BOARD OF SUPERVISORS

Brown County

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

ADMINISTRATION COMMITTEE
Richard Schadewald, Chair
Vacant, Vice-Chair
Mark Becker, James Kneiszel, John Vander Leest

ADMINISTRATION COMMITTEE
Wednesday, March 7, 2018
6:15 p.m.
Room 200, Northern Building
305 E. Walnut Street

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

I. Call to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of February 7, 2018.

1. **Review minutes of:**
   a. Housing Authority (January 15, 2018).

Comments from the Public

Communications

2. Communication from Supervisor Linssen re: To allocate up to $150,000 for a study on options for regional Fiber-to-the-Premises development. *Held for 30 days.*
3. Communication from Supervisor Linssen re: To have the County Clerk report to the County Board regarding citizen reports of Election Day deregistration issues. *Referred to the County Clerk at February County Board; Also appears on this agenda at the request of Supervisor Linssen.*
4. Communication from Supervisor Hoyer re: Pursue contracting or hiring a grant specialist to find and complete grant applications in the area of Human Services. *Held for 30 days.*

Budget Adjustment Requests

5. Budget Adjustment Request (18-38): Reallocation between two or more departments, regardless of amount (Sheriff).
6. Budget Adjustment Request (18-44): Reallocation between two or more departments, regardless of amount.
7. Budget Adjustment Request (18-45): Reallocation between two or more departments, regardless of amount (Circuit Court).

Resolutions & Ordinances

8. An Ordinance to Amend Section 2.13 (Closed Sessions and Minutes) of Chapter 2 of the Brown County Code of Ordinance.

Child Support

9. Departmental Openings Summary.
10. Director Summary.

Technology Services

11. Budget Status Financial Report for January 2018.
12. 2017-2018 Carryover Funds.
13. Technology Services Monthly Report.
    a. Response to Fiber-to-the-Premises Development.
    b. 2018 Cyber Security Report.

Treasurer

14. Treasurer's Report - Department Update:
15. Discussion and possible action on the sale of the following tax deed parcels:
    a. Parcels SU-796-3, SU-796-4, SU-796-5 at E. Deerfield Ave. in the Village of Suamico (discuss results of meeting with Village of Suamico officials and BC Corp Counsel).

Corporation Counsel

16. Discussion Regarding Options to Revise Chapter 32 of the Brown County Code of Ordinances entitled "Equal Opportunity in Housing," Including Discussion on: 1) Entirely Revising Ch 32 to Utilize Existing State Enforcement Mechanisms (WI Department of of Workforce Development); and 2) the Implications of Adding Gender Identity as a Protected Class to Ch 32.
17. Corporation Counsel Report.

Human Resources

18. Budget Adjustment Request (18-37): Reallocation of up to 10% of the originally appropriated funds between and levels of appropriation (based on lesser of originally appropriated amounts).
19. Resolution re: Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.
20. Budget Status Financial Report through December 2017.
21. Turnover Reports.
22. Department Vacancies Report.
23. Health & Dental Plan Reports.
24. Director's Report.

Department of Administration

25. Budget Adjustment Request (18-43): Any allocation from a department's fund balance.
26. Budget Adjustment Log.
27. Director's Report.

County Clerk – No items.

Other

28. Audit of bills.
29. Such other matters as authorized by law.
30. Adjourn.

Richard 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 Wednesday, February 7, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Kneiszel, Supervisor Vander Leest
Excused: Supervisor Becker
Also Present: Supervisor Linssen; HR Director Kathryn Roellich, Director of Administration Chad Weininger, Corporation Counsel Dave Hemery, Technology Services August Neverman, Child Support Director Maria Lasecki, and other interested parties.

I. Call to Order:

The meeting was called to order by Chair Richard Schadewald at 6:18 pm.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of January 10, 2018 and January 17, 2018.

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

1. Review minutes of:
a. Housing Authority (December 18, 2017).

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

Comments from the Public

Communications

2. Communication from Supervisor Linssen re: To allocate up to $150,000 for a study on options for regional Fiber-to-the-Premises development. *Referred to staff to bring back in February.*

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Communication from Supervisor Hoyer re: Pursue contracting or hiring a grant specialist to find and complete grant applications in the area of Human Services. *Referred from January County Board.*

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

4. Budget Status Financial Report thru December 2017.

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

5. **Budget Adjustment Request (17-99): Reallocation of more than 10% of the funds original appropriated between and of the levels of appropriation.**

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

6. **Technology Services Monthly Report.**

Technology Services Director August Neverman informed that next month he will have a draft report for the fiber and wireless proposal. If he gets quotes on time he will also have the web proposal. He informed he was also working on a security report which was related to open records requests that he will share with the County Board rather than just the reporter.

Schadewald stated transparency on the securities was important. He and Supervisor Lund met with Neverman and his staff, a very good meeting about improving the website for user-friendliness.

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

Child Support

7. **Departmental Openings Summary.**

Child Support Director Maria Lasecki informed they were waiting on the grant to fill the open position; they were expecting $313,000 as carryover monies from that grant but hadn't received it yet. They got $100,000 to cover the contract with Forward Service Corp and an additional $25,000 that she could use to fill the position but she didn't want to do that until she had the balance.

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

8. **Director Summary.**

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

County Clerk

9. **Resolution in Support of Alternate Options for Absentee Voting.** ***Referred back to the February meeting.***

County Clerk Sandy Juno provided a handout (attached), the backside showed what happened since they went to no excuse absentee voting. This mostly impacted big counties and if the bill passed counties would go to their board to pass an ordinance stating they could use the direct voting method and get approval from the Elections Commission showing they could meet the security on it. Then the in-person absentee voters could put their ballot into the tabulator when they voted. She testified last week to the senate and it sounded like it had bipartisan support in the senate bill, there were a couple amendments they wanted to make. The assembly was going to take it up in Executive Committee possibly next week. It seemed to be moving along at this point.

Schadewald questioned cost savings; Juno responded there weren't much for the county but the municipalities. If they didn't go this route, at some point they may have to purchase a high speed processor but they'd share the costs with the municipalities.

Kneiszel informed that he talked to the City Clerk in De Pere and she was in full support. She was worried about the 14 hour period on Election Day of having enough time to get those ballots

inserted into the machine. Often they found mistakes and were scrambling to get them fixed. She thought small communities wouldn't care to do this. Juno agreed, they may not meet the security and may not make sense and a lot don't have normal office hours.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to support the resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

10. Treasurer's Report - Department Update:

a. Winter Property Tax Collection Summary.

Treasurer Zeller informed from Dec. 11-Dec. 31, 2017 they collected $201M, compared to $192M the year before. He attributed much of the 5% increase in collections to the federal tax legislation that was passed and signed Dec. 24. He believed it spurred many people to pay their entire tax bill in 2017 to preserve their ability, for federal tax purposes, to deduct that payment in full. Approximately 20% was collected by their local banking partners at their 23 branch locations. 80% was received by their office; mail, direct mortgage payments and in-person payments.

Zeller informed they received a lot of complaints/feedback at the counter regarding the assigned parking for tax purposes on Jefferson Street by the City of Green Bay. Tax election agreements were administered by the Administration Department. It was Zeller's opinion that they should have the 6-spots back on Adams Street for the benefit of the taxpayers. It's absurd they were fighting this battle. Vander Leest stated he will talk to the city attorney and the mayor's assistance to get it moved for next tax season.

Weininger stated he tried to mediate a resolution, Schadewald informed he tried too. Weininger stated the city was standing pretty strong. At a downtown business committee meeting, the City's Director of Public Works argued that the businesses couldn't survive because tax parking took up a lot of those parking spaces. The other issue, their Parking Division was a special revenue fund; they depended on those spaces to fund the department so they don't rely on tax levy. They really just believe that it was fair that they were giving the county free space. Weininger proposed a 2-stall solution on Adams for senior parking and 6 on Jefferson. With regard to the agreement, the Treasurer had statutory authority over the collections so Admin had to make sure he was in agreement and couldn't override Zeller. Corporation Counsel David Hemery stated that the default was, unless there was an agreement, Green Bay collected its taxes. The county was in the bargaining position.

For the record, Hemery was in support of the Treasurer and informed he had a woman in a wheelchair and an elderly gentleman come up to his office on the 6th floor to make a complaint. Historically, 3 years ago they had 6 spaces right by the door, 2 years ago it was cut down to 4 and last year it was 0. They sent the new agreements for signatures to all municipalities asking for a return of February 28. Hemery believed they gotten agreements back from everyone but Green Bay. As one voice, Schadewald felt it was hardball time on this one. Weininger talked to the city and the Treasurer, both were holding firm on their decisions so the net result may be Green Bay will be collecting their own taxes.

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

b. Progress update on Banking Services Agreement RFP #2167.

Zeller informed they had engaged Associated Bank to be their treasury bank and the agreement had been approved by Corporation Counsel, signed by the County Executive and Associated Bank and had an agreement that they were kicking off March 1.

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

c. 2017 Tax Rate & Detail Report.

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

d. Update on County Owned Parcels SU-796-3, SU-796-4, SU-796-5 Village of Suamico.

There was direction at the November meeting to have conversation with the Village of Suamico on these parcels which were adjacent to each other along Hwy 41 on Deerfield. The meeting will take place next week. There was developer interest on this and they wanted to get it sold.

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

Corporation Counsel

11. Corporation Counsel Report.

Corporation Counsel Hemery informed that his Deputy took the Risk Manager position. He had a paralegal that will be starting maternity leave at the end of the week. They had sales tax stuff going on that he was reviewing and will be filing tomorrow.

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

Human Resources

12. Ordinance to Amend Section 4.49 (Entitled 'Extra Pay') of Chapter 4 of the Brown County Code of Ordinances. *Referred back to all standing committees at January County Board.*

This was approved at the last Administration Committee meeting.

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

13. Resolution to Reauthorize Self-Funded Worker's Compensation.

Schadewald questioned why the county was self-funded? HR Director Kathryn Roellich informed that it saved money. They used the state worker's compensation rates for the different classifications, so many cents per hundred. They actually cut them in half for funding the account. If they went and bid it out, their MOD factor (claims history), they would be over a 1, which was going to cost the county money. Schadewald stated that by being self-funded, they had more self-evaluation, etc.

Schadewald would like to examine how this works with the next Administration Committee.

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

14. Turnover Reports.

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

15. Department Vacancies Report.

Roellich informed that her Administrative Coordinator Kay Lenzen, who had been with HR for 17 years, 19 total with the county, had decided to make a chance and was leaving next Friday. Roellich was very sad; she had a lot of history and knowledge. Whatever Roellich asked for, Lenzen had it. It was going to be big shoes to fill. Weininger added, she's like the radar of HR, he can ask for a resolution from 4 years ago, she'll pull it up and know the history. That's all gone. She's really good, she's solid and she will be missed. Roellich added that she was the calm in the middle of a hurricane.

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

16. Health & Dental Plan Reports.

Roellich informed they ended up where they thought they would. The end result wasn't great but it wasn't as bad as it could be. They met with the Benefits Advisory Committee in January and reviewed some suggestions for changes that they had proposed late last year that were too late for the budget process. M3 they will be coming to the February Benefits Advisory Committee meeting. HR already met with M3 to discuss ideas and concepts and they have plans to meet again next week to prepare and to look at options and ways they could adjust for the future.

Schadewald questioned if they ever compared the county to regional counties as far as health and dental plans. Roellich stated they did last year and the county was fairly midland.

Roellich informed they will be bringing an RFP for a benefits broker to Executive Committee because they didn't have any viable candidates when they put it out last fall.

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

17. Director's Report.

Roellich informed they were moving along with Class and Comp and were preparing to send Classification/Compensation Next Steps and 2018 Classification and Compensation Job Summary Review handouts (attached) to department heads for each position/job title in the next week or so. Job summaries and compensable factors need a 70% or greater match for the position based on the benchmarking from PayScale Inc. So far PayScale had benchmarked 376 positions. PayScale compares info to 1,350 other profiles so they were pulling data from all over the place and they were getting some real accurate and appropriate data.

Schadewald stated that when this hits the County Board floor in the next 5-6 months, the best thing he would recommend was that they provide the numbers for people to read. It had to be clear that this was data driven, that's why they used PayScale, etc. Roellich informed that once positions were benchmarked, PayScale will apply the compensation labor market data and color code where they were under or over market, etc. Her goal was that in June they will have the pay structure completed and a Compensation Administration policy draft to go to the committees and County Board in July. In the next month or so she will start planning to hold some employee informational sessions.

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

Department of Administration

18. Budget Adjustment Log.

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

19. Director's Report.

Director of Administration Chad Weininger informed that the Wisconsin Historical Society and the City of Green Bay petitioned to create a historic district; two county buildings would fall within that district. The good thing is the county will have a historic designation, the bad thing is that anytime they need to do a modification to the inside or outside of the buildings they will have to submit the plan to the state to have them review it which may add some extra time on.

Weininger expounded on the move of the Deputy Corporation Counsel to Risk Manager. It freed up staff time, will allow for greater functionality, they all worked together really well, which was helpful.

Weininger stated he was still on the saga about the budget; they don't have a lot of money moving forward. He was bringing in two interns. One of them did a review of the county and the processes and budgets; there was some good detailed information. They will be looking at mandated services and Table of Organization structures compared to other like counties to see which ones make sense, and also look at the measurable and comparable.

Schadewald informed he received questions about the county moving the Highway Department. Weininger informed they met with the Village of Howard as they had a really good potential development site for the quarry, it made sense for the county to move but the county didn't have the $20M-$30M to move. About 4 years ago there was a pitch to PD&T to move it to the Town of Ledgeview and it didn't work. During the sales tax process, moving was talked about, there wasn't a lot of support for it, and it never materialized. There may be a 4-5 year plan where it may make sense; they will have to make some major investments on the Duck Creek facility. They have been doing some grinding and filling, Fontecchio had a very large building put on there and that threw up a couple red flags. As a Department Head he's looking at what his facility needs were in the future and was laying that out. Other things to look at were consolidation and what made sense while also looking at best practices and technology review.

Responding to Vander Leest, as far as Weininger knew the asphalt plant was functioning well and he hadn't heard of any citizen complaints. They had an audit done and the numbers came in close to where they were thinking. In 2-years the payment for the asphalt plant will be done and it will free up a lot of cash to make some investments. Vander Leest felt their mix was superior and when they lined up for a big pour their trucks were right in line, no wait and it had to save the county money.

With regard to the budget book review and update, for a long time Weininger had been looking at trying to make the budget book better, with the generations coming up, he'd like to capture pictures better to show things that were really important. He wanted to boil it down so it was easier to use.

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

Other

20. Audit of bills.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Such other matters as authorized by law.

22. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to adjourn 7:26 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 15, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Diedrick, Ann Hartman and John Fenner

OTHERS PRESENT: Robyn Hallet, Cheryl Reiner-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, David Pietenpol, David Vander Bloomen, Guy Zima, Erik Hoyer, Janet Angus, Tom DeWane, and Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 18, 2017, meeting of the Brown County Housing Authority.

A. Nicholson requested that the minutes be sent back for more clarification on item number five.

A motion was made by A. Hartman and seconded by C. Goddard to bring the minutes back for approval at the next meeting. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

   A. Preliminary Applications
   For the Month of December, there were 62 preliminary applications.

   B. Unit Count
   The unit count for December was 2,993.

   C. Housing Assistance Payments Expenses
   The December HAP expense totaled $1,351,808.

   D. Housing Quality Standard Inspection Compliance
   There were a total of 383 inspections, of which 213 passed the initial inspection, 63 passed the re-inspection, 71 resulted in a fail and 36 were no shows.

   E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
   There were 367 vouchers that ported out with a HAP expense of $328,561; ICS was overspent by $31,861.21. For the year, ICS was underspent by $35,134.71. The FSS program was overspent by $2,367.85, but underspent by $2,665.66 for the year

   F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)
   There were 77 active FSS clients, with 49 in level one, 15 in level two, 7 in level three and seven in level four. There were zero new contracts signed, zero graduates, 40 active escrow accounts and 50 homeowners.

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G. VASH Reports (new VASH and active VASH)
There was one new VASH client for a total of 29 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
There were no new investigations assigned. One investigation was closed, 15 remain active, and no new applications have been processed as ICS is not currently pulling from the waiting list. For the breakdown of investigations by municipality, 13 were in Green Bay, and two in De Pere.

I. Quarterly Langan Denials report
There were no new applications processed this quarter.

J. Quarterly Active Cases Breakdown
The cases were broken down into four categories: the head of household is either elderly or disabled, which included 55 percent; the head of household is not elderly or disabled, but there is some earned income included, at 33 percent; the head of household is not elderly or disabled, has no earned income, but has dependents included, 10 percent; and the head of household is not elderly or disabled, there are no minors in the household, and there is no earned income, two percent.

K. Quarterly End of Participation
There were 81 total terminations for the past quarter. The top three reasons for termination were voluntary terminations, family obligation violations, and deceased tenant.

L. Quarterly Customer Service Satisfaction
P. Leifker reported the results of the Quarterly Customer Service Satisfaction Survey. Out of a total of 93 responses, 90 respondents rated the customer service as "excellent", and three indicated that the customer service was "very good".

A motion was made by A. Hartman and seconded by C. Goddard to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program.

OLD BUSINESS:
None

NEW BUSINESS:
3. Discussion on recent recommendations on Chapter 17 and how these recommendations were determined.

A. Nicholson shared that at the previous BCHA meeting, this item was held up because he wanted to have more discussion about it. A. Nicholson stated that he was unaware of the committee's existence and questioned why this issue was listed as a separate agenda item.

R. Hallet indicated that she set up the committee as was indicated by the RFP. The committee did not have any input on Chapter 17; they only discussed the two proposals that were submitted. She explained that prior to publishing the RFP, R. Hallet discussed EPH's mission with leaders of their organization and based on her knowledge and understanding of the PBV program and the Administrative Plan, she concluded that, to maintain EPH's mission, a

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separate waiting list would be needed under the PBV program, and thus a change to Chapter 17. This change would be modeled after an already existing waiting list for veterans at Veteran's Manor. The difference is that EPH's priorities would be given to homeless families exiting shelters.

A. Nicholson asked R. Hallet to define what she meant by "homeless families exiting shelters or transitional housing programs."

R. Hallet answered that this mission was indicated in EPH's proposal; it is the population that EPH serves. These families would need to be referred by shelters or transitional housing programs like Freedom House, for example. Currently, when someone applies to the Housing Choice Voucher Program, the applicant must indicate which programs' waiting list they would like to be on (HCV, Project Based Vouchers, or Veteran's Manor). When a PBV owner has a vacancy, they contact ICS, who provides them the list of applicants on the PBV waiting list. If Chapter 17 is not amended to allow a separate waiting list for EPH's units, EPH would get a list of all the PBV applicants, most of which would not be homeless and thus not meet EPH's mission and residency criteria.

A. Nicholson asked if Chapter 17 was discussed by the RFP committee. R. Hallet stated it was not. A. Nicholson stated he thought that was the discussion last month.

A. Hartman asked R. Hallet to specify the population that would qualify for EPH project based voucher. R. Hallet replied that only homeless families who are referred by a shelter or transitional housing organization would be eligible.

C. Goddard added that as a participant in the EPH program, the family must agree to work with the Salvation Army as a caseworker to create a plan to work toward financial independence. It is intentionally moving them from homelessness to a more stable housing situation.

A. Hartman questioned if ICS provides this service. P. Leifker clarified that ICS does not provide transitional housing. ICS offers an optional Family Self Sufficiency program that is open to any HCV participant.

M. Roberts indicated that a mission of ICS is to help participants achieve self-sufficiency, so they market the FSS program heavily. However, the federal government prohibits them from mandating participation.

A. Hartman asked for clarification by inquiring if it's correct that HCV participants can't be forced into the FSS program, but if they volunteer ICS tries to work with and encourage them; but if they don't volunteer, they can just want to sit and watch TV and play video games.

R. Hallet asked that the committee members do not make such assumptions about the people they serve.

A. Nicholson questioned why he didn't know about the committee. R. Hallet stated that in October, when she brought the RFP to the Authority for approval, the RFP explained the committee and she also verbalized at the meeting that anyone who wished to participate in the committee should let her know.

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A. Nicholson stated that he wished he would have been notified of the recommendations that came out of the committee.

