

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

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

EXECUTIVE COMMITTEE
Monday, August 10, 2015
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**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 July 6, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Administration – Buyer - Vacated – 7/31/15.
2. Airport – Electrician - Vacated – 7/31/15.
3. Clerk of Courts – Clerk II - Vacated – 7/15/15.
4. District Attorney – Legal Assistant I - Vacated – 7/31/15.
5. Human Services – Economic Support Specialist (x2) - Vacated – 7/2/15; 7/17/15.
6. Human Services – Social Worker/Case Manager (x3) - Vacated – 10/14/15; 7/16/15; 8/21/15.
7. Land & Water Conservation – Agronomist Technician - Vacated – 7/31/15.
8. Public Safety Communications – Emergency Management Coordinator - Vacated – 7/21/15.
9. Public Works (Facilities) – Facility Worker - Vacated – 8/14/15.
10. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 7/23/15.
11. Public Works (Highway) – Highway Crew - Vacated – 6/18/15.
12. Public Works (Highway) – Operations Manager - Vacated – 8/3/15.
13. Public Works (Highway) – Superintendent - Vacated – 8/4/15.
14. Register of Deeds – Clerk/Typist III - Vacated – 4/20/15.
15. Sheriff's Office – Civil Process Clerk - Vacated – 8/24/15.
- 15a. Corporation Counsel – Administrative Secretary – Vacated 7-16-15.

Legal Bills

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

Reports

17. County Executive Report.
 - a) Budget Status Financial Report for June, 2015.

18. Internal Auditor Report.
 - a) Budget Status Financial Report for June, 2015.
 - b) Budget Status Financial Report (Veterans' Recognition Subcommittee) for June, 2015.
 - c) Monthly Status Update: July 1 – July 31, 2015.
19. Human Resources Report.
 - a) August Human Resources Report.

Resolutions, Ordinances

20. Resolution Adopting Brown County's 2016 Five-Year Capital Improvement Plan.
21. Resolution re: Reorganization of the Corporation Counsel Table of Organization.
22. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager.
23. Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.
24. Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

Treasurer

25. ACTION - Review and approval or rejection of bids for tax deed properties:

a.	Parcel 18-523	1027 N. Chestnut Ave.	Green Bay	Vacant lot
b.	Parcel 21-293-1	2119 Eastman Ave.	Green Bay	Vacant lot
c.	Parcel 6-403	855 N. Mitchell St.	Green Bay	Vacant lot
d.	Parcel 7-326	921 Smith St.	Green Bay	Vacant lot
e.	Parcel 17-880	445 S. Baird St.	Green Bay	lot and shell home
f.	Parcel 14-411	308 S. Quincy St.	Green Bay	Vacant lot
g.	Parcel 21-1331-1	916/910 Bellevue St.	Green Bay	Vacant lot
26. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action.
27. Open Session: Discussion and possible Motion to convene in closed session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.
28. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
29. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

Other

30. Such other matters as authorized by law.
31. Adjourn.

Tom Lund, Chair

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

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, July 6, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Tom Lund, Supervisors Patrick Moynihan, John Van Dyck, Patrick Evans, Bernie Erickson, Patrick Buckley and Steven Fewell

Also Present:

Troy Streckenbach (*County Executive*)
Chad Weininger (*Director of Administration*)
Dan Process (*Internal Auditor*)
Paul Zeller (*Treasurer*)

Warren Kraft (*Director of Human Resources*)
Erik Pritzl (*Director of Human Services*)
Cindy Van Asten (*M3 Insurance Consultant*)
Brian Lueth

I. Call meeting to order.

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

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to modify the agenda by moving Items 10 a, b & c following Item #5 and to enter into Closed Session for Items #13 and #14, not #12. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/modify Minutes of June 8, 2015.

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

Comments from the Public None.

Vacant Budgeted Positions (Request to Fill)

1. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 7/13/15.
2. District Attorney – Special Drug Task Attorney - Vacated – 7/2/15.
3. Human Services (CTC) – Community Treatment Program Worker - Vacated – 8/3/15.
4. Human Services (CTC) – TAD/CJCC Court Supervisor - Vacated – 6/24/15.
5. Public Works (Facilities Management) – Housekeeper (.50) - Vacated – 7/15/15.

Motion made by Supervisor, seconded by Supervisor to suspend the rules to take Items 1-5 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1-5. Vote taken. MOTION CARRIED UNANIMOUSLY.

*Although shown in proper format, Item 10 was taken at this time.
Supervisor Buckley arrived at 5:36 p.m.
Supervisor Fewell arrived at 5:50 p.m.*

Communications

6. Communication from Supervisor Van Dyck re: Consider a change in Board ordinances to require that support resolutions receive a favorable vote at both the home committee and Executive Committee before being committed to resolution. *Referred from May County Board.*

Van Dyck stated that in the last couple of months he had supported the various proposals that had been brought forward and he had no issue with the topic, however he just felt that in some cases, and it was a general feeling, that a lot of these resolutions probably didn't go very far when they got sent to Madison. They were spending a significant amount of time, particularly legal counsel, to go through and produce all these resolutions to then sit and debate them and then send them down there for seemingly little purpose. He felt they could distinguish between the ones that had direct county affect. Unlike talking about legalizing marijuana which was totally outside the realm of their responsibility. He just felt that having a second set of eyes on some of these before they were pushed through and they expend all the energy in creating them and sending them to the board would just be common sense or at least a secondary look at them before they expend the energy on them.

Erickson felt that overall Van Dyck had an okay idea but on some of these, and in reference to the one he submitted, if you would have gone to a home committee, Executive Committee and County Board that would have taken close to three months and they would probably have it this month at County Board to discuss and it was all over already. Sometimes urgency in the eyes of the supervisor dictates it and if you don't want to vote for it, don't vote for it, if you support it, support it. There were many times that he had not voted for things. He agreed that they were an arm of the state but he felt they had a right to make some suggestions periodically. He didn't see very many resolutions ever coming up that hadn't been passed through a committee, once in a while there was a little bit of urgency.

For clarification on urgency, Van Dyck questioned if it was really slowing anything down because if it came out of PD&T, couldn't it move to Executive and then to the County Board in one month. Lund responded that it could, and it did.

Evans felt that what they sent down there was important; they may or may not agree with it. It was up to the legislators who received it to do whatever they wanted to do with it. He was not a supporter of saying that they had to have a favorable vote both at the home and Executive Committee because the County Board, just like society, was made up of people that weren't always going to be supportive of everything. They had people that had different ideas and values. He never liked the idea of saying that if it was not unanimous it was not going anywhere, it was not appropriate and it was not how government democracy worked. They may or may not like the majority sometimes because they don't always get what they wanted but to say that they won't act on anything or make their voices heard as a county government unless it was unanimous, he couldn't support it and wouldn't support it today.

Buckley liked the idea however they may need to put some sort of criteria on what they would put in resolution form because it seemed like for a while they were putting together a resolution and sending it down to Madison for everything. This might be a start or it might just need to have some sort of other guidelines for resolutions.

Moynihan stated that if they don't get both entities essentially it could die and he was not agreeable to that. Lund responded that that was true if they had to have favorable votes at both the home committee and Executive Committee.

Van Dyck's intent was not to stop it; it was a matter of before it got put into resolution form that it would clear at least the two committees. That wouldn't preclude if it got turned down, it could still get pulled at the full board in which point the full board could vote on it and if enough agreed with it it could be put in resolution form and brought back. That was a delay in timing but it wouldn't preclude it from still going through.

Buckley felt they were trying to avoid people bringing stuff to the County Board at the last minute and not having proper time to review it.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to receive and place on file. Vote taken. Ayes: Fewell, Moynihan, Lund, Erickson, Evans; Nays: Van Dyck, Buckley. MOTION CARRIED 5 to 2.

Legal Bills

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

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve the Legal Bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

Reports

- 8. County Executive Report.**

- a) Budget Status Financial Report for May, 2015.**

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

- 9. Internal Auditor Report.**

- a) Budget Status Financial Report for May, 2015.**

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

- b) Monthly Status Update: June 1 – June 30, 2015.**

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

- 10. Human Resources Report.**

- a) Approval of vacation for the Finance Director position.**

Weininger informed that the candidate that they would like to extend the offer to had many years' experience as a formal Finance Director. He had taken a substantial salary decrease to come here as the Finance Director and with asking him to move from there to here he'll be taking another pretty large cut in vacation. He was asking for some leeway to allow three weeks. He had asked for four weeks and Weininger informed that the county doesn't give four. The most that department heads got was three to start. Weininger informed that if he starts now he won't get another increase until he had nine more years in which he may retire. The goal would be to try and make it as best as possible to have him come here. He didn't think the extra days of vacation would be a hardship to finance.

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

- b) 2016 Insurance Proposals.**

Human Resources Director Warren Kraft and M3 Insurance Consultant Cindy Van Asten provided documents (attached) re: 2016 Employee Benefit Recommendation – June 2015 and On-site/Near Site Opportunity.

Van Asten provided updates on the changes that were made going into 2015. Going into this plan year, they made changes into Premium Designation, that's where they tiered out the providers between Tier 1 - United Healthcare and Tier 2 - United Healthcare Choice Plus. Employees would look to see who fell under Tier 1 or Tier 2 and their benefits would pay

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differently based upon that. Out the gate early on understanding that the premier designation was a big change and how employees purchase and consume healthcare. They asked employees to engage differently and make a big change. So far this year that change had really done well and while there was some employee noise the first three months of the calendar year, there was significantly less employee calls and volume some of the months in 2014 and 2013. She pointed that out because while there were some new folks in the HR team that were dealing with some of those calls, they didn't have some history on the previous years to understand some of the employee concerns. The utilization into the Premier Designation had been about 36.5%. So that had really been performing within the plan. They changed the emergency room co-pay, they increased that and they had a waived if there was a true emergency. They had not enough data the first five months of the year as June just closed out to really see the true impact to some of these changes. They made some changes in to the urgent care and then they tiered out the office visits from a \$15 copay and a \$25 copay depending again on the Tier 1 and Tier 2. There was a Wellness Committee that was formed and up and meeting to get acquainted with how well functioning wellness team worked and working to build strategies for the short term and long term as they look to integrate wellness. The Personal Health Assessments last year, they had determined to move to the outcome base with the outcome of the health risk assessment would be tethered to the contribution and to the health reimbursement account. There was an increase in member participation last year over the prior year by 26%. With that, it moved the overall aggregate score up four points. Health Risk Assessments get a score to the county and their health overall, it was a 0 to 100 scoring. Moving up four points was pretty significant, meaning employees absolutely engaged in the process and got involved in the Health Risk Assessment and understanding where their health risks were at. With that, they implemented Reasonable Alternative Standards. Any members who got a score less than a Gold Standard had the opportunity to participate in some additional coaching or opportunity within wellness to move their score. There were 163 members who participated in those reasonable alternative standards and 90 of them with completion. That was significant participation when compared to other plans in the general area, even compared to Bellin's plan that had been on an outcome base for a few years.

Referring to the On-site / Near Site sheet, Van Asten informed that this had been in the works for a couple years where Supervisor Erickson had brought up an on-site clinic. While they worked to evaluate and research the value of an on-site clinic and looking where all the employees were within the county, they found that an on-site/one place wouldn't really fit the need so they went out to Prevea, Bellin and Aurora and asked them to provide proposals on a near site clinic. This offer was being recommended to do as a pilot and to offer it to full-time benefit eligible employees at no costs to them. That would pull these services out of the health plan and allow members to go in at their convenience at whatever site might be available. Bellin had the ability to track some data for them so they could see the time, the hours of the day, the days of the week and which locations was their best traffic. They did not do a formal RFP and were recommending it as a pilot to understand the need. The City of Green Bay rolled out the Bellin Fast-Care within the guides of their health plan for January. She brought it up because the City of Green Bay was looking to do a formal RFP after their pilot for these services and there could be opportunity for them to be within their volume in that RFP in the future.

Responding to questions from Van Dyck, Van Asten informed that the recommendation was Bellin effective September 1st for Brown County employees. While Aurora was slightly less money, Bellin included some lab services that would also be included. If an employee chose to go to Aurora, there would be a \$10 copay and Prevea would go under Urgent Care and there would be a \$25 copay. Van Dyck questioned if they were comfortable with the fact that just the avoidance of \$10, it would move people into that option. It didn't seem to him to be enough of an incentive that if they were going to offer the Bellin and they were going to try that, to him they should be looking at upping the copay to try and push people into that direction. Van Asten believed that the \$10 would do it was because with the population, there was a fairly male

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dominate population and they needed to get to the consumers of healthcare which was predominantly female and she felt if they did a good educational spinout and communicate it, she believed people would go for a \$0 no cost option. The hours were extended there. What they needed to educate the people on was the right place at the right cost at the right time.

Erickson questioned how they determined Tier 1 and Tier 2, Van Asten responded that they were determined by United Healthcare Choice Plus and a formulary that they use. So for a provider to be in a Tier 1 under United Healthcare they had to make some quality measures. Some of the quality measures were very similar to the quality measures that were used through the Center for Medicare Services (CMS) in determining the reimbursement schedule that they used for the Pioneer which is where provider delivery systems would take risk and they get paid on that. So it used 18 different measures. It was on the reimbursement and in the contract with United Healthcare that they have with the provider systems. She knew that the Tier 1 providers were thought to have better quality outcomes and that the point of being sick to full lifestyle at the end of the day was less costly the Tier 1 provider. She felt some of the confusion came in was when people would have to look up by provider on the website as not all providers within a practice group were necessarily in or not Tier 1.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve 10b with Bellin (Fast Care-Shopko) as the on-site/near site clinic.

Evans questioned if they could amend the proposal. Van Asten responded that they could amend the insurance plan if the near-site option went through for September 1st. They could amend the health plan to change the copay to \$15 from \$10 for retail setting, which would match what they currently had in place for their Tier 1 providers. The offsetting benefit was that people would go in earlier and they would recognize what could be handled in that acute care setting verses going in to full primary care. Evans understood that, but if they were increasing the copay, did that reduce the county's costs at all; he couldn't see that being a massive savings for the county, he felt they put more burden on the employee then. Van Asten felt the thought was that it would put more consideration in using the Bellin near site clinic. She reiterated that they were getting some pretty straight forward reports out of Bellin for them to manage that information differently. They would potentially think differently about \$10 verses \$15.

Buckley felt they could start with \$15, the idea was that if they were going to put this into play they should get employees to utilize it. Van Asten responded that it was the point of the pilot, how this will work and how to get people there. They could ultimately at some point decide that a retail setting was going to fall under regular primary care visit and remove retail out of the plan altogether if this was successful at guiding employees into this near site opportunity. The pilot was to figure this out.

A motion by substitution was made by Supervisor Van Dyck, seconded by Supervisor Buckley to approve 10b with Bellin (Fast Care-Shopko) as the onsite/near site clinic and to increase the copay from \$10 to \$15 per visit for the retail setting services. Vote taken. Ayes: Fewell, Van Dyck, Buckley, Lund, Erickson, Moynihan; Nays: Evans, ~~Moynihan~~. MOTION CARRIED 5 to 2, 6 to 1.

