

# BOARD OF SUPERVISORS

## Brown County



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### EXECUTIVE COMMITTEE

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

### EXECUTIVE COMMITTEE

Monday, May 6, 2019

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay

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

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of April 8, 2019.

#### Comments from the Public

1. Review Minutes of:
  - a) Benefits Advisory Committee (February 14 & March 14, 2019).
  - b) Citizens Redistricting Advisory Subcommittee (March 18, 2019).

#### Legal Bills

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

#### Communications

3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance. *March motion: Refer to Corp Counsel and report back in 60 days.*

#### Internal Auditor

4. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Financial Report (Unaudited) – December 2018.
5. Board of Supervisors Budget Status Financial Report (Unaudited) – February 2019.
6. Status Update: April 1 – April 30, 2019.

**Corporation Counsel**

7. Oral Report.

**Resolutions, Ordinances**

8. 2018 Balanced Budget Adjustment.
9. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division – Deletion and Addition of Youth Support Specialist Position.
10. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Treatment Center Division – Addition and Deletion of Positions.
11. Resolution regarding Table of Organization Change Veterans’ Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

**Department of Administration & Human Resources**

12. Director of Administration and Human Resources Report.

**Closed Session**

13. Resch Center and Expo Center, including Resch Center Lease and Expo Center Management Agreement.
  - a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.
  - c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding the Resch and Expo Centers, including the Expo Center Management Agreement and the Resch Center Lease.

**County Executive** – No Report.

**Other**

14. Such other matters as authorized by law.
15. 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 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, April 8, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Lund, Vice Chair Moynihan, Supervisor Erickson, Supervisor Hoyer, Supervisor Sieber, Supervisor Van Dyck  
**Excused:** Supervisor Buckley  
**Also Present:** Director of Administration Chad Weininger, Corporation Counsel David Hemery, Internal Auditor Dan Process; Assistant Park Director Matt Kriese, Supervisor Landwehr and other interested parties

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I. **Call meeting to order.**

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. **Approve/modify agenda.**

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to take Item 6 after *Comments by the Public*. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/modify Minutes of March 11, 2019 and Special Joint meeting of March 11, 2019.**

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

*Although shown in the proper format here, Item 6 was taken at this time.*

1. **Review Minutes of:** None.

Legal Bills

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

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

Communications – None.

Internal Auditor

3. **Status Update: March 1 - 31, 2019.**

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

Corporation Counsel

4. **Oral Report.**

Corporation Counsel David Hemery informed oral arguments on the tax lawsuit will be heard on April 26 and he will keep the Committee advised of the status of the case. The arguments will be made on a motion for summary judgment which means no facts are in dispute; only the law is in dispute. The Judge will hear the

arguments of both sides and will then make a decision which Hemery feels will likely be done by the end of May.

Hemery concluded by reporting he has been busy working on the lease and management agreements as outlined by Weininger in Item 6.

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

#### **Resolutions, Ordinances**

5. **Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course. *Referred from March County Board.***

Hemery provided a handout, a copy of which is attached, which consists of the Resolution as amended at the March 11, 2019 Executive Committee meeting as well as a proposed Resolution that contains additional language suggested by Supervisor Van Dyck. At this time the Committee can approve either of these versions or make further changes.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to approve the Resolution as Amended at Executive Committee on 04-08-2019. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Resolution Authorizing and Approving the Contribution of Property to the Ashwaubenon CDA and Authorizing and Approving a New Lease with the Ashwaubenon CDA Regarding the Brown County Expo Center and Resch Center.**

John Mehan of Baird and the County's finance advisor Brian Della addressed the Committee. A financing term/assumptions sheet was distributed, a copy of which is attached.

Mehan recalled this is something that has been in the works for a number of years. The project is now at the point of presenting ideas and concepts and moving forward with the financing plan. He has worked with the County and Della and they are utilizing the CDA as a debt issue. This debt issue is very similar and in line with the Resch Center financing in 1999 as well as the Green Bay Convention Center financing in 1999. Both of those issues were structured to be supported with debt service payments by room tax collections. They both also included a quiet enjoyment lease and the lease structure is set up with the CDA which gets us to the tax exempt marketplace. The CDA is the conduit issuer who will enter into a lease with the County who will be the obligor of the debt. Although we are looking at the room tax to make the payments, the County would be obligated to pay if there is any shortfall.

Mehan continued that the bonds will be both federal and state tax exempt, similar to what was done in 1999. He recalled that since 1999 the Resch Center bonds had to be converted to taxable because of evolving tax laws. The pendulum has now swung the other way and based on work that is being done with the County and PMI as far as the management contract, these bonds will be able to be issued as federal exempt and because the CDA is the debt issuer, they will also be state exempt. This makes this a very attractive investment instrument. The debt itself is still in the structuring stage, but it will be a combination of capital appreciation bonds and current interest bonds. The repayment structure will be 35 years and it will be necessary to also work around the other outstanding debt for the Resch Center and Convention Center bonds. The last payment on those bonds is in 2029 and at that time, larger payments can be made on this issue. There will be bond payments in early years.

There has been a room tax study performed by an independent firm, HVS, who has worked on previous studies in the area. This study will be provided to investors to look at independently. Bond counsel is Foley & Lardner who was also on the 1999 issue, underwriter counsel is Reinhart Boerner who was also on the 1999 issue and Quarles & Brady is serving as issuer counsel for the CDA.

Mehan also mentioned there will be a fully funded debt service reserve fund in place. There is currently a room tax stabilization fund which the County has access to for the 1999 issues for shortfalls in the amount of \$5 million dollars and this will stay in place.

Della informed he was involved in the money saving refinancing in 2012 and 2016 of the 1999 issues. What we are talking about tonight is new money for the expo center and the reason it is going for 35 years is to work around existing debt service.

Supervisor Moynihan thanked Della, Mehan, Weininger and Village of Ashwaubenon staff for the all the hard work and time that has been put into this project.

With regard to the independent room tax study, Supervisor Sieber asked if it came back favorably. Mehan responded that the study is currently in draft format and will be finalized soon. Information was provided by those involved in the project as opposed to drafting information. Sieber also mentioned the room tax stabilization fund of \$5 million dollars and asked where those funds came from. Mehan responded that in 1999 some came with the initial pot of funding and over time it grew and what was not used for debt service payments was used to fund it up to \$5 million dollars. Of the \$5 million dollars, \$2.8 refers to the Resch Center Bonds and \$2.2 refers to the Green Bay 1999 bonds. In 2013 the City did an expansion and that bond structure, which is also supported by the room tax flow, has its own reserve fund. Sieber said everyone seems to be aware that Brown County is on the hook for any shortfall in the room tax and he wanted to clarify that the reserve fund is basically a cushion before the County has to start dipping into its own money. This debt issue will have its own debt service reserve fund as well that will be funded out of bond proceeds.

Mehan continued that there are additional steps that need to be finalized such as the management contract, but they are on dual tracks with the bond documentation and Corporation Counsel has been involved in the entire process and the the lease, trust, and resolution are all in draft form at this time.

Supervisor Van Dyck asked about the current debt service reserve fund and Mehan indicated it is currently at about \$7 million dollars and because this is a tax exempt issue, there is a requirement to fund it at a level of a three prong test. The feds say it must be sized at a certain level which is a little over \$7 million dollars. Della added that they will not know the exact amount until the day of the pricing, but they have a good estimate. It is just like you never know what the interest rate will be until you price. The amount of bonds we are going out for is approximately \$93 million dollars, which includes \$7 million for the reserve. There are other funding sources, but within any sizing, depending on the coupon rate versus the yield, there is also additional production which goes into the pot. The pot consists of bond proceeds, any premiums that comes with the interest rates, the money from the Green Bay/Brown County sales tax, room tax dollars, stadium tax and naming rights.

With regard to interest, Van Dyck asked what the advantage is with regard to the interest rate being tax exempt for both the state and federal; in other words, if we did not have those exemptions, how much more would the County expect to pay, percentage wise. Mehan said that having this all taxable would add 1% to the interest rate, so it is very meaningful.

Sieber asked Weininger what else needs to be done before all of this is finalized. Weininger responded that we have to renegotiate the lease with PMI as well as negotiate a management contract with PMI for the expo center. We will also have to enter into an agreement with the CVB for the excess sales tax. The naming rights also need to be finalized and the veterans' designation aspect of the project also has to be approved by the Ed and Rec Committee. The project is expected to take about a year.

Van Dyck asked if Weininger is comfortable with the parameters of the room tax study. Weininger deferred to Della who indicated the study was created without the knowledge of what the debt service requirements of the expo center were; it only looked at the existing debt service. In addition, Della said the study exceeded his expectations with regard to the amount of granularity it provided. The first study said 3.5% for the next 30 years, but this recent study took into account some new hotels coming online and also looked at some historical occupancy rates and made a year or bigger projection for the first 8 – 10 years and then it projected at 2.5% after that. It is a little over 3% for a number of years and then 2.5% after that. Van Dyck said the impact of the Packers post-season needs to be taken into account as well.

Lund asked if the fact that there will be a new expo center which will likely draw more people to the area was taken into account. Mehan said arguments could be made that they did not give enough credence to that. Lund said the expo center is going to be a major player and if we can draw people to Green Bay for things other than Packer games, it will obviously be beneficial.

As a point of clarification, Weininger wanted to be sure everyone knows the County is on the hook to make payments in the event the room tax is short. He also said under the agreement the County will have to make the payment, but then it becomes a loan payable to the County so in future years when there is surplus on the room tax, the County would get paid back the money that was fronted. Lund asked what happens to the reserve at the end of the loan. Mehan indicated there will be call provisions in the debt, but if there is a not a mandatory call of the bonds, it can be applied to the debt at the end. The reserve account will not be lost.

Weininger concluded that they will look at creating an enterprise fund for the veterans' complex so there is more oversight and less issues with maintenance and things like that. Weininger also indicated that the PMI lease and management agreement will come before the Board for approval but this does not necessarily need to be done prior to the issuance. Lund asked if there are any Supervisors on the negotiating team and Weininger indicated at this time there is not.

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Resolution Authorizing Grant Application to the WI DNR in Order to Acquire Approximately 4.54 Acres of Land on Nicolet Drive for a Public Safe Harbor Boat Landing.**

Lund noted there have been a number of concerns of neighbors of this property. Assistant Park Director Matt Kriese explained this Resolution would authorize the County to apply for a DNR grant to acquire the property. Future phases would then include determining design and working with neighborhood associations and stakeholder groups with the primary goal of the property being a public safe harbor boat landing. Van Dyck emphasized all this Resolution would do is allow Parks to apply for the grant. If the County does get the grant, we will still be \$1 million dollars or more short of what it is going to take to buy and improve the property. This is just the first step in the process.

**Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Resolution Regarding Table of Organization Change Health and Human Services Department Community Services Addition of One CLTS Social Worker/Case Manager.**

**Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **An Ordinance to Amend Section 3.11 of Chapter 3 of the Brown County Code of Ordinances (Out Of County Travel Expense Reimbursement).**

Hemery said this Resolution would require a Supervisor to reimburse the County for costs or fees advanced if they do not attend an event they asked to be registered for. Moynihan added that in the past there have been Board members who signed up for the WCA Convention and funds are expended, but then the Supervisors do not show up. It was noted that there could be exceptions to this for serious issues if necessary.

**Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Department of Administration & Human Resources**

10. **Director of Administration Report.**

Weininger indicated he had some fact sheets available that cover things like outstanding debt history, where tax dollars go, county growth and a few other items for any Supervisors who put out newsletters in their districts. Anyone who would like a copy of these can contact Weininger.

Weininger also talked briefly about the bumper sticker ordinance brought forward by Supervisor Landwehr several years ago. He said they will be putting red and white stickers on the back of County vehicles that say

“for official use only” as opposed to “Brown County official use only” due to the size of the stickers. The Brown County seal is on the doors of County vehicles as well.

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

**11. Human Resources Report.**

Weininger informed the recruiting process for an HR Manager is ongoing. He did note that the way the system is currently functioning is going really well and there is a good group of people working in HR. They have reviewed a number of policies and rewrote some of them and have also done some additional training and overall things are going very well.

With regard to the class and comp, Weininger informed they continue to work on the Clerk of Courts department as well as with the Judges and he anticipates resolution of that relatively soon. They will then move on to several other departments so they can complete the six department review as outlined in the original plan.

Lund asked about health insurance for next year. Weininger said the County has a new health benefit advisor who will be looking at the overall insurance plan to find the best options and the best bang for the buck.

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

**County Executive – No Report.**

**Other**

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

Lund said the Human Services Board is in need of members as several have left for various reasons and there are not enough to form a quorum. He asked if anyone is interested in becoming a member of the Human Services Board to let him know.

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

**13. Adjourn.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to adjourn at 6:15 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist

**PROCEEDINGS OF THE BROWN COUNTY**  
**BENEFITS ADVISORY COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, February 14, 2019 at 3:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Jill Bomkamp, Sherry Officer, Louise Pfothenauer, Erik Pritzl, Dan Process, John VanderLeest, Janelle Walton, Jan Stage (Associated Benefits and Risk Consulting), Supervisor Megan Borchardt and Supervisor Tom Sieber.  
**EXCUSED:** Supervisor Pat Moynihan, Jr.

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1. **Call meeting to order.**

The meeting was called to order by Chair Louise Pfothenauer at 3:33 pm.

2. **Roll Call.**

Roll call was taken.

3. **Approve/Modify agenda.**

**Motion made by Erik Pritzl, seconded by Jill Bomkamp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes from September 24, 2018.**

**Motion made by Janelle Walton, seconded by Sherry Officer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Presentation from Associated and discussion of cost savings strategies including those addressed in 2018.**

Jan Stage, Associated Benefits and Risk Consulting (Associated), distributed and discussed the December YE 2018 Funding Analysis Report (attached). Jan emphasized that this report reflects paid claims (not claims incurred). Jan indicated that the 2018 YTD Plan Performance (Sum of Total Funding less Total Costs) was favorable for the year (\$1.5 million) and that the YTD % of Total Costs to Funding was 91.97%. Breakeven is 100%. Jan also indicated that the County was able to avoid high cost claims in 2018, which helped to bolster this favorable outcome.

Jan indicated that health care costs for 2020 are projected to increase by 7% - 8%. Associated is estimating that Brown County's increase will be around 4.5%. However, Administration has challenged Associated to keep this at zero.

To address this request, Jan indicated that Associated will be going out and requesting bids from fully-insured plans; including those with reduced providers or a single provider. Jan indicated that there is more competition in this field and that recent trends support exploring fully-insured plans further. Associated will also continue to review the current plan for efficiencies; especially within prescriptions (pharmacy).

Wellness programs were discussed. Currently, only employees are required to participate in Health Risk Assessments (HRA's). Associated will assess the potential benefits/costs connected with requiring spouses to participate in family plans. Employee owned on-site / near-site clinics will be put out to bid and reviewed. Other wellness programs will also go out for bids and reviewed.

Jan indicated that he will give a presentation on self-funded plans at the March 14, 2019, BAC meeting (approximately 30 minutes).



Other topics discussed included:

- Alternative programs (i.e., Teladoc, Bellin Fast Care, Naturally Slim, etc.) and their impact
- Employee communication options (i.e., lunch and learn, emails, video transmission, intranet, etc.) and any budgetary implications – paid (mandatory) versus unpaid (voluntary)

No action taken.

**6. Review and discuss role of BAC in 2019 including acquiring new members.**

Currently, the Benefits Advisory Committee is short two (2) representatives. The goal is to have these positions filled by the next schedule meeting (March 14, 2019).

The timing of committee member elections was also discussed. It was suggested that a December/January timeframe is preferred as it allows members to become more familiar with the committee and time to evaluate/suggest potential plan changes. Also suggested was the staggering of elections; half in one year and half in the next. This would avoid a potential turnover of all members at one time and allow for better integration of new members.

Also discussed was the date and time of future meetings; second Thursday of each month at 3:30 pm.

No action taken.

**7. Schedule next meeting.**

Next meeting scheduled for Thursday, March 14, 2019 at 3:30 pm.

**8. Adjourn.**

**Motion made by John Vander Leest, seconded by Janelle Walton to adjourn at 4:42 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process  
Secretary

**PROCEEDINGS OF THE BROWN COUNTY**  
**BENEFITS ADVISORY COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, March 14, 2019 at 3:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Jill Bomkamp, Lisa Conard, Sherry Officer, Louise Pfothenauer, Erik Pritzl, Dan Process, John VanderLeest, Janelle Walton, Chad Weininger, Supervisor Megan Borchardt and Jan Stage.

**EXCUSED:** N/A

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**1. Call meeting to order.**

The meeting was called to order by Chair Louise Pfothenauer at 3:32 pm.

**2. Roll Call.**

Roll call was taken. New committee member Lisa Conard, Planning, was introduced. Supervisor Megan Borchardt has replaced Supervisor Pat Moynihan, Jr. to represent the County Board of Supervisors.

**3. Approve/Modify agenda.**

Motion made by Janelle Walton, seconded by Sherry Office to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes from February 14, 2019.**

Motion made by Erik Pritzl, seconded by Janelle Walton to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Update from Jill on new members and brief discussion about BAC bylaws.**

Jill Bomkamp indicated that with the addition of Lisa Conard the only area not represented is Public Safety. Jill hopes to have this position filled (appointed) by the next meeting.

Chad Weininger indicated that the Benefits Advisory Committee does not require recertified every two years. This requirement was mentioned at last month's meeting. Chad also spoke to the possibility of reducing the formality of this committee and continuing as an informal group. However, this approach may not be supported.

Louise Pfothenauer restated the potential changes/enhancements discussed at last month's meeting (e.g., earlier elections and staggered elections) and would like to discuss this more, with possible actions, at next month's meeting.

**No action taken.**

**6. Update of Medical Funding Analysis Report by Jan Stage.**

The following documents were distributed and/or discussed:

- The Press Times – Deficit Forecast for Green Bay Schools (Attachment A)
  - Provided for informational purposes only.
- January 2019 Brown County – Medical and Dental Funding Analysis Reports (Attachment B)
  - Medical costs increased in January. While fluctuations are normal (up or down), costs are always monitored for possible trends.

- UMR Brown County (76010143) (Attachment C)
  - This document provides a comparison between the current plan year (2018) and the prior plan year (2017) for various elements.
- Health Plan Benefits (Attachment D)
  - Per Jan Stage, a 2020 projected 4% increase in medical costs (approximately \$1,000,000), without implementing any plan changes, would equate to an increase in the deductible (\$1,000) and out-of-pocket (\$1,000) expenses for single coverage. This increase would double for family coverage.
- 2018 Bellin Health – Yearly Scorecard (Attachment E)
  - FastCare utilization in 2018.
- Telehealth Utilization Report (Attachment F)
  - Teladoc utilization through February 2019.

**No action taken.**

**7. Presentation by Jan Stage on how self-funded plans work.**

Jan Stage distributed and discussed Self-Funding Basics (Attachment G)

**No action taken.**

**8. Schedule next meeting.**

Next meeting was tentatively scheduled for Thursday, April 18, 2019 at 3:30 pm.

**9. Adjourn.**

**Motion made by John VanderLeest, seconded by Janelle Walton to adjourn at 4:41 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process  
Secretary

**PROCEEDINGS OF THE BROWN COUNTY**  
**CITIZENS REDISTRICTING ADVISORY SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Citizens Redistricting Advisory Subcommittee** was held on Monday, March 18, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

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**Present:** Robyn Davis, Supervisor Aaron Lissen, Supervisor Tom Lund, Cheryl Mc Cutcheon, Pam Parish  
**Excused:** Ken Bukowski, Tom Joynt, Hector Rodriguez, Tom Sieber  
**Also Present:** Supervisor Dave Landwehr and Supervisor Megan Borchardt

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**I. Call to Order**

This meeting was called to order by Supervisor Tom Lund at 5:00 p.m.

**II. Approve/Modify Agenda**

Motion made by Supervisor Lund, seconded by Supervisor Lissen to approve the March 18, 2019 Agenda. Motion carried unanimously.

**III. Election of Chair**

Motion for Aaron Lissen as Chair made by Supervisor Lund, nomination accepted by Lissen, seconded by Mc Cutcheon. Motion carried unanimously.

**IV. Election of Vice Chair**

Motion for Tom Lund as Vice Chair made by Supervisor Lissen, nomination accepted by Lund, seconded by Parish. Motion carried unanimously.

**V. Election of Recording Secretary**

Motion for Pam Parish as Recording Secretary made by Mc Cutcheon, nomination accepted by Parish, seconded by Davis. Motion carried unanimously.

**VI. Set date and time of regular meetings**

Motion made by Supervisor Lund and seconded by Mc Cutcheon to schedule meetings for the next meeting for Tuesday, April 23, 2019 at 6 p.m. Motion carried unanimously.

**Comments from the Public:** Barb Brown asked if the public can attend the meetings if they are located in a smaller room. Supervisor Lissen responded yes.

**1. Presentation by Brown County Planning Department outlining the redistricting process.**

Dan with the Brown County Planning Department went over the presentation. Discussion ensued. Motion made by Supervisor Lund to have Brown County Planning Department and Council bring information on redistricting advisories from neighboring counties and states, Mc Cutcheon seconded. Motion carried unanimously.

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

None.

**3. Adjourn.**

Motion made by Lund, seconded by Mc Cutcheon to adjourn at 5:49 p.m. Motion carried unanimously.

