

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Mary Scray, Chair
Guy Zima, Vice Chair
Tom Lund, Jesse Brunette, Bernie Erickson
Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Monday, May 2, 2011

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of March 28, 2011 and Special Meetings of April 19, April 20 and April 26, 2011.

Legal Bills

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

Reports

2. County Executive Report.
 - a) Budget Status Report for March 31, 2011.
 - b) Discussion re: Update re: Old Mental Health Center building (standing item).
3. Internal Auditor Report.
 - a) Budget Status Report for March 31, 2011.
 - b) KI Convention Center and Resch Center Project Financing Framework.
4. Board Attorney Report.

Vacant Budgeted Positions (Request to Fill)

5. Human Services - Fulltime, Account Clerk I/Budget Counselor (vacated 3/1/11).
6. Human Services – (2 positions) Social Worker/Case Manager (Long Term Care Developmental Disability Services) (vacated 5/2/11 & 5/12/11).
7. Human Services – Social Worker/Case Manager (Long Term Care, Elderly and Physically Disabled) (vacated 4/22/11).

Closed Session

8. Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wis. Stats. § 19.85(1)(e). (Labor negotiations)

Redistricting

9. Review of Redistricting Options and Recommendations to County Board re: Tentative Supervisory District Plan.

Other

10. Such other matters as authorized by law.

Mary Scray, Chair

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

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, March 28, 2011 in Room 200 of the Northern Building -305 East Walnut Street, Green Bay, Wisconsin

PRESENT: Mary Scray, Chair, Jesse Brunette, Bernie Erickson, Guy Zima,
Pat Evans, Tom Lund

EXCUSED: Tom De Wane

ALSO

PRESENT: Supervisors Wetzel and Moynihan, Fred Mohr, Sara Perrizo, Debbie Klarkowski,
Bill Dowell, Dale De Namur, Barb West, Cheryl Corbeille, Doug Hartman,
Representatives of Eland Electric, other interested parties

I. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Erickson, seconded by Supervisor Zima to approve the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/modify minutes of March 7 and Special Meeting of March 14, 2011.**

Motion made by Supervisor Ericsson, seconded by Supervisor Lund to approve the minutes of March 7 and Special Meeting of March 14, 2011. Vote taken. MOTION CARRIED UNANIMOUSLY

Appeal:

1. **Eland Electric Appeal for the Brown County Project #1413/1413A – Photovoltaic Installation.**

Board Attorney Fred Mohr informed the Committee that this appeal boils down to whether or not Zeise Construction was a qualified contractor to bid on this project. There was a requirement on Page 85 of the first RFB under the "Bidder Evaluation" section that stated, "Bids will only be accepted from installers listed on 'Focus on Energy' . . ." This requirement was adopted because the County is receiving funds from Focus on Energy (hereafter "FOE") for this project and FOE required qualified installers. Mohr stated that Zeise was not on the FOE list.

Supervisor Lund stated that at the time it was recommended to the Administration Committee to approve the combined bid of Zeise, they were not made aware of the FOE requirement. Lund questioned the accuracy of the bid if Zeise did not have subcontractors picked out at the time of the bid and further, if there would be any liability for cost over-runs. Mohr indicated that based on the information contained in Zeise's bid, his assumption would be that Zeise had not received firm bids from either Venture or Eland for the subcontracting work.

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Buyer Dale De Namur informed that at the time Zeise submitted their bid, he contacted them and inquired who they intended to subcontract with for installation. He was informed by Zeise that they had received pricing from Venture and Eland, but had not made a determination which of these companies they would use.

De Namur indicated that the first set of bids came in \$202,000.00 over the budgeted dollars. The decision was then made to reduce the scope of the projects by 35% and rebid.

Supervisor Erickson asked De Namur if all bids from the first round had been divulged prior to the second RFB and De Namur confirmed that they had. Erickson then quoted from a memo sent to the Executive Committee by the Purchasing Department that stated in part, "Zeise Construction did not meet the requirement as stated. Zeise Construction bid should have been removed from the list of prospective bidders. The next lowest bidder should have been awarded the contract." Purchasing Manager Cheryl Corbeille confirmed this language and further confirmed that Eland was the next lowest bidder. Erickson feels the way this was handled was very unethical and this cannot occur again.

Motion made by Supervisor Erickson, seconded by Supervisor Evans, to grant Eland Electric's appeal. *No vote taken at this time.*

Supervisor Lund stated that he was very disappointed with the Purchasing Department and Facilities Management. He felt that when Facilities Management brought their recommendation to select Zeise to the Administration Committee, the Committee was not provided with all the facts, thus making the Admin. Committee look bad.

Cheryl Corbeille and Risk Manager Barb West informed the Committee that the following three things had been learned from this matter:

1. The original RFB should not have been referenced by the second RFB.
2. The award decision should have been discussed in the Administration Department prior to being presented to the Committees for approval.
3. The RFB should have been clearer as to if the bid was to be awarded all as separate individual projects or all as one rather than leaving it open ended.

