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

Tom Lund, Chair
Tony Theisen, Vice Chair
Kris Schuller, Mark Tumpach, Robert Miller

ADMINISTRATION COMMITTEE
Thursday, December 8, 2011
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

I. Call to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of November 17, 2011.

Communications

1. Communication from Supervisor Theisen re: Request to establish a probationary wage for all new county employees. *Held for one month.*

County Clerk

2. Budget Adjustment Request (#11-155): Increase in expenses with offsetting increase in revenue.

Treasurer

3. Budget Status Financial Report for October, 2011.

Corporation Counsel

4. Ordinance re: Creating Section 3.33 of the Brown County Code of Ordinances to Prohibit Carrying of Firearms into Specified County Buildings and to Special Events.

Department of Administration

5. Ordinance re: Creating Section 3.32 of the Brown County Code Entitled "Fund Balance Policy".
6. Resolution re: 2012 Interoperability Capital Project.
7. Director's Report.

Information Services

8. Budget Status Financial Report for October, 2011.
9. Budget Adjustment Request (#11-164): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.
10. Director's Report.

Human Resources

11. Budget Status Financial Report for October, 2011.
12. Activity Report for November, 2011.
13. Human Resources 3rd Quarter, 2011 Report.
14. Director's Report.

Child Support Agency - No agenda items.
Facility & Park Management – No agenda items.

Other

15. Audit of bills.
16. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, November 17, 2011 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Robert Miller, Mark Tumpach, Kris Schuller, Tony Theisen
Also Present: Troy Streckenbach, John Luetscher, Jeff Oudeans, Bill Dowell, Doug Marsh, Carolyn Maricque

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I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 6:03 p.m.

II. **Approve/Modify Agenda:**

Chair Lund stated that Item 25 of the agenda could be removed as this was approved at the October 19, 2011 meeting.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to approve the agenda as modified. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of October 19, 2011, October 27, 2011 and November 7, 2011.**

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Review Minutes Of:**
   a. Facility Master Plan Subcommittee (October 20, 2011).

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

Communications

2. **Communication from Supervisor Theisen re: Request to establish a probationary wage for all new county employees.** ***Referred from November 7, 2011 County Board meeting.***

Supervisor Lund stated that he had spoken with Debbie Klarkowski, Human Resources Director, with regard to this communication. Klarkowski will come back at the December, 2011 meeting with a recommendation.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk.

3. **Resolution Supporting the 2012-2013 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).**

4. **Resolution Supporting the 2012- 2013 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).**

5. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).**

6. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).**

7. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).**

8. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).**

9. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).**

10. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).**

11. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).**

12. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).**

13. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).**

14. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).**

15. **Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).**

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to suspend the rules and take Items 3 through 15 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Theisen, seconded by Supervisor Schuller to approve Items 3 through 15. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

16. **Resolution re: To Authorize Use of Funds to Retain Outside Counsel.** ***Referred back from November 7, 2011 County Board meeting.***

Corporation Counsel John Luetscher provided some background with regard to this resolution. He stated that the resolution pertains to the solid waste management services agreements between the Solid Waste Department and numerous municipalities in Brown County as well as a separate agreement involving private waste haulers. The municipal agreements that are currently in existence expire at the end of this year and therefore this is time sensitive.

Part of the solid waste management services agreement is an addendum that deals with the Oneida Seven Generations Waste Gasification project. Depending on how that project emerges, there may be a need for assistance with respect to waiver of sovereign immunity by the Tribe and this is one of the reasons Luetscher brought this resolution forward. The solid waste management services agreements that they are attempting to negotiate with the municipalities have other complex legal issues, including anti-trust concerns, and Luetscher needs to have this reviewed by a private law firm regardless of what happens with the Seven Generations project. Luetscher went on to say that the agreements deal with numerous municipalities and are for a 10 year term and could involve hundreds of millions of dollars changing hands over the course of the contracts and he felt that having outside counsel review these contracts is a good expenditure of money. Luetscher stated that the funds needed should not exceed $10,000.

Supervisor Miller stated he brought this back from the County Board meeting because he thought this was solely in connection with the Seven Generations project. He stated that he had made an open records request to Wisconsin Economic Development and was advised that they were unable to provide the contract until it had been signed. Miller stated that he had heard from sources close to the Tribe that they were supposedly not interested in moving forward.

County Executive Troy Streckenbach stated that he had received a communication from Seven Generations indicating that they received federal authorization to move forward. Streckenbach stated it is his assumption that they are in a holding pattern and their tentative plan start date is December, 2012. Miller did not understand why Seven Generations would not move forward in collecting the two million dollars from the State and Streckenbach confirmed that they did not. However, Streckenbach did not feel this stopped the progress and he felt the project is still moving forward. Streckenbach went on to say that he agreed with Corporation Counsel in that even if the Seven Generations project does not advance, the overall solid waste management agreements should be reviewed, especially if there are addendums that deal with insovereignty.

Luetscher stated that even if the Seven Generations project was not an issue, he would still be asking for approval of the resolution because the agreements are of such a large magnitude and the complexity of what is being negotiated is such that he felt outside counsel would be beneficial and he noted again that time is of the essence.

Miller asked what the difference was between the pending agreements and previous agreements and Luetscher stated that the previous agreements had the same issues and were actually drafted by a private law firm. He noted that the anti-trust laws may have changed since the previous agreements were executed.

Streckenbach stated that even with the Seven Generations project out of the picture, right now there is a whole industry that is being created through waste as a commodity and the reality is that there is going to be constant interest in the waste stream in the new emerging economy. Streckenbach stated that he felt there was a very good argument here as far as anti-trust and he felt there would be a valid argument for this resolution.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to authorize use of funds to retain outside counsel not to exceed $10,000. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

17. **Activity Report for October, 2011.**

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

18. **Director's Report.**

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

Department of Administration

19. **2011 Budget Adjustment Log.**

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

20. **Director's Report.**

Interim Director of Administration Carolyn Maricque provided the Committee with Financial Statement Results – Unaudited along with her Director's Report, copies of which are attached. She stated that three financial systems are scheduled to go live on January 1, 2012 and also stated that the resolution and additional information for the implementation GASB 54 will be brought to the Committee at the next meeting.

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

Facility & Park Management

21. **Budget Adjustment Request (11-150): Increase in expenses with offsetting increase in revenue.**

Facility and Park Management Director Bill Dowell stated that this budget adjustment relates to the repairs to the ice making system at the arena. The work was approved at a previous meeting and a contract had been awarded. The funds will be transferred to complete the project from the arena renovation fund.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Budget Adjustment Request (11-151): Increase in expenses with offsetting increase in revenue.**

Bill Dowell stated that this budget adjustment relates to the vacant Mental Health Center property and these are the funds necessary to pay the utility bills and security bills on the building. There will be no increase in the levy as these expenses will be covered by money received from the sale of furniture and fixture from the building.

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Discussion re: Syble Hopp Pool Cover.

Bill Dowell stated that the funding for the proposed pool cover at Syble Hopp is coming from the wind farm energy revenue. The bids will be presented at the next meeting.

Engineer Doug Marsh advised the Committee that based on a Department of Energy calculator for pool covers, they can reduce the energy usage at Syble Hopp by 59% which would result in approximately $18,000 in savings annually. Water consumption would also be decreased by over 72,000 gallon (66%) for a savings of approximately $700 annually. Marsh estimated the pool cover and deployment system to be in area of $27,200 and there would also be some costs for electric work in an unknown amount.

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

24. Discussion re: Resch Centre Maintenance.

Bill Dowell stated that Facilities is continuing to work on this and will bring forth a recommendation at a future meeting. Dowell stated that there is a standard percentage of maintenance that is recommended in the industry of 2 – 4%, both for routine maintenance and systems upgrades. Brown County is currently not using that percentage as a planning tool, although he felt it was a good tool and is used by many facility organizations. Dowell stated that the three buildings that make up the arena complex have a replacement value of 56 million dollars. If using the 2 - 4% formula, the value would be 1.1 – 2.4 million dollars annually for the complex. Dowell stated that a plan would have to be put together with PMI as they are responsible for the routine day-to-day maintenance while the County is responsible for the capital upgrades. Dowell stated that he had learned from discussions with PMI that they are spending roughly $400,000 annually on routine maintenance while the County spends approximately $160,000 annually on capital projects. There are additional funds that PMI has in depreciation that goes to equipment.

Supervisor Schuller asked what the revenue source was to fund projects for the complex and Dowell responded that the only source of revenue is the rent received from PMI of $160,000 annually. Supervisor Theisen inquired if any portion of the room tax went to a maintenance fund and Dowell answered that it did not. Supervisor Miller brought up the idea of adding a surtax on ticket prices as a source of funding as it was his opinion that the users of the facilities should pay for the upkeep. A question was then raised by Supervisor Tumpach if this could be done under the current contract. Dowell stated that he would have to review the current contract to see if this would even be a possibility.

County Executive Troy Streckenbach stated that in 2006 the $800,000 contingency fund was used to put on a new roof, however, this fund was never rebuilt. Streckenbach felt that the opportunity to relook at the complex and the maintenance of it lies in the County's ability to renegotiate the contract with PMI and he felt that PMI may be willing to take the $850,000 that they have been giving to the Visitor and Convention Bureau and apply it to the maintenance and upkeep as well as investing in new technology. In order to reach this point, however, the Visitor and Convention Bureau would need to find a new funding mechanism.

Chair Lund wished it be noted that the County Board was never told that the Resch Center was underfunded and this was confirmed by Supervisor Theisen. Lund said that they found out last

year in the media that the Resch Center was underfunded. He also noted that the County Board had always paid for all the projects that needed to be done.

Supervisor Schuller questioned the ability to take any excess from the room tax and set it aside to fund maintenance of the facilities. Streckenbach stated they would have to look at the stabilization fund and whether it is at the amount that was set which is approximately 5 million dollars. He noted that the cooperative agreements state only four reasons you can utilize excess money from the stabilization fund and these are 1) retire debt; 2) tourism activities; 3) capital improvements and 4) expansion. Streckenbach stated that maintenance is a gray area and he did not believe routine maintenance fell under any of these four categories.

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

25. Approval of Bid re: Security Fencing at Jail.

This item was not discussed as this bid was approved on October 19, 2011.

26. Director's Report.

Facility Director Bill Dowell stated that they are continuing to work to conclude projects by the end of the year, however, there are some projects that will be carried over to 2012. He also continues to work with the public works committee on the Facilities transition into a public works organization.

Dowell advised the Committee that November 30 will be his last day with Brown County. Doug Marsh and Jeff Oudeans will be involved in the interim plan to move into the public works organization. Lund and the Committee thanked Dowell for his years of service.

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

Child Support Agency - No agenda items.
Information Services – No agenda items.
Treasurer – No agenda items.

