 1999. Tom returns to work on June 30, 1999. Tom again goes off on STD for the same or related illness on September 15, 1999. On February 13, 2000, Tom's STD benefit would expire.

STD is intended to normally be utilized by an employee for up to 180 days. It is recognized that this is a benefit of indeterminate duration.

2. The Wisconsin Retirement System requires that the employer certify that all earnings including service and pay for vacation and sick leave, have been paid and that the employee is on a leave-of-absence and not expected to return to work or has been terminated because of a disability. Therefore, once it has been determined on the basis of a report from the employee's doctor that the employee is not reasonably expected to return to work, the employee will be terminated from the payroll and paid all appropriate accrued benefits. If the employee is expected to be able to return to work, the employee will be granted a leave-of-absence up to two years, but not to exceed his/her length of service with the County.
3. When the employee is able to return to work after being on LTD, the employee will be reinstated to an available position for which he/she is qualified. Such determination will be made by the employer on a case-by-case basis. While on LTD, the employee will continue to

accrue seniority for job posting purposes only. Seniority for other purposes will be frozen at the beginning of the LTD leave and shall begin accruing upon the employee's return to work.

Employees are not eligible for this benefit unless they are enrolled in the Casual Day/Disability Plan.

Article 38. DUTY INCURRED DISABILITY PAY

An employee injured in the line of duty shall receive full pay while disabled for a period of one hundred eighty (180) calendar days which may be extended by the Employer. Any compensation checks received for the County's insurance company shall be turned over to the County while the employee is on full pay status. The employee shall obtain a medical certificate to certify his disability and shall obtain medical permission to return to duty. Sick leave shall not be charged during the one hundred eighty (180) calendar days or extended period.

Article 39. BEREAVEMENT/LEAVE OF ABSENCE

Employees shall have a five (5) working day leave of absence with pay in the event of the death of a member of their immediate family. Immediate family is defined as husband, wife, children, parents, brothers, sisters, mother-in-law, father-in-law, step-parents, step-children or guardian. A three (3) day leave of absence with pay shall be granted in the event of the death of grandchildren or grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, of the employee or his spouse. Said leave of absence shall be given and allowed from the date of the death through the immediate subsequent six days following said date of death. The purpose of allowing the leave of absence to extend from the date of death through the next six days is to provide for the contingency that the employee may be on his day or days off during the time that death occurs. This provision is subject to the approval of the division commander and the employee should be in the position to verify and show to the department head the immediate presence of a bereavement need. Consideration shall be given by the department heads for a one (1) day leave of absence with pay in the event the employee acts as a pallbearer.

The Employer, upon recommendation of the Sheriff, may grant leaves of absence with or without pay in excess of the limitations above for the purposes of attending extended courses of training at a recognized college or university and for other purposes that are deemed beneficial to the County.

Article 40. MATERNITY LEAVE

A leave of absence will be granted by the Employer for pregnancy providing the request for such leave is made in writing. Only one leave of absence shall be required to cover the time lost because of pregnancy. Each employee who secures such a leave of absence for pregnancy, shall make herself available for return to work within sixty (60) days after childbirth, unless such employee presents a doctor's certificate of proof that she is unable to return to work because of her health. Employees returning to work after pregnancy or after being released by a doctor shall return to work with no loss of their seniority.

Any employee who does not return to work within sixty (60) days after childbirth or after being released from the doctor shall lose all accumulated seniority rights under this agreement and shall be considered as having quit.