Supervisor Zima felt that there should have been an opportunity to bid aggregately as well as separately. He also felt that the wording on the RFB with regard to the FOE requirement should have stated that bidders either had to be on the list OR use a subcontractor on the list.

A bid tabulation record was prepared by De Namur and presented to the Committee (copy attached). According to this tabulation, if the low bids for each project were selected, Venture would be used for the ADRC project and Zeise would be used for the remaining projects. If the low combined bid for all five projects was selected (Zeise), the difference would be \$1,602 more than selecting individual low bids.

Zeise's combined bid was \$625,834 while Eland's combined bid was \$633,999. The difference between Zeise's combined bid and Eland's combined bid is \$8,165.00.

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Zima inquired if a contractor not listed on the FOE list used a subcontractor on the list for installation, if the requirement would be met to be a qualified bidder. Mohr pointed out that there is a definition for "contractor" in the RFB. He went on to say that on Page 85 of the RFB where the FOE requirements are listed, the term "contractor" is not used. Instead, the term "installer" is used. Mohr feels that this difference in terms creates an arguable issue that would be legally defensible. He further stated that Corporation Counsel John Luetscher's opinion is that they could take Zeise because the term "installer" is different than "contractor". If the term "contractor" had been used in the FOE requirement, then, Zeise should not have been considered.

Both Zima and Erickson emphasized that they are not in favor of rebidding this project as the grant money could be lost. Zima felt that if there is rationale to choose either bid as stated by Mohr, then the lowest bid should be selected.

Mohr stated that the issue is whether the term "installer" as used in the RFB was intended to be the same as "contractor". Clearly throughout the rest of the RFB the term "contractor" was used. Mohr reiterated that he felt this was defensible either way and the Committee would need to examine if the intent was to exclude contractors who were on the list or if the intent was to allow bids from contractors who would use subcontractors on the list.

Motion made by substitution by Supervisor Zima to award to all the low bidders on the second round of bidding which would be Venture Electric on Base Bid A and Zeise Construction on Base Bids D, F, S and WHL. Seconded by Supervisor Evans for discussion. *No vote taken at this time.*

Supervisor Brunette remarked that at the Ed and Rec Committee meeting, Facilities Management Director Bill Dowell recommended that the same company be used for all projects. Brunette went on to say that the Committee favored that recommendation and acted upon it.

Motion made by Supervisor Zima, seconded by Supervisor Evans to suspend the rules to allow public input. Vote taken. MOTION CARRIED UNANIMOUSLY

The following employees of Eland addressed the Committee:

James Eland II, 3154 Holmgren Way, Green Bay, Wisconsin

James Eland II wished to point out that all of the companies that bid on the first round were listed on the FOE list. On the rebid, all companies except Zeise were on that list.

Jesse Michalski, 100 Hillcrest Drive, Kaukauna, Wisconsin

Jesse Michalski informed the Committee that when the project was rebid, the scope of the work did not change much. The number of panels was reduced to reduce the cost which he felt was a very linear change. He also felt it would not be uncommon for a company to look at the original bid documents and then, based on the change of scope of work, know where their numbers would need to come in.

Chris Hilbert, 5663 Linda Lane, Little Suamico, Wisconsin

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Chris Hilbert explained that after the scope was changed, Eland's decision needed to be how much they wished to undercut the original bid. Their numbers were published and they were the lowest bidder the first time around. They then looked to see how much they could shave off their bid to underbid someone else. He pointed out that Eland invested time and dollars to bid the first time around and Zeise did not. He further stated that Zeise informed them that they would not be using them (Eland) on the project. Hilbert's feeling is that Eland put their numbers out on the first bid and got sold out.

Supervisor Wetzel asked what amount of work Zeise said they would sub out on the project and what would happen if the company they hired would charge more than what Zeise bid. De Namur responded that when Zeise submitted their bid, they indicated that they would use either Venture or Eland as installer but that Zeise would be doing all the metal and concrete work. When Eland submitted their bid, they indicated that they would use Zeise or IEI for the concrete and metal work.

Zima asked Dowell if when the scope of the project was reduced by 35%, if anyone went back and reduced each of the contracts by that amount. The process, as explained by Dowell, was that they looked at the budget, looked at how much they were over, and what they had to reduce to get the project within budget. After all options were explored, the decision was made to cut out the portion of the project relating to Waymoor Park and reduce the scope of the other projects. Dowell indicated that the numbers that came in on the second set of bids was about \$40,000.00 under budget.

Eland emphasized that they would be doing all of the photovoltaic work which constitutes 75% of the entire project and therefore would have full control over the majority of the project. They would sub out 25% for metal work, concrete work and earth work. Eland further pointed out that if this project were to be awarded to Zeise, Zeise would end up doing 18 – 20% of the work themselves and subbing out the remaining portion for the photovoltaic work and earth work.

