

# BOARD OF SUPERVISORS

# Brown County



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## **EXECUTIVE COMMITTEE**

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, John Vander Leest, Patrick Evans  
Bernie Erickson, Patrick Buckley

### **EXECUTIVE COMMITTEE**

**Monday, April 8, 2013**

**5:30 p.m.**

**Room 200, Northern Building**

**305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 11, 2013.

### **Comments from the Public**

#### **Vacant Budgeted Positions (Request to Fill)**

1. Circuit Courts – Court Commissioner – Vacated 4/26/13.
2. Human Services – CTC – Admissions/Billing/Collections Supervisor – Vacated 4/19/13.
3. Human Services – CTC – Director of Nursing – Hospital – Vacated 3/19/13.
4. Human Services – CTC – Health Information Services Manager – Vacated 6/3/13.
5. Human Services – CTP – AODA Counselor – Vacated 2/8/13.
6. Human Services – Economic Support – Clerk II – Vacated 3/27/13.
7. Human Services – Economic Support – Economic Support Specialist I (x2) – Vacated 4/4/13 and 5/2/13.
8. Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing – Vacated 3/22/13.
9. Public Works – Facility Management – Facility Worker – Vacated 3/17/13.
10. Public Works – Facility Management – Housekeeper - .5 FTE (x2) – Vacated 3/15/134.

#### **Communications**

11. Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. *Referred to April Executive from February County Board.*
- 11a. Resolution to Establish Term Limits for Board Supervisors. *Motion at February Exec: To put resolution on agenda.*
12. Communication from Supervisors Van Dyck & Lund re: Request that the task force that was formed by the Board Chair last year to examine the future of BC Library system be disbanded and that the mission for which it was formed be undertaken by the Education and Recreation Committee. *Held for 30 days.*
13. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying owns interest on county time. *Referred to HR for classification, held for 30 days with possible closed session (See Item #24).*

#### **Legal Bills**

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

**Other**

15. Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *Motion at December Exec: To have a quarterly report for the 911 Communication Center.*

**Reports**

16. **County Executive Report.** (None)
17. **Internal Auditor Report.**
  - a) Budget Status Financial Report for December, 2012 and February, 2013
  - b) Quarterly Status Update

**Resolutions, Ordinances**

18. Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors. *Referred from Admin Cmte – See attached minutes.*
19. Resolution re: Change in Table of Organization Human Services Department – Advanced Practice Nurse Prescriber.
20. Resolution re: Change in Table of Organization Public Works Department – Electrical Journeyman.
21. Resolution re: To Approve The Purchase and Subsequent Sale of Parcel HL-356, Located Adjacent to the Property Proposed Under the 1998 Landfill Siting Agreement for the Construction of a South Landfill in the Town of Holland.
22. Resolution re: Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.
23. Resolution requesting the Brown County Board of Supervisors contract for an Assistant District Attorney position and a Support Staff position.

**Closed Session:**

24. Closed Session Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.
25. Closed Session Pursuant to Wis. Stats. §19.85(1)(e) Labor Negotiations with Non Supervisors: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session.

**Other**

26. Such other matters as authorized by law.
27. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. 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 EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 11, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, John Vander Leest, Steve Fewell, Dan Robinson  
**Excused:** Patrick Evans  
**Also Present:** Supervisors Williams, Van Dyck, Nicholson; Executive Streckenbach, Brent Miller, Dan Process, Brian Shoup, Lynn Vanden Langenberg, David Hjalmsquist, Sandy Juno, other interested parties

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I. **Call Meeting to Order:**

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

II. **Approve/Modify Agenda:**

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

III. **Approve/modify minutes of February 11, 2013.**

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

**Communications**

1. Review Minutes of:

- a) Brown County LEAN Steering Committee (January 3, 2013).

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

**Comments from the Public**

**Vacant Budgeted Positions (Request to Fill)**

2. Human Resources – HR Analyst - Vacated on 2/20/13.
3. Human Services/CTC – Clerk II - Vacated on 2/13/13.
4. Human Services/CTC – Hospital & Nursing Home Administrator – Vacated on 4/30/13.
5. Human Services/CTC – Behavioral Health Supervisor - Two Positions, Vacated on 2/22/13 & 4/3/13
6. Human Services/CTP – CTP Worker - Vacated on 3/1/13.
7. Human Services/Economic Support – Economic Support Specialist I - Vacated on 2/22/13.
8. Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) - Vacated on 3/4/13.
9. NEW Zoo – Guest Services Coordinator - Vacated on 12/31/12.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules to take Items 2-9. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Erickson, seconded by Supervisor Robinson to approve Items 2-9.  
Vote taken. MOTION UNANIMOUSLY APPROVED.**

*Supervisor Fewell arrived at 5:32pm*

**Communications**

10. **Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *February Motion: Hold for one month and ask Human Resources to bring back an update with regard to the work formulas, etc. for the 24/7.***

Supervisor Buckley informed that he had spoken with Interim Director Cullen Peltier, Peltier informed that they were working on the shifts and forwarded info to Buckley via email. Once they hire the full-time Director, hopefully that person would have some input as well.

Erickson stated that there were several different options as far as the way the work schedule could work. There were two options that fell within the current workweek of the rest of the county employees. Erickson wanted it noted for the record that he would be in favor one of the two and will vote for it once it came time.

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold for two months. Vote taken. MOTION UNANIMOUSLY APPROVED.**

11. **Communication from Supervisors Van Dyck & Lund re: Request that the task force that was formed by the Board Chair last year to examine the future of BC Library system be disbanded and that the mission for which it was formed be undertaken by the Education and Recreation Committee. *Referred from February County Board.***

Supervisor Van Dyck informed that it was his understanding that the County Executive was in the process of developing a new committee to replace the one that was formed previously and asked the committee to hold for another 30 days.

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold for 30 days. Vote taken. MOTION UNANIMOUSLY APPROVED.**

12. **Communication from Supervisor Van Dyck re: Request that jurisdiction over the Central Library repair projects be reassigned from the Planning, Development & Transportation Committee to the Education & Recreation Committee. *Referred from February County Board.***

Supervisor Van Dyck asked that this communication be received and placed on file as Public Works Engineer Doug Marsh will be providing updates at the Ed and Rec Committee meeting. Erickson informed that Marsh had been bringing forward updates to the Library Board meetings. He suggested sending memos to one or the other committee rather than having Marsh attend both.

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

13. **Communication from Supervisor Steffen re: A Budget Development Policy. *January Motion: to forward to Administration for their review and then have Administration work with a couple supervisors to bring back something more in line with what Brown County could use; Referred back from February County Board.***

Erickson stated that they had some very reliable straight-forward budgets the last number of years delivered in a prompt time. Anyone that wanted input had it. The County had been delivering these budgets for over 150 years and things were working fine.

Robinson said if they were going to make major decisions to the budget at the last minute. His understanding was that this was a policy and didn't legally tie hands and felt if they put this forth as a guideline in terms of how we do our budgeting, if we can minimize large swings at the last second where the public doesn't have opportunity to comment, then it was a good thing.

**Motion made by Supervisor Erickson, seconded by Supervisor Robinson to hold for one month. Vote taken. MOTION UNANIMOUSLY APPROVED.**

14. **Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying own interest on county time. *Referred from February County Board.***

**Motion made by Supervisor Moynihan to hold for one month. No second.**

**Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file. Vote taken. Nays: Moynihan, Buckley. MOTION APPROVED 3 to 2.**

**Motion made by Supervisor Fewell, seconded by Supervisor Erickson to reconsider his motion to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Nicholson stated he wanted to know if there was anything on the books that prohibited or addressed county employees lobbying some type of support outside county politics. Moynihan believed there was something in the ordinance. Lund stated there was something for political but what about self-interest? Lobbying for their own jobs on company time.

Supervisor Robinson referred to Chapter 4.103 Political Activity: Political activity on the part of local government employees are codified at the Hatch Act at 5 U.S.C. SS 1501-1508. County employees shall abide by the provisions of the Hatch Act in regard to their political activities which are summarized as follows:

Covered Employees. The Hatch Act restricts political activity of individuals principally employed by local governments, including the County, who work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act does not apply to employees who exercise no functions in connection with federally financed activities.

Prohibited Activities. The following activities shall be prohibited for employees who are "covered" by the Act:

- (1) Using an employee's official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- (2) Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes; or
- (3) Be a candidate for public office in a partisan election.

Fewell referred to Chapter 1.11 Code of Ethics – (5) Conflict of Interest. (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to any direct financial interest which is incompatible with the proper discharge of his or her official duties in the public interest contrary to the provisions of this section or which tends to impair his or her independence of judgment or action in the performance

of his or her official duties. (b) Definitions. 1. Financial Interest. Any interest which yields directly a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee. 2. Persons. Any person, corporation, partnership or joint venture. 3. Official duty or act. One done by an officer in his or her official capacity under color and by virtue of his or her office. An authorized act. 4. Violation. Violation includes any unlawful behavior by a public officer or employee in relation to the duties of his or her office or employment, willful in its character, including any willful or corrupt failure, refusal, or neglect of an officer or employee to perform any duty enjoined by law on him or her.

Lund felt it was convoluted because he felt they were talking about people that were actually sending out emails and calling people while working to keep their jobs or get different hours.

Erickson questioned if there was a specific area that they should direct this to? Nicholson responded that it was a county employee or under the umbrella of the county with the state and they were working in county government, was it proper, was there a code, part of the ethics of the county code or ordinance to have that employee lobby for votes on county time. Lund stated that when talking about an election lobbying for votes was strictly prohibited. Nicholson questioned, what about appointments.

Fewell stated it was a hard thing because Department Heads allowed employees to use computer time on their breaks and they could go on Facebook or send emails to supervisors. They were not prohibiting that. Then they would have to ask what the policy was of using a smartphones at work because you can send emails from smartphones while on break, were they at work or on break? Were they going to tell employees that you can't communicate during your scheduled work hours including breaks and lunch? When he saw an email regarding county issues coming from a county email address he started having issues with that. If it was an issue that they were concerned about, they should not be using county equipment to get that to him. He was not sure they should be using county equipment to do anything but county business but that was another policy. Nicholson responded that this was another example that he would agree with. Maybe this committee could look into it and be a part of his communication also.

Nicholson wanted to know if there was anything on the books, if there isn't than it was obsolete. The issue would be a county employee or someone employed by the state, calling up other political figures for lobbying for votes on appointments or even elections. Was it self-interest or political?

The committee further discussed examples and suggested moving this item to next month with the option of a closed session. Streckenbach stated that he would make sure to have staff prepared to answer these types of questions. Robinson suggested, when having staff look into this, a crucial question would be to define what self-interest was. When listening to Chapter 1, self-interest was defined as financial which would be different than some of the examples that were given with regard to appointments to a board, etc. Van Dyck stated to him Chapter 1 talked about outside conflicts of interest in other words to enter into a contract that somehow it would benefit a person. He didn't know if it was necessarily clear.

**Motion made by Supervisor Fewell, seconded by Supervisor Erickson to refer to Human Resources for clarification and bring back in one month with the option for closed session. Vote taken.**  
**MOTION UNANIMOUSLY APPROVED.**

15. **Communication from Supervisor Williams re: request to change the starting time of the Wednesday County Board meeting from the current 7 p.m. to 6:30 p.m. hereafter. Referred from February County Board.**

Supervisor Williams informed that he brought a communication forward previously but with the suggestion of a 6pm start time. One thing that was brought up the last time was the fact that there could be an emergency or special meetings called right before County Board. He looked back at last year and it only happened twice. He believed the first meeting was a leftover from the previous board and the second was for bonding. Williams stated that the concern was that if the County Board meeting started at 6pm, special meetings would start at 5-5:30pm. That may pose an issue for some supervisors who may not be able to get there on time. He felt the County Board was in a better position as to getting things done more expeditiously. In making this change, Williams was considering the people in attendance such as county employees and people who wanted to speak under "comments from the public".

Supervisor Erickson stated he wouldn't have a problem with 6:30pm but the only comment that he had heard was with the rural population. They questioned why meetings were scheduled so early, once they got into sprint, summer or fall they would have to come off the fields to get to the meetings.

Robinson stated that he wasn't opposed to the time change but his biggest thing was what's the best time in terms of the public coming? He didn't know if moving from 7 p.m. to 6:30 p.m. was an improvement.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to change the County Board start time from 7:00 p.m. to 6:30 p.m. and to adjust the ordinance accordingly. Vote taken. Nay: Erickson. MOTION APPROVED 5 to 1.**

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

Moynihan stated that next week as a County Board they could voice an opinion one way or another to a three prong approach, removing the verbiage, thus acknowledging the audio visual streamlining scenario. It made no sense to have staff attend a meeting, tape it, go back to the office and listen to the same meeting and type every word out. You will have the ability to click on the agenda item and watch the agenda item or the entire committee meeting once Room 200 was wired up.

Fewell stated that by supporting this it would bring the Board to the appropriate century.

Lund felt that all of the committees would need to meet in Room 200 or else they would not have the verbiage. Moynihan stated that just as the County Clerk's office had done for years, the City of Green Bay, City of De Pere, and the Village of Ashwaubenon you would have the motions and the actions. In addition, the audio would still be posted online whether held in Room 200 or off-site.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken. Nay: Erickson, Lund. MOTION APPROVED 4 to 2.**

17. **Communication from Supervisor Moynihan re: Considering a request to move the County Board office to Room 102, and have the Parks Department move to the County Board Office. *Referred from February County Board.***

Moynihan informed that this would be the third prong of what he was trying to accomplish. As supervisors they always tell Administration that they had to do more with less. This was an

opportunity to move staff and work in conjunction with the County Clerk's office. If the Board approved the audio/video next week, it would open up more staff time, there would still be a division between the Board office and the Clerk's office, but gave the opportunity to cross train back and forth staffs just by virtue of covering for vacations, illness, disability, things of that nature. It would eliminate redundancies and save on potential overtime scenarios. The County Clerk was in favor as well as County Board staff, hopefully the Board would as well.

Erickson would like to know the monetary or fiscal impact of the move would be. Moynihan responded that he had discussions with Public Works Director Van Noie and IS Director Hjalquist and it was nominal at best. It was no different than moving someone from one desk to another.

Buckley believed they would end up saving money if they were cross-training employees.

County Clerk Sandy Juno stated that in looking at Moynihan's proposal, she felt it would make a lot of sense for the offices to be working together and was in support of this. Because of the small staff in the Board office, there were times when they need additional coverage. With her staff they had really heavy peak time in the afternoons where they could use extra assistance. There were possibilities to do cross-training to cover each other's areas. She would like to be able to give the County Board Secretaries the ability to flex their hours around meeting times, etc. Just different ways of using the staff to get the best efficiencies out of both departments. One person in her office that had absolute outstanding history of Brown County is able retire in a few years if she wanted and it was extremely important that they worked with the County Board and their staff to pass on what information she had with regard to resolutions, ordinances, how things were indexed. The Clerk's office would be like to be able to assist with agendas such as the County Board agendas, etc. She would like the ability to have the physical closeness rather than by phone or email. Having the physical closeness would encourage having more contact and it would be easier to pass info to each other. This would get rid of a lot of redundant filing especially when neither department knows what each other had. This would be a lean way of cleaning up records and indexing. Juno informed that this year in their budget they had a half-time position left in the Table of Organization but it was not funded, that was with the thought that they would only have two elections this year. However, next year when they are in a four-election cycle there was no way that they would be able to operate without that extra help. Her thoughts would be to share a position with the County Board office. It would reduce hours in the County Board office and fulfill the need they had.

Buckley commended the departments for working together. He felt the move made sense.

Robinson felt it was a great idea. He questioned the implications to the Park's Department. Juno responded that if the Park's Department moved to another location in the building, the Clerk's department sold a lot of their boat launch and trail passes.

County Executive Streckenbach stated that the Park's Department liked the exposure on the first floor verse when they were in the Sophie Beaumont. However, he felt it was really great to see the County Clerk work with the County Board. If they extended the conversation with the Treasurer, Streckenbach felt they could address this issue long term in allowing that service to be available on the first floor. There were discussions with regard to moving the Medical Examiner in the current County Board office location but as the Register of Deeds slowly consolidates and shrinks their size, there was plenty of room potentially to outfit down the road. Temporarily he felt the solution would be to locate the Parks to the current board office until they found a lasting location that would be suitable for the Park's Department.