D. Pietenpol from EPH directed the committee to a document that articulates EPH's place in the community. It stated that many families enter the system through a shelter. Some families are able to get back on their feet quickly, while others need more support. For these families, transitional housing is a good option. Brown County is lacking in affordable housing, so even when a family later becomes ready to leave transitional housing, they are often unable to do so because they are unable to afford unsubsidized rent. EPH therefore has started to provide long term supportive housing for families like these. The families live in a subsidized rental unit while they continue to work with The Salvation Army's case management program to take further steps toward self-sufficiency. EPH is a big advocate of the Housing Choice Voucher Program because for a lot of families, that is the only way they can move forward to self-sufficiency. EPH is requesting a separate waiting list so that they can continue their mission of serving homeless families referred from shelter or transitional housing. If there would be no such families on the waiting list, then they would defer to the general PBV waiting list.

A. Nicholson asked if this change would speed up the process of getting a voucher for those who qualified.

D. Pietenpol stated that depending on the length of ICS's waiting list, this separate waiting list could allow homeless families to access vouchers faster than through the general HCV program.

A. Nicholson asked if EPH would be providing the same service as ICS on a smaller scale. D. Pietenpol clarified that the eligibility still goes through ICS, with the same eligibility process. EPH is simply asking that instead of them drawing from the general PBV waiting list, that they be allowed a separate waiting list for those who have applied to ICS but are homeless.

A. Nicholson asked if this change would create a separate waiting list. R. Hallet and D. Pietenpol clarified that it is a separate eligibility requirement.

G. Zima asked about the percentage of HCV participants who are families. R. Hallet and P. Leifker directed him to the quarterly report shared earlier in the meeting.

G. Zima asked why a separate waiting list is being created if only 45% of participants are families. R. Hallet replied that this waiting list would specify the families that qualify for EPH's program as their mission connotes.

G. Zima stated that he felt that project based housing goes against the free enterprise system. He worried that certain landlords could take advantage of the system.

R. Hallet explained that HUD mandates that general PBV rents are set at the lowest of three criteria: 110% of the fair market rate for the area, rent that is reasonable compared to other unassisted units, or the rent the owner requests. This keeps landlords from taking advantage of the system. The HUD fair market rents for the Green Bay Metropolitan Statistical Area were displayed.

D. Pietenpol informed the commissioners that all of their properties rent out well below market value as to provide the best assistance for their clients.

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Upon questioning, P. Leifker stated that the rent amounts include utilities. A. Nicholson inquired what happens if the tenant doesn't want to pay utilities. P. Leifker answered that not paying the utilities would violate their lease with the landlord, so it would be the landlord's responsibility to decide the consequences. If the tenant was evicted, he or she would be terminated from the program. He also added that ICS mandates that the rent on their properties align with reasonable market rate. They have inspectors run rent comparables with other units before rent can be raised.

G. Zima inquired about how rents amounts for PBV units compare to rents on the general HCV program. P. Leifker and R. Hallet responded that such data wasn't immediately available but could be gathered. P. Leifker reiterated that the rent needs to meet rent reasonable requirements.

A. Nicholson stated that he is worried about straying from the traditional system. At January's meeting, he thought that the selection committee was also making recommendations about Chapter 17, but after clarification he understood.

A motion was made by T. Deidrick and seconded by C. Goddard to place this item on the agenda for the next BCHA meeting.

Under discussion, A. Nicholson asked if the families in EPH's program have to maintain some type of employment. D. Pietenpol answered that the families are required to maintain some type of employment. EPH also does background checks on criminal activity. Though they do not screen for evictions, they do screen for chronic addiction issues.

G. Zima asked if the landlords for project based vouchers are nonprofits and if the same rent criteria apply to nonprofit landlords. He worried that because nonprofits do not pay taxes, they have an unfair advantage. He opined that they should charge lower rents. He felt that nonprofits get more money than they deserve and are paying big salaries.

D. Pietenpol reiterated that all of their units are below market value. EPH subsidizes rent out of their own funds, collected through generous donations, prior to families receiving a voucher. He said that they are not amassing wealth and he would be willing to share his salary history with the Authority.

T. Diedrick also commented that as an Executive Director of a non-profit, he feels the generalized comment made by G. Zima about non-profits amassing money was inappropriate.

G. Zima explained that in his experience, there have been a lot of nonprofits that were not held accountable.

J. Angus, a local landlord, stated that she charges much less than fair market rent. She worries that, as a taxpayer, she has to compete with nonprofits and with subsidized rental units and this will make the rents increase in the community. She also expressed concern over the number of PBV units in Brown County and if those are nonprofits that are not paying property taxes, that is costing the community a lot of money.

1a

C. Goddard stated that the fair market rents were determined by averaging the rents in the area. They are not made up by the federal government or designed to make economically challenged families pay more. The specific methodology is listed on the HUD website.

J. Fenner indicated that the Authority has no control over the amounts of the fair market rents. The federal government sets the fair market rates.

Motion carried.

BILLS AND FINANCIAL REPORT:

4. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared that Habitat for Humanity made their first drawdown on the funding BCHA had committed to their Western Avenue projects.

A motion was made by T. Deidrick and seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

5. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer stated that the year-end financials will come back at the February meeting for final approval for the year.

A motion was made by A. Hartman and seconded by C. Goddard to accept and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

6. Lead the Way Training, PIH Lumberton Case Study.

R. Hallet stated that this is the last segment of the Lead the Way Training.

Authority members commented that they were not able to access the website for the case study.

A motion was made by A. Hartman and seconded by J. Fenner to carry this item over to the next agenda. Motion carried.

R. Hallet stated that she would look into the issue with the website.

On another note, she reminded the commissioners of the Housing Summit taking place at the Brown County Library on January 17.

7. Date of next meeting: February 19, 2018.

A. Hartman stated she would be unable to attend the next meeting.

A motion was made by C. Goddard and seconded by J. Fenner to adjourn at 4:50 p.m. Motion carried.

LNC:RAH

10

5a

BOARD OF SUPERVISORS

Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 12-13-17

Agenda No.:

Motion from the Floor

I make the following motion:

To ~~[illegible]~~ ~~[illegible]~~ allocate up to $150,000 for a study on options for regional Fiber-to-the-Premises development.

Signed:

District No. 18

(Please deliver to County Clerk after motion is made for recording into minutes.)

2

BROWN COUNTY

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498 juno_sl@co.brown.wi.us

TO: County Board of Supervisors

FROM: Sandy Juno

DATE: Feb. 22, 2018

RE: ***Supervisor Linssen's communication for information on inactivation of Voters***

Attached please find information regarding Wisconsin Elections Commission mailing of postcards to WisVote electors who may have moved.

Electors' registration status is inactivated on WisVote if they received a notification postcard and did not return it to their municipal clerk within the specified deadline to retain their active voting status. Hence, the elector is required to reregister in order to vote in Wisconsin.

Wisconsin electors can contact their municipal clerk to verify registration status or they can go to the Myvote.wi.gov website to check their registration status and/or to reregister to vote.

###

3

Wisconsin Elections Commission

State of Wisconsin

212 E. Washington Ave., Third Floor • Madison, WI 53703 • elections@wi.gov • (608) 266-8005 • http://elections.wi.gov

FOR IMMEDIATE RELEASE:
November 6, 2017

FOR MORE INFORMATION, CONTACT:
Reid Magney, 608-267-7887

State of Wisconsin Mails Postcards to Voters Who May Have Moved

MADISON, WI – The State of Wisconsin has begun mailing postcards this week to approximately 343,000 registered voters who may have moved in-state and need to reregister or moved out of Wisconsin and are no longer eligible.

"This official postcard is a new step we are taking to ensure the integrity of voting in Wisconsin," said Michael Haas, Wisconsin's chief elections official.

The Wisconsin Elections Commission is sending the postcards to voters who have told another government agency that they have moved recently. Haas explained that these voters may have changed their address with the post office, updated their address with the Wisconsin DMV or applied for a driver license in another state.

"If you move, even within a city or to an apartment in the same building, you must update your voter record by reregistering," Haas said.

Unlike postcards the Commission mails out to inactive voters, the postcards to movers will be forwarded to their new addresses, Haas said. That way, voters who have moved will be reminded that they need to reregister.

The postcard asks recipients whether they want to remain active on the state's voter list. To remain active, voters have one month to mail a return postcard to their municipal clerk. Voters who do not respond will be deactivated. Voters will also be deactivated if the postcard is undeliverable by the Post Office.

"This mailing helps ensure that people who have moved and are no longer eligible to vote are reminded that they need to reregister," said Haas, administrator of the Wisconsin Elections Commission. "It is not designed to keep any active voter's name off the poll list."

Voters who have moved should not return the postcard. Instead they must re-register at their new address. Voters can now register online up to 20 days before an election at the MyVote Wisconsin website (www.myvote.wi.gov) if they have an up-to-date Wisconsin driver license or state ID card. They may also register by mail up to 20 days before an election, after which they may register at the clerk's office until the Friday before the election, or at their new polling place on Election Day.

Some voters who did not move may receive a postcard if they registered a vehicle at a different address, either in Wisconsin or another state. If you receive a postcard but did not move, please mail the postcard to your local municipal clerk, whose address is on the card, and your registration will continue unaffected.

The Commission used information from the Electronic Registration Information Center (ERIC), a multi-state group that helps its members keep their voter registration lists current by identifying voters who may have changed their address, moved out of state or died. One of the requirements of membership in ERIC is to send mailings to voters who may have moved.

Assistant Administrator Meagan Wolfe said that this postcard mailing is one of many ways the Elections Commission helps Wisconsin's 1,853 municipal clerks keep the voter list current. "Working together with Wisconsin's clerks, the Commission is improving data quality to make the voter list more accurate," Wolfe said. "This has many benefits to Wisconsin voters and taxpayers, both in the election process and in the costs of conducting elections."

Voter Registration and List Maintenance Facts

- Wisconsin has a voting-age population of 4,469,475 people, according to estimates by the state's Demographic Services Center.
- Of those, 3,345,821 people were actively registered to vote on November 1, 2017.
- Wisconsin has had a statewide voter registration list since 2006.
- In 2016, Wisconsin joined the multi-state Electronic Registration Information Center (ERIC), which provides members with additional tools to keep their voter lists current by identifying eligible residents who are not registered, and voters who may have moved or died out of state.
- In September of 2016, Wisconsin mailed postcards to 1.28 million people identified by ERIC as being eligible to vote but unregistered, encouraging them to register to vote.
- This postcard mailing is Wisconsin's first attempt to contact voters who may have moved.
- A portion of the 343,000 postcards to individuals who have moved were mailed starting on November 3 and the remaining postcards will be mailed over the next week.
- A spreadsheet containing the number of postcards sent to voters in each Wisconsin county will be available on the WEC website Tuesday.

More information about the ERIC list maintenance process is posted to the Commission's website: http://elections.wi.gov.

NOTE TO EDITORS: An image of a sample Election Mail postcard is attached. Your publication of the sample postcard as companion art to a story will help assure voters it is not a scam.

###

The Wisconsin Elections Commission is responsible for administration and enforcement of election laws in Wisconsin. The Commission is made up of six Commissioners – four appointed directly by the State Senate Majority Leader, Speaker of the Assembly and the Minority Leaders in the State Senate and Assembly. The remaining two Commissioners are by the Governor with confirmation by the State Senate from lists of former municipal and county clerks submitted by the legislative leadership in each party.

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

Wisconsin Elections Commission

PRSRT FIRST CLASS
US POSTAGE
PAID
MADISON WI
PERMIT NO 1369

OFFICIAL ELECTION MAIL

**********AUTO**ALL FOR AADC 530 22 8079
ERIC M LEEP
1614 S BARSTOW ST
MEQUON WI 53092-1031

MOVED? YOU MAY NEED TO RE-REGISTER TO VOTE.

- ✓ If you have moved, please visit our online voter registration site **MyVote.wi.gov** and update your address. You can also register to vote in your municipal clerk's office or at the polls on Election Day.
- ✓ If you would like to stay registered at the address listed on the attached continuation card, please sign the card and return it to our office within 30 days.
- ✓ If you do not register at your new address at this time and do not return the continuation card within 30 days, you will need to re-register before you are able to vote.

Questions? Call the State of Wisconsin Elections Commission toll free at (866) 868-3947.

CONTINUE MY WISCONSIN VOTER REGISTRATION

If you would like to continue voting in Wisconsin at this address, sign below and return this card to your clerk.

ERIC M LEEP
4382 HICKORY RD
MEQUON WI 53092-1031

Return Postcard by Dec. 15, 2017

Sign x _____ Date: ____ / ___ / 2017

If you have moved and no longer live here, please visit myvote.wi.gov and update your voter registration.

If you do not register at your new address at this time and do not return the continuation card within 30 days, you will need to re-register before you are able to vote.

CITY OF MEQUON - OZAUKEE COUNTY
0014044805
1 0 0 0 3 1 9 4 4 0

Return
Postage
Required

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

Wisconsin Elections Commission

PRSRT FIRST CLASS
US POSTAGE
PAID
MADISON WI
PERMIT NO 1389

OFFICIAL ELECTION MAIL

**********AUTO**ALL FOR AADC 530 22 8079
ERIC M LEEP
1615 S SUNSET RD
Portland OR 97219

MOVED?

We have received information that you no longer live in Wisconsin. If you have moved out of state you may not be eligible to vote in Wisconsin. You may only vote in one state.

- ✓ If you would like to continue voting from Wisconsin at the address listed on the attached continuation card, please sign the card and return it to our office within 30 days.
- ✓ If you do not return the continuation card within 30 days, your Wisconsin voter registration will be cancelled. You may register to vote in the state where you currently live.

Questions? Call the State of Wisconsin Elections Commission toll free at (866) 868-3947.

550

CONTINUE MY WISCONSIN VOTER REGISTRATION

If you would like to continue voting in Wisconsin at this address, sign below and return this card to your clerk.

ERIC M LEEP
4362 HICKORY RD
MEQUON WI 53092-1031

Return Postcard by Dec. 15, 2017

Sign x _____ Date: ____ / ___ / 2017

If you do not return the continuation card within 30 days, you will no longer be registered to vote in Wisconsin.

You may register to vote in the state where you currently live.

CITY OF MEQUON - OZAUKEE COUNTY
0014044805
1 0 0 0 3 1 9 4 4 0

Return
Postage
Required

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

County Name	Voter Count
Adams County	822
Ashland County	734
Barron County	2102
Bayfield County	589
Brown County	14279
Buffalo County	526
Burnett County	614
Calumet County	2180
Chippewa County	2848
Clark County	1041
Columbia County	2805
Crawford County	632
Dane County	51067
Dodge County	3856
Door County	1259
Douglas County	2417
Dunn County	3029
Eau Claire County	9224
Florence County	122
Fond du Lac County	4801
Forest County	349
Grant County	2877
Green County	1539
Green Lake County	805
Iowa County	1004
Iron County	184
Jackson County	885
Jefferson County	4838
Juneau County	1011
Kenosha County	8540
Kewaunee County	721
La Crosse County	9285
Lafayette County	560
Langlade County	882
Lincoln County	1202
Manitowoc County	3297
Marathon County	6232
Marinette County	1591
Marquette County	581
Menominee County	115
Milwaukee County	69974
Monroe County	1986
Oconto County	1463
Oneida County	1844
Outagamie County	9990
Ozaukee County	5196
Pepin County	273
Pierce County	2482
Polk County	1839
Portage County	4732
Price County	512
Racine County	9265
Richland County	727
Rock County	7913
Rusk County	550
Sauk County	3092
Sawyer County	702
Shawano County	1539
Sheboygan County	5339
St. Croix County	4750
Taylor County	660
Trempealeau County	1093
Vernon County	1209
Vilas County	894
Walworth County	5879
Washburn County	671
Washington County	6788
Waukesha County	21992
Waupaca County	2210
Waushara County	790
Winnebago County	10530
Wood County	3348

Number of ERIC postcards mailed in November 2017 to voters who may have moved in each Wisconsin County.

BOARD OF SUPERVISORS

Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 1/17/18

Agenda No.:

Motion from the Floor

I make the following ~~motion~~: communication:

Pursue contracting or hiring a grant specialist to find and complete grant applications in the area of human services.

Signed:

District No. District 4

(Please deliver to County Clerk after motion is made for recording into minutes.)

18-38

BUDGET ADJUSTMENT REQUEST

Category		Approval 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: • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year	Director of Admin
☐ 3	Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
☐ 4	Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
☐ 5	a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
☐ 5	b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 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
☐ 8	Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
☐ 9	Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

2018 – The Public Safety Committee approved a motion in their 2/7/18 meeting to authorized contracting for a study of courthouse security best practice and design options. Because this was not included in the 2018 budget, the funding for this study will come from the county's contingency fund. Expense will be charged to the Sheriff's budget under contracted services.

Fiscal effect - $9,500

Increase	Decrease	Account #	Account Title	Amount
☒	☐	100.074.073.5700	Contracted Services	$9,500
☒	☐	100.074.073.9004	Intra-fund transfer in	9,500
☒	☐	100.090.9905	Intra-fund transfer out	9,500
☐	☒	100.090.5394	Contingency	9,500

2/14

AUTHORIZATIONS

Signature of Department Head

Department: Sheriff

Date: 02/13/18

Signature of DOA or Executive

Date: 2/14/18

Revised 2/3/17

5

18-44

BUDGET ADJUSTMENT REQUEST

Category		Approval 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: • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year	Director of Admin
☐ 3	Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
☐ 4	Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
☐ 5	a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
☐ 5	b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 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
☐ 8	Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
☐ 9	Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

Public Safety Communications would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system. In order to meet the May 2018 project deadline, PSC must enter data from the old system to the new system, which will require overtime hours. It is estimated that data entry will take 585 hours at an average OT rate of $33/hour. Also, PSC will need to train staff on the new system prior to implementation. This will include 8 staff with 24 hours of training at an estimated OT rate of $36/hour and 56 employees will have 12 hours of training at an estimated OT rate of $33/hour.

Budget Impact: $48,393

Increase	Decrease	Account #	Account Title	Amount
☒	☐	100.013.001.5103.000	PSC Premium Overtime	48,393
☒	☐	100.013.001.9004	PSC Intrafund Transfer In	48,393
☒	☐	100.090.9005	General Gov Intrafund Transfer Out	48,393
☐	☒	100.090.5394	General Gov Contingency	48,393
☐	☐			

2/27/18

AUTHORIZATIONS

Signature of Department Head

Department: PSC

Date: 2-27-18

Signature of DCR or Executive

Date: 2/27/18

Revised 2/3/17

6

18-45

BUDGET ADJUSTMENT REQUEST

Category		Approval 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: • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year	Director of Admin
☐ 3	Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
☐ 4	Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
☐ 5	a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
☐ 5	b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 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
☐ 8	Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
☐ 9	Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

Courts 1-8 would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund installation of security glass at the front counters for the Court Commissioners office, Room 100 and in the Register in Probate office.

First

If funds remain

Increase	Decrease	Account #	Account Title	Amount
☒	☐	100.010.003.6110.100	Courts Outlay - Other	39,000
☒	☐	100.010.003.9004	Courts Intrafund Transfer In	39,000
☒	☐	100.090.9005	General Gov Intrafund Transfer Out	39,000
☐	☒	100.090.5394	General Gov Contingency	39,000
☐	☐			

mw

AUTHORIZATIONS

Signature of Department Head

Department: Circuit Court, Presiding Judge

Date: 2/28/2018

Signature of DOA or Executive

Date: 2/1/18

Revised 2/3/17

March 21, 2018

AN ORDINANCE TO AMEND SECTION 2.13 (CLOSED SESSIONS AND MINUTES) OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsections 2.13(4)(h) and (i), and Subsections 2.13(5)(a) and (f), of Chapter 2 of the Brown County Code of Ordinances are hereby amended as follows:

(4) (h) Any item, other than a closed session item that has not been acted upon (e.g., that has been tabled, held, received and placed on file, or that did not result in a motion and vote on said closed session item when the closed session ended and regular business resumed), appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. Any closed session item that has not been acted upon listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting only at the written request of any County Supervisor at least 48 hours prior to the scheduled Board Meeting, and any such request shall be made to the County Board Chairperson, or in the absence of the County Board Chairperson, to the County Board Vice Chairperson.

~~(4) (i) This ordinance shall be published on all full Brown County Board agendas.~~

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, ~~transcribed in writing~~ typed and filed with the County Board staff by the secretary of the committee, commission or board or other person so designated within 3 working days of the meeting. Closed session minutes should be limited to motions made and votes, if any taken, in closed session.

(5) (f) ~~The County Board staff shall establish and maintain a roster of secretaries to take minutes of all standing committees, boards and commissions. Secretaries will~~ Minutes shall include all motions, actions taken on motions, and a summary of discussion pertinent to the subject matter. Minutes may be approved, or amended and approved, by the body they regard at its next scheduled meeting, but any amendment(s) to minutes shall be for corrective purposes only. If minutes are amended, then the amendment(s) shall appear in underline ("underline") immediately following the portion of the minutes that are being amended, and the portion of the minutes that are being amended shall remain intact but shall appear in strikethrough ("~~strikethrough~~") to indicate said portion has been amended while at the same time preserving said portion that is being amended in a legible, strikethrough format.