Referring to the 2016 Employee Benefit Recommendation handout Van Asten informed that there were no recommendations to change the deductible. In January 2014 the \$2,000 single/\$4,000 family was put into place, they were recommending that that stay the same. In 2015 the Health Reimbursement Account was \$1,050 for single/\$2,100 family. The recommendation was to move that to \$750/\$1,500 however this was brought through to the Administration Committee last week and the committee recommended \$850 single/\$1,600 family. Back in 2009 when the high deductible plan was put in place going into 2010 it was prior to Act 10 and when this plan went into place, they had talked about a three year strategy in which to move the health reimbursement account down through the course of several years where the health reimbursement dollars would not continually

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just roll over if they weren't used but the health reimbursement dollars would be there to capture anybody who had the exposure above and beyond their first part of that deductible and there were incentive dollars they could earn through different wellness activities. Those incentive dollars that were earned would rollover year after year. They were looking to get the HRA at \$850 single/\$1,600 family. The rollover dollars that a person could rollover year after year would be the unused dollars that they didn't use with an HRA but would not exceed the \$2,000 exposure or the \$4,000 family exposure. But the dollars that were earned in the incentive would continue to rollover and those incentive dollars are what could also continue to be used within the whole realm of the 213d, similar to a flexible spending account. What happened was, initially they wanted to help people build up their HRA dollars so for people who went in and didn't use the HRA dollars they let them keep them and roll them over. What they were saying now was they would have the health reimbursement dollars if they had that exposure but they would not continue to roll them over to be used just like the flexible spending. So they were offering the protection there and they were going to allow members to roll unused dollars to the maximum exposure they had with the deductible and the dollars that continue to rollover that can be used as Section 125 were the wellness earned dollars. This was a way to get back and be able to manage the fund that they were being taken out of which really never was the initial intent to keep providing the unused dollars. For a variety of reasons that at the time made sense because of the changes they did.

Fewell explained that the rationale from Administration Committee was they felt like when you look at the 1% increases that they had in salary that when they jump, it would be a \$300 difference and that was a significant jump. Instead of going all the way down they looked at going to the \$850 as opposed to going to \$750. But they also realized that the dollars that could rollover and continue to add were those wellness dollars so they increased the wellness dollars because they felt it would encourage employees to do some of the healthy things they should be doing.

Van Asten informed that they were not recommending any changes to the coinsurance or the premium designation program. They were not recommending any changes to the pharmacy or the maximum out of pocket. When they got to the premium contribution last year the recommendation was to move to outcome base and have the outcome of the personal health assessments tiered and tethered to the premium. The decision was made that they would have a premium contribution based on taking the health risk assessment or not and they would tether the outcome to the funding of the Health Reimbursement Account. They did that in an effort to allow employees another year to understand a personal health assessment and to engage and prepare for the differential to their premium. The Healthcare Reform Law stated that you can have 30% from Gold to Standard and an additional 20% for tobacco. The recommendation here was the 30% spread overall, 12% Gold, and 42% Tobacco/Abstain. The reason that not taking the PHA or Tobacco are at the same, if someone fell in the tobacco category they have the opportunity to participate in the reasonable alternative standard and earn back those points.

They are recommending no changes to the Dental Plan or to the additional offering of Dental Associates.

There was a carrier change going into 2014 for Short Term Disability, they were not recommending any carrier change. They were recommending that the wage change from 60% reimbursement to 50% reimbursement. This was being recommended based in part to how that plan was performing. It was a totally self-funded plan and The Standard provided third party recommendation.

Long Term Disability, they are recommending no change.

They were recommending continuing the voluntary programs that were in place for vision, accident and critical illness.

The Retiree Options, retirees were currently running at 156% loss ratio verses actives. For the past

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three years the retirees had run well over 140%. What they had seen happen at some other municipalities, even within the City of Green Bay, several years ago, they had looked to increase the retiree rates to try to get the retiree rates and differential between their premiums to more closely look at their actual utilization of the plan. That would be a big leap all at one time so the recommendation was to increase the retiree rates at an amount of 8.7% above and beyond whatever the active rate was in a given year over the course of the next five years.

Erickson questioned if the retirees fell into the Gold, Silver, Bronze categories? Van Asten informed that retirees currently did not participate in the HRA and they pay their premium dollars but the portion they pay was far less than the utilization. What they would find today was there were different options, oftentimes retirees' marketplace was there with the change of reform so it was easier to get individual insurance, more and more will find their own insurance.

They had 62 retirees on the program, under the age of 65. There were 1,386 employees on the plan.

Kraft informed that this proposal would not impact their protective services they were governed by union contracts so they would have to go back and talk to them. This was affecting non-protective service. What was proposed in the budget was that they would offer a plan that was at least as good as the high deductible state plan, which was a richer plan than what they currently had. Van Asten informed that the high deductible plan through the state was a health savings account and all of those plans today were offered through an HMO, they were working to understand the options with the state plan and how it compared and what that meant to the county.

Van Dyck believed Supervisor Kaster had placed a communication that needed to be readdressed with regard to eliminating retirees from using the benefits. Fewell informed that Admin Committee was unsure what Kaster was asking for but if he was looking to cut retirees off from health benefits immediately, that was unacceptable.

Van Asten informed that they were offering two educational series twice a year with ADRC to educate retirees to what their options were as it related to Medicare, supplements, Advantage Plans and the open market.

For the ones banking their sick days for their insurance, Buckley questioned if they were allowed to get insurance outside of the county and utilize sick days for that. Van Asten responded that those dollars only went towards this plan. Weininger informed that HR's interpretation of ACA along with the consultants was, if they gave people dollars to go outside that would be a violation. Right now employees were picking up the retirees share because they were at about 103% where the employees were at about 98% of what the claims were coming in. So the general thought was that if you stepped it up over a period of time they will find out, especially for single and dependent on income, it was probably cheaper to go out into that private market. So M3 would work with retirees to help make that determination and provide knowledge so they can become better consumers. He felt that as soon you start seeing the county step up those payments, probably for a number of them, it would be a more prudent choice to go outside our plan, so this got to what Kaster was looking at. Buckley felt that instead of trying to penalize them to get them out of the system why not incentivize them along with the educational part. Weininger responded that if they were looking at the police officers, that was something they could possibly look at negotiating with them. So their retirees could use that money because all the other employees didn't have that bank of sick leave. Weininger felt their goal was to try and keep everyone's premium down by making the adjustments and making the adjustments and make it more affordable. Realistically the majority of the people that were going to use this were protective service because most of the regular employees that were general service will have to work a longer period of time. Fewell explained that this was the reason he pushed HR to move more towards an HSA verses an HRA on the employee side, then employees would be able to save, put their own money in and have money available to them to purchase their own health insurance when they get to that point. It was one way they could create some equity.

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Motion made by Supervisor Erickson, seconded by Supervisor Fewell to approve the redline copy. Vote taken. Nay: Moynihan. MOTION CARRIED 6 to 1.

c) Fast Care Proposal.

Moynihan informed that if they took the motion in proper order he would have voted yes to the above motion and asked the committee to allow him to change his nay to an aye.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to allow Moynihan to reconsider his vote on Item 10c. Vote taken. MOTION CARRIED UNANIMOUSLY.

Resolutions, Ordinances

11. Resolution re: Change in Table of Organization for the Airport Maintenance Mechanic.

Weininger informed that the airport had some aging buildings out there and they felt it would be valuable to have a Maintenance Mechanic verses a Groundskeeper. They were shifting their resources to take care of their aging facilities.

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Closed Session

12. ACTION - Review and approval or rejection of high bids for tax deed properties: (high bid information of July 3rd to be distributed at meeting)

a. Parcel 2-762 at 1051 St. Paul St. Green Bay – Minimum Starting Bid \$ 11,000.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to accept the Growth Process LLC, Virginia Haskins at the high bid of \$35,153. Vote taken. MOTION CARRIED UNANIMOUSLY.

b. Parcel 17-880 at 445 S. Baird St. Green Bay – Minimum Starting Bid \$ 5,500.

Treasurer Zeller informed that there was a lot of interest and phone calls on this during the time that it was up for sale. This property was completely gutted down to the studs. It was savable and had a new roof. The fact that it had a raze or repair order may have scared some folks off. He believed it was a saleable property, the minimum opening bid was \$5,500, their costs general taxes due alone exceed \$6,000 altogether with interest and penalties, there was \$9,000 owed to the county. He was asking that they allow him to put this back out for bid with a minimum bid of \$100 with hopes that some interested parties would start bidding on this. He will then bring it to the August Executive Committee.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve the request to put the parcel back out for bid at a starting bid of \$100. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to enter into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. Update on status of Parcel 14-1048 (1163 Chicago Street, City of Green Bay) from June Executive Committee meeting – No Action Required.

14. Closed Session to Deliberate the sale of Brown County owned Parcels to a Brown County Municipality or an adjacent property owner:

|||

Parcel VH-590-6
Parcel 21-1331-1
Parcel B-99
Parcel PI-207-5
Parcel 14-411
Parcel 18-522 w/ 18-523
Parcel 21-293-1
Parcel 6-403
Parcel 7-326

Under State Statute 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

15. Reconvene into open session for the purpose of taking action on above Parcels.

Motion made by Supervisor Evans, seconded by Supervisor Buckley to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Buckley, seconded by Supervisor Fewell to accept the \$1,000 offer from the Village of Howard for Parcel VH-590-6. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

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

17. Adjourn.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to adjourn at 7:12 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

HUMAN RESOURCES DEPARTMENT

Brown County

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



WARREN KRAFT

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

HUMAN RESOURCES DIRECTOR

August 10, 2015

Departments for position approval process at August 10, 2015 Executive Committee:

Administration – Buyer

Vacated – 7/31/15

Airport – Electrician

Vacated – 7/31/15

Clerk of Courts – Clerk II

Vacated – 7/15/15

District Attorney – Legal Assistant I

Vacated – 7/31/15

Human Services – Economic Support Specialist (x2)

Vacated – 7/2/15; 7/17/15

Human Services – Social Worker/Case Manager (x3)

Vacated – 10/14/15; 7/16/15; 8/21/15

Land & Water Conservation – Agronomist Technician

Vacated – 7/31/15

Public Safety Communications – Emergency Management Coordinator

Vacated – 7/21/15

Public Works (Facilities) – Facility Worker

Vacated – 8/14/15

Public Works (Facilities) – Housekeeper (.5 FTE)

Vacated – 7/23/15

Public Works (Highway) – Highway Crew

Vacated – 6/18/15

Public Works (Highway) – Operations Manager

Vacated – 8/3/15

Public Works (Highway) – Superintendent

Vacated – 8/4/15

1-15a

Register of Deeds – Clerk/Typist III
Vacated – 4/20/15

Sheriff's Office – Civil Process Clerk
Vacated – 8/24/15

Corporation Counsel – Administrative Secretary
Vacated – 7/16/15

July 30, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director

FROM: Chad Weininger, Director of Administration

SUBJECT: Request to Fill – Buyer

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

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

Position is essential as it helps maintain a high quality service level to departments' purchasing needs.

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

Performance is measured on smooth operation of County purchasing and compliance with County, state and federal procurement policies and procedures.

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

The purchasing function was recently reorganized by eliminating the Purchasing Manager position and replacing it with a Senior Buyer. The Buyer position will support the Senior Buyer position by handling the less complex purchases.

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

Budgeted funds are sufficient.

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

This position is necessary for the smooth flow of County-wide purchasing activity.

Budget Impact Calculation

Department: Administration (Purchasing)
Position: Buyer

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 17,571.35
Fringe Benefits	\$ 6,283.88
	\$ 23,855.23

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

Annualized Budget Impact:

Salary	\$ 48,090.00
Fringe Benefits	\$ 17,198.00
	\$ 65,288.00

Note: this position is in the 2016 budget

Position vacated: 7/31/2015

Budgeted hourly wage rate: \$23.12

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

Analyst Recommendation: Purchasing has been short one FTE for three months and is in need of this position to be filled immediately in order to keep up with the high demands of the County's purchasing program. I approve this request. Camille Stymiest, Human Resources Analyst

Contact Babara West

AIRPORT

Brown County



2077 AIRPORT DRIVE, STE. 18
GREEN BAY, WISCONSIN 54313-5596

THOMAS W. MILLER

PHONE (920) 498-4800 FAX (920) 498-8799
Web page: www.co.brown.wi.us/airport

AIRPORT DIRECTOR

TO: County Executive
Human Resources Director
Director of Administration

FROM: Thomas W. Miller, Airport Director *T Wm*

SUBJECT: Request to Fill – Airport Electrician

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

The position description was updated and sent to HR in June, 2015.

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

Yes. The position is responsible for maintaining critical systems such as airfield lighting, the airport access control/security system, jet bridges, pay parking lot equipment, security cameras and related software, HVAC equipment/remote access, Runway Weather Information System (RWIS), Crash Phone, Flight and Gate Information Systems (FIDS/GIDS) as well as reviewing and making recommendations on the electrical portion of major Capital Improvement Projects.

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

To ensure the systems listed in #2 above are maintained and operational.

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

The Airport continues to increasingly rely on “technology” to reduce labor costs, improve efficiency, and meet regulatory requirements of the TSA and FAA, as a result, more responsibility has been placed on the Electrician’s working at the Airport and to consolidate the responsibility onto a single person would be counterproductive.

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

Yes, budgeted funds are sufficient.

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

Increased overtime costs and potential non-compliance concerns with regulatory requirements.

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2

Budget Impact Calculation

Department: Airport
Position: Airport Electrician

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 23,438.33
Fringe Benefits	<u>\$ 7,171.40</u>
	\$ 30,609.73

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

Annualized Budget Impact:

Salary	\$ 64,147.00
Fringe Benefits	<u>\$ 19,627.00</u>
	\$ 83,774.00

Note: this position is in the 2016 budget

Position vacated: 7/31/2015

Budgeted hourly wage rate: \$30.84

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

Analyst Recommendation: The Airport Electrician position is vacant due to a resignation. The electricians have a critical role within the department. Failure to maintain certain systems within the airport will have a direct impact on safety and airfield operations. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact: Thomas Miller

CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

July 21, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Clerk of Courts

SUBJECT: Request to Fill – Clerk II as stated in Table of Organization

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

The position is up to date.

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

Yes. The criminal/traffic area is a very busy workload area with thousands of traffic and criminal cases to process and enter. This position will assist the criminal/traffic area with various duties. The primary duties will be answering the phone in criminal/traffic and the primary scanner for the department.. Scanning will be mandatory by the State once e-filing is State mandated.

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

The criminal/traffic area is high volume – 7,000 traffic cases annually and over 5,000 criminal type cases. There is a lot of paperwork to process and this support position will decrease phone interruptions for the Deputy Clerks in the office.

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

With the elimination of 2 full time positions and a Clerk 1 vacant, I have already found ways to streamline duties for current Clerk II positions in the office. All Clerk II positions will learn to scan and rotate scanning. For example, each Clerk II would scan 1 morning a week for 1.5 to 2 hours. The Clerk II being filled would be the primary scanner and answer the phones for criminal/traffic. With a headset the Clerk II will be able to multitask to complete this work.

At this point, my department is down 3 positions and I don't plan on filling them. So this will be a salary savings going forward in 2016.