Other

27. Audit of bills.

Motion made by Supervisor Theisen, seconded by Supervisor Schuller to approve bills. Vote taken. MOTION CARRIED UNANIMOUSLY

28. Such other matters as authorized by law.

Motion made by Supervisor Theisen, seconded by Supervisor Tumpach to adjourn at 6:50 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Therese Giannunzio
Recording Secretary

BUDGET ADJUSTMENT REQUEST

Adjustment	Description	Approval Level
☐ Category 1	Reallocation from one account to another within the major budget classifications.	Department Head
☐ Category 2		
☐ a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
☐ b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
☐ Category 3		
☐ a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
☐ b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
☐ Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
☒ Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
☒	☐	100.019.001.5103.000	Overtime	905.07
☒	☐	100.019.001.5110.110	Unemployment	10.00
☒	☐	100.019.001.5110.200	Health Insurance	15320.00
☒	☐	100.019.001.5110.210	Dental Insurance	105.00
☒	☐	100.019.001.5110.220	Life Insurance	100.00
☒	☐	100.019.001.5110.300	Retirement	3,550.00
☒	☐	100.019.014.4700	Intergovernmental Charges	25,994.15
☒	☐	100.019.014.5100	Regular Earnings	2,598.26
☒	☐	100.019.014.5103.000	Overtime Earnings	2,316.01
☒	☐	100.019.014.5110.100	FICA	370.88
☒	☐	100.019.014.5110.200	Health Insurance	517.50
☒	☐	100.019.014.5110.210	Dental Insurance	30.43
☒	☐	100.019.014.5110.300	Retirement	75.58
☒	☐	100.019.014.5110.310	Retirement Credit	95.42

Narrative Justification:

Due to election recounts, Intergovernmental revenue is greater than budgeted, as are elections regular earnings, overtime earnings and fringe benefits. County Clerk – General fringe benefits are also greater than budgeted due to a census change.

AUTHORIZATIONS

Darlene K. Marcelle
Signature of Department Head

Department: County Clerk

Date: 11-17-11

Signature of Executive

Date: 11/22/11

Brown County
County Treasurer
Budget Status Report

10/31/2011	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 273,516	$ 227,930	$ 206,659
Fringe Benefits	$ 124,183	$ 103,486	$ 98,083
Operations & Maintenance	$ 93,755	$ 78,129	$ 109,105
Utilities	$ 500	$ 417	$ 245
Chargebacks	$ 31,428	$ 26,190	$ 23,734
Contracted Expenses	$ 38,400	$ 32,000	$ 33,538
Other	$ 160,800	$ 134,000	$ 98,303
Total Expenses	$ 722,582	$ 602,152	$ 569,667
Property Tax Revenue	$ 2,450,000	$ 2,041,667	$ 2,485,077
Interest on Investments	$ 1,008,000	$ 840,000	$ 898,167
Miscellaneous Revenue	$ 62,000	$ 51,667	$ 78,311
Total Revenues	$ 3,520,000	$ 2,933,333	$ 3,461,555
Net Levy Distribution	$ 2,797,418	$ 2,331,182	$ 2,891,888

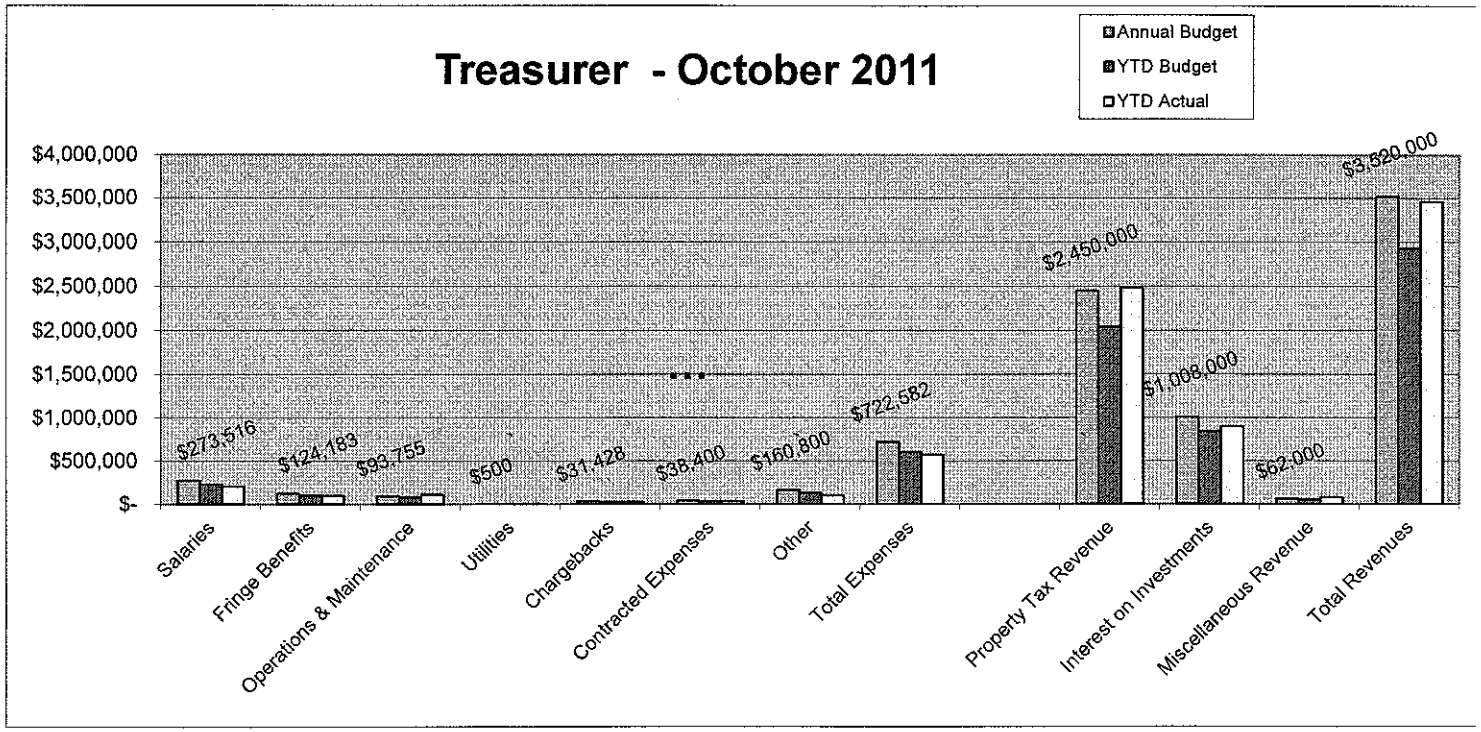
PLEASE NOTE:

Our expenditures are running below budget.

Interest and penalty on delinquent taxes exceeds budgeted projections.

We have exceeded net revenue projections by **$560,706**

$ 560,706 POSITIVE BUDGET VARIANCE



2011 OCT BUDGET PERFOMANCE REPORT

Fiscal Year to Date 10/31/11

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund **100 - GF**										
REVENUE										
Department **080 - Treasurer**										
Division **001 - General**										
4100	General property taxes	(2,797,418.00)	.00	(2,797,418.00)	(233,118.17)	.00	(2,331,181.70)	(466,236.30)	83	(2,586,705.00)
4108	Interest on taxes	1,750,000.00	.00	1,750,000.00	155,397.96	.00	1,749,863.12	136.88	100	2,001,411.57
4109	Penalities on taxes	700,000.00	.00	700,000.00	77,569.26	.00	735,214.17	(35,214.17)	105	827,509.71
4700	Intergovt charges	40,000.00	.00	40,000.00	397.88	.00	46,092.29	(6,092.29)	115	42,440.04
4900	Miscellaneous	25,000.00	.00	25,000.00	338.00	.00	32,218.01	(7,218.01)	129	30,777.69
4905	Interest	1,008,000.00	.00	1,008,000.00	202,520.10	.00	898,166.94	109,833.06	89	1,148,688.25
4960	Gain or Loss on Sale - Tax Deeds	(3,000.00)	.00	(3,000.00)	.00	.00	.00	(3,000.00)	0	(1,771.79)
9002	**Transfer in**									
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	2,588.00
	9002 - Transfer in Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,588.00
	Division **001 - General** Totals	$722,582.00	$0.00	$722,582.00	$203,105.03	$0.00	$1,130,372.83	($407,790.83)	156%	$1,464,938.47
	Department **080 - Treasurer** Totals	$722,582.00	$0.00	$722,582.00	$203,105.03	$0.00	$1,130,372.83	($407,790.83)	156%	$1,464,938.47
	REVENUE TOTALS	$722,582.00	$0.00	$722,582.00	$203,105.03	$0.00	$1,130,372.83	($407,790.83)	156%	$1,464,938.47
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5100	Regular earnings	269,466.00	.00	269,466.00	17,136.21	.00	187,840.74	81,625.26	70	227,762.50
5102	**Paid leave earnings**									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,362.98	.00	18,171.08	(18,171.08)	+++	23,329.67
	5102 - Paid leave earnings Totals	$0.00	$0.00	$0.00	$1,362.98	$0.00	$18,171.08	($18,171.08)	+++	$23,329.67
5103	**Premium**									
5103.000	Premium Overtime	4,050.00	.00	4,050.00	.00	.00	647.14	3,402.86	16	2,258.32
	5103 - Premium Totals	$4,050.00	$0.00	$4,050.00	$0.00	$0.00	$647.14	$3,402.86	16%	$2,258.32
5110	**Fringe benefits**									
5110.100	Fringe benefits FICA	20,377.00	.00	20,377.00	1,344.28	.00	14,992.74	5,384.26	74	18,514.44
5110.110	Fringe benefits Unemployment compensation	1,368.00	.00	1,368.00	114.00	.00	1,140.00	228.00	83	4,432.73
5110.200	Fringe benefits Health insurance	60,535.00	.00	60,535.00	4,959.86	.00	50,838.42	9,696.58	84	58,001.53
5110.210	Fringe benefits Dental Insurance	6,108.00	.00	6,108.00	435.83	.00	4,467.20	1,640.80	73	5,446.62
5110.220	Fringe benefits Life Insurance	949.00	.00	949.00	70.20	.00	743.08	205.92	78	879.36
5110.230	Fringe benefits LT disability insurance	984.00	.00	984.00	.00	.00	.00	984.00	0	.00
5110.235	Fringe benefits Disability insurance	2,090.00	.00	2,090.00	250.31	.00	2,473.57	(383.57)	118	2,030.27
5110.240	Fringe benefits Workers compensation insurance	43.00	.00	43.00	3.58	.00	35.84	7.16	83	54.00
5110.300	Fringe benefits Retirement	13,950.00	.00	13,950.00	1,192.14	.00	12,638.83	1,311.17	91	14,241.72
5110.310	Fringe benefits Retirement credit	17,779.00	.00	17,779.00	802.64	.00	10,753.48	7,025.52	60	11,920.08
	5110 - Fringe benefits Totals	$124,183.00	$0.00	$124,183.00	$9,172.84	$0.00	$98,083.16	$26,099.84	79%	$115,520.75
5300	**Supplies**									
5300	Supplies	2,010.00	.00	2,010.00	110.00	.00	1,739.89	270.11	87	1,394.87