Supervisor Lund asked for clarification of the figures on the Bid Tabulation. De Namur indicated that both Zeise and Eland bid individual projects and then gave a combined total and in the combined total a 5% discount was given.

Motion made by Supervisor Lund, seconded by Supervisor Zima to return to regular business. Vote taken. MOTION CARRIED UNANIMOUSLY

Wetzel questioned if Zeise had been notified of Eland's appeal. De Namur stated that Zeise and all other companies who submitted bids had been notified of both the appeal and the meeting. Further, all information that the Committee received had also been given to Zeise. De Namur indicated that he had received calls from Zeise and Venture with regard to the appeal.

Zima questioned if there would be a risk of losing grant money if the low bids of Venture and Zeise were selected. Mohr stated there would be no risk because the FOE requirement has now been dropped. Consequently, there is no doubt that the grant would be received regardless of who the bid is awarded too. Zima stated that he would stick by his motion to save the money.

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Mohr explained the Committee's options with regard to this matter. The Committee is able to a) grant Eland's appeal which would mean that the contract would be awarded to them or b) deny their appeal which would mean that Zeise would get the contract. He further stated that splitting the bids between Venture and Zeise was not an option.

Zima amended his previous motion to award the bid to Zeise. No vote taken.

Dowell indicated that the County had a good working relationship with Zeise and there was no history of cost overruns, inferior work, etc. Brunette affirmed that he trusted the opinion of Dowell and it is his opinion that the bid should go to Zeise.

**Motion made by Supervisor Zima, seconded by Supervisor Brunette to deny the appeal of Eland Electric and award the contract to Zeise Construction Vote taken.
MOTION FAILED**

Ayes: Zima, Brunette

Nays: Erickson, Evans, Lund, Scray

At this time a vote was taken on Supervisor Erickson's motion, seconded by Supervisor Lund to grant Eland Electric's appeal. MOTION CARRIED

Ayes: Erickson, Evans, Lund, Scray

Nays: Zima, Brunette

Communications:

2. **Communication from Supervisor Moynihan re: Request discussion and/or possible action or reclassification and/or step increase for Internal Auditor/Research Analyst.**

Supervisor Moynihan stated that this communication is for the purpose of providing the Committee with information. He brought this forward because he felt that Sara Perrizo does an excellent job as the Internal Auditor/Research Analyst. Perrizo's position is currently compensated at the Grade 21, Step 1 level. He noted that she has over seven years of experience in this position. For comparison purposes, he pointed out that an Account Supervisor in Human Services is compensated at the grade 21, Step 4 level and receives income 9% higher than Perrizo's. Further, a Benefits Compensation Manager in HR is compensated at the grade 21, Step 5 level and receives income 12% higher than Perrizo's. He felt that the Internal Auditor/Research Analyst position is vitally important and also referenced Perrizo's record of three convictions for fraud perpetrated upon the County since she has been in the position. He also wished it to be noted that this communication was solely his idea.

Zima echoed Supervisor Moynihan's thoughts with regard to Perrizo's job performance and wished to add that not only does she do excellent work, she does it accurately and quickly. He indicated that the grade 21, Step 1 compensation she is currently receiving is for the Internal Auditor position. When the Research Analyst duties were added, it was not sent to HR for evaluation or reclassification. Zima also pointed out that Perrizo has a CPA license which is required for this job.

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Both Lund and Scray agreed that Perrizo does an excellent job in her position. Lund felt that Moynihan made a good case, but said that this communication needs to be sent out to HR because all of the cases that come before the Administration Committee with regard to compensation go through HR first.

Motion made by Supervisor Zima, seconded by Supervisor Lund to refer this communication to Human Resources to re-evaluate the position with the added duties. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills:

3. Review and Possible Action on Legal Bills to be Paid.

Motion made by Supervisor Zima, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports:

County Executive Report:

- 4. a. Budget Status Report, December 31, 2010
b. Budget Status Report, January 31, 2011
c. Budget Status Report, February 28, 2011**

Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file Items a, b & c. Vote taken. MOTION CARRIED UNANIMOUSLY

- d. Update re: Old Mental Health Center Building (standing item).**

Erickson informed the Committee that Representative Reed Ribble had been in Green Bay recently to look at the Mental Health Center and was very interested in turning it into an extended stay facility for veterans coming to the new Veterans Clinic.

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

Internal Auditor Report:

- 5 a. Budget Status Report, December 31, 2010**

Internal Auditor Sara Perrizo indicated that the County Board office came in \$41,000.00 under budget for 2010. This is due in part to savings achieved in the office as well as employee vacancies throughout the year.

- b. Budget Status Report, February, 2011.**

Motion made by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file items a & b. Vote taken. MOTION CARRIED UNANIMOUSLY

- c. Update on budget research and analysis.**

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Perrizo indicated that she has many ideas and is currently working on putting together a draft of how the budget for the Highway Department works and will be preparing a narrative to go with it.