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE  
FOR May 06, 2019 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	4/25/2019	\$ 11,696.75	Airport General
VonBriesen	270183	10/10/2018	\$ 5,368.00	BCTPA
VonBriesen	275469	12/13/2018	13,437.76	BCTPA
VonBriesen	273044	11/15/2018	3,456.00	BCTPA
VonBriesen	285365	4/17/2019	165.00	Human Resources
VonBriesen	285366	4/17/2019	2,117.50	Corporation Counsel
Conway, Olejniczak & Jerry, SC	9	3/31/2019	\$ 248.00	Highway
MICHAEL BEST	1621066	4/8/2019	\$ 234.00	Resource Recovery
MICHAEL BEST	1621067	4/8/2019	\$ 525.00	Resource Recovery
		<b>Total ----</b>	<b>\$ 37,248.01</b>	

RECEIVED BY

APR 09 2019

Brown County  
Corporation Counsel

STATEMENT

Law Firm of

CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200  
Green Bay, WI 54305-3200  
PHONE 920-437-0476  
FAX 920-437-2868

On  
PAF  
HB-6  
4/9/19

100.016.001.5716

PAUL A. FONTECCHIO  
BROWN COUNTY PUBLIC WORKS DEPARTMENT  
2198 GLENDALE AVENUE  
GREEN BAY WI 54303-6405

ACCOUNT NO: 201815-025M  
STATEMENT NO: 9  
Page: 1  
03/31/2019

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

	PREVIOUS BALANCE		\$824.96
		HOURS	
03/07/2019	JJR FURTHER REVISIONS TO DISCOVERY REQUESTS	0.40	
03/11/2019	GB REVISE DISCOVERY REQUESTS	0.40	
	FOR CURRENT SERVICES RENDERED	0.80	248.00
	<b>TOTAL CURRENT WORK</b>		<b>248.00</b>
03/04/2019	PAYMENT - THANK YOU - CK 211994		-423.50
	BALANCE DUE		<u>\$649.46</u>

Less payment of \$ 244.50  
received on 4/1  
New balance due: \$ 404.96

Current 248.00  
previous 156.96  
404.96

BALANCE DUE ON RECEIPT OF THIS STATEMENT.  
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.  
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.  
EST. IN WIS. 1964/1987

**GARY A. WICKERT, S.C.**

*Attorney and Counselor at Law*

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

100.016.001.5716

Gary A. Wickert

Telephone (920) 433-9425

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

April 25, 2019

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

**RECEIVED BY**  
**APR 29 2019**  
Brown County  
Corporation Counsel

Re: General Matters  
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
4/3	Review Rental Car Service Area Agreement; Revise paragraph 16.1; Email to Sue Bertrand; Phone conference with Sue Bertrand re: Rental Car Service Area, etc.;	2.20
	Review Chapter 114 re: acquisition for Airport purposes;	.25
	Phone conference with Sue Bertrand re: Frontier;	.15
	Review Frontier file re: lease	.25
4/4	Review Frontier file re: conference call; Phone conference with Marty Piette, Sue Bertrand, and Rachel Engeler re: Frontier;	1.25
	Review information re: "per turn" fee;	.40
	Work on Frontier lease;	1.00
	Prepare query for ACI re: less than daily service;	.30
	Review FAA Incentive Guidelines; Review Exhibit C re: computation of rates and charges - airlines	1.75
4/8	Phone conference with Marty Piette re: "turn fee:"	1.15
4/9	Review 2018 Schedule C - Frontier; Phone conference with Sue Bertrand re: Ground Lease, etc.	.25
4/10	Review Schedule C - airlines re: "turn fee" re: Frontier;	.75
	Phone conference with Marty Piette re: "turn fee"	.25
4/11	Work on Frontier agreement; Phone conference with Sue Bertrand and Marty Piette re: less than daily/Frontier	5.50
4/12	Review amendment to Frontier; Phone conference with Sue Bertrand re: amendment, etc.;	.60
	Review per turn/per enplanement information; Letter to Marty Piette re: Frontier	.75
4/15	Revise Addendum A to Frontier; Email to Marty Piette re: Frontier;	.40
	Phone conference with Scott Lewis re: less than daily service	.65
4/16	Review miscellaneous emails re: Frontier/less than daily service; Email from Marty Piette re: WPS lease;	

Page Two  
April 25, 2019

4/16	Review information from other airports re: less than daily service;	1.25
	Meeting at Airport with Marty Piette, Sue Bertrand and Rachel Engeler re: Frontier;	1.50
	Email from Marty Piette re: NWS - balloon space;	.10
	Review Boise agreement and Dulles;	
	Begin review of ATW Agreement	2.00
4/17	Review ATW agreement including Schedule C computations;	
	Phone conference with Sue Bertrand re: ATW versus GRB agreements;	2.50
	Begin review of revised NWS lease	.40
4/18	Review NWS lease;	
	Phone conference with Marty Piette re: NWS lease;	
	Revise NWS lease;	1.35
	Letter to Marty Piette re: NWS lease;	.75
	Email Marty Piette re: NWS General Clauses;	
	Review General Clauses - NWS:	
	Phone conference with Marty Piette re: Gen. Clauses;	.60
	Begin review of Trego-Dugan Agreement - Bradley	.85
4/19	Review Trego-Dugan agreement - Bradley and Broward;	
	Phone conference with Sue Bertrand re: Trego-Dugan, etc.;	1.75
	Phone conference with Marty Piette re: Trego-Dugan;	
	Work on draft of Trego-Dugan agreement	2.00
4/22	Work on Trego-Dugan agreement draft;	2.00
	Emails to Marty Piette re; WPS;	.15
	Review WPS easement file;	.10
	Phone conference with Marty Piette re: WPS, NWS, Trego-Dugan, and Frontier	.60
4/23	Phone conference with Sue Bertrand re: Trego-Dugan, Frontier, etc.;	.20
	Review and revise Trego-Dugan Agreement;	
	Letter to Marty Piette and Rachel Engeler re: Trego-Dugan	.50
4/24	Review Payment Express Agreement	.50
4/25	Complete review and proposed revisions - Payment Express Agreement;	
	Email to Sue Bertrand re: Payment Express;	1.20
	Review final of Rental Car Service Area;	.25
	Email from Sue Bertrand re: WPS easement.	.10
	TOTAL HOURS:	<u>39.65</u>

39.65 HOURS @ \$295.00 PER HOUR = \$11,696.75

AMOUNT DUE ON ACCOUNT: \$11,696.75

Thank you.  
GAW:prn

O.K.  
Marty Piette  
4-30-19





Michael Best & Friedrich LLP

Attorneys at Law  
One South Pinckney Street  
Suite 700  
P.O. Box 1806  
Madison, WI 53701-1806  
Phone 608.257.3501  
Fax 608.283.2275  
www.michaelbest.com

100.016.001.571

RECEIVED BY

APR 11 2019

Brown County  
Corporation Counsel

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

EIN 39-0934985

Remittance for Payments:  
Michael Best & Friedrich LLP  
PO Box 88462  
Milwaukee, WI 53288-0462

Wire Transfer Instructions  
Bank Name: BMO Harris Bank, N.A.  
111 W. Monroe Street, Chicago, IL 60603  
ABA Routing # 071000288  
Name of Acct: Michael Best & Friedrich LLP  
Acct # 0024122010  
SWIFT Code: HATRUS44

Invoice Date April 8, 2019  
Invoice No. 1621067

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through March 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
3/28/19	I Pitz	Review Fox River Fiber agreement and discuss same with Dean Haen.	1.00	\$ 525.00
Total Hours and Services			1.00	\$ 525.00
Total Services				\$ 525.00
Total Disbursements				0.00
<b>Total This Invoice</b>				<b>\$ 525.00</b>

**Timekeeper Breakdown:**

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	1.00	\$ 525.00	\$ 525.00
Totals		1.00		\$ 525.00



Michael Best & Friedrich LLP  
 Attorneys at Law  
 One South Pinckney Street  
 Suite 700  
 P.O. Box 1806  
 Madison, WI 53701-1806  
 Phone 608.257.3501  
 Fax 608.283.2275  
 www.michaelbest.com

100.016.001.5716

RECEIVED BY

APR 11 2019

Brown County  
 Corporation Counsel

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

EIN 39-0934985

Remittance for Payments:  
 Michael Best & Friedrich LLP  
 PO Box 88462  
 Milwaukee, WI 53288-0462

Wire Transfer Instructions  
 Bank Name: BMO Harris Bank, N.A.  
 111 W. Monroe Street, Chicago, IL 60603  
 ABA Routing # 071000288  
 Name of Acct: Michael Best & Friedrich LLP  
 Acct # 0024122010  
 SWIFT Code: HATRUS44

Invoice Date April 8, 2019  
 Invoice No. 1621066

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

For professional services rendered through March 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
3/6/19	D Crass	Exchange of e-correspondence with counsel for LMC; exchange of e-correspondence with client.	0.20	\$ 117.00
3/18/19	D Crass	Review and process emails from Mr. Haen.	0.20	117.00
Total Hours and Services			0.40	\$ 234.00
Total Services				\$ 234.00
Total Disbursements				0.00
<b>Total This Invoice</b>				<b>\$ 234.00</b>

**Outstanding Invoices:**

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
3/8/19	1614274	\$ 234.00	\$ 0.00	\$ 234.00
4/8/19	1621066	234.00	0.00	<u>234.00</u>
Outstanding Due:				<u>468.00</u>

**Outstanding Invoice Aging:**

<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121+</b>
234.00	234.00	0.00	0.00	0.00

100.016.001.5716.201

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 270183  
INVOICE DATE OCTOBER 10, 2018  
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER \$5,368.00

CURRENT FEES \$5,368.00

TOTAL CHARGES THIS BILL \$5,368.00

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 270183  
INVOICE DATE OCTOBER 10, 2018

ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2018

09/11/18 SC	.80	256.00
09/11/18 ATP	.40	112.00
09/12/18 SC	.90	288.00
09/12/18 SLN	.70	238.00
09/12/18 ATP	.30	84.00
09/12/18 JSL	.60	144.00
09/13/18 SLN	.10	34.00
09/14/18 SC	4.50	1440.00
09/17/18 SLN	.10	34.00

BROWN COUNTY  
009948-00023

PAGE 2

09/18/18 SC	.60	192.00
09/19/18 SC	1.00	320.00
09/19/18 SLN	.90	306.00
09/19/18 ATP	.60	168.00
09/21/18 SC	.40	128.00
09/21/18 SLN	.20	68.00
09/24/18 SC	.30	96.00
09/25/18 SC	1.00	320.00
09/25/18 SLN	1.20	408.00

BROWN COUNTY  
 009948-00023

PAGE 3

09/26/18 SC

1.00 320.00

09/26/18 SLN

.80 272.00

09/26/18 ATP

.50 140.00

CURRENT FEES FOR THIS MATTER

\$5,368.00

BILLING SUMMARY

SMITHA CHINTAMANENI	10.50 hours at	\$320.00 =	3360.00
STEVEN NELSON	4.00 hours at	\$340.00 =	1360.00
ANDREW T. PHILLIPS	1.80 hours at	\$280.00 =	504.00
JESSICA S. LOTHMAN	0.60 hours at	\$240.00 =	144.00