1225
1226 **Article 41. MILITARY LEAVE**
1227

1228 Personnel of the department who leave or have left the County service by the request of the Federal
1229 government to enter active service of the Armed Forces of the United States and return shall be entitled to
1230 their departmental seniority and the rate of pay and position they would have been entitled to had their
1231 service with the Brown County Sheriff's Department not been interrupted by service in the Armed Forces.
1232 All provisions of this section shall entirely comply with existing State and Federal laws.
1233

1234
1235 **Article 42. JURY DUTY**
1236

1237 An employee may be granted a leave of absence with pay if called for jury duty. Any compensation derived
1238 from such duty shall be turned over to the County.
1239

1240
1241 **Article 43. TRADING OFF DAYS**
1242

1243 Trading of off days shall be allowed under the following conditions:
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- 1245 1. Such shall not result in any member working more than eight (8) consecutive days.
- 1246
- 1247 2. It shall be the responsibility of the person regularly scheduled to work the day in question to
1248 make all of the scheduling arrangements.
- 1249
- 1250 3. The trade must be cleared in advance with the shift captain of the person regularly scheduled to
1251 work the day in question, and
- 1252
- 1253 4. In the event the person scheduled to work pursuant to a trade calls in sick, the sick leave shall be
1254 charged to the member regularly scheduled to work the day in question.
1255

1256
1257 **Article 44. LAYOFF**
1258

1259 Whenever it becomes necessary to lay off employees in the bargaining unit, employees shall be laid off in
1260 inverse order to their bargaining unit seniority with the department provided the employee remaining on the
1261 job is qualified to perform the work. When openings occur, employees laid off shall be recalled in the order
1262 of their bargaining unit seniority with the department before new employees are hired.
1263

1264
1265 **Article 45. GRIEVANCE PROCEDURE**
1266

1267 Both the bargaining unit and the County recognize that grievances and complaints should be settled
1268 promptly and at the earliest possible stage, and that the grievance process must be initiated within fifteen
1269 (15) days of the incident or of the receipt of the notice of discipline by the employee. Any grievance not
1270 reported or filed within fifteen (15) days shall be invalid.
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1272 Any difference of opinion or misunderstanding which may arise between the County and the bargaining unit
1273 shall be handled in the following manner:

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1. The aggrieved employee shall present the grievance orally to his captain either alone or accompanied by a bargaining unit representative.
 2. If the grievance is not settled at Step 1, it shall be reduced to writing and presented to the division head or their designee. Within ten (10) days (Saturdays, Sundays and holidays excluded) the division head or their designee shall furnish the bargaining unit and the employee with a written answer to the grievance.
 3. If the grievance is not settled at Step 2, the grievance shall be presented in writing to the Sheriff. The Sheriff, within ten (10) days (Saturdays, Sundays and holidays excluded) shall hold an informal meeting with the aggrieved employee, Chief Deputy, and the appropriate bargaining unit representatives. If the grievance is not resolved to the satisfaction of all parties within ten (10) days (Saturdays, Sundays and holidays excluded), either party may proceed to Step 4.
 4. The grievance shall be presented in writing to the Human Resources Director.

All other grievances relating to wages, hours and working conditions or any other matter under jurisdiction of the Sheriff shall be directed to the Sheriff and Human Resources Director. The Human Resources Director shall, within ten (10) days (Saturdays, Sundays and holidays excluded) hold an informal meeting with the aggrieved employee and the appropriate bargaining unit representatives. Within seven (7) days (Saturdays, Sundays and holidays excluded) after this meeting, the Human Resources Director will make a determination in writing and forward copies to the grievant and bargaining unit representative.

If the employee's grievance is not settled at Step 4 and if the grieved party desires arbitration, he must notify the Human Resources Director, in writing, of his intention to arbitrate the grievance; provided, however, that such written notice must be made within thirty (30) days after receipt of the decision of the Human Resources Director. If such notice for arbitration is not presented within the specified time period, then the grievance shall be deemed concluded at Step 4.

The parties shall request that the Wisconsin Employment Relations Commission provide the names of five (5) arbitrators. The parties shall then proceed to alternately strike names from that panel until the arbitrator is selected. The striking order shall be determined by a coin toss. The decision of the arbitrator will be final and binding on all parties except for judicial review. The cost of the arbitration will be borne equally by the County and the bargaining unit.

It is not the intention of the parties hereto to circumvent or contravene any County ordinance or State law. If there is any conflict or ambiguity insofar as any phrase, sentence or paragraph of this contract is concerned, then the ordinance or state law shall apply, unless the agreement provides a greater benefit than otherwise provided under the law.