Section 2 - These Ordinance Amendments shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE (Date)

_____
COUNTY CLERK (Date)

_____
COUNTY BOARD CHAIR (Date)
Authored by: Corporation Counsel

Approved by: Corporation Counsel

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

8

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: February 28th, 2018

REQUEST TO: Administration Committee; and Executive Committee

MEETING DATE: March 7, 2018; and March 12, 2018, respectively

REQUEST FROM: Dave Hemery, Corp Counsel

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution

☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SECTION 2.13 (CLOSED SESSIONS AND MINUTES) OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:

Amendments to keep closed session items that have appeared on Committee Agendas, but that were not acted upon, off of the County Board Agenda unless a request is made by a Supervisor; and to set uniform procedure for amending Minutes.

ACTION REQUESTED:

To approve of proposed amendments to Section 2.13 of the Code of Ordinances.

FISCAL IMPACT:

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

1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the amount of the impact?
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☐ Yes ☐ No
      1. If yes, in which account?
      2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Departmental Openings Summary-February 2018
To: Administration Committee
From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Enforcement Specialist	1/2/2018	internal promotion to CS Supervisor	fill	awaiting carry over fund notification from BCS

Ex: Transfer, Wage, Working Conditions

9

Child Support Agency Director Summary

January/February 2018

Performance Measures Comparison as of 1/31/18

Federal Performance Measures	Brown FFY 1/31/18	Brown YTD 1/31/17	YTD Improvement 2017 vs 2018	State Average	Brown vs. State
Court Order Rate	91.43%	90.07%	1.36%	86.83%	4.6%
Paternity Establish Rate	97.14%	96.95%	.49%	94.01%	3.13%
Current Supp Collections	76.88%	77.27%	-.39%	74.42%	2.46%
Arrears Collection Rate	50.58%	52.26%	-1.68%	52.59%	-2.01%

	Brown County 1/31/18	Brown County 1/31/17	Difference 2016 vs 2017	Statewide Total increase	Average Caseload
Caseload size	14,364	14,531	-167	1,241	1,000

Director Updates

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

January & February Activities

- Ongoing communication with BCS continues regularly as plans for the Five County Demonstration Project (FCDP) continue. State Policy Analysts will be requesting a preliminary meeting with the Institute for the Research on Poverty (IRP) to initiate discussions about the design and plan for evaluating FCDP, specifically what it is that BCS wants out of the evaluation and what IRP is able to provide. At this stage, the FCDP Workgroup, which Brown County participates on, is representing BCS' position on what is wanted in an evaluation, until such point as additional requests, input, or guidance are provided by leadership (or OCSE).
- BCS drafted a visual of the Brown County ELEVATE service delivery model and is dialoguing about the merits of measuring successes in the various sub-groups we have identified.
- Weekly partner meetings continue to vet and agree upon shared reporting needs/requests for each agency represented. Directed attended the Business Services Team biweekly meeting at the WJC.
- Brown County was notified on February 25th that carryover money from CSPED has been awarded to the state and details will be forthcoming regarding disbursement in the near future. Once we receive our formal award notice, steps can be put in place to fill the ELEVATE Case Coordinator position and restore funding for both work supports and full time Access & Visitation representation.
- Senior DCF Accountant, Susan Robillard, will be retiring as of the end of March. Susan has been associated with CSPED/SPSK since its inception. She has been our chief point of contact/resident expert and, while we wish her all the very best, she will missed tremendously both at the state and local levels.
- On February 7th, Director met with Brian Pelon, District Manager for the Department of Workforce Development regarding the upcoming relocation of Job Service agencies/programs to the Alorica Building. Construction on that facility is underway and the move is slated to occur in late March. (Note that Forward Services Corp will also be leaving the current Wisc. Job Center (WJC) building and moving staff to

the Knights of Columbus building immediately adjacent to the WJC.) The CSA is pleased to expand upon the existing partnership with DWD and will maintain a presence in their new facility, one day per week in an ongoing effort to bring the child support program further into the community.

- Overview re: LEAN principles was provided to the ELEVATE Employment Coordinator for educational purposes/understanding of agency philosophies as well as in preparation for our upcoming LEAN event, which he will be a participant in.

January 2018 ELEVATE Participation

Total NCP's enrolled in ELEVATE (since October)	53
NCP's enrolled in January	10
NCP's employed	31
NCP's dis-enrolled based upon lack of participation	10

ELEVATE STATISTICS (FFY thru January)

October: 13 new Enrollees (enrolled throughout the month)

Within month of enrollment:	8 of 13 (62%)	remitting **64.75%** of their current support order
Up to 60 days post enrollment:	10 of 13 (77%)	remitting **69.4%** of their current support order
Up to 90 days post enrollment:	10 of 13 (77%)	remitting **89.22%** of their current support order

November: 13 new Enrollees (enrolled throughout the month)

Within month of enrollment:	7 of 13 (54%)	remitting **59.57%** of their current support order
Up to 60 days post enrollment:	9 of 13 (77%)	remitting **71.88%** of their current support order

December: 12 new Enrollees (enrolled throughout the month)

Within month of enrollment:	6 of 12 (50%)	remitting **57.16%** of their current support order

ACCESS & VISITATION GRANT ACTIVITIES

- Terry Wolfgram, Access & Visitation Coordinator through Family Services, continues to assist CP's and NCP's by addressing questions relevant to custody/placement/visitation as outlined by their respective court orders. Terry is available in person as well as by phone and works with our ELEVATE participants to promote positive parenting as well as visitation/engagement with children. It's noteworthy to point out that Access & Visitation services are included on the CSA's Support Information Center phone tree for ease of reference. Availing these services on site is a great partnering of resources; if an NCP is unemployed and not remitting child support, chances are very high that s/he may not be seeing their child(ren).
- Monthly Co-Parenting Seminars continue and the next will be held on March 20th & 21st, 1-2:30pm at the Brown County Library.
- Family Services/Healthy Families received a grant to engage fathers in Brown County and increase awareness of their Defining Dads Program. The first event for "Building Strong Fathers of N.E.W." will be held on March 13th at the Neville Museum where Green Bay Officer Mike Knetzger will speak on child safety. Family Services will be hosting 4 events this coming year, each having a different child-focused theme.
- The annual Access & Visitation contract with Family Services has been fully executed.

January 2018 Access & Visitation

Incoming phone calls	59
*In-depth review of order w/inquirer	12
Participant office appointment	3
ELEVATE participant outreach	41

OPERATIONS

Agency Updates

- Cooperative Agreements have been executed with the Family Court Commissioner's office as well as the Clerk of Courts.
- Final year end billing is being wrapped up via entries into the statewide SPARC billing system.
- Annual CSA Policy Manual review has begun with all staff. All staff have completed both Civil Rights & IRS Safeguarding/Confidentiality training for the year.
- Updates/changes to operations in accordance with the revised A-26 Administration Policy re: Fundraising, Solicitation and Grants have been made.
- Construction has begun on our two much anticipated/awaited interview rooms-we are very excited! Agency staff members have moved cubicle locations to ensure confidentiality both during and after completion of the project.
- Our 3 Year CSA Agency Monitoring Visit will occur on March 20th. Completion of the 48 page monitoring tools for both overall agency operations as well as the IRS Safeguarding Review are in the process of completion.
- Director worked with Facilities representative Doug Marsh to establish the most appropriate space on the 4th floor for a private 'Mother's Room' for use by Human Services Finance staff relocating to the Northern Building from Sophie Beaumont.

Support Services & Paternity

- Continued collaborative efforts with Sargent Chris Amraen from the Sheriff's Office to collect the remaining funds seized and remit to the Trust Fund. In response to a media request regarding this endeavor, provided statements as to the importance of these collections and the positive partnership we've established with DTF.
- Paternity staff began a time study to track how changes in processes throughout the year, specifically related to administrative genetic testing, positively decrease workload and time spent on various tasks.
- Director reached out to a local hospital group to see if we could begin a partnership. We've had ongoing issues with Voluntary Paternity Acknowledgements not being received timely by the State, which delays a father's name being added to the birth certificate in addition to our paternity and order establishment processes. We proposed availing a Paternity Specialist to new mothers right at the hospital as a means to benefit our mutual clients, however at this time, the hospital is not interested.
- The Financial unit has expressed interest in learning more about the intergovernmental process and how it affects court order entry. We have been exploring this topic in our unit meetings through state-offered computer based training courses and reading through fact-sheets together.
- Clerk II's and management met with Wisconsin Lock & Load Electronic Monitoring Solutions to discuss process service procedures. We shared our internal procedures with them so they have a better understanding of our program and how it affects their work. They shared their experiences to help us understand the situations and challenges they face as they serve our participants. We will be exploring a 'ride along' opportunity with the Risk Manager and HR to capitalize upon any infield learning opportunities that may exist.

Enforcement

- We began the implementation of the state's new policy regarding incarcerated payer reviews – NCP's who will be incarcerated for a period of 180 days or more shall have their cases reviewed. The Notice of Incarcerated Payer Review letter is sent out to both parties and court hearings are scheduled for any cases in which a stipulation cannot be accomplished. The agency determines if modification is appropriate in cases where there is a crime against a child and/or the CP on the case.
- The WOW workgroup continued discussion regarding procedure for walk-in appointments in cases where there is not an arrears order. The intent is to make sure we are being diligent in obtaining arrears orders while participant is available for discussion in the agency.

- Continued promotion of 150% orders – including a walk-through of instructions and example calculation from veteran staff member.
- Continued work on firming up processes for e-filing to promote efficient workflow.
- A first quarter LEAN event has been planned for March. We will be going through the process for Intergovernmental mail intake/response to see where adjustments can be made to make the process more efficient.
- Changes were implemented relative to our Emancipation policy to ensure that CP receives support throughout the child's minority (or continued pursuit of diploma/GED/HSED) based upon statute.

DoTS Monthly Budget Report (unaudited)

Through 01/31/18
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 Total
Fund 670 - BC Community Area Network									
REVENUE									
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	40,460.55
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$40,460.55
EXPENSE									
Operating Expenses	134,108.00	.00	134,108.00	4,234.51	5,125.00	4,234.51	124,748.49	7	128,818.95
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	$134,108.00	$0.00	$134,108.00	$4,234.51	$5,125.00	$4,234.51	$124,748.49	7%	$128,818.95
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	40,460.55
EXPENSE TOTALS	134,108.00	.00	134,108.00	4,234.51	5,125.00	4,234.51	124,748.49	7%	128,818.95
Fund 670 - BC Community Area Network Totals	($134,108.00)	$0.00	($134,108.00)	($4,234.51)	($5,125.00)	($4,234.51)	($124,748.49)		($88,358.40)
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	236,721.00	.00	236,721.00	32,758.73	.00	32,758.73	203,962.27	14	209,631.65
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	5,032,015.00	.00	5,032,015.00	686,099.05	.00	686,099.05	4,345,915.95	14	4,519,497.39
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	258,887.40
REVENUE TOTALS	$5,268,736.00	$0.00	$5,268,736.00	$718,857.78	$0.00	$718,857.78	$4,549,878.22	14%	$4,988,016.44
EXPENSE									
Personnel Costs	1,725,100.00	13,000.00	1,738,100.00	119,383.39	.00	119,383.39	1,618,716.61	7	1,582,965.62
Operating Expenses	3,880,073.00	.00	3,880,073.00	848,081.29	631,343.18	848,081.29	2,400,648.53	38	3,549,645.02
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	84,621.82
EXPENSE TOTALS	$5,605,173.00	$13,000.00	$5,618,173.00	$967,464.68	$631,343.18	$967,464.68	$4,019,365.14	28%	$5,217,232.46
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	718,857.78	.00	718,857.78	4,549,878.22	14%	4,988,016.44
EXPENSE TOTALS	5,605,173.00	13,000.00	5,618,173.00	967,464.68	631,343.18	967,464.68	4,019,365.14	28%	5,217,232.46
Fund 710 - Technology Services Totals	($336,437.00)	($13,000.00)	($349,437.00)	($248,606.90)	($631,343.18)	($248,606.90)	$530,513.08		($229,216.02)
Grand Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	718,857.78	.00	718,857.78	4,549,878.22	14%	5,028,476.99
EXPENSE TOTALS	5,739,281.00	13,000.00	5,752,281.00	971,699.19	636,468.18	971,699.19	4,144,113.63	28%	5,346,051.41
Grand Totals	($470,545.00)	($13,000.00)	($483,545.00)	($252,841.41)	($636,468.18)	($252,841.41)	$405,764.59		($317,574.42)

ADMINISTRATIVE SERVICES DIVISION
2017 TO 2018 CARRYOVER FUNDS

DEPARTMENT	ACCOUNT #	PURPOSE	AMOUNT REQUESTED
Administration			
Professional Services	100.032.030.5708	Professional services	34,000
Contributions	100.032.001.5850	Digital Counties Summit	5,000
			39,000
Board of Supervisors			
Supplies Technology	100.006.001.5300.003	Additional computer tablets for supervisors	16,460
Special Events	100.006.001.5365	Private donations for veterans recognitions	1,300
			17,760
Time and Attendance Capital Project	422.032.XXXX	Continuation of project implementation - Kronos	19,975 *estimated
Financial Management System	423.032.430.XXXX	Continuation of project implementation - Financial Management System	600 *estimated

Approved by County Executive: _____ Signature 2/27/18 Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

2/27/2018

Department of Technology Services

Brown County

111 N. JEFFERSON STREET, SECOND FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

DoTS, Monthly Report, March 7, 2018

Covers Jan 2018-Feb 2018 Technology Services Activity

Items of Note

1. Supervisor Linssen Fiber request (see response attached)
2. 2018 Cyber Security Report (see report attached)
3. Public Website Proposal - expected for April 2018 meeting; progress on site design options, recommendations and costs.

Staffing Report:

4. OPEN - Posting for Enterprise System Analyst I – recruitment in progress.
5. OPEN - Posting for Enterprise Cyber Security Technician – recruitment in progress (offers pending).

Cyber Security Updates:

6. Seeing increases in overall phishing including PO/Invoice scams & W2/Tax Scams.
7. No breaches identified in this period.
8. Last week we saw 572 new "bad hosts" added to block lists

Project/Activity Updates

Over 42 active projects; normal load in the high 20s low 30s

9. 911/PSC UPS Project active – completion in early fall 2018
10. 2019 budget process active for DoTS. Reviewing recurring expenses.
11. LandNav tax system upgrade activity continues
12. On track for Securus Computer Aided Dispatch system (10 PC training area set up)
13. Banking switch est. by May (some areas going live in March); Human Services clinical system migration to cloud kicked off in Jan 2018 – est. complete by end of 2018
14. Numerous Sheriff projects (facial recognition, crime mapping, main system upgrade/migration and expansion).
15. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019.

16. Progress on system prioritization framework delayed – working on getting steering group back together (identifying acceptable and unacceptable loss first by service then by system). Year or longer project est. will not complete till 2019.
17. Corporation Counsel case management system CountyLaw in progress.
18. Enterprise Backup Rollout will be complete after HS Clinical System migration to cloud.
19. Time keeping and scheduling implementation for Sheriff, Jail, PSC & CTC parallel testing and go live – Karen Christens making good progress with Sheriff for timekeeping.
20. DoTS staff working with initial moves for Dept of Health moves in August/Sept Timeframe.
21. Beginning work on SharePoint for Government migration – vendor contract in progress.
22. Medical Examiner data sharing solution selected and configuration in progress
23. District Attorney Evidence Management Project still working toward tool selection.
24. Initial work on STEM building in progress (design phase).
25. BCCAN eRate for GB Public Schools Project kicked off with eRate approval letter.
26. Updates and repair for WiFi at Community Treatment Center affecting nurse call and phones – vendor made changes earlier mid-Feb.

COMPLETED ACTIVITY

27. Jail Work Release Camera & Intercom Replacement Project.
28. BCCAN fiber & service expansion to CESA7 and Airport tenant.
29. Year end and tax bills and collections activity completed in Jan and Feb for various systems.

Response to Fiber-to-the-Premises Development

Administrative Committee Request January 10, 2018

Department of Technology Services ▸ 2/1/2018

August Neverman
Trisha Linssen
Kevin Raye

This document summarizes the Department of Technology Services' recommendations for regional fiber to the premises development in Brown County.

13a

Response to Fiber-to-the-Premises Development

Administrative Committee Request
January 10, 2018

In response to the request from Brown County Supervisor Linssen (*To allocate up to $150,000 for a study on options for regional Fiber-to-the-Premises development. Administration Committee - January 10, 2018)* on the costs of bringing fiber internet access to the home, the following estimates on costs and infrastructure are submitted.

Option 1: Dedicated 1 Gigabit Fiber per Residence or Business

Providing 2.6 terabit (Tb) in bandwidth ensuring every residence and business would receive a full 1 gigabit (Gb) internet connection. This is a dedicated fiber proposal, no copper or WiFi is used as part of the implementation.

- All costs are estimates and would need to be confirmed independently.
- $618 million dollars for over 4,000 miles of fiber and associated infrastructure (bondable).
- $47 million dollars annually in operating expenses (non-bondable; expenses vary depending on associated cost variables).

Option 2: Shared 480 Gigabit Fiber

Providing 480 gigabit (Gb) in shared bandwidth for all residences and businesses in Brown County. The last mile would provide up to 1 gigabit (Gb) of the shared backhaul. This is a dedicated fiber shared bandwidth proposal, no copper or WiFi is used as part of the implementation.

- All costs are estimates and would need to be confirmed independently.
- $618 million dollars for over 4,000 miles of fiber and associated infrastructure (bondable).
- $18 million dollars annually in operating expenses (non-bondable; expenses vary depending on associated cost variables).

Option 3: Shared 5G Cellular, Shared 80 Gigabit Service

Providing 80 gigabit (Gb) in shared bandwidth for all residence and business in Brown County. The 5G service would provide up to 10 gigabit (Gb) throughput of the shared backhaul. This proposal is a shared 5G wireless solution sharing 80 Gb of bandwidth. Fiber is the backhaul and 5G cellular is the delivery mechanism.

- All costs are estimates and would need to be confirmed independently.
- $221 million dollars for 60 towers, fiber and associated infrastructure (bondable; expenses vary depending on associated cost variables).
- $11 million dollars annually in operating expenses (non-bondable; expenses vary depending on associated cost variables).

Recommendation

Brown County Technology Services recommends that any proposal sought would be open to a public/private partnership where the County would fund infrastructure and the partner would operate a public 5G network and a closed County 5G network (two separate networks) as part of a service agreement.

Cyber Security – Current Conditions

Department of Technology Services ▸ 2/23/2018

August Neverman
Trisha Linssen

Brown County's Department of Technology Services (DoTS) provides cyber security for all County network-connected devices.

This document is a general overview of cyber security issues and conditions that exist not just for Brown County, but are systemic in today's technologically advanced society.

13b

CYBER SECURITY: CURRENT CONDITIONS

This document is a general overview of cyber security issues and conditions that affect Brown County. However, none of the issues presented here are unique to Brown County but can be found everywhere whether with small business, industry, corporation, education or government entity.

CYBER SECURITY FOR BROWN COUNTY

Cyber security is the body of technologies, processes and practices designed to protect networks, computers, programs and data from attack, damage or unauthorized access (*Gartner.com*). Cyber security is a growing challenge for Brown County. Advanced and sophisticated cyberattacks are at a scale that is overwhelming, even to cyber security professionals. The threats to technology are so profound that even cyber professionals are challenged in communicating the critical need for protection against cyberattacks.

If we were to use an analogy to describe the current condition of cyber threats, we could say that in protecting our home (the County in this case), 95% of the time we are safeguarding it from a thief, or even a small gang of thieves. Maintaining the vigilance and protections necessary to thwart this level of cyberattacks is difficult work, but it is doable. For the remaining 5% of the time however, the risks and attacks to our home have grown to a degree where we are overwhelmed by massive, persistent, professional attacks. Our defenses may consist of a few diligent security guards, locked doors, barbed wire fencing and security cameras. But the bad guys now have an army of 120,000 attackers, plus air troops, ground troops, tanks, missiles and aircraft. And they only need one attack to be successful.

HOW ARE WE ATTACKED?

Email is the single largest method used to attack. Cyber criminals, hacktivists and espionage agents all use email to attack since it is a very effective method. A single click on a malicious link or compromised attachment can result in hours to days or – worst case scenario – months of recovery work. Social engineering attacks (sophisticated, targeted attacks) and phishing methods are used to steal identity information or to get access to controlled information. Other methods include using automated tools to attack computer vulnerabilities or to overload systems. Cyber criminals will also compromise websites and web advertising with malicious software and coding. (See attachment "Hacking 101" for more information on cyber criminals and their methods.)