2011 OCT BUDGET PERFOMANCE REPORT

Fiscal Year to Date 10/31/11

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund **100 - GF**										
EXPENSE										
Department **080 - Treasurer**										
Division **001 - General**										
5300	**Supplies**									
5300.001	Supplies Office	8,670.00	.00	8,670.00	353.02	.00	3,563.62	5,106.38	41	6,190.34
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	3,284.40
5300.004	Supplies Postage	44,000.00	.00	44,000.00	1,232.40	.00	37,133.80	6,866.20	84	50,236.02
	5300 - Supplies Totals	$54,680.00	$0.00	$54,680.00	$1,695.42	$0.00	$42,437.31	$12,242.69	78%	$61,105.63
5303	Copy expense	150.00	.00	150.00	.00	.00	61.14	88.86	41	93.61
5304	**Printing**									
5304	Printing	615.00	.00	615.00	.00	.00	78.26	536.74	13	816.31
5304.100	Printing Forms	17,450.00	.00	17,450.00	.00	5,138.75	5,367.35	6,943.90	60	12,645.08
	5304 - Printing Totals	$18,065.00	$0.00	$18,065.00	$0.00	$5,138.75	$5,445.61	$7,480.64	59%	$13,461.39
5305	Dues and memberships	210.00	.00	210.00	.00	.00	140.00	70.00	67	190.00
5307	**Repairs and maintenance**									
5307.100	Repairs and maintenance Equipment	2,800.00	.00	2,800.00	413.20	.00	2,995.64	(195.64)	107	1,083.34
	5307 - Repairs and maintenance Totals	$2,800.00	$0.00	$2,800.00	$413.20	$0.00	$2,995.64	($195.64)	107%	$1,083.34
5310	Advertising and public notice	11,500.00	.00	11,500.00	.00	.00	14,661.42	(3,161.42)	127	2,503.77
5330	Books, periodicals, subscription	100.00	.00	100.00	.00	.00	130.94	(30.94)	131	42.97
5340	Travel and training	2,000.00	.00	2,000.00	602.20	.00	1,465.70	534.30	73	1,301.44
5390	Miscellaneous	4,250.00	.00	4,250.00	.00	.00	517.60	3,732.40	12	5,403.95
5392	Service fees	.00	.00	.00	3,991.87	.00	41,249.75	(41,249.75)	+++	.00
5505	Telephone	500.00	.00	500.00	.00	.00	245.08	254.92	49	702.03
5601	**Intra-county expense**									
5601.100	Intra-county expense Information services	30,284.00	.00	30,284.00	2,068.52	.00	22,781.00	7,503.00	75	27,364.78
5601.200	Intra-county expense Insurance	1,144.00	.00	1,144.00	95.33	.00	953.34	190.66	83	972.00
	5601 - Intra-county expense Totals	$31,428.00	$0.00	$31,428.00	$2,163.85	$0.00	$23,734.34	$7,693.66	76%	$28,336.78
5700	Contracted services	38,400.00	.00	38,400.00	3,132.32	.00	33,537.87	4,862.13	87	33,026.53
5810	Tax deed	31,750.00	.00	31,750.00	21,657.18	.00	26,651.51	5,098.49	84	38,217.89
5815	**Tax refund**									
5815.100	Tax refund Personal property	55,000.00	.00	55,000.00	(916.08)	.00	57,444.47	(2,444.47)	104	47,712.48
5815.110	Tax refund Real estate property	52,000.00	.00	52,000.00	.00	.00	2,156.67	49,843.33	4	52,084.57
	5815 - Tax refund Totals	$107,000.00	$0.00	$107,000.00	($916.08)	$0.00	$59,601.14	$47,398.86	56%	$99,797.05
5835	Soil testing	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5887	Payment in lieu of taxes	12,050.00	.00	12,050.00	.00	.00	12,050.00	.00	100	11,700.00
	Division **001 - General** Totals	$722,582.00	$0.00	$722,582.00	$60,411.99	$5,138.75	$569,667.17	$147,776.08	80%	$665,837.62
	Department **080 - Treasurer** Totals	$722,582.00	$0.00	$722,582.00	$60,411.99	$5,138.75	$569,667.17	$147,776.08	80%	$665,837.62
	EXPENSE TOTALS	$722,582.00	$0.00	$722,582.00	$60,411.99	$5,138.75	$569,667.17	$147,776.08	80%	$665,837.62
	Fund **100 - GF** Totals									

2011 OCT BUDGET PERFOMANCE REPORT

Fiscal Year to Date 10/31/11
Include Rollup Account and Rollup to Account

Account	Account Description		Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
		REVENUE TOTALS	722,582.00	.00	722,582.00	203,105.03	.00	1,130,372.83	(407,790.83)	156	1,464,938.47
		EXPENSE TOTALS	722,582.00	.00	722,582.00	60,411.99	5,138.75	569,667.17	147,776.08	80	665,837.62
	Fund 100 - GF Totals		$0.00	$0.00	$0.00	$142,693.04	($5,138.75)	$560,705.66	($555,566.91)		$799,100.85
		Grand Totals									
		REVENUE TOTALS	722,582.00	.00	722,582.00	203,105.03	.00	1,130,372.83	(407,790.83)	156	1,464,938.47
		EXPENSE TOTALS	722,582.00	.00	722,582.00	60,411.99	5,138.75	569,667.17	147,776.08	80	665,837.62
		Grand Totals	$0.00	$0.00	$0.00	$142,693.04	($5,138.75)	$560,705.66	($555,566.91)		$799,100.85

December 21, 2011

AN ORDINANCE CREATING SECTION 3.33 OF THE BROWN COUNTY CODE OF ORDINANCES TO PROHIBIT CARRYING OF FIREARMS INTO SPECIFIED COUNTY BUILDINGS AND TO SPECIAL EVENTS

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sec. 3.33 "FIREARMS RESTRICTED IN SPECIFIED COUNTY BUILDINGS AND AT SPECIAL EVENTS" is created to read:

(1) Definitions.

(a) "Firearm" means a weapon that acts by force of gunpowder.

(b) "Law Enforcement Officer" means a Wisconsin law enforcement officer as defined in §175.46 (1) (g) Wisconsin Statutes or a federal law enforcement officer, as defined in §175.40 (7)(a) 1 Wisconsin Statutes.

(c) "Special Event" means an event that is open to the public, is for duration of not more than 3 weeks, and either has designated entrances to and from the event that are locked when the event is closed or requires an admission.

(d) "Building" does not include a parking facility on county property or any part of a building used as a parking facility.

(2) No person shall carry a firearm into the following buildings owned, occupied or controlled by the county:

(a) Community Treatment Center, 3150 Gershwin Drive, Green Bay.

(b) Sophie Beaumont Building, 111 North Jefferson Street, Green Bay.

(c) Brown County Shelter Care, 2980 Saint Anthony Drive, Green Bay.

(3) Signs notifying persons to not enter the above county buildings carrying firearms shall be posted in a prominent place near all entrances to the buildings. The signs shall meet or exceed the specifications set in §943.13 Wisconsin Statutes.

(4) No person shall carry a firearm into any special event taking place on property owned and controlled by Brown County.

(5) Signs notifying persons to not enter special events carrying firearms shall be posted in a prominent place near all entrances to the special event. The signs shall meet or exceed the specifications set in §943.13 Wisconsin Statutes.

(6) EXCEPTIONS. The restriction on carrying firearms into specified county buildings or into Special Events shall not apply in the following circumstances:

(a) Subsections (2) and (4) shall not apply to any law enforcement officer carrying a firearm.

(b) Subsections (2) and (4) shall not apply to an on duty private security officer or on duty armored car personnel providing contracted services to the county.

(7) Violations of subsections (2) and (4) shall be prosecuted under §943.13 Wisconsin Statutes.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

_____

COUNTY EXECUTIVE (Date)

_____

COUNTY CLERK (Date)

_____

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel.
Fiscal Note: This Ordinance does not require an appropriation from the general fund. The cost of the signs will be paid from 2011 budgeted operations in the Facilities Department.

DEPARTMENT OF ADMINISTRATION

Brown County

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

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

November 29, 2011

TO: County Board of Supervisors

FROM: Carolyn Maricque
Interim Director of Administration

SUBJECT: Fund Balance Policy Section for the Brown County Code of Ordinances

Attached for your review and approval is a resolution to establish a fund balance policy section in the Brown County Code of Ordinances. This document was reviewed in cooperation with the Internal Auditor, Board Counsel and Corporation Counsel.

In March 2009, the Governmental Accounting Standards Board issued Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions." The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Brown County must prepare financial statements following the GASB standards in order to receive Federal and State funding as well as to qualify for municipal bonding.

GASB 54 establishes new fund balance classifications and requires counties to adopt a fund balance policy defining actions required to commit and assign fund balance as well establish an order of spending. This practice ensures that adequate monetary reserves are available for sufficient daily cash flow and unexpected emergencies as well as to secure investment grade bond ratings. The statement further clarifies the reporting of governmental fund types which include the General Fund, Special Revenue Fund, Debt Service Fund and Capital Projects Fund. In order to be in compliance with GASB Standards, this policy section must be applied to the County's December 31, 2011, financial statements.

I would like to point out a few items of interest or clarification within the resolution:

- The Finance Director is assigned the task of determining assigned fund balance based on fiscal year data. This type of calculation is consistent with what has been done by the Finance Area in prior years. Although not required by GASB 54, the purpose of the assignment will be brought to the board for approval. The board approval will remain as long as the type of constraint is still in effect. For instance; as long as an employee is able to carryover vacation or sick time from year to year, a portion of fund balance will be assigned for outstanding vacation and sick leave due to employees.

- The General Fund reserve for contingencies (unassigned fund balance) not-to-exceed maximum has been proposed to be increased from 17 to 20 percent. In October 2010 the County Board passed a resolution to decrease the retention level from 20 – 25% to 13-17%. The proposed resolution includes an increase to the maximum level to 20%. The minimum contingency will remain at 13%, but the maximum is recommended to increase. Included in the resolution is the ability to spend excess on non-recurring purposes, so the increase in the maximum will ensure that fund balance is not utilized unless there is a healthy contingency fund.

- The restoration of General Fund reserves section assigns responsibility for the plan if there is a shortfall. Since the cause of the shortfall would impact the required restoration plan, the plan will need to be written to appropriately address the situation. A written plan to restore the reserves would only need to be developed in a worst case scenario if the contingency fund was depleted below 13%.

- For order of spending, although it may seem logical that restricted funds would be spent last, it is actually necessary to spend these first. For example, grant funds (restricted) should be spent on a grant-related project before County funds because the grant funding will expire.

- GASB 54 does not require the County to change any of its current reporting of fund types because the County already reviewed and updated its fund types during the financial implementation to ensure that Special Revenue funds were only utilized when the revenues or resources were restricted to expenditures for a specific purpose. The resolution supports the proper reporting of the Special Revenue funds and includes the revenue source restrictions.

I can be reached at 448-4046 if you have any questions or need more information. Thank you for your time and consideration of this matter.

cc: Troy Streckenbach, County Executive

December 21, 2011

AN ORDINANCE CREATING SECTION 3.32 OF THE BROWN COUNTY CODE ENTITLED "FUND BALANCE POLICY"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 3.32 of the Brown County Code entitled "Fund Balance Policy" is hereby created to read as follows:

(1) **STATUTORY AUTHORITY.** This ordinance is created pursuant to Wisconsin Statutes §§ 59.01, 59.03(1), 59.52(1)(b) & 65.90.

(2) **Purpose:** To ensure compliance with Government Accounting Standards Board "Statement 54" which will clearly define fund balance classifications; identify authority and actions that lead to committed and assigned fund balances; and establish spending priorities. This practice will ensure adequate monetary reserves are established in Brown County's General Fund to protect against unanticipated events that could otherwise adversely affect the financial condition of the County and jeopardize the continuation of necessary public services. Adequate reserves in the General Fund also allow the County to:

a. Provide sufficient cash flow for daily financial needs.
b. Provide adequate reserves for contingencies such as emergencies and unexpected declines in revenue without borrowing.
c. Secure and maintain investment grade bond ratings.

This Section ensures the county administration establishes the reserves in compliance with County Board protocol.