Nothing herein shall limit any employee from his rights to a hearing pursuant to Wisconsin Statutes in case formal charges are being filed against him/her.

Article 46. DRUG TESTING
(See attached Addendum A).

1323
1324 **Article 47. ALCOHOL TESTING**
1325

1326 Alcohol testing of bargaining unit members who are on-duty may be conducted for any of the following
1327 reasons:

- 1328 1. Based upon reasonable and articulable suspicion of impairment.
 - 1329 2. When the bargaining unit member discharges a firearm during a use of force incident or at a
1330 human being.
 - 1331 3. When the bargaining unit member is involved in an auto accident in which a personal injury
1332 occurs.
- 1333

1334 Alcohol testing will be conducted by a certified breathalyzer (alcohol) technician at an approved
1335 occupational health facility. The bargaining unit member may request a second test, which would be of
1336 the employee's blood and done within close time of the breathalyzer test, at the county's expense. No
1337 bargaining unit member may consume alcohol while on duty without prior approval from the Sheriff or
1338 designee. Both parties understand that the consumption of alcohol by an on-duty bargaining unit member
1339 may be approved for investigative purposes. Any discipline resulting from a positive test of alcohol
1340 impairment, as well as the viability of the test, may be the subject of a grievance under this agreement.

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1342

1343 **Article 48. AMENDMENT PROVISIONS**
1344

1345 This agreement is subject to amendment, alteration or addition only by a subsequent written agreement
1346 between and executed by the County and the bargaining unit where mutually agreeable. The waiver of any
1347 breach, term or condition of this Agreement by either party shall not constitute a precedent in the future
1348 enforcement of all its terms and conditions.

1349

1350 **Article 49. NO OTHER AGREEMENT**
1351

1352 The Employer agrees not to enter into any other agreement, written or verbally, with the members of the
1353 Brown County Sheriff's Department individually or collectively which in any way conflicts with the
1354 provisions of this Agreement.

1355
1356

1357 **Article 50. SAVINGS CLAUSE**
1358

1359 If any article or section of this Agreement or any addendums thereto should be held invalid by operation of
1360 law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or
1361 section should be restrained by such tribunal, the remainder of this Agreement and addendums shall not be
1362 affected thereby, and the parties shall enter into immediate collective bargaining negotiation for the purpose
1363 of arriving at a mutually satisfactory replacement for such article or section.

1364
1365

1366 **Article 51. BARGAINING UNIT SENIORITY**
1367

1368 Loss of bargaining unit seniority – An employee shall lose his/her bargaining unit seniority rights for the
1369 following reasons:

1370

- 1371 a) If he/she quits or resigns.

- b) If he/she has been discharged.
- c) If he/she retires on a voluntary or compulsory basis.
- d) If he/she takes a promotional position outside of the bargaining unit.

Supervisory personnel, (Lieutenant, Captain, Chief Deputy, Sheriff) who leave their supervisory capacity for any reason, whether demotion or voluntary quit, shall return to the rank of patrol officer and be treated as a new hire as of that date. For the purposes of this article, new hire status shall apply to bulletin signing, vacation signing and promotional eligibility. For the purposes of this article, new hire status shall not apply to wages, vacation accumulation, or sick leave accumulation. This article shall not affect leaves of absence for the purpose of promotion to Chief Deputy or Sheriff from the Non-Supervisory ranks.

Beginning January 1, 2001, any Patrol Officer or Sergeant promoted to a supervisory rank, (Lieutenant, Captain, Chief Deputy, Sheriff) during the one year following such a promotion, the supervisor shall be permitted to return to the bargaining unit to the rank of Patrol Officer without incurring any loss of continuous bargaining unit seniority. The returning Officer is eligible for testing for the rank of Sergeant if the officer qualifies. The returning officer would be placed in a position determined by management until the next bulletin signing.