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

We have available funds from the vacancies and are running about \$25,000 to \$30,000 below on personnel costs. Please note that this position will start at full time and if the workload is acceptable, I would seek to move to 0.8 position with 2 to 3 months. I will need to evaluate the workload.

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

We will fall behind on scanning since the extra summer help will be ending in Aug/Sept.. The State is pushing toward paperless and e filing so we need to stay on top of scanning day to day documents and previous case types.

Budget Impact Calculation

Department: Clerk of Courts
Position: Clerk II

Partial Budget Impact: **8/17/15 - 12/31/15** **19 Weeks**

Salary	\$	9,668.81	
Fringe Benefits	\$	7,339.48	
	\$	17,008.29	

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

Annualized Budget Impact:

Salary	\$	26,462.00	
Fringe Benefits	\$	20,087.00	
	\$	46,549.00	

Note: this position is in the 2015 budget

Position vacated: 7/15/2015

Budgeted hourly wage rate: \$13.57

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

Analyst Recommendation: This position was vacated due to an internal transfer. The incumbent of the position will deal with a high volume of traffic and will be responsible for answering the phone and processing paperwork. It is necessary to refill this vacancy due to the heavy workload within the criminal/traffic area. I approve this request. Camille Stymiest, Human Resources Analyst

Contact John Vander Leest (920) 448-4179

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kristen K. Bohnert

CONTRACT SPECIAL PROSECUTOR

Kari A. Hoffman

ASSISTANT DISTRICT ATTORNEYS

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Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

July 22, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Manager
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Legal Assistant I

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

The position description is current.

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

Yes, the duties are essential. This position provides direct support services to crime victims and witnesses as set forth in Chapter 950 of the Wisconsin Statutes. Explain, answer questions and assist crime victims and witnesses through the court process. To ensure that all crime victims and witnesses are treated with dignity, respect, courtesy and sensitivity.

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

This position requires daily tasks and notification of court dates and cancellations for crime victims and Witnesses to meet statutory and court deadlines.

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

The variety of job duties that this position is responsible for are as streamlined as possible, this position is critical To maintaining compliance with Chapter 950 of the Wisconsin Statutes to facilitate criminal prosecution.

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

Yes.

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

The responsibilities would fall on existing full-time staff which would be less cost-effective.

Budget Impact Calculation

Department: District Attorney
Position: Legal Assistant I

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 12,461.81	
Fringe Benefits	\$ 7,769.90	
	\$ 20,231.71	

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

Annualized Budget Impact:

Salary	\$ 34,106.00	
Fringe Benefits	\$ 21,265.00	
	\$ 55,371.00	

Note: this position is in the 2015 budget

Position vacated: 7/31/2015

Budgeted hourly wage rate: \$17.49

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

Analyst Recommendation: This position is responsible for providing support to victims and witnesses on a day to day basis by walking them through the court process. It is essential to fill this position based upon Chapter 950 of the Wisconsin Statutes. The position is responsible for important pieces within the court hearing such as court cancellations and court deadlines for witnesses and victims. I approve this request.
 Camille Stymiest, Human Resources Analyst

Contact David Lasee

BROWN COUNTY HUMAN SERVICES

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



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

July 8, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration
Warren Kraft, Director, Human Resources Department

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

SUBJECT: Economic Support Specialist – request to fill position (x2)

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

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

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

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. These State Performance Standards include:

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

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



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

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

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

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

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

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

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

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialists (2 positions)

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 23,284.50
Fringe Benefits	\$ 9,436.79
	\$ 32,721.29

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

Annualized Budget Impact:

Salary	\$ 63,726.00
Fringe Benefits	\$ 25,827.00
	\$ 89,553.00

Note: these positions are in the 2015 budget

Positions vacated: 7/2/15 and 7/17/15

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	48
Percent of this position staffed:	96%

Analyst Recommendation: These positions are vacant due to resignations. Responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact: Jenny Hoffman 448-6367

BROWN COUNTY HUMAN SERVICES

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



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

July 13, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Services Director
Chad Weininger, Director of Administration

FROM: Lana Cheslock, Manager of Children, Youth and Families
Human Services

SUBJECT: Request to Fill –Social Worker/Case Manager – Child Protection Intake/Ongoing (43)

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

The position description is current.

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

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

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

The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties and that required performance will continue to be a struggle if Brown County remains at current staffing levels.

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

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

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

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

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

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

Budget Impact Calculation

Department: Human Services - Child Protection (3)
Position: Social Worker/Case Manager

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 58,353.75
Fringe Benefits	<u>\$ 14,839.37</u>
	\$ 73,193.12

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

Annualized Budget Impact:

Salary	\$ 159,705.00
Fringe Benefits	<u>\$ 40,613.00</u>
	\$ 200,318.00

Note: these positions are in the 2015 budget

Position vacated: 10/14/14, 7/16/15 and 8/21/15

Budgeted hourly wage rate: \$27.30

Total Number of FTEs Budget for this position title in budget:	43
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	43
Number of FTEs filled with this position vacant:	40
Percent of this position staffed:	93%

Analyst Recommendation: Positions are vacant due to 2 resignations and a termination. Positions are mandated by state law and require a response to the community when the risk of a child's safety is identified. Assists with taking Access Reports from the community, completing child protection initial assessments, attending court, family interactions, and service delivery. There are legal consequences for Human Services non-compliance of these safety and court-ordered services. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Lana Cheslock 448-6176

6

Date: July 21, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Mike Mushinski, County Conservationist
Land & Water Conservation

SUBJECT: Request to Fill – Agronomist Technician

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

Position description is current

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

This position will plan and implement state mandated conservation practices with farmers throughout Brown County.

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

This position will assist farmers participating in the state's Working Lands Initiative program by developing conservation plans and schedules of compliance that target erosion control and phosphorus reductions on acreage enrolled in the program. This position will further the Department's goals toward clean water in the lower Fox River basin and Green Bay.

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

This position is an opportunity for Brown County to continue to advance its efforts in improving the water resources of Brown County. This position description and duties were redefined and streamlined during a departmental reorganization in 2013-14.

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

Budgeted funds are sufficient to cover the cost of refilling this position.

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

Not refilling the position will result in significant delays in implementing the Working Lands Initiative program including delays in developing schedules of compliance resulting in construction delays. There would also be federal grant funds lost through a USDA-NRCS contribution agreement which is paid based on "deliverables".

Budget Impact Calculation

Department: Land and Water Conservation
Position: Agronomist Technician

Partial Budget Impact: 8/17/15 - 12/31/15 19 Weeks

Salary	\$ 18,521.35	
Fringe Benefits	\$ 8,703.46	
	\$ 27,224.81	

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

Annualized Budget Impact:

Salary	\$ 50,690.00	
Fringe Benefits	\$ 23,820.00	
	\$ 74,510.00	

Note: this position is in the 2015 budget

Position vacated: 7/31/2015

Budgeted hourly wage rate: \$24.37

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

Analyst Recommendation: This position is responsible for implementing state mandated conservation practices throughout Brown County and is a critical piece to the department's goal of cleaning the lower Fox River basin. Without filling this position, the department could lose federal grant funds that are paid based upon the completion of projects through Working Lands Initiatives Program. I approve this request. Camille Stymiest, Human Resources Analyst

Contact Michael Mushinski

EMERGENCY MANAGEMENT

3030 CURRY LANE
GREEN BAY, WI 54311



PHONE (920) 391-7401 FAX (920) 391-7406 WEB: www.co.brown.wi.us

DIRECTOR

July 21, 2015

MKS

TO: County Executive
Human Resources Director
Director of Administration

FROM: Melissa Spielman, Director
Brown County Emergency Management

SUBJECT: Request to Fill Emergency Management Coordinator

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

The position description is attached and is current as of June 2015.

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

Yes – the Emergency Management Coordinator assists the Emergency Management Director during emergencies or similar serious situations. The Emergency Management Coordinator also assists in the opening and closing of the Emergency Operation Center in the absence of the Emergency Management Director.

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

The position will be evaluated during the probationary period and annually thereafter. Job performance factors include judgement/decision making, communication, teamwork/partnerships, initiative, leadership, planning & coordination, use of technology, and overall professionalism.

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

There are currently no options to reorganizing, consolidating, outsourcing, or eliminating the Emergency Management Coordinator position. Please see below for additional explanation.

EMERGENCY MANAGEMENT

3030 CURRY LANE
GREEN BAY, WI 54311



PHONE (920) 391-7401 FAX (920) 391-7406 WEB: www.co.brown.wi.us

DIRECTOR

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

Sufficient funds are currently budgeted for this position. The Emergency Management Coordinator position is 50% funded through Federal (EMPG) and State (EPCRA) grant funding.

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

Brown County will lose the revenue from both the Federal and State grants if the position is not filled.

Budget Impact Calculation

Department: Public Safety Communications
Position: Emergency Management Coordinator

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 14,257.67	
Fringe Benefits	\$ 8,046.13	
	\$ 22,303.81	

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

Annualized Budget Impact:

Salary	\$ 39,021.00	
Fringe Benefits	\$ 22,021.00	
	\$ 61,042.00	

Note: this position is in the 2015 budget

Position vacated: 7/21/2015

Budgeted hourly wage rate: \$18.76

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

Analyst Recommendation: This position is vacant due to an internal promotion. Position is 50% funded through Federal (EMPG) and State (EPCRA) grant funding to assist with the daily and emergency operations of the Emergency Management office. When fully staffed, the department has only 2 regular staff and one intern, so filling position quickly is important. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact Melissa Spielman 391-7401

PUBLIC WORKS

Brown County



2198 GLENDALE AVE
GREEN BAY, WISCONSIN 54303

PHONE (920) 662-2158 FAX (920) 434-4576
E-MAIL DANIELSKI_PG@CO.BROWN.WI.US

PAUL DANIELSKI
FACILITY MANAGER

July 29, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Administration Director

FROM: Paul Danielski, Facility Manager
Public Works

SUBJECT: Request to Fill – Facility Worker
Position vacated August 14th due to retirement

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

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
 - Yes. Facility Workers are necessary at the Community Treatment Center to perform maintenance, repairs, painting, furniture (moves, installation, repairs), room setups, program requests, provide building security, grounds work, snow removal, parking lot/walks maintenance, trash removal, and laundry transport. This position also provides support for the nursing home and hospital needs, cleaning of walks and parking lots, assisting with construction projects, pest control, and provides security and support at the Bayview Campus after hours.

 - The CTC is a 24 hour facility with permanent residents. Maintenance is the first line when equipment problems occur in the nursing home and hospital. The facility has multiple kitchens and laundry stations which require high maintenance. The 2nd shift performs three pickups of trash, transports laundry throughout the night, and performs snow removal at all four facilities as needed. We also transport laundry daily to the jail for processing.

 - Maintenance is responsible for meeting all government regulations, codes, and inspections.

 - Unlike the Facility Mechanics and Housekeeping staff, which are based on square footage, the number of Facility Worker positions is based on the amount of grounds work and building maintenance being completed in house, and customer-driven demand work. See examples above.

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

- Customer service to employees, departments, and the public will continue at a reduced level. Snow and ice removal quality on grounds has also been reduced due to having one less staff available for snow removal operations.

Over time, the number of qualified in-house maintenance staff has decreased, while the gross square feet of facilities to maintain has increased. We have implemented ongoing changes to improve our efficiency including the use of our staff and resources throughout all of our buildings and campus'.

Budget Impact Calculation

Department: Public Works
Position: Facility Worker

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 13,520.33
Fringe Benefits	\$ 5,671.50
	\$ 19,191.83

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

Annualized Budget Impact:

Salary	\$ 37,003.00
Fringe Benefits	\$ 15,522.00
	\$ 52,525.00

Note: this position is in the 2016 budget

Position vacated: 8/14/2015

Budgeted hourly wage rate: \$17.79

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

Analyst Recommendation: The Facility Worker is responsible for the upkeep of buildings, walks, parking lots, security after hours, painting, and furniture repair within the County Community Treatment Center. In order to support the home residents and staff at the Community Treatment Center, it will be important to refill this position. I approve this request. Camille Stymiest, Human Resources Analyst

Contact Paul Danielski

FACILITY MANAGEMENT

Brown County



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

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US

7/20/2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, Human Services Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

SUBJECT: Request to fill – 1.0 FTE Housekeepers – BCCTC/Shelter Care

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

- Yes, it is current.

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

- Yes, all Housekeeping personnel and the services they provide at the Brown County Community Treatment Center and at Shelter Care are necessary. They provide a clean, safe, sanitary and an attractive environment for all residents and clients, visitors, employees, and the general public. It is difficult to keep a healthcare facility clean and infection free. After all, healthcare facilities are very busy places, especially since both CTC and Shelter Care are 24/7. Our Housekeeping team has to constantly keep on their toes to keep up with resident and patient rooms, waiting rooms, Out Patient, Lab, Doctor Exam rooms, staff areas and all the Public areas within these buildings. It is a revolving door of messes with a high importance of infection control; our housekeeping team is the first line of defense.

The CTC and Shelter Care both fall under strict cleanliness and infection control regulations by the State of Wisconsin Surveyors. In order for the County to keep it licensure, their guidelines must be followed. The State of Wisconsin Surveyors requires that the CTC has housekeeping coverage on the weekends and holidays in addition to the weekdays.

- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- These positions complete routine cleaning and project work. They use various types of cleaning equipment including carpet extractors, floor buffers/burnishers, upholstery extractions, floor scrubbers and other miscellaneous equipment. They are required by the State of Wisconsin to attend an Educational in-service once per year. During our team meetings we routinely discuss new infection control information and cleaning techniques, we currently use all Green chemicals, equipment, and techniques which require additional training.
- The Housekeeping staff at CTC also completes the room set up and takes downs for all events at CTC, deliver the clean laundry carts to the respective areas, and many other tasks.

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

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers.

The Housekeeping department goes through a rigorous inspection from the State of Wisconsin Surveyors which with the Nicolet Psych Hospital –the CTC falls under the State of Wisconsin Medical Hospital codes. Shelter Care also receives inspections from the State of Wisconsin. Brown County staff also rates well above the average per hour square foot cleaning.

- The Brown County Community Treatment Center has residents and clients that are admitted with contagious diseases – This building has not yet had one building acquired MRSA case, these all have come from the outside - This speaks for itself.
 - Clean and sanitary buildings provide a better living environment for Nursing Home residents and Hospital clients; it also creates a good working environment for all employees which in turn reduce absenteeism.
4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*
- In 2012 we have reduced staff from a .5 FTE Housekeeping Services Aid / Seamstress that was eliminated (which has been vacant since July 15, 2010). I have been having a Housekeeper fill in for those services since; which has made the housekeeping department a .5 FTE shorter. To make up for this shortage, I have implemented that the Office & Admin employees empty their own trash and recycling beginning in January 2012.
Some of the residents here have family that could do the repairs and alterations on the residents clothing but many do not have a family, so we will continue to supply this service with a housekeeper on a part time basis. We also have to label all clothing and linen items as all laundry items go to the Jail for processing. None of these items are washed in their “own” loads so labels are required.
 - This position 1.0 FTE position will be vacant as of the end of the day 7/23/15 due to a resignation. This position is in the 2015 budget.
 - My staff is currently working overtime and I have one of my part-time (.5) employees working full time hours and overtime. I also have a Temp employee that Mark Rowe, Facility Manager and I have been sharing-to help elevate the shortages of coverage (he is working full time hours).
 - In 2012-I have dropped the amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time. This has allowed for the elimination of the 1.0 FTE that retired 12/29/2010.
 - Window Washing was once a contracted out service but 5-6 years ago it was cut out of the CTC's budget.
 - In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide reliability, trustworthiness, confidentiality, and flexibility of staff. We monitor staff and evaluate them on a regular basis. Previous yearly reorganization efforts have decreases staff significantly to the point that there is no “fat” left to remove.
5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*
- Yes. The 2015 budget has 8.5 FTE's in Housekeeping for CTC and Shelter Care. With the leaving of this part time FTE open .and still in the budget. As in question #4, we may have to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results.