(3) **Definitions:** The Governmental Accounting Standards Board (GASB) has defined the following categories for fund balances:

a. **Non-spendable fund balance** – amounts that are not in a spendable form (such as delinquent taxes, inventory and prepaid expenses) or are required to be maintained intact.
b. **Restricted fund balance** – amounts constrained to specific purposes by external providers (such as grantors, bondholders, and higher levels of government).
c. **Unrestricted fund balance** – amounts available for use under the following sub-category restrictions:
d. **Committed fund balance** - amounts constrained to specific purposes by the governing body only, not a delegate. Committed amounts can only be imposed, removed or modified by formal action by the governing body (a budget adjustment approved by the full County

Board). Committed amounts are based on self-imposed limitations established and set in place prior to year end, but can be calculated after year end.

e. **Assigned fund balance** – amounts the county intends to use for a specific purpose(s). Intent can be expressed by the governing body or recommended by an official delegated the responsibility by the governing body.
f. **Unassigned fund balance** – amounts in excess (surplus) of the categories described above in the General Fund only. By their nature, other funds are established to account for revenues that are expended for specific purposes, and therefore, do not have unassigned fund balance.

(4) **Committed or Assigned Fund Balance**

Committed fund balance shall include any amounts committed for a specific purpose by the County Board. Currently, County funds (not financing/bond funds) approved by the County Board to be utilized for capital projects are included in committed fund balance.

The Finance Director shall annually determine assigned fund balance based on fiscal year data and will include the following categories for financial statement purposes:

a. **Vacation and sick leave** – an amount equal to the amount due to employees for future compensated absences.
b. **Health Department** – an amount equal to the unspent excess earnings from performance-based grant revenue.
c. **Library** – an amount equal to the unspent Library funds that are available to be carried forward.
d. **Subsequent year's expenditures** – an amount equal to funds identified to be carried forward from one year to the next for a specific purpose. Included in this amount are carryover and the fund balances of the Hazmat, Land Conservation Grants, Parks donations, Boat Landing, Cross Country Ski, Park Land and Building Acquisition, Rails to Trails, Veteran's Memorial Complex, Employee Events, Land Records Modernization PALS Grants, DARE, Jail Assessment, Investigative Asset Seizures, Family Court, Nonmetallic Mining, and Museum Deaccessions.

(5) **Unassigned Fund Balance (General Fund Only)**

General Fund reserve for contingencies shall be maintained at a minimum of 13 percent, and shall not exceed a maximum of 20 percent, of operating expenditures, excluding expenditures that have fund balance assigned for subsequent year's expenditures (reference item (4)(d) above).

The reserve for contingencies will be included in the unassigned fund balance and may be used for unanticipated expenditures or to mitigate the negative impact on public services in the event of revenue shortfalls.

At the end of the fiscal year, General Fund balance in excess of that which is non-spendable, restricted, committed or assigned, as well as unassigned reserve for contingencies, shall be designated as unassigned cash flow requirement. Unassigned cash flow should be used for non-recurring purposes whenever possible, and preference should be given to expenditures that will result in future efficiencies or other cost savings.

(6) **Restoration of General Fund Reserves**

If General Fund reserve for contingencies or cash flow requirements are depleted below the levels established, there will be an appropriation during the next annual budget process of at least 20 percent of the minimum contingency shortfall until the minimum reserve for contingency has been reached.

If this appropriation is financially infeasible, the Director of Administration, Finance Director and Internal Auditor will develop for County Board approval a written plan to restore the balance over a specific period of time. This restoration plan:

a. May require a reduction of services, increases in taxes, fees, or rates, or some combination thereof.
b. Should include such recommendations for rate/fee adjustments and/or expenditure reductions as may be appropriate.
c. Should be reviewed and updated on an annual basis until the level guidelines are achieved.

(7) **Order of Spending**

The County budget provides for programs with multiple revenue sources. For purposes of fund balance classification, expenditures shall be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly unassigned fund balance.

The Director of Administration and Finance Director have the authority to deviate from this order if they deem it in the best interest of the County.

(8) **Special Revenue Funds**

In addition to the General Fund, the County has several special revenue funds that account for specific revenue sources (non-levy) for an intended purpose or project. Creation of a Special Revenue Fund requires County Board approval. Special Revenue Funds provide an extra level of accountability and transparency as to how the funds are expended.
Current Brown County Special Revenue Funds include:

Special Revenue Fund	Non-levy Revenue Source	Purpose
Child Support	Federal and state grants	To account for the operation of the Child Support Program. Grants must be used for Child Support purposes.
Community Programs	Intergovernmental grants	To account for the operation of the Department of Community Programs. Intergovernmental grants must be used for Community Programs purposes.

Syble Hopp School	State aid	To account for the operation of Syble Hopp School.
County Roads and Bridges	State and federal aid, as well as other municipality matching sources	To account for the maintenance and construction of the County's roads and bridges. Balances in the fund that pertain to the County aid bridge fund will be classified as restricted.
Revolving Loan	Intergovernmental funding	To account for the activity of the community development block grant small cities program. Funds are required to be restricted for the loan program.
Convention Center/Arena	Room taxes	To account for the collection of room taxes from participating municipalities and the payments to the City of Green Bay Redevelopment Authority and Village of Ashwaubenon Community Development Authority for debt service on the Convention Center and Arena. Funds are required to be restricted by agreement with participating municipalities.
UW-Extension Madison Programs	Charges and fees	To account for the activity of the Regional Conservation Professional Training and Commercial Manure Applicator Initiative programs. Revenues are required to be segregated from other County funds per the Memorandum of Agreement signed 6-30-10.
Library Programs	Donations	To account for contributions from private sources restricted to the Library.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

_____
ADMINISTRATION COMMITTEE

FISCAL NOTE: This ordinance does not require an appropriation from the General Fund; but instead defines and provides authority for fund balance classifications, establishes the order of fund balance spending, and clarifies the County's Special Revenue Funds.

Approved By:

_____
COUNTY EXECUTIVE (Date)

_____
COUNTY CLERK (Date)

_____
COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

DEPARTMENT OF ADMINISTRATION

Brown County

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

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

December 1, 2011

TO: Administration Committee

FROM: Carolyn Maricque, Interim Director of Administration
John Luetscher, Corporation Counsel
Karl Fleury, Director of Public Safety

SUBJECT: 2012 Interoperability Capital Project Resolution

Enclosed is a resolution to approve the Public Safety 2012 Radio Interoperability End User Equipment financing in the amount of $611,309. The proposed resolution allows the County to be a co-borrower for end users to ensure that all agencies are able to purchase the necessary equipment to access the system. The financing does not include funding for County equipment. The following agencies/municipalities will be participating in this borrowing:

Denmark Volunteer Fire Department	$108,500
Village of Denmark Police Department	19,000
Village of Howard	191,133
Village of Suamico Public Safety	238,903
Wayside Volunteer Fire Department	53,773
Total	$611,309

Time is of the essence here. The Department of Public Safety Communications (DPSC) has organized a radio equipment buying program and intends to place orders for equipment in December 2011 for the county and forty three county public safety agencies to maximize bargaining power and to take advantage of fourth quarter discounts. The above entities need to arrange their financing now to participate in the buying program. Moreover, the DPSC and the public safety agencies need to take delivery of the equipment to program it and to train personnel on it before the new radio system becomes operational in October 2012.

Please contact Carolyn Maricque at marcique_ca@co.brown.wi.us or 448-4046 with any questions or concerns you may have regarding the resolution or financing.

Thank you.

cc: Troy Streckenbach, County Executive

Turning Brown County Green

December 21, 2011

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

Ladies and Gentlemen:

BROWN COUNTY, WISCONSIN

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED $611,309 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2012A, 2012B, 2012C, 2012D and 2012E

WHEREAS, Brown County, Wisconsin (the "County") is in need of funds in an amount not to exceed $611,309 for public purposes, including payment of all or a portion of the cost of acquisition of interoperable two-way radios for the emergency response system for or on behalf of (i) the Denmark Volunteer Fire Dept., Inc., a nonprofit corporation, in the amount of $108,500 (the "Denmark Fire Department Project"), (ii) the Village of Denmark, Wisconsin for the Village of Denmark Police Department in the amount of $19,000 (the "Denmark Police Department Project"), (iii) the Village of Howard, Wisconsin in the amount of $191,133 (the "Howard Project"), (iv) the Village of Suamico, Wisconsin in the amount of $238,900 (the "Suamico Project") and (v) the Wayside Volunteer Fire Department, a nonprofit corporation in the amount of $53,773 (the "Wayside Project"), each located within the County which will enhance the public safety of the County (individually or collectively, the Denmark Fire Department Project, Denmark Police Department Project, Howard Project, Suamico Project and the Wayside Project are referred to herein as the "Project") (the Village of Denmark Fire Department, a nonprofit corporation, the Village of Denmark, Wisconsin, the Village of Howard, Wisconsin, the Village of Suamico, Wisconsin and the Wayside Volunteer Fire Department, a nonprofit corporation are each referred to herein individually as a "Co-Borrower" or collectively, as the "Co-Borrowers") ; and

WHEREAS, each Co-Borrower will issue a Promissory Note or a Taxable General Obligation Promissory Note (the "Co-Borrower Notes") in the amount of such Co-Borrower's respective Project to finance such Co-Borrower's Project, acting as a co-borrower together with the County, with the intention of the County and each Co-Borrower that repayment of principal and interest on the respective series of Notes which financed such Co-Borrower's Project and the Co-Borrower Notes will be repaid by a levy upon all of the taxable property of such Co-Borrower or other revenues of such Co-Borrower;

WHEREAS, for each respective Project, the County will issue a series of Notes which shall be issued in an amount equal to the respective Co-Borrower Note which shall not exceed the amount of such Project as identified above;

WHEREAS, as a result of the County issuing the Notes and acting as a co-borrower with the respective Co-Borrowers as to such Co-Borrower's Project, will allow each Co-Borrower to achieve an interest savings that it would otherwise not be able to achieve;

WHEREAS, if the County is called on to repay a series of the Notes, the Co-Borrower for such series of Notes agrees that it will repay or reimburse the County for any and all amounts paid on such series of Notes by the County;

WHEREAS, Section 67.12(12), Wisconsin Statutes, permits the County to borrow money and issue municipal obligations as evidence of such indebtedness for any public purpose; and

WHEREAS, the Project constitutes a "public purpose" within the meaning of Section 67.04(1), Wisconsin Statutes; and

WHEREAS, the County Board of the County (the "Board") deems it desirable and in its best interest to issue its $611,309 Taxable General Obligation Promissory Notes, Series 2012A, 2012B, 2012C, 2012D and 2012E as provided in this Resolution (the "Notes") for the purpose of paying the costs of the Project; and

WHEREAS, Section 67.045(1)(f), Wisconsin Statutes, permits the County to proceed to issue such obligations without referendum or notice of referendum if the County Board adopts a resolution to issue the Notes by a vote of at least three-fourths ($3/4^{ths}$) of the members-elect; and

WHEREAS, the Board has determined that it is in the best interest of the County sell the Notes to Associated Bank, National Association, Manitowoc, Wisconsin (the "Initial Purchaser").

NOW, THEREFORE, BE IT RESOLVED by the County Board of the County as follows:

1. **Authorization of the Notes**. For the purpose of paying the costs of the Project (including legal and other related expenses), there shall be borrowed the sum not to exceed Six Hundred Eleven Thousand Three Hundred Nine and 00/100th Dollars ($611,309). To evidence such indebtedness, the Chairperson and Clerk are hereby authorized, empowered and directed to make, execute, issue and sell for, on behalf of and in the name of the County, in one or more series, its taxable general obligation promissory notes (the "Notes").

2. **Sale of the Notes**. The sale of $611,309 Taxable General Obligation Promissory Notes, Series 2012A, 2012B, 2012C, 2012D and 2012E, to the Initial Purchaser, at an aggregate price of $611,309, on the respective delivery dates, without accrued interest, is hereby ratified and confirmed.