Example: If a Sergeant takes a promotion and has ten years of unit seniority and decides to return after 364 days, he returns as a Patrol Officer with 10 years, 364 days bargaining unit seniority.

Article 52. 10 HOUR SHIFT

Notwithstanding any other provisions in this agreement, the following agreement has been reached between the County and the bargaining unit.

This article shall change the current contract language between the County and the bargaining unit for personnel assigned 10 hour shifts resulting in an 80 hour pay period.

This article currently applies to officers assigned to the Support Services Division and Investigate Division, Monday thru Friday employees.

- I. Article 14. Hours – The normal schedule for officers working 10 hour shifts shall consist of four days on, one day off. The above results in an 80 hour pay period.
- II. Article 15 Overtime – Employees working 10 hour shifts shall be compensated at the rate of one and one-half (1 ½) times their normal rate of pay for all hours worked outside of their normally scheduled hours or in excess of 10 hours in any working day, except as provided below.
- III. Article 22. Salaries – Salaries shall be based on the current negotiated hourly rate of pay for a 5/2 employee multiplied by the annual hours worked.
- IV. Article 29. Holidays – Holidays for Officers working 10 hour shifts shall be compensated 10 hours for each holiday.

For purposes of equity: If a holiday/observed holiday falls on a scheduled day off (Monday - Friday) the person will receive premium pay for their scheduled hours/shift. At no time can a person receive double premium pay for the same hours.

V. Article 30. Personal Days – Personal Days for Officers working 10 hour shifts shall be reflective of benefit hours calculated based on current contract language provision of 3 days and shall receive 30 hours in time.

VI. Article 31. Vacations – Vacations for Officers working 10 hour shifts shall be reflective of benefit hours calculated based on years of service.

Example:

1-6 years of service	12 working days = 96 hrs. vac
7-12 years of service	18 working days = 144 hrs. vac
13-14 years of service	24 working days = 192 hrs. vac
15-16 years of service	25 working days = 200 hrs. vac
17 years of service	26 working days = 208 hrs. vac
18 years of service	27 working days = 216 hrs. vac
19 years of service	28 working days = 224 hrs. vac

VII. Article 37. Casual Days – Casual Days for Officers working 10 hour shifts shall be reflective of benefit hours calculated based on current contract language provision of 5 days and shall receive 50 hours in benefit.

Article 53. TERM OF AGREEMENT

This Agreement shall become effective January 1, 2020, and shall remain in full force and effect up to and including December 31, 2021, and shall renew itself for additional one year periods thereafter unless either party has notified the other party in writing that it desires to alter or amend this Agreement prior to the end of the contract period. The terms of this Agreement shall be from January to December 31 of each and every year. Provisions have been made to pay for the liability accruing under this contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the 27th day of

February, 2020.

FOR THE COUNTY:

Sandra Juno 2-28-2020
SANDRA JUNO DATE
COUNTY CLERK

FOR THE BARGAINING UNIT:

Zachary Holschbach 2/27/2020
ZACHARY HOLSCHBACH DATE
PRESIDENT

Troy Streckenbach 2/27/2020
TROY STRECKENBACH DATE
COUNTY EXECUTIVE

Dwayne Reese 2/27/20
DWAYNE REESE DATE
VICE PRESIDENT



03-03-2020

DAVID HEMERY
CORPORATION COUNSEL

DATE

WI BAR NO 1033291

ADDENDUM A

BROWN COUNTY SHERIFF'S OFFICE

**DRUG TESTING POLICY AND
PROCEDURE**

Effective Date: 01/01/2017

I. PURPOSE

The purpose of this policy is to provide all sworn employees with notice of the provisions of the Sheriff's Office drug testing program.

II. DISCUSSION

It is the policy of the Sheriff's Office that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are, at all times, both physically and mentally prepared to assume these duties. There is a sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus job performance.

Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement professional and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use/abuse.

Therefore, in order to ensure the integrity of the Sheriff's Office and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this agency shall implement a drug testing program to detect prohibited drug use by sworn employees.