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



*Supervisor Nicholson arrived, Fewell asked to reconsider the motion for Item #14. Item 14 was taken at this time.*

#### Legal Bills

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

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to pay the bills. Vote taken. MOTION UNANIMOUSLY APPROVED.**

#### Reports

#### **19. County Executive Report.**

Executive Streckenbach stated that this had been an ongoing discussion item amongst the County Board about ongoing compensation and moving forward with a long term strategy of how they were going to appropriately provide to employees of Brown County. With that being said, they just recently entered into an agreement with Wipfli to handle the class and compensation process. Streckenbach informed that he will be asking Board Chairman Moynihan to select three individuals from the board to oversee the process, bring up issues, help navigate and hammer out issues before it was brought forward. The result of the study won't be available until December. The step increases for Administrative staff, at least 200 employees, had been frozen since 2002. He believed this was long overdue and that they address this.

In the next couple of days Streckenbach will announce the task force to address the co-locating of the museum and library together. Ironically he received people interested in looking at it. The biggest issue that they were faced with right now at this point in time potentially was parking. Outside of that he believed people were willing to discuss the issue and see the pros and cons. He felt they had a great opportunity to explore, to see what they could potentially do to increase the visibility and awareness of the museum and position it for the future but also take a look at the programming needs and services that the library was providing. Right now the goal was to look at co-locating the library with the museum. He felt it had the best opportunity for the redevelopment which was taking place within the City of Green Bay particularly in the downtown area. He felt it had great synergies with the efforts of On Broadway along with the Washington street developments. Other ideas had been brought up by the Museum Director of going after the USS Green Bay and potentially creating a maritime museum in conjunction with the overall picture of how they were going to reinvent the museum of the future. There had been nothing but positive comments regarding that effort. Streckenbach was reaching out to Chairman Moynihan and Supervisor Erickson would have any interest in working with the task force on that would eventually be created to work on bringing in the USS Green Bay or something similar. He felt with their service to the country it would be fitting, it was definitely a veterans issue, trying to educate not only the adults but with children on what it meant to be in the service. He felt this would be a great asset. The county had been founded by the port. The port had started this initiative back in the early 90s to bring back the USS Green Bay, ironically there wasn't a lot of support or interest by the museum at that time. With the background of the director of museum Rolf Johnson, he had a lot of experience in Maritime Museums. He felt they were in a good position. Moynihan and Erickson stated that they were happy to help in any way.

Erickson stated that he had been speaking with Reid Ribble about getting a small airplane for the museum. Streckenbach felt this would be a perfect opportunity to explore that at the same time. They will need the support of the congressional delegation, Senator Baldwin, Senator Johnson, and Congressman Ribble. He felt it was a great opportunity to enhance what this county was founded on.

Streckenbach informed that they were at a point where they had some candidates for a Public Safety Committee Director. He will be asking Public Safety Committee Chairman Buckley and County Board Chairman Moynihan to sit on the selection committee.

April is National County Month for Recognition. He was aware that the county doesn't always do a good at telling the citizens of Brown County of all the good things that they do. He will be working with staff to come up with ways to make the public aware of all of the things the county does. Moynihan interjected that once they had something compiled perhaps they could put it in resolution form and act upon it at the next Executive Committee meeting. Streckenbach felt that was extremely appropriate and will work on it. Robinson felt it would be nice to come up with some items for the county in terms of the folks that live in Green Bay and De Pere because he felt the county services in those communities weren't readily apparent to them.

Referring to the previous discussion regarding Ordinances 2.13(5)(f), Streckenbach felt that in the past minutes weren't always accurate of what the intent was of the communications. He asked that if in the event that the board decided not to move forward with Moynihan's communication, that the committees look at the accuracy of the committee minutes that they were approving. 10-years from now people will go to that record. He informed that he as well as Administration uses the historical information to help guide in trying to understand what the intent of the board was.

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

**20. Internal Auditor Report.**

Internal Auditor Dan Process stated to piggyback off of the Communication from Supervisor Moynihan, as far as the movement of the County Board office, there was a LEAN Event scheduled for next Monday and Tuesday and the County Clerk's office was going to be involved. The County Board office did see a need for their involvement in that.

Looking at the fiscal year 2012, preliminary budget numbers, although the GLS hadn't been closed yet, as far as the County Board, they were looking pretty good.

Audit Plan Update - Process continued to make progress on the audit plan specifically the bank reconciliation review. He's been meeting with the various department heads and staff members to get an understanding of internal controls. He's had follow up meetings to discuss the findings and recommendations and was in the process of drafting a report for that as well.

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

**Resolutions, Ordinances**

**21. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications.**

Buckley informed that at the Public Safety meeting they chose to send the resolution back. They felt that the job description that was brought forward wasn't any different than the one before. The second reason was that the County Executive stated that in a short time the new Director would be in place and they felt that that person should be a part of it all.

Streckenbach stated that his concern was that the Communications Manager position was ending March 31st. They had thought that the county would come back with a new job description to be

filled. Then they could have a new person in place to help with the transition and with the interoperability that was being rolled out. He was wondering if it was appropriate to bring on temporary support staff until the vacant position was finalized. He informed that during the budget process the County Board eliminated the Communications Manager Position from the Table of Organization, but the money be held in the budget to give the Director, Public Safety Committee, Human Resources Department and Stakeholders Group time to create a new position that will meet the Communications Center's needs (\$84,130). And further to allow the Director to use the necessary funds during this transition not to exceed April 1, 2013.

Lund felt that they were allowing for temporary help until the job was filled. Streckenbach informed that there was a person in that current position. Fewell questioned what was in the best interest of the county. Streckenbach stated the best interest of the county right now was to make sure that the rollout for the interoperability goes as smooth as possible because multiple agencies such as law enforcement that relied on the county. He was just looking for clarification on how to manage this moving forward. Buckley questioned if he had a hire date in mind for the Director of Public Safety? Streckenbach stated assuming that a number of applications were not from the area, two months. Lund stated that he would maintain the status quo until they got a new person so that they could have their input on the position. Streckenbach agreed with the direction of the Public Safety Committee to hold the position until there was a new director.

A discussion ensued with regard to the decision made regarding the Communications Manager position and the funding at budget time and how to handle this moving forward. The funding was there but there was no position.

Buckley and Moynihan felt that they needed to have a Special Public Safety and Special Executive Committee meeting before the County Board to address the money to carry over. Director of Administration Brent Miller informed that the position ended on March 31, 2013, the money was in the budget and it would be a change in Table of Organization. Lund stated that they would have to change the position in the Table of Organization until the end of May. Streckenbach informed that he would schedule a meeting immediately tomorrow to figure out what their options were and will give Lund and Buckley a call with the info.

**Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to hold for two months. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**22. Resolution re: Reclassification of Position Utility Worker Airport.**

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to suspend the rules to take 22 & 23 together. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**23. Resolution re: Reclassification of Position Housekeeper I Public Works.**

Erickson informed that he had taken the items together because if you look at the fiscal impact, there was a difference but that they were the same grade and same step, one position just had more hours.

Robinson stated when looking at the fair market value there were three-hourly compensations listed and questioned if they were comparable positions. Was it the policy to begin at the bottom of the pay rate and at best get to the middle or even less than the middle of the prevailing wages for similar positions? He felt they created a range and the bottom of the range was less than anything listed and the top of the range was maybe in the middle. It didn't seem like a living wage for a full-time job, he wasn't suggesting that they pay \$30/hour but it seemed odd to have the range so low compared to other jobs. Lund's feeling was if the wage was too low and can't hire anyone, then they

won't be able to hire them at \$11.37, there was a wage range there but you get into compression areas if you were going to hire people that do maintenance in buildings at the same rate as you hire some that had professional qualifications. Robinson didn't believe there was a compression issue because they were chopping the wages for the new hires compared to the present ones considerably. He wasn't suggesting bumping them beyond the range; it was more of a policy question. He felt they had defaulted into a very low range in the comparable.

Vanden Langenberg informed that they look at two things. If it was a position that was hard to fill and they received only a few applications then they might move across the range more. They look at the compression and if it would upset the county wage scale. With the current wage scale, sometimes they can get someone at Step 1 but other times they had to move across the scale a little bit. And that was why they had that range. If a person brought a lot of experience in the same type of work that they were looking for then they might be across the range further than someone else. Was there a policy, it was on a case by case basis.

Robinson responded that it was not that they had a range, he understood the range and he understood how they placed people. The range that they were suggesting was so much lower than the comparables in the market and he believed that this was a policy question. He felt they were trying to get by with as little as possible. He understood the rationale behind it but at the same time it was not a living range for a full-time job. He questioned if they were going to try to lowball.

Vanden Landenberg stated that they didn't just pick a grade, there were 12 factors that they got points for and it ended up falling into a grade based on those factors, such as experience required, education, etc. That's how they got to the grade. Then they do an interim comparability and then they go to the market to see how their grade compared to the market. If they fall within that grade to the whole range, that's where they keep it. Otherwise they go back and see where they may have gone wrong in rating it. It was not an intentional lowball of a position. It was based on the rating criteria that they were using right now, which can be improved, and that was why they were doing the wage comparability study to get it more contemporary. With some of the lower positions, candidates know the rate of pay. The benefits were a lot better than Seek or a housekeeper at a private company. Robinson felt it may be more work than it was worth but it would be interesting to bring in the whole question of benefits. He was going to presume that the Wipfli study was going to address whether or not the pay grades were in line with the market value.

Buckley stated that if they were freezing pay steps and there was a range of 7-different pay steps, wouldn't that imply to someone coming on that there would be room for their wages to go up. He didn't understand why they were putting such a wide range in there. Vanden Langenberg informed that the current Class and Comp had 7-steps and that was where they got the range from. When they point factored the position it fell to Grade 3 and that was the range that they had with their current wage system. When they get their new system established with Wipfli they will be re-grading all of these positions. When a job is offered they let the candidate know what the rate of pay was and if there will be an increase or not after the probation period. The county used NEOGOV.com to post positions and all of the wages and benefits were listed. She informed that they received at least 100 applicants for these positions. Lund stated he wasn't buying that people don't want these jobs.

Fewell stated when looking in the budget book it listed up to \$16/hour for a Housekeeper I and the top step was \$13.26. If you budgeted \$16.19/hour for 9.5 employees they were paying a lot of Housekeeper I's a lot more than \$13 an hour. When doing the math they ended up with \$60,000 that was budgeted above what they said they were paying. Lund stated you had to question how long they were with the county and they were union workers and on union benefits.

A brief discussion ensued with regard to contracting out housekeeper positions at the Airport once there was an open position or a retirement. Buckley stated the board vowed to the pressure of the employees and thus they had county employees back at the Airport. The question was, if it was a good idea to do this, why don't they have a position open in that particular classification, were they not contracted to that position or looking to go there. Vanden Langenberg stated that when it was presented to the board, the board turned it down and wanted to maintain the positions in the budget. Lund responded that they did, the board would have to change it to contract, and you can't go out unilaterally and contract for that position. The board had the authority of the Table of Organization and the board said Table of Organization was county employees until they change it.

Buckley didn't understand why it couldn't come to the board now and state that there was a position open and they didn't want to replace it but that they wanted to contract it out. Lund stated that the Department Head did not ask for a contracted position, he asked to have a position that was within the table, remain status quo. They would have to ask Airport Director Tom Miller why he didn't want to have a contracted employee.

Erickson added that it was budgeted for a county employee. He believed that they had a contracted person or two until they filled the full-time position for now. If he was not mistaken, if they went back approximately 12 years, they eliminated housekeepers/maintenance as county employees except at the Airport. So they were contracting in county buildings and the Airport had their own union contract that was going up and the maintenance people that they had contracted with for the rest of the buildings didn't work out so they dissolved those contracts and went back to county employees. But now those jobs were reclassified and they were all hired in at a lower rate of what they had felt the job should be. As they grew, the Airport grew higher, and now they were bringing those jobs back in at where they felt they should be.

Robinson stated his point wasn't if they could get people for this rate, he didn't doubt in this economy that they couldn't get 100 applicants at this rate. His question was more to what should they be doing, he didn't know if it was the county's best interest or the community's best interest to question what little they could get by on in terms of what they were paying people. He reiterated that the benefits may be good so that's why it was an incomplete picture. The question when doing the Wipfli study should include what was the living wage because he felt that served the community the best.

Van Dyck informed that there were other numbers underneath that they were ignoring which were the private numbers which were all at least a \$1.50/hour less. While he could appreciate the comparables, two of the comparables were government numbers. In his opinion it was like being overweight and comparing yourself to even more overweight people and then saying that you were not overweight. He would rather look more at the private sector to see what they were making because certainly everyone in that list that fell in the \$9.80/hour were not receiving the same benefits that county employees received. With regard to Buckley's comment on outsourcing, what was the wage for the position being replaced today. Vanden Langenberg responded \$19.14. They had one vacancy and another person left during the budget so they had two vacancies right now. Van Dyck stated that with the adjustments that were being made, it likely eliminated the benefit that was available to outsource because they were taking the wages down to where they should be. He didn't know if there was a benefit to outsourcing if the wages were in fact adjusted and most of the people now were going to be at a lower wage. Buckley stated that as long as they didn't come back in a few years asking for a reclassified because others were making much more. Lund stated the bottom line was that you can't get rid of compression issues if you didn't take advantage of market wages or people that were starting in jobs such as this. They will have a lot of people that will apply for these jobs because they were good jobs.

Streckenbach stated that one of the reasons they would like to have the county involved in this

process as far as oversight, they know that two things were going to come from this report. One that they had a lot of employees who were technically higher than what the market should bare and then they had a number of people that were in another area that were way below the market which put the county in an interesting predicament as far as hiring the talent that would help them find ways from going from good to great. Looking at outputs verse inputs. Essentially making sure that the county was providing great services and thinking outside that box. The thing that he learned in the history of the county was that whenever wage and compensation came forward that people got unelected because of it or the sticker shock around it was so high that people weren't prepared to accept it. That is why they think that when they do eventually roll this out that it would have to be over a phased plan. And more importantly they really needed the board to be involved in this, in the end there was a long history here that hadn't necessarily been addressed. Right now in Human Services they were looking at areas where supervisors and managers were \$19,000 below what other counties were paying in those positions. They were very fortunate to have people that were willing to work for the county for the wages that were being offered at all levels. Fewell questioned how they would phase in a \$19,000 discrepancy by the time they retire. Streckenbach stated that that's why he was asking for County Board participation because at the end of the day they were going to be surprised to see what the results were.

Ironically Streckenbach found out today, Public Safety Committee had a debate on the attorney for the District Attorney's office, and that position was at \$49,000, conversely at \$19.00/hour that was almost \$40,000. They had to figure some of the things out and he felt that this wage study was going to help really hone this in. They really need to figure out how to move the county forward. They were going to require individuals to be willing to look outside that box and come up with strategies that allowed them to have a wage compensation that was fair, that allowed them to attract individuals who want to come to a great community but also understand that in the current structure what they had to offer. The point that he wanted to make as far as the current wage that they were suggesting, last week he had overheard an employee that was excited that a new opportunity had opened up within other county operations. Once in the system, they were finding new avenues to move around, which he felt was great.