In the last 90 days, Brown County blocked an average of **58,000 attacks every day. That's over 5 million attacks!** These types of cyberattacks are common and constant, not just locally, but nationally and internationally. One major internet service provider (ISP) reported *80 billion malicious scans every day* (Center for Strategic and International Studies – CSIS, 2018). In the United States alone, malicious cyber activity cost between $57 billion and $109 billion in 2016; and for the same year successful cyberattacks resulted in approximately 1,093 publicly disclosed data breaches (Council of Economic Advisors, 2018).

WHO IS ATTACKING?

Hackers are not kids playing games in the basement any more. Hackers are professional criminals and they are well funded. In many cases, they are either sponsored by nation-states or part of a larger cyber-crime network. Many hackers see hacking as a game but they take the game very seriously. In fact there is real, vicious competition between hackers as there are clear monetary rewards if they succeed against a competing hacker (for example, taking control over a huge botnet).

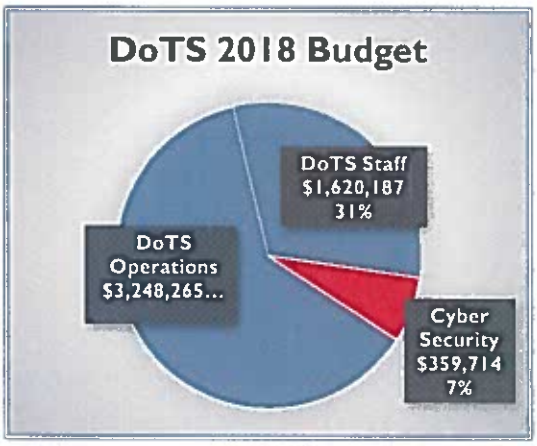
Top 6 Cyber Attackers*

1. **Over 9.072 million blocks**
2. **1,977,000 Russian Federation**
3. **651,000 Active Malware**
4. **465,000 Vendor Identified Active Malware**
5. **427,000 DoTS ID's Host**
6. **351,000 Organized Cybercrime**

*** targeted at Brown County in the last 12 months.**

COSTS & COMPARISONS

Currently, Brown County spends approximately 2.7% of the total County budget (or $5.5 million dollars) for the Department of Technology Services budget. Of that $5.5 million, about 7% (approximately $390,000) is invested in cyber security - as of 2018.



In comparison, the national average for cyber security spending was estimated at 3.4%, based on an Information Technology (IT) survey conducted in 2016 (Gartner). It is estimated that other Wisconsin counties spend between 2.5% and 5.5% of their overall budget, while the private sector in Wisconsin invests 3% to 12% of their total operations on IT. When we evaluate other similarly sized organizations nationally, we see the investment between 7% and 9%.

	% Budget for Security		
Industry	FY 2014	FY 2015	FY 2016 (Projected)
Financial services	7%–9%	7%–9%	10–12%
Technology/IT services	1%–3%	4%–6%	4%–6%
Government	4%–6%	4%–6%	7%–9%
Education	1%–3%	3%–4%	1%–3%
Health care	4%–6%	4%–6%	4%–6%

Table 1 SANS Survey (https://www.sans.org/reading-room/whitepapers/analyst/security-spending-trends-36697

One of the underlying strategies in cyber security investments has to do with what is being protected. For example, the financial, banking, and healthcare industries spend more of their budgets on cyber security than other types of business industries because of the amount of personal and private information requiring protection (lack of cyber security was certainly the issue with the recent credit bureau breaches).

Cyber security investments within IT budgets are difficult to compare because of their proprietary nature. Investments in cyber security nationally fluctuate anywhere from 5% to 12% of IT budgets, varying dramatically across industries. Investment benchmarks for IT cyber security in the financial, banking and healthcare industry sectors, which align most closely with Brown County's level of responsibilities, range between 7% and 12% of IT budgets.

Further, comparing cyber security investments within government entities can be problematic as in many cases IT is distributed across multiple departments and funding sources. Take for example the comparison between Brown County (*which has a centralized IT budget – all expenses and revenue can be traced back to one managing department*) and Milwaukee County (*which has a decentralized IT budget – the expenses and revenues are all distributed and managed by multiple departments*). This presents barriers when comparing budgets among and between local governments and industries; budgets are not easily aligned and even with adjustment for size, IT budgets can be challenging to compare.

CYBER SECURITY INVESTMENT

A major stumbling block with funding for cyber security is that it does not provide direct benefit to the public. It is similar to investing in insurance; it only protects you from possible or likely negative events and the results of those negative events. Another obstacle with funding for cyber security is in meeting the mandated requirements of various federal and state regulations, standards, rules and laws – some are funded mandates, many are unfunded mandates.

Regardless of the funding challenges, the volume and sophistication of cyberattacks continues to increase with a diverse arsenal of cyber weaponry, and with it the risk of compromise increases as well. While we know the cyber criminals only need to get it right once to cause huge problems, Brown County and the Department of Technology Services continues working for the goal of balancing the costs while maintaining cyber security protection. We have examined several cyber security options in determining and achieving a balance of costs to benefits.

Examples of Impact to County and Department of Technology Services Operations

Staff spends well over 40 hours each week:

- patching systems
- responding to and blocking phishing email
- handling blocked websites
- updating security systems
- educating staff
- responding to possible cyber incidents

CURRENT CYBER SECURITY COSTS

With the addition of one FTE in 2018, Brown County is investing approximately $390,000 in cyber security annually. At this level, risks may include a lack of event correlation (i.e., ability to monitor a series of actions from different locations that, when analyzed separately, may seem harmless but when added up together are actually threatening), limited monitoring or secondary review. *These are security services that would be remediated in the **Minimum** investment noted below.*

1. **Hardened**: The highest level of security would cost an additional $6+ million per year. This level of security requires duplication of all key systems in offline hardware to prevent direct hacking and permitting complete offline recovery. *This level is not recommended due to cost.*

2. **Moderate:** This is a moderate level of security and would cost an additional $3 million per year. This level would require the addition of at least 4 FTE's to operate a 24x7 monitoring service to watch attacks and respond in near real time. *This level is not recommended due to cost.*

3. **Minimal:** This level is the minimum standard of cyber security required and meets legal, compliance and regulatory controls. This level would require an additional $250,000 (an increase over the 2018 budget for a total of $640,000). This would provide contracted third-party 24x7 correlation, monitoring and basic auditing of the entire network. *This level of cyber security is recommended.*

If the Hardened level of security (1) was to be implemented (similar to security for the military), a breach would still be possible, although it would require prolonged physical access. The Hardened level also provides disaster recovery protections and additional depth of support.

The Moderate level of security (2) would provide onsite 24x7 monitoring and response but it would not provide the duplicate hardened systems that the more secure Hardened level has. *Although it reduces some risk, DoTS does not recommend the Moderate level.*

In balancing costs to benefits, the Minimal level of security, option (3) is that balance. However, we would need to invest the additional $250,000 (for 24x7x365 monitoring and additional security tools). Following this, the Department of Technology Services does not recommend additional investments in cyber security unless security variables were to change (i.e., a variant cyber security threat was released; new compliance requirements were to be met; a positive return on investment could be attained; or secondary benefits were achievable, such as improving offsite backup).

CYBER SECURITY POSTURE

Brown County leaders have funded upgraded cyber security tools and have worked to improve cyber security protocols. With these investments, DoTS has succeeded in reducing hours of department and customer staff time in recovering following suspicious cyber activity.

Brown County continues to reduce risk in several different ways and uses multiple layers of protection to defend and safeguard county systems, staff and data. This includes numerous levels of firewalls, backups, antimalware, as well as web and email filtering tools. The Department of Technology Services works to ensure that any breaches are avoided. If breaches do occur, we work to minimize potential impact and recover as quickly as possible. In addition, the County maintains Cyber Liability Insurance to assist in recovering from any potential cyber events. As cyber threats increase, the cyber insurance industry also expands and it is now common throughout various industries.

The Department of Technology Services also works to educate our staff and the public, conducting cyber security presentations to staff, organizations, private groups and at public events. Additionally, we leverage and collaborate with other government agencies to build partnerships, enhance security, and improve defenses to protect Brown County and the greater community.

HACKING 101: AN OVERVIEW OF CYBER SECURITY THREATS

Hacking. Hacking is the act of using one computer to compromise another computer. It includes a wide variety of attack types and could be as simple as manually guessing a username and password or much more advanced attack methods such as using custom hacking software to try thousands to millions of passwords (this is called a brute force password attack). Custom hacking software may also be used to handle more sophisticated cyber threats:

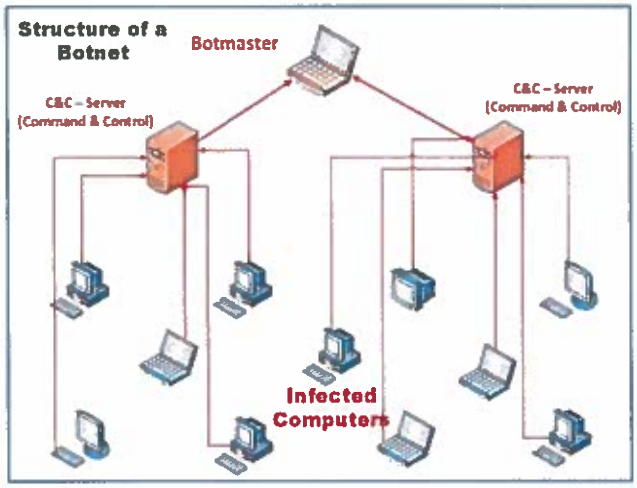
- Testing to see if a computer has vulnerabilities (brute force vulnerability testing). An analogy would be in sending hundreds of robots into a building to test every window, door, switch or control to see what is there, what it does and if it has any vulnerabilities.
- Sending special messages to a computer to compromise it. If a computer isn't patched or updated, it is possible to send a message to that computer that will make the computer do something the hacker wants it to do without the hacker having an account or the permission to do it. This type of hack might cause an account to be created that the hacker would then use to steal data.

Social Engineering. Criminals get people to share their personal information including usernames, passwords, social security numbers, banking and other information through social engineering tactics using email, fax or phone. For example, a hacker poses as your IT department or as a reputable vendor, and tries to scam you into sharing personal and/or financial information using an embedded link in an email or simply by calling you on the phone and asking you for your information (e.g., "this is Microsoft calling, we are getting error messages from your computer...we need your credit card information...").

CryptoLocker. This is a type of malicious software attack. The criminal attaches a created program to a PDF or DOC file and sends it via email or posts it to the web and sends a link to it. When the PDF or DOC file is opened, the attached malicious software is started. The malicious program encrypts all of the data on the computer where it was opened and likely on any networks the computer has access too. In most cases, the "key" to unencrypt is kept by the hacker. Then the malicious software asks for money from the victim so they can get the data decrypted.

Botnets. Botnets are groups of computers (bots) controlled by hackers. The level of services they can perform varies, as does the number of bots. The largest compromised computer pool is estimated to include over 120,000 computers. This means the criminal who controls all 120,000 computers can use them to attack a single target or any number of targets, and each bot or enslaved personal computer could perform different types of attacks.

DDOS. This is an acronym that stands for Distributed Denial of Service. In a DDOS attack, a botnet is used to send fake or real internet traffic to a website or service to overwhelm and flood it so legitimate users cannot use the server, website or service. Recently, this was done to Dane County and Madison, likely by Russian hackers who were hired by a man in Arizona. (For more details, you can read the article here - http://host.madison.com/wsj/news/local/crime-and-courts/arizona-man-charged-for-cyber-attack-on-city-of-madison/article_d4ec154a-2496-52c0-9111-cfe6bef52399.html).



13b

Frontage along E Deerfield Av:

Lot 1: 182.5 ft
Lot 2: 150.0 ft
Lot 3: 656.0 ft

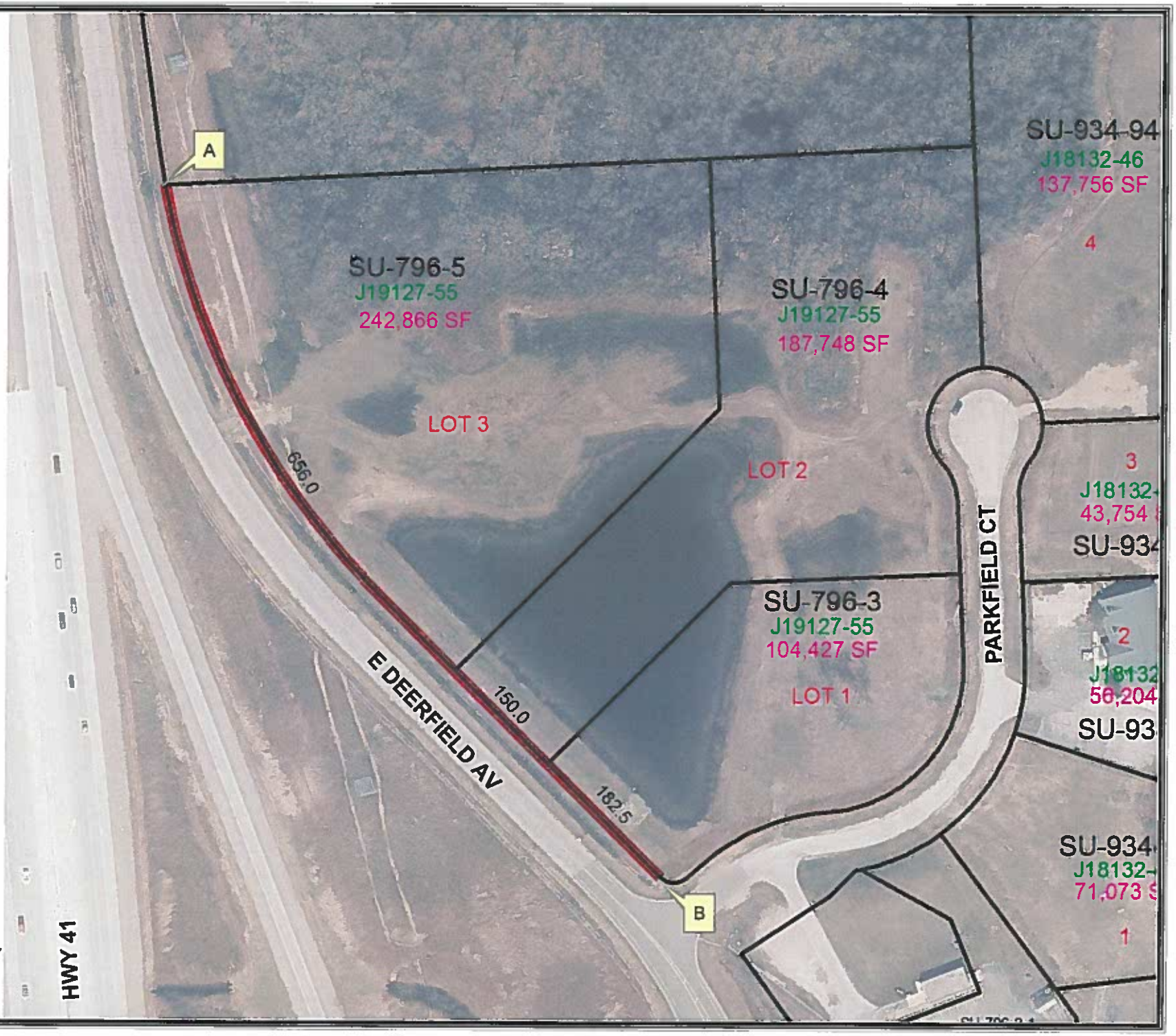
TOTAL: 988.5 ft
(red line from A to B)

April 2017
aerial photo

1 inch = 150 feet

Map printed 11/20/2017

Brown County Planning &
Land Services Department



TAX DEED SALE
SEALED BID

You are hereby notified that Brown County through its Administration Committee will sell the following described parcels of property in accordance with Section 75.69 of the Wisconsin Statutes:
Parcel #SU – 796-3 Village of Suamico - Vacant Lot
Parcel #SU – 796-4 Village of Suamico - Vacant Lot
Parcel #SU – 796-5 Village of Suamico - Vacant Lot
All three parcels in one final sale bid

1. Terms of sale will be Bank Check, Cashier's Check, or Certified Check in the amount of **10%** of bid, the balance within ten days of acceptance of bid by the Administration Committee by means of Bank Check, Cashier's Check, or Certified Check made payable to the Brown County Treasurer.
   Sealed bids with the accompanying deposit must be received not later than **3 P.M. on Monday, November 27, 2017** at the office of the Brown County Treasurer, 305 E. Walnut, P. O. Box 23600, Green Bay, WI 54305. Bids will be publicly opened and read at **3 P.M. on Monday, November 27, 2017 and forwarded to the Wednesday November 29, 2017 6:15 PM Administration Committee** meeting held in Room 200 at in the Northern Building, 305 E. Walnut St., Green Bay, 54301.

2. Bids shall be submitted in a sealed envelope clearly marked "Bid on Tax Deed **Parcel #s SU-796-3, -4, -5**. Please include your name, address and phone number inside the sealed bid or on the Bid Form attached.

3. All bids shall be for the property "As Is, Where Is, And Without Conditions.

4. The seller will provide no abstract, title insurance, or survey.

5. Determination of applicability of local zoning and land use restrictions shall be the sole responsibility of the bidder.

6. **Successful bidder will be responsible for all future property taxes, special assessments as allowed by WI law and/or special charges.**

7. The Brown County Administration Committee reserves the right to reject any or all bids, or to accept that most advantageous bid to Brown County.
   No bid shall be accepted for less than **$ 20,000.**

8. Conveyance will be by Quit Claim Deed issued in the bidder's name.

Persons desiring more information on this sale can appear in person at the Brown County Treasurer's Office, 305 E. Walnut, Green Bay, WI 54301 between the hours of 8:00 AM and 4:30 PM Monday through Friday or call 920-448-4074.

15a

Outagamie Co

ARTICLE IX. - FAIR AND OPEN HOUSING[8]

Sec. 2-837. - State law adopted.

The County Board hereby adopts Wis. Stats. § 106.50 and all subsequent amendments thereto.

(Ord. No. T-2005-2006, § 1.52(1), 3-28-2006)

Sec. 2-838. - Discrimination to be removed.

The officials and employees of the county shall assist in the orderly prevention and removal of all discrimination in housing within the county by implementing the authority and enforcement procedures set forth in Wis. Stats. § 106.50, as amended.

(Ord. No. T-2005-2006, § 1.52(2), 3-28-2006)

Sec. 2-839. - Complaints.

The county clerk shall maintain forms for complaints to be filed under Wis. Stats. § 106.50, and shall direct any person alleging a violation thereof in the county to file a complaint with the state department of work force development, equal rights division, for enforcement of Wis. Stats. § 106.50.

(Ord. No. T-2005-2006, § 1.52(3), 3-28-2006)

Ile

Calumet Co

ORDINANCE 2003-12

ORDINANCE TO CREATE SECTION 10-2 OF THE CALUMET COUNTY CODE ADOPTING WISCONSIN STATUTES SECTION 106.50, RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF

The Board of Supervisors of Calumet County Code is hereby amended to add Section 10-2 to read as follows:

Section 10-2. Fair Housing Ordinance.

(a) The County of Calumet recognizes its responsibilities under Section 106.50, Wisconsin Statutes, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein.

(b) The Calumet County hereby adopts Section 106.50 Wisconsin Statutes, and all subsequent amendments thereto.

(c) The officials and employees of Calumet County shall assist in the orderly prevention and removal of all discrimination in housing within the County of Calumet by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes.

(d) The County Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, and shall assist any person alleging a violation thereof in the County of Calumet to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes.

Dated this 23rd day of September 2003.

INTRODUCED BY PLANNING AND ZONING COMMITTEE:

Countersigned by:

Merlin Gentz, County Board Chair

George Holzknecht, Chair

Mark Gabriel

Patrick Laughrin

William Scholz

Racine Co.

ARTICLE II. - FAIR HOUSING[2]

Sec. 8-26. - Fair and open housing.

The Racine County Board of Supervisors recognizes its responsibilities under W.S.A., § 106.50, and endorses the concepts of fair and open housing for all persons and prohibition of discriminatior therein.

(1) The Racine County Board of Supervisors hereby adopts W.S.A., § 106.50, and all subsequent amendments thereto as a policy statement and it is the declared policy of this county that all persons shall have an equal opportunity for housing regardless of sex, race, color, sexual orientation, disability, religion, national origin, marital status, family status, lawful source of income, age or ancestry.