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

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for residents, staff and visitors, infection control issues, possible State violations of the Life Safety Codes and hefty fines.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works/ Facilities Management
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 3,110.52	
Fringe Benefits	\$ 3,404.29	
	\$ 6,514.81	

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

Annualized Budget Impact:

Salary	\$ 8,513.00	
Fringe Benefits	\$ 9,317.00	
	\$ 17,830.00	

Note: this position is in the 2015 budget

Position vacated: 7/23/2015

Budgeted hourly wage rate: \$16.37

Total Number of FTEs Budget for this position title in budget:	0.5	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	0.5	
Number of FTEs filled with this position vacant:		
Percent of this position staffed:	0%	

Analyst Recommendation: This position was vacated 7/23/15 due to a resignation. Because the department is short staffed, their employees are consistently working overtime to make up for the extra work from the vacancy. It is essential to fill this vacancy to relieve the current employees of the additional workload and for the buildings to remain in compliance with cleaning standards for the health and safety of residents, family members, and employees. I approve this request. Camille Stymiest, Human Resources

Contact

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

July 6, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Laborer Position as stated in the Table of Organization

Please find the following justification to a vacant Highway Laborer position:

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

Yes it is current.

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

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

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

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

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

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

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

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

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

The current position should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Highway Crew

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 17,305.35	
Fringe Benefits	\$ 8,516.38	
	\$ 25,821.73	

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

Annualized Budget Impact:

Salary	\$ 47,362.00	
Fringe Benefits	\$ 23,308.00	
	\$ 70,670.00	

Note: this position is in the 2015 budget

Position vacated:

Budgeted hourly wage rate: \$22.77

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

Analyst Recommendation: Keeping the Highway Department fully staffed is essential to keeping a 24/7 operation afloat. The purpose of keeping enough Highway Crew workers on the field is to reduce the liability of the County during the winter and summer projects taking place throughout town. I approve this request.
 Camille Stymiest, Human Resources Analyst

Contact Paul Van Noie (920) 662-2161

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303
PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: August 4, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration
Warren Kraft, County Human Resources Manager

FROM: Paul Fontecchio, Interim Director
Public Works Department

SUBJECT: Request to Fill – Operations Manager Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

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

Yes it is current.

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

Yes, this position is vital to the operation of the Department, as it oversees the Operations Division and the overall day to day operations of the Superintendents and work crews. In addition, the Operations Manager works with other Department personnel in long-range planning for reconstruction and reconditioning projects and equipment purchases.

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

The amount of lane miles (County, State and local) that need to be monitored, crew issues that arise and the amount of crews & work assignments this position is responsible for.

The Operations Manager oversees the superintendents who supervise 67 highway laborers and fifteen (15) summer/temporary employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

OPERATIONS MANAGER JUSTIFICATION
PAGE 2

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

Following a review of departmental personnel needs in 2012, the Operations Manager position was created to improve the planning, performance, quality and efficiencies of the work within the Department.

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

Yes, there are budgeted funds to cover the vacant Operations Manager position.

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

It's crucial to the Department to fill this position as quickly as possible. This vacancy is crucial to winter maintenance operations and maintenance. By not filling this position, the Department's productivity and road work will drop significantly.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Operations Manager

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 28,636.65
Fringe Benefits	\$ 10,261.83
	\$ 38,898.48

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

Annualized Budget Impact:

Salary	\$ 78,374.00
Fringe Benefits	\$ 28,085.00
	\$ 106,459.00

Note: this position is in the 2015 budget

Position vacated: 8/3/2015

Budgeted hourly wage rate: \$37.68

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

Analyst Recommendation: (Note: The wage shown within the Budget Impact Calculation reflects the market rate from the recent class and compensation study). This position plans, directs and supervises the duties of the highway operations personnel. It is also responsible for the annual planning process for all construction and maintenance projects within the Brown County Public Works Department. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: August 4, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, County Administration Director
Warren Kraft, County Human Resources Manager

FROM: Paul Fontecchio, Interim Director
Public Works Department

SUBJECT: Request to Fill – Highway Superintendent position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

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

The position description has been reviewed and updated by Human Resources.

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

Yes, the Superintendent position is related to essential services. This position is vital to the operation of the Department, as it oversees the work crews who carry out the multiple functions of the Department. In addition, the superintendent is also responsible for assisting in long-range planning for reconstruction and reconditioning projects and equipment purchases.

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

The amount of lane miles that need to be monitored, crew issues that arise and the amount of crews & work assignments this position is responsible for.

The highway superintendents supervise 67 highway laborers and fifteen (15) summer/temporary employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

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

The Highway Superintendent position is essential to the Department and cannot be eliminated or outsourced.

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

Yes, there are budgeted funds to cover the vacant Superintendent position.

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

The longer the position remains vacant, the longer it carries a safety risk to our work crews, in addition to the lack of supervision when carrying out their work tasks. With 75+ (full time & summer) employees to oversee during day-to-day operations, the superintendents need to direct and be present on the various job sites throughout each day to ensure that the crews are carrying out their assigned tasks, in addition to working under the safest conditions possible.

In addition to the daily work crews, the superintendents are responsible for carrying out emergency on-call duties (along with the Operations Manager), which means they are on call 24/7 every fourth week.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Operations Superintendent

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 23,035.67
Fringe Benefits	\$ 7,111.12
	\$ 30,146.79

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

Annualized Budget Impact:

Salary	\$ 63,045.00
Fringe Benefits	\$ 19,462.00
	\$ 82,507.00

Note: this position is in the 2016 budget

Position vacated: 8/4/2015

Budgeted hourly wage rate: \$30.31

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

Analyst Recommendation: (Note: The wage shown within the Budget Impact Calculation reflects the market rate from the recent class and compensation study). The occupant of the position assists with the day to day operations of the Public Works Highway Crew. This position is also responsible for the assistance of assigning and supervising daily work activities as well scheduling and planning highway maintenance/construction projects. I recommend for approval. Camille Stymiest, Human Resources

Contact

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4470 FAX (920) 448-4449
E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

July 2, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay CPM
Register of Deeds

SUBJECT: Request to Fill – Clerk Typist III

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) Position Description is up to date.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. Yes, statutorily we are required to record all real estate documents submitted for recording and to provide copies of the same, upon demand. Similarly we are required to file vital records and provide certified copies of the same, upon demand.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Examine real estate documents for record ability.
 - Prep, scan, process, post and return real estate documents.
 - Validates Stipulation and Waiver Agreements for the Wisconsin Department of Safety and Professional Services (DSPS) as authorized agent of DSPS.
 - Review fees and accept or reject documents submitted for recording.
 - Index real estate documents according to grantor and grantee into AVID.
 - Enter short codes for plats.
 - Answers questions about the recording requirements for customers on the phone and in person and how to obtain certified copies of vital records.
 - Prepares copies and certified copies of recorded documents and vital records.
 - Indexes back scanned real estate documents according to buyer/seller



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

This position is a result of a staffing study and combines the work of a Clerk Typist in the Vital Records section with that of a Clerk Typist in the Real Estate section. (Formerly 3.0 clerks in each area for a total of 6.0). With staff downsizing over the last several years total FTE's for both sections now equals 4.0 with this person sharing work from both sections and providing needed customer service for walk in customers requesting certified copies of vital records.

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

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

Delay indexing of back scanned real estate images.

Decrease in quality customer service, example longer wait times for walk-in traffic especially during peak times. Responsibilities of this position would fall on existing staff which are already strained and their work will not get done in a timely manner.

Budget Impact Calculation

Department: Register of Deeds
Position: Clerk Typist III

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 13,079.67
Fringe Benefits	<u>\$ 7,864.90</u>
	\$ 20,944.58

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

Annualized Budget Impact:

Salary	\$ 35,797.00
Fringe Benefits	<u>\$ 21,525.00</u>
	\$ 57,322.00

Note: this position is in the 2015 budget

Position vacated: 4/20/2015

Budgeted hourly wage rate: \$17.21

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: Position is vacant due to an internal promotion. This position will be cross-trained to provide coverage in two areas of the department-real estate and vital records. Statutorily, department is required to record all real estate documents submitted for recording and to provide copies of the same, upon demand. Also required to file vital records and provide certified copies of the same. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact: Cathy Williquette
Lindsay 448-4469

SHERIFF'S OFFICE
Brown County

2684 DEVELOPMENT DRIVE
GREEN BAY, WISCONSIN 54311
PHONE (920) 448-4200 FAX (920) 448-6370



JOHN GOSSAGE
SHERIFF

January 30, 2013

TO: Troy Streckenbach, County Executive
Director of Administration

FROM: Sheriff John Gossage
Brown County Sheriff's Office

SUBJECT: Request to Fill – *Civil Process Clerk*

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

Current

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes this position is essential to the overall operation of the Sheriff's Office regarding paper service as well as Sheriff's sales.

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

NA

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This position is necessary to correctly staff the Support Services Division. Not replacing this position will create overtime and directly affect the day to day operations of the Sheriff's Office.

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

Budgeted funds are adequate.

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

Excessive overtime.

Budget Impact Calculation

Department: Sheriff's Department
Position: Civil Process Clerk

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 12,678.48	
Fringe Benefits	\$ 7,803.15	
	\$ 20,481.63	

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

Annualized Budget Impact:

Salary	\$ 34,699.00	
Fringe Benefits	\$ 21,356.00	
	\$ 56,055.00	

Note: this position is in the 2015 budget

Position vacated: 8/24/2015

Budgeted hourly wage rate: \$17.56

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

Analyst Recommendation: This position is responsible for running the day to day operations within the Sheriff's office. Key responsibilities include but are not limited to: paper service, sheriff's sales, bookkeeping and front desk reception. I approve this request. Camille Stymiest, Human Resources Analyst.

Contact Keith Deneys

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

July 17, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Juliana M. Ruenzel, Corporation Counsel
Corporation Counsel Department

SUBJECT: Request to Fill the Administrative Secretary Position in Corporation Counsel Office

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

I have reviewed the position description and sent all changes to the Human Resources Department.

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

The Administrative Secretary Position is vital to the Corporation Counsel Department. There are five attorneys in this office and the position services all five attorneys. This position is heavily involved with the attorneys handling the Human Services cases, which matters are mandated by state statutes. The court actions involve the County in Guardianships, Protective Placements, Chips and Termination of Parental Rights cases. The duties include drafting legal documents, subpoenas, orders and motions, assisting with trial preparation, setting up hearings and motions with the courts, lining up the witnesses for the hearings, and assisting the attorneys wherever possible with their cases before, during and after all hearings. The County has duties under the law to provide protective services for children when Children are in need of Protection and Termination of Parental Rights matters occur under Wis. Stats. Chapters 48 (Children's Code), 938 (Juvenile Justice Code), as well as protections for adults and children dealing with Mental Health issues, Alcohol and Drug related issues and Developmental Disabilities, which include guardianships as well, for children and adults involving Chapters 51, 54 and 55 of the Wisconsin State Statutes This is a highly confidential and vital position for the office whereby the individual is working closely with Human Services Department.

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It is important to not let this position lapse because this position handles emergency cases which the law mandates action taken on said cases within forty-eight (48) hours.

3. Describe job performance measurement for this position.

Job performance measurement is based on a number of factors which include caseload, clients, assisting the public with the needs of individuals in society, taking telephone calls and screening cases. This job helps in guiding the public in the process, and working closely with the case workers in Human Services. These cases involve a lot of paper work and the position is vital to the work of the attorneys in processing the matters through the court proceedings.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

A vacancy will present problems, not opportunities, it will be difficult to meet the needs of the essential services for the three Human Services attorneys in the office without this position to handle and assist the attorney's with the huge workload. This will leave a void in the system, and could result in a backup of the cases. If the cases get backed up this could easily put adults in need, and children in need, at risk in the community as they would not be receiving their basic needs which may include food, shelter and safety in a healthy environment.

5. Are budgeted funds sufficient to cover the cost of filling the position?

There are budgeted funds for this position which currently are at the unit rate of \$20.18 per hour and her salary is \$41,974. The position is pay grade 14.

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

This is not an option given the laws and our responsibilities to care for the children in need and adults at risk in our County. There are mandated requirements under the law, which include the requirement of bringing cases to court within forty-eight hours (48) in the case of emergency situations. Therefore, the position needs to be filled without any lapse in coverage in order to comply with the mandatory time constraints and the full work load of this position in assisting the attorneys in the office.