They wanted to see succession planning. They wanted to see them have an opportunity to grow. There were other individuals that were looking for income outside of home and wanted the benefits and weren't as concerned with the paychecks as much as with the benefits. Then there was everyone in between there. He felt as they move forward this was what Administration came forward with as far as recommendation. Streckenbach felt this would be a long debate as to how they will eventually address the issues because the county had a lot of work to do.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve 22 & 23. Vote taken. Nay: Buckley. MOTION APPROVED 5 to 1.**

24. **Initial Resolution Authorizing the Issuance of Not to Exceed \$6,630,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.**

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

25. **Resolution No.: 122-2012-13 from Outagamie Board of Supervisors.**

**Motion made by Supervisor Robinson, seconded by Supervisor Buckley to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Other

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

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to adjourn at 7:18 p.m.  
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

**WILLIAM M. ATKINSON**

Presiding Judge



**CHERYL BEEKMAN**

Office Manager  
(920) 448-4146

**CIRCUIT COURT BRANCH VIII**

BROWN COUNTY COURTHOUSE  
100 S. JEFFERSON STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

**TO:** Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Interim Human Resources Manager  
Brent Miller, Director of Administration

**FROM:** Judge William Atkinson, Brown County Circuit Court

**DATE:** March 22, 2013

**SUBJECT:** Request to Fill – Court Commissioner

1. Is the position description current or does it require updates?

**Position description has been updated and is attached.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**All services are mandatory and essential. This position involves presiding over criminal court intake hearings, bond hearings and juvenile proceedings that must occur everyday. Further, the position involves presiding over preliminary hearings, mental health commitment hearings and domestic abuse/harassment injunction hearings which are tightly scheduled because of statutory time requirements.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**Performance measurements are somewhat inapplicable as the quantity of work can fluctuate daily without advance notice (i.e. the bail list is based on the number of arrest that occurred the previous day, so it can shift between 10 and 30 cases.) The current schedule has the employee presiding over matters from 8:15 a.m. through 4:30 p.m. every day, so there is no gap in allotted time and case load may vary from day to day.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**As some jurisdictions handled by the Office of the Court Commissioner are statutorily required and rigid time frames are established, any consolidation of duties would result in a reduction of non-mandatory services such as child placement, small claims and child support hearings. Bail hearings must be held daily and many juvenile proceedings must be heard within 48 or 72 hours. Petitions for domestic violence and harassment injunctions must be heard within two weeks. Again, any attempt to consolidate these duties into other employees' assignments would result in a reduction of other services such as paternity adjudications, evictions and garnishment actions.**



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

**Sufficient funds are available to fill the position. There are no budget shortfalls anticipated in 2013 and the current staffing levels have been consistent for over 12 years.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

**In order to maintain the current level of service, the position must be filled. Currently, litigants wait four to six weeks to have a family matter scheduled, and three to five weeks to have a small claims matter heard. If the position were eliminated, that wait would increase substantially and exponentially. Even a small gap in the current staffing would require other staff to cover the current mandatory court hearings and require rescheduling of matters to which these Court Commissioners had been assigned.**

## Budget Impact Calculation

**Department:** Courts  
**Position:** Court Commissioner

**Partial Budget Impact:** 04/29/13 - 12/31/13 **34 weeks**

Salary	\$	53,774.27
Fringe Benefits	\$	<u>18,611.73</u>
	\$	72,386.00

Note: Estimated date of hire for partial year calculation is for the Monday following the employees resignation

**Annualized Budget Impact:**

Salary	\$	82,243.00
Fringe Benefits	\$	<u>28,465.00</u>
	\$	110,708.00

Note: this position is in the 2013 budget

**Position vacated:** 4/26/2013

**Budgeted hourly wage rate:** \$39.54

Total Number of FTEs Budget for this position title in budget:	4
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	4
Number of FTEs filled with this position vacant:	3
Percent of this position staffed:	75%

Analyst Recommendation: The court systems relies on all four of their court commissioners to maintain the current level of service. Currently, litigants wait 4-6 weeks to have family matters scheduled, and 3-5 weeks to have a small claims matter heard. If this position is not filled, the wait would increase substantially and exponentially. I recommend approval Thomas Smith

**BROWN COUNTY HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 19, 2013

**TO:** Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Manager

**FROM:** Brian Shoup, Executive Director  
Human Services Department

**SUBJECT:** Request to Fill – Admissions/Billing/Collections Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been updated in September 2012.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position is responsible for the Billing, Collections, and Admissions of clients at the CTC as well as supervision of staff. This position is responsible for billing Medicaid for mandated services including, Crisis, Children's long-term waiver, and Personal Care for Community Programs as well.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Measurements include: number of claims billed, total collections received, and amount of account receivable write-offs.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy has offered an opportunity to assign some job duties to clerical staff which will free-up more time for the Supervisor to spend analyzing data and improving the reporting using the Electronic Medical Records system.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the ABC Supervisor position. No shortfalls are projected.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact will have negative effects on the CTC budget for all time periods (3 month, 6 month, 12 month, not at all). This position is instrumental to maintain the integrity of the Revenue Cycle at the CTC and some CP programs. These programs require timely and accurate submission of claims that are used to derive revenue from State/Federal funding sources. As a result, the impact will be negative to Human Services Department revenue sources. If revenues are not captured timely or not at all, it will result in negative cash-flow in the short-term and the need for more county levy to finance Human Services activities in the long-term.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Admissions/Billing/Collections Specialist

**Partial Budget Impact:** 4/22/2013-12/31/13 35 weeks

Salary	\$ 36,764.13
Fringe Benefits	<u>\$ 16,383.37</u>
	\$ 53,147.50

Note: Estimated date of hire for partial year calculation is for the date after employees last date.

### Annualized Budget Impact:

Salary	\$ 54,621.00
Fringe Benefits	<u>\$ 24,341.00</u>
	\$ 78,962.00

Note: this position is in the 2013 budget

**Position vacated:** 4/19/2013

**Budgeted hourly wage rate:** \$26.26

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position oversees the entire billing and collections area, and I recommend approval. Thomas Smith

# Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600

3/19/2013

TO: Troy Streckenbach, County Executive  
Lynn Vandenlangenberg, Human Resources Manager  
Brent Miller, Director of Administration

FROM: Mary Johnson Hospital and Nursing Home Administrator  
Brown County Community Treatment Center

SUBJECT: Director of Nursing - Hospital

1. Is the position description current or does it require updates?

The position description is updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
The duties of this position include administrative and supervisory oversight of Nicolet Psychiatric Center. This position is mandated by Federal and State regulations.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The job performance measurement is based on the following:

- Budgetary planning and compliance
- Successful regulatory surveys
- Reduction of restraint and seclusion
- Positive client satisfaction surveys
- Timeliness in projects and reports
- QAI planning
- Compliant programming and treatment planning as indicated by QA/PI audits
- Effective leadership skills and coaching of nursing staff.
- Successful oversight of infection control in the hospital

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is mandated by the State and Federal Government. This position teaches, educates, leads and collects data to ensure the hospital is compliant with statutory requirements. Outsourcing this position would likely cost us more money as agencies and contractors that we use are higher in cost.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position is budgeted and needs to be filled in a timely manner to direct the nursing staff.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
The Administrator would be required to temporarily assume these duties but if the State or CMS Arrive to complete a survey we would be found out of compliance. We should appoint an acting DON until the permanent position is hired.

- Hospital and Nursing home support services will be severely reduced possibly not meeting state codes and mandates.
- Customer service to employees, departments, and the public will continue at a reduced level. Snow and ice removal quality on grounds has also been reduced due to having one less staff available for snow removal operations.

Over time, the number of qualified in-house maintenance staff has decreased, while the gross square feet of facilities to maintain has increased. We have implemented ongoing changes to improve our efficiency including the use of our staff and resources throughout all of our buildings and campus'. Our current staff is working extra hours covering this vacancy, which in many cases is a 16 hour work day.

## Budget Impact Calculation

**Department:** Human Services - Nicolet Psychiatric Center  
**Position:** Director of Nursing

**Partial Budget Impact:** 04/15/2013-12/31/13 **36 weeks**

Salary	\$ 46,181.08	
Fringe Benefits	<u>\$ 18,100.38</u>	
	\$ 64,281.46	

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

**Annualized Budget Impact:**

Salary	\$ 66,706.00	
Fringe Benefits	<u>\$ 26,145.00</u>	
	\$ 92,851.00	

Note: this position is in the 2013 budget

**Position vacated:** 3/19/2013

**Budgeted hourly wage rate:** \$32.07

Total Number of FTEs Budget for this position title in budget:	1	
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>	
Total Number of FTEs Available to be filled for this title in budget	1	
Number of FTEs filled with this position vacant:	0	
Percent of this position staffed:	0%	

Analyst Recommendation: This person oversees the nursing program at the Nicolet Psychiatric Hospital. Although there is currently a director of nursing in the nursing home, procedures are not in place to share the responsibilities of these two positions. I recommend approval. Thomas Smith



# Brown County

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

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2/22/13

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Services Manager  
Brent Miller, Director of Administration

FROM: Mary Johnson, Hospital and Nursing Home Administrator  
Community Treatment Center

SUBJECT: Health Information Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
  - Position is updated.
  
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
  - Complies with CMS A-0431;
  - Complies with §482.24 Condition of Participation for Hospitals: Medical Record Services with 20 federal tags for hospitals
  - Complies with HFS 124.
  
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
  - Monitors day to day operations of the Health Information Department. Organizes, directs, develops and maintains a medical record system to meet the needs of all services within the Community Treatment Center.
  - Develops and maintains Corporate Compliance program and educates staff accordingly. Develops coding and audit guidelines to ensure Corporate Compliance guidelines are met.
  - Develops Confidentiality guidelines and guides facility in HIPAA and privacy standards.
  
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
  - This is an important position to ensure medical records are kept in accordance with proper laws, standards and regulations for medical/psychiatric information. Provides oversight for the CMS standards A0653 – A0657 Utilization Review for Hospitals. This position should remain as intact to ensure standards stay in accordance with the law.
  
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

- Budgeted funds are available

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

- The hospital could have the standard of medical records go out of compliance leading to loss of medicare funding.
- Since this is an important position which only the person presently in the position has knowledge of it would be in the best interest of the facility to hire someone for some training time prior to the present manager leaving.

## Budget Impact Calculation

**Department:** Human Services - CTC  
**Position:** Health Information Services Manager

**Partial Budget Impact:** 6/4/13-12/31/13 **29 weeks**

Salary	\$ 32,016.00
Fringe Benefits	<u>\$ 13,806.79</u>
	\$ 45,822.79

Note: Estimated date of hire for partial year calculation is for the day after the employee's resignation

**Annualized Budget Impact:**

Salary	\$ 57,408.00
Fringe Benefits	<u>\$ 24,757.00</u>
	\$ 82,165.00

Note: this position is in the 2013 budget

**Position vacated:** 6/3/2013

**Budgeted hourly wage rate:** \$27.60

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is essential to the maintenance of health records for inpatient records, and the hospital could have the standard of medical records go out of compliance, leading to loss of medicare funding. I recommend approval. Thomas Smith

## BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center  
Outpatient Clinical Services Division  
3150 Gershwin Drive  
Green Bay, WI 54311



Phone (920) 391-6940

2/19/13

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Manager  
Brett Miller, Director of Administration

FROM: Human Services

SUBJECT: Request to Fill – AODA Counselor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
The position description has been reviewed and is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
This position sees AODA intakes and facilitates groups and individual sessions that have mandated clients involved. They are also available for completing IDP (intoxicated driver program) assessments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The person in this position is required to meet the production levels required of all therapists. They are responsible for a set number of assessments and group sessions per week and also provide individual sessions every week depending on the client needs.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
AODA intakes are part of the job duties of this position. We currently have a growing wait time for this service with the position open. Treatment wait times vary, but are also affected negatively by this position not being filled and others needing to cover the duties, taking away time that was utilized for other clients.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
This position is fully budgeted for in 2013. It is only open due to a resignation.

## Budget Impact Calculation

**Department:** Human Services - Community Programs  
**Position:** AODA Counselor

**Partial Budget Impact:** 4/15/13 - 12/31/13 36 weeks

Salary	\$ 41,539.85
Fringe Benefits	<u>\$ 17,407.38</u>
	\$ 58,947.23

Note: Estimated date of hire is for the week following the Executive Committee committee meeting in April 2013

### Annualized Budget Impact:

Salary	\$ 60,002.00
Fringe Benefits	<u>\$ 25,144.00</u>
	\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 2/28//13

**Budgeted hourly wage rate:** \$30.77

Total Number of FTEs Budget for this position title in budget:	8.3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8.3
Number of FTEs filled with this position vacant:	7
Percent of this position staffed:	84%

Analyst Recommendation: This position is required to see AODA intakes and facilitates group and individual sessions that have mandated clients involved. I recommend approval . Thomas Smith

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6460 Fax (920) 448-6465

March 20, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Clerk II– request to fill position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been updated and is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. The Wisconsin Home Energy Assistance Program is also a state mandated program.

This Clerk II position is at our front desk and assists hundreds of consumers (both in person and by phone) per month applying for and inquiring about public assistance programs.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is one of the first points of contact for consumers inquiring, applying, and/or requesting economic support & energy assistance programs. The position answers hundreds of phone calls each month as well as serves hundreds of walk in consumers in our main lobby on 2<sup>nd</sup> floor in the Sophie Beaumont Bldg.

Job responsibilities include:

- Services and responds to consumer needs and requests regarding the process of applying for public assistance programs.
- Responds to basic eligibility questions – customer walk ins.
- Logs in caseworkers' appointments.
- Answers the Economic Support main phone line.
- Schedules energy assistance appointments.
- Assists in client registration process. Enters data into computer system to register consumer for public assistance programs and schedules appointments when applicable.
- Assists in date stamping, sorting, scanning and/or distributing all Economic Support mail.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We have a critical need for this position in our Support Services area that assists consumers inquiring, applying, and receiving energy assistance and economic support services. Beginning 1/1/13, we assumed the energy assistance workload. This workload volume is extremely high and this position is needed to meet State requirements and expectations.

Due to efficiencies, cross-training of staff and streamlining our operations, the Economic Support clerical unit has eliminated 4.5 positions in the past 3 years. We are at the staffing level needed and could not eliminate any additional positions.

**Filling this Clerk II position is necessary to accomplish the remaining day to day responsibilities in this area.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

- Decrease in quality customer service. Consumer will wait in line longer. Frustrated and angry consumers that wait in line create a negative influence on others waiting in the lobby. This also creates an unfriendly atmosphere for families who are already in crisis.
- Phone calls may not be answered. When calls are not answered, frustrated consumers come to the agency to get answers. It then takes more time to defuse the angry consumer and get him/her the answers they need.
- Additional staff may be pulled off their main job duties to assist the front desk area. When this happens, their work will not get done timely.

## Budget Impact Calculation

**Department:** Human Services - Economic Support Section  
**Position:** Clerk II

**Partial Budget Impact:** 4/15/2013-12/31/13 36 weeks

Salary	\$ 22,396.85
Fringe Benefits	<u>\$ 14,548.15</u>
	\$ 36,945.00

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

### Annualized Budget Impact:

Salary	\$ 32,351.00
Fringe Benefits	<u>\$ 21,014.00</u>
	\$ 53,365.00

Note: this position is in the 2013 budget

**Position vacated:** 3/27/2013

**Budgeted hourly wage rate:** \$16.59

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This position helps greet walk in customers, and is essential to the customer support provided. I recommend approval. Thomas Smith



## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 20, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?  
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.

- o The current caseload averages between 780-880 cases per worker.
- o Brown County Caseload Comparison:
  - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
  - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
  - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
  - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
  - Feb. 2013 – total caseload = 23,837; Foodshare **monthly** issuance = \$3.5 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all  
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
  - Decrease in quality customer service.
  - Basic needs of our consumers may not be met or met timely.
  - Delay in benefits to consumers in crisis and need.
  - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
  - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
  - Caseloads are being minimally maintained and all duties of the job are not able to get done.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Economic Support Specialist

**Partial Budget Impact:** 05/06/2013-12/31/13 **33 weeks**

Salary	\$ 24,601.50	
Fringe Benefits	<u>\$ 13,944.40</u>	
	\$ 38,545.90	

Note: Estimated date of hire for partial year calculation is for the date after employees last date.

**Annualized Budget Impact:**

Salary	\$ 38,766.00	
Fringe Benefits	<u>\$ 21,973.00</u>	
	\$ 60,739.00	

Note: this position is in the 2013 budget

**Position vacated:** 5/2/2013

**Budgeted hourly wage rate:** \$19.88

Total Number of FTEs Budget for this position title in budget:	42.25	
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>	
Total Number of FTEs Available to be filled for this title in budget	42.25	
Number of FTEs filled with this position vacant:	41.25	
Percent of this position staffed:	98%	

Analyst Recommendation: The ESS section has been working to bring the new Energy assistance program on line, and this position will help ensure the programs continues along the successful path. I recommend approval. Thomas Smith

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 22, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.

- o The current caseload averages between 780-880 cases per worker.
- o Brown County Caseload Comparison:
  - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
  - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
  - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
  - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
  - Feb. 2013 – total caseload = 23,837; Foodshare monthly issuance = \$3.5 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all  
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
  - Decrease in quality customer service.
  - Basic needs of our consumers may not be met or met timely.
  - Delay in benefits to consumers in crisis and need.
  - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
  - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
  - Caseloads are being minimally maintained and all duties of the job are not able to get done.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Economic Support Specialist

**Partial Budget Impact:** 04/15/2013-12/31/13 36 weeks

Salary	\$ 26,838.00
Fringe Benefits	<u>\$ 15,212.08</u>
	\$ 42,050.08

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

### Annualized Budget Impact:

Salary	\$ 38,766.00
Fringe Benefits	<u>\$ 21,973.00</u>
	\$ 60,739.00

Note: this position is in the 2013 budget

**Position vacated:** 4/4/2013

**Budgeted hourly wage rate:** \$19.88

Total Number of FTEs Budget for this position title in budget:	42.25
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	42.25
Number of FTEs filled with this position vacant:	41.25
Percent of this position staffed:	98%

Analyst Recommendation: The ESS section has been working to bring the new Energy assistance program on line, and this position will help ensure the programs continues along the successful path. I recommend approval. Thomas Smith

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 22, 2013

TO: Troy Streckenbach, County Executive  
Lynn Vandenlangenberg, Human Resources Manager  
Brent Miller, Director of Administration

FROM: Brian Shoup, Human Services Director  
Human Services

SUBJECT: Request to Fill –Social Worker/Case Manager – Child Protection Intake/Ongoing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the AI form.)