(2) The officials and employees of Racine County shall assist in the orderly prevention and removal of all discrimination in housing within Racine County by cooperating fully with all investigations and prosecutions by the Department of Workforce Development in regard to violations of W.S.A., § 106.50.

(3) The county clerk shall maintain forms for complaints to be filed under W.S.A., § 106.50, and shall assist any person alleging a violation thereof in Racine County to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of W.S.A., § 106.50.

(Ord. No. 2002-101, pt. 1, 10-8-02)

Chapter 107 - COUNTY FAIR HOUSING ORDINANCE Milwaukee Co

107.01. - Intent.

It is the intent of this chapter to render unlawful discrimination in housing and to enact this chapter pursuant to the authority granted to counties by s. 66.432(2), Wis. Stats. It is the declared policy of the county that all persons shall have an equal opportunity for housing regardless of sex, race, color, disability, religion, creed, national origin or ancestry, marital status of a person maintaining a household, lawful source of income, age, sexual orientation, as defined in s. 111.32 (13m), Wis. Stats., status as a victim of domestic abuse, sexual assault, or stalking, gender identity and gender expression, or status in a domestic partnership.

107.02. - Definitions.

In this chapter unless the context requires otherwise:

(1) "Housing" means any improved property, including any mobile home as defined in s. 66.058, Wis. Stats., which is used or occupied, or is intended, arranged or designed to be used or occupied, as a home or residence.

(2) "Discriminate" and "discrimination" mean to segregate, separate, exclude or treat any person or class of persons unequally because of sex, race, color, disability, religion, creed, national origin or ancestry, marital status of a person maintaining a household, lawful source of income, age, sexual orientation, as defined in s. 111.32(13m), Wis. Stats., status as a victim of domestic abuse, sexual assault, or stalking, gender identity and gender expression, or status in a domestic partnership.

(3) "Disability" means a physical or mental impairment that substantially limits one (1) or more major life activities, a record of having such an impairment or being regarded as having such an impairment as defined in s. 106.50, Wis. Stats. "Disability" does not include the current illegal use of a controlled substance, as defined in s. 961.01(4), Wis. Stats., or a controlled substance analog, as defined in s. 961.01(4m), Wis. Stats., unless the individual is participating in a supervised drug rehabilitation program.

(4)

"Unimproved residential lot" means any residential lot upon which no permanent building or structure containing living quarters has been constructed.

(5) "Condominium" means property subject to a condominium declaration under ch. 703, Wis. Stats.

(6) "Condominium association" means an association as defined in s. 703.02(1m), Wis. Stats.

(7) "Gender identity" is the actual or perceived condition, status or acts of:

(a) Identifying emotionally or psychologically with the sex other than one's biological or legal sex at birth, whether or not there has been a physical change of the organs of sex;

(b) Presenting and/or holding oneself out to the public as a member of the biological sex that was not one's biological or legal sex at birth;

(c) Lawfully displaying physical characteristics and/or behavioral characteristics and/or expressions which are widely perceived as being more appropriate to the biological or legal sex that was not one's biological or legal sex at birth, as when a male is perceived as feminine or a female is perceived as masculine; and/or

(d) Being physically and/or behaviorally androgynous.

(8) "Gender expression" refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns and social interactions. Social or cultural norms can vary widely and some characteristics that may be accepted as masculine, feminine or neutral in one culture may not be assessed similarly in another.

107.03. - Discrimination prohibited.

It is unlawful for any person to discriminate:

(1) By refusing to sell, lease, finance or contract to construct housing or by refusing to discuss the terms thereof.

(2) By refusing to permit inspection or exacting different or more stringent price, terms or conditions for the sale, lease, financing or rental of housing.

(3) By refusing to finance or sell an unimproved residential lot or to construct a home or residence upon such lot.

(4) By publishing, circulating, issuing or displaying, or causing to be published, circulated, issued or displayed, any communication, notice, advertisement or sign in connection with the sale, financing, lease or rental of housing, which states or indicates any discrimination in connection with housing.

(5) For a person in the business of insuring against hazards, by refusing to enter into, or by exacting different terms, conditions or privileges with respect to, a contract of insurance against hazards to a dwelling.

(6) By refusing to renew a lease, causing the eviction of a tenant from rental housing or engaging in the harassment of a tenant.

107.04. - Exceptions.

(1) Nothing in this chapter shall prohibit discrimination on the basis of age in relation to housing designed to meet the needs of elderly individuals.

(2) Nothing in this section shall prohibit a person from exacting different or more stringent terms or conditions for financing housing based on the age of the individual applicant for financing if the terms or conditions are reasonably related to the individual applicant.

(3) Nothing in this section shall prohibit the development of housing designed specifically for persons with a handicap and discrimination on the basis of handicap in relation to such housing.

107.05. - Representations designed to induce panic sales.

(1) No person may induce or attempt to induce any person to sell, rent or lease any dwelling by representations regarding the present or prospective entry into the neighborhood of a person(s) of a particular race, color, religion, national origin, sexual orientation or economic status, or by representations to the effect that such present or prospective entry will or may result in:

(a) The lowering of real estate values in the area concerned;

(b) A deterioration in the character of the area concerned;

(c) An increase in criminal or antisocial behavior in the area concerned; or

(d) A decline in the quality of the schools or other public facilities serving the

area.

107.06. - Interference, coercion and intimidation.

No person may coerce, intimidate, threaten or interfere with any person in the exercise or enjoyment of any right granted or protected by this chapter, or with any person who has aided or encouraged another person in the exercise or enjoyment of any right granted or protected by this chapter.

107.07. - Enforcement.

(1) The provisions of this chapter shall be enforced by the corporation counsel.

(2) The corporation counsel may receive and investigate a complaint charging a violation of this section if the complaint is filed no more than three hundred (300) days after the alleged discrimination occurred. A complaint shall be a written statement of the essential facts constituting the discrimination charged, and shall be verified.

(3) If the corporation counsel finds probable cause to believe that any discrimination has been or is being committed in violation of this chapter, he/she may endeavor to eliminate such discrimination by conference, conciliation and persuasion.

(4) If the corporation counsel determines that conference, conciliation and persuasion have not eliminated the alleged discrimination, he/she may commence a forfeiture ordinance action in the circuit court of the county for the enforcement of this chapter and penalty provided.

(5) At any time after a complaint is filed with the office of the corporation counsel, the corporation counsel may also file a complaint in the circuit court of the county seeking appropriate temporary relief against the respondent, including an application for a temporary injunction, restraining order, or other order against the person(s) responsible for the denial of the rights granted by this chapter as the corporation counsel deems necessary in order to ensure the full enjoyment of these rights. The court may grant such temporary relief or restraining order as it deems just and proper.

107.08. - Penalty.

(1)

Any person who has willfully violated any provision of this chapter or any lawful order issued under this chapter shall, for the first violation, forfeit not less than one hundred dollars ($100.00) or more than one thousand dollars ($1,000.00).

(2) Any person adjudged to have violated any provision of this chapter within five (5) years after having been adjudged to have violated subsection (1) for every violation committed within the five (5) years, shall forfeit not less than one thousand dollars ($1,000.00) nor more than ten thousand dollars ($10,000.00).

LEGISLATIVE HISTORY

All sections effective upon passage and publication unless otherwise indicated.

Ch. 107. Created - June 18, 1992, J. Proc. p. 1008—11 [as printed May 21, 1992, J. Proc. p. 787/N93], published July 20, 1992; correction - Sept. 24, 1992, J. Proc. p. 1371, published Oct. 14, 1992.

107.01. Amended - Apr. 24, 2014, J. Proc.

107.02(2). Amended - Apr. 24, 2014, J. Proc.

107.02(3). Amended - Apr. 24, 2014, J. Proc.

107.02(7). Created - Apr. 24, 2014, J. Proc.

107.02(8). Created - Apr. 24, 2014, J. Proc.

HISTORY NOTE

(Ord. No. 14-10 , § 11, 4-24-14)

Dane Co

CHAPTER 31
FAIR HOUSING

31.01 Title.
31.02 Intent.
31.03 Definitions.
[31.04 - 31.09 reserved.]
31.10 Discrimination Prohibited.
31.11 Exceptions.
31.12 Interference with Rights Prohibited.
31.13 Inducement of Panic Sales.
[31.14 reserved.]
31.15 Requiring Disclosure Of Social Security Number Prohibited.
[31.16 - 31.19 reserved.]
31.20 Enforcement.
31.21 Private Rights Reserved.
31.22 Rights of Owner or Agent.
31.23 Accessibility of Physically Impaired.
31.24 Written Reasons for Denial of Tenancy.
[31.25 - 31.89 reserved.]
31.90 Damages and Penalties.
[31.91 - 31.94 reserved.]
31.95 Severability.
[31.96 - 31.98 reserved.]
31.99 Effective Date.

31.01 TITLE. This ordinance may be cited as the Dane County Fair Housing Ordinance.

31.02 INTENT. It is the intent of this chapter to render discrimination in housing unlawful. It is the declared policy of the County of Dane that all persons shall have an equal opportunity for housing regardless of race, gender, age, religion, color, national origin, ancestry, marital status, domestic partnership status, family status, mental illness, disability, physical appearance, lawful source of income, receipt of housing or rental assistance, student status, arrest or conviction record, sexual orientation, military discharge status, political beliefs, status as a victim of domestic abuse as defined in sec. 813.12(1)(am), Wis. Stats., or the person is associated with a tenant union. This chapter shall be deemed an exercise of the police powers of the County of Dane for the protection of the welfare, health, peace, dignity and human rights of the people of this county, and as a fulfillment of the legislative directive of sec. 66.1011, Wis. Stats.

[History: am., OA 20, 1992-93, pub. 12/30/92; am., OA 11, 2001-02, pub. 11/21/01; am., Sub. 4 to OA 22, 2008-09, pub. 09/18/09; am., OA 5, 2012-13, pub. 06/20/12; am., 2015 OA-15, pub. 09/17/15.]

31.03 DEFINITIONS. As used in this chapter, the following words and phrases have the meanings indicated, unless the context clearly requires otherwise:

(1) *Arrest record* includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

(2) *Conviction record* includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority. In addition, *conviction record* relating to discrimination in housing, shall also include information indicating that a person has been convicted of a civil ordinance violation (forfeiture).

(3) *Disability* means any physical or mental impairment as defined in s. 106.50(1m)(g), Wis. Stats., or developmental disability as defined in sec. 51.01(5)(a), Wis. Stats., or federal law, and includes the presence of service animals as defined by s. 106.52(1)(fm), Wis. Stats.

(4) *Discriminate* and *discrimination* mean to segregate, separate, exclude or treat any persons unequally because of race, gender, age, religion, color, national origin, ancestry, marital status, domestic partnership status, family status, mental illness, physical condition, appearance, lawful source of income, receipt of housing or rental assistance, student status, arrest or conviction record, sexual orientation, military discharge status, political beliefs, status as a victim of domestic abuse as defined in sec. 813.12(1)(am), Wis. Stats., and association with or formation of a tenant union in apartments or mobile home parks or communities.

(5) *Domestic partnership status* means being in a relationship with an adult of the same or opposite sex with whom the person seeking to rent or purchase housing is living with in a non-marital committed relationship and with whom he or she intends to share a common residence and responsibility for each other's common welfare. Registration of a Declaration of Domestic Partnership in conformance with Chapter 60, Dane Co. Ords., or other similar domestic registry is *prima facie* evidence of domestic partnership status.

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(6) *Family status* means any of the following conditions that apply to a person seeking to rent or purchase housing or to a member of the person's household regardless of the person's marital status:
(a) A person is pregnant.
(b) A person is in the process of securing sole or joint legal custody, periods of physical placement or visitation rights of a minor child.
(c) A person's household includes one or more minor or adult relatives.
(d) A person's household includes one or more adults or minor children in his or her legal custody or physical placement or with whom he or she has visitation rights.
(e) A person's household includes one or more adults or minor children placed in his or her care under a court order, under a guardianship or with the written permission of a parent or other person having legal custody of the adult or minor child.
(7) *Gender identity* has the meaning set forth in section 19.04(7)(a).
(8) *Housing* means any improved property, including any mobile home as defined in sec. 66.0435(1)(d), Wis. Stats., which is used or occupied, or is intended, arranged or designed to be used or occupied, as a home, apartment or residence.
(8a) *Lawful source of income* is given the same meaning as defined in Wis. Admin. Code DWD § 220.02.
(9) *Marital status* means being married, divorced, widowed, separated, single or a cohabitant.
(10) *Military discharge status* means the type of discharge from military service, whether honorable, general, dishonorable, administrative or otherwise, held by a former member of the United States military. For purposes of this ordinance, it also includes a current member's active duty status.
(11) *Physical appearance* means the outward appearance of any person irrespective of gender, with regard to weight, height, facial features or other aspects of appearance which are beyond the person's control and which are not based on recognized religious practices.
(12) *Political beliefs* means an individual's opinion, manifested in speech or association, concerning the social, economic and governmental structure of society and its institutions. This ordinance shall cover all political beliefs, the consideration of which is not preempted by state or federal law.
(12a) *Receipt of rental or housing assistance* means the receipt of any form of financial contribution from a third party for the purposes of creating or keeping affordable housing for tenants, purchasers, or other potential housing recipients, including but not limited to, assistance provided pursuant to Title 42, United States Code, section 1437f (commonly known as the "Section 8" housing program), the HOME Partnership Program, or the Community Development Block Grant program.
(13) *Religion* includes all aspects of religious observance and practice, as well as beliefs.
(14) *Relative* means a parent, grandparent, great grandparent, stepparent, step grandparent, brother, sister, child, stepchild, grandchild, step grandchild, great grandchild, first cousin, second cousin, nephew, niece, uncle, aunt, stepbrother, stepsister, half brother or half sister or any other person related by blood, marriage or adoption.
(15) *Sexual orientation* includes homosexuality, heterosexuality, bisexuality and gender identity by preference or practice.
(16) *Student status* means having or not having standing as an enrollee of a public or private high school, college, university, technical college, accredited trade school or apprenticeship program.
[History: (2) am. and (6) cr., OA 20, 1992-93, pub. 12/30/92; (2) am. and (7) and (8) cr., OA 11, 2001-02, pub. 11/21/01; (2) am., Sub. 1 to OA 7, 2006-07, pub. 09/22/06, eff. 04/01/07, 31.03 rep. & recr., Sub. 4 to OA 22, 2008-09, pub. 09/18/09; (4) am., OA 5, 2012-13, pub. 06/20/12; (4) am., (8a) and (12a) cr., 2015 OA-15, pub. 09/17/15.]

[31.04 - 31.09 reserved.]

31.10 DISCRIMINATION PROHIBITED. It shall be unlawful for any person to discriminate:
(1) by refusing to sell, lease, finance or contract to construct housing or by refusing to discuss the terms thereof;
(2) by refusing to permit or to falsely represent that a dwelling is not available for inspection or exacting different or more stringent price, terms or conditions for the sale, lease, financing or rental of housing;
(3) by refusing to finance or sell an unimproved residential lot or to construct a home or residence upon such a lot;
(4) by publishing, circulating, issuing or displaying, or causing to be published, circulated, issued or displayed, any communication, notice, advertisement or sign in connection with the sale, financing, lease or rental of housing, which states or indicates any

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preference or discrimination in connection with housing;

(5) for a person in the business of insuring others against hazards, to refuse to enter into, or to exact different terms, conditions or privileges with respect to a contract for insurance against hazards to a dwelling;

(6) by refusing to renew a lease, causing the eviction of a tenant from rental housing or engaging in the harassment of a tenant; or

(7) by deliberately and willfully submitting, filing, issuing, publishing, requiring the use of or otherwise utilizing any document evidencing a transfer of real estate interests which contains a provision, covenant or restriction that discriminates.

[History: (2) and (4) am., OA 12, 2001-02, pub. 11/21/01; (7) am., Sub. 4 to OA 22, 2008-09, pub. 09/18/09.]

31.11 EXCEPTIONS. (1) Nothing in this chapter shall prohibit discrimination:

(a) on the basis of age in relation to housing designed to meet the needs of elderly individuals;

(b) on the basis of physical condition or mental illness in relation to housing designed specifically to meet the needs of persons with physical impairments or developmental disabilities;

(c) on the basis of student status in relation to housing devoted to meeting the needs of students;

(d) on the basis of age with respect to any person less than 18 years old who is seeking to purchase, lease, finance or construct housing; or

(f) on the basis of gender where such housing is devoted exclusively to members of one sex.

(2) It is not discrimination based on family status to comply with any federal, state or local government restrictions relating to the maximum number of occupants permitted to occupy a dwelling unit.

(3) A person who has received written notice from a municipality that a drug nuisance under s. 823.113, Wis. Stats., or a chronic nuisance as defined by its municipal ordinance, exists on property for which the person is responsible as owner may take action to eliminate the nuisance within the provision of said municipal ordinance including, but not limited to, eviction of residents, provided such action is not a subterfuge to evade the provisions of this ordinance.

[History: am., OA 11, 2001-02, pub. 11/21/01; (1)(e) am. and (3) cr., Sub. 4 to OA 22, 2008-09, pub. 09/18/09; (1)(d) am., (1)(e) rep., 2015 OA-15, pub. 09/17/15.]

31.12 INTERFERENCE WITH RIGHTS PROHIBITED. No person may coerce, intimidate, threaten or interfere with any person in the exercise or enjoyment of any right granted or protected by this chapter, or with any person who has aided or encouraged another person in the exercise of any right granted or protected by this chapter.

31.13 INDUCEMENT OF PANIC SALES. (1) No person may induce or attempt to induce any person to sell, rent or lease any dwelling by representations regarding the present or prospective entry into the neighborhood of a person or persons of a particular race, gender, age, religion, color, national origin, ancestry, marital status of the person maintaining a household, family status, mental illness, physical condition, appearance, lawful source of income, student status, arrest or conviction record, sexual orientation, military discharge status, or political beliefs, or by representations to the effect that such present or prospective entry will or may result in:

(a) the lowering of real estate values in the area concerned;

(b) a deterioration in the character of the area concerned;

(c) an increase in criminal or antisocial behavior in the area concerned; or

(d) a decline in the quality of the schools or other public facilities serving the area.

[History: (1) am., OA 20, 1992-93, pub. 12/30/92; (1) am., OA 11, 2001-02, pub. 11/21/01.]

[31.15 History: cr., Sub. 4 to OA 22, 2008-09, pub. 09/18/09; 31.15 repealed in its entirety, 2015 OA-15, pub. 09/17/15.]

[31.14 – 31.19 reserved.]

31.20 ENFORCEMENT. The provisions of this chapter shall be enforced by the corporation counsel, as follows:

(1) The corporation counsel may receive and investigate a complaint alleging a violation of this chapter, provided that a written and verified statement of complaint is filed no more than one year after the alleged discrimination occurred.

(2) Within 30 days after receipt of a verified complaint, the corporation counsel shall make a

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determination as to whether the complaint states a claim under this chapter.

(3)(a) If the corporation counsel believes that any discrimination has been or is being committed in violation of this chapter, he or she shall endeavor to eliminate such discrimination by conciliation and persuasion. If the corporation counsel determines that the complaint states a claim under this chapter and discrimination will not be eliminated, after consultation with the complainant, the corporation counsel shall:

1. refer the complaint to an appropriate agency to conduct an investigation consistent with the provisions of s. 106.50(6)(c), Wis. Stats. If a determination of probable cause is made, the appropriate agency shall issue a charge and conduct a hearing pursuant to the provisions of s. 106.50(6)(f), Wis. Stats., unless the complainant, respondent or other aggrieved party elects to have the claim decided in a civil action, as set forth in ss. 106.50(6)(c)2m. and (6m); or

2. commence a civil action in the name of Dane County and proceed in the Circuit Court for Dane County for the enforcement of this chapter through injunctive relief, damages and penalties as provided in section 31.90.

(b) If the corporation counsel determines that the complaint does not state a claim under this chapter, the complainant shall be notified in writing and advised of his or her rights to pursue a claim under state law.

(4) Whenever the corporation counsel has reasonable cause to believe that any person or group of persons is engaged in a pattern or practice of resistance to the full enjoyment of any of the rights granted by this chapter, or that any group of persons has been denied any of the rights granted by this chapter, he or she may bring a civil action in the Circuit Court of Dane County, including an application for a permanent or temporary injunction, restraining order, or other order against the person or persons responsible for such pattern or practice of denial of rights.

(5) Upon request, the corporation counsel shall report on all actions taken under this chapter to the public protection and judiciary committee.

[History: (8) cr., Sub. 1 to OA 28, 1999-2000, pub. 06/27/00, eff. 11/15/00; 31.20 am., Sub. 4 to OA 22, 2008-09, pub. 09/18/09.]