Budget Impact Calculation

Department: Corporation Counsel
Position: Administrative Secretary

Partial Budget Impact: 8/17/15 - 12/31/15 **19 Weeks**

Salary	\$ 14,812.33	
Fringe Benefits	\$ 8,132.00	
	\$ 22,944.33	

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

Annualized Budget Impact:

Salary	\$ 40,539.00	
Fringe Benefits	\$ 22,256.00	
	\$ 62,795.00	

Note: this position is in the 2015 budget

Position vacated: 7/16/2015

Budgeted hourly wage rate: \$19.49

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

Analyst Recommendation: The Corporation Counsel has five full-time attorney's that are in need of additional support staff to continue the flow and success of the department. I approve this request. Camille Stymiest, Human Resources Analyst

Contact Juliana Ruenzel (920) 448-4080

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ATTORNEY BILLS SUBMITTED FOR APPROVAL TO THE EXECUTIVE COMMITTEE

For August 10, 2015 Meeting

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27 -7-27-15	7/27/2015	\$ 3,690.75	Airport - General Matters
Conway, Olejniczak & Jerry, S.C	671310-033M	6/30/2015	79.50	Revolving Loan Fund - Raven Manufacturing, LLC and Lynn A. Hesson
		TOTAL =	\$ 3,770.25	

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

Gary A. Wickert

Telephone (920) 433-9425

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

July 27, 2015

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

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
6/29	Letter from Tom Miller re: Jet Air;	
	Letter from Tom Miller re: airline lease (United)	.10
6/30,	Phone conference with Tom Miller re: Jet Air	
	percentage rent, Executive Air (lease renewal),	
	and miscellaneous matters	1.15
7/1	Begin review of Executive Air subfile re:	
	new lease	.20
7/2	Review information from Tom Miller re: Jet Air;	.25
	Phone conference with Tom Miller and Sue	
	Bertrand re: Jet Air;	1.25
	Work on Executive Air lease	1.25
7/6	Work on Executive Air lease;	
	Phone conference with Sue Bertrand	3.25
7/7	Work on Executive Air lease	1.00
7/9	Phone conference with Tom Miller re: CBP,	
	Executive Air, etc.	1.35
7/13	Phone conference with Sue Bertrand re:	
	hangar access	.25
7/14	Correspondence from Sue Bertrand re: airline	
	lease (United)	.10
7/16	Complete proposed Executive Air lease;	
	Letter to Tom Miller	1.75
7/17	Phone conference with Tom Miller re: CBP,	
	Executive Air, etc.	.70
7/20	Letter from Tom Miller re: CBP;	.10
	Review information from Tom Miller.	.25
	TOTAL HOURS:	<u>12.95</u>

12.95 HOURS @ \$285.00 PER HOUR = \$3,690.75

AMOUNT DUE ON ACCOUNT: \$3,690.75

Thank you,
GAW:prn

I Wm

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

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
06/30/2015
671310-033M
ACCOUNT NO:
STATEMENT NO: 22

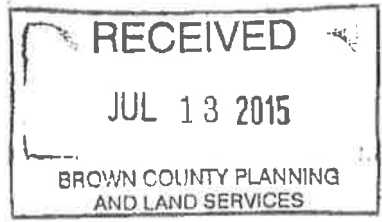
PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

	PREVIOUS BALANCE		\$106.00
		HOURS	
06/15/2015	MMM	CHECK STATUS OF PAYMENT; CORRESPONDENCE TO HESSON RE: OVERDUE JUNE PAYMENT.	0.30
		FOR CURRENT SERVICES RENDERED	0.30 79.50
	TOTAL CURRENT WORK		79.50
	BALANCE DUE		<u>\$185.50</u>

Ch. Hesson
7/14/15

Payment Received: \$ 106.00
Date Received: 7/10/15
Balance Due: \$ 79.50



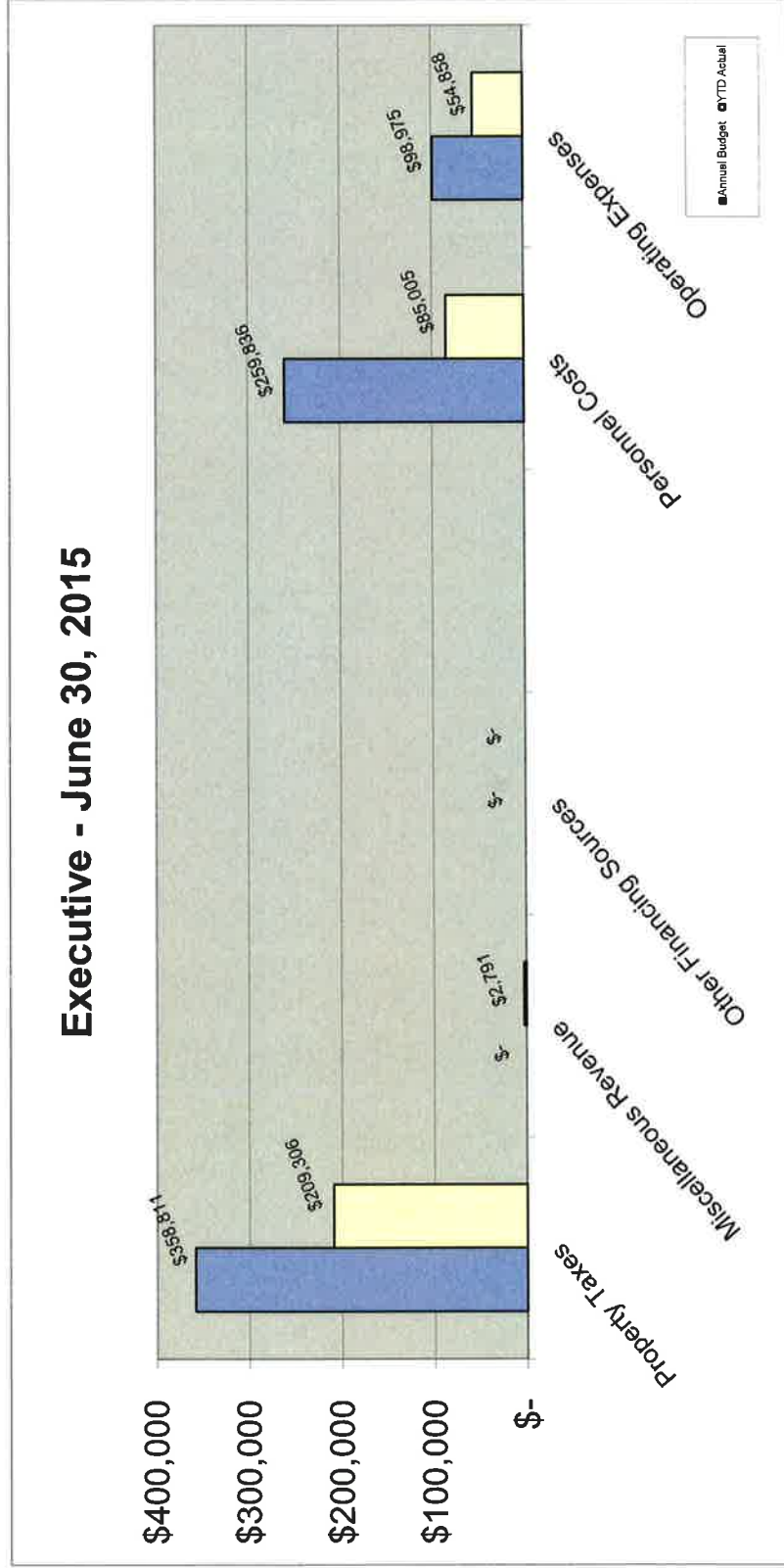
BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 30-1254187

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**Brown County Executive
Budget Status Report (Unaudited)**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 209,306	58.3%	
Miscellaneous Revenue	\$ -	\$ 2,791	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 259,836	\$ 85,005	32.7%	
Operating Expenses	\$ 98,975	\$ 54,858	55.4%	

Executive - June 30, 2015



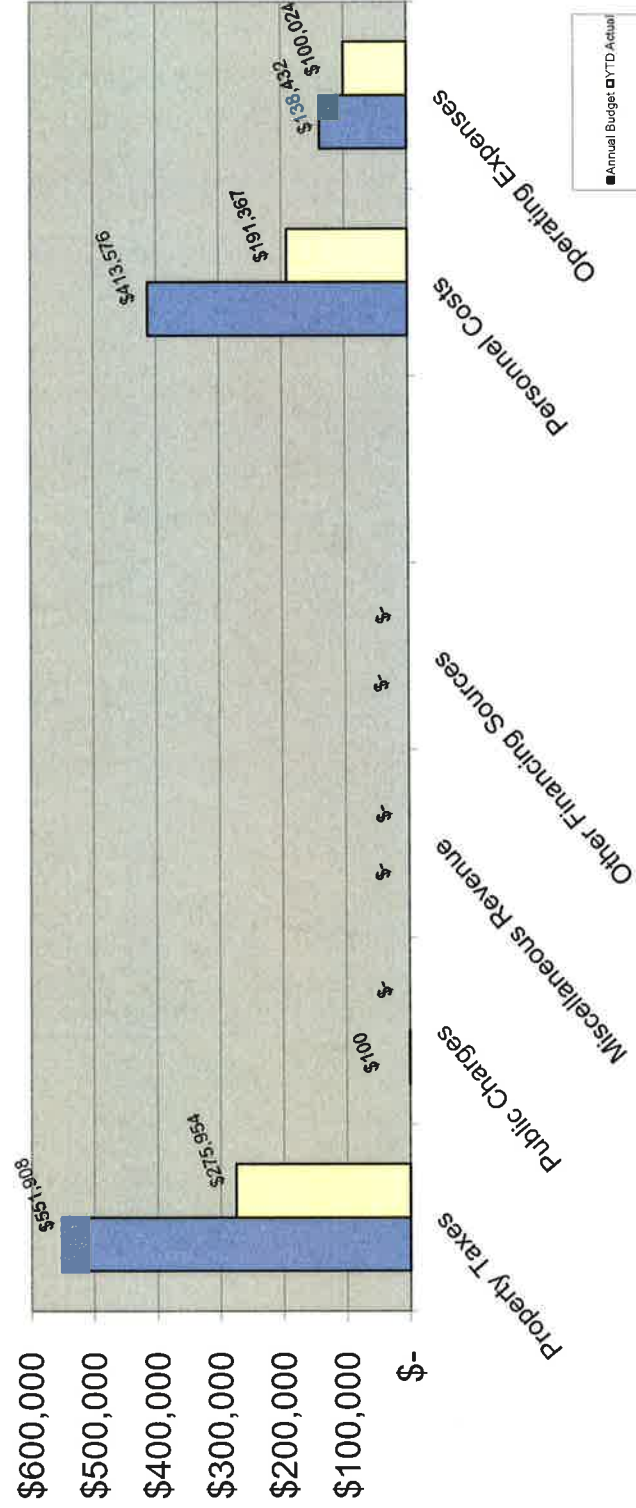
**Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
06/30/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 551,908	\$ 275,954	50.0%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 191,367	46.3%	
Operating Expenses	\$ 138,432	\$ 100,024	72.3%	(1)

Comments:

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$70,250 paid to Schenck for audit fees.

Board of Supervisors - June 30, 2015



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Budget by Account Classification Report

Through 06/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
<i>Property taxes</i>										
4100	General property taxes	.00	.00	551,908.00	45,992.33	.00	275,953.98	275,954.02	50	552,067.00
	<i>Property taxes Totals</i>	\$0.00	\$0.00	\$551,908.00	\$45,992.33	\$0.00	\$275,953.98	\$275,954.02	50%	\$552,067.00
<i>Public Charges</i>										
4601	Sales	100.00	.00	100.00	.00	.00	.00	100.00	0	134.52
	<i>Public Charges Totals</i>	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$134.52
<i>Miscellaneous Revenue</i>										
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
4901	Donations	.00	.00	.00	.00	.00	.00	.00	+++	422.00
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$422.00
<i>Other Financing Sources</i>										
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,744.90
	REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$45,992.33	\$0.00	\$275,953.98	\$276,054.02	50%	\$555,368.42
EXPENSE										
<i>Personnel Costs</i>										
5100	Regular earnings	342,374.00	.00	342,374.00	25,575.27	.00	153,632.44	188,741.56	45	331,716.51
5100.998	Regular earnings Budget only	3,199.00	.00	3,199.00	.00	.00	.00	3,199.00	0	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	244.94	.00	5,468.98	(5,468.98)	+++	5,782.47
5102.200	Paid leave earnings Personal	.00	.00	.00	116.08	.00	652.59	(652.59)	+++	2,002.82
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	+++	2,504.33
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	507.75	.00	1,015.50	(1,015.50)	+++	4,002.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	1,000.00	.00	1,000.00	.00	.00	23.21	976.79	2	830.06
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	.00	+++	525.96
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	(443.65)	.00	(2,218.25)	2,218.25	+++	.00
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	25,237.00	.00	25,237.00	1,968.71	.00	11,954.55	13,282.45	47	25,913.45
5110.110	Fringe benefits Unemployment compensation	330.00	.00	330.00	(53.15)	.00	191.64	138.36	58	583.99
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget by Account Classification Report

Through 06/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
	<i>Personnel Costs</i>									
5110.200	Fringe benefits Health insurance	27,530.00	.00	27,530.00	2,432.48	.00	14,594.88	12,935.12	53	29,189.76
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	200.12	.00	1,200.72	1,201.28	50	2,401.44
5110.220	Fringe benefits Life Insurance	334.00	.00	334.00	27.98	.00	167.48	166.52	50	360.84
5110.230	Fringe benefits LT disability insurance	495.00	.00	495.00	41.86	.00	238.98	256.02	48	495.00
5110.235	Fringe benefits Disability insurance	880.00	.00	880.00	73.00	.00	438.00	442.00	50	880.08
5110.240	Fringe benefits Workers compensation insurance	378.00	.00	378.00	32.00	.00	192.00	186.00	51	375.96
5110.300	Fringe benefits Retirement	9,214.00	.00	9,214.00	690.56	.00	3,814.39	5,399.61	41	9,473.47
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	203.00	.00	203.00	.00	.00	.00	203.00	0	.00
	<i>Personnel Costs Totals</i>	\$413,576.00	\$0.00	\$413,576.00	\$31,413.95	\$0.00	\$191,367.11	\$222,208.89	46%	\$417,038.14
	<i>Operating Expenses</i>									
5300	Supplies	.00	.00	.00	.00	.00	28.16	(28.16)	+++	26.97
5300.001	Supplies Office	1,000.00	.00	1,000.00	185.18	.00	516.03	483.97	52	529.93
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	294.16	.00	1,909.84	990.16	66	2,691.85
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,778.00	.00	32,778.00	2,307.33	.00	18,804.02	13,973.98	57	32,773.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	7.06	.00	7.06	(7.06)	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	.00	.00	171.58	2,828.42	6	3,020.47
5365	Special events	1,000.00	.00	1,000.00	8.03	.00	27.54	972.46	3	519.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	11,887.00	.00	11,887.00	717.22	.00	5,493.16	6,393.84	46	10,764.93
5601.200	Intra-county expense Insurance	973.00	.00	973.00	81.00	.00	486.00	487.00	50	984.96
5601.400	Intra-county expense Copy center	4,000.00	.00	4,000.00	179.05	.00	1,831.03	2,168.97	46	3,329.29
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.42	.00	422.52	422.48	50	845.00
5601.550	Intra-county expense Document center	249.00	.00	249.00	7.90	.00	76.72	172.28	31	.00
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,330.00
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	77,300.00	.00	77,300.00	40,500.00	.00	70,250.00	7,050.00	91	76,200.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget by Account Classification Report

Through 06/30/15
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
Fund 100 - GF										
EXPENSE										
<i>Operating Expenses Totals</i>										
	EXPENSE TOTALS	\$138,432.00	\$0.00	\$138,432.00	\$44,357.35	\$0.00	\$100,023.66	\$38,408.34	72%	\$133,015.52
		\$552,008.00	\$0.00	\$552,008.00	\$75,771.30	\$0.00	\$291,390.77	\$260,617.23	53%	\$550,053.66
Fund 100 - GF Totals										
	REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	275,953.98	276,054.02	50	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	75,771.30	.00	291,390.77	260,617.23	53	550,053.66
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$29,778.97)	\$0.00	(\$15,436.79)	\$15,436.79		\$5,314.76
Grand Totals										
	REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	275,953.98	276,054.02	50	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	75,771.30	.00	291,390.77	260,617.23	53	550,053.66
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$29,778.97)	\$0.00	(\$15,436.79)	\$15,436.79		\$5,314.76