Perrizo also reported that she is reviewing the budget book to gather data as to where revenues come from and where the expenses are. She is generating ideas to present to the study group on things such as combining services.

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

d. Upcoming Leave.

Perrizo informed the Committee that she will be out of the office for six weeks beginning April 28.

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

6. Board Attorney Report:

Board Attorney Fred Mohr reported that he and HR Director Debbie Klarkowski had reached agreements with all of the unions for 2011 based on the Board directives of the last meeting.

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

Vacating Budgeted Position (Request to Fill)

7. Warrants/TRO Clerk – Sheriff's Department

Motion made by Supervisor Lund, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances:

8. Resolution re: Department of Human Resources Review of Individual Employment Contracts

Mohr stated that he had been asked to put this into resolution form at the last meeting that the CTC had been entering into contracts with psychiatrists without having them reviewed by Corporation Counsel. It was determined between Mohr and Corporation Counsel that it would be more appropriate for Mohr to review labor contracts individually.

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

9. Resolution re: Change in Table of organization UW – Extension Extend Grant Funded Position (Got Dirt? Marketing Coordinator LTE).

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10. **Resolution re: Change in Table of Organization UW – Extension Addition of Grant Funded Position (Horticulture Project Coordinator LTE).**

Motion by Supervisor Zima, seconded by Supervisor Erickson to approve Items 9 & 10. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Session:

11. Closed Session pursuant to Wis. Stats. § 19.85(1)(g) to confer with legal counsel 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. (Labor Negotiations).

Motion made by Supervisor Lund, seconded by Supervisor Erickson to enter into closed session pursuant to Wis. Stats. § 19.85(1)(g) at 8:20 p.m. Roll Call: Present: Brunette, Evans, Zima, Scray, Erickson, Lund. Excused: De Wane. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Lund, seconded by Supervisor Erickson, to return to regular order of business at 9:08 p.m. Roll Call: Present: Brunette, Evans, Zima, Scray, Erickson, Lund. Excused: De Wane. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Zima, seconded by Supervisor Evans to adjourn at 9:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BID TABULATION RECORD

PROJECT NAME: PHOTOVOLTAIC INSTALLATIONS

SEALED BID PROJECT FOR FACILITY AND PARKING SEWAGE PROJECT BUYER: DCD

DUE DATE & TIME: MARCH 11, 2011 AT 11:00 AM TO BC CLERK

OPENING DATE & TIME: MARCH 11, 2011 AT 11:00 AM

CONTRACTOR	BASE BID A - ADRC	BASE BID B - Barkhausen	BASE BID F - Fairgrounds	BASE BID S - New Sheriff's Office	BASE BID WHL - Weyers Hilliard	COMBINED BID BCPV	BID BOND	ADD 1	ADD 2	ADD 3
Energize, LLC	\$ 105,255.00	\$ 170,820.00	\$ 148,888.00	\$ 198,131.00	\$ 96,599.00	\$ 711,700.00	Yes	Yes	Yes	Yes
Zeise Construction	\$ 101,145.00						Yes	Yes	Yes	Yes
Hunzinger Construction Co.	\$ 110,700.00	\$ 197,900.00	\$ 180,900.00	\$ 183,900.00	\$ 84,800.00	\$ 678,900.00	Yes	Yes	Yes	Yes
Eiland Electric	\$ 105,888.00	\$ 180,900.00	\$ 155,800.00	\$ 158,150.00	\$ 65,760.00	\$ 630,998.00	Yes	Yes	Yes	Yes
Venture Electrical Contractors	\$	\$ 187,950.00	\$ 141,010.00	\$ 172,570.00	\$ 73,435.00	\$ 663,704.00	Yes	Yes	Yes	Yes
Numbers Bids by Eiland Electric on original Project 1413	\$ 171,428.88	\$ 217,995.92	\$ 159,921.58	\$ 175,875.84	\$ 712,688.54					
Price reduction by Eiland Electric when competing project 1413A to original Project 1413	\$ 65,749.88	\$ 37,985.92	\$ 771.58	\$ 18,036.54	\$ 48,230.54					
Bids were low bid combined total of \$158,488.87 by Eiland of project 1413A when compared to original project 1413										
Color represents Eiland Electric										
Color represents low bid for each individual project - (\$624,232.00 total for the five sites)										
Color represents low combined bid for all five projects - (\$1,602.00 more than individual low bid totals)										

Notes:

- 1.) In the rebid under project 1413A the scope of work was reduced for Base Bids A, B, and WHL. Base Bid F and S remained the same.
- 2.) In the original project 1413 there was a Base Bid W for Way-Morr Park which was removed from the rebid under Project 1413A.
- 3.) Difference in cost on Combined Bid BCPV between low bidder Zeise Construction and second low bidder Eiland Electric is \$5,165.00.
- 4.) Recommendation to Administration and Ed & Rec Committee on March 16, 2011 was to award work for Base Bid A to Venture Electric and Base Bids B, F, S, and WHL to Zeise Construction. Both committees choose to recommend award of the entire contract to Zeise versus having multiple contracts.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Tuesday, April 19, 2011 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Mary Scray, Chair; Guy Zima, Jesse Brunette, Bernie Erickson, Pat Evans, Tom Lund
Excused: Tom De Wane
Also Present: Supervisors Buckley, Andrews, Fred Mohr, John Luetscher, Sara Perrizo, Bill Dowell, Chuck Lamine, Aaron Schuette, Debbie Klarkowski, other interested parties.