CURRENT FEES FOR THIS MATTER

\$5,368.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$5,368.00

100.016.001.5716.200

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 273044  
INVOICE DATE NOVEMBER 15, 2018  
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER \$3,456.00

CURRENT FEES \$3,456.00

TOTAL CHARGES THIS BILL \$3,456.00



BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 273044  
INVOICE DATE NOVEMBER 15, 2018

ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH OCTOBER 31, 2018

10/10/18 SLN	.50	170.00
10/11/18 SLN	1.50	510.00
10/12/18 SC	2.60	832.00
10/15/18 SC	2.20	704.00
10/15/18 SLN	.60	204.00
10/16/18 ATP	.40	112.00
10/17/18 SC	.70	224.00

BROWN COUNTY  
 009948-00023

PAGE 2

10/17/18 SLN	.60	204.00
10/18/18 SC	.20	64.00
10/19/18 SC	.50	160.00
10/19/18 SLN	.20	68.00
10/20/18 SC	.10	NO CHARGE
10/22/18 SLN	.20	68.00
10/29/18 SLN	.40	136.00
10/30/18 SLN	.10	NO CHARGE

CURRENT FEES FOR THIS MATTER \$3,456.00

BILLING SUMMARY

SMITHA CHINTAMANENI	0.10 hours at	\$0.00 =	.00
SMITHA CHINTAMANENI	6.20 hours at	\$320.00 =	1984.00
STEVEN NELSON	0.10 hours at	\$0.00 =	.00
STEVEN NELSON	4.00 hours at	\$340.00 =	1360.00
ANDREW T. PHILLIPS	0.40 hours at	\$280.00 =	112.00

BROWN COUNTY  
009948-00023

PAGE 3

CURRENT FEES FOR THIS MATTER	\$3,456.00
	<hr/>
TOTAL AMOUNT DUE FOR THIS MATTER	\$3,456.00

100.016.001.5716.200

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 275469  
INVOICE DATE DECEMBER 13, 2018  
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER \$13,302.00  
CURRENT DISBURSEMENTS FOR THIS MATTER \$135.76

CURRENT FEES \$13,302.00  
CURRENT DISBURSEMENTS \$135.76  
TOTAL CHARGES THIS BILL \$13,437.76

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 275469  
INVOICE DATE DECEMBER 13, 2018  
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2018

10/11/18 SC	.90	288.00
11/01/18 SC	.50	160.00
11/01/18 SLN	2.00	680.00
11/04/18 SLN	1.80	612.00
11/05/18 SC	.20	64.00
11/05/18 SLN	6.50	2210.00
11/05/18 ATP	.10	28.00
11/07/18 SC	.50	160.00

BROWN COUNTY  
009948-00023

PAGE 2

11/07/18 SLN	.10	34.00
11/07/18 ATP	.40	112.00
11/12/18 SC	.40	128.00
11/14/18 ATP	.40	112.00
11/15/18 SC	.40	128.00
11/16/18 SC	1.80	576.00
11/16/18 SLN	.30	102.00
11/19/18 SC	2.30	736.00
11/19/18 SLN	.10	34.00
11/20/18 SC	2.10	672.00
11/20/18 SC	3.10	992.00
11/20/18 ATP	.40	112.00
11/26/18 SC	2.90	928.00

BROWN COUNTY  
009948-00023

PAGE 3

11/27/18 SC	.90	288.00
11/28/18 SC	3.50	1120.00
11/28/18 SC	.90	288.00
11/28/18 SLN	.10	34.00
11/28/18 ATP	.40	112.00
11/29/18 SC	.80	256.00
11/29/18 SC	5.20	1664.00
11/30/18 SC	2.10	672.00

BROWN COUNTY  
009948-00023

PAGE 4

CURRENT FEES FOR THIS MATTER \$13,302.00

DISBURSEMENTS

11/30/18	7.23
11/30/18	127.53
11/30/18	1.00

CURRENT DISBURSEMENTS FOR THIS MATTER \$135.76

BILLING SUMMARY

SMITHA CHINTAMANENI	28.50 hours at \$320.00 =	9120.00
STEVEN NELSON	10.90 hours at \$340.00 =	3706.00
ANDREW T. PHILLIPS	1.70 hours at \$280.00 =	476.00

CURRENT FEES FOR THIS MATTER \$13,302.00

CURRENT DISBURSEMENTS FOR THIS MATTER \$135.76

TOTAL AMOUNT DUE FOR THIS MATTER \$13,437.76



100.016.001.5716

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

INVOICE NO. 285365  
INVOICE DATE APRIL 17, 2019  
TAX ID. 39-1576289

---

	CLIENT NO.	009948
General	MATTER NO.	009948-00008
	CURRENT FEES FOR THIS MATTER	\$165.00
	CURRENT FEES	\$165.00
	TOTAL CHARGES THIS BILL	<u>\$165.00</u>

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

INVOICE NO. 285365  
 INVOICE DATE APRIL 17, 2019  
 ATTY. Andrew T. Phillips

General

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2019

03/04/19 RPH	Analysis of case law discussing whether an employee who resigns during CBA negotiations is entitled to back pay under the retroactively approved CBA; emails with J. Balza re affidavit.	.60	165.00
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CURRENT FEES FOR THIS MATTER	\$165.00
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BILLING SUMMARY

Ryan P. Heiden	0.60 hours at \$275.00 =	165.00
	CURRENT FEES FOR THIS MATTER	\$165.00
	TOTAL AMOUNT DUE FOR THIS MATTER	\$165.00

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

INVOICE NO. 285366  
INVOICE DATE APRIL 17, 2019  
TAX ID. 39-1576289

CLIENT NO. 009948

Jailer Memo

MATTER NO. 009948-00026

CURRENT FEES FOR THIS MATTER \$2,117.50

CURRENT FEES \$2,117.50

TOTAL CHARGES THIS BILL \$2,117.50

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

INVOICE NO. 285366  
INVOICE DATE APRIL 17, 2019

ATTY. Andrew T. Phillips

Jailer Memo

MATTER NO. 009948-00026

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2019

03/04/19	BJC Review relevant law regarding county jailer classification; draft initial draft memo regarding same.	4.40	1210.00
03/05/19	ATP Revise and finalize Draft memorandum on jailer classification and emails with Atty Hemery regarding same.	1.10	302.50
03/05/19	JJC Review and offer suggested revisions to memorandum regarding proper ETF classification of jail staff.	.70	192.50
03/06/19	ATP Analysis of statutes and revisions to memo (.8); emails regarding same (.2).	1.00	275.00
03/06/19	BJC Review collective bargaining status question regarding state employees; finalize memo.	.50	137.50

CURRENT FEES FOR THIS MATTER

\$2,117.50

Brown County  
009948-00026

PAGE 2

BILLING SUMMARY

Andrew T. Phillips	2.10 hours at	\$275.00 =	577.50
Bennett J. Conard	4.90 hours at	\$275.00 =	1347.50
Jacob J. Curtis	0.70 hours at	\$275.00 =	192.50

CURRENT FEES FOR THIS MATTER \$2,117.50

TOTAL AMOUNT DUE FOR THIS MATTER \$2,117.50

**Brown County Board of Supervisors**

**Internal Audit**

**Budget Status Report (Unaudited)**

12/31/18

	Amended		YTD		Percentage	Comments:
	Budget	Actual	Actual	YTD		
Property Taxes	\$ 560,909	\$ 560,909	\$ 560,909	100.0%		
Public Charges	\$ 50	\$ 86	\$ 86	172.5%		(1)
Miscellaneous Revenue	\$ -	\$ 16	\$ 16	#DIV/0!		
Other Financing Sources	\$ 20,654	\$ 20,654	\$ 20,654	100.0%		(2)
Personnel Costs	\$ 420,040	\$ 419,965	\$ 419,965	100.0%		(3)
Operating Expenses	\$ 161,573	\$ 138,711	\$ 138,711	85.9%		(4)

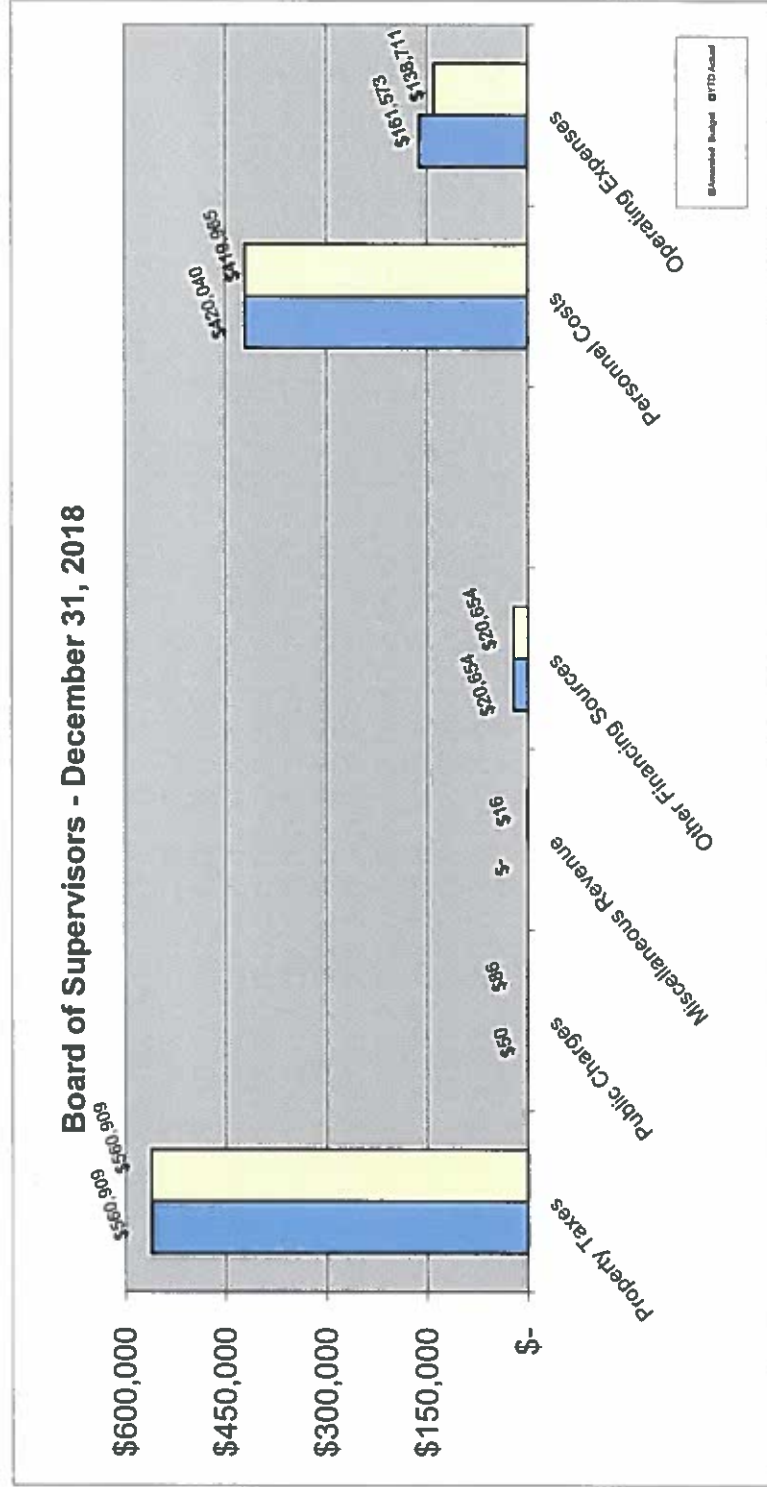
**Comments:**

(1) Public Charges - Merchandise sold to benefit Veterans through the Veterans' Recognition Subcommittee.