31.21 PRIVATE RIGHTS RESERVED. Nothing in this chapter shall limit an individual's right to maintain a private right of action to enforce his or her statutory or constitutional rights and privileges.

31.22 RIGHTS OF OWNER OR AGENT. Nothing in this chapter shall limit the right of an owner or agent to require that any person who seeks to buy, rent or lease housing supply references or information concerning financial status.

31.23 ACCESSIBILITY OF PHYSICALLY IMPAIRED. The fact that certain housing is not accessible to the physically impaired shall not, by itself, constitute discrimination on the basis of physical condition.

31.24 WRITTEN REASONS FOR DENIAL OF TENANCY.

(1) All applications for residential tenancy shall contain the following question in writing in a prominent place on the application: "Do you wish to receive a written explanation of the denial of tenancy? Yes ___ No ___."

(2)(a) Unless the applicant has indicated on the application that s/he does not want to receive a written explanation of a denial of tenancy, the lessor or any person authorized to enter into rental agreements on behalf of the lessor, shall provide any applicant who is denied tenancy with a written statement of reasons for the denial of tenancy as required by sub. (4).

(b) If the applicant has indicated s/he does not want to receive a written explanation, the applicant may request a written explanation of a denial within 30 days and the lessor shall provide the statement as required by sub. (4).

(3) A lessor that decides not to renew a tenant's lease at the expiration of the lease term or terminates a periodic tenancy or tenancy at will, shall provide the affected tenant with a notice of non-renewal as required by sub. (4). The notice shall be served at least 60 days prior to the expiration of the lease term unless the term is shorter than 60 days, which shall require a notice compliant with Wis. Stat. § 704.19.

(4)(a) In denying an initial application for tenancy or non-renewal of a lease at the expiration of a lease term or a tenancy period or terminating a tenancy at will, the lessor shall furnish the applicant or tenant a written statement of the reasons tenancy was denied or terminated.

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(b) The statement shall include the reason(s) for the action, a description of the information supporting the decision, and identification of all sources of the relied-upon information. The lessor shall also furnish the applicant with a copy of the lessor's tenant selection process.

(c) The written notification required by sub. (a) shall be personally delivered or mailed to the applicant within 3 days of the denial of tenancy.

(d) An application is deemed denied for the purpose of this section if no determination is made by the lessor within 21 days of the date the completed application is received by the lessor.

[History: 31.24 cr., Sub. 1 to OA 28, 1999-2000, pub. 06/27/00, eff. 11/15/00. 31.24 am., OA 44, 2012-13, pub. 05/01/13; 31.24 am., OA 11, 2013-14, pub. 07/31/13.]

[31.25 - 31.89 reserved.]

31.90 DAMAGES AND PENALTIES. (1) If an officer adjudicating a claim under s. 31.20(3)(a) finds that the respondent has engaged in or is about to engage in an act prohibited by this chapter, the hearing officer shall promptly issue an order for such relief as may be appropriate, which may include economic and non-economic damages suffered by the aggrieved person, regardless of whether he or she intervened in the action, and injunctive or other equitable relief. The officer may not order punitive damages.

(2) In addition to any damages ordered under sub. (1), the officer may assess a forfeiture as follows:

(a) Any person who violates any provision of this chapter or any lawful order issued under this chapter shall, for the first violation, forfeit an amount not to exceed $5,000.

(b) Any person adjudged to have violated any provision of this chapter for the second time within a five year period shall, for that second violation committed within the same five year period, forfeit an amount not to exceed $10,000.

(c) Any person adjudged to have violated any provision of this chapter for a third or subsequent time within a five year period shall, for the third and subsequent violations committed within the same five year period, forfeit an amount not to exceed $50,000.

(3) The officer may allow a prevailing complainant, including the county, reasonable attorneys fees and costs.

(4) Within 30 days after service upon all parties of an order or determination of the officer, any aggrieved party may appeal the order or the determination to the Dane County Circuit Court by filing a petition for review.

(5) Notwithstanding any other provision herein, any person who violates the provisions of section 31.24 of this ordinance shall forfeit not less than $50 nor more than $200.

[History: (4) cr., Sub. 1 to OA 28, 1999-2000, pub. 06/27/00, eff. 11/15/00; 31.90 rep. & recr., Sub. 4 to OA 22, 2008-09, pub. 09/18/09.]

[31.91 - 31.94 reserved.]

31.95 SEVERABILITY. If any section, provision or portion of this chapter is adjudged invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

[31.96 - 31.98 reserved.]

31.99 EFFECTIVE DATE. This ordinance shall become effective on January 1, 1988.

END OF CHAPTER

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Brown Co.

CHAPTER 32

EQUAL OPPORTUNITIES IN HOUSING

32.01 DEFINITIONS. Terms used in this chapter mean as follows:

Housing: Any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof, but does not include the rental, lease or sub-lease of rooms in a one family building or structure in which one of the units is occupied by the owner as his/her residence.

Agent: Any person designated by the Commission, and may be a member of the Commission.

Commission: The Brown County Commission on Equal Opportunities in Housing or a quorum of at least four members thereof when acting as the Commission, and "Commissioner" shall mean a member thereof.

Complainant: Any person who files a complaint with the Commission pursuant to this chapter.

Discriminatory practice: Any type of act or refusal to act prohibited by Section 32.05 which is based on a consideration of race, color, religion, ancestry, national origin, gender, handicap, age, lawful source of income, or marital status of person maintaining a household.

Family: Includes a single individual.

Hearing: A hearing under the jurisdiction of the Commission except where otherwise indicated.

Person: One or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers, and fiduciaries.

Respondent: Any person who, according to the allegations contained in any complaint filed with the Commission, has committed any discriminatory practice prohibited by this chapter and has been named in the complaint as a respondent.

To rent: Includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

Disability: Means a physical or mental impairment that substantially limits one or more major life activities, a record of having such an impairment or being regarded as having such an impairment. "Disability" does not include the current illegal use of a controlled substance, as defined in s. 161.01(4) of the Wisconsin Statutes, unless the individual is participating in a supervised drug rehabilitation program.

Family Status: Means any of the following conditions that apply to a person seeking to rent or purchase housing or to a member or perspective member of the person's household regardless of the person's marital status:

1. A person is pregnant.

2. A person is in the process of securing sole or joint legal custody, periods of physical placement or visitation rights of a minor child.

3. A person's household includes one or more minor or adult relatives.

4. A person's household includes one or more adults or minor children in his or her legal custody or physical placement or with whom he or she has visitation rights.

5. A person's household includes one or more adults or minor children placed in his or her care under a court order, under a guardianship or with the written permission of a parent or other person having legal custody of the adult or minor child.

32.02 CREATION. There is hereby created a Brown County Commission on Equal Opportunities in Housing which is given the power and duty to enforce equal and fair opportunity in housing for all persons.

32.03 COMMISSION; FORMATION. The purposes and provisions of this chapter shall be implemented by:

(1) The Brown County Commission on Equal Opportunities in Housing, whose seven members shall be appointed by the County Executive and approved by the County Board of Supervisors to serve five-year terms.

(2) Initial terms of Commission members shall be as follows: Two shall be initially appointed for one year; two shall be initially appointed for two years; one shall be initially appointed for three years; one shall be initially appointed for four years; and one shall be initially appointed for five years. Thereafter all Commissioners shall be appointed to serve five-year terms. Any appointments to fill vacancies on the board shall be for the duration of the unexpired term only. A member of the Commission may be removed by the County Executive and the County Board of Supervisors only for inefficiency, neglect of duty, misconduct or malfeasance in office or other cause; provided, however, the Commissioner is first given a written statement of the charges and an opportunity to be heard thereon by the County Executive and the County Board of Supervisors. Commission members shall be residents of the County of Brown and shall be reimbursed for all actual and necessary expenses, but shall receive no other compensation.

32.04 COMMISSION; POWERS AND DUTIES. The Commission shall have the following powers and duties:

(1) To adopt, amend, publish and rescind rules and regulations governing its meetings and hearings and for the enforcement of this chapter;

(2) To appoint such other employees, agents and staff as are necessary to promote the purposes of this chapter, and to prescribe their duties;

(3) To receive, initiate, and investigate all complaints alleging any discriminatory practice prohibited by this chapter;

(4) To appoint mediators who initially shall seek a settlement agreeable to both the complainant and the respondent by means of informal conferences;

(5) If necessary, to hold hearings after efforts at settlement based on complaints made against any person and a determination of probable cause; to administer oaths and take testimony; to compel the production of books, papers and any other documents relating to any matters involved in the complaint; and to subpoena witnesses and compel their attendance;

(6) To issue, after hearing, such final orders as are necessary to promote the purposes of this chapter;

(7) To issue temporary orders effective for a maximum of 20 days, restraining the respondent from taking action which would tend to render ineffectual or unenforceable any order which the Commission might issue;

(8) To make available to the public, in writing, copies of:

(a) Transcripts of all its proceedings except initial settlement efforts by its mediators;

(b) All temporary and final orders; and

(c) All decisions and opinions rendered;

(9) To require a written report of the manner of compliance with any final order it may issue; and

(10) To recommend to the County Board of Supervisors any legislation necessary to further promote the purposes of this chapter, and to file annual written reports of its work with the County Board of Supervisors;

(11) To carry on a continuing educational and interpretational program in the county about the philosophy and goals of this chapter.

32.05 PROHIBITED ACTS. It shall be a prohibited discriminatory practice for any person to, on the basis of his/her race, color, religion, ancestry, national origin, gender, disability, including handicapped persons assisted by animals as set forth in Sec. 101.32 (2p), Wis. Stats., age, lawful source of income, family status, and sexual orientation as defined in Sec. 111.32(13m), Wis. Stats.:

(1) Print, publish, circulate, issue, display, post, mail, or communicate in any other way an announcement, statement, advertisement, publication, or sign the import of which indicates to any substantial degree a decision or purpose to impair in any way the access of any person.

(2) Refuse to sell, rent, or in any other manner deny, withhold, or impair the transfer of title, leasehold or any other interest in any part of any housing.

(3) Refuse to lend money or security, guarantee any loan, accept any mortgage or in any other manner make available any other funds or resources for the construction, acquisition, purchase, rehabilitation, repair or maintenance of any housing.

(4) Refuse to furnish any facilities or services for any housing when ordinarily provided pursuant to legal duty or local custom.

(5) Refuse to list for sale or rent any housing to any person.

(6) To differentiate in the price of rental or in the terms or conditions of sale or rent of any housing between persons.

(7) Induce or attempt to induce any person to sell or rent any dwelling by representations regarding the prospective or present entry into the neighborhood or by representations to the effect that such present or prospective entry will or may result in:

(a) The lowering of real estate values in the area concerned;

(b) A deterioration in the character of the area concerned;

(c) An increase in criminal or antisocial behavior in the area concerned; or

(d) A decline in the quality of the schools or other public facilities serving the area.

(8) Refuse to make reasonable accommodations to persons with disabilities in rules, policies, practices or services that are associated with the housing, when such accommodations may be necessary to afford the person equal opportunity to use and enjoy housing, unless the accommodation would impose an undue hardship on the owner of the housing.

32.06 ENFORCEMENT PROCEDURES.

(1) Complaint. Any complaint alleging any discriminatory practice shall be in writing. Such complaints may be initiated by:

(a) The complainant who may mail his complaint to the Commission or dictate it to an agent of the Commission;

(b) Any agent of the complainant, including any agent who himself/herself has solicited offers to buy, or rent, or in any other manner seek access to any interest in any part of any housing for the complainant; or

(c) Any member of the Commission on his/her own initiative.

(2) Contents of Complaint. All complaints shall contain the following;

(a) The name and address and signature of the complainant; the name and address and signature of the agent; if any, of the complainant and the name and address of the person allegedly discriminated against;

(b) The name and address of the respondent or respondents;

(c) A statement setting forth the particulars of the alleged discriminatory practice; and

(d) The date or dates of the alleged discriminatory practice.

(3) Filing Complaints. Complaints shall be filed with the Brown County Commission on Equal Opportunities in Housing by the complainant, his/her duly authorized agent or a member of the Commission, and may be filed in person or by mail.

Complaints alleging any discriminatory practice shall be filed no later than 90 days after the person allegedly discriminated against knew or should reasonably have known that the alleged act or acts occurred.

(4) Notice to Respondent. Upon filing of a complaint, the Commission shall serve a copy thereof in the manner provided for the service of a summons upon the respondent within 10 days of filing.

(5) Amendment and Withdrawal. A complaint may be amended or withdrawn at any time with and subject to the approval of the Commission or its designated agent and under such terms as the Commissioner or agent shall direct.

(6) Investigation, Hearings, Determinations, Appeal. (a) An agent designated by the Commission shall promptly investigate all duly filed complaints. If said agent shall find, after such investigation, that any filed complaint is frivolous, sham, or without substance in fact, he/she shall, within 10 days of the filing of such complaint, issue to the complainant and respondent a determination of such in writing setting forth the basis of his/her determination. Should such a determination be made that the complaint is frivolous, sham, or without substance in fact, the complainant shall be afforded an opportunity to appeal such decision to the Commission. Should the Commission decide that the complaint is frivolous, sham, or without substance in fact, the complainant may appeal by certiorari to the Circuit Court of Brown County. Said agent may at any time after the complaint is filed, issue a determination in writing to the complainant and respondent that the complaint is not frivolous, sham, or without substance in fact.

(b) Unless a finding is made that the complaint is frivolous, sham, or without substance in fact under the procedure set forth in paragraph (a) above or upon a finding that the complaint is not frivolous, sham, or without substance in fact, the Commission shall designate an agent who shall endeavor by means of conference, conciliation or persuasion to eliminate the alleged discriminatory practice.

(c) Within 30 days after the filing of the complaint, the agent designated pursuant to paragraph (b) above shall report to the Commission the results of the settlement efforts. If the efforts of settlement have failed to eliminate the discriminatory practice alleged in the complaint, the Commission shall promptly cause to be issued a notice of hearing before the Commission to determine the merits of the complaint. Such hearing before the Commission shall be a hearing of record.

(d) After such hearing, the Commission shall make written findings of fact and conclusions thereon and an order of such action to be taken by the respondent and, where necessary, by the complainant, as will effectuate the purposes of this chapter.

A certified copy of such findings, conclusions, and orders of the Commission, together with a summary of the findings of fact, shall be mailed to the last known addresses of the complainant and respondent.

After such determination by the commission, either party may appeal by certiorari to the Circuit Court of Brown County.

(7) Transfer of Proceedings. At any time after 10 days after the filing of the complaint the Commission may transfer the proceedings to itself by issuing to all interested parties a notice of hearing before the Commission to determine the merits of the complaint.

(8) Disqualification of Commissioners. No Commissioner, who, pursuant to this chapter has filed a complaint on his/her own initiative shall participate in any subsequent hearing or proceeding except as a witness, nor shall he/she participate in the deliberations of the Commission in such case.

32.07 REMEDIES. The Commission shall have the power and duty, after investigation and hearing, to issue and implement such orders as may be necessary to effectuate the purpose of this chapter. Such orders may include: (a) cease and desist orders; (b) affirmative action required of the respondent and, where necessary, of the complainant; and (c) any other orders which may be necessary to effect the purpose of this chapter.

32.08 JUDICIAL ENFORCEMENT AND PENALTIES.

(1) Violation of orders of the Commission shall constitute violations of this chapter.

(2) Penalties:

(a) The Commission may assess a forfeiture against a respondent who is not a natural person in an amount not to exceed $10,000, unless the respondent who is not a natural person has been adjudged to have committed any prior discriminatory act. If a respondent who is not a natural person has been adjudged to have committed one other discriminatory act during the preceding 5 year period, based on the offense date of the prior discriminatory act, the hearing examiner may assess a forfeiture in an amount not exceeding $25,000. If a respondent who is not a natural person has been adjudged to have committed 2 ore more prior discriminatory acts during the preceding 7 year period, based on the offense date of the prior discriminatory act, the Commission may assess a forfeiture in an amount not exceeding $50,000.

(b) In addition to any damages ordered under subd. a, the commission may assess a forfeiture against a respondent who is a natural person in an amount not exceeding $10,000, unless the respondent who is a natural person has been adjudged to have committed any prior discriminatory act. If a respondent who is a natural person has been adjudged to have committed one other prior discriminatory act based on an offense date that is before the effective date of this subdivision, the commission may assess a forfeiture in an amount not exceeding $25,000. If a respondent who is a natural person has been adjudged to have committed 2 or more prior discriminatory acts based on an offense date that is before the effective date of this subdivision, the commission may assess a forfeiture in an amount not exceeding $50,000.

(3) In the event of violation of a Commission order, the Commission may proceed to initiate enforcement in the Brown County Court.

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Discrimination in Housing

Overview

State law prohibits discrimination in housing for the following reasons:

- Sex
- Race
- Color
- Family status
- Religion
- National origin
- Ancestry
- Age
- Marital status
- Sexual orientation
- Source of income
- Disability or the presence of a service animal
- Status as a victim of domestic abuse, sexual assault or stalking

The statute of limitations for filing a complaint is 300 days from the date the action was taken or the individual was made aware the action was taken.

Coverage

The Wisconsin Fair Housing Law applies to many aspects of housing, which may include rental housing, single and multi-family homes, apartments, leases, home buying, homebuilding, real estate, condominimums and their associates, mobile homes, manufactured homes, financing of housing and housing insurance.

Prohibited Discrimination

The law prohibits the following types of discrimination:

- Refusing to sell, rent, finance or contract to construct housing
- Refusing to permit inspection of housing
- Charging a higher price for the sale, lease, financing or rental of housing
- Discrimination in advertising
- Making unavailable or denying a person housing
- Refusing to insure or providing different terms or conditions of housing insurance
- Harassing a tenant
- Refusing to renew a lease
- Denying privileges, services or facilities associated with housing

- Impeding access to a listing service or other real estate services

Retaliation for exercising or enjoying a right under the law is also prohibited.

Persons with Disabilities are entitled to reasonable accomodations in rules, policies or services associated with their housing and may make necessary modifications to their rental properties at their own expense. A renter has a responsibility to restore the rental housing to its original condition at the end of their lease.

Service animals also have special protection under the law and it is illegal to discriminate against or deny an individual with a disability housing because of their service animal if it assists that individual with impaired vision, hearing or mobility.

Exceptions

- Renters may be denied a lease based on family size if local building codes limit the number of occupants for a dwelling.
- Housing may be restricted to persons over a certain age if certain conditions are met.
- Housing may be denied to a person who poses a threat to the safety of others or whose tenancy would result in substantial damage to the property.

File a complaint

A complaint must be filed **within one year** with either the Equal Rights Division or through circuit court. Follow the directions on the complaint form to submit your complaint for investigation.

The complaint forms:

- Fair Housing Discrimination Complaint Form ERD-10240 (English) | (Spanish)

The Equal Rights Division has the power to investigate complaints, hold formal hearings, award remedies and facilitate settlement between parties.

Frequently Asked Questions:

Can this process stop my eviction

Can I file a complaint against my neighbor?

What if my housing is not handicap accessible?

Resources

- Wis. Stat. §§ Chapter 106.50
- Wisconsin Administrative Code DWD 220
- Complaint Process (English | Spanish)
- File a Complaint (Form ERD-10240-E)

- Wisconsin Fair Housing Law Poster
  (English | Spanish)

For more information

- Contact Info
- Mediation program (formerly named ERD-17095-P)

The federal Fair Housing Act prohibits housing discrimination based on race, color, national origin, religion, sex, disability, and familial status (i.e., presence of children under the age of 18 in the household or pregnancy). The Fair Housing Act does not specifically include sexual orientation and gender identity as prohibited bases. However, discrimination against a lesbian, gay, bisexual, or transgender (LGBT) person may be covered by the Fair Housing Act if it is based on non-conformity with gender stereotypes. For example, if a housing provider refuses to rent to an LGBT person because he believes the person acts in a manner that does not conform to his notion of how a person of a particular sex should act, the person may pursue the matter as a violation of the Fair Housing Act's prohibition of sex.

Housing discrimination against people with HIV/AIDS and people perceived to have HIV/AIDS is also illegal under the Fair Housing Act's prohibition of disability discrimination. See Housing Discrimination because of HIV/AIDS is Illegal.

In addition, housing providers that receive HUD funding or have loans insured by the Federal Housing Administration (FHA), as well as lenders insured by FHA, are subject to HUD's Equal Access Rule, which requires equal access to HUD programs without regard to a person's actual or perceived sexual orientation, gender identity, or marital status.

EXAMPLES:

- A gay man is evicted because his landlord believes he will infect other tenants with HIV/AIDS. This situation constitutes illegal disability discrimination under the Fair Housing Act because the man is perceived to have a disability, HIV/AIDS.