I. **Call Meeting to Order:**

The meeting was called to order by Chair Scray at 5:32 p.m.

II. **Approve/modify agenda.**

Motion made by Supervisor Evans and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY

Resolutions, Ordinances

1. **Resolution to Approve Third Amendment to Lease Agreement and Third Amendment to Assignment and Assumption Agreement.**

- a. **Response from Corporation Counsel re: VCB/PMI Arena Complex Lease with possible committee action and/or recommendation. *Referred from Education and Recreation Committee, April 14, 2011.***

Corporation Counsel John Luetscher informed that this resolution was basically a renewal of the lease agreement between the Visitor and Convention Bureau (VCB) and Brown County as well as the assignment and assumption agreement between the VCB and PMI. Those agreements marry each other. In effect what the county had been doing the last 10 years was the Community Development Authority leased the Resch Center to Brown County, Brown County in turn leased the Resch Center and the rest of the Veteran Memorial Complex to the VCB. The VCB then assigned its lease to PMI which operates as the management company for the Complex. This was sort of a convoluted arrangement when the Resch Center opened. Brown County would sublease with the VCB for the Resch Center, the VCB enters into an agreement with PMI for the operation of the Resch, in lieu of the room tax.

At this point, PMI and VCB are exercising a right they had to the first amendment to the lease agreement which was to extend the lease for a five-year term but they had asked to modify that slightly. Rather than extend it for five years they would like to extend the lease in one year increments for up to five years so each year starting June 1, 2011 they would indicate if they would renew for the following year. Rent subject to negotiation, rent PMI pays to VCB and rent VCB pays to the County. Everything else in the lease would remain unchanged when the County had entered into the last five-year lease in 2006.

Luetscher indicated that the County had an option to renegotiate the rent in each of the subsequent years. He felt the reason PMI and VCB want to renew in one year increments was they were hoping to come up with a new arrangement. At this point, giving the complexity of

this arrangement, it might be in the County's interest to have that year to year flexibility until an agreement had been reached to go to a new arrangement.

It was Luetscher's opinion that if the VCB and PMI came back and changed the renewal it would have to go back to the County Board because it won't be the same renewal that was given in 2006. If they just renewed for five years there would be no subject for debate, it was a contractual right they have but the rent would be subject to negotiation. He explained this was all a policy issue.

Further discussions ensued regarding fees. Luetscher explained that the VCB funds \$160,000 a year to the County which goes into a Veterans Memorial Complex Capitol Fund for maintaining the Resch Center. At this point the third amendment maintains the status quo from June 1, 2011 to May 31, 2012. PMI pays VCB \$1,010,000 per year in monthly installments. VCB total annual budget is \$850,000.

With regards to room tax, room tax is used to pay debt service on the bonds for the Resch Center. Typically room tax collections are used to fund area visitor and convention bureaus but when the money was redirected to pay for the bonds for the construction of the Resch Center it left the VCB without a funding source.

Zima questioned what the downside would be if this wasn't approved. Luetscher responded that they would not have a management company for the Resch Center as of June 1, 2011 VCB would lose their funding mechanism and assumed they may fail financially. Zima questioned bringing in another management company. He stated it had been one of his objections that the County had always operated on faith. Further questions ensued with regards to their operation and other possible arrangements that would be in the best interest for the County. Lund stated that he felt they were best off doing their homework over the next year also keeping the County budget in mind.

Supervisors Brunette and Lund both spoke in favor of renewing in one year increments noting that there would be more options and flexibility in the future. Luetscher agreed.

Facility Manager Bill Dowell stated that they averaged around \$160,000 a year on maintenance, some years more, some years less. In 2006 a list of major repairs had been created in which the money had been used for. They did have a big expenditure when they redid the roof but had a surplus. The last several years they had spent roughly \$100,000. There is one major project with the roofing of Shopko Hall, a \$300,000 project, where they will have to build up a surplus to do that project. In addition, some studies had been done on the arena and it showed that it will need to be replaced.

Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY

Vacant Budgeted Positions (Request to Fill)

2. Corporation Counsel – Staff Attorney (Child Support) (vacated 04/15/2011).

Luetscher informed that the last position this committee approved for his office was for a Lead Staff Attorney in which he had promoted his Staff Attorneys to. By doing that it created a Staff Attorney vacancy. This position was partially funded at 66% by the Federal Government through the State.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

Other

3. Letter from Green Bay Area Chamber of Commerce.

Chair Scray informed that she was invited to speak at a League of Women Voters forum with regards to redistricting. She explained that she attended along with Brown County Senior Planner Aaron Schuette. This item was brought forward for discussion purposes.

Motion made by Supervisor Evans and seconded by Supervisor Erickson to open the floor and let interested parties speak. MOTION APPROVED UNANIMOUSLY

Fred Monique, 305 Braebourne Ct, Green Bay

Monique, speaking on behalf of the Green Bay Area Chamber of Commerce as Interim President, reiterated the letter sent to Chair Scray (attached) explaining that it was in the best interest of Brown County, in these tight budget times, if the Executive Committee directed the Planning Department to also look at reapportioned maps maintaining the current level of 26 supervisory districts. For example: Waukesha County Board voted unanimously not to change a tentative redistricting plan for county supervisors that would leave nine incumbents in contests against each other for four seats next year, should they all seek re-election. Their population went up 24,000 in the last census. The average district size is 15,595.

Schuette informed that the increase in the Brown County population based on the 2010 census results went from approximately 224,000 to 229,000.

Zima stated the goal was to trying to look at districts that would follow municipal and national boundary lines as much as possible. The fewer numbers you have the less likely you are to meet those goals. The one instruction given was that there were no incumbents that had to face each other. Zima gave a brief history of the number of supervisors over the years during the 35 years he had served on the board and explained his opposition to maintain with the current amount. He felt it meant less representation, less access to your representative. He felt more supervisors, more common man participation in local government. His concern is that they keep opportunity alive at the local level to at least have one form of government that is run by something other than money and press. It's run by contacting people. He felt supervisors didn't have the luxury of knocking on non-voters doors anymore because the districts were already too large. He would like to keep the grass-roots representation.

Lund felt representation for local government is better to have smaller units so people know who their representatives are by going door to door. He felt decreasing the supervisors, increasing the pay would bring in politics. Lund believed the County should go up by three supervisors and look at it every 10 years. If anything, they should go to the state level and cut costs by taking away staffing and have the representatives do the work themselves. The State is spending millions of taxpayer's money on part time people who have full time staff. Buckley felt the biggest frustration with State and Federal Government officials were they just can't be reached.

Scray stated at campaign time you can't get from one end to the other more than once. People appreciate when you knock on their doors. She hoped that her constituents had a good

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perspective of her and knew that she had a full time job. If districts get too big it would be hard to maintain both positions. She felt everyone was very conscious of the increase in costs. Brunette, Erickson, Zima and Buckley all agreed with Scray. They appreciate Monique's letter and concern but disagreed and each reiterated points made by the other members. Brunette felt 28 or 29 would be the way to go.

Evans asked Monique to pass on the invitation to the Good Government Counsel, the drafters of the letter, to attend a Brown County Board meeting stating that he was disappointed and unimpressed that he had not seen any of their members attend any committee or County Board meetings in the last 10 years that he had been on the Board. He reported that he had spoken with members independently and felt they lacked knowledge substantially at the local level as far as issues. He asked Monique to convey that to the group.

Monique thanked the committee for their consideration.

Motion made by Supervisor Zima and seconded by Supervisor Lund to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Evans and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

4. **Review of redistricting options and recommendations to County Board re: tentative supervisory district plan.**

(Note: The Proposed 2012 Redistricting Maps that were provided to the committee members can be reviewed at www.co.brown.wi.us under the County Board/Committees tab. Also note that the numbers listed on the maps do not coincide with the current supervisory district numbers. Once the maps are adopted the numbers will be renumbered.)

Planning Director Chuck Lamine stated that Senior Planner Aaron Schuette had been the lead on this project as well as Dan Teaters and they had been working very hard. Based on direction and guidance the committee provided at the last meeting, they had been working diligently at putting together the options for the committee.

Zima felt the districts within the City of Green Bay could almost remain the same. There were only two districts that really had any significant change of population. Schuette explained that when they put all the options together they did take into account the existing geographical districts as they are right now. They started with the northeast part of the City of Green Bay and worked west. Each of the options had a target number. Zima requested the Planning Department create maps where they start in the middle and work their way out. He assumed there would be less variation and more districts. Buckley requested that they keep into consideration that they try and keep the districts the same as the city alderman represent. Lund wanted to make sure that whatever plan they go with each district has about the same population and they do not have anomalies. Schuette responded that their goal had been to keep very close tabs on the range and percent of deviation (spreadsheet attached).