(2) Other Financing Sources - Primarily reflects funds carried over from 2017 for computerized labels (\$16,460) and a donation made to the Veterans' Recognition Subcommittee (\$1,300).

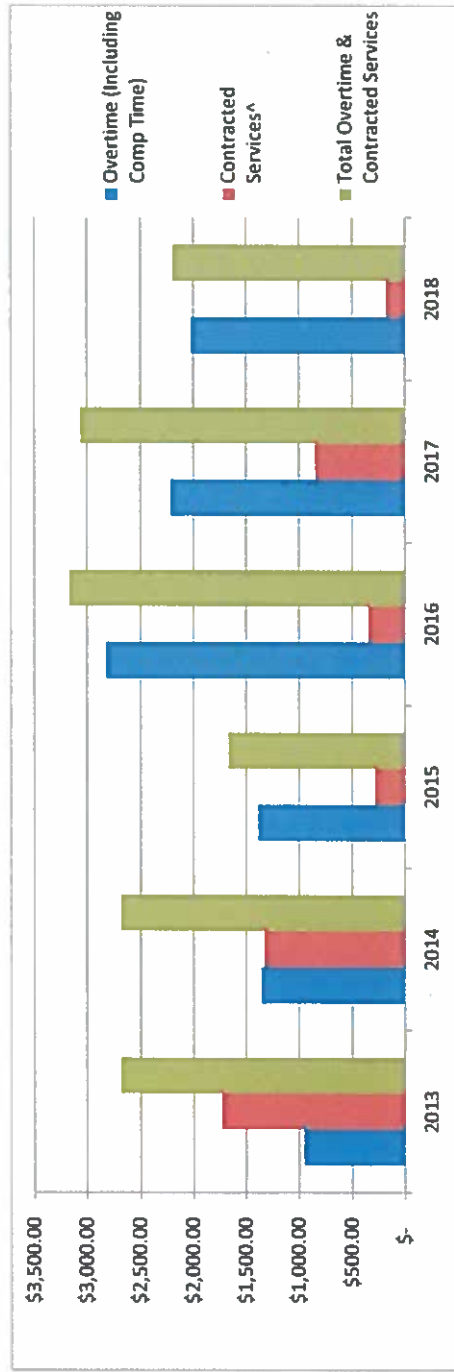
(3) Personnel Costs - Overtime incurred (\$2,017) exceeded overtime budgeted (\$993) by \$1,024. However, Contracted Services incurred (\$175) was under budget (\$2,500) by \$2,325. See Chart.

(4) Operating Expenses - Primarily reflects audit fees paid (\$80,000), Intra-County expenses incurred (\$18,092) and annual dues paid to WCA (\$27,148) and NACo (\$4,960). Unspent funds designated for computerized labels (\$16,460) represent the largest savings.



	2013	2014	2015	2016	2017	2018
Overtime & Contracted Services	\$ 952.97	\$ 1,356.02	\$ 1,383.40	\$ 2,818.27	\$ 2,209.06	\$ 2,017.20
Overtime (Including Comp Time)	\$ 1,735.00	\$ 1,330.00	\$ 285.00	\$ 348.75	\$ 848.42	\$ 175.00
Contracted Services <sup>^</sup>	\$ 2,687.97	\$ 2,686.02	\$ 1,668.40	\$ 3,167.02	\$ 3,057.48	\$ 2,192.20
Total Overtime & Contracted Services						

<sup>^</sup> Outside professional (secretarial) services.



Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

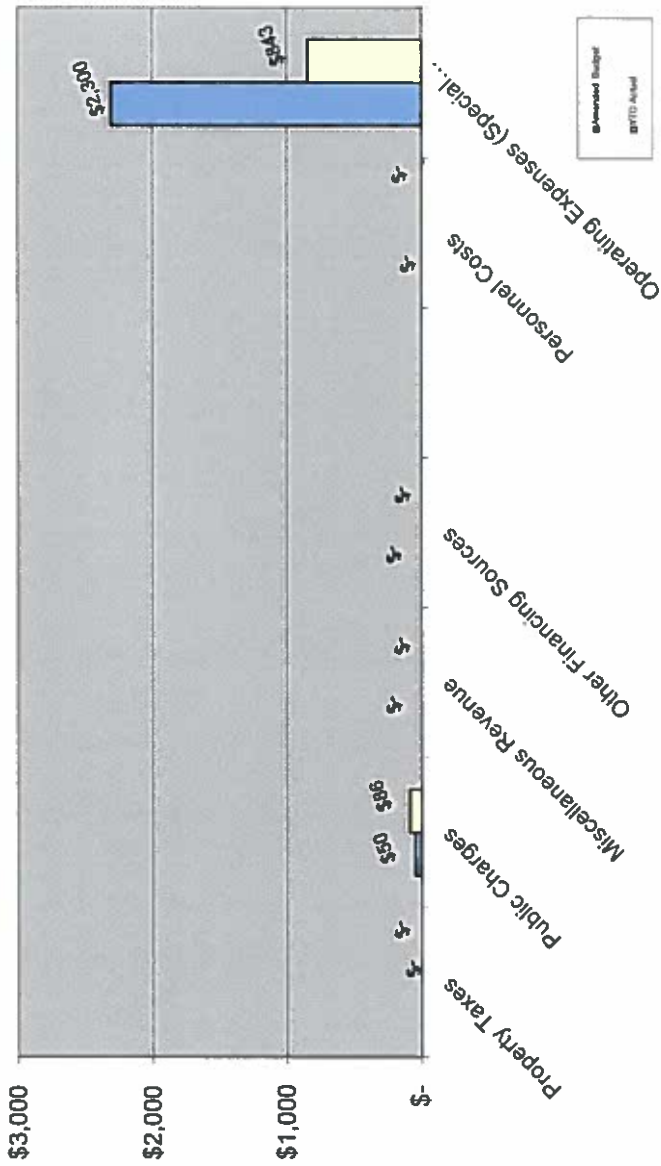
12/31/18	Amended Budget		YTD		YTD Percentage	Comments:
	Budget	Actual	Actual	Percentage		
Property Taxes	\$ -	\$ -	-	-		
Public Charges	\$ 50	\$ 86	86	172.5%		(1)
Miscellaneous Revenue	\$ -	\$ -	-	-	#DIV/0!	
Other Financing Sources	\$ -	\$ -	-	-		
Personnel Costs	\$ -	\$ -	-	-		
Operating Expenses (Special Events)	\$ 2,300	\$ 843	843	36.7%		(2)

Comments:

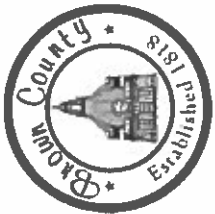
(1) Public Charges - Merchandise sold to benefit Veterans' through the Veterans' Recognition Subcommittee.

(2) Operating Expenses (Special Events) - Includes funds carried over from 2017 (\$1,300 donation made to the Veterans' Recognition Subcommittee). Notable expenditures include: dog tags (\$271.50), band for the Brown County Fair (\$300) and Stage Rental for the Fair (\$144).

Board of Supervisors  
(Veterans' Recognition Subcommittee)  
December 31, 2018





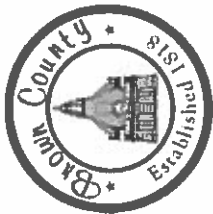


# Board of Supervisors (Unaudited)

Through 12/31/18  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>REVENUE</b>											
<b>Fund 100 - General Fund</b>											
<i>Property taxes</i>											
4100	General property taxes	560,909.00	.00	560,909.00	46,742.38	.00	560,909.00	.00	.00	100%	575,188.00
<i>Property taxes Totals</i>		\$560,909.00	\$0.00	\$560,909.00	\$46,742.38	\$0.00	\$560,909.00	\$0.00	\$0.00	100%	\$575,188.00
<i>Public Charges</i>											
4601	Sales	50.00	.00	50.00	86.26	.00	86.26	(36.26)	(36.26)	173%	148.57
<i>Public Charges Totals</i>		\$50.00	\$0.00	\$50.00	\$86.26	\$0.00	\$86.26	(\$36.26)	(\$36.26)	173%	\$148.57
<i>Miscellaneous Revenue</i>											
4900	Miscellaneous	.00	.00	.00	16.00	.00	16.00	(16.00)	(16.00)	+++	2.75
4901	Donations	.00	.00	.00	.00	.00	.00	.00	.00	+++	300.00
<i>Miscellaneous Revenue Totals</i>		\$0.00	\$0.00	\$0.00	\$16.00	\$0.00	\$16.00	(\$16.00)	(\$16.00)	+++	\$302.75
<i>Other Financing Sources</i>											
9000	Carryover	.00	17,760.00	17,760.00	.00	.00	17,760.00	.00	.00	100	6,910.00
9002	Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9004.200	Intrafund Transfer In HR	.00	2,894.00	2,894.00	.00	.00	2,894.00	.00	.00	100	.00
<i>Other Financing Sources Totals</i>		\$0.00	\$20,654.00	\$20,654.00	\$0.00	\$0.00	\$20,654.00	\$0.00	(\$52.26)	100%	\$6,910.00
<b>REVENUE TOTALS</b>		\$560,959.00	\$20,654.00	\$581,613.00	\$46,844.64	\$0.00	\$581,665.26	\$0.00	(\$52.26)	100%	\$582,549.32
<b>EXPENSE</b>											
<i>Personnel Costs</i>											
5100	Regular earnings	357,178.00	2,530.00	359,708.00	43,041.16	.00	341,515.36	18,192.64	18,192.64	95	338,037.42
5100.998	Regular earnings Budget only	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Vacation	.00	.00	.00	1,034.45	.00	8,296.78	(8,296.78)	(8,296.78)	+++	8,479.83
5102.200	Paid leave earnings Personal	.00	.00	.00	718.56	.00	2,269.04	(2,269.04)	(2,269.04)	+++	2,120.32
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	.00	.00	.00	+++	558.40
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	2,269.04	.00	4,538.08	(4,538.08)	(4,538.08)	+++	4,240.64
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	83.61	(83.61)	(83.61)	+++	155.38
5102.700	Paid leave earnings Comp. time used	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	993.00	.00	993.00	261.83	.00	881.95	111.05	111.05	89	1,065.56
5103.100	Premium Comp time payout	.00	.00	.00	120.77	.00	1,135.25	(1,135.25)	(1,135.25)	+++	1,143.50
5103.110	Premium Casual time payout	.00	.00	.00	2,840.02	.00	2,840.02	(2,840.02)	(2,840.02)	+++	2,095.30
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday worked	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00