18a

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

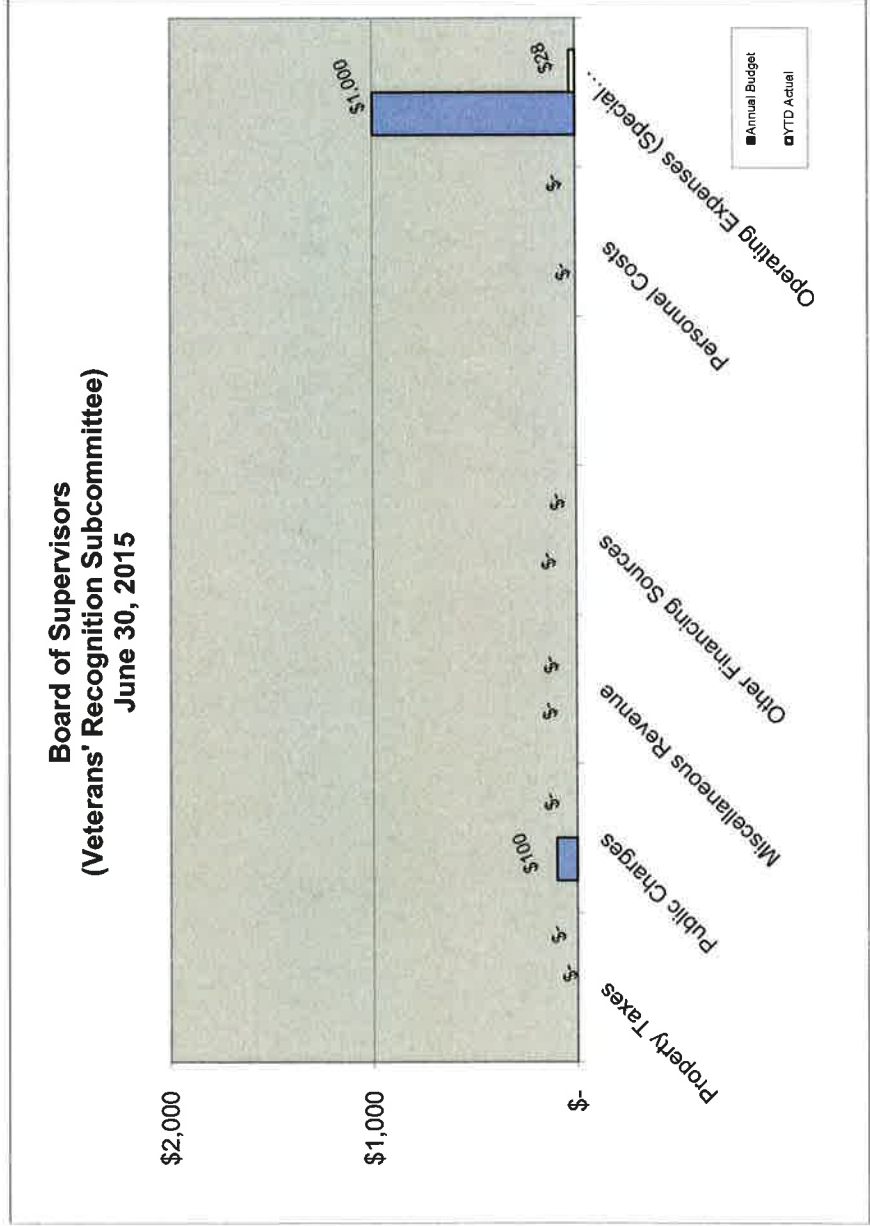
Internal Audit

Budget Status Report (Unaudited)

06/30/15

	Annual	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ -	\$ -	-	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	-	
Personnel Costs	\$ -	\$ -	-	
Operating Expenses (Special Events)	\$ 1,000	\$ 28	2.8%	

Comments:



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: August 3, 2015

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Re: Monthly Status Update (July 1 – July 31, 2015)

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: Assist the Clerk of Courts in the review of related revenue and expense accounts
- b. In-progress: 2016 Budget – County Board Office
- c. In-progress: NEW Zoo Safe Funds Review
- d. In-progress: Monetary Receipts, Disbursements and Deposit Review – Treasurer
- e. In-progress: Collection and review of the 2015 2nd quarter Departmental Budget Status Reports/Financial Results

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Other Miscellaneous Activities

- a. Inquiries/Questions from Board Supervisor's/Department Head's
- b. Vendor Appeals (1)

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

Thank you.

HUMAN RESOURCES DEPARTMENT

Brown County

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



WARREN P. KRAFT

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

DIRECTOR

August 4, 2015

Committee Meeting Date: August 10, 2015

TO: Executive Committee
FROM: Warren Kraft
SUBJECT: August Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitments

- County Board approved appointment of Melissa Spielman as Emergency Management Director at July 15, 2015 County Board meeting.
- Initial interviews for Assistant Airport Director are being held the week of July 28th. Second interviews will be scheduled in August.
- The County Board approved Mike Mushinski as the new County Conservationist. Mike was previously the department's Project Manager and the process to fill that vacancy has begun.
- An offer was provided for the Finance Director position in Administration.
- Recruitment continues for the Deputy Executive position.

Employee Engagement, Training and Communications

- Supervisory training entitled "Recruitment, Selection and Separation" will be offered for all managers and supervisors during August (6-8 sessions).

Insurance Activity

- Planning for 2016 insurance continues. For 2016, the Personal Health Assessment (PHA) results will be incorporated into employee premium contributions.
- The PHA mailing was sent to 1,500 benefit eligible employees. The schedule is set for August to conduct the assessments with a deadline of August 31, 2015 to complete the PHA. Weekly communications will be sent to employees with tips to prepare for their PHA and improve their overall health.
- We are looking at ways to make sure our compliance with the ACA reporting forms 1094 and 1095 are met. This will be due January 31, 2016, reporting for 2015 coverages. Testing in Logos has begun to see if the upgrade available will work for us.

Wellness

- The Brown County Wellness Committee continues to meet monthly. They have developed the vision, mission, and goals of the committee and will be implementing programs. The first program will be to have blood pressure screenings available at the employee picnic on July 14th.

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- The proposals for onsite or near site FastCare services have been reviewed and a formal proposal will be forwarded to the County Board for approval in July. The anticipated startup date is September 1st.
- Employee Resource Center (ERC), Brown County's Employee Assistance provider, continues to offer the Stress Management seminars. Employees can sign up and earn up to \$75 dollars in HRA money for participating.

Classification & Compensation Plan

- Human Resources has received numerous requests for reclassification and will be reviewing those in the coming weeks.
- It is anticipated that the final salary structure and administrative plan will be presented to the County Board at the August meeting.

Safety

- Safety inspection criteria and checklists continue to be finalized for various departments.
- Safety Committee met and established some goals.
- Safety Committee is now receiving weekly reports of all incidents.
- A new incident form was developed for additional investigation by supervisors and department head review.
- Safety website is up and running with some tips and messages.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

August 19, 2015

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

Ladies & Gentlemen:

**RESOLUTION ADOPTING BROWN COUNTY'S
2016 FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

WHEREAS, Brown County has developed a Five-Year Capital Improvement Plan (CIP) for the period 2016 through 2020; and

WHEREAS, a Capital Improvement Plan is an excellent planning document to assist the County in realizing the goals of the plan and to provide a pathway for implementing those plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Brown County 2016 Five Year Capital Improvement Plan attached hereto be adopted.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
COUNTY EXECUTIVE

Date Signed: _____

Authored By: Department of Administration
Approved as to form by Corporation Counsel

***Fiscal Note:** This resolution does not require an appropriation from the County General Fund. The projects listed under 2016 in the attached Five-Year CIP will be included in the 2016 Proposed Budget for final approval. Projects listed under 2017-2020 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.*

August 19, 2015

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

Ladies & Gentlemen:

**RESOLUTION ADOPTING BROWN COUNTY'S
2016 FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

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Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
COUNTY EXECUTIVE

Date Signed: _____

Authored By: Department of Administration
Approved as to form by Corporation Counsel

***Fiscal Note:** This resolution does not require an appropriation from the County General Fund. The projects listed under 2016 in the attached Five-Year CIP will be included in the 2016 Proposed Budget for final approval. Projects listed under 2017-2020 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.*

2016 Capital Project 5-Year Outlook Summary
Administrative Services

As of 6/30/2015

Key for Funding Source: D - Debt Service G - Grants and Aides O - Operating Revenues M - Municipal Funds P - Property Tax GF - General Fund Fund Balance TF - TIF District

2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
ADMINISTRATIVE SERVICES: Technology Services	D	1	Land Records System Replacement		856,011				856,011
	D	2	Jail & Jail Work Release Center Video Surveillance System Replacement	219,696	692,728				912,424
			Administrative Services Total	219,696	1,548,739				1,768,435
			Less: Non-bond funding sources						
			Administrative Services Bond Request Total	219,696	1,548,739				1,768,435

2016 Capital Project 5-Year Outlook Summary
Education, Culture, & Recreation

As of 6/30/2015

Key for Funding Source: D - Debt Service G-Grants and Aides O - Operating Revenues M - Municipal Funds P - Property Tax GF - General Fund Fund Balance TIF - TIF District

2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
EDUCATION, CULTURE, AND RECREATION:									
Zoo and Park Management									
	D	1	Fairgrounds Asphalt Replacement	-	830,000	-	-	-	830,000
	D/G/O	2	Bay Shore Breakwater	-	424,333	-	-	-	424,333
	D	3	Duck Creek Shoreline Stabilization	-	-	-	305,000	-	305,000
Library	D	1	Replace Ashwaubenon Branch Roof	-	262,053	-	-	-	262,053
			Education, Culture and Recreation Total	-	1,516,386	-	305,000	-	1,821,386
			Less: Non-bond funding sources	-	(312,333)	-	-	-	(312,333)
			Education, Culture and Recreation Bond Request Total	-	1,204,053	-	305,000	-	1,509,053

2016 Capital Project 5-Year Outlook Summary Planning, Development, & Transportation As of 6/30/2015

Key for Funding Source: M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District
D = Debt Service G = Grants and Aides O = Operating Revenues

2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
PLANNING, DEVELOPMENT, & TRANSPORTATION: Planning and Land Services	D, TIF	1	Brown County Research & Business Park						
Public Works	D		Courthouse Dome Replacement	250,000	1,750,000				2,000,000
	D		New Jail Pod Phase I						*
	D/P/G	2016-1	CTH ZZ (at Meadowlark) - Reconstruction	1,070,000					1,070,000
	D/G/M	2016-2	CTH N (Bascom Way to Spartan Rd) - Reconstruction	2,772,958					2,772,958
	D/G/M	2016-3	CTH YY (Holmgren Way to Ashland Ave) - Reconstruction	1,744,897					1,744,897
	D/G	2016-4	CTH X (Wisconsin Central Lrd Railroad) - Bridge Replacement	1,693,114					1,693,114
	D/M/O	2016-6	CTH EB (CTH G to CTH 172) - Resurface	1,225,011					1,225,011
	D	2016-7	CTH EB (STH 54 to STH 29) - Concrete Pavement Repair	1,056,933					1,056,933
	D/O	2016-9	CTH NS/Valp Ave (Riverview to Glendale) - CPR Concrete Pavement Repair	516,500					516,500
	D	2016-12	CTH A (CTH I to Church Rd) - Resurface	315,810					315,810
	D	2016-13	CTH IR (CTH B to Quietwood Trail) - Resurface	505,783					505,783
	D	2016-14	CTH D (Barrington Dr to Red Maple Rd) - Recondition	907,612					907,612
	D/P	2016-18	CTH D (High Street to Barrington Dr) - Recondition		3,601,192				3,601,192
	D	2017	CTH HS (Glendale Ave to CTH B) - Recondition	299,550	1,237,902				1,237,902
	D	2017	CTH J (CTH M to Parkland Way) - Recondition		750,000				750,000
	D	2017	CTH I (Pine Street to Highridge Street) - Gr Culvert Replacement		250,000				250,000
	D/P	2017/2018	CTH ZZ (Trotter Rd to STH 54) - Right of Way		350,000	2,385,000			2,735,000
	D/P/G	2017/2018	CTH ZZ (Clay St to Teptzaff Rd) - Right of Way Acquisition		750,000		4,705,000		5,455,000
	D/P	2018	CTH G (STH 96 to CTH V) - Recondition			2,650,000			2,650,000
	D	2018	CTH I (CTH KB to Blahnik Rd) - Recondition			3,300,000			3,300,000
	D	2016-14	CTH T (CTH N to STH 54) - Recondition				1,095,811		1,095,811
	D	2019	CTH EB (CTH F to CTH EE) - Recondition				605,000		605,000
	D	2019	CTH PP (STH 96 to CTH W) - Recondition				2,475,000		2,475,000
	D/P/M	2019/2020	CTH S (French Rd to CTH D) - Recondition				500,000	2,960,000	3,460,000
	D	2020	Southern Arterial (CTH F to Lawrence Dr)				3,000,000	4,000,000	7,000,000
	D	2020	CTH W (County Line to STH 96) - Recondition					270,000	270,000
	D	2020	CTH CE (Duzagamia Rd to Gerrits Rd) - Recondition					375,292	375,292
	D	2020	CTH GE (STH 172 to STH 54) - Recondition						
Planning, Development, & Transportation Total				12,358,168	8,689,094	8,335,000	12,380,811	10,605,292	52,368,365
Less: Non-bond funding sources				(5,788,639)	(1,100,000)	(800,000)	(4,264,000)	(290,000)	(12,152,639)
Planning, Development, & Transportation Bond Request Total				6,569,529	7,589,094	7,535,000	8,116,811	10,405,292	40,215,726

2016 Capital Project 5-Year Outlook Summary Planning, Development, & Transportation As of 6/30/2015

Key for Funding Source: D = Debt Service G = Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance YIF = YIF District