3. **Terms of the Notes**. The Notes shall be designated "Taxable General Obligation Promissory Notes, Series 2012A, 2012B, 2012C, 2012D and 2012E," shall be issued in the denomination of $0.01 or any integral multiple thereof; shall be numbered one (1) and upward; shall bear interest at the rates set forth on Exhibit A and incorporated herein by reference; and shall

mature on in the years and principal amounts as set forth in Exhibit A. Interest on the Notes is payable semi-annually on such dates as set forth in Exhibit A attached hereto, commencing on such date as described therein, each year until paid or earlier redeemed. The Notes shall be payable in lawful money of the United States of America. The Notes shall be subject to optional redemption, in whole or in part, on any payment date by the County prior to maturity at par plus accrued interest.

4. **Form of the Notes.**

(a) The Notes shall be issued in substantially the form set forth in Exhibit A attached hereto.

(b) The Notes shall be executed on behalf of the County by the Chairperson (or in his absence the Vice Chairperson) and County Clerk of the County sealed with the official or corporate seal, if any, and delivered to or on behalf of the Initial Purchaser upon payment to the County of the purchase price thereof as provided in Section 2 of this resolution. A facsimile signature of either of the officers may be imprinted on the Notes in lieu of the manual signature of such officer, but unless the Board has contracted with a fiscal agent under Section 67.10(2), Wis. Stats., at least one of the signatures shall be manual. In the event that any of the officers whose signatures appear on the Notes shall cease to be such officer(s) before the delivery of the Notes, such signatures shall, nonetheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery.

5. **Registration and Payment of the Notes; Persons Treated as Owners; Transfer of Notes**. The Notes shall be issued as registered obligations. The Notes shall be executed in the name of the County by the manual signatures of the Chairperson (or Vice Chairperson in the Chairperson's absence) and County Clerk, and shall be sealed with its official or corporate seal, if any. The principal of, premium, if any, and interest on the Notes shall be paid by the County Treasurer, who is hereby appointed as the County's Note Registrar. Both the principal of and interest on the Notes shall be payable in lawful money of the United States of America by the Note Registrar. Payment of principal of the final maturity on the Note will be payable upon presentation and surrender of the Note to the Note Registrar. Payment of principal on the Note (except the final maturity) and each installment of interest shall be made to the registered owner of each Note who shall appear on the registration books of the County, maintained by the Note Registrar, on the Record Date and shall be paid by check or draft of the County and mailed, to such registered owner at his or its address as it appears on such registration books or at such other address may be furnished in writing by such registered owner to the Note Registrar.

6. **Levy of Direct, Annual, Irrepealable Tax**. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit, and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct, annual, irrepealable tax sufficient to pay the interest when it falls due and also to pay and discharge the principal at maturity, and that the series of Notes of which this Note is one, together with all other indebtedness of the County, is within every debt or other limit prescribed by law. The direct, annual, irrepealable tax hereby levied shall be carried onto the tax rolls and shall be collected in addition to all other taxes and in the manner and at the same time as other taxes of the County for such years are collected. So long as any part of the principal or interest on the Notes remains unpaid, the tax hereby levied shall be and continues irrepealable except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus in the Debt

Service Fund created under Section 7 of this Resolution; and except as otherwise provided for pursuant to Section 67.05(10), Wisconsin Statutes.

7. **Debt Service Fund**. There is hereby established in the County treasury a fund account separate and distinct from all other funds and accounts of the County designated for each series of Notes a "Debt Service Fund Account for Brown County Taxable General Obligation Promissory Notes, Series 2012___" (hereinafter, collectively, the "Debt Service Fund") which Debt Service Fund shall be used solely for the purpose of paying the principal of and interest on the respective Series of Notes. There shall be deposited in the Debt Service Fund for each series:

(a) all accrued interest (if any) paid on such series of the Notes at the time the Notes are delivered to the Initial Purchaser;

(b) the original issue premium (if any) received by the County upon the sale of such series of the Notes;

(c) all money raised by taxation pursuant to Section 6 hereof; and

(d) all other sums as may be necessary to pay principal of and interest on such series of the Notes as the same becomes due.

The Debt Service Fund for each Series of Notes shall be used for the sole purpose of paying the principal of and interest on such Series of Notes and shall be maintained for such purpose until such indebtedness is fully paid or otherwise extinguished. The funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law. Any amounts over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy or may, at the option of the County, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or may be invested in interest-bearing obligations of the United States of America, other obligations of the County, or in other investments permitted by law, which investments shall continue to be a part of the Debt Service Fund.

8. **Borrowed Money Fund**. The principal proceeds received by the County from the sale of each series of the Notes shall be paid into the County treasury and entered in a fund for each Series separate and distinct from all other funds, which fund shall be designated "Taxable General Obligation Promissory Notes, Series 2012 ___, Borrowed Money Fund." Money in said fund shall be used solely for the purposes for which such series of Notes were issued.

9. **Application and Investment of Note Proceeds**. Following the sale of a series of Notes, the Chairperson and County Clerk are hereby authorized and directed to cause such series of Notes to be printed, and to execute and deliver such series of Notes to the Initial Purchaser thereof upon payment therefor; and the principal proceeds from the sale of such series of Notes shall be used only for the purposes and in the manner required by law and by this Resolution. The proceeds may be invested in the manner permitted by law.

10. **Resolution a Contract**. The provisions of this Resolution shall constitute a contract between the County, each of the Co-Borrowers and the Initial Purchaser and any

subsequent holder(s) of the Notes, which contract is made, in part, to secure and induce the Initial Purchaser to buy the Notes, and after issuance of any Note no change or alteration of any kind in the provisions of this Resolution may be made except as provided in Section 13 hereof, until all of the Notes have been paid in full as to both principal and interest. The County shall take no action with respect to such contract which would be in contravention of any applicable law or constitutional provision which prohibits the passage of laws impairing contracts. In addition, the holder(s) of the Notes shall have the right, in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction to enforce the rights of such holder(s) under such contract against the County, the governing body thereof, and the officers thereof. When the Notes have been discharged, all pledges, covenants and other rights granted to the holder(s) of the Notes by this Resolution shall cease.

11. Closing. The appropriate officers and agents of the County are hereby directed and authorized to do all acts and things as may be necessary and convenient to effectuate the closing of this issue as soon as practicable hereafter, in accordance with the terms of sale thereof; and said officers and agents are hereby authorized and directed to execute and deliver such documents, certificates and acknowledgments as may be necessary or convenient in accordance therewith.

12. Discharge. When all the Notes have been discharged, all pledges, covenants and other rights granted to the holders of the Notes by this Resolution shall cease. The County may discharge all Notes due on any date by depositing with the Initial Purchaser on or before that date a sum sufficient to pay the same in full; or if any Note should not be paid when due it may nevertheless be discharged by depositing with the Initial Purchaser a sum sufficient to pay it in full with interest accrued from the due date to the date of such deposit. The County may also discharge all Notes called for redemption on any date when they are redeemable according to their terms, by depositing with the Initial Purchaser on or before that date a sum sufficient to pay them in full, with accrued interest and the required redemption premium, if any, provided that notice of redemption has been duly given as required by this Resolution. Monies on deposit in the Debt Service Fund and the Borrowed Money Fund may be used for this purpose.

13. Amendments to Resolution. After the issuance of any Notes, no change or alteration of any kind in the provisions of this Resolution or any exhibit hereto may be made until all of the Notes have been paid in full as to both principal and interest, or discharged as herein provided except: (a) the County may, from time to time, amend this Resolution or any exhibit hereto without the consent of the holders of the Notes, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and (b) this Resolution may be amended, in any respect, with the written consent of the holders of not less than two-thirds (2/3s) of the principal amount of the Notes then outstanding, exclusive of Notes held by the County; provided, however, that no amendment shall permit any change in the maturity of or interest payment date of any Notes issued hereunder, or a reduction in the rate of interest on any Notes, or in the amount of the principal obligation thereof, or change the terms upon which the Notes may be redeemed, or make any other modification in the terms of the payment of such principal or interest without the written consent of the holder of each such Notes to which the change is applicable.

14. Records. The Clerk shall provide and keep a separate record book and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes.

15. **Severability**. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof.

16. **Conflicting Resolutions**. All prior resolutions, rules or other actions of the Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict.

17. **Effective Date**. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted: December ____, 2011.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

_____
COUNTY EXECUTIVE
Date Signed: _____

Authored by: Bond Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note:

EXHIBIT A

(Form of Note)

UNITED STATES OF AMERICA

STATE OF WISCONSIN

BROWN COUNTY

TAXABLE GENERAL OBLIGATION PROMISSORY NOTE
SERIES [2012A] [2012B] [2012C] [2012D] [2012E]

REGISTERED NO. _____ REGISTERED $_____

DATED DATE	INTEREST RATE	MATURITY DATE	CUSIP
_____, 2012	See Below	_____, 2017	N/A

REGISTERED OWNER: ASSOCIATED BANK, NATIONAL ASSOCIATION

PRINCIPAL AMOUNT: _____

BROWN COUNTY, WISCONSIN, acknowledges itself indebted and for value received hereby promises to pay to the registered owner identified above, or registered assigns, the principal amount specified above on the maturity date specified above, unless this note shall be redeemable and shall have previously been called for redemption and payment of the redemption price made or provided for, and to pay interest on such principal amount from the dated date hereof at the Interest Rate (as defined below), payable in lawful money of the United States of America on _____, 2012, and semiannually thereafter on the first day of each _____ 1 and _____ in each year until the principal amount shall have been paid, by check or draft mailed to the registered owner of record hereof as of the fifteenth day of the calendar month next preceding such interest payment date, at the address of such owner appearing on the registration books maintained by the County Treasurer for such purpose (the "Note Registrar"). This note, as to principal and premium, if any, when due, will be payable in lawful money of the United States of America upon presentation and surrender of this note at the office of the Note Registrar. The full faith and credit of the County are irrevocably pledged for the punctual payment of the principal of and interest on this note according to its terms.

The holder of this Note acknowledges and agrees that any and all payments of principal or interest on the [Promissory Note] [General Obligation Promissory Note, Series 2012] issued by _____ (the "Co-Borrower") on the date hereof in the same principal amount as this Note (the "Co-Borrower Note") and held by the Registered Owner of this Note shall constitute payment on this Note. The holder of this Note further acknowledges and agrees that any and all payments of principal or interest on this Note shall constitute payment on the Co-Borrower Note.

The holder hereof expressly acknowledges and agrees that if Brown County is required to make any payments on this Note, that Brown County shall have a right of subrogation against the Co-Borrower with respect to the Co-Borrower Note to the extent of such payments, and the holder of this Note expressly assigns its interest in the Co-Borrower Note and any liens, pledges, security interests, rights or property securing such Co-Borrower Note to the extent of such payments to Brown County to exercise its right of subrogation to recover such payments from the Co-Borrower.

As used herein:

"Business Day" means a day (a) other than a Saturday, Sunday or legal holiday on which banks located in the city in which the Initial Purchaser's principal office is located are required or authorized to remain closed and (b) on which neither the New York Stock Exchange nor the Federal Reserve Bank is closed.

"Determination Date" means two (2) Business Days immediately preceding Dated Date.

"Five Year Cost of Funds" means the cost of funds established daily by the Initial Purchaser for obligations of an amount similar to the Notes and based on a five year term and amortization schedule, as shown on the Initial Purchaser's daily pricing sheets as determined on the Determination Date.