**The position description is current.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties, and that required performance will continue to be a struggle if Brown County remains at current staffing levels. In 2012, Child protection has received significantly higher than anticipated reports (approximately a 25% increase from 2011) from the community that require our agency to respond to assure for children's safety.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**This position is necessary to meet the high volume of child abuse and neglect reports.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period



of time to offset projected budget shortfalls?

**There is enough money in the current budget to fill this position.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

**The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.**



## Budget Impact Calculation

**Department:** Human Services  
**Position:** Social Worker/Case Manager (CP/Intake/Ongoing)

**Partial Budget Impact:** 4/15/13-12-31-13 **36 weeks**

**Salary** \$ 41,539.85

**Fringe Benefits** \$ 17,407.38

\$ 58,947.23

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

**Annualized Budget Impact:**

**Salary** \$ 60,002.00

**Fringe Benefits** \$ 25,144.00

\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 3/22/2013

**Budgeted hourly wage rate:** \$30.77

	Social Workers	CPI Workers
<b>Total Number of FTEs Budget for this position title in budget:</b>	108.8	38
<b>Number of FTEs <u>Unfunded</u> for this position in budget</b>	<u>0</u>	0
<b>Total Number of FTEs Available to be filled for this title in budget</b>	108.8	38
<b>Number of FTEs filled with this position vacant:</b>	107.8	37
<b>Percent of this position staffed:</b>	99%	97%

**Analyst Recommendation:** This position is filling a State Mandated requirement, and is vacant due to the resignation of an employee who was hired on February 4, 2013. I recommend approval to fill. Tom Smith

## PUBLIC WORKS

2198 GLENDALE AVE  
GREEN BAY, WISCONSIN 54303  
PHONE (920) 662-2158 FAX (920) 434-4576  
E-MAIL DANIELSKI\_PG@CO.BROWN.WI.US

PAUL DANIELSKI  
FACILITY MANAGER

March 18, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Manager

FROM: Paul Danielski, Facility Manager  
Public Works

SUBJECT: Request to Fill – Facility Worker  
Position vacated March 17, 2013 (current employee moved to mechanic)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)
  - Yes, it is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
  - Yes. Facility Workers are necessary at the Community Treatment Center to perform maintenance, repairs, painting, furniture (moves, installation, repairs), room setups, program requests, provide building security, grounds work, snow removal, parking lot/walks maintenance, trash removal, and laundry transport. This position also provides support for the nursing home and hospital needs, cleaning of walks and parking lots, assisting with construction projects, pest control, daily mail courier run, and provides security and support at the Bayview Campus after hours.
  - The CTC is a 24 hour facility with permanent residents. Maintenance is the first line when equipment problems occur in the nursing home and hospital. The facility has multiple kitchens and laundry stations which require high maintenance. This position performs trash pickup, transports laundry, and performs snow removal at all four facilities as needed. We also transport laundry daily to the jail for processing.
  - Maintenance is responsible for meeting all government regulations, codes, and inspections.
  - Unlike the Facility Mechanics and Housekeeping staff, which are based on square footage, the number of Facility Worker positions is based on the amount of grounds work and building maintenance being completed in house, and customer-driven demand work. See examples above.
  - This position is an integral part of our department staff who also assist with housekeeping coverage when needed, as well as assisting the Facility Mechanics.

- At the Bay View Campus, we provide services to the CTC, Shelter Care, MHC, and the Jail. Proper maintenance and cleaning are necessary to provide effective facility reliability, meet and exceed building and equipment life expectancy, and to avoid premature replacement costs. In addition to facilities, Facility Workers are the main employees that ensure clean, safe, and attractive grounds for the public as well as our employees.
  - Furthermore, Facility Workers respond to numerous calls daily including- Plugged toilets, restroom cleanup, slips and falls, coffee and soda spills, deliveries, broken locks, broken windows, and pest control issues.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
    - Facility Worker performance is measured by number of routine and preventive work orders complete, building and grounds inspections, cleanliness and appearance of buildings and grounds, state and federal surveys, as well as feedback from employees and the public. Proper cleaning and maintenance of buildings and grounds will extend the life of our existing assets.
  4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
    - Providing daily maintenance services in-house provides timely response, reliability, trustworthiness, and flexibility of staff. Staff and workload are monitored and evaluated on an ongoing basis. Coverage is available during employee vacations and time off. Previous reorganization efforts have reduced the number of Facility Workers at the CTC from 5 to 4. We have also eliminated 3 mechanics and 1 full time electrician from this work group in the past 8 years.
    - We have also eliminated the hiring of two additional summer helpers
    - With the merger of the Highway and Facilities Departments, we are able to utilize our staff and resources more effectively.
  5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
    - Yes, budgeted funds are sufficient.
    - No, this position should not be held open.
  6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
    - The result of not filling this position is less preventive maintenance being completed, buildings and grounds not being properly maintained and updated, resulting in increase in deferred maintenance, increased overtime, the risk of employee burnout, lack of scheduling coverage, and premature building system and component replacements. The life span of existing buildings and grounds will be greatly reduced without proper maintenance and repairs on an ongoing basis. Proper building maintenance is far cheaper than replacement costs which in most cases are capital outlay projects.

## Budget Impact Calculation

**Department:** Public Works  
**Position:** Facility Worker

**Partial Budget Impact:** 4/15/13-12-31-13 36 weeks

**Salary** \$ 25,617.46

**Fringe Benefits** \$ 15,030.00

\$ 40,647.46

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

**Annualized Budget Impact:**

**Salary** \$ 37,003.00

**Fringe Benefits** \$ 21,710.00

\$ 58,713.00

Note: this position is in the 2013 budget

**Position vacated:** 3/17/2013

**Budgeted hourly wage rate:** \$17.79

**Total Number of FTEs Budget for this position title in budget:**

9

**Number of FTEs Unfunded for this position in budget**

0

**Total Number of FTEs Available to be filled for this title in budget**

9

**Number of FTEs filled with this position vacant:**

7

**Percent of this position staffed:**

78%

(There is also a vacancy from December)

**Analyst Recommendation:** The public works department has been sitting on one vacancy awaiting the results of a grievance. The second vacancy was created due to an internal promotion of a current facility worker. I recommend approval. Thomas Smith

# FACILITY MANAGEMENT

## Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER  
3150 GERSHWIN DRIVE  
GREEN BAY, WISCONSIN 54311

DIANE L. LE BOEUF, CEH  
HOUSEKEEPING MANAGER

PHONE (920) 391-4856 FAX (920) 391-4869  
E-MAIL [LEBOEUF\\_DL@CO.BROWN.WI.US](mailto:LEBOEUF_DL@CO.BROWN.WI.US)

3/2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Administration

FROM: Diane LeBoeuf, Housekeeping Manager  
Public Works / Facilities Management

SUBJECT: Request to fill – 1.0 FTE (Two part time .5 FTE)

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).

- Yes, it is current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, these positions are essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reducing absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.

- This position 1.0 FTE position was vacant as of the end of the day 3-15-13. This position is in the 2013 budget.
- My staff is currently trying to keep with the cleaning by working overtime and using a temps.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.

# FACILITY MANAGEMENT

## Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER  
3150 GERSHWIN DRIVE  
GREEN BAY, WISCONSIN 54311

DIANE L. LE BOEUF, CEH  
HOUSEKEEPING MANAGER

PHONE (920) 391-4856 FAX (920) 391-4869  
E-MAIL [LEBOEUF\\_DL@CO.BROWN.WI.US](mailto:LEBOEUF_DL@CO.BROWN.WI.US)

3/2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Administration

FROM: Diane LeBoeuf, Housekeeping Manager  
Public Works / Facilities Management

SUBJECT: Request to fill – 1.0 FTE (Two part time .5 FTE)

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).

- Yes, it is current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, these positions are essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

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- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
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- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.

- This position 1.0 FTE position was vacant as of the end of the day 3-15-13. This position is in the 2013 budget.
- My staff is currently trying to keep with the cleaning by working overtime and using a temps.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.

## Budget Impact Calculation

**Department:** Public Works  
**Position:** Housekeeper Positions Part Time (.5 FTE)(Times 2)

**Partial Budget Impact:** 4/15/13-12-31-13 36 weeks

Salary	\$ 9,186.92
Fringe Benefits	<u>\$ 6,974.31</u>
	\$ 16,161.23

Note: Estimated date of hire for partial year calculation is for the Monday following Executive committee meeting

**Annualized Budget Impact:**

Salary	\$ 13,270.00
Fringe Benefits	<u>\$ 10,074.00</u>
	\$ 23,344.00

Note: this position is in the 2013 budget

**Position vacated:** 3/15/2013

**Budgeted hourly wage rate:** \$13.61

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<u>8</u>
Number of FTEs filled with this position vacant:	6
Percent of this position staffed:	75%

(There is also a vacancy from December)

Analyst Recommendation: The Public Works department has been holding on recruiting for this position until the reclassification of the wage scale. They have made the determination to split one full time position into two part time positions, to provide greater flexibility in meeting the demands of the position. I recommend approval. Thomas Smith

**3. Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. Motion at July, 2012 Executive: Refer to Corporation Counsel for disposition of communication.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to receive and place on file.**

Supervisor Steffen informed that Corporation Counsel had provided a draft resolution (attached). He stated that he believed democracy required participation for it to remain healthy. This was a part of that initiative. It benefits the county as well as the public in general to have great participation by its members. He could understand where people may differ on that but reality long term entrenched incumbency affects the ability for greater participation in this government. As stated in the resolution, this would not affect any current member until 2026. Steffen stated that there seemed to be a quick move to get rid of this communication and he found that interesting considering the majority of people of this county and this state support term limits. As a delegate of a district, he was surprised so little effort had been put into the thoughts and wishes of the people they represent. He would be interested in any comments as to why it was being quickly moved and shuffled to the side. He felt it was a relevant, important, timely issue.

Vander Leest stated that taxpayers benefit from experience and knowledge of County Board members. He was involved in some of the first leases with PMI, some of the changes that were worked on and some of his firsthand knowledge helped get a better deal for the county from a standpoint of remembering some of the negotiations and discussions on the previous lease with PMI. If there were term limits you wouldn't be a part of those discussions. He felt there was a process that if you had some board members that had additional experience, had additional knowledge and had a memory of how things worked out, they could use that for future discussions and negotiations and the ability to give first-hand knowledge. He believed there were countless examples like his. The voters decide if supervisors were doing a quality job or not and if they don't they vote you out of office. He believed he got better every term with experience and be able to rely on things that they had done. He felt very strong about it, he understood why he wanted to do it but he didn't agree with it. It was arbitrary.

Fewell stated anyone could die on the way home, negotiations and good deals for the taxpayers will be negotiated long after every one of them are out of office or when they die. He didn't think anyone had an exclusive market to good negotiating. He wasn't saying he overly supported this idea, if it were a referendum he would personally vote against it. He was not sure, as an elective official, if he should be determining whether or not there were term limits on his term. He was not going to support receive and place on file because he really felt that if the voters in Brown County felt there should be term limits then it should go to referendum and let them vote on it.

Erickson informed that he had seconded Vander Leest's motion due to the fact that they were an arm of the State and they followed directions from the State and right now the State had not indicate that they wanted term limits for anyone at the state level or at the county level. One of the only offices in the entire nation that had term limits was the President of the United States. He didn't know if they were quite on that same level. Anyone could experience a term limit quickly just by running for reelection and it happened a lot.

Evans stated it was an interesting communication, people stated they like term limits but then they elect the same people. When he heard term limits he believed there were term limits, he had a term of two years. He had to get signatures next December. Why should they punish the populous, constituents might really like their elected officials. Steffen responded that supervisors had mentioned that every election was an opportunity to have a term limit. That discounted the advantage that incumbency provided to each one of those. He believed that everyone had a greater advantage going up to that starting line by being an incumbent. For example last elections District



21 had zero opponents run against him but there were seven people that applied for his position when it vacated. District 18 ran unopposed last election and he had nine people apply for his position when it vacated. Evans appreciated his comments however he believed those positions opened. There were some supervisors, alderman's, trustees that no one knew and they were incumbents, so just being an incumbent, he didn't believe it, there were people who were incumbents where the races were completely open because the incumbent didn't do anything. Steffen responded that the difference between a campaign and a legislature were completely different things. You can be a fantastic campaigner and a horrible legislature and vice versa. While they were related the correlation was quite slight. Evans stated that he looked at his abilities from when he came on the County Board to where they were now with understanding and knowledge in the Human Services area. There were some pretty entangled items. All he saw was if they had a continual changeover of supervisors, what they had done was completely empowered administration. They were the checks and balances. The fact was that they had to start getting supervisors that need the challenge and had a good understanding of a lot of things. He believed they wouldn't have a new Community Treatment Center without that. He was afforded to be reelected and he worked very hard on it, but he would have been done. He gave another example with regard to an issue he had been working on for the 10 years he had been an elective official. Sanimax in his opinion was a perfect organization that understood on how to continuously drag things out, grind things up, maybe they would get a new supervisor/County Board and maybe things will work well, maybe they won't. The fact of the matter was that they had a term limit which was every two years. He supported the incumbents because he appreciated the work people do.

Moynihan was not going to agree with the motion, not that he concurred with the term limits scenario but he didn't want to see a supervisor's idea squashed. He suggested bringing the resolution back next month with the communication and then they could take up the resolution at this committee as well at the County Board. Steffen would appreciate the courtesy.

Van Dyck stated that while he would agree with Steffen, where he felt the election process and federal and possibly the state level was broken and term limits may be in order, at least with the county board and most local elections he believed it still worked because you can still get to your constituency and become personable. In this case he would disagree with term limits. Every two years the general public had an easy way of voting people off that didn't exist at the federal level and maybe the state level. He wouldn't personally like to see this go to referendum because it was too easy for the general public to automatically say they wanted term limits. He didn't feel it should be on this level, maybe on the federal level.

Lund stated that these local elections don't have a lot of money involved. Lund stated he had lost and won local elections and had been in many elections. Sometimes you win, sometimes you lose. It was up to the voters to decide. How the resolution was written, in 12 years, in his case, he could go 24 years. New supervisors would only get 12 years. He would be very arbitrary in saying that he needed to be on 24 years, the electors are going to continue to vote him in for the next six terms. It seemed to him that as a veteran this was great for him but it would be limiting any newcomer to six terms. He would be very hypocritical in supporting on how this was written.

**Motion made by Supervisor Evans, seconded by Supervisor Moynihan to make a motion by substitution to put the resolution on next month's agenda. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**From:** "Blaska Michael J." <[blaska@wicounties.org](mailto:blaska@wicounties.org)>  
**Date:** February 26, 2013 5:52:42 PM CST  
**To:** Streckenbach Troy <[streckenbach\\_tj@co.brown.wi.us](mailto:streckenbach_tj@co.brown.wi.us)>  
**Subject:** Term Limits

Troy

At the WCA County Ambassador Program, you mentioned a supervisor was proposing term limits. I questioned the legality and you asked me to provide feedback. In consultation with WCA legal counsel and the UW Local Government Center we believe counties lack the authority to implement term limits.

A county's authority is limited by state statute. Unlike cities and villages, counties do not have broad constitutional home rule authority. Counties may only undertake functions that are expressly granted them by state statute. Counties were given the right to self organize and later administrative home. Counties that have undergone self-organization may adopt its own policies regarding using staggered terms, compensation and filling vacancies for supervisors. The administrative home rule statute grants counties flexibility in administrative and organizational matters.

Attached is an Attorney General's opinion regarding a county corporation counsel's question on a violation of a county code of ethics. Note the answers to questions 3 and 4. Even though the question is about the ethics ordinance the answers provide guidance on this issue. In response to question 3 the AG states, "Where the constitution has not provided for the qualifications of candidates for such offices, the Legislature has sole authority, and the Legislature has not delegated any powers to county boards to establish qualifications for candidates to such offices. County boards have only such legislative powers as are conferred upon them by statute, expressly or by clear implication."

In response to question 4 the AG states, "Specifically, it is my opinion that an ordinance which adopts a code of ethic does not become law such that a supervisor may be penalized for its violation pursuant to sec. 59.10, Stats. In my opinion "required ... by law" in that section refers to a law imposed by the Legislature, not the county board. A duly adopted ordinance constitutes "law" in the broad sense, but not as that term is used in sec 59.10, Stats.

The opinion states that a county cannot create a standard to disqualify a candidate. Furthermore the Wisconsin Constitution (see below) states that only the legislature has authority to make requirements for county officers in elections or appointments.