2016 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
PLANNING, DEVELOPMENT, & TRANSPORTATION: Airport	O/G	1	Reconstruct Taxiway A, D-3, D, Air Carrier Ramp, Taxiway D MITL East of Jet Air, Storm Sewer Rehab, & Runway Distance Remaining Signs	3,545,681					3,545,681
	O/G	2	Design Public Parking Rehab, Lighting, Perimeter Barrier, East & West Service Roads	111,176					111,176
	O/G	3	Construct East Service Road Phase 1	535,600					535,600
	O/G	4	Environmental Assessment, Design, & Construction of Westside Perimeter Road	156,000	252,443	4,056,259			4,464,702
	O/G	5	Construct Taxiway Connector & Ramp West of Runway 18-36		2,563,618				2,563,618
	O/G	6	Construct East Service Road Phase 2		717,169				717,169
	O/G	7	Construct East Service Road Phase 3			768,230			768,230
	O/G	8	Environmental Assessment & Design of Westside Access Road			168,730			168,730
	O/G	9	Design & Construct Curbside Canopy			120,248	1,534,003		1,654,251
	O/G	10	Construct Public Parking Rehab, Replacement of Lighting & Perimeter Barrier				1,116,993		1,116,993
	O/G	11	Environmental Assessment, Design, & Construct Frontage Road (Hotel)				93,589	811,000	904,589
	O/G	12	Design & Reconstruct Taxiway J				237,004	2,136,192	2,373,196
	O/G	13	Design Baggage Claim Carousel Replacement					194,664	194,664
Port and Resource Recovery	O	1	Bay Port Expansion			1,868,481			1,868,481
	O	2	Brown County South Landfill			200,000		6,000,000	6,200,000
Public Works	P/G	2016-5	CTH GE (Over Dutchman's Creek) - Bridge Replacement	418,659					418,659
	P	2016-8	CTH EB (Larson Road Intersection) - Resurface	102,290					102,290
	P	2016-10	East Side CTH's Joint Filling - Asphalt Crack Filling	250,000					250,000
	P	2016-11	CTH Z Wetland Mitigation Bank - Final Grading	80,000					80,000
	P	2016-16	CTH F (CTH EB to Mid Valley Drive) - Resurface	207,723					207,723
	P	2016-17	CTH JJ (Hazen Rd to 5TH 14.1) - Recondition	91,435					91,435
	P	2017	CTH B (Veterans Ave to CTH J) - Resurface		130,000				130,000
	P	2017	West Side CTH's Joint Filling - Asphalt Cracking Filling		250,000				250,000
	P	2017	CTH J (Fairview Rd to Harbor Lights Rd) - Resurface		200,000				200,000
	P	2017	CTH Y (Shady Rd to Old 29) - Resurface		225,000				225,000
	P	2017	CTH Z (Fairview Rd to CTH NN) - Box Culvert Replacement		204,500				204,500
	P/G	2018	CTH ZZ (Bridge Over East River) - Bridge Replacement			463,320			463,320
	P/G	2018	CTH MM (Bridge Over Suamico River) - Bridge Replacement			478,368			478,368
	P/G	2018	CTH MM (Bridge Over Bower Creek) - Bridge Replacement			466,394			466,394
	P/G/M	2019	CTH EA (Willow Rd to 5TH 29) - Reconstruction				2,807,500		2,807,500
	P	2019	CTH EE (CTH U to CTH GE) - Resurface				350,000		350,000
	P	2019	CTH JJ (CTH V to Hazen Rd) - Resurface				310,000		310,000
	P	2020	CTH V (CTH I to CTH IV) - Recondition					550,000	550,000
	P	2020	CTH IV (P to B/K Line Rd) - Resurface					250,000	250,000
	P	2020	CTH C (CTH FF to Glendale Ave) - Right-of-Way					250,000	250,000
P	2020	Preliminary Costs Future Highway Projects	93,000	250,000	290,000	250,000	250,000	1,095,000	
Planning, Development, & Transportation Total				5,593,564	4,792,730	6,940,030	6,699,089	12,653,421	38,578,834

* This project has already been approved. Staff is working to secure additional non-bond funding.
 ** If the Brown County Jail were to reach full capacity, the cost of a new pod would be roughly \$24 million in 2020.

2016 Capital Project 5-Year Outlook Summary

Public Safety

As of 6/30/2015

Key for Funding Source: 0 = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District
 D = Debt Service G = Grants and Aides

2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	DEPT PRIORITY	FUNDING SOURCE	PROJECT DESCRIPTION	2016	2017	2018	2019	2020	TOTAL
ADMINISTRATIVE SERVICES: Technology Services	2	D	Jail & Jail Work Release Center Video Surveillance System Replacement	219,696	692,728	-	-	-	912,424
			Administrative Services Total	219,696	692,728	-	-	-	912,424
			Less: Non-bond funding sources	-	-	-	-	-	-
			Administrative Services Bond Request Total	219,696	692,728	-	-	-	912,424
PLANNING, DEVELOPMENT, & TRANSPORTATION: Public Works		D	New Jail Pod Phase I	-	-	-	-	-	-
			Planning, Development, & Transportation Total	-	-	-	-	-	-

** If the Brown County Jail were to reach full capacity, the cost of a new pod would be roughly \$24 million in 2020.

August 19, 2015

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

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE
CORPORATION COUNSEL TABLE OF ORGANIZATION**

WHEREAS, the Human Resources Department received a request from the Corporation Counsel's office to reorganize the Table of Organization to address deficiencies in the office; and,

WHEREAS, there are currently 2.00 FTE Administrative Secretary positions in the Corporation Counsel Table of Organization that assist five attorneys; and

WHEREAS, one Administrative Secretary position is currently vacant and the other Administrative Secretary will be retiring in September; and,

WHEREAS, with these vacancies occurring the Corporation Counsel's office conducted a thorough evaluation of the structure and needs of the department and determined a reorganization would serve the County making the office more efficient with two paralegals serving the five attorneys with the training to understand the legal terminology, court system and court documents necessary to complete the job duties; and,

WHEREAS, the reorganization request includes the deletion of 2.00 FTE Administrative Secretary positions and the addition of 2.00 FTE Paralegal positions; and,

WHEREAS, the cost to make the change from Administrative Secretary position to Paralegal position is currently in the budget for the Corporation Counsel's office; and,

WHEREAS, the Human Resources Department has reviewed the reorganization request and in conjunction with the Corporation Counsel Department recommends this change to the Corporation Counsel Table of Organization; and,

WHEREAS, it is further recommended that the Paralegal position be placed in Pay Grade 13 of the 2015 Classification Salary Range Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of 2.00 FTE Administrative Secretary positions and the addition of 2.00 FTE Paralegal positions to the Corporation Counsel's Table of Organization.

BE IT FURTHER RESOLVED, the Paralegal position be placed in Pay Grade 13 of the 2015 Classification Salary Range Plan.

BE IT FURTHER RESOLVED, the effective dates will be August 24, 2015, for 1.00 FTE Paralegal and September 16, 2015, for 1.00 FTE Paralegal.

Budget Impact:
Corporation Counsel Office

Partial Year Budget Impact (9/01/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Administrative Secretary	(1.00)	Deletion	\$(13,991)	\$(7,492)	\$(21,484)
Administrative Secretary	(1.00)	Deletion	\$(12,820)	\$(7,312)	\$(20,131)
Paralegal	2.00	Addition	\$ 27,026	\$ 14,837	\$ 41,863
Partial Year Budget Impact			\$(215)	\$(33)	\$(248)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Administrative Secretary	(1.00)	Deletion	\$(41,974)	\$(22,477)	\$(64,451)
Administrative Secretary	(1.00)	Deletion	\$(38,459)	\$(21,935)	\$(60,394)
Paralegal	2.00	Addition	\$ 81,078	\$ 44,511	\$ 125,589
Annualized Budget Impact			\$(645)	\$(99)	\$(744)

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution will result in a savings of \$248.00 for fiscal year 2015.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE



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

WARREN P. KRAFT

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/21/15
REQUEST TO: Administration Committee
MEETING DATE: 07/15/15
REQUEST FROM: Warren Kraft
Human Resources Director

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

TITLE: Resolution Regarding Reorganization of the Corporation Counsel Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Corporation Counsel office has five full time attorneys and only two Administrative staff members. This Resolution is to reorganize the Table of Organization of the Corporation Counsel Office to change the Administrative Secretary position to a Paralegal position to better meet the needs of the County and help make the office run more efficient. A paralegal is trained in legal terminology, court procedures and has an understanding of the legal process which is the essence of the department.

ACTION REQUESTED:

It is requested that the County Board approve the reorganization in the Corporation Counsel's office by deleting (2.00) FTE Administrative Secretary positions and adding 2.00 FTE Paralegal positions.

FISCAL IMPACT:

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

- 1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? (\$248) partial year / (\$744) annualized savings
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 - 1. If yes, in which account? _____
 - 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: PARALEGAL

REPORTS TO: CORPORATION COUNSEL

DEPARTMENT: CORPORATION COUNSEL

JOB SUMMARY:

Performs a variety of highly responsible, confidential and complex secretarial and administrative duties to assist the Corporation Counsel staff attorneys; work performed encompasses general office management, the collection of data for special projects, preparation of complex reports, legal documents and other documents, composition of correspondence and all legal documents including but not limited to petitions, notices, orders and other materials utilizing current word processing and spreadsheet applications.

ESSENTIAL DUTIES:

Prepares (independently) documents (orders, petitions, other legal pleadings and documents etc.) for submission to the court. Prepares, types, files and distributes various confidential and complex reports, statistics, contracts, plans, proposals, schedules, legal documents, court orders, public notices, memos, correspondence, purchase orders, promotional materials, news releases, etc. via operation of word processing equipment; maintains the confidential nature of client and business information; completes word processing work in an accurate, effective and timely manner. Reviews files and advises as to whether to proceed with a case and why or why not (burden of proof). Handles legal research for the attorneys as directed.

Assists attorneys with filings of briefs, responses, pleadings and other legal documents electronically.

Organizes and maintains a calendar of appointments, meetings and other events pertaining to the department; ensures calendar is updated with accurate information in a timely manner.

Relieves an administrative superior of routine administrative details such as preparing and processing purchase requisitions, preparing and processing payroll, maintaining personnel files and checking operating reports for accuracy and conformance to policies and standards; ensures the smoother operation of the day-to-day administrative activities. Schedules court hearings with the understanding of the service and notice requirements.

Prepares, maintains, processes and distributes various reports, records, contracts, invoices, legal documents and other documents pertinent to the department's smooth operation; ensures same is in compliance with departmental policies and procedures and is accurate and complete; maintains a detailed and extensive confidential filing system; ensures efficient retrieval of information.

Receives, opens, time-stamps and distributes mail; ensures mail is routed throughout the office.

Receives, screens and routes phone calls; records messages, provides information and answers questions regarding departmental policies and procedures; provides intelligent referrals of all inquiries; routes calls to appropriate destination, records accurate information and resolves complaints in a timely and tactful manner. Relieve the attorney of phone contacts, including but not limited to handling inquiries for commitments, until it is determined that there is adequate information to warrant proceeding.

Coordinates, monitors and participates in the department's purchasing process; completes purchase orders, researches cost of supplies, monitors departmental budget expenditures, verifies receipt of purchased items, records purchases and routes necessary information to the Finance Department and purchasing division; trains departmental employees in purchasing policies and procedures and ensures compliance with rules and regulations.

Monitor Court of Appeals and Supreme Court cases to alert attorneys.

Processes all department billings; assists contractors in resolving billing problems; authorizes vouchers for payment in absence of the department head in accordance with County policies and procedures.

Assists in the annual budget, annual report and/or bonding plan preparation and distribution; monitors department expenditures; compiles information necessary for budget preparation; ensures information is accurate and completed in a timely manner.

Coordinates and schedules travel arrangements and meetings; completes necessary forms for staff travel and conference/seminars; maintains accurate records of travel expenses.

Assists in the coordination of departmental programs; answers user inquiries and responds to complaints in a courteous and tactful manner.

Assists the department head in collecting data for special projects and prepares a variety of confidential and complex reports; maintains confidentiality of reports.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Transcription Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two-year college or technical school degree in Paralegal Studies preferred or Secretarial Science with related field of Paralegal course work/background, plus four years of progressively responsible paralegal/secretarial experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Certificate in Paralegal Studies preferred

Knowledge, Skills and Abilities:

Knowledge of paralegal/secretarial practices and procedures, legal background and medical terminology helpful. Knowledge of legal research sites and practices.

Knowledge of modern office equipment, practices, and procedures.

Knowledge of assigned department operation, organization, terminology, policies, procedures and laws governing the department's operations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of business English, spelling, arithmetic, vocabulary and BlueBook Uniform System of Citations.

Knowledge of the local, state and federal laws, rules and regulations pertaining to the administration of programs, functions, services and operation of the department.

Knowledge of accepted bookkeeping, accounting, and budgeting practices and procedures and assist with the budgeting process.

Knowledge of and ability to utilize a computer and the required software.

Skill in taking and transcribing dictation and in the care and operation of typewriters, word processing equipment, personal computer software and standard office equipment.

Ability to compose and/or prepare effective correspondence on moderately complex matters and perform office management details without referral to a supervisor.

Ability to draft legal documents independently.

Ability to prepare and maintain complex office and confidential records and to prepare accurate reports from file records and materials.

Ability to serve as lead worker to subordinate clerical staff on a permanent or intermittent basis, and to select, plan, organize and evaluate the work of others.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to appreciate the confidential nature of the position.

Ability to communicate clearly and effectively both orally and in writing.

Ability to answer inquiries and complaints effectively.

Ability to type at a minimum rate of 60 net words per minute.

Ability to do mathematical calculations for record keeping and preparation of reports.

Ability to take and transcribe dictation.

Ability to establish and maintain effective working relationships with staff, other departments and the public.

Ability to work independently, exercise judgement, and effectively utilize authority.

Ability to operate and utilize advanced computer networks in the creation, design, and input of data, and to print reports from various data bases.

PHYSICAL DEMANDS:

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

Intermittent standing, walking and sitting.

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

Occasional bending, twisting, squatting, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

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

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

Revised: 07/14/2015

August 19, 2015

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

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR LAND AND WATER CONSERVATION
PROJECT MANAGER

WHEREAS, the Human Resources department has received a table of organization change request from the Land and Water Conservation Department; and

WHEREAS, the Land and Water Conservation Department currently has 2.00 FTE Project Manager positions in their table of organization; and

WHEREAS, one of the positions became vacant when the employee was approved as the new County Conservationist; and

WHEREAS, the Project Manager position is funded by the Natural Resource Damage Assessment Program (NRDA) Grant, which Grant funding will be inadequate for a fulltime position after 2016; and

WHEREAS, the department has requested reducing the vacant position to 0.50 FTE to extend the life of the West Shore Pike Habitat Project and allow time to search for and secure additional funding; and

WHEREAS, existing staff will provide additional support as needed; and

WHEREAS, the Human Resources Department has reviewed the request and in conjunction with the Land and Water Conservation Department recommends that the vacant 1.00 FTE Project Manager position be reduced to 0.50 FTE in the Land and Water Conservation table of organization.

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NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that 1.00 FTE Project Manager position be reduced to 0.50 FTE in the Land and Water Conservation table of organization.

Budget Impact:
Land and Water Conservation

Partial Year Budget Impact (8/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Project Manager	(1.00)	Deletion	\$(21,589)	\$(9,997)	\$(31,586)
Project Manager	0.50	Addition	\$ 8,667	\$ 4,671	\$ 13,338
Partial Year Budget Impact			\$(12,922)	\$(5,326)	\$(18,248)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Project Manager	(1.00)	Deletion	\$(51,813)	\$(23,993)	\$(75,806)
Project Manager	0.50	Addition	\$ 20,800	\$ 11,210	\$ 32,010
Annualized Budget Impact			\$(31,013)	\$(12,783)	\$(43,796)

Note: This position is funded by a reimbursement type grant that allows funding of the position up to the awarded grant amount. By reducing the position to 0.50 FTE, the awarded amount will be spread over a longer period of time.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution allows Land and Water Conservation to use the unspent grant dollars for the .50 Project Manager in 2016. There is no levy savings.

Respectfully submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved as to form by Corporation Counsel

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HUMAN RESOURCES DEPARTMENT



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

WARREN P. KRAFT

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/10/15
REQUEST TO: Planning, Development & Committee
MEETING DATE: 07/22/15
REQUEST FROM: Warren Kraft
Human Resources Director

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

TITLE: Resolution Regarding Change in Table of Organization for Land and Water Conservation – Project Manager

ISSUE/BACKGROUND INFORMATION:

There is a vacant grant funded 1.00 FTE Project Manager position in the Land and Water Conservation table of organization due to the previous employee being approved as the new County Conservationist. Grant funding for the position will be exhausted after 2016.