"Initial Purchaser" means Associated Bank, N.A. and any successor holder of all of the notes outstanding.

"Interest Rate" means the lesser of (i) Five Year Cost of Funds as determined on the Determination Date plus one hundred fifty (150) basis points (1.5%), or (ii) the Maximum Rate.

"Maximum Rate" means 18% per annum.

This note is part of a series of notes issued in the aggregate principal amount not to exceed $611,309, which are all of like tenor except as to date, maturity and rate of interest. The notes are being issued for public purposes, including paying of all or a portion of the cost of acquisition of interoperable two-way radios for the emergency response system for or on behalf of the Co-Borrower, within the County which will enhance the public safety within the County.

The notes are authorized and issued under and pursuant to Section 67.12(12) of the Wisconsin Statutes.

The notes shall be subject to optional redemption, in whole or in part, on any payment date by the County prior to maturity at par plus accrued interest.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist and be performed precedent to and in the issuance of this note in order to make it a legal, valid and binding obligation of the County have been done, exist and have been performed in regular and due time, form and manner as required by law, that a direct, annual, irrepealable tax has been levied by the County sufficient to pay the interest when it falls due and also to pay and discharge the principal at maturity, and that the series of notes of which this note is one, together with all other indebtedness of the County, is within every debt or other limit prescribed by law.

IN WITNESS WHEREOF, BROWN COUNTY, WISCONSIN has caused this note to be executed in its name and on its behalf by the manual or facsimile signatures of its Chairperson and its Clerk, and its corporate seal, or a facsimile thereof, to be hereunto affixed or otherwise reproduced hereon.

BROWN COUNTY, WISCONSIN

[SEAL]

By: _____
Guy Zima, Chairperson

Attest: _____
Darlene K. Marcelle, County Clerk

b

ASSIGNMENT

For value received the undersigned sells, assigns and transfers unto _____ the within note and hereby irrevocably constitutes and appoints _____ attorney to transfer the said note on the books kept for registration thereof, with full power of substitution in the premises.

Dated _____

_____

_____
Signature Guarantee

b

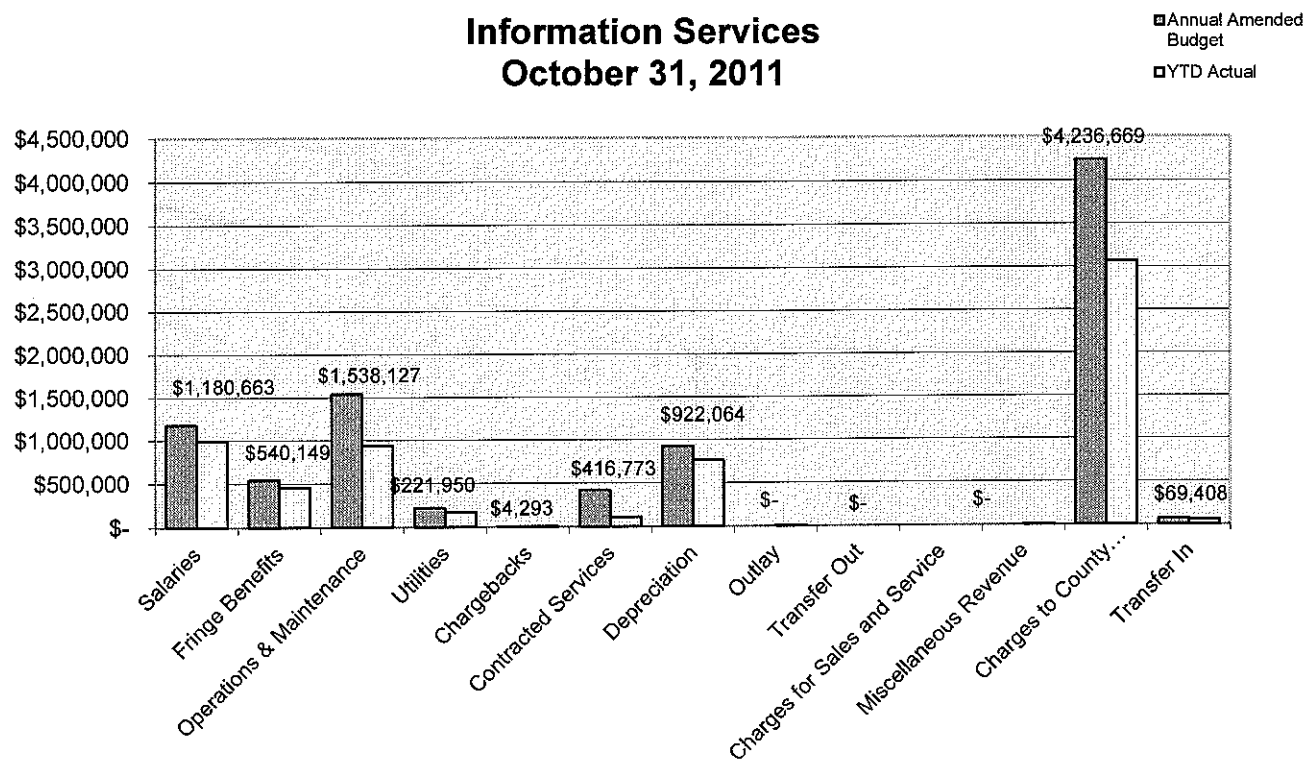
Brown County
Information Services
Budget Status Report

11/29/2011	Annual Amended Budget	YTD Actual	% of Budget
Salaries	$ 1,180,663	$ 993,037	84.11%
Fringe Benefits	$ 540,149	$ 452,283	83.73%
Operations & Maintenance	$ 1,538,127	$ 935,321	60.81%
Utilities	$ 221,950	$ 172,443	77.69%
Chargebacks	$ 4,293	$ 3,578	83.33%
Contracted Services	$ 416,773	$ 110,839	26.59%
Depreciation	$ 922,064	$ 763,298	82.78%
Outlay	$ -	$ 9,142	-
Transfer Out	$ -	$ -	-
Charges for Sales and Service	$ -	$ -	-
Miscellaneous Revenue	$ -	$ 8,768	-
Charges to County Departments	$ 4,236,669	$ 3,070,181	72.47%
Transfer In	$ 69,408	$ 57,037	82.18%

HIGHLIGHTS:

Expenses:
Allocated depreciation is $474,120 in the 2011 budget.
Unallocated depreciation is $447,944 in the 2011 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments. The YTD Outlay of $9,142 is due to the early retirement of a security appliance no longer used.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses.



11-164

BUDGET ADJUSTMENT REQUEST

Adjustment	Description	Approval Level
☐ Category 1	Reallocation from one account to another within the major budget classifications.	Department Head
☒ Category 2		
☐ a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
☒ b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
☐ Category 3		
☐ a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
☐ b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
☐ Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
☐ Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
☐	☒	710.022.001.5708	Professional Services	$56,500
☒	☐	710.022.001.5335	Software	$34,500
☒	☐	710.022.6110.020	Outlay	$22,000
☐	☒	710.022.6110.900	Outlay Contra	$22,000

Narrative Justification:

One of Brown County Information Services main objectives is to mitigate Brown County's PCI and HIPAA risks. The Data Loss Prevention (DLP) project is being implemented as one of the cornerstone pieces to eliminate this risk. Data Loss Prevention (DLP) is a computer security term referring to systems that identify, monitor, and protect **Data in Use, Data in Motion,** and **Data at Rest**. The system that we will implement is designed to detect and prevent unauthorized use and transmission of confidential information.

AUTHORIZATIONS

Signature of Department Head

Department: Information Services

Date: 11/28/2011

Signature of Executive

Date: 11/28/11

11-28-11

Rev 10/09

INFORMATION SERVICES DEPARTMENT

Brown County

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

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

IS Director's Report – December 2011

The information provided below highlights some of the activities and opportunities the Information Services (IS) Department has recently been focused on.

Update on Current Technology Initiatives

- The new Internet Protocol (IP) based security camera system over the last month had IS working with departments to add new "federated architecture" for enhanced security at the Airport, CTC, Courthouse, Sheriff's Dept. and Libraries. We also started conversations with Solid Waste about bringing their cameras onto the system. In addition we have started the implementation of video analytics at the Airport

- The new Sheriff's Department Law Enforcement Records Management System (LRMS) is underway. The software from ProPhoenix is currently stated at being 88% complete as of November 28, 2011. The go live date is scheduled for November 29, 2011. There will be residual enhancements into early 2012.

- The IS Department is working with the PSC on the Radio Interoperability Project to get fiber from the Highway Department to the new tower being constructed there and then transmit signals over fiber to the 911 Center.

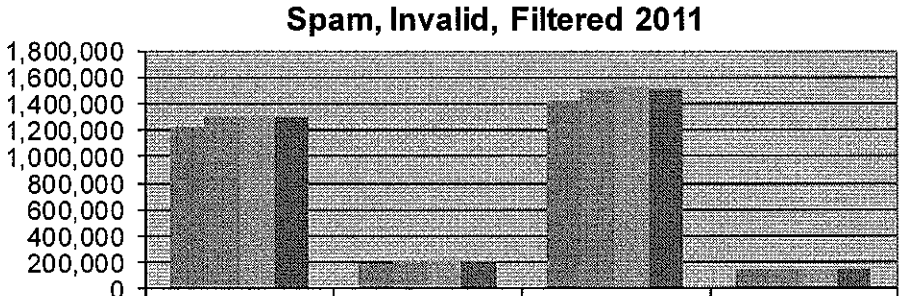
- Brown County IS is nearing completion with St. Norbert College and De Pere for fiber connectivity that will include getting fiber connected to Syble Hopp School.

- Final preparation for the EMR for Human Services/CTC and the Sheriff's RMS implementations have taken place. Both are expected to go-live in December.

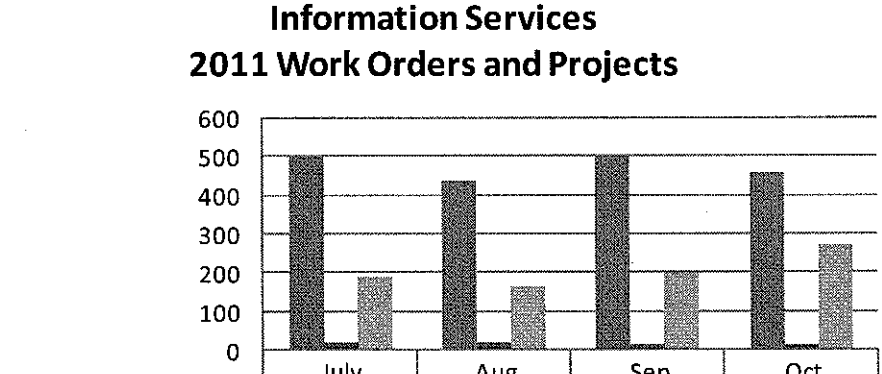
- Begin investigation on how Brown County could implement a Bring Your Own Device (BYOD) strategy. With all the new iPhones, iPods, Android powered gadgets, tablets, etc., a growing number of companies and institutions are encouraging employees to "BYOD" for work related calls, emails, and other communications. The challenge for IT is to figure out how to protect the valuable data assets being stored on these devices in addition to the headaches that are caused for tech support. New virtualization software is allowing these data assets to be stored in the data centers and not on the devices and allow easier mobile management of these devices. We will assess the feasibility of the "BYOD" strategy from a security and financial standpoint to see if this is something Brown County should proceed with.