Schuette stated that if they are to have the public hearing at the next regular scheduled Executive Committee meeting on May 9th, they would have to publish the notice on April 28th for the public hearing to be published on May 1st. A plan had to be adopted on May 18th. The County had statutorily 60 days to the receipt of the data to get that done. At that point the communities have 60 days to provide their ward plans. Then County then had 60 days after that

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to adopt the final official supervisory district plan.

It was the consensus of the committee to refer back to staff to come up with the additional map options as discussed and schedule another special meeting for review and discussion. Schuette informed that the process of developing each map can take five to six hours to prepare from scratch. He was confident they would not be available for tomorrow night's County Board meeting per Zima's request.

Lund stated that he was in favor of taking this on as a committee of a whole with all 26 supervisors and having a meeting just to discuss redistricting. He felt it was a big issue where the entire board should work together to come up with a recommendation. Zima would like one more meeting with the Executive Committee to work out some of the main things before it gets to the final board. Lund would like input from all the members and felt it would have been nice to have more supervisors at this meeting but understood the weather wasn't good.

Erickson thanked the Planning Department and said they were doing a good job.

Zima excused at 6:58 p.m.

Scray noted that the jail is included in the census. They are not allowed to vote because they are incarcerated. Schuette stated that he had called up the state level contact person at the State Legislative Reference Bureau for any questions regarding redistricting. He stated because the prisoners at the reformatory and jail are included in the census block the County had to include them as part of the redistricting effort. Lund questioned if there was any current challenge to that. Board Attorney Fred Mohr stated that the State law would have to change.

**Motion made by Supervisor Lund and seconded by Supervisor Evans to refer back to staff.
MOTION APPROVED UNANIMOUSLY**

5. Such Other Matters as Authorized by Law:

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to adjourn at 7:04 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

P.O. Box 1660
Green Bay, WI 54305-1660
Phone 920-437-8704
Fax 920-593-3463
Web www.tidetown.org

April 1, 2011

Mary Scray, Chair
Brown County Board Executive Committee
305 E. Walnut St.
Green Bay, WI 54301



GREEN BAY AREA
CHAMBER
OF COMMERCE

Dear Supervisor Scray:

We have been following the progress of Brown County in the important task of reapportioning voting districts as a result of population changes revealed in the 2010 Census.

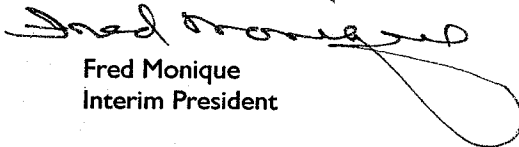
It is our understanding that the Executive Committee has requested the Planning Department to produce alternative maps for reapportioned county supervisory districts, and that maps were requested for possible county boards having 28, 29, 31 and 33 members.

We would like to respectfully request that you also request maps to be drawn for a county board of 26 supervisory districts (the current number) and possibly for even smaller sizes.

Holding down the cost of government is increasingly important in these tight budget times, and an increase in the number of county supervisors is a cost increase that we can and should avoid.

We would also like to request that ample advance notice be given to the public before your next consideration of reapportionment, possibly at a special meeting in April.

Sincerely,



Fred Monique
Interim President

Copied: Tom Hinz, County Executive



north of what you expect new north

	Option 28a	Option 28b	Option 29a	Option 29b	Option 31a	Option 31b	Option 33a	Option 33b
Percent Total Deviation	4.87%	5.45%	4.07%	3.98%	2.24%	1.96%	2.90%	3.21%
Number of Intact Communities	11	11	16	14	12	11	12	13
Number of Communities with at least one district entirely within community	7	6	7	6	7	6	7	6
	Suamico (1)	Suamico (1)	Suamico (1)	Suamico (1)	Suamico (1)	Suamico (1)	Suamico (1)	Suamico (1)
	Howard (1)	Howard (1)	Howard (2)	Howard (2)	Howard (1)	Howard (1)	Howard (2)	Howard (1)
	Ashwaubenon (1)	Ashwaubenon (1)	Ashwaubenon (2)	Ashwaubenon (2)	Ashwaubenon (2)	Ashwaubenon (2)	Ashwaubenon (2)	Ashwaubenon (2)
	Bellevue (1)	Bellevue (1)	Bellevue (1)	Bellevue (1)	Bellevue (1)	Bellevue (1)	Bellevue (1)	Bellevue (1)
	Allouez (1)	Allouez (1)	Allouez (1)	Allouez (1)	Allouez (1)	Allouez (1)	Allouez (1)	Allouez (1)
	De Pere (2)	De Pere (1)	De Pere (2)	De Pere (1)	De Pere (3)	De Pere (1)	De Pere (3)	De Pere (1)
	C Green Bay (12)	C Green Bay (12)	C Green Bay (12)	C Green Bay (12)	C Green Bay (13)	C Green Bay (13)	C Green Bay (14)	C Green Bay (14)

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Wednesday, April 20, 2011 in Room 210, City Hall, 100 North Jefferson Street, Green Bay.