Article XIII, §9

Election or appointment of statutory officers. Section 9. **All county officers** whose election or appointment is not provided for by this constitution shall be elected by the electors of the respective counties, or appointed by the boards of supervisors, or other county authorities, **as the legislature shall direct**. All city, town and village officers whose election or appointment is not provided for by this constitution shall be elected by the electors of such cities, towns and villages, or of some division thereof, or appointed by such authorities thereof as the legislature shall designate for that purpose. All other officers whose election or appointment is not provided for by this constitution, and all officers whose offices may hereafter be created by law, shall be elected by the people or appointed, as the legislature may direct.

There is a specific statute that allows cities to modify the terms of an election but not counties.

Also attached is a Fact Sheet on self-organized counties produced by the Local Government Center.

Hope that is helpful. Feel free to call if you would like to discuss further. Mike

4. Can a city council member serve on a joint county-city hospital board during the term for which he is elected?

I am of the opinion that such member can. I am of the further opinion, however, that such member could receive no additional remuneration for such service over and above that provided as council member if he were appointed by the mayor and confirmed by the council or jointly appointed by the mayor and county board chairman and confirmed by the county board and council. In the unlikely event that a council member were appointed by the county board chairman and confirmed by the county board, I am of the opinion that such member could receive additional remuneration over and above his compensation as council member. From the hospital board for service on such board as provided in the ordinance creating the hospital, see sec. 60.47(1), (2) and (7), Stats.

The second sentence of sec. 66.11(2), Stats., provides in part: "The governing body may be represented on city or village boards and commissions where no additional remuneration is paid such representatives."

It is noted that the exception does not include counties. I am of the opinion that such member could be appointed by the county board chairman and confirmed by the county board and council or jointly appointed by the mayor and county board chairman and confirmed by the county board and council. In the unlikely event that a council member were appointed by the county board chairman and confirmed by the county board, I am of the opinion that such member could receive additional remuneration over and above his compensation as council member. From the hospital board for service on such board as provided in the ordinance creating the hospital, see sec. 60.47(1), (2) and (7), Stats.

BC1, R.V.

*Cities Constitution: Counties: County Board: County Supervisor: Fees: Forfeitures: Municipalities: Municipal Corporations: Ordinances: Public Officials: County board may provide for a penalty in the nature of a forfeiture for violation of a code of ethics ordinance but may not limit violators from running for office. Violation is not a neglect of duties required by law under sec. 59.10, Stats., or ipso facto cause for removal from office under sec. 17.09(1), Stats. OAG 40-77.*

April 28, 1977.

GLYN L. HENRY, *Corporation Counsel Dane County*  
You request my opinion with regard to what penalties, if any, counties may invoke to enforce a violation of a code of ethics. You indicate that Dane County has adopted a code of ethics. By ordinance, which is applicable to county supervisors, department heads, appointees to administrative agencies and elected officials. This code was adopted pursuant to sec. 19.45(1)(c), Stats.

"Counties and municipalities may and should establish a code of ethics for local public officials."

This section is part of subch. III of ch. 19, General Duties of Public Officials, which provides in detail for a code of ethics for state officials, but gives no further directives for a county or municipal code of ethics.

One of the provisions of the Dane County Code requires the timely filing of a statement of economic interest with limited financial disclosure information. A somewhat similar disclosure is required of certain state and appellate officials by secs. 19.13 and 19.14, Stats. For the purpose of this opinion it is assumed that the Dane County provision to this effect is valid.

In order to answer your question as to penalties, I have broken my answer down into specific issues for purposes of analysis.

1. Can a county board provide that violation of its ordinance is punishable by fine or imprisonment?

I am of the opinion it cannot.

The Legislature has provided in sec. 19.50(1), Stats., for fine or imprisonment for violations of codes of ethics adopted or established under sec. 19.48(1)(a) and (b), Stats., which are applicable to state public officials, but has not provided for a penalty in the form of fine or imprisonment for violation of a code adopted by a county or municipality.

Section 939.12, Stats., provides:

"A crime is conduct which is prohibited by state law and punishable by fine or imprisonment or both."

punishable only by a forfeiture is not a crime." (Emphasis added.)

The word "fine" does not include forfeitures, sometimes called fines, imposed by municipal corporations for violating their ordinance. *State v. Hanley*, 17 Wis. 458, 119 N.W. 114 (1909); *Strohman v. Lake*, 124 Wis. 462, 102 N.W. 930 (1905).

For reasons which become clearer under No. 2, it is important to consider "fine or imprisonment" as one term which loses the meaning inferred in sec. 939.12, Stats., when broken down into its component parts of "fine" and "imprisonment."

A county is not a sovereign and the sovereign who can create a code of ethics is the state. *State ex rel. Paderson v. Bleasinger*, 251 Wis. 79, 28 N.W. 2d 345 (1947). Hereafter, "fine or imprisonment" is not a permissible penalty.

However, it should be noted that imprisonment may ultimately result from a failure to pay a forfeiture imposed by an ordinance. The authority for such imprisonment may be found in ch. 288, Collection of Forfeitures.

Sections 288.08(1) and 288.10, Stats., provide:

"(1) Where judgment is recovered pursuant to this chapter it shall include costs and direct that if the same be not paid the defendant (if an individual) shall be imprisoned in the county jail for a specified time, not exceeding six months, or until otherwise discharged pursuant to law. The commitment shall issue as in ordinary criminal actions, and such defendant shall not be entitled to the liberties of the jail."

"All forfeitures imposed by any ordinance or regulation of any county, town, city or village, or of any other domestic corporation may be sued for and recovered, pursuant to this chapter, in the name of such county, town, city, village or corporation. It shall be sufficient to allege in the complaint that the defendant is indebted to the plaintiff in the amount of the forfeiture claimed, specifying the ordinance or regulation which imposes it. And when such ordinance or regulation imposes a penalty or forfeiture for several offenses or delinquencies the complaint shall specify the particular offense or delinquency for which the action is brought, with a demand for judgment for

the amount of such forfeiture. All moneys collected on such judgment shall be paid to the treasurer of such county, town, city, village or corporation."

Such imprisonment for failure to pay a forfeiture, was held unconstitutional in *State ex rel. Paderson v. Bleasinger*, 251 Wis. 79, 28 N.W. 2d 345 (1947). This ordinance, which may be applicable under some circumstances under *State v. Sjogren*, 401 U.S. 495 (1971), *State ex rel. Paderson v. Bleasinger*, 251 Wis. 2d 284, 284 N.W. 2d 778 (1972); and *West Allen v. State ex rel. Tschalanski*, 67 Wis. 2d 26, 29, 226 N.W. 2d 424 (1975).

2. Can a county board provide that violation of its ordinance is punishable by forfeiture?

I am of the opinion that it can.

In *Schneeberg*, *supra*, the court invalidated a county ordinance providing for a "fine or imprisonment" as penalty for its violation. The court at page 84 went on to say:

"[The ordinance] must be held to be invalid in so far as it attempts to impose penalties other than forfeitures and imprisonment necessary for the enforcement of the forfeitures."

The above statement by the court is supported by the dicta in *State ex rel. Paderson v. Bleasinger*, *supra*, at page 84, and the procedure to be followed by a county, town, city or village to collect forfeitures imposed by any ordinance or regulation of such governmental entities. Although there is no direct legislative provision for the imposition of a forfeiture, the *Schneeberg* case and sec. 288.10, Stats., indirectly provide such legislative authority to counties.

It is important to note that on occasion courts have determined that a "fine" is a permissible penalty for violation of an ordinance. For example, in *State ex rel. Paderson v. Bleasinger*, *supra*, at 200, the court commented:

"... In village, city and county ordinance violations, the sanction can be only a fine or a forfeiture, as those with government lack sovereignty which is necessary to make such violation a crime involving the punishment of imprisonment. *State ex rel. Kojeck v. Schneeberg* (1947), 251 Wis. 79, 28 N.W. 2d 345." (Emphasis added.)



Number 8

# FACT SHEET

February 1997

## SELF-ORGANIZED COUNTIES

**What self-organizing is:** Self-organization is a process used by county boards that provides the board with alternatives to some of the specific procedures otherwise mandated in Chapter 59, *Wisconsin Statutes*. A county that has undertaken self-organization has given itself somewhat more flexibility in the manner in which its board of supervisors may operate.

This narrow power to control several elements of county board functioning is found in §59.10(1). It was given to counties during the 1970s, when the legislature decided that counties needed some flexibility in these matters. Later, the legislature also provided a little elbow room for county boards in the area of organizing their administrative departments. This latter authority is called administrative home rule. It is found primarily in §§59.03 and 59.04.

Counties are completely subject to state law; they have no constitutional home rule authority as do cities and villages. The statutes have historically dictated almost all elements of substance, policy, and procedure for counties. Chapter 59, the basic law under which counties operate, contains more than 150 optional powers which counties may invoke by action of the county board. These grants are necessary because of the lack of home rule.

**What it does for a county:** A county which has undergone self-organization may adopt its own policies regarding:

- *Use of staggered terms for the supervisors, electing half of them each year rather than electing them all each even-numbered year.* [§59.10(1)(b)] Without self-organization, all supervisors are to be elected on the first Tuesday in April in even-numbered years and take office of the third Tuesday in April of that year (except in 1996, when the desire for an early presidential preference primary led the legislature to move the spring general election to mid-March). Self-organization allows the use of staggered terms. [§59.10(3)(d)]
- *Compensation of supervisors for attendance at board meetings, and paying mileage.* [§59.10(1)(c)] Non-self-organized boards already have several options. Self-organization would allow the board to be as creative as it wished, except that compensation would have to be set by the statutorily required date and the board could not give a mid-term compensation increase for itself. *For the statutes that control board compensation in the absence of self-organization, see Note below.*
- *Filling vacancies in the office of county supervisor.* [§59.10(1)(d)] A county may adopt its own procedures. Without self-organization, vacancies are filled by the board chairperson for the unexpired term, with the approval of the board. [§59.10(3)(e)]

**How self-organization is accomplished:** This is a very simple procedure.

- A majority of the whole board adopts an ordinance invoking the authority of the authorizing statute, §59.10(1). A certified copy of the adopted ordinance is filed by the county clerk with the Wisconsin Secretary of State.
- The county board adopts the policies it desires regarding possible staggered terms, compensation for board members, and the method for filling vacancies on the county board.

*The Local Government Center and UW-Extension provide equal opportunities in employment and programming.*

Page 2

**How self-organization relates to administrative home rule:** Sections 59.03 and 59.04 of Chapter 59 provide for administrative home rule. This legislation grants counties flexibility in administrative and organizational matters such as grouping functions into departments and establishing committees to supervise those departments.

The statutory language in the administrative home rule sections is more general than it is in the self-organization section, but administrative home rule has a broad and not clearly defined limit attached to it. Administrative home rule does not apply in areas where the legislature has enacted a statute of "statewide concern." This is the same language that has been interpreted by the courts and attorney general to restrict municipal home rule considerably. Statewide concern has been interpreted several times similarly to restrict the latitude of counties in administrative home rule.

**Summary:** County boards are granted clear authority to change the way they do business in very specific areas of board functioning if they undertake self-organization. In contrast, county boards are given broadly stated, but vague, authority in administrative and organizational matters in §§59.03 and 59.04. This last authority, however, is subject to challenge in the event that the legislature might have enacted another statute considered to be of "statewide concern" in an area where a county board wanted to exercise administrative home rule.

**Note:** In the absence of self-organization, the controlling statutes regarding compensation of county board members are these as quoted:

§59.10(3)(f) **Compensation.** Each supervisor shall be paid a per diem by the county for each day he or she attends a meeting of the board. Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

§59.10(3)(g) **Mileage.** Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board pursuant to §59.22 as the standard mileage allowance for all county employees and officers.

§59.10(3)(h) **Limitation on compensation.** Except for services as a member of a committee as provided in §59.13, no supervisor shall be paid for more days' attendance on the board in any year than is set out in this schedule: in counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 500,000, 30 days.

§59.10(3)(i) **Alternative compensation.** As an alternative method of compensation, in counties having a population of less than 500,000, including those containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county including all committee services, except the per diem allowance for services in acquiring rights of way set forth in §84.09(4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par.(g) for each day's attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

§59.10(3)(j) **Supplementary compensation.** The board, in establishing an annual salary, may enact an ordinance for a per diem for all committee meetings attended in excess of 40 committee and board meetings.

Local Government Center  
University of Wisconsin-Extension  
229 Lowell Center  
610 Langdon Street  
Madison, WI 53703  
Phone (608) 262-9961  
Fax (608) 265-8662

February 20, 2013

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

Ladies and Gentlemen:

**RESOLUTION TO ESTABLISH TERM LIMITS FOR BOARD SUPERVISORS**

WHEREAS, Brown County Code of Ordinances (“County Code”), § 1.11(2) recognizes that public officials hold office for the “benefit of the public”, expressly stating that the “public interest must be their prime concern;” and

WHEREAS, the Brown County Board of Supervisors (“Board Supervisors”) constitute a group of said public officials who are bound by County Code, § 1.11(2); and

WHEREAS, the Wisconsin Policy Research Institute (“WPRI”) conducts surveys that gauge the public’s feelings towards their elected officials, the more recent ones of which indicate an increasing distrust that said officials indeed make the public interest their prime concern;<sup>1</sup> and

WHEREAS, according to the WPRI, as well as other similar local referendums and polls, many voters view term limits for public officials as a method in which to improve the quality of representation in their communities, citing in support thereof, among other bases, the following:

- a) term limits cause a healthy rotation of new people, with new ideas, into public office;
- b) increased rotations in turn increase the potential that a wider range of public officials, with diverse viewpoints and backgrounds, will hold public office, and thus, be more representative of the demographic for which they serve;

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<sup>1</sup> Wisconsin Policy Research Institute, December of 2007 survey.

c) term limits facilitate competition during local elections, resulting in an increased feeling amongst voters that their candidacy choices are real and their individual votes vital to the election process;

d) an officeholder with fewer re-election campaigns to focus on is a more active and responsive representative;

e) term limits help to defuse voter suspicion regarding government corruption, which in turn helps to defuse the level of distrust that voters have in their elected officials; and

WHEREAS, Brown County (“County”) currently does not impose term limits upon its Board Supervisors; and

WHEREAS, the Federal and State law governing local elections and public office are silent on the issue of term limits for county supervisors in the State of Wisconsin, neither mandating nor prohibiting the establishment thereof; and

WHEREAS, Wis. Stat. §§ 59.03 and 59.04 expressly authorize Wisconsin Counties, through their governing boards/bodies, to exercise any organizational and administrative power, so long as consistent with the constitution and any enactment of the legislature; and

WHEREAS, the County adopted the above statutory authority in County Code, § 2.03(3)(b), which provides in pertinent part that it is the “legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law . . . and as further defined by county resolution or ordinance; and

WHEREAS, since neither Federal nor State law prohibits Wisconsin Counties from limiting the terms of their board supervisors, the Board is free to exercise its authority under Wis. Stat. §§ 59.03-59.04, as well as County Code, § 2.03(3)(b), and establish term limits for its

Board Supervisors; and

WHEREAS, to further the public interest more fully described above, the Board now desires to exercise said authority by establishing reasonable limitations on the number of terms for which Board Supervisors may hold office on the Brown County Board of Supervisors as follows:

- a) that no person shall be elected to serve more than six (6) consecutive two-year terms of office as a Board Supervisor for the Brown County Board of Supervisors;
- b) that a partial term of office shall be considered to be a full term where more than one-half of the regular two-year term of office has been served; and
- c) that this Resolution shall be applied prospectively so as to exclude any of the terms previously served by incumbent Board Supervisors from its application, making 2026 the earliest date in which currently serving Board Supervisors could be disqualified from service for exhausting term limits.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that term limits for Board Supervisors be established in the County as follows: a) that no person shall be elected to serve more than six (6) consecutive two-year terms of office as a Board Supervisor for the Brown County Board of Supervisors; b) that a partial term of office shall be considered to be a full term where more than one-half of the regular two-year term of office has been served; and c) that this Resolution shall be applied prospectively so as to exclude any of the terms previously served by incumbent Board Supervisors from its application, making 2026 the earliest date in which currently serving Board Supervisors could be disqualified from service for exhausting term limits.