Monthly Volume Statistics

- The following charts reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



	Incoming Spam, Invalid, Filtered based on reputation	Incoming Valid Clean Emails	Incoming Total Attempted Emails	Outgoing Mail Summary
July	1,232,722	193,513	1,426,235	144,353
August	1,296,549	211,028	1,507,577	144,852
September	1,323,110	209,555	1,532,665	147,002
October	1,298,389	210,703	1,509,092	144,464



	July	Aug	Sep	Oct
Work Orders Closed	498	437	501	459
Active Projects	16	16	13	12
Active Work Orders	189	165	199	273

Concerns

- Payment Card Industry (PCI) compliance continues as a source of concern for Brown County. A key way to narrow the scope and risk of PCI is to segment the network. IS does not have the staff resources to create a complete network segmentation and then deal with the extra burden going forward. We are working with Risk Management to narrow the scope of the segmentation.

- The Health Insurance Portability and Accountability Act (HIPAA) compliance is also a concern. There are phases for monitoring, data mapping (locating), email and data loss protection that need attention. These require IS staff to accomplish.

Projects

- Brown County continues with six major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging, Highway CHEMSPRO implementation and Electronic Medical Records (EMR) each of which is enough to strain any organization.

- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.

- There are major infrastructure implementations with the NEW Zoo Education Center, Intranet, Security Camera implementation, Video Conferencing in the Courthouse, and replacing the hardware and software driving the County Board meetings.

- We are working with Human Services in the planning stages of the new Wisconsin Department of Human Services call center application. This is a new multi-county call center application.

- Instead of replacing our AS400 hardware which is over 8 years old and expensive to maintain, we will be migrating it to an AS400 Cloud Service and we will realize costs savings in annual maintenance.

- We will be upgrading the audio and visual components in Room 200 in the Northern Building. This will include a new projector and monitors and will allow all devices to be used at the same time for presentations.

I would be happy to address any questions regarding this report. No specific action is being requested of the Administration Committee at this time.

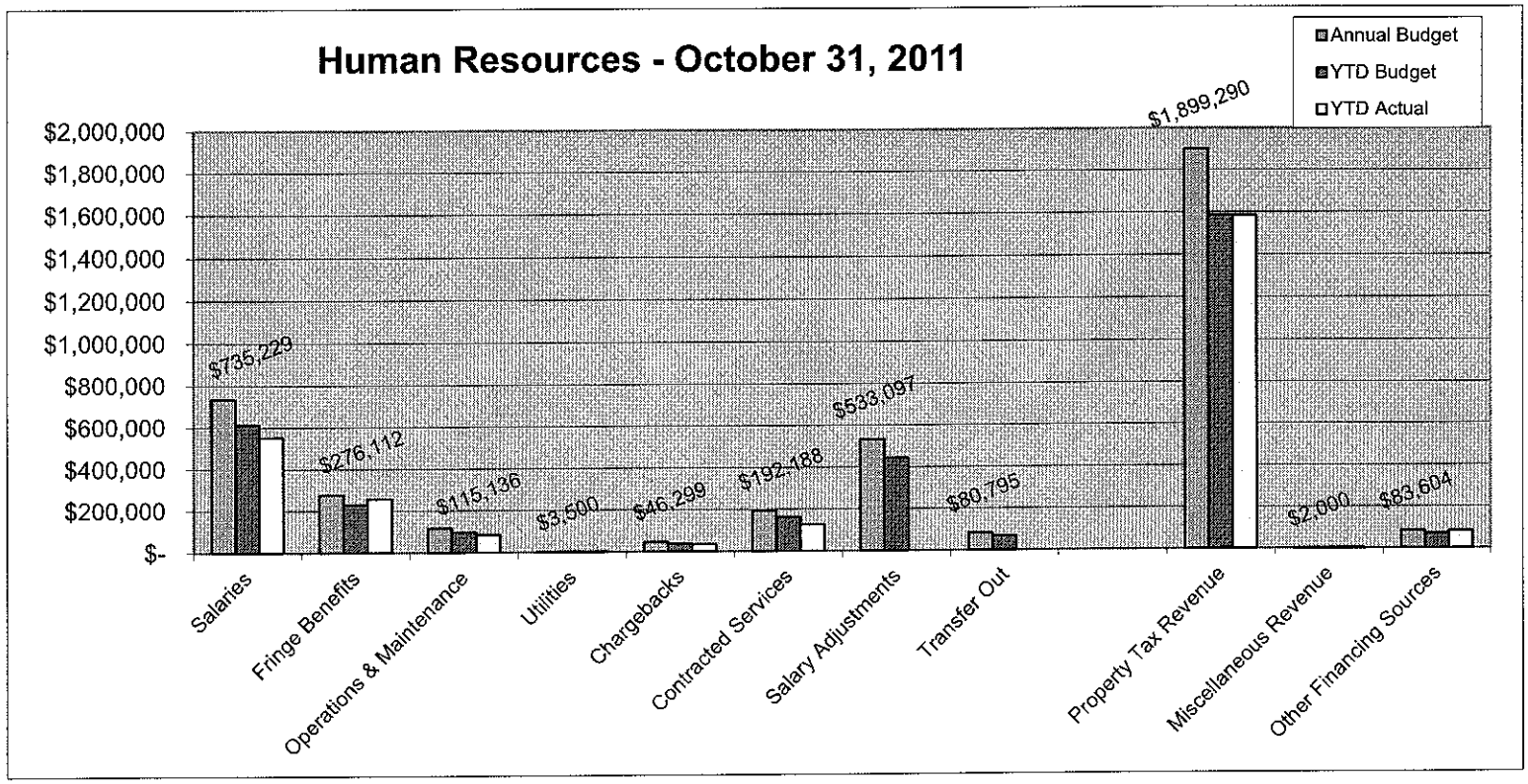
Respectfully submitted,

Kevin Raye
Brown County Network Support Manager

Cc: Troy Streckenbach

Brown County
Human Resources
Budget Status Report
10/31/2011

	Annual Budget	YTD Budget	YTD Actual
Salaries	$ 735,229	$ 612,691	$ 551,231
Fringe Benefits	$ 276,112	$ 230,093	$ 256,597
Operations & Maintenance	$ 115,136	$ 95,947	$ 83,477
Utilities	$ 3,500	$ 2,917	$ 262
Chargebacks	$ 46,299	$ 38,583	$ 34,966
Contracted Services	$ 192,188	$ 160,157	$ 124,870
Salary Adjustments	$ 533,097	$ 444,248	$ -
Transfer Out	$ 80,795	$ 67,329	$ -
Property Tax Revenue	$ 1,899,290	$ 1,582,742	$ 1,582,742
Miscellaneous Revenue	$ 2,000	$ 1,667	$ 1,988
Other Financing Sources	$ 83,604	$ 69,670	$ 81,366



HUMAN RESOURCES DEPARTMENT

Brown County

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

DEBBIE KLARKOWSKI, PHR

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

HUMAN RESOURCES MANAGER

Date: November 28, 2011

To: Administration Committee Members

From: Debbie Klarkowski, Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR NOVEMBER 2011

Hires:

Full-Time:	
Correctional Officer	1
Highway Laborer	2
Technician - Museum	1
Telecommunication Operator	2
Part-Time:	
Food Service Worker I	1
Limited Term/Seasonal/On-Call:	
Concessionaire I	1
Extra Help – District Attorney	1
Food Service Worker I – on call	2
Student Intern – CTC Dietary	1
TOTAL HIRES:	***12***

Separations:

Full-Time:	
Cook	1
Director of Port & Solid Waste	1
Facility Director	1
Food Service Worker II	1
Highway Laborer	1
Information Services Director	1
Staff Psychologist	1
Staff RN	1
Limited Term/Seasonal/On-Call:	
CNA – on call	2
Seasonal –Golf Course	1
TOTAL SEPARATIONS:	***11***

Current Employees:

Regular Employees:	1402	(1318.97 FTE's)
Extra Help:	212	(Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)
Total Employees:	**1614**	

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
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GREEN BAY, WI54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources

RE: Human Resources 3rd Quarter Report

DATE: November 29, 2011

Chapter 4 and Personnel Policy/Procedure

Representatives of the Human Resources Department held communication sessions with department heads and managers in October reviewing the revised personnel policies and future expectations. Human Resources and Department Leadership will communicate the changes and expectations to staff.

Pay recommendations are finalized by employee group, allowing the final pay controls to be built for a January 1 implementation date of the HR/Payroll System.

Notifications were sent to employees not currently on direct deposit and/or the casual day program, requiring the change by January 1, 2012. Notification was sent to part-time employees currently covered under the county's health and/or dental plan and will continue to receive coverage in 2012.

Another communication to department heads and leadership staff was e-mailed reinforcing the expectations along with a comparison list of the current policy and appropriate Chapter 4 reference.

Voluntary Unpaid Leave Program: To date 2011, there is $19,146 of savings compared to $24,170 in 2010 and $69,953 in 2009.

Benefits:

The Dependent Eligibility Audit delivered excellent cost savings to the county. Initially, 73 people were removed from the plan for numerous eligibility reasons. The department is working with spouses of retirees not eligible to remain on the plan. The estimated annual savings from the eligibility audit is $332,880. Over five years, the estimated potential savings is more than $1.3 million.

Last year the federal government announced the early retiree reinsurance program. The county has participated in the program since its inception. For the calendar year 2010, the county's reimbursement amount is $298,103.50 and the requested amount for 2011 is $92,802. Future reimbursements are dependent on qualifying events and Federal funding.

Voluntary Employee Beneficiary Association (VEBA) will provide a mechanism for employees to save for future medical benefits and provide the County a way to convert benefits to employee accounts. This program is a method to control future health care behavior and drives consumer health shopping and redirects utilization. The RFP is currently posted. An April 2012 implementation is planned.

The third party administration of the County's FMLA and STD Program is at the six month point. Initially, we experienced some start up issues. Those issues were brought to the vendor's attention and have been addressed by the vendor. The process is now running smoothly.

Worker's Compensation: The department recently completed the selection of the vendor for workers compensation. Implementation is scheduled for January 1, 2012.

The Health and Dental Benefits annual enrollment process continues through the end of November.

Organizational Development:

LEAN

The newly trained facilitators were offered an orientation to Brown County's resources and tools to conduct LEAN events. The facilitators were provided a list of Brown County LEAN events. The Human Services facilitators are primarily focusing on events in Human Services.

The following projects were approved by the LEAN Steering Committee and have facilitators assigned to complete these projects:

- Employment Tracking – Hiring/Termination process
- Health Department Home Visitation Program
- Mail Distribution Process

In September, the District Attorney's Office had an event titled Case File Flow. A file was tracked through the office and inefficiencies were noted. The staff identified 39 action items that will streamline their process with the following savings:

- nearly 20% in the process steps
- 11.5% in staff time
- 25.4% in distance travelled.

The facilitators also provided information on 6S, which emphasizes Sort, Shine, Straighten, Standardize, Sustain and Safety. This information was useful to the project team while planning for the physical location of their staff and files with the upcoming move to the former Sheriff's area.

Table of Organization Study Group

The Table of Organization Study Group meets every other Thursday to receive updates from the two sub-groups established. The Public Works sub-group has completed the following items:

- Interim Table of Organization structure for inclusion in the 2012 budget that includes both Highway and Facilities
- Developed Public Works Director job description
- Received approval for recruitment of Public Works Director
- Received direction to have Public Works entity report through the Planning, Development and Transportation Committee. Facilities will no longer report through Administration Committee
- Began interviewing mid-level staff to understand their scope of responsibilities
- Identified shared staff between these two departments and the Parks department

The NEW Zoo and Parks sub-group completed the 2012 Executive budget. The two departments were structurally combined but will maintain their separate budgets. The NEW Zoo had previously contracted for a governance model study. The timeline for this study is December 2011, at which time the work on the Zoo/Parks possible merger will continue, based on the recommendations of the study.