III. DEFINITIONS

- A. Sworn Employee – Those full-time employees who have been formally vested with full law enforcement powers and authority.
- B. Supervisor – Those sworn employees assigned to a position have day-to-day responsibility for supervising subordinates, or are responsible for commanding a work element.
- C. Drug Test – The compulsory production and submission of urine by an employee in accordance with Sheriff's Office procedures, for chemical analysis to detect prohibited drug usage.
- D. Reasonable Suspicion – The quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable Suspicion must be based on specific, objective facts, and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty.
- E. Drugs of Abuse/Controlled Substance which include the following – amphetamines, barbiturates, cocaine, opiates, PCP, benzodiazepines, marijuana, or any other drug of abuse or illegal drug (excluding alcohol).

F. Deputy – All full time sworn officers of the Sheriff's Office.

IV. PROCEDURES

A. Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn employees while on and off duty:

1. No employee shall illegally possess/consume any controlled substance, be under the influence of or report to work under the influence of, sell, manufacture or distribute controlled substances.
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
3. Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the office's health and safety.
4. Any employee, having probable basis to believe that another employees is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to his/her supervisor.
5. Discipline of sworn employees for violation of this policy shall be in accordance with the due process rights provided in the Sheriff's Office discipline and grievance procedure.

B. Applicant Drug Testing

1. Applicants for the position of sworn law enforcement officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
2. Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - a. Refusal to submit a required drug test; or,
 - b. A confirmed positive drug test indicating drug use prohibited by this policy.

C. Probationary Employee Drug Testing

All probationary employees shall be required, as a condition of employment, to participate in unannounced drug tests prior to the completion of the probationary period. The frequency and timing of such testing shall be determined by the Sheriff or his/her designee.

D. Employee Drug Testing

Sworn officers will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:

1. A supervisor may order an employee to take a drug test upon reasonable suspicion that the employee is or has been using drugs in violation of Section IV. A. A summary of the facts supporting the order shall be communicated to the employee prior to the actual test.
2. A drug test may be administered as part of all promotional procedures.
3. Members of the following units, as a condition of their assignment to the unit, shall, in addition to the provisions of Section IV.D.6, submit to no more than one (1) additional drug test in a calendar year.
 - a. Emergency Response Unit which includes the Bomb Squad
 - b. Drug Task Force (DTF)
4. Any sworn officer of the Sheriff's Office who is directly involved in a serious incident defined by the following cases:
 - a. Discharge of a firearm at a human being or a vehicle in which human beings are contained.
 - b. Auto accident involving a Sheriff's vehicle in which a personal injury occurs and which requires a report as defined by Wisconsin State Statue 346.70.

shall be required by the supervisor to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A directly involved officer is the officer who actually discharges the weapon in case #a, and is the driver of the police vehicle in case #b.

If the involved officer is injured and unable to produce a urine sample, the employee agrees to a blood test and agrees to allow the results of the test to be released to the employer.

5. Any officer, who in the carrying on of the deputy duties, ingests, either directly or indirectly, any drug or narcotic substance, is required to document, as soon as possible thereafter, such contact.

Documentation should occur in writing explaining all circumstances, and the employee's supervisor would be notified as soon as possible. Drug tests will be administered and no disciplinary action will be take in the tests are positive under the following conditions:

- a. The officer was in physical danger if he did not ingest the drug or narcotic substance.

- b. Nothing in this policy shall be construed as granting permission for officers and/or narcotics agents to ingest any illegal drug including amphetamines, barbiturates, cocaine, opiates, PCP, benzodiazepines, marijuana, narcotic substance, or controlled substance under any circumstance except as cited in #5a.
- 6. On a yearly basis, random drug testing will be conducted on five (5) deputies:
 - a. The random selection pool will include all deputies (this includes the Emergency Response Unit, Bomb Squad and the Drug Task Force (DTF)).
 - b. The random selection of the names of five (5) deputies will be observed by the President(s) or selected designee of the Supervisory and Non-Supervisory Bargaining Units and a Representative from Management.
- 7. Once the decision is made to drug test, a reasonable effort will be made to notify union representation.