ACTION REQUESTED:

Reduce the Project Manager position from 1.00 FTE to 0.50 FTE to extend the life of the West Shore Pike Habitat Project allowing time to search for and secure additional funding.

FISCAL IMPACT:

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

- 1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? \$(18,248) partial year / \$(43,796) annualized. (This is a reimbursement type grant that allows funding of the position up to the awarded grant amount. By reducing the position to 0.50 FTE the awarded amount will be spread over a longer period of time.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 - 1. If yes, in which account? _____
 - 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: PROJECT MANAGER

REPORTS TO: COUNTY CONSERVATIONIST

DEPARTMENT: LAND AND WATER CONSERVATION

JOB SUMMARY

Manages the planning, development, and implementation of assigned projects administered by the Land and Water Conservation Department. Ensure that project goals and objectives are obtained and state and/or grant requirements are met. Instructs and trains staff.

ESSENTIAL DUTIES

Sets long-range goals, objectives, organizational structure, and overall direction by writing an Annual Project Plan of Work; prepare a workload analysis scheduling project work commitments for the succeeding year in order to receive State and/or Federal grant funding; plans and directs activities associated with Land and Water Conservation projects; ensures daily work is in compliance with long-term goals of the department; reviews performance to ensure timely completion of work.

Conducts presentations to the County Board along with other various county committees, DNR, DATCP, State Land Conservation Board, and legislative committees as well as making speeches at civic and business associations; state and local conservation/sportsman organizations; towns and county associations; farm groups etc.

Assist County Conservationist with various reports and plans including: the annual budget, annual work plan, workload analysis, state and federal grant applications, accomplishment reports and quarterly monitoring reports; ensures the accuracy, completeness, and timeliness of the same.

Prepares and participates in informational and educational activities by serving on committees and planning events Land and Water Conservation projects; maintains current knowledge of issues, concerns and topics related to the same.

NON-ESSENTIAL DUTIES

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED

Computer
Vehicle
Survey equipment
Audio/Visual equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

B.S. or Associate Degree in Agronomy, Natural Resource Management, Soil Science, Watershed Management or a related field of study or a combination of training and direct experience.

5 years of experience in soil or natural resources conservation related position or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications:

Valid Driver's License

Knowledge, Skills, and Abilities:

Knowledge of Wisconsin State Statutes regarding conservation programs administered by the County and other state soil and water programs.

Knowledge of County water and soil standards, DNR and DATCP programs and reporting procedures.

Knowledge of County and township zoning ordinances.

Knowledge of the Brown County Code of Ordinances.

Knowledge of the economics of conservation practices.

Knowledge of animal biology as it relates to environmental conditions.

Knowledge of basic farming practices.

Knowledge of conservation processes and how they can be applied for solutions to conservation issues.

Knowledge of watershed planning and implementation principles.

Ability to analyze data and formulate solutions to erosion and conservation problems.

Ability to interpret aerial photographs.

Ability to use transit and conduct topographical surveys.

Ability to teach and train other staff members regarding conservation practices.

Ability to promote and persuade landowners to use proven conservation ideas.

Ability to address hostile citizens and employees in a tactful manner.

Ability to establish and maintain effective working relationships with employees, landowners, contractors, government officials, and the public.

Ability to communicate effectively both orally and in writing.

Physical Demands:

Ability to walk long distances in fields, along uneven terrain.

Intermittent sitting, standing, and walking; occasional driving.

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Tolerating exposure to outside elements such as heat, cold, dust, pollen and fumes.

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

Distinguishing sounds at various frequencies and volumes.

New: 01/01/14

YOUR COPY

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance (CF/2)
Post Office Box 7921
Madison, Wisconsin 53707-7921

Lower Fox River and Green Bay
Natural Resource Damage Assessment Program

-- GRANT AGREEMENT --

NOTE: Failure to return a signed form to the Department of Natural Resources will result in the denial of grant funds. The information contained in this form will be used to establish reimbursement eligibility for the Natural Resources Damage Assessment Program. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

PART 1. GRANT ADMINISTRATION INFORMATION

Grant Number NRDA-05-Brown County-04	Project/Grant Period From January 1, 2012, through December 31, 2014	Total Grant Amount \$ 200,000.00
Project Name West Shore Pike Habitat Project – Phase 3		
Project Sponsor Brown County Land Conservation Department		
Authorized Representative and Contact James Jolly, Program Manager Telephone Number: 920-391-4620 Fax Number: 920-391-4617 E-mail Address: jolly_jr@co.brown.wi.us		DNR Coordinator Name: Mary Rose Teves Phone Number: 608-267-7683 E-mail Address: Mary.Teves@wisconsin.gov
Contact Address 1150 Bellevue Street City, Zip Code, County Green Bay, 54302-2259, Brown County		

PART 2. PROJECT BUDGET

NOTE: Line items below cannot be exceeded without prior approval and amendment to this grant agreement.		DNR Share
1. Brown County staff salary, fringe benefits, supplies, and permit fees		\$ 20,000
2. Eligible Best Management Practices and Reimbursement Rates:		
a. Vegetative Riparian Buffers	Flat Rate of \$2,500/acre	
b. Wetland Restoration	Flat Rate of \$1,500/acre	
c. Critical Area Stabilization	Flat Rate of \$1,300/acre	
d. Streambank Shaping and Seeding	0% of actual costs	
e. Culvert replacement for impediments	100%	
	BMP SUBTOTAL:	\$180,000
3. Total Grant Award		\$200,000

PART 3. PURPOSE AND SCOPE

This grant agreement provides funding and authorizes cost-share reimbursement by the DNR for Phase 3 of this project and timeframe specified in Part 1 above. The authorized scope of activity for this project is defined on page two.

The PROJECT SPONSOR must return the original agreement signed by the authorized official within 30 days of the date on the cover letter.

The Total Grant Award listed under Part 2 above is the maximum amount that the DNR will reimburse under this grant. This is a reimbursement program. This means that the PROJECT SPONSOR must first issue payment to the participating landowners, then request reimbursement from the DEPARTMENT. Reimbursement requests must include proofs of payment. Proofs of payment include, but are not limited to, cancelled checks and county vouchers.

Progress reports demonstrating activity completed to-date and future completion timelines must also be submitted every six months to the DNR Coordinator listed in Part 1 above.

Reimbursement restrictions, project eligibility specifications, and other project scope limitations continue on the reverse of this page. Additional grant conditions appear in Part 4.

-- SCOPE CONTINUED (OVER) --

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PART 3: PURPOSE AND SCOPE (continued)

Through this grant, the Brown County Land Conservation Department (LCD) will continue to establish riparian buffers and restore wetland areas along intermittent and perennial streams in the Suamico and Little Suamico watersheds that have high potential for spawning and rearing areas for northern pike. These buffers will be preserved through the use of permanent land use restrictions and will reduce sediments, nutrients, and pesticides from entering streams from cropland. The result will be protected spawning habitat and quality plankton production areas needed for feeding young pike. This project will improve adult pike access to upstream spawning and rearing habitat sites. This project will focus on willing landowners in the watershed. The LCD will provide staff time; staff time and support costs totaling no more than \$20,000 are eligible for reimbursement by the DNR.

The LCD will enter into a written agreement with each willing landowner indicating:

- Name and amount of each practice to be installed;
- Level of financial assistance to be provided by the LCD;
- Practice installation deadlines;
- Practice maintenance requirements;
- LCD monitoring efforts; and
- Any other information the LCD deems appropriate.

The LCD will provide flat-rate payments to eligible landowners for the installation of the following conservation practices:

- Vegetative Riparian Buffers
- Wetland Restoration
- Critical Area Stabilization

The LCD will reimburse eligible landowners for costs the landowner first incurs when installing Streambank Shaping and Seeding.

The LCD agrees to follow Technical Standards developed by the US Dept of Agriculture, Natural Resources Conservation Service, Wisconsin State Office, for the conservation practices listed in Part 2 of this agreement.

Any enforcement action taken against landowners for failing to comply with practices maintenance requirements will be initiated by the LCD. The Department of Natural Resources and other interested parties are specifically excluded from taking enforcement actions.

The LCD will issue a "Declaration of Land Use Restrictions" to every participating landowner. This Declaration will be recorded at the Brown County Register of Deeds Office thereby requiring that the practices run with the land and are maintained in perpetuity.

The LCD will monitor the maintenance of practices installed for a period of 10 years following practice installation.

PART 4. GENERAL CONDITIONS

1. The State of Wisconsin Department of Natural Resources (DEPARTMENT) and the Brown County Land Conservation Department (PROJECT SPONSOR) mutually agree to perform this agreement in accordance with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached hereto and made a part hereof.
2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded. Any revisions, including cost adjustments, must be made by an amendment to this agreement or other written documentation, signed by both parties, prior to the termination date of the agreement.
3. The DEPARTMENT hereby promises, in consideration of the covenants and agreements made by the PROJECT SPONSOR herein, to obligate for the PROJECT SPONSOR the amount of \$200,000.00, and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay for eligible project costs. The PROJECT SPONSOR hereby promises, in consideration of the promises made by the DEPARTMENT herein, to execute the project described herein in accordance with this agreement.


4. The DEPARTMENT agrees that the PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided herein. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The DEPARTMENT takes no responsibility for supervision or direction of the performance of the agreement by the PROJECT SPONSOR or the Sponsor's employees or agents. The PROJECT SPONSOR is an Independent Contractor for all purposes, not an employee or agent of the DEPARTMENT. The DEPARTMENT further agrees that it will exercise no control over the selection or dismissal of the PROJECT SPONSOR's employees or agents.
5. The PROJECT SPONSOR agrees to comply with cost-containment provisions in s. NR 120.19, Wis. Admin. Code, reimbursement procedures in s. NR 120.21, Wis. Admin. Code, and record retention and auditing requirements contained in s. NR 120.26, Wis. Admin. Code, during the execution of this agreement.
6. The PROJECT SPONSOR may decline the offer of financial assistance provided through this agreement in writing at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement in writing.
7. Failure by the PROJECT SPONSOR to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
8. The PROJECT SPONSOR agrees to save, hold harmless, defend, and indemnify the State of Wisconsin, the DEPARTMENT and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of PROJECT SPONSOR's employees, agents or representatives.
9. The PROJECT SPONSOR agrees to reimburse the DEPARTMENT for any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this agreement, fail to progress due to nonappropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment.
10. In connection with the performance of work under this agreement, the PROJECT SPONSOR agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the PROJECT SPONSOR further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The PROJECT SPONSOR agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
11. Data and information acquired as part of the project shall be reported to the DEPARTMENT in the format specified by the DEPARTMENT's Coordinator (see Part 1 of this agreement).
12. Accounting for project funds shall conform to generally accepted accounting principles and practices, and shall be recorded by the PROJECT SPONSOR in a separate account. All financial records, including invoices and canceled checks, that support all project costs claimed by the Sponsor, shall be kept and made available for inspection for 3 years after final payment is issued by the DEPARTMENT.

13. Final reimbursement claims must be submitted within two (2) months from the project end date. The PROJECT SPONSOR may submit quarterly reimbursement for grant eligible costs. Reimbursement requests must be accompanied documentation for the costs being claimed.

PART 5. INELIGIBLE COSTS

1. Costs incurred, or work performed, either prior to or after the grant period (see Part 1).
2. Costs for installation of a best management practice not listed under Part 2 of this grant agreement.
3. Costs that exceed or do not satisfy cost containment procedures described in ch. NR 120, Wis. Adm. Code.
4. Costs to perform operation and maintenance of eligible best management practices.

FOR THE PROJECT SPONSOR
By:


Authorized Representative Signature

Program Manager
Title

12-14-11
Date Signed

FOR THE STATE OF WISCONSIN
By


Mary Rose Teves, Director
Bureau of Community Financial Assistance

November 7, 2011
Date Signed

September 16, 2015

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

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
APPROXIMATELY \$2,970,000 GENERAL OBLIGATION AIRPORT IMPROVEMENT
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds (the "Refunding Bonds"), in one or more series, to refinance certain maturities of the County's \$4,000,000 General Obligation Airport Improvement Bonds Series 2005A dated June 9, 2005

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said Refunding Bonds and shall prepare or cause to be prepared an Official Statement pursuant to Securities and Exchange Commission Rule 15c2-12.

BE IT FURTHER RESOLVED that the principal amount and terms of the Refunding Bonds will be set by the County Board of Brown County, Wisconsin, in a subsequent resolution.

Adopted: September 16, 2015.

Respectfully submitted,

EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

Fiscal Note:

This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$394,761 in debt service costs and will be reflected in the 2016 budget.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed: _____

APPROVED BY CORPORATION COUNSEL

September 16, 2015

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

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
APPROXIMATELY \$3,775,000 GENERAL OBLIGATION CORPORATE PURPOSE
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds (the "Refunding Bonds"), in one or more series, to refinance certain maturities of the County's \$4,620,000 General Obligation Corporate Purpose Bonds, Series 2005B dated June 9, 2005 and certain maturities of the County's \$8,455,000 General Obligation Promissory Notes, Series 2008A dated March 1, 2008.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said Refunding Bonds and shall prepare or cause to be prepared an Official Statement pursuant to Securities and Exchange Commission Rule 15c2-12.

BE IT FURTHER RESOLVED that the principal amount and terms of the Refunding Bonds will be set by the County Board of Brown County, Wisconsin, in a subsequent resolution.

Adopted: September 16, 2015.

Respectfully submitted,

EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

Fiscal Note:

This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$174,450 in debt service costs and will be reflected in the 2016 budget.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed: _____

APPROVED BY CORPORATION COUNSEL

445 S Baird Street – City of Green Bay Parcel Number: 17-880

Description:

Property is an improved lot with a single family dwelling. Assessment records indicate the house to be built in 1888; A 1-story with partial attic; 1179 sq.ft. on 1st floor with a 356 sq. ft. attic over a portion of the home.

1st floor = No rooms. Totally gutted to studs

Attic = was an upstairs apartment, no specific room count, plastered and paneling

Full unfinished stone wall basement . Part dirt floor

Corner lot . Approximately 3,798 sq. ft. in size

Narrative:

Inspection of the property occurred June 3rd, 2015.

House appears to be structurally sound. Had been used as a 2-family home. Can only be used as 1-family residence by new owner. All utilities had been disconnected for an extended period of time. House will need to be completely remodeled inside. Good thing is the first floor has already been gutted. One area of rotted floor was noticed on floor where perhaps the kitchen was. New shingles on roof approximately 8 years ago

City currently has a raze or repair order on the house.



Additional Photos
445 S Baird
Street



Parcel No **14-411**

Taken in Rem: **April 24, 2015**

After 90 day extension

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2014	280.00	14.00	367.11	18.36	679.47
2013	292.50	74.59	119.14	30.38	516.61
2012	293.60	127.71	58.55	25.47	505.33
2011	298.90	183.82	10,543.96	6,484.53	17,511.21
2010			-	-	-
					-
					-
					-
					-
SPECIALS NOT ON TAX ROLL					-
TOTALS	1,165.00	400.12	11,088.76	6,558.74	19,212.62

Out of Pocket Charges

In-Rem charges	204.00
Guardian Ad Litem	
Total Charges	<u>204.00</u>
Total Charges & Taxes	19,416.62

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