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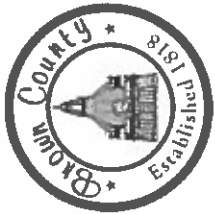


# Board of Supervisors (Unaudited)

Through 12/31/18  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 100 - General Fund</b>											
<b>EXPENSE</b>											
<i>Personnel Costs</i>											
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	27,399.00	194.00	27,593.00	3,752.95	.00	26,993.40	599.60	(114.17)	98	26,945.85
5110.110	Fringe benefits Unemployment compensation	183.00	.00	183.00	36.67	.00	297.17	.00	.00	162	430.19
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200	Fringe benefits Health insurance	14,641.00	943.00	15,584.00	2,060.73	.00	16,530.36	(946.36)	(1.48)	106	14,630.01
5110.210	Fringe benefits Dental insurance	2,543.00	.00	2,543.00	318.06	.00	2,544.48	(1.48)	.00	100	2,480.54
5110.220	Fringe benefits Life insurance	2,688.00	.00	2,688.00	6.00	.00	34.22	2,653.78	.00	1	31.60
5110.230	Fringe benefits LT disability insurance	573.00	.00	573.00	48.61	.00	583.32	(10.32)	(14.80)	102	634.26
5110.235	Fringe benefits ST disability insurance	803.00	.00	803.00	68.15	.00	817.80	(14.80)	.00	102	2,679.00
5110.240	Fringe benefits Workers compensation insurance	431.00	.00	431.00	35.88	.00	431.00	.00	.00	100	625.00
5110.300	Fringe benefits Retirement	10,543.00	(1,602.00)	8,941.00	1,390.54	.00	10,173.25	(1,232.25)	.00	114	9,598.08
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	(829.00)	829.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Personnel Costs Totals</i>		\$417,146.00	\$2,894.00	\$420,040.00	\$58,003.42	\$0.00	\$419,965.09	\$74.91	100%		\$415,950.88
<i>Operating Expenses</i>											
5300	Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.001	Supplies Office	1,500.00	.00	1,500.00	174.58	.00	1,359.48	140.52	16,460.00	91	1,231.51
5300.003	Supplies Technology	.00	16,460.00	16,460.00	.00	.00	.00	.00	.00	0	.00
5300.004	Supplies Postage	3,600.00	.00	3,600.00	216.73	.00	2,866.35	733.65	.00	80	3,448.17
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,818.00	.00	32,818.00	.00	.00	32,108.00	710.00	.00	98	32,108.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	291.12	(291.12)	.00	+++	.00
5335	Software/Licenses	310.00	.00	310.00	.00	.00	.00	310.00	.00	0	.00
5340	Travel and training	3,000.00	.00	3,000.00	160.00	.00	2,975.12	24.88	1,457.02	99	1,137.43
5365	Special events	1,000.00	1,300.00	2,300.00	.00	.00	842.98	.00	.00	37	1,361.20
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	14,185.00	.00	14,185.00	1,012.31	.00	13,441.51	743.49	.00	95	12,450.31
5601.200	Intra-county expense Insurance	1,091.00	.00	1,091.00	90.88	.00	1,091.00	.00	.00	100	948.00
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	8.00	.00	796.90	203.10	.00	80	376.94
5601.450	Intra-county expense Departmental copiers	2,578.00	.00	2,578.00	214.87	.00	2,578.00	.00	.00	100	2,552.00
5601.550	Intra-county expense Document center	231.00	.00	231.00	17.47	.00	185.25	45.75	.00	80	210.77

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# Board of Supervisors (Unaudited)

Through 12/31/18  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 100 - General Fund</b>										
<b>EXPENSE</b>										
<i>Operating Expenses</i>										
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	175.00	2,325.00	7	848.42
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	.00
5714	Accounting and auditing	80,000.00	.00	80,000.00	.00	.00	80,000.00	.00	100	79,700.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00
5850	Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Operating Expenses Totals</i>		<b>\$143,813.00</b>	<b>\$17,760.00</b>	<b>\$161,573.00</b>	<b>\$1,894.84</b>	<b>\$0.00</b>	<b>\$138,710.71</b>	<b>\$22,862.29</b>	<b>86%</b>	<b>\$136,372.75</b>
<b>EXPENSE TOTALS</b>		<b>\$560,959.00</b>	<b>\$20,654.00</b>	<b>\$581,613.00</b>	<b>\$59,898.26</b>	<b>\$0.00</b>	<b>\$558,675.80</b>	<b>\$22,937.20</b>	<b>96%</b>	<b>\$552,323.63</b>
<b>Fund 100 - General Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>560,959.00</b>	<b>20,654.00</b>	<b>581,613.00</b>	<b>46,844.64</b>	<b>.00</b>	<b>581,665.26</b>	<b>(52.26)</b>	<b>100%</b>	<b>582,549.32</b>
<b>EXPENSE TOTALS</b>		<b>560,959.00</b>	<b>20,654.00</b>	<b>581,613.00</b>	<b>59,898.26</b>	<b>.00</b>	<b>558,675.80</b>	<b>22,937.20</b>	<b>96%</b>	<b>552,323.63</b>
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,053.62)</b>	<b>\$0.00</b>	<b>\$22,989.46</b>	<b>(\$22,989.46)</b>		<b>\$30,225.69</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		<b>560,959.00</b>	<b>20,654.00</b>	<b>581,613.00</b>	<b>46,844.64</b>	<b>.00</b>	<b>581,665.26</b>	<b>(52.26)</b>	<b>100%</b>	<b>582,549.32</b>
<b>EXPENSE TOTALS</b>		<b>560,959.00</b>	<b>20,654.00</b>	<b>581,613.00</b>	<b>59,898.26</b>	<b>.00</b>	<b>558,675.80</b>	<b>22,937.20</b>	<b>96%</b>	<b>552,323.63</b>
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,053.62)</b>	<b>\$0.00</b>	<b>\$22,989.46</b>	<b>(\$22,989.46)</b>		<b>\$30,225.69</b>

**Brown County Board of Supervisors**

Internal Audit

**Budget Status Report (Unaudited)**

02/28/19

	Amended		YTD		YTD Percentage	Comments:
	Budget	Actual	Actual	Actual		
Property Taxes	\$ 582,041	\$ 97,007			16.7%	
Public Charges	70	\$ -			0.0%	
Miscellaneous Revenue	-	\$ -			#DIV/0!	
Other Financing Sources	1,300	\$ -			0.0%	(1)
Personnel Costs	436,525	\$ 60,723			13.9%	(2)
Operating Expenses	146,886	\$ 61,933			42.2%	(3)

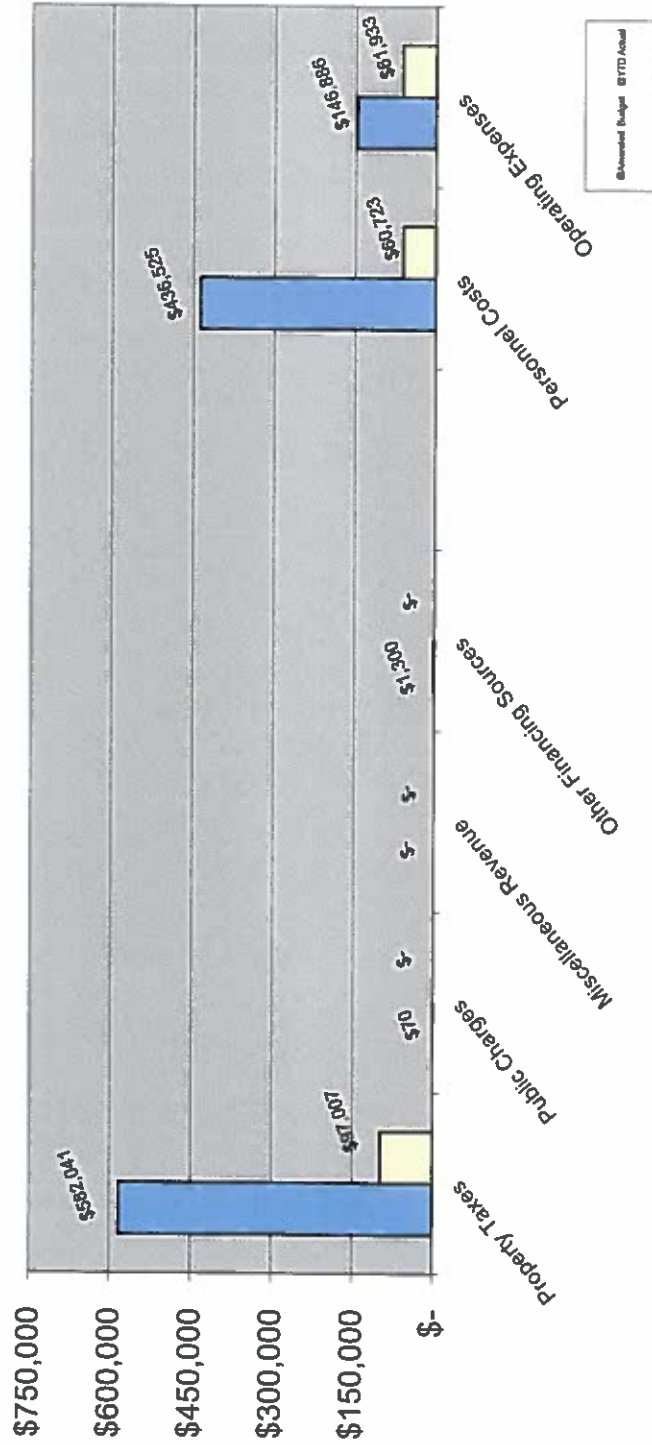
**Comments:**

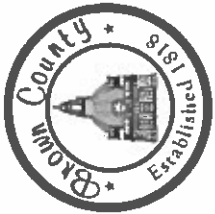
(1) Other Financing Sources - Includes \$1,300 carried over from 2018 for a donation made to the Veterans' Recognition Subcommittee.

(2) Personnel Costs - Overstated by approximately \$3,000 due to a posting error. Corrective entries have been made (04/03/19) and will be reflected in April's financial statements.

(3) Operating Expenses - Primarily reflects audit fees paid (\$24,000) and annual dues paid to WCA (\$27,148) and NACo (\$4,960).