E. Drug Testing Procedures

- 1. The testing procedures and safeguards provided in this policy to ensure the integrity of Sheriff's Office drug testing shall be adhered to by any personnel administering drug tests.
- 2. Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area. This shall consist of picture ID or Driver's License.
- 3. A pretest interview shall be conducted by testing personnel with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result. All information disclosed to testing personnel shall be kept confidential and shall not be communicated to the employer. The employer may, at his/her option, authorize the testing personnel to confirm the use of any prescription or non-prescription drugs with the employee's physician within the sole discretion of the employee.
- 4. The bathroom facility of the testing shall be private and secure.

Authorized personnel shall search the facility before an employee enters it to produce a urine sample, and document that it is free of any foreign substances.
- 5. Where the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form. The employee shall be permitted no more than four (4) hours to give a sample upon the arrival at the test site; during which time the

employee shall remain in the testing area. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test unless the employee agrees to a blood test and agrees to allow the results of the test to be released to the employer. The employee shall be permitted no more than eight (8) hours to give a sample upon notification of the drug testing, unless approved by the Sheriff or designee.

6. Urine samples shall be split. Normal professional testing protocol shall be followed in chain of custody process. A second sample will thus be available for any legal dispute or chain of custody issues. The employee may request a second test of the master sample be performed at a National Institute on Drug Abuse (NIDA) certified laboratory of their choice and the parties mutually agree to maintain the chain of custody. The employee will pay for the second test.
7. Specimen samples shall be sealed in the presence of the participants, labeled, and checked against the identity of the employee to ensure the results match the tested specimen. All collections are handled forensically, which means they are labeled, doubled-sealed, and double-checked for accuracy and completeness, stored in a secure, locked refrigerator until testing, and accompanied by a forensic chain of custody. The certified testing agency will be responsible for the process in this paragraph.
8. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.

F. Drug Testing Methodology

1. The testing or processing phase shall consist of a two-step procedure:
 - a. Initial screening test
 - b. Confirmation test
2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result of any detectable level will not be considered conclusive; rather, the Medical Review Officer (MRO) will follow accepted MRO protocol. MRO protocol distinguishes between legal and illegal use. Notification of test results to the Sheriff's Office designee shall be held until the confirmation test results are obtained by the MRO. After confirmation, the Sheriff's Office designee shall be notified of a conclusive positive or negative test result.
3. The drug screening tests selected shall be capable of identifying the drug panel as indicated in Section III.E. Personnel utilized for testing will be certified as qualified to collect urine samples and adequately trained in collection procedures. The lab utilized in the drug testing policy must be National Institute on Drug Abuse (NIDA) certified.

4. Concentrations of a drug at any detection level will be subject to review in accordance with F.2.
5. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the employee requests, a copy of the letter will be placed in the employee's personnel file.
6. Any employee who breaches the confidentiality of testing information shall be subject to discipline.

G. Drug Test Results

1. All records pertaining to the Sheriff's Office required drug tests shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought.
2. Drug test results and records will be sent directly to the Human Resources Director or designee. These documents will be maintained by the Human Resources Director for an indefinite period of time in a secured file.

V. ACTIONS TAKEN/POSITIVE RESULTS

- A. If an officer tests positive for any of the drugs/controlled substances listed in Section III.E., the officer may be disciplined up to termination.
- B. An officer who tests positive of marijuana shall be subject to discipline and referred to the Employees Assistance Program or other recognized facility at the employee's own expense, under direction of the Sheriff and must successfully complete the assigned program.
 1. The officer shall be subject to mandatory random testing for the period of two years.
 2. The Employee Assistance Program or other recognized facility at the employee's own expense shall not be a substitute for disciplinary action if other rules and regulations have been violated or crimes committed.
 3. A second positive test for marijuana shall be grounds of termination.

VI. Refusal to Submit

Officers who refuse to submit to a required drug test under this policy shall be terminated from employment as a deputy of the Sheriff's Office.