The Table of Organization Study Group and sub-groups will continue developing the organizational structure to identify additional efficiencies in both administration and operationally. Sharing resources and making decisions that impact multiple departments will drive the additional efficiencies.

Kronos and HR/Payroll Systems

Updates are given monthly by the Information Services and Finance Departments.

Safety/Occupational Health

Health and Safety were involved in a multitude of trainings during the third quarter. Most recently, training for Parks, Airport, and Golf Course departments were conducted. Occupational Health and Safety were able to accomplish multiple training topics including: Blood borne Pathogen training, Personal Protective Equipment training, Hearing, Respiratory Protection and Ergonomics. This training was similar to the highway department's Safety Training Day. Blankenheim Services was onsite to talk about proper ergonomics in the workplace. In-service training for Corrections Officers involved respirator fit testing and training. Corporal Boerboom coordinated the sessions for the Occupational Nurse and Safety Coordinator to train and fit test each employee.

Health and Safety developed a new standard practice for documenting training onsite. Third quarter was especially busy with ergonomic assessments throughout the Human Services department.

cc: County Executive

HUMAN RESOURCES DEPARTMENT

Brown County

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

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources

RE: Training Summary

DATE: November 29, 2011

Brown County has provided several targeted training sessions on Leadership as well as incidental training that covered a specific topic. This report will provide information on the training provided, description of the training, the intention of the training and the number of attendees.

Fall, 2008 to Spring, 2009
Achieve Global – Leadership Foundations (Provided by NWTC)

Human Resources assessed that the management and supervisory levels were not adequately providing leadership and development for their staff. A program was developed by NWTC to meet Brown County's needs. The training sessions included 4 four-hour sessions that covered leadership topics. There were ten different sessions scheduled between October, 2008 to May, 2009 to accommodate the target audience of management and supervisors. Total enrollment was 131 Department Heads, Managers and Supervisors.

At the conclusion an evaluation asked for a self-rating of "previous exposure to this type of material". The results are as follows:

Class #	Topic	Exposure Rating 5 = highest exposure
1	Principles and Qualities of Leadership	3.57
2	Providing Constructive Feedback	3.51
3	Developing Others	3.43
4	Giving Recognition	3.62

Based on these scores, the training was needed as most managers and supervisors admitted to not having a great deal of exposure to the materials and topics covered. Other scores indicated that the materials and topics were relevant to their job (4.37).

February – March 2009
LEAN Overview (Provided by NWTC & Optima)

Based on Human Resources recommendation, who had piloted a LEAN event on an HR process, Brown County embarked on its LEAN journey. An instructor from NWTC provided an overview of LEAN concepts to Brown County management. The sessions were attended by department heads, management, supervisors and key staff members.

Subsequent to this training, Brown County worked with a consultant on two projects for Brown County. Based on the success of these projects measured by cost (time) savings, the need to continue the streamlining efforts and the cost to hire a consultant to lead the events, Brown County made the decision to have an internal staff member from Human Resources trained. In 2010, an additional eleven Brown County employees were trained and in 2011 there were eleven more employees trained to be LEAN facilitators.

2009 – 2011
LEAN Overview Training (Provided by LEAN Facilitators)

Prior to every event, the event participants and other key members of the departments are invited to a LEAN overview training session. This training provides a basis for the LEAN concepts, explains the process and begins the transformation of the culture. At the event itself, the LEAN concepts are again explained as the team progresses through the process. The pre-event session is an instructional experience; the event itself is where the team members actually experience the process through hands-on application.

To date, in addition to the 22 employees trained to be LEAN facilitators, there have been 176 Brown County employees trained in LEAN concepts prior to and during the LEAN events in their departments. The work completed during the LEAN events help the departments streamline their processes or teaches the 6S concepts, but the real benefit to the County is when the concepts are applied on a daily basis and are incorporated into the working environment. The feedback that is continually received from staff is that they have ideas, but there is difficulty translating the ideas into action plans and support for the change. This roadblock to fully implementing LEAN into Brown County's culture is what prompted the Engaging Leadership Series training.

At the conclusion of each event there is a "report out" where the team members explain the process and the results. Although not counted in the training numbers, this is another opportunity for department personnel, department heads, Steering Committee members and LEAN facilitators to learn more about the LEAN process. The report outs are sparsely attended.

October 2010 – June 2011
Engaging Leadership Series (Provided by Howick Associates)

In Spring, the Human Resources Manager and Organizational Development Coordinator met with Five-Fold (Terry Bilgo) and Howick Associates (Jeff Hanan) to discuss the need for management training. It was apparent with the non-participation of management staff in implementing the results of the LEAN events and embracing the LEAN concepts, that management training was needed. We discussed with the consultants some of the past attempts at providing training and recognized that the skills were not consistently applied by management. Howick Associates offers a classroom and experiential training model that has been successful in some very prominent companies and government agencies in and around Wisconsin.

Howick Associates presented their model to the County Executive and Management Team. Everyone agreed that this model was something that could help our management team. The County Executive named a "Design Team" that customized the training around a core set of Value Statements developed by Brown County. The Design Team included Tom Hinz, Debbie Klarkowski, Lynn Vanden Langenberg, Jackie Scharping, John Gossage and Larry Malcomson.

The candidates for the training were selected by the County Executive with input from Human Resources. We used specific criteria in selecting the participants. One group was selected based on their current abilities to lead, which was thought to help the other participants in launching the concepts, many of which would be new to Brown County management. Another group was selected based on their "high potential", current managers who had potential if they were given the proper tools and training. All were evaluated to determine if, based on perception, the participant would be with the County in the future (three to five years) to create value in investing training funds.

There were several components to the training plan.

1. Personalized Invitation – those employees selected to participate were sent an invitation with a copy to their supervisor. The invitation outlined the requirement to attend all five sessions, two webinars and the capstone project assignment. The training commitment would not only be the time in the training, but also needed to include time to work outside of the classroom. The supervisor also committed to attending two webinars and to allow time for the staff to work on this training.
2. Webinar #1 – October 15, 2010 – Attended by the participant and his/her manager.
    a. The webinar explained the webinars, five sessions, capstone requirements and logistics.
    b. Each participant was given a computerized 360 evaluation with the Value Statements to complete. This evaluation was also completed by the participant's supervisor, peers, and direct reports. Data collection occurred between October 15 and November 8.
3. Webinar #2 – November 12, 2010 Participants
    a. How to read the composite results for management style.
    b. How to read the results of the personality test.
    c. How "not to react" to the information presented.
        i. No retaliation
        ii. Take it for the value
        iii. Don't concentrate on the negative, use it to learn
        iv. Learn to capitalize on the strengths
    d. Handed out a Facilitator Guidebook to be used throughout the training with concentrated effort in Session #2.
4. Session #1 – November 17, 2010 – Building Trust & Effective Relationships
5. Session #2 – December 14, 2010 – Inclusion – Leverage the Power of Groups
6. Session #3 – January 11, 2011 – Driving Results Through Engagement & Flawless Execution
7. Session #4 – February 8, 2011 – Leading Faster, More Productive Change
8. Session #5 – March 8, 2011 – Coaching – Leverage the Power of the Individual
9. Capstone Presentations – June 2011
    a. Family Care Implementation
    b. Social Media in Government
    c. Employee Performance Evaluations
    d. Succession Planning
    e. County Board and Administration Communication (did not complete project work)

The capstone projects were a result of the participants submitting their ideas for significant, relevant projects for Brown County. There was a nominal voting technique used to narrow down the project list.

The County Executive had final say for the final five projects selected. Participants submitted their project preference. Project teams were assigned with all participants being placed on either their 1st or 2nd choice of projects. There were two purposes of the project – first, to apply the skills learned to a relevant project to experience and instill the concepts; secondly, to complete a project that was important to Brown County, as a means of contributing to the investment made by Brown County for the training.

Although there was agreement upfront that full attendance was required, this commitment was not fulfilled. There were extenuating circumstances and also incidental items that interfered with the goal of 100% attendance. Per the consultant, this is unprecedented in their experience with many clients.

The investment has been made to customize this training for Brown County, including the value statements in the 360 evaluation. The question is now being posed if Brown County is ready to move to the 2nd cohort of participants. To make this commitment, the selection process of participants would need to be made as well as finding the solution to the shortcomings of the past session (attendance less than 100%; fully funded by HR, maybe share costs; selection process of participants with the many vacancies; capstone project implementation needs to be 100%.)

Miscellaneous Training

The contract for EAP through Employee Resource Center (ERC) includes training hours. The hours are used by participating in ERC advertised training sessions, or at times we will contract a specific training session for the benefit of Brown County employees. In 2010, the Respectful Workplace Training was offered. The interest was high enough to hold a 2nd session for Brown County employees. Additionally, CTC held sessions on-site specifically for CTC employees, accommodating shift rotations.

Based on employee input, an Assertiveness session was also provided by ERC.

Other

The following training opportunities are not included in the spreadsheet.

During 2010 the training focus was going to be on the Human Services Department. Several meetings were held with the department head and various managers and supervisors. A baseline evaluation of skills of the managers and supervisors was requested. Human Services management did not agree to provide the baseline measurement of their supervisory skills. Without this information we were not able to continue with the development of a meaningful training plan.

In March, 2011 Human Resources purchased an on-line session with an accompanying CD from BLR. This was arranged to be attended based on an expressed need by the CTC management. The course was titled HR Compliance for Supervisors Boot Camp. Arrangements were made with CTC to watch the on-line session at CTC. The attendance was intermittent.

WPELRA offered a one-day training session on Behavioral Interviewing in various locations across Wisconsin on 3 different days in May, 2011. The announcement was sent out to all department heads. There were five managers from Human Services, Shelter Care and CTC who registered for this training.

WPELRA periodically announces Supervisory training which are relevant to public sector issues. These are sent to the department heads, managers and supervisors. They are typically held in various Wisconsin cities, including Kimberly, Wisconsin.

NPELRA has trainings offered on the website, which is periodically noticed to managers and supervisors.

Employee Resource Center (ERC) sends invitations to various general management and supervisory training offerings, which are also held in various cities across the State. Typically the sessions are offered in Green Bay. Sessions include topics such as:

- Coaching High Performance Teams 10/2010
- The Role Leaders Play in Organizational Epidemics 3/2011
- Leading with Meaning 10/2011

ERC was contracted to come on-site for Reasonable Suspicion and Workplace Investigation Training in October, 2010. The training was available for review on-line for a period of 30 days after the training was held. There were no managers or supervisors who logged onto the website.

In January, 2010 NWTC held "Leading Effective Meetings and Presentations" training in one 4-hour session. Ten managers/supervisors from Human Services attended and four employees from the Department of Administration. This training was offered to prepare leaders in facilitating team discussions for new software implementations.

In 2012, there will be training on the new Performance Evaluation forms. Training was already developed, but after discussing the forms with department personnel, the training will not meet the need. Departments have expressed that they are not able to discuss negative work performance with the staff and this is the training that is needed. The training will be modified to emphasize this component.

Summary

The underlying theme in all of the training offered is the commitment to practicing new skills and the accountability of management and supervisors. Without this, providing more training in the same manner will likely produce the same results – the perception that more training is needed.