**Board of Supervisors - February 28, 2019**





# Board of Supervisors (Unaudited)

Through 02/28/19  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund 100 - General Fund</b>									
REVENUE									
Property taxes	582,041.00	.00	582,041.00	48,503.42	.00	97,006.84	485,034.16	17	560,909.00
Public Charges	70.00	.00	70.00	.00	.00	.00	70.00	0	86.26
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	16.00
Other Financing Sources	.00	1,300.00	1,300.00	.00	.00	.00	1,300.00	0	20,654.00
<b>REVENUE TOTALS</b>	<b>\$582,111.00</b>	<b>\$1,300.00</b>	<b>\$583,411.00</b>	<b>\$48,503.42</b>	<b>\$0.00</b>	<b>\$97,006.84</b>	<b>\$486,404.16</b>	<b>17%</b>	<b>\$581,665.26</b>
EXPENSE									
Personnel Costs	436,525.00	.00	436,525.00	34,443.85	.00	60,722.54	375,802.46	14	419,965.09
Operating Expenses	145,586.00	1,300.00	146,886.00	3,201.89	.00	61,933.45	84,952.55	42	138,710.71
<b>EXPENSE TOTALS</b>	<b>\$582,111.00</b>	<b>\$1,300.00</b>	<b>\$583,411.00</b>	<b>\$37,645.74</b>	<b>\$0.00</b>	<b>\$122,655.99</b>	<b>\$460,755.01</b>	<b>21%</b>	<b>\$558,675.80</b>
<b>Fund 100 - General Fund Totals</b>									
REVENUE TOTALS	582,111.00	1,300.00	583,411.00	48,503.42	.00	97,006.84	486,404.16	17%	581,665.26
EXPENSE TOTALS	582,111.00	1,300.00	583,411.00	37,645.74	.00	122,655.99	460,755.01	21%	558,675.80
<b>Fund 100 - General Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,857.68</b>	<b>\$0.00</b>	<b>(\$25,649.15)</b>	<b>\$25,649.15</b>		<b>\$22,989.46</b>
<b>Grand Totals</b>									
REVENUE TOTALS	582,111.00	1,300.00	583,411.00	48,503.42	.00	97,006.84	486,404.16	17%	581,665.26
EXPENSE TOTALS	582,111.00	1,300.00	583,411.00	37,645.74	.00	122,655.99	460,755.01	21%	558,675.80
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,857.68</b>	<b>\$0.00</b>	<b>(\$25,649.15)</b>	<b>\$25,649.15</b>		<b>\$22,989.46</b>

**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 30, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (April 1 – April 30, 2019)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
  - a. In-progress: Review of the Brown County Sheriff DARE Program Account
    - i. Review Administrative Policy A-26: Fundraising, Solicitations and Grants
  - b. In-progress: Year End – Cash on Hand & Petty Cash Compliance Testing
    - i. Report issuance pending Administration review
  - c. Planning – Monetary Receipts, Disbursements and Deposits Review – UW Extension
2. Standard Monthly Duties
  - a. Review – Clerk of Courts Bank Reconciliation
  - b. Preparation & Review – Bills over \$5,000 Report
  - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
  - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
  - b. In-house Training (Adobe)

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

Thank you.

May 15, 2019

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

Ladies and Gentlemen:

**2018 BALANCED BUDGET ADJUSTMENT**

WHEREAS, although both levy and non-levy funded departments had favorable budget variances, there were certain overdrafts and shortfalls in various departmental budgets for 2018; and

WHEREAS, this resolution is necessary to ensure activities are appropriated and accounted for properly, and this resolution has been approved of and recommended by the oversight committees; and

WHEREAS, these overdrafts and shortfalls for the levy funded departments are summarized below:

**Surplus (Deficit)**

- (\$6,837)     Circuit Courts  
Juror costs, subscriptions, and health insurance costs were about \$52,000, \$11,000, and \$9,000 over budget, respectively, partially offset by capital outlay, repairs and maintenance, and wages that were \$23,000, \$22,000, and \$16,000 under budget, respectively.
- (\$96,826)     Clerk of Courts  
Guardian ad Litem revenues and bail forfeitures were each about \$77,000 under budgeted amounts, offset by Guardian ad Litem expenses that were \$58,000 under budget.
- (\$87,028)     Public Works – Facility Management  
Overtime was about \$18,000 over budget. Further, \$70,000 of revenue was recorded for a settlement related to the Courthouse Dome, but this work was not completed in 2018. These funds will be carried over to 2019, resulting in the additional deficit.
- (\$17,550)     Museum  
Personnel expenses exceeded budget by \$16,500, primarily because employee insurance elections resulted in health and dental insurance expenses that were \$13,500 over budget. Also, expenses related to the 200<sup>th</sup> anniversary activities were about \$5,600 over budget.

(\$916,557) Sheriff

Personnel costs were \$1.3 million over budget, partially offset by additional revenue items. Overtime and related additional pay items (call-in, court, comp time payout, etc.) were \$845,000 over budget. Regular pay exceeded budget, at least partially because jailors were required to work hours in excess of the base shift hours used to prepare their budget, which resulted in an additional \$140,000 of expense. These differences in wages resulted in fringe benefits that exceeded budget by \$178,000. Further, the expense of Sheriff employees that retired at the end of 2018 was about \$107,000 higher than expected.

WHEREAS, it is necessary to make appropriations from their applicable fund balances to cover these various departmental deficits in order to balance these budgets for the past year; and

WHEREAS, the Liability Insurance Fund (751) has a negative unrestricted equity balance of (\$328,289), and current accounting standards allow for internal service funds to have negative unrestricted equity and thus no transfers are required from the General Fund to this internal service funds; and

WHEREAS, current accounting standards require that Brown County recognize its proportionate share of the Wisconsin Retirement's System's (WRS) Net Pension Liability, Pension Plan Expenses, and Deferred Inflows/Outflows of Resources; and

WHEREAS, the Wisconsin Legislative Audit Bureau released their audit report of the WRS Schedule of Employer Allocations for the year ended 12/31/17 on 10/5/2018; and

WHEREAS, the proprietary and internal service funds for Brown County are required to record pension related expenses of \$428,343 during calendar year 2018; and

WHEREAS, the HHS-Community Treatment Center Fund (630) has as a negative unrestricted equity balance of (\$746,459), primarily because about \$1 million of the equity balance was restricted for the pension, and current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund.



NOW, THEREFORE BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2018 departmental budget the following amounts:

Circuit Courts	6,837
Clerk of Courts	96,826
Public Works – Facility Management	87,028
Museum	17,550
Sheriff	916,557; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that there be appropriated for the proprietary and internal service funds and placed in the 2018 department budget the total of \$428,343 for pension related activity.

Respectfully submitted,

ADMINISTRATION COMMITTEE  
EDUCATION AND RECREATION  
COMMITTEE  
EXECUTIVE COMMITTEE  
HUMAN SERVICES COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
PUBLIC SAFETY COMMITTEE

Approved by:

---

Troy Streckenbach  
COUNTY EXECUTIVE

Date signed: \_\_\_\_\_

19-038R

Authorized by: Administration

Final Draft Approved by: Corporation Counsel

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution balances general fund budgets that exceed budgeted amounts, and makes required accounting adjustments for Liability Insurance and WRS net pension liabilities. In 2018, the General Fund increased by \$2.8 million, bringing the total General Fund to \$36.8 million. Restricted General Fund went from \$11 million to \$10 million, and Unrestricted went from \$23 million to \$26 million. This does not include the \$3 million Green Bay Packaging expense, which would bring the Unrestricted General Fund roughly back to 2017 levels of \$23 million.*

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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



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

CHAD WEININGER

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

DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 4/16/19  
**REQUEST TO:** Human Services, Education & Recreation, Planning Development & Transportation, Administration, Public Safety, & Executive Committees  
**MEETING DATES:** 4/24/19, 4/25/19, 4/29/19, 5/1/19, 5/1/19, and 5/6/19, respectively  
**REQUEST FROM:** Chad Weininger  
Department of Administration Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** 2018 Budget Overdraft and Shortfall Appropriations

**ISSUE/BACKGROUND INFORMATION:**

Attached is the resolution to appropriate additional funds for 2018 departmental budgetary shortfall.

- The following departments require additional appropriations from the General Fund to cover the deficits:
  - Circuit Courts
  - Clerk of Courts
  - Public Works-Facility Management
  - Museum
  - Sheriff
- The following proprietary and internal service funds budgets are increased for pension activity:
  - 610 Airport
  - 620 Golf Course
  - 630 HHS—Community Treatment Center
  - 640 NEW Zoo
  - 643 Adventure Park
  - 650 Port
  - 655 Resource Recovery
  - 660 Highway
  - 710 Technology Services
  - 730 Copy and Document Center

**ACTION REQUESTED:**

Please approve the attached resolution to authorize additional appropriations for 2018 overdrafts and shortfalls.

**FISCAL IMPACT:**

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

8

May 15, 2019

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE  
FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY  
SERVICES DIVISION - DELETION AND ADDITION OF A YOUTH SUPPORT  
SPECIALIST POSITION**

**WHEREAS**, the Department of Health and Human Services desires to delete a (0.80) FTE Youth Support Specialist Position and add a (1.00) FTE Youth Support Specialist position to its Table of Organization in order to reduce paying contracted staff and instead have a consistent individual cover a regular shift; and

**WHEREAS**, the Department of Health and Human Services would also like to delete a (0.40) FTE Youth Support Specialist position and add two (0.20) FTE Youth Support Specialist positions as they have had difficulty retaining staff to work every single weekend; and

**WHEREAS**, Human Resources, in conjunction with the Department of Health and Human Services, recommend the following changes to the Department's table of organization: the deletion of a (0.80) and a (0.40) FTE Youth Support Specialist positions and the addition of a one (1.00) FTE and two (0.20) FTE Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the following changes to the Health and Human Services Department table of organization: Delete a (0.80) and a (0.40) FTE Youth Support Specialist position and add a (1.00) FTE and two (0.20) FTE Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.

**Budget Impact:**  
Health and Human Services – Community Services

<b>Partial Budget Impact (5/1/19-12/31/19)</b>	<b>FTE</b>	<b>Addition/Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Youth Support Specialist \$18.00/hr Position # 109.650.076 Hours: 1124.3	0.80	Deletion	(\$20,237.40)	(\$6,938.75)	(\$27,176.15)
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 560	0.40	Deletion	(\$10,080.00)	(\$915.38)	(\$10,995.38)
Youth Support Specialist \$18.00/hr Position # 109.650.076 Hours: 1405.3	1.0	Addition	\$25,295.40	\$12,972.88	\$38,268.28
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 280	0.20	Addition	\$5,040.00	\$457.69	\$5,497.69
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 280	0.20	Addition	\$5,040.00	\$457.69	\$5,497.69
<b>Total</b>					<b>\$11,092.13</b>
Reduction of Purchased Services					(\$11,092.13)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>-0-</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Youth Support Specialist \$18.00/hr Position # 109.650.076 Hours: 1670.4	0.80	Deletion	(\$30,067.20)	(\$10,309)	(\$40,376.20)
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 835.2	0.40	Deletion	(\$15,033.60)	(\$1,360)	(\$16,393.60)
Youth Support Specialist \$18.00/hr Position # 109.650.076 Hours: 2088	1.0	Addition	\$37,584.00	\$19,274.00	\$56,858.00
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 417.6	0.20	Addition	\$7,516.80	\$680.00	\$8,196.80
Youth Support Specialist \$18.00/hr Position # 113.650.076 Hours: 417.6	0.20	Addition	\$7,516.80	\$680.00	\$8,196.80
<b>Total</b>					<b>\$16,481.80</b>
Reduction of Purchased Services					(\$16,481.80)
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>-0-</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Staffing costs will be offset by the reduction of Purchased Services expenses.*

Respectfully submitted,  
 HUMAN SERVICES COMMITTEE  
 EXECUTIVE COMMITTEE

Approved By: \_\_\_\_\_

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

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

19-033R  
 Authored by Human Resources  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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



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

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 3-29-2019  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 4/24/19, 5/6/19 and 5/15/19, respectively  
**REQUEST FROM:** Erik Pritzl  
Health & Human Services

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

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION DELETION AND ADDITION OF A YOUTH SUPPORT SPECIALIST POSITION

**ISSUE/BACKGROUND INFORMATION:**

The Department is requesting to delete the .8 FTE shelter care position and add a 1.0 FTE shelter care position. This table of organization change will help in the reduction of paying contracted staff rather than filling the shifts internally by increasing the FTE. We are also requesting to move the .4 shelter care position (weekends) to two .2 positions. We are having a problem retaining staff in this position having to work every weekend. It is easier to have staff work every other weekend. These positions are staffed with people who have full time jobs during the week, usually teachers.