- A transgender woman is asked by the owner of her apartment building not to dress in women's clothing in the common areas of the property. This is a violation of the Fair Housing Act's prohibition of sex discrimination.

- A property manager refuses to rent an apartment to a prospective tenant who is transgender. If the housing denial is because of the prospective tenant's non-conformity with gender stereotypes, it constitutes illegal discrimination on the basis of sex under the Fair Housing Act.

LGBT Resources

HUD and LGBT

HUD's LGBT Equal Access Rule

LGBT Live Free Flyer 1

LGBT Live Free Flyer 2

Outreach Materials

FHEO NEWS

An Estimate of Housing Di
Against Same-Sex Couple

Proudly Opening the Doc
Housing: HUD Addresse
Housing Discrimination -
New Jersey Lawyer Mag

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- A female prospective tenant alleges that a landlord refused to rent to her because she wears masculine clothes and engages in other physical expressions that are stereotypically male. If true, this may violate the Fair Housing Act's prohibition of discrimination based on sex.

- An underwriter for an FHA-insured lender is reviewing a loan application by two males; both incomes are being used as the basis for the applicants' credit worthiness. The underwriter assumes the applicants are a gay couple and, as a result, denies the application despite the fact that the applicants meet all requirements for the loan. This violates HUD's Equal Access Rule, which prohibits FHA-insured lenders from taking actual or perceived sexual orientation into consideration in determining adequacy of an applicant's income.

If you believe you have experienced (or are about to experience) housing discrimination because of race, color, religion, national origin, sex, familial status or disability, you may contact HUD's Office of Fair Housing and Equal Opportunity for help at (800) 669-9777. You may also file a housing discrimination complaint online.

Additionally you may contact your local HUD office for assistance with alleged violations of HUD's Equal Access Rule and other program regulations.

Finally, many state, city, and county laws specifically include sexual orientation and gender identity as protected classes. You may wish to contact your state or local human rights agency to determine coverage under those laws.

State	Bans sexual orientation housing discrimination	Bans gender identity/expression housing discrimination	Enforcement Agency
California	X	X	California Department of Fair Employment & Housing - (213) 439-6703
Connecticut	X	X	Connecticut Commission on Human Rights & Opportunities - (860) 541-3400
Colorado	X	X	Colorado Civil Rights Division - (303) 894-2997
Delaware	X		Delaware Division of Human Relations - (302) 739-2207
District of Columbia	X	X	District of Columbia Office of Human Rights - (202) 727-4559

Hawaii	X	X	Hawaii Civil Rights Commission - (808)586-8636
Illinois	X	X	Illinois Department of Human Rights - (312) 814-6200
Iowa	X	X	Iowa Civil Rights Commission - (512) 281-4121
Maine	X	X	Maine Human Rights Commission - (207) 624-6050
Maryland	X		Maryland Commission on Human Relations - (410) 767-8563
Massachusetts	X	X	Massachusetts Commission Against Discrimination - (617) 727-3990
Minnesota	X	X	Minnesota Department of Human Rights - (800) 657-3704
Nevada	X	X	Nevada Equal Rights Commission - (775) 684-3849
New Jersey	X	X	New Jersey Division on Civil Rights - (609) 984-3100
New Hampshire	X		New Hampshire Commission for Human Rights - (603) 271-2767
New Mexico	X	X	New Mexico Human Rights Bureau - (800) 566-9471
New York	X		New York State Division of Human Rights - (718) 741-8440

Oregon	X	X	Oregon Bureau of Labor & Industries - (971) 673-0792
Rhode Island	X	X	Rhode Island Commission for Human Rights - (401) 222-2661
Washington	X	X	Washington State Human Rights Commission - (360) 753-6770
Vermont	X	X	Vermont Human Rights Commission - (802) 828-2480
Wisconsin	X		Wisconsin Equal Rights Division - (608) 266-6860

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BUDGET ADJUSTMENT REQUEST

Category	Approval 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: • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year	Director of Admin
☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
☒ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 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
☐ 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
☐ 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

2018 – The adopted budget for 2018 was developed with retirees paying 100% of the anticipated costs for the retiree health insurance cost pool. For calendar year 2018, no retirees have elected to continue on the County's health insurance plan. As such, related revenues and expenses for retirees are being removed from the 2018 budget. **Fiscal effect $ Zero**

Increase	Decrease	Account #	Account Title	Amount
☐	☒	750.064.033.4604.503	Health retiree premiums	621,690
☐	☒	750.064.033.5400.200	Claims medical	621,690
☐	☐			
☐	☐			
☐	☐			
☐	☐			

2-12-18

AUTHORIZATIONS

Kathryn Rollich
Signature of Department Head

Department: Human Resources

Date: 2/12/18

Signature of DOA or Executive

Date: 2/16/18

Revised 2/3/17

March 21, 2018

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

Ladies and Gentlemen:

RESOLUTION REGARDING ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE OFFICIALS CLERK OF COURTS AND SHERIFF

WHEREAS, the Executive Committee has examined compensation for Brown County elected constitutional offices; and

WHEREAS, Wisconsin Statutes direct the County Board to establish compensation for elected offices prior to the first date for filing nomination papers in an election year with such compensation effective upon taking office for the new term.

NOW, THEREFORE, BE IT RESOLVED, the Brown County Board of Supervisors does hereby establish the total annual compensation for the enumerated elective officials, effective the first day of a term of office that begins after the date this Resolution is adopted through the term of the office as follows:

CLERK OF COURTS	2018	2019	2020	2021	2022
Net Increase		0	0	0	0
Salary	$ 75,700	$ 75,700	$ 75,700	$ 75,700	$ 75,700

SHERIFF	2018	2019	2020	2021	2022
Net Increase		0	0	0	0
Salary	$ 109,370	109,370	109,370	109,370	109,370

BE IT FURTHER RESOLVED that each elective official is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law. Each elective official is required to pay their share of the total WRS required contribution. Brown County will pay only its share of the total required WRS contribution. It is expressly recognized that these shares may change, when the required WRS rate is adjusted, as authorized by law. These contributions will be pre-tax.

BE IT FURTHER RESOLVED that each elective official is conditionally eligible for, and may elect to receive, health insurance through Brown County's group health insurance plan. This eligibility for health insurance coverage is expressly subject to the same terms and conditions (e.g., premium contribution, deductibles, co-pays, etc.) as full-time non-represented employees of Brown County.

BE IT FURTHER RESOLVED that each elective official is eligible for, and may elect to participate in, the fringe benefit package provided to full-time non-represented employees of Brown County. Such eligibility and participation is subject to the same terms and conditions as the full-time non-represented employees of Brown County.

Fiscal Note: This Resolution does not require an appropriation from the General Fund; it will be appropriated in the 2019 budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____
TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

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

BROWN COUNTY

KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: February 9, 2018

REQUEST TO: Administration Committee; Public Safety Committee and Executive Committee

MEETING DATE: March 7, 2018; and March 12, 2018

REQUEST FROM: Kathryn Roellich
Human Resources Director

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

TITLE: Resolution Regarding Establishing the Salaries of Certain Elective Officials – Clerk of Courts and Sheriff

ISSUE/BACKGROUND INFORMATION:

Wisconsin statute requires that compensation for certain elective County officials be established by the Brown County Board of Supervisors before the earliest time for filing nomination papers for such elective offices.

ACTION REQUESTED:

Establish the 2019 - 2022 salaries for the following elective officials: Clerk of Courts and Sheriff

FISCAL IMPACT:

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

1. Is there a fiscal impact? ☐ Yes ☒ No
   a. If yes, what is the amount of the impact? _____
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☐ Yes ☒ No
      1. If yes, in which account? _____
      2. If no, how will the impact be funded? It will be budgeted for in 2019-2022.

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

Clerk of Courts

As of 2/6/18

County	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	
Ashland	$51,500.00	2%	$52,000.00	0.96%	$52,500.00	0.95%	$53,100.00	1.13%	$53,700.00	1.12%	
Dunn	$62,506.00	1.00%	$67,506.00	8.00%	$68,856.00	2.00%	$70,233.00	2.00%	$71,638.00	2.00%	Pending County Board Approval
Manitowoc	$67,666.00		$67,666.00	0.00%	$67,666.00	0.00%	$68,352.00	1.00%	$69,172.00	1.19%	
Barron	$70,578.00	2%	$72,342.00	2.50%	$74,151.00	2.44%	$76,005.00	2.44%	$77,905.00	2.44%	
Dodge	$69,731.00	1.50%	$75,765.00	8.65%	$76,901.00	1.50%	$78,055.51	1.50%	$79,226.34	1.50%	Pending County Board Approval
Lincoln	$60,814.00	1%	$78,822.00	6.71%	$79,518.40	0.88%	$80,308.80	0.98%	$81,120.00	1.00%	
Jefferson	$73,446.05	0	$79,518.40	7.64%	$80,308.80	0.98%	$81,120.00	1.00%	$81,931.20	0.99%	TENTATIVE

Sheriff

County	2018 Salary	2018 % In	2019 Salary	%Inc	2020 Salary	% Inc	2021 Salary	% Inc	2022 Salary	% Inc	
Ashland	$63,000.00	1%	63,700.00	1.10%	64,400.00	1.09%	65,000.00	0.92%	65,700.00	1.07%	
Lincoln	$77,767.00	1.00%	78822	1.34%	81857	3.71%	85008	3.71%	88281	3.71%	
Manitowoc	$93,513.00		93513	0.00%	93513	0.00%	93513	0.00%	93513	0.00%	
Dunn	$87,195.00		93735	7.50%	95610	2.00%	97522	2.00%	99472	2.00%	Pending County Board Approval
Dodge	$91,102.00	1.50%	97136.5	6.62%	98593.55	1.50%	1000072.45	1.50%	101573.54	1.50%	Pending County Board Approval
Jefferson	$89,937.82	0.00%	$97,364.80	7.63%	$98,342.40	0.99%	$99,320.00	0.98%	$100,318.40	1.00%	TENTATIVE

Budget by Account Classification Report (Draft and Unaudited)

Through 12/31/17
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	1,392,806.00	.00	1,392,806.00	116,067.13	.00	1,392,806.00	.00	100	1,214,094.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	276.25	.00	2,355.50	(355.50)	118	2,000.40
Other Financing Sources	.00	88,997.00	88,997.00	.00	.00	88,997.00	.00	100	192,425.00
REVENUE TOTALS	$1,394,806.00	$88,997.00	$1,483,803.00	$116,343.38	$0.00	$1,484,158.50	($355.50)	100%	$1,408,519.40
EXPENSE									
Personnel Costs	1,083,712.00	(159,960.00)	923,752.00	102,637.28	.00	841,728.88	82,023.12	91	786,027.47
Operating Expenses	311,094.00	248,957.00	560,051.00	192,017.73	.00	497,152.95	62,898.05	89	429,563.92
EXPENSE TOTALS	$1,394,806.00	$88,997.00	$1,483,803.00	$294,655.01	$0.00	$1,338,881.83	$144,921.17	90%	$1,215,591.39
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,394,806.00	88,997.00	1,483,803.00	116,343.38	.00	1,484,158.50	(355.50)	100%	1,408,519.40
EXPENSE TOTALS	1,394,806.00	88,997.00	1,483,803.00	294,655.01	.00	1,338,881.83	144,921.17	90%	1,215,591.39
Fund 100 - General Fund Totals	$0.00	$0.00	$0.00	($178,311.63)	$0.00	$145,276.67	($145,276.67)		$192,928.01
Grand Totals									
REVENUE TOTALS	1,394,806.00	88,997.00	1,483,803.00	116,343.38	.00	1,484,158.50	(355.50)	100%	1,408,519.40
EXPENSE TOTALS	1,394,806.00	88,997.00	1,483,803.00	294,655.01	.00	1,338,881.83	144,921.17	90%	1,215,591.39
Grand Totals	$0.00	$0.00	$0.00	($178,311.63)	$0.00	$145,276.67	($145,276.67)		$192,928.01

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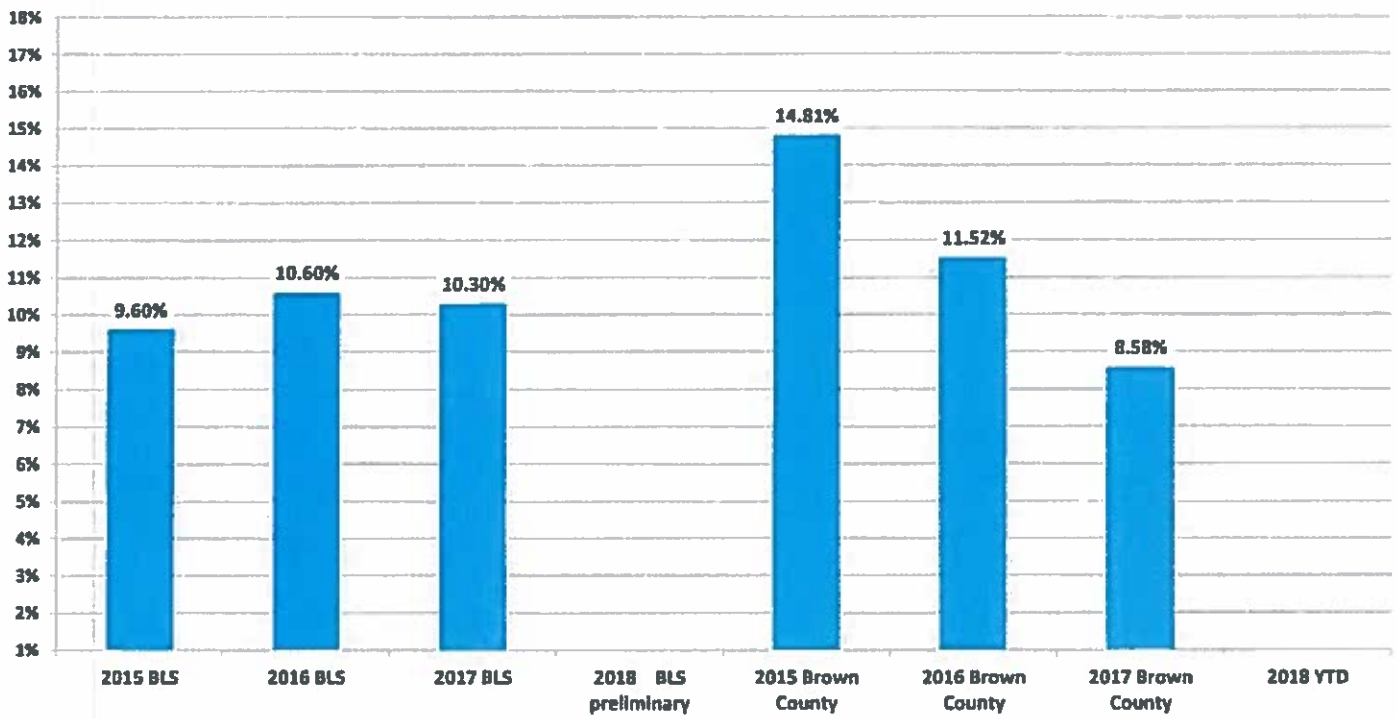

YTD January 2018
No Data Available on BLS Website

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

only 1 resignation in January 2018

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*

Brown County

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BROWN COUNTY TURNOVER REPORT

January-18

	HIRE	STATUS	POSITION	DEPT
1	1/2/18	FT	Human Resources Associate	Human Resources
2	1/2/18	FT	Patrol Officer	Sheriff
3	1/3/18	LTE	Seasonal Park Worker	Parks
4	1/9/18	FT	Senior Accountant	Administration
5	1/10/18	FT	Child Support Clerk	Child Support
6	1/22/18	FT	Clinical Social Worker	CTC
7	1/11/18	FT	Highway Crew	PW/Highway
8	1/29/18	FT	Maintenance Mechanic	Airport
9	01/15/18	LTE	Bailif	Circuit Courts
10	01/15/18	LTE	Correctional Officer	Sheriff
11	01/29/18	FT	Economic Support Specialit	Human Services
12	01/29/18	FT	Economic Support Specialit	Human Services
13	01/19/18	LTE	Bailif	Circuit Courts
14	01/24/18	PT	Facility Worker	DPW @ CTC
15	01/26/18	PT	Certified Nursing Assistant	CTC
16	01/29/18	FT	Correctional Officer	Sheriff
17	01/29/18	LTE	Garden Blitz Coordinator	UW Extension
18	1/31/2018	PT	Substitute Teacher	Syble Hopp
19				

	TERM	STATUS	POSITION	DEPT
1	1/2/18	FT	Patrol Officer	Sheriff
2	1/15/18	FT	Clerk IV/Data Control	Human Services
3	1/4/18	FT	Superintendent	PW/Highway
4	1/12/18	FT	Patrol Officer	Sheriff
5	1/26/18	FT	Sergeant 5/2	Sheriff
6	1/2/18	FT	Facility Planning & Project Manager	PW/Facilities
7	1/5/18	FT	Superintendent	PW/Highway
8	1/19/17	FT	Highway Crew	PW/Highway
9	1/5/18	FT	Clinical Social Worker	Human Services
10	1/2/18	FT	Highway Crew	PW/Highway
11	1/12/18	FT	Social Worker/Case Manager	Human Services
12	1/12/18	FT	Highway Crew	PW/Highway
13	1/2/18	LTE	Bailiff	Circuit Courts
14	1/3/18	FT	Terminal Operator I	Human Services
15	1/18/18	FT	Correctional Officer	Sheriff
16	1/5/18	FT	Telecommunication Operator	Public Safety
17	1/19/18	FT	Maintenance Mechanic	Airport
18	1/5/18	FT	Clinical Social Worker	CTC
19	1/25/18	FT	Highway Crew	PW/Highway
20	1/13/18	On-Call	Certified Nursing Assistant	CTC
21	1/2/18	FT	Deputy County Clerk	County Clerk
22	1/17/18	FT	Certified Nursing Assistant	CTC
23	1/26/18	FT	Clerk/Typist II	Clerk of Courts
	1/10/18	LTE	Summer Help	DPW

COMMENTS:	TALLY:
Retirement	11
Personal Reasons	
Other Job Offer	4
Not A Good Fit	2
None Given	10
End of assignment	3

YTD Applications:	840
YTD Requisitions:	50
Applications per Req. (2018):	17
Applications per Req. (2017):	27

25	1/5/18	FT	SW/CM	HHS-CP
26	1/12/18	FT	SW/CM	HHS-CP
27	1/13/18	LTE	On-call Nursing Assistant	CTC
28	1/9/18	LTE	On-call Nursing Assistant	CTC
29	1/26/18	LTE	Summer Employee	PW/Highway
30	1/23/18	PT	Library Services Assistant	Library
31				

	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	1/16/18	FT	Clerk III/Data Control	Human Services	FT	Clerk IV/Data Control	Human Services
2	1/2/18	FT	Child Support Spec. - Enforcement	Child Support	FT	Child Support Supervisor	Child Support
3	1/2/18	FT	Economic Support Specialist	Human Services	FT	Lead Economic Support Spec.	Human Services
4	1/3/18	PT .4 FTE	Certified Nursing Assistant	CTC	On-Call	Certified Nursing Assistant	CTC
5	1/5/18	PT .4 FTE	RN - Charge Nurse	CTC	On-Call	RN - Charge Nurse	CTC
7	1/31/18	FT	Administrative Secretary	PALS	FT	Clerk III/Data Control	Human Services
8	1/8/18	FT	Clerk Receptionist	CTC	FT	Deputy County Clerk - Comm.	County Clerk
9	1/5/18	FT	Deputy Corporation Counsel	Corporation Counsel	FT	Risk Manager	Administration
10	1/18/18	FT	Correctional Officer	Sheriff	On-Call	Correctional Officer	Sheriff
11	2/5/18	FT	Garage Mechanic	Sheriff	FT	Lead Garage Mechanic	Sheriff
12	1/15/18	FT	Planner I (Housing)	PALS	FT	Senior Planner (Housing)	PALS
13	1/15/18	FT	Planner I	PALS	FT	Senior Planner	PALS
14	1/15/18	FT	Heavy Equipment Operator	PW/Highway	FT	Highway Superintendent	PW/Highway
15	1/15/2018	FT	Engineering Technician II	PW/Highway	FT	Highway Superintendent	PW/Highway
16	1/14/2018	PT .5 FTE	Telecommunication Operator	Public Safety	FT	Telecommunication Operator	Public Safety
17	1/14/2018	PT .5 FTE	Telecommunication Operator	Public Safety	FT	Telecommunication Operator	Public Safety
18	1/14/2018	PT .5 FTE	Telecommunication Operator	Public Safety	FT	Telecommunication Operator	Public Safety
19	1/14/2018	FT	Telecommunication Operator	Public Safety	PT .5 FTE	Telecommunication Operator	Public Safety
20	1/14/2018	FT	Telecommunication Operator	Public Safety	PT .5 FTE	Telecommunication Operator	Public Safety
21	1/14/2018	FT	Telecommunication Operator	Public Safety	PT .5 FTE	Telecommunication Operator	Public Safety
22	1/29/2018	FT	Correctional Officer	Sheriff	FT	Patrol Officer	Sheriff
23	1/28/2018	PT .4 FTE	LPN	Bayshore Village	FT	LPN	Bayshore Village
24							