BE IT FURTHER RESOLVED, that this Resolution supersedes any existing Resolution in

contradiction hereof.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

FISCAL IMPACT: This Resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

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

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_    Defeated \_\_\_\_\_    Tabled \_\_\_\_\_



**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE  
FOR APRIL 8, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Gary A. Wickert, S.C.	99 W 21	3/18/2013	\$ 1,012.00	Hearing Officer - Child Abuse Substantiation Hearing
	12 W 27	3/28/2013	\$5,390.00	Airport - General Matters
MICHAEL, BEST & FRIEDRICH LLP	1232254	3/12/2013	\$ 260.32	Fox River Cleanup - Insurance
	1232255	3/12/2013	\$ 756.00	API & NCR V. GEO. A. WHITING, ET AL
DAVIS & KUELTHAU	361489	3/25/2013	\$ 630.00	Brown County/SC Grand
PHILLIPS BOROWSKI, S.C.	4591	3/18/2013	121.50	Prof. Services
			<b>TOTAL = \$ 8,169.82</b>	

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

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wicklaw@gbonline.com

March 18, 2013

Brown County Corporation Counsel  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: Hearing Officer -- La'Tisha Edwards  
Our File No. 99 W 21

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
2/20	Received Notice of Hearing re: Edwards	.10
3/12	Review correspondence from Rob Collins	.10
3/13	Review La'Tisha Edwards material/reports	2.00
3/14	Complete review of La'Tisha Edwards material;	
	Prepare Opening Comments and exhibits	2.25
3/15	Hearing re: La'Tisha Edwards;	3.25
	Letter to Rob Collins re: La'Tisha Edwards.	<u>1.50</u>
	HOURS:	9.20

9.20 HOURS @ \$110.00 PER HOUR = \$1,012.00

**AMOUNT DUE ON ACCOUNT: \$1,012.00**

Thank you.  
GAW:prn

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

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188  
wicklaw@gbonline.com

March 28, 2013

Brown County Airport  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: General Matters  
Our File No. 12 W 27

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
3/12	Phone conference with Sue Bertrand re: miscellaneous matters, FAA, etc.	.25
3/13	Meeting with Tom Miller, Sue Bertrand, and John re: miscellaneous matters	2.40
3/16	Review decision re: storm water runoff, tax/fee	1.00
3/20	Research re: storm water utility ordinance re: Hobart	.25
3/21	Research re: storm water fee/tax	3.25
3/23	Research re: storm water change/tax	1.75
3/25	Phone conference with Vicky re: storm water bills;	.30
	Work on "tax" issue re: storm water	3.25
3/26	Work on "tax" issue re: storm water	1.50
3/27	Work on Memo to Tom Miller re: storm water	2.40
3/28	Complete Memo to Tom Miller re: storm water charge;	
	Letter to Tom Miller;	2.75
	Phone conference with Sue Bertrand (2 calls) re: Jet Air.	.50
	TOTAL HOURS:	19.60

19.60 HOURS @ \$275.00 PER HOUR = \$5,390.00

AMOUNT DUE ON ACCOUNT: \$5,390.00

Thank you.  
GAW:prn

*1/2/13*

IN ACCOUNT WITH



One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

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

Client: 018236

March 12, 2013  
Invoice No. 1232254

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1232254  
For Professional services rendered through February 28, 2013, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

2/6/13	R Exum	Process checks from CNA and Wausau; prepare letter to client enclosing checks; update payment tracking chart.	0.50	\$92.50
2/28/13	R Exum	Meet with accounting regarding payment received from CNA for Oct. 2012 invoice; update invoice and payment tracking chart re: same; draft letter to CNA to follow up on outstanding reimbursements; draft letter to client enclosing refund from CNA payment for Oct. 2012 invoice.	0.90	\$166.50

Total Hours 1.40  
Total Services \$259.00

Disbursements:

Postage 1.32

Disbursements Total \$1.32

RECEIVED BY

MAR 12 2013

Brown County  
Corporation Counsel

IN ACCOUNT WITH



Client: 018236

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Page 2

March 12, 2013  
Invoice No. 1232254

**Matter:            018236-0042            Fox River Cleanup - Insurance**

<b>Total This Matter</b>	<b>\$260.32</b>
Balance from previous statement	\$200.00
Payments received	(126.00)
Current Balance	<u>\$334.32</u>

IN ACCOUNT WITH



One South Pinckney Street  
P.O. Box 1808  
Madison, Wisconsin 53701-1808  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

March 12, 2013  
Invoice No. 1232254

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
R Exum	Paralegal	1.40	\$185.00	\$259.00
<b>Totals</b>				<b>259.00</b>



IN ACCOUNT WITH

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501



Michaelbest.com

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

Client: 018236

March 12, 2013  
Invoice No. 1232255

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1232255  
For Professional services rendered through February 28, 2013, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

2/21/13	I Pitz	Review recent case correspondence/pleadings; teleconference with Attorney Warpinski regarding status.	1.80	\$756.00
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Total Hours	1.80
-------------	------

Total Services	\$756.00
----------------	----------

Disbursements:

<b>Total This Matter</b>	<b>\$756.00</b>
--------------------------	-----------------

RECEIVED BY

MAR 14 2013

Brown County  
Corporation Counsel

MICHAEL BEST

IN ACCOUNT WITH



One South Pinckney Street  
P.O. Box 1806  
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Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

March 12, 2013  
Invoice No. 1232255

**Matter:**        **018236-0044**        **API and NCR v. George A. Whiting, et al.**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
I Pitz	Partner	1.80	\$420.00	\$756.00
<b>Totals</b>				<b>756.00</b>



**RECEIVED**  
**MAR 27 2013**  
 BROWN COUNTY PLANNING  
 AND LAND SERVICES

111 East Kilbourn, Suite 1400  
 Milwaukee, WI 53202-6613  
 414-276-0200

BROWN COUNTY  
 ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
 305 E. WALNUT STREET  
 P.O. BOX 23600  
 GREEN BAY, WI 54305-3600

March 25, 2013  
 Invoice 361489  
 Page 1

For Services Through February 28, 2013

Our Matter # 18852.97141  
 BROWN COUNTY/SC GRAND

2/1/13	Telephone conference with Chuck Lamine regarding PFS information and how to proceed.	0.20 hrs.	\$	42.00
2/11/13	Review guarantor financial statements and CCAP history.	1.00 hrs.	\$	210.00
2/12/13	Meeting at County with committee regarding how to proceed.	1.30 hrs.	\$	273.00
2/15/13	Email to Terry Gerbers regarding need for security.	0.30 hrs.	\$	63.00
2/27/13	Emails from and to Terry Gerbers regarding delay in response.	0.20 hrs.	\$	42.00
	Total Fees for Professional Services.....		\$	630.00

Totals for This Matter

Total Current Billing for this Matter - Services Through February 28, 2013..... \$630.00

**PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS**



111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

March 25, 2013  
Invoice 361489  
Page 2

TOTAL BALANCE DUE: .....

\$630.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

March 25, 2013  
Invoice 361489  
Page 3

INVOICE SUMMARY

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

Total Services: .....	\$630.00
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$630.00</u>
TOTAL BALANCE DUE: .....	<u>\$630.00</u>

REMITTED

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

Invoice submitted to:

Brown County  
 305 E. Walnut St.  
 Room 120  
 Green Bay, WI 54301

March 18, 2013  
 Invoice #4591

In Reference To: Brown County

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/21/2013 JJC Telephone conference to discuss grievance procedure and requirement to provide pre-hearing documents to Impartial Hearing Officer; review Brown County Ordinance related to same; prepare email outlining grievance procedure, discovery, and production standards.	0.40 135.00/hr	54.00
2/22/2013 JJC Telephone conference to discuss grievance procedure and lack of requirement to provide documentation to Impartial Hearing Officer prior to hearing; review Brown County Ordinance and prepare outline for purposes of same.	0.50 135.00/hr	67.50
For professional services rendered	<u>0.90</u>	<u>\$121.50</u>

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Jacob J. Curtis	0.90	135.00	\$121.50

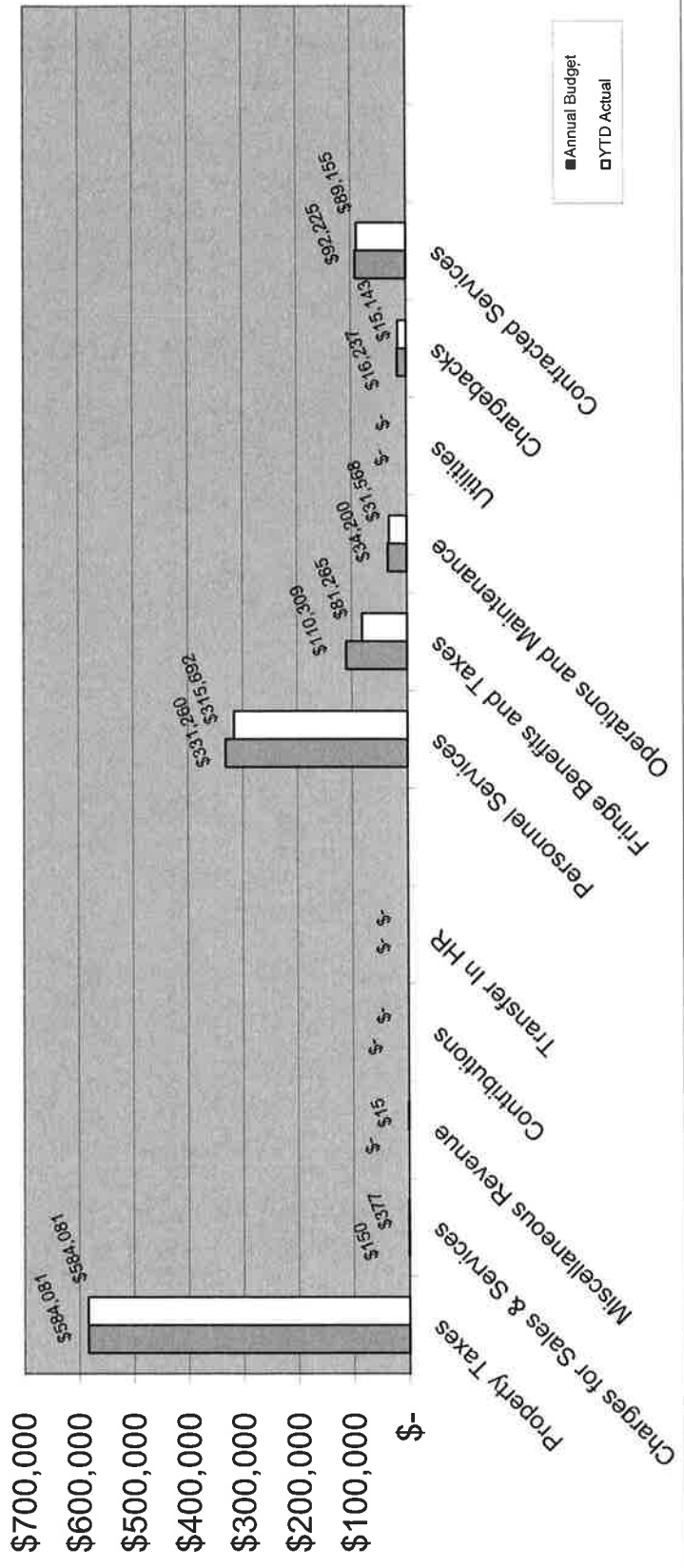
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 MAR 15 2013  
 Brown County  
 Corporation Counsel

Brown County Board of Supervisors  
Internal Audit  
Budget Status Report  
12/31/2012

**Highlights:**  
 (1) - 95% of the Personnel Services budget was utilized in 2012. Included in this category was a \$9,925 budget adjustment (fund transfer) to Contracted Services to cover legal services chargebacks not originally budgeted.  
 (2) - 74% of the Fringe Benefits and Taxes budget was utilized in 2012.  
 (3) - 92% of the Operations & Maintenance budget was utilized in 2012.  
 (4) - 93% of the Chargebacks budget (intra-county expenses) was utilized in 2012.  
 (5) - 97% of the Contracted Services budget was utilized in 2012. Included in this category was a \$9,925 budget adjustment (fund transfer) from Personnel Services to cover legal services chargebacks not originally budgeted.

	Annual Budget	YTD Actual
Property Taxes	\$ 584,081	\$ 584,081
Charges for Sales & Services	\$ 150	\$ 377
Miscellaneous Revenue	\$ -	\$ 15
Contributions	\$ -	\$ -
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 331,260	\$ 315,692 (1)
Fringe Benefits and Taxes	\$ 110,309	\$ 81,265 (2)
Operations and Maintenance	\$ 34,200	\$ 31,568 (3)
Utilities	\$ -	\$ -
Chargebacks	\$ 16,237	\$ 15,143 (4)
Contracted Services	\$ 92,225	\$ 89,155 (5)

## Board of Supervisors - December 31, 2012





# Budget by Account Classification Report

Through 12/31/12  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 100 - GF</b>									
<b>REVENUE</b>									
Property taxes	584,081.00	.00	584,081.00	48,673.42	.00	584,081.04	(.04)	100	717,471.96
Charges for sales and services	150.00	.00	150.00	.00	.00	377.05	(227.05)	251	249.49
Miscellaneous revenue	.00	.00	.00	.00	.00	15.00	(15.00)	+++	25.00
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	750.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>REVENUE TOTALS</b>	<b>\$584,231.00</b>	<b>\$0.00</b>	<b>\$584,231.00</b>	<b>\$48,673.42</b>	<b>\$0.00</b>	<b>\$584,473.09</b>	<b>(\$242.09)</b>	<b>100%</b>	<b>\$718,496.45</b>
<b>EXPENSE</b>									
Personnel services	341,185.00	(9,925.00)	331,260.00	47,217.76	.00	315,692.33	15,567.67	95	332,033.34
Fringe benefits and taxes	110,309.00	.00	110,309.00	8,372.42	.00	81,264.88	29,044.12	74	206,992.82
Operations and maintenance	34,200.00	.00	34,200.00	1,086.99	.00	31,567.51	2,632.49	92	33,694.70
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	9.99
Chargebacks	16,237.00	.00	16,237.00	1,510.45	.00	15,142.65	1,094.35	93	11,654.25
Contracted services	82,300.00	9,925.00	92,225.00	250.00	.00	89,155.00	3,070.00	97	126,855.00
<b>EXPENSE TOTALS</b>	<b>\$584,231.00</b>	<b>\$0.00</b>	<b>\$584,231.00</b>	<b>\$58,437.62</b>	<b>\$0.00</b>	<b>\$532,822.37</b>	<b>\$51,408.63</b>	<b>91%</b>	<b>\$711,240.10</b>
<b>Fund 100 - GF Totals</b>									
<b>REVENUE TOTALS</b>	<b>584,231.00</b>	<b>.00</b>	<b>584,231.00</b>	<b>48,673.42</b>	<b>.00</b>	<b>584,473.09</b>	<b>(242.09)</b>	<b>100</b>	<b>718,496.45</b>
<b>EXPENSE TOTALS</b>	<b>584,231.00</b>	<b>.00</b>	<b>584,231.00</b>	<b>58,437.62</b>	<b>.00</b>	<b>532,822.37</b>	<b>51,408.63</b>	<b>91</b>	<b>711,240.10</b>
<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$9,764.20)</b>	<b>\$0.00</b>	<b>\$51,650.72</b>	<b>(\$51,650.72)</b>		<b>\$7,256.35</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>584,231.00</b>	<b>.00</b>	<b>584,231.00</b>	<b>48,673.42</b>	<b>.00</b>	<b>584,473.09</b>	<b>(242.09)</b>	<b>100</b>	<b>718,496.45</b>
<b>EXPENSE TOTALS</b>	<b>584,231.00</b>	<b>.00</b>	<b>584,231.00</b>	<b>58,437.62</b>	<b>.00</b>	<b>532,822.37</b>	<b>51,408.63</b>	<b>91</b>	<b>711,240.10</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$9,764.20)</b>	<b>\$0.00</b>	<b>\$51,650.72</b>	<b>(\$51,650.72)</b>		<b>\$7,256.35</b>