**ACTION REQUESTED:**

Change the shelter care position from a .8 to a 1.0 FTE and delete the .4 FTE Youth Support Specialist position and create two (2) .2 FTE Youth Support Specialist positions.

**FISCAL IMPACT:**

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

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

**Necessary funds will be transferred from Purchased Services account 201.076.140.144.7000**

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

May 15, 2019

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE  
FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY  
TREATMENT CENTER DIVISION - ADDITION AND DELETION OF POSITIONS**

**WHEREAS**, there is a (0.20) FTE RN Charge Nurse (“Position”) in the Health and Human Services Department-Community Treatment Center (“Department”) table of organization that is currently vacant; and

**WHEREAS**, due to this vacancy, the Department completed a thorough evaluation of the structure of the Department and operational needs and have determined that deleting a (0.80) FTE Certified Nursing Assistant position and creating a (1.0) FTE Certified Nursing Assistant position will be beneficial to the Community Treatment Center by reducing overtime and helping to alleviate scheduling conflicts; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of (0.20) FTE RN Charge Nurse position in pay grade J of the Classification and Compensation Plan, deletion of a (0.80) FTE Certified Nursing Assistant in pay grade E of the Classification and Compensation Plan, and the addition of a (1.00) FTE Certified Nursing Assistant position in pay grade E of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that the following changes to the Human Services Department table of organization are hereby approved as described in the ‘Budget Impact’ section of this resolution, and as follows: delete one (0.20) FTE RN Charge Nurse position in pay grade J of the Classification and Compensation Plan; delete one (0.80) FTE Certified Nursing Assistant in pay grade E of the



Classification and Compensation Plan; and add one (1.00) FTE Certified Nursing Assistant position in pay grade E of the Classification and Compensation Plan.

**Budget Impact:**

Health and Human Services – Community Treatment Center

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
RN Charge Nurse \$30.99/hr Position # 115.003.056 Hours: 417.6	0.20	Deletion	(\$12,941)	(\$3,378)	(\$16,319)
Nursing Assistant \$17.65/hr Position #139.005.056 Hours: 1670.4	0.80	Deletion	(\$29,483)	(\$10,462)	(\$39,945)
Nursing Assistant \$17.65/hr Position # 139.005.056 Hours: 2088	1.00	Addition	\$36,853	\$19,155	\$56,008
<b>Annual Budget Impact</b>					<b>(\$256)</b>

Partial Budget Impact (6/1/19 – 12/31/19)	FTE	Addition/ Deletion	Salary	Fringe	Total
RN Charge Nurse \$30.99/hr Position # 115.003.056 Hours: 248	0.20	Deletion	(\$7,686)	(\$2,014)	(\$9,700)
Nursing Assistant \$17.65/hr Position # 139.005.056 Hours: 992	0.80	Deletion	(\$17,509)	(\$6,237)	(\$23,746)
Nursing Assistant \$17.65/hr Position # 139.005.056 Hours: 1240	1.00	Addition	\$21,886	\$11,419	\$33,305
<b>Partial Budget Impact</b>					<b>(\$141)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The proposed resolution should result in a personnel savings.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

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

19-040R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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

HUMAN RESOURCES



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

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 4-16-2019  
**REQUEST TO:** Human Services, Executive, and County Board  
**MEETING DATE:** 4/24/19, 5/6/19 and 5/15/19, respectively  
**REQUEST FROM:** Erik Pritzi  
Health & Human Services

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

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY TREATMENT CENTER DIVISION - ADDITION AND DELETION OF POSITIONS

**ISSUE/BACKGROUND INFORMATION:**

Currently there is a vacant .2 FTE Registered Nurse position that is not being utilized or recruited for. There is a .8 FTE Nursing Assistant position that would be more desirable for applicants if it was a full-time 1.0 FTE. It would also reduce overtime and scheduling conflicts within the Community Treatment Center.

**ACTION REQUESTED:**

Delete a .2 FTE Registered Nurse position as well as a .8 FTE Nursing Assistant position while creating a 1.0 FTE Nursing Assistant position.

**FISCAL IMPACT:**

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

1. What is the amount of the fiscal impact? (\$141)
2. Is it currently budgeted?  Yes  No  N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time  or continuous?
3. Please provide supporting documentation of fiscal impact determination.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

May 15, 2019

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE**  
**VETERANS' SERVICES DEPARTMENT**  
**ADD/DELETE POSITIONS AND ADJUST AND FULLY FUND SALARY**

WHEREAS, the Veterans' Services Department ("Department") table of organization currently includes one (0.60) FTE and one (0.40) FTE Clerk/Typist I position, which were proposed and approved on 03-26-2018; and

WHEREAS, the Department completed a thorough evaluation of the structure of the Department and its operational needs, and has determined that combining the two part-time positions into one full-time position will provide more consistent service to veterans, and will be beneficial regarding training certification; and

WHEREAS, the Department desires to delete one (0.60) FTE and one (0.40) FTE Clerk/Typist I position from, and to add one (1.00) FTE Veterans Benefits Clerk position to, the Veterans' Services Department table of organization; and

WHEREAS, previously, in order to attract and retain a qualified Veterans' Service Officer, the top candidate for the position was offered a salary in excess of the budgetary amount for the position, and it is now necessary to adjust that salary amount in the Table of Organization to reflect the current salary, and to fund the excess salary amount accordingly in 2019.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the deletion of one (0.60) FTE and one (0.40) FTE Clerk/Typist I position from, and the addition of one (1.00) FTE Veterans' Benefits Clerk position to, the Veterans' Services Department table of organization is hereby approved, as specified above, and in the 'Budget Impact' section of this Resolution below; and

**BE IT FURTHER RESOLVED** that the Brown County Board of Supervisors hereby approves of changing the Table of Organization in the Veterans' Services Department to reflect the current salary of the Veterans' Services Officer position; and

**BE IT FINALLY RESOLVED** that the Brown County Board of Supervisors hereby approves the use of monies in the General Fund to fund: 1) the 2019 deficit created by deleting one (0.60) FTE and one (0.40) FTE Clerk/Typist I position from, and adding one (1.00) FTE Veterans' Benefits Clerk position to, the Veterans' Services Department table of organization; and 2) the 2019 salary deficit regarding the Veterans' Services Officer position, as specified above, and in the 'Budget Impact' section of this Resolution below.

**Budget Impact: Veteran's Office**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist I \$16.68/hr Position # 101.010.084 Hours: 1,174.50	0.60	Deletion	(\$19,591)	(\$4,391)	(\$23,982)
Clerk/Typist I \$15.34/hr Position # 101.010.084 Hours: 783	0.40	Deletion	(\$12,011)	(\$921)	(\$12,932)
Veterans Benefits Clerk \$17.80/hr Position # 101.010.084 Hours: 1957.5	1.0	Addition	\$34,844	\$19,205	\$54,049
Veterans Services Officer Difference between Budgeted and Actual					\$15,094
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>(\$32,229)</b>

<b>Partial Budget Impact (5/1/19-12/31/19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist I \$16.68/hr Position # 101.010.084 Hours: 787.5	0.60	Deletion	(\$13,136)	(\$2,955)	(\$16,091)
Clerk/Typist I \$15.34/hr Position # 101.010.084 Hours: 525	0.40	Deletion	(\$8,054)	(\$620)	(\$8,674)
Veterans Benefits Clerk \$17.80/hr Position # 101.010.084 Hours: 1,312.5	1.0	Addition	\$23,363	\$12,911	\$36,274
Veterans Services Officer Difference between Budgeted and Actual					\$10,063
<b>Partial Budget Impact (net impact of position changes)</b>					<b>(\$21,572)</b>

*Fiscal Note: This resolution requires an appropriation from the General Fund of \$21,572 in 2019 and creates a structural deficit of \$32,229 for the 2020 budget.*

Respectfully submitted,  
 ADMINISTRATION COMMITTEE  
 EXECUTIVE COMMITTEE  
 HUMAN SERVICES COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

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

19-036R  
 Authored by Human Resources  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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



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

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 4-1-2019

**REQUEST TO:** Human Services, Administration, Executive, and County Board

**MEETING DATE:** 4/24/19, 5/1/19, 5/6/19 and 5/15/19, respectively

**REQUEST FROM:** Joe Aulik  
Veterans

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

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE VETERANS' SERVICES DEPARTMENT ADD/DELETE POSITIONS AND ADJUST AND FULLY FUND SALARY

**ISSUE/BACKGROUND INFORMATION:**

The Clerk/Typist I position was split into a .6 FTE and .4 FTE position last year. This was not a conducive decision that serves veterans, their dependents and their survivors to provide fast and efficient service. This split the knowledge base between two employees which does not enable both employees to acquire the massive amount of VA benefit knowledge that is required as they are essentially only in the office part-time. This requires double the training and VA certification, extra costs, and the loss of continuity in the office when performing internal training or providing services to veterans. A 1.0 FTE would be beneficial for services in the Veteran's Office. Also, the Veterans' Service Officer position salary needs to be adjusted in the Table of Organization (in order to attract a highly qualified candidate, the position was hired at a salary above the budgeted 2019 salary amount for the position).

**ACTION REQUESTED:**

Delete the 0.40 and 0.60 Clerk Typist I positions, add a 1.0 FTE Veterans Benefit Clerk, and adjust the salary of the Veterans' Service Officer position.

**FISCAL IMPACT:**

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

1. What is the amount of the fiscal impact? \$21,572
2. Is it currently budgeted?  Yes  No  N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? General Fund
  - c. If funding is from an external source, is it one-time  or continuous?
3. Please provide supporting documentation of fiscal impact determination.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**