Department Vacancies Report
AS OF FEBRUARY 23, 2018
(Positions with A1 Approval to Fill)

Department	Title	# of Vacancies	FT, PT, On Call
Austin Straubel Int'l Airport	Airport Director	1	FT
	Airport Maintenance Mechanic	2	FT
	Housekeeper	1	FT
	Maintenance Mechanic - Airfield	1	FT
Clerk of Courts	Deputy Clerk 1A	1	FT
County Clerk	Deputy County Clerk - Services (Spanish Required)	1	PT
Golf Course	Seasonal Golf Course Maintenance Worker	2.8	LTE
	Summer Golf Course Maintenance Worker	1.8	LTE
Human Resources	Employee Relations Manager	1	FT
	Human Resources Admin Coord	1	FT
Human Services - Community Programs	Admission Clerk II	1	FT
	Behavioral Health Supervisor: Crisis Coordinator	1	FT
	CCOP Case Manager	1	FT
	Clerk II: Economic Support	1	FT
	Clerk Receptionist	1	FT
	Clinical Social Worker/Professional Counselor	1	FT
	Deputy Director	1	FT
	Social Worker/Case Manager: Adult Prot Svc	1	FT
	Social Worker/Case Manager: Behavioral Health Unit	1	FT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
	Certified Nursing Assistant (CNA) FT	2	FT
	Certified Nursing Assistant (CNA) PT	6	PT
	Certified Nursing Assistant (CNA)	10	On Call
	Cook	1	PT
	Food Service Worker - On Call	2	On Call
	Food Service Worker - Part Time	1	PT
	Lab Services Specialist	1	PT
	Licensed Practical Nurse (LPN) - On Call	2	On Call
	Licensed Practical Nurse (LPN) - Part Time	1	PT
	RN Charge Nurse	2	FT
	RN On Call	2	On Call
Library	Administration Associate	1	FT
	Library Service Assistant	1	PT
	Library Service Associate	1	PT
	Library Service Clerk	1	FT
	Library Supervisor	1	FT
	Reference Librarian		
Planning & Land Services	Planner I - Housing	1	FT
	Transportation/GIS Planner	1	FT
Port & Resource Recovery	Clerk/Typist II	1	FT
	Resource Recovery Technician	1	FT
Public Safety Communications	Telecommunication Operator 1		
Public Works - Facilities	Facility Worker		
	Housekeeper Lead		
	Summer - Facilities Maintenance Worker	1	LTE
	Summer Housekeeper	1	LTE
Public Works - Highway	Engineering Technician II	1	
	Highway Mechanic	1	FTE
	LTE Highway Maintenance Worker	4	LTE
	Summer Engineering Aide	4	LTE
	Summer Help - Public Wks	12	LTE
	Superintendent		
Sheriff	Correctional Officer	4	FT
	Correctional Officer LTE	2	LTE
	Mechanic Intern	1	PT/LTE
	Patrol Officer	2	FT
Technology Services	Enterprise Cyber Security Technician		
	Enterprise Systems Analyst I (Helpdesk)		
UW Extension	LTE-4-H Program Assistant		
Veterans Services	SENIOR BENEFITS SPECIALIST	1	FT
Zoo & Park Management - Parks	Adventure Park Guide (LTE)	1	LTE
	Seasonal Park Worker	15	LTE
	Seasonal Trail Ranger	3	LTE
	Security Officer - LTE	1	LTE
Zoo & Park Management - Zoo	Concessionaire	10	LTE
	Concessionaire Supervisor	2	LTE
	LTE-summer employee	1	LTE
	seasonal maintenance worker	1	LTE
	TOTAL	**130.6**	

Health Plan Performance Monitor
Prepared for Brown County
January 2018

I. REPORT PARAMETERS

A. Medical Administrator:	UMR	
B. Prescription Drug Administrator:	Rx Benefits	
C. Reinsurance Carrier:	Voya	
D. Specific Stop-Loss Deductible:	$350,000	

Employer Rates used for Calculating Health Premiums*:

Single	$603.65
Family	$1,548.38

**Represents a weighted average of Actives and Retirees based on enrollment.*

II. PLAN EXPERIENCE

	FIXED COST ANALYSIS				VARIABLE COST ANALYSIS					ENROLLMENT		
Month	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	TOTAL PLAN COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	$22,083	$67,671	$50,195	$139,949	$1,206,959	$228,578	$0	$1,435,538	$1,575,487	457	852	1,309
February 2018												
March 2018												
April 2018												
May 2018												
June 2018												
July 2018												
August 2018												
September 2018												
October 2018												
November 2018												
December 2018												
TOTALS	$22,083	$67,671	$50,195	$139,949	$1,206,959	$228,578	$0	$1,435,538	$1,575,487	457	852	1,309

III. KEY INDICATORS

Average Single Enrollment:	457	Total Plan Costs:	$1,575,487	Fixed Costs per Employee per Year:	$1,283
Average Family Enrollment:	852	Projected Plan Costs:	$1,595,088	Variable Costs per Employee per Year:	$13,160
Average Total Enrollment:	1,309	Dollar Difference:	$19,601	Total Costs per Employee per Year:	$14,443
		Funding Ratio:	99%	Total HRA Disbursements per Employee per Year:	$334
		YTD HRA Disbursements:	$36,412	Total Cost PEPY Including HRA Disbursements:	$14,777

828 John Nolen Drive Madison, WI 53713 T 608-273-0655 F 608-273-8873 www.m3ins.com

Dental Plan Performance Monitor
Prepared for Brown County

I. REPORT PARAMETERS

A. Dental Administrator: Delta Dental

Monthly Rates used for Calculating Dental Premiums:

Single	$40.72
Family	$114.62

II. PLAN EXPERIENCE

	COST ANALYSIS			ENROLLMENT		
Month	Administration	Paid Claims	TOTAL PLAN COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	$4,208	$115,584	$119,792	332	821	1,153
February 2018						
March 2018						
April 2018						
May 2018						
June 2018						
July 2018						
August 2018						
September 2018						
October 2018						
November 2018						
December 2018						
TOTALS	$4,208	$115,584	$119,792	332	821	1,153

III. KEY INDICATORS

Average Single Enrollme	332
Average Family Enrollm	821
Average Total Enrollmer	1,153

Total Plan Costs:	$119,792
Projected Plan Costs:	$107,622
Dollar Difference:	($12,170)
Funding Ratio:	111%
Total Costs per Employee per Year:	$1,247

2/7/2018

HUMAN RESOURCES DEPARTMENT

Brown County

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

Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: February 27, 2018

To: Administration Committee:

Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest
Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee

Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer
Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

Re: Human Resources Report – February – March, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Staff Vacancies:
  - HRIS Analyst, Inez Flashberger has resigned effective 3/9/18
- Work on the Classification and Compensation Study continues.
- Benefits:
  - Continued review and assessment of employee benefit offerings; info will be shared with the Benefits Advisory Committee.
  - New Benefits Specialist, Wendy Stewart, begins 3/5/18
- Safety: Monthly safety training and inspections continue.

18-43

BUDGET ADJUSTMENT REQUEST

Category		Approval 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: • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year	Director of Admin
☐ 3	Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
☐ 4	Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
☐ 5	a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
☐ 5	b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 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
☒ 8	Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
☐ 9	Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

2018 – Brown County as well as WMMIC (Wisconsin Municipal Mutual Insurance Company), for which Brown County is a member/owner, has experienced a large increase of casualty insurance claims. This budget amendment allows for increased expenses by using remaining Casualty Insurance fund balance. The fund balance at 12-31-2017 is $348,000. **Fiscal effect $ 348,000**

Increase	Decrease	Account #	Account Title	Amount
☒	☐	751.064.034.5420.800	Reserve general liability losses	348,000
☐	☒	751.3000	Unrestricted equity	348,000
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

2-21-18

AUTHORIZATIONS

Signature of Department Head

Signature of DOA or Executive

Department: DOA

Date: Feb 21, 2018

Date: 2/21/18

Revised 2/3/17

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2017 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
17-104	1/22	ADMIN	2017 – Funds are budgeted each year in the General Revenues salary reimbursement account for sick leave. When an employee retires, the appropriate department salary account is charged. This budget adjustment transfers funds to the appropriate department salary account along with the applicable transfer in/out. This entry is for announced retirements occurring in January/February 2018. **Amount: $73,178**	2	N/A	N	Emld Dept 2/7/18
17-105	1/23	ADMIN	2017 – The various capital project funds are combined together as one total on the on the CAFR (Comprehensive Annual Financial Report). As such, any transfers between these funds should be classified as an "intra-fund" transfer rather than an "inter-fund" transfer. This budget adjustment makes the appropriate reclassifications for the listed calendar year. **Amount: $0**	2	N/A	N	Emld Dept 2/7/18
17-107	2/16	ADMIN	2017 – Fund 140 (Land Records Modernization) is combined together with the General Fund (Fund 100) on the CAFR (Comprehensive Annual Financial Report). As such, any transfers between these funds should be classified as an "intra-fund" transfer rather than an "inter-fund" transfer. This budget adjustment makes the appropriate reclassifications for the listed calendar year. **Amount: $ 0**	2	N/A	N	Emld Dept 2/21

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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
17-106	2/2	HHS-CTC	To recognize major Community Services adjustments to personnel costs, purchased services expense, and offsetting revenue accounts for significant unanticipated budget variances during 2017 within the Health and Human Services Department. Personnel costs were higher than anticipated for overtime due to increased caseloads and coverage for open positions, and for health insurance costs. Operating expenses were higher than budget primarily in purchased services including the following areas with significantly increased funding needed during 2017: - State Mental Health Facility stays for adults and children - Wrap around services not covered by other programs including those for the Child & Adolescent Behavioral Health Unit, Juvenile Justice, and Child Protective Services - Foster home purchased services for Abused & Neglected children - Community Services contribution toward costs for Brown County residents at Nicolet Psychiatric Center - Adult Protective Services placements at Bay Haven CBRF including 1:1 care cases Offsetting the above noted expense increases, revenues from significantly higher than anticipated prior year cost report settlements have been received for CCS (Comprehensive Community Services) and WIMCR (WI Medicaid Cost Report) programs. Due to the possibility of adjusted settlements based on further review and analysis, this Budget Adjustment conservatively recognizes only a portion of the settlement payments received to the WIMCR Deficit Reduction account and CCS Prior Year Revenue account. If the final settlements noted above do not cover additional expenses, Human Services plans to apply available Fund Balance to offset any remaining loss/deficit for 2017. SEE PAGE 2 FOR ACCOUNT DETAIL **Amount: $1,215,000**	7	2/9	Y	HS 2/28 CB 3/21 Emld Dept 2/9

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2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-30	1/24/18	ZOO	*2018* The NEW Zoo received a grant from the Greater Green Bay Community Foundation in 2017 to support the Zoo's masterplan development. Educational programming will incorporate STEM into hands on experience with short term and long term after school programming as well as Train the Teacher workshops. The award period is 9/15/17 – 9/14/18. This adjustment is to place the unspent dollars in the 2018 budget. **Amount: $1,200**	2	2/8	N	Emld Dept 2/8
18-31	1/30	UW EXT	*2018* Brown County UW-Extension will receive funding from New Leaf Foods, Inc. to hire a Garden Blitz Coordinator. The person in this position will work collaboratively with Brown County UW-Extension, New Leaf Foods, Inc. and other local organizations and community volunteers to coordinate the Green Bay Garden Blitz. This position will be responsible for coordinating and overseeing the Blitz which includes working with the steering committee, fundraising, volunteer recruitment and management, communications, box sales, as well as the actual building and installation of garden beds which takes place over a weekend in the spring. Refer to Resolution 11/1/2017 13U **Amount: $3,000**	4	2/9	N	Emld Dept 2/9/18
18-32	1/30	UW EXT	Brown County Community Gardens has received a grant from the Green Bay Packers in 2017 to fund a Veteran's Garden. The program initially planned to spend all of the grant funds by December 31, 2017. However, some of the grant dollars were not used by that date and will instead be spent by March 31, 2018. **Amount: $1,019**	2	n/a	N	Emld Dept 2/8

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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-33	2/5	ADMIN	*2018* This budget adjustment is related to the authorization of the execution of the 7/13/2017 Amended and Restated Cooperation Agreement and of the7/13/2017 Second Amended and Restated Pledge and Security Agreement Room Tax documents. The County agreed to deposit $500,000 into the KI Expansion Bonds Reserve Account prior to the issuance of the Ashwaubenon CDA Bonds (Brown County Expo Center Project). This reserve account will terminate on the date the KI Expansion Bonds are paid in full or legally defeased and the Trustee shall follow the direction of the County as to the disposition of any amount in such account on such date. The County will fund this agreed upon deposit with General Fund fund balance. Refer to Resolution 9a dated 8/19/17. Due to the Taxpayer Association lawsuit, the deposit of $500,000 has been postponed to 2018. **Amount: $500,000**	2	N/A	N	Emld Dept 2/8
18-34	2/5	ADMIN	2018 – This 2018 budget technical correction re-allocates adjustments to fringes that were made during the budget process but all posted to the "budget only" lines in the adopted budget. By making this adjustment, the components of the adjustments are posted to the correct accounts. There is no change to the bottom line of fringe expenses nor is there any change to the levy. See attachment for detailed breakdown of specific accounts to be affected. **Amount: $0**	2	N/A	N	Emld Dept 2/7/18
18-35	2/7	PW-Facilities	This budget adjustment is to reallocate building operating cost savings after the sale of the UW-Extension building to and to approve the lease of UW-Green Bay office space for the Land & Water Conservation Department and UW-Extension and additional security expense associated with UW-Extension offices located at the Neville Public Museum. Budget Impact: Approval of Office Space Lease - $19,515; Extension of Museum Hours - $3,033 **Amount: $22,548**	1	N/A	N	Emld Dept 2/16/18

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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-36	2/9	ADMIN	2018 – The 2018 adopted budget included the 1.84% wage increase for the non-sworn unions in A/C 5100.994 General Wage Increase as well as A/C 5100.996 General Union Contract. As such, this budget adjustment transfers the duplicate amount ($63,042) into the Class & Comp Plan account. Fiscal effect – Zero **Amount: $0**	2	N/A	N	Emld Dept 2/16
18-37	2/12	HR	2018 – The adopted budget for 2018 was developed with retirees paying 100% of the anticipated costs for the retiree health insurance cost pool. For calendar year 2018, no retirees have elected to continue on the County's health insurance plan. As such, related revenues and expenses for retirees are being removed from the 2018 budget. **Amount: $0**	5a	2/16	Y	AD 3/7 Emld Dept 2/16
18-38	2/13	Sheriff	2018-The Public Safety Committee approved a motion in their 2/7/18 meeting to authorized contracting for a study of courthouse security best practice and design options. Because this was not included in the 2018 budget, the funding for this study will come from the county's contingency fund. Expense will be charged to the Sheriff's budget under contracted services. **Amount: $9,500**	6	2/16	Y	AD 3/7 PS 3/7 CB 3/21 Emld Dept 2/16
18-39	2/15	UW-Ext	*2018* UW Extension received a Sustainable Agriculture Research & Education "SARE" mini grant for cover crop focus groups. The focus groups will be conducted with farmers, livestock nutrition consultants, and crop consultants to learn about the challenges and successes for farms currently using cover crops and to gain better insight into what is keeping other farms from not using cover crops, to provide an opportunity for participants to learn from each other, and to use what we learn to identify critical areas needing further resources and research addressing the issues preventing farms from using cover crops or expanding current usage. **Amount: $1,675**	7	2/20	Y	PDT 2/26 CB 3/21 Emld Dept 2/20

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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-40	2/16	ADMIN	2018 – Fund 140 (Land Records Modernization) is combined together with the General Fund (Fund 100) on the CAFR (Comprehensive Annual Financial Report). As such, any transfers between these funds should be classified as an "intra-fund" transfer rather than an "inter-fund" transfer. This budget adjustment makes the appropriate reclassifications for the listed calendar year. **Amount: $0**	2	N/A	N	Emld Dept 2/21
18-41	2/20	LANDCON	It was anticipated that the Community Feasibility Digester Study would be completed in 2017. The final report will not be done until spring 2018. Per the agreement with WPS the study must be completed by Nov. 25, 2018. **Amount: $74,000**	2	N/A	N	Emld dept 2/21
18-42	2/20	HHS-Public Health	The Office of Preparedness and Emergency Health Care, within the Wisconsin Department of Health Services Division of Public Health, allocated an additional $50,000 towards Region 3's budget. Brown County Health Department is the administrator for Region 3. This funds are to be used for preparedness and equipment associated with the Region 3 Healthcare coalition. This will include exercises, training and equipment to support preparedness in Region 3. Region 3 includes Brown County, and includes many EMS and Fire agencies as well as four acute care hospitals, a Veterans Hospital and a Psychiatric hospital all that will benefit from the increased funding. **Amount: $50,000**	7	2/21	Y	HS 2/28 CB 3/21 Emld Dept 2/21
18-43	2/21	ADMIN	2018 – Brown County as well as WMMIC (Wisconsin Municipal Mutual Insurance Company), for which Brown County is a member/owner, has experienced a large increase of casualty insurance claims. This budget amendment allows for increased expenses by using remaining Casualty Insurance fund balance. The fund balance at 12-31-2017 is $348,000. **Amount: $ 348,000**	8		Y	AD 3/7 CB 3/21 Emld Dept 2/21

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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.co.brown.wi.us

DIRECTOR

February 26, 2018

Committee Date:
March 7, 2018

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: February Director's Report

I. Risk & Purchasing Department

Claims for February: Four (4) claims were filed: one (1) claim by jail inmate for personal property that was destroyed at jail; one (1) for improper bookkeeping of jail account from jail inmate; one (1) Brown County employee claim for improper disciplinary action; and one (1) Brown County employee claim for disability discrimination.

Incidents for February: Twelve (12) incidents were recorded: one (1) ambulance call for non-responsive client at ADRC foot clinic, she recovered; one (1) Highway department collision with a car, car driver at fault; one (1) employee left County vehicle running and unattended in the Sophie Beaumont parking lot; one (1) Card player at ADRC reported missing wallet, wallet later found missing $150; one (1) Pickup truck plowing snow at CTC damaged a parked vehicle; one (1) Visitor had a seizure at Central Library, refused medical attention; four (4) slip and fall incidents (Airport parking lot; Jail; ADRC; and Meals on wheels volunteer); one (1) collision at Airport - within ramp area, airplane collided with airplane "tug" vehicle upon starting of airplane engines. Delta plane, Delta tug and Delta employee involved in collision. One (1) Airplane slid off the end of a runway. Airport procedures regarding ice are being reviewed by risk manager.

Claims & Settlement Process: One (1) claim was dismissed by the judge regarding housing code violation/fines imposed by the City of Green Bay. County was involved as the claims included Court Commissioners.

Purchasing: Purchasing published/completed 2 RFQ's, 1 OTP and 1 RFB in February.

Grievances: None.

II. Finance Department

2017 Budget: Still finishing year end (major focus), and the 2017 Balanced Budget Amendment. 1099's have been submitted to the IRS and vendors.

2018 Budget: Budget books will be distributed in April. Still working on transferring our checking account to Associated Bank with the Treasurer and TS. Still working on transferring P-Card vendor from Chase to U.S. Bank.

2019 Budget & Bond Refunding: Meeting with vendor on Cost Allocation plan. There are no plans for refundings in 2019.

III. Sales Tax Projections & Update

IV. Tax Increment Finance District

General update regarding yearly TID reviews.

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

The Kronos Project Team is working with the Sheriff's Office on the implementation of the last division, which is the Patrol Division. We are currently performing parallel testing to ensure the configuration is correct. The Configuration Management Document is also being updated.

The Kronos Project Team will also be working with CTC on changes to the PBJ (Payroll Based Journal) interface required by CMS (Centers for Medicare & Medicaid Services). Work on this started on Thursday, February 15.

Work has also started on the bank conversion changes. This includes changes to the direct deposit file, paper check formats for Accounts Payable and Payroll checks, positive pay file, bank reconciliation process, and other system changes required when transitioning to a different bank.

VI. Other

Staffing/Interns
Community Survey

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

cc: Troy Streckenbach – County Executive