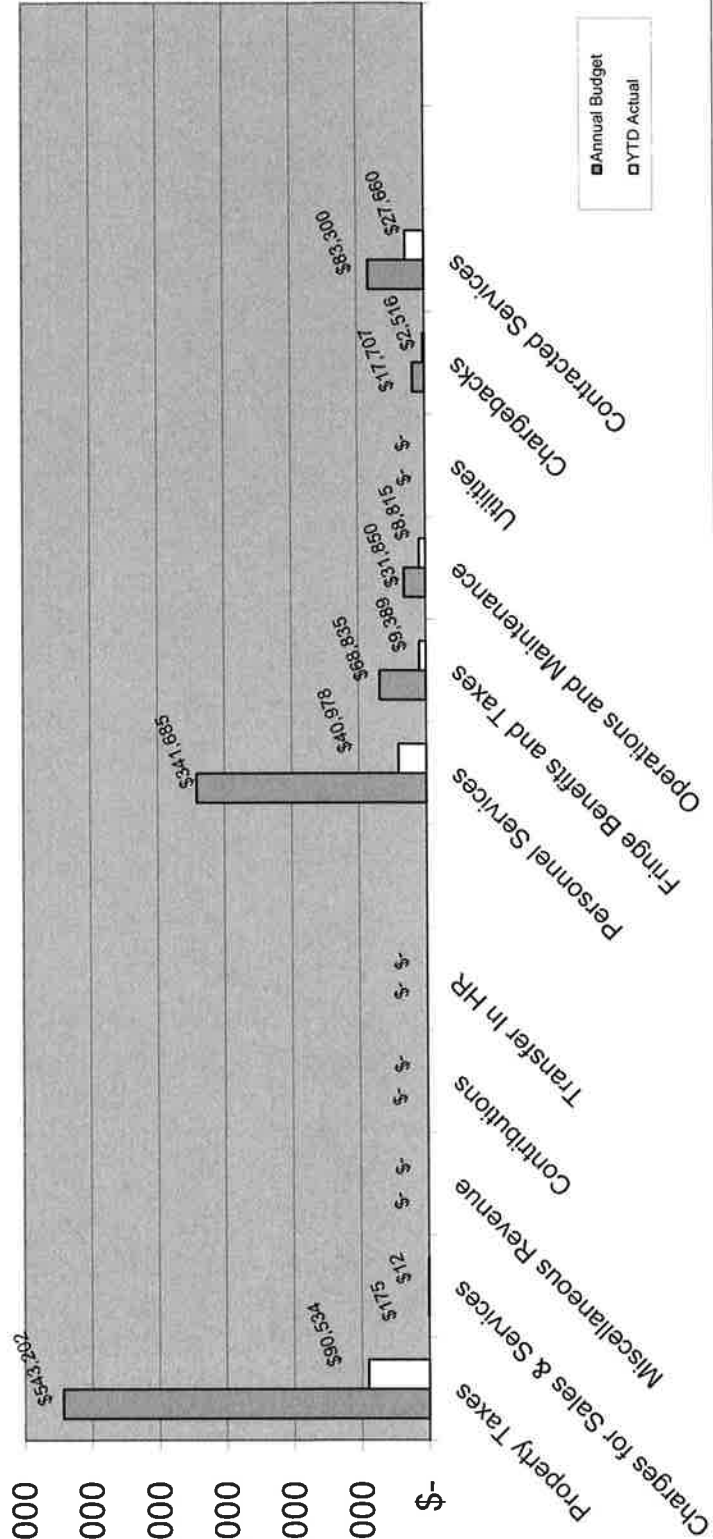
Brown County Board of Supervisors  
 Internal Audit  
 Budget Status Report  
 02/28/13

	Annual		YTD	
	Budget	Actual	Budget	Actual
Property Taxes	\$ 543,202	\$ 90,534		
Charges for Sales & Services	\$ 175	\$ 12		
Miscellaneous Revenue	\$ -	\$ -		
Contributions	\$ -	\$ -		
Transfer In HR	\$ -	\$ -		
Personnel Services	\$ 341,685	\$ 40,978	(1)	
Fringe Benefits and Taxes	\$ 68,835	\$ 9,389	(2)	
Operations and Maintenance	\$ 31,850	\$ 8,815	(3)	
Utilities	\$ -	\$ -		
Chargebacks	\$ 17,707	\$ 2,516	(4)	
Contracted Services	\$ 83,300	\$ 27,660	(5)	

Highlights:

- (1) - 12% of the Personnel Services budget has been utilized year-to-date.
- (2) - 14% of the Fringe Benefits and Taxes budget has been utilized year-to-date.
- (3) - 28% of the Operations and Maintenance budget has been utilized year-to-date. This is mainly attributed to \$4,587 paid to NACO (membership fees) and \$3,110 applied to WCA (membership fees). (Note: \$18,658 was paid to WCA, however, this amount is being amortized over 12 months or approximately \$1,555 per month.)
- (4) - 14% of the Chargeback budget has been utilized year-to-date.
- (5) - 33% of the Contracted Services budget has been utilized year-to-date. This is mainly attributed to \$27,500 paid to the external auditors for 2012 audit fees.

## Board of Supervisors - February 28, 2013





# Budget by Account Classification Report

Through 02/28/13  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 100 - GF</b>										
<b>REVENUE</b>										
Property taxes	543,202.00	.00	543,202.00	45,266.83	.00	90,533.66	452,668.34	17	97,346.84	
Charges for sales and services	175.00	.00	175.00	.00	.00	12.29	162.71	7	47.25	
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00	
<b>REVENUE TOTALS</b>	<b>\$543,377.00</b>	<b>\$0.00</b>	<b>\$543,377.00</b>	<b>\$45,266.83</b>	<b>\$0.00</b>	<b>\$90,545.95</b>	<b>\$452,831.05</b>	<b>17%</b>	<b>\$97,409.09</b>	
<b>EXPENSE</b>										
Personnel services	341,685.00	.00	341,685.00	25,820.34	.00	40,978.20	300,706.80	12	42,483.48	
Fringe benefits and taxes	68,835.00	.00	68,835.00	5,586.26	.00	9,388.71	59,446.29	14	24,945.42	
Operations and maintenance	31,850.00	.00	31,850.00	1,754.34	.00	8,814.94	23,035.06	28	24,059.35	
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Chargebacks	17,707.00	.00	17,707.00	1,572.02	.00	2,515.57	15,191.43	14	1,440.32	
Contracted services	83,300.00	.00	83,300.00	160.00	47,600.00	27,660.00	8,040.00	90	35,370.00	
<b>EXPENSE TOTALS</b>	<b>\$543,377.00</b>	<b>\$0.00</b>	<b>\$543,377.00</b>	<b>\$34,892.96</b>	<b>\$47,600.00</b>	<b>\$89,357.42</b>	<b>\$406,419.58</b>	<b>25%</b>	<b>\$128,298.57</b>	
<b>Fund 100 - GF Totals</b>	<b>REVENUE TOTALS</b>									
	543,377.00	.00	543,377.00	45,266.83	.00	90,545.95	452,831.05	17	97,409.09	
	<b>EXPENSE TOTALS</b>									
	543,377.00	.00	543,377.00	34,892.96	47,600.00	89,357.42	406,419.58	25	128,298.57	
	<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,373.87</b>	<b>(\$47,600.00)</b>	<b>\$1,188.53</b>	<b>\$46,411.47</b>		<b>(\$30,889.48)</b>	
<b>Grand Totals</b>										
	REVENUE TOTALS	.00	543,377.00	45,266.83	.00	90,545.95	452,831.05	17	97,409.09	
	<b>EXPENSE TOTALS</b>	<b>.00</b>	<b>543,377.00</b>	<b>34,892.96</b>	<b>47,600.00</b>	<b>89,357.42</b>	<b>406,419.58</b>	<b>25</b>	<b>128,298.57</b>	
	<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,373.87</b>	<b>(\$47,600.00)</b>	<b>\$1,188.53</b>	<b>\$46,411.47</b>		<b>(\$30,889.48)</b>	

17a



# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process\_dj@co.brown.wi.us

**DAN PROCESS**  
**INTERNAL AUDITOR**

Date: April 1, 2013

To: Executive Committee

Cc: Patrick Moynihan Jr., County Board Chair

From: Dan Process, Internal Auditor *DP*

Re: Quarterly Status Update (January 1 – March 31, 2013)

Listed below is a summary of the projects in-progress or completed during the first quarter of 2013.

1. Completion of variance requests to Administrative Policy A-10 Monetary Receipts, Disbursements and Deposits for the following departments:
  - a. Aging & Disability Resource Center
  - b. District Attorney
  - c. Parks
  - d. Library
2. County Bank Reconciliation Review
  - a. Fieldwork has been completed
  - b. Management responses to Internal Audit's recommendations have been requested
  - c. Anticipated report issuance date: May 3, 2013
3. Standard Monthly Duties
  - a. Completed
4. Standard Quarterly Duties
  - a. Audit Follow-Up
    - i. External (See attachment)
    - ii. Internal (TBD)
  - b. Audit Plan Update
5. Other miscellaneous activities (e.g., addressed tip line calls/messages, internal control questions, open records requests, etc.)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

**Brown County Board of Supervisors  
Internal Audit  
Audit Findings (External) - Audit Follow-Up  
As of March 31, 2013**

Source	Area	Issue	Recommendation	Management Response	Updated Management Response	Next Follow-Up Date
Management Communications (12/31/11)	General County	Fraud Prevention Considerations	We (Schenck) recommend the County continue to evaluate department internal controls and systems, developing standardized procedures in departments and potentially centralizing certain functions like billing for services provided.	The County will continue to evaluate internal controls and update standardized procedures where necessary. As the County continues to roll out modules of the financial system, departmental practices and procedures are being standardized as part of the implementation. The County will be implementing the miscellaneous billing and cash receipting modules for the financial system during 2013. Although departments may continue to utilize their billing systems due to necessary non-financial data, the receivable information will be recorded by interface or entry in the financial system. The financial system will provide centralized access to County receivables as well as receipts.	The cash receipting module is scheduled for implementation, department by department, beginning in the second quarter of 2013. (Note: Training availability could impact this timeline.)	06/30/13
Management Communications (12/31/11)	Community Programs	Financial Reporting and Month and Year-end Closing Procedures	We (Schenck) recommend the Community Programs department develop a financial reporting checklist to identify steps in closing and reporting the department's transactions to grantor agencies. This checklist would identify individual employee responsibilities, including who is responsible to review and approve each step. This checklist should also be supplemented with written procedures and identification of key back-up employees to ensure adequate cross-training exists to complete the procedures. This documentation could be beneficial to train new employees or ensure financial reporting steps are adequately adjusted when changes occur to department operations and programs. In addition, as part of the development of this checklist, the department should evaluate opportunities to increase efficiency through increased utilization of the computer system. We would expect the implementation of this checklist and written procedures would occur over a period of time.	Management agrees and will review the current financial reporting and closing procedures and update them as appropriate. Financial reporting and closing procedures may change in the near future as the result of the implementation of managed service organization software due to be completed in 2013. Management will review and update procedures and create checklists as part of its continuous improvement efforts.	A monthly checklist has been developed and implemented by the department. In addition, a year-end worksheet is being developed as part of the current year-end process. To supplement the monthly and year-end worksheets, written procedures are also being developed.	06/30/13

April 17, 2013

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

Ladies and Gentlemen:

**RESOLUTION TO APPROVE SUBMISSION REQUIREMENTS FOR PROPOSED  
AMENDMENTS TO THE ANNUAL BUDGET BY BOARD SUPERVISORS**

WHEREAS, there shall be established a Brown County Board of Supervisors (“Board”) annual operating budget review process which shall commence each year with the submission of the annual operating budget for the succeeding year by the County Executive to the Board; and

WHEREAS, consistent with the timetable established in Chapter 59, Wisconsin Statutes, the County Executive submits the annual operating budget, inclusive of all proposed expenditures and revenues for the succeeding year, on or before October 1<sup>st</sup> of each calendar year; and

WHEREAS, the Board Chairperson designates distribution of the annual operating budget to the appropriate Board standing committees to conduct policy review and public hearings beginning in October and concluding approximately seven (7) to fourteen (14) days in advance of the annual Board budget meeting; and

WHEREAS, the public, Board and Brown County staff benefit from additional time to review and evaluate proposed amendments to the annual operating budget; and

WHEREAS, the primary underwriters of Brown County’s budget, the residents and businesses of Brown County, deserve specific information on government spending increases/decreases in advance of the final budget decision-making date; and

WHEREAS, Chapter 59, Wisconsin Statutes provides the authority for the Board to create and implement budget policies; and

WHEREAS, many other Wisconsin counties have successfully incorporated similar policies into their operations including; Jefferson County, Sauk County, Outagamie County and Waukesha County.

NOW, THEREFORE, BE IT RESOLVED that Board members shall submit to the Brown County Board Office (“Board Office”), in writing, any requested financial amendments to the proposed annual operating budget, including fund transfers and tax levy adjustments, no fewer than five (5) business days in advance of the annual Board budget meeting. Within two (2) business days of receipt of said amendment(s), the Board Office and/or Board Chairman shall forward all received amendment requests to the full Board, County Executive, Department Heads, media, and to the Information Services department for posting on Brown County’s public website. Each submitted amendment shall, at a minimum, include the effected division, department, and fund as well as the estimated budgetary impact. This policy shall only be applicable to budgetary amendment requests with a fiscal impact of +/- \$50,000 or more, and have not been received by the Board Office prior to the overseeing standing committee’s final annual operating budget meeting.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

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

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

Administration Committee:

**Communications:**

18. **Communication from Supervisor Steffen re: A budget development policy. Held for one month.**

Supervisor Steffen stated this had been created last year and has spent a few months making its way through Committees and to the County Executive. Some adjustments have been made to the original policy. One is based on Supervisor Lund's input in which he thought that this should be not only for budget increases but also for budget reductions. The other change was based on some of the other counties that have similar policies and was for adjusting the notification period from five business days to four business days.

Steffen continued that the core part of this policy is that at budget time he believes it would be helpful if there was a little more transparency and disclosure to the media, the public, staff and colleagues as to what is being proposed from a budgetary standpoint. This would help alleviate the scramble on budget day in which staff is having to quickly put together information that may be incomplete and further that the Board has not had the opportunity to discuss or discern with constituents and the press has not had an opportunity to present it either. Steffen felt this was appropriate as a courtesy and a policy and as part of transparency we should be requesting and requiring that we have supervisors provide their thoughts on budgetary adjustments a minimum of four business days in advance. As a point of reference, Steffen stated the Board spent a full month to review, discuss, develop and distribute a thank you note to Donald Driver. When making multi-million dollar determinations Steffen felt all parties should be provided the opportunity to have four business days to review the same. Steffen continued that this is obviously not something that is out of the ordinary as a number of other counties already have this type of provision.

Fewell stated that typically the budget meeting is held on a Monday or Tuesday, however Moynihan stated that the budget meeting will fall on a Wednesday this year. Fewell stated that if the budget meeting is held on Wednesday, that would provide the two days prior as well as Thursday and Friday of the previous week. He questioned if this would still allow time to have documentation included in the weekly packet without having to have Sheriffs Deputies deliver the packets. Steffen stated this was a good question and he thought that most people would be able to receive information electronically but he is not familiar with the process in the Board Office. Fewell felt that if this was amended to five business days, at least for the upcoming budget session, this would at least get it to the Wednesday preceding the meeting which would probably be the deadline for County Board staff to get documentation included in the packet. Moynihan agreed and stated that that is the reason the budget meeting is slated for Wednesday this year because this should give ample time for changes beforehand. Director of Administration Brent Miller stated that someone could still bring something up at the eleventh hour pursuant to statutes.

Steffen stated that this would be an internal policy and Moynihan stated it would be more of a courtesy issue and he liked the idea. Fewell stated that if an ordinance was created it still would not allow the Board to be more restrictive than statutes permit. Miller stated that it would not be possible to preclude someone from bringing something forward. Moynihan stated that over the years with repetition it may change the mindsets going forward.

Fewell felt it may be more consistent if the policy were to state if it were the Tuesday prior to the budget meeting, although the Tuesday prior to the budget meeting this year would be the

day before the meeting. Fewell stated if this was changed to five days' notice it would solve it for this particular budget year and probably for a lot of budget years. Moynihan felt that five days made more sense than four days.

Steffen questioned the procedure on this and Fewell stated that this would go to County Board in resolution form and that all resolutions, whether passed or not, go to County Board. Moynihan further explained that all resolutions are reflected at the Board level.

**Motion made by Supervisor Fewell, seconded by Supervisor Steffen to amend the proposed policy from four business days to five business days. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Steffen, seconded by Supervisor Moynihan to approve as amended and forward to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

April 17, 2013

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

Ladies & Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**HUMAN SERVICES DEPARTMENT**  
**ADVANCED PRACTICE NURSE PRESCRIBER**

WHEREAS, the Human Services Department table of organization currently includes a vacant 0.50 FTE Psychiatrist position; and

WHEREAS, the Human Services Department currently contracts Advanced Practice Nurse Prescriber (APNP) services to prescribe medication; and

WHEREAS, the Community Treatment Center is required to prescribe medications to patients which can only be done by an APNP or Psychiatrist who are licensed prescribers; and

WHEREAS, the current APNP caseload is 600 and other prescribers also have full caseloads creating 3-4 month wait times for initial and follow up appointments; and

WHEREAS, the Human Resources Department in conjunction with Human Services conducted a thorough evaluation of the needs of the department and the duties of the position and recommend the deletion of (0.50) FTE Psychiatrist position and the addition of 2.00 FTE APNP positions to absorb the current caseload and reduce wait time for initial and follow up appointments; and

WHEREAS, the cost of the APNP positions would be further offset by the funds budgeted for the contracted APNP services; and

WHEREAS, it is recommended the APNP position be maintained in Pay Grade 27 of the Administrative Classification and Compensation Plan.



NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Human Services – Community Treatment Center table of organization be changed deleting (0.50) FTE Psychiatrist position and adding 2.00 FTE Advanced Practice Nurse Prescriber positions.

BE IT FURTHER RESOLVED, the cost will be further offset by use of Contracted Services funds budgeted for contracted APNP services.

BE IT FURTHER RESOLVED, the position be maintained in Pay Grade 27 of the Administrative Classification and Compensation Plan.

**Annualized Budget Impact:**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Psychiatrist	(0.50)	Deletion	\$(99,996)	\$(23,027)	\$(123,023)
Advanced Practice Nurse Prescriber Grade 27, Step 6	2.00	Addition	\$177,202	\$ 58,831	\$ 236,033
			\$ 77,206	\$ 35,804	\$ 113,010
Budgeted Contracted Services Funds					\$(137,068)
<b>Annualized Budget Impact</b>					<b>\$( 24,058)</b>

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

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

Approved By:

\_\_\_\_\_  
Troy Streckenbach, COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_  
\_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_      Defeated \_\_\_\_\_      Tabled \_\_\_\_\_

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** ADVANCED PRACTICE NURSE PRESCRIBER  
**REPORTS TO:** CLINICAL SUPPORT SERVICES UNIT COORDINATOR  
**DEPARTMENT:** HUMAN SERVICES/COMMUNITY TREATMENT PROGRAM  
**BARGAINING UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Provides appropriate mental health services to individuals, medication management including prescribing pharmacological agents, treatments and non-pharmacological therapies for clients of Brown County Human Services, through the development and implementation of service plans. Provides consultation to the nursing staff and the non-medical staff of the Community Treatment Program. Provides community education and consultation regarding mental health issues. Orders and interprets laboratory tests and provides diagnosis of clinical conditions.

**ESSENTIAL DUTIES:**

- Screens and evaluates individuals to determine appropriate services based on individual client needs.
- Develops and implements service plans that provide for appropriate mental health services to clients and their families.
- Provides treatment to assigned clients, including medication management.
- Provides therapy to individuals, couples and families in individual and group modalities of psychotherapy.
- Assumes overall responsibility for the care rendered to clients under his/her care.
- Maintains the confidential nature of client and business information.
- Provides clinical consultation and supervision to CTP nursing staff and case managers.
- Provides consultation to CTP staff regarding clinical and medical issues.
- Coordinates clients' medication regime with the pharmacist, laboratory personnel, nursing staff and appropriate CTP staff.
- Provides education to clients and staff on medications, physical illnesses, mental health issues, etc.
- Plans and presents psycho-educational groups to Community Treatment Program clients.
- Provides back-up for psychiatrists, nurses and case managers as needed.
- Perform Preceptor duties for college students.
- Complies with all local, state and federal laws governing clients and the rendering of services.

Provides clinical consultation to other Human Services departments.

Maintains responsibility for safe patient care through the use of appropriate planning, implementation and evaluation procedures.

Facilitates collaboration with other health care professionals, at least 1 of whom shall be a physician, through the use of modern communication techniques.

Collaborates with physicians and psychiatrists to ensure proper care, ongoing monitoring and laboratory testing and necessary interventions for clients on specific medications.

Provides community education to the public and various agencies in the area of mental health.

Attends psychiatric and medical meetings, seminars, staff meetings, in-service trainings and outside agency training sessions to maintain current knowledge of medicines, treatments and therapies.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

Orders and interprets laboratory tests to evaluate and diagnose clinical conditions.

Prescribes pharmacological agents, administers psychotropic medications.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in psychiatric/mental health nursing, (Clinical Nurse Specialist), plus 3,000 hours of supervised experience in clinical practice; or any combination of education, training and experience that provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Current license as a Registered Nurse in Wisconsin  
Certification as an Advanced Practice Nurse Prescriber  
Clinical Nurse Specialist Certification  
Licensed with Drug Enforcement Administration (DEA)  
Valid Wisconsin Driver's License

**Knowledge, Skills and Abilities:**

Knowledge of psychopathology, psychopharmacology, psychotherapeutic techniques.

Current knowledge of the terminology, theory, techniques and practice of professional nursing.

Knowledge of medical conditions which may stimulate mental or emotional problems.

Knowledge of community human services resources.

Knowledge of family and group dynamics.

Ability to maintain emotional stability in stressful working situations.

Ability to use independent judgment in decision making.

Ability to maintain records and reports accurately.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 04/01/13

April 17, 2013

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

Ladies & Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**PUBLIC WORKS DEPARTMENT**  
**ELECTRICIAN JOURNEYMAN**

WHEREAS, the Public Works Department table of organization currently includes a vacant 1.00 FTE Electrician position; and

WHEREAS, the Public Works Department proposed changing the position to an Electrician Journeyman to team with the Senior Electrician to fulfill the needs of the department in a more cost effective manner; and

WHEREAS, the Human Resources Department in conjunction with the Public Works Department conducted a thorough evaluation of the needs of the department and the duties of the position and recommend the deletion of (1.00) FTE Electrician position and the addition of 1.00 FTE Electrician Journeyman; and

WHEREAS, it is further recommended the position be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Public Works Department table of organization be changed deleting (1.00) FTE Electrician position and adding 1.00 FTE Electrician Journeyman position.

BE IT FURTHER RESOLVED, the position be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan.

**Annualized Budget Impact:**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Electrician	(1.00)	Deletion	\$(63,294)	\$(25,636)	\$(88,930)
Electrician Journeyman Grade 18, Step 3	1.00	Addition	\$ 54,949	\$ 24,390	\$ 79,339
<b>Annualized Budget Impact</b>			<u>\$( 8,345)</u>	<u>\$( 1,246)</u>	<u>\$( 9,591)</u>

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

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

  
\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Drafted by: Human Resources Dept.

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
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SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



HUMAN RESOURCES DEPARTMENT

Brown County



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

LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 5, 2013  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** March 25, 2013  
**REQUEST FROM:** Lynn Vanden Langenberg  
Interim Human Resources Manager

**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization  
Public Works Department  
Electrician Journeyman

**ISSUE/BACKGROUND INFORMATION:**

The Public Works table of organization has a vacant 1.00 FTE Electrician position. After reviewing the needs of the department, it was determined the duties of this position can be performed by a Electrician Journeyman in a more cost effective manner. The Electrician Journeyman would team with the Senior Electrician to complete required projects.

**ACTION REQUESTED:**

Approve the requested change to the Public Works table of organization, deleting (1.00) FTE Electrician and adding 1.00 FTE Electrician Journeyman.

**FISCAL IMPACT:**

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:           ELECTRICIAN JOURNEYMAN**

**REPORTS TO:               OPERATIONS MANAGER**

**DEPARTMENT:             PUBLIC WORKS**

**JOB SUMMARY:**

In coordination with the Senior Electrician, performs electrical work in constructing, installing, maintaining, and repairing various electrical wiring systems, electrical controls, and electrical machinery and equipment.

**ESSENTIAL DUTIES:**

Establishes safety procedures for troubleshooting high voltage, as required.

Provides maintenance inspection and repair on generators and transformers.

Works with contractors and builders in the proper installation of new electrical systems; updates electrical prints for new and existing facilities.

Establishes a preventative electrical maintenance program.

Installs and maintains heating equipment, air conditioners, and ventilating systems.

Maintains and repairs electrical power and lighting lines such as plugs, outlets, switches, wiring, and other related electrical devices.

Assists other county electricians in performance of electrical duties at various county sites, as required.

Operates standard electrical test equipment and other related electrical equipment.

Designs and performs layout for plans on the job site as needed.

Installs electrical systems and service, including minor remodeling.

Maintains electrical equipment on HVAC.

Repairs electrical power and lighting circuits.

Performs testing of lighting fixtures and other related electrical devices.

Performs electrical work associated with traffic signals, including installing, testing and calibrating control units.

Complies with the National Electrical Code, State Code, and Local Code.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Power tools  
Bender  
Hand tools  
Boom truck  
Testing equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or equivalent, plus four to six years electrical apprenticeship or experience as a journeyman electrician; or any combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

**Licenses and Certifications:**

Must pass code examination  
Valid Wisconsin Driver's License

**Knowledge, Skills and Abilities:**

Knowledge of methods, materials and tools used in the installation, maintenance, repair and testing of electrical equipment and systems.

Knowledge of the provisions of the National Electrical Code, federal, state and local safety regulations.

Knowledge of heating and/or cooling systems.

Knowledge of gas and oil fired boilers, steam, water, electrical, and combinations.

Ability to diagnose and correct electrical power, communications, lighting failures, and heating and air conditioning equipment.

Ability to design layouts of electrical systems for new replacement equipment.

Ability to read and interpret blueprints and other technical specifications.

Ability to work establish and maintain effective interpersonal working relationships.

Ability to repair and test electrical equipment and systems.

Ability to work off of ladders.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 02/14/13

April 17, 2013

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

Ladies and Gentlemen:

RESOLUTION TO APPROVE THE PURCHASE AND SUBSEQUENT SALE OF PARCEL  
HL-356, LOCATED ADJACENT TO THE PROPERTY PROPOSED UNDER THE 1998  
LANDFILL SITING AGREEMENT FOR THE CONSTRUCTION OF A SOUTH LANDFILL  
IN THE TOWN OF HOLLAND

WHEREAS, in 1975 the Brown County Solid Waste Department, currently the Port and Solid Waste Department and Solid Waste Board (collectively “Department”), were created, pursuant to, among other Ordinances, §§ 2.05 & 12.01 of the Brown County Code, as well as the corresponding State Statutes giving rise thereto, to act as the policy making body for carrying out the activities assigned to the Department, the activities of which include collecting, transporting, reducing reusing, recycling, composting, processing, incinerating, destroying, converting and/or landfilling solid waste within Brown County (“County”); and

WHEREAS, in accordance therewith, the County, anticipating the need for future construction of a South Landfill in the Town of Holland, entered into the attached Landfill Siting Agreement (“Agreement”) with the Town of Holland for purposes of securing property to accomplish the same (“Proposed Property”), the Agreement of which, among other conditions, requires the County to compensate the Town of Holland, as well as certain property owners located adjacent to the Proposed Property (“Adjacent Property Owners”), on a per ton basis; and

WHEREAS, the Agreement further requires that the County provide the Adjacent Property Owners property value protection against any landfill activities that negatively impact their respective property values; and

WHEREAS, the County anticipates that in approximately 8-10 years it will begin constructing a South Landfill on the Proposed Property located within the Town Holland; and

WHEREAS, Andy and Karen Hoffmann ( the “Hoffmanns”) are the Adjacent Property Owners of a 44 acre Parcel of property described as Parcel HL-356 (“Parcel”) and are interested in selling their Parcel for an amount equal to its fair market value of \$250,000.00, as determined during the Parcel’s November, 2012 appraisal; and

WHEREAS, in accordance with the Agreement, the Parcel is projected to cost the County an approximate present day amount of \$101,000.00 (“Projected Costs”) in order to satisfy the Agreement’s “compensation” and “property value protection” provisions for each of the years in which the South Landfill is expected to actively accept waste on the Proposed Property; and

WHEREAS, in lieu of paying the Projected Costs associated with the Parcel, the Department desires to now purchase the Parcel from Hoffmanns for an amount equal to \$170,000; and

WHEREAS, the Department, over the next year after purchasing the property, will do one of the following: 1) resell the Parcel to a new property owner who is fully apprised of the intended construction of a South Landfill on the Proposed Property, and who is amenable to taking deed to the Parcel absent the Agreement’s “compensation” and “property value protection” provisions that currently attach thereto; 2) pursue a Wisconsin Stewardship Grant for 50% of the acquisition costs and hold the land in perpetuity open to the public for at least the following five enumerated nature-based outdoor activities: hunting, fishing, trapping, hiking and

cross country skiing; or 3) Transfer ownership of the Parcel to the Town of Holland as park land, at full acquisition value, as part of future landfill compensation under the Agreement; and

WHEREAS, although the Department fully intends, consistent with the above, to sell, gift or retain the Parcel over the next year for the highest possible value it can procure, it understands that the Parcel may sell for less than its current fair market value, but, because the County would also be realizing a savings in avoiding the future costs associated with both the “compensation” and “property value protection” provisions of the Agreement that currently attach to the Parcel, the Department opines that its purchase and subsequent sale, gift or retention of the Parcel as set forth herein is economically advantageous to the County.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Port and Solid Waste Department is authorized to purchase Parcel HL-356, consisting of 44 acres of property, for \$170,000 and sell, gift or retain the Parcel within one (1) year of terminating the “compensation” and “property value protection” provisions of the Agreement that currently attach thereto.

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE  
  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Port & Solid Waste Department & Corporation Counsel

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** This Resolution does not require an appropriation from the General Fund because the purchase of property will be made by Port and Solid Waste Department (an enterprise fund) using Site Acquisition Funds accumulated for these purposes.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
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STEFFEN	23			
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Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



April 17, 2013

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

Ladies and Gentlemen:

RESOLUTION SUPPORTING EFFORTS TO MAINTAIN THE  
TAX-EXEMPT STATUS OF MUNICIPAL BONDS

WHEREAS, the tax-exempt status of municipal bonds is nearly a century old and is vital to funding local infrastructure and economic development; and

WHEREAS, any move to change the current tax treatment of local government bonds would lead to higher borrowing costs for local governments; and

WHEREAS, without tax-exempt financing much-needed infrastructure improvements would likely be delayed; and

WHEREAS, tax-exempt bonds are a critical tool for Wisconsin counties that facilitates the budgeting and financing of long-term investments in the infrastructure and facilities necessary to meet public demand for government services; and

WHEREAS, at a time when infrastructure demands are great, increasing the cost of local government borrowing could have serious impacts on the national, state, and local economies; and

WHEREAS, without the tax-exemption, the effectiveness of the bond market would be significantly dampened, creating higher borrowing costs for county governments, less investment in infrastructure, and fewer jobs.

NOW, THEREFORE, BE IT RESOLVED that Brown County does hereby support maintaining the current tax-exempt status of municipal bonds.

BE IT FURTHER RESOLVED, that the County Clerk be directed to forward this resolution to all of the Wisconsin Federal Delegation, the Wisconsin Legislature, Governor Walker, and the Wisconsin Counties Association.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
Troy Streckenbach,  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Administration

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund.



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**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 20, 2013  
**REQUEST TO:** Administration Committee  
**MEETING DATE:** March 28, 2013  
**REQUEST FROM:** Brent Miller  
Director of Administration

**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** Resolution Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds

**ISSUE/BACKGROUND INFORMATION:**

The federal government is attempting to make tax-exempt municipal bonds taxable. Tax-exempt bonds are a critical tool for the County for budgeting and financing of long-term investments in capital projects and in the infrastructure to meet the demand for government services. This could seriously impact the cost to the County, and have a serious impact on the national, state, and local economies. This could have a long range impact on the delay of infrastructure and facilities improvements.

**ACTION REQUESTED:**

This resolution supports maintaining the current tax-exempt status of municipal bonds.

**FISCAL IMPACT:**

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 17, 2013

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

Ladies and Gentlemen:

RESOLUTION REQUESTING THE BROWN COUNTY BOARD OF SUPERVISORS  
CONTRACT FOR AN ASSISTANT DISTRICT ATTORNEY POSITION  
AND A SUPPORT STAFF POSITION

WHEREAS, there are significant increases in the number of Drug Task Force cases; and

WHEREAS, of the approximate 584 referrals backlogged, each referral has an average of three charges. In addition, in 2011 there were 600 misdemeanors, and 775 felonies go through the system by three personnel working full time; and

WHEREAS, Brown County is currently staffed at 50% according to the State of Wisconsin's own independent audit due to funding. Overall, Wisconsin needs another 215 full time equivalent prosecutors; and

WHEREAS, the prosecutor shortage that is driven by state budget constraints is making it harder for existing prosecutors to do their job; and

WHEREAS, the District Attorney has provided a budget as follows: \$78,000 for a contracted attorney, \$54,988.50 for a Legal Assistant II and \$16,679 for necessary equipment to be used by December 31, 2014 or until funding runs out.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors, does hereby Authorize \$150,000 from the General Fund for the District Attorney's Office to contract for an Assistant District Attorney and a Support Staff Person for a period of 1 year for the Drug Task Force.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE

FISCAL IMPACT: This resolution does require an appropriation from the general fund of \$150,000.