Present: Mary Scray, Chair; Guy Zima, Jesse Brunette, Bernie Erickson, Pat Evans, Tom Lund, Tom De Wane

Excused:

Also Present: Fred Mohr, Ellen Sorenson, Sara Perrizo

I. Call Meeting to Order:

The meeting was called to order by Chair Scray at 6:45 p.m.

II. Approve/modify agenda.

Motion made by Supervisor Lund and seconded by Supervisor De Wane to approve agenda. MOTION APPROVED UNANIMOUSLY

1. Resolution re: Authorizing the Issuance and sale of \$10,440,000 General Obligation Corporate Purpose Bonds, Series 2011A.

Brown County's Bond Financial Advisor and PFM Consultant Brian Della and Bond Counsel Attorney Tom Klancnik were present. Della handed out the "Results of Sale" packets (attached) to the committee members and stated that it had been another successful bond sale. They received Moody's affirmed triple-A rating which he stated was good, page two of the handout highlighted information from their report. Today they received five bids. It was recommended to award Robert W. Baird out of Milwaukee, WI the low bid for the Series 2011A Bonds at a true interest cost (TIC) of 3.939%.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

2. Such Other Matters as Authorized by Law:

Motion made by Supervisor De Wane and seconded by Supervisor Brunette to adjourn at 6:49 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

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PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Tuesday, April 26, 2011 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Mary Scray, Guy Zima, Jesse Brunette, Bernie Erickson, Pat Evans, Tom Lund, Tom De Wane
Also Present: Supervisors Kaster, Fleck, Andrews, Dantine, Carpenter, Van Vonderen and Schuller, Fred Mohr, Aaron Schuette, Chuck Lamine, Other Interested Parties.

I. **Call Meeting to Order:**
The meeting was called to order by Vice Chair Zima at 6:33 p.m.

II. **Approve/modify agenda.**

Motion made by Supervisor Evans and seconded by Supervisor Lund to approve agenda. MOTION APPROVED UNANIMOUSLY

1. **Review of Redistricting Options and Recommendation to County Board re: Tentative Supervisory District Plan.**

Motion made by Supervisor Lund and seconded by Supervisor Evans to open the floor to interested parties. Vote taken. MOTION APPROVED UNANIMOUSLY

Dotty Juengst, 846 Cornelius Drive, Green Bay, Wisconsin.

Juengst, a representative from the League of Women Voters of Green Bay, informed that she had sent a letter to Chair Scray with regard to redistricting and was present to highlight a few points. The main concern from the League was the County Board size. The League had taken the position that the Board should remain at 26 supervisors, or if possible reduce the number. She noted that none of the plans shown on the County website were for 26 or fewer districts and wondered if there would be a possibility for the public to see what those plans may look like. The league felt the Board had run efficiently at 26 and could even work with less depending on how the districts measure up with regard to population. Their group had looked at this issue for several cycles and informed that in the past the County Board size had been reduced. She further felt that in terms of constituency responses could be appropriately handled.

Supervisor Zima questioned if Juengst and other members of the League of Women Voters regularly attend County Board meetings, she replied yes on occasion but also have the luxury of watching it on TV. Zima indicated that he is the longest serving member on the Board and when he started there were 43 supervisors. In 1980 that changed to 46 and this number was reduced to 24 in 1990 and then ten years ago the number was increased to the current size of 26 supervisors. Zima advised Juengst that the average number of constituents per district is 8,600. He questioned if Juengst would like to see more people participate in local government and she indicated that she would, but she felt that there are different ways to participate in government whether a district has 10,000 constituents or 8,000 constituents. Zima asked if it was a fair statement that the larger the district, the more difficult it would be for the average person to participate. His opinion was that the smaller the district, the more the average person has a more fair opportunity to participate and become involved in their government because the bigger the district, the more expensive they become to campaign in, the more difficult it is to meet people and talk face to face. He felt the smaller the district, the better the representation.

Supervisor De Wane asked Juengst if she had spoken with her City Alderman as this affects the City as well. De Wane indicated that whether an alderman or county supervisor, the main thing you want is to keep in communication and make time and contact with your constituents. It is too hard to do this if the districts are too large. Juengst indicated that she kept in contact with her alderman and county supervisor when they do things such as attending neighborhood association meetings. She also felt it's important to recognize that people speak to their neighbors and friends and get information that way.

Supervisor Evans asked that since the League of Women Voters is a non-partisan organization and he wondered if Juengst considered her coming forward and addressing the Board was political. Juengst explained that the League of Women Voters is non-partisan and they are not endorsing candidates nor do they support one party or another. However, they do study issues and bring the information to their members to discuss and make a decision so that when legislation comes forward, they decide whether it fits their position or does not and then they lobby for or against the bill, depending on what their position is.

Evans asked Juengst to give the three main points for the rationale they have for keeping the Board size at 26 or reducing it. Juengst's response was 1) efficiency in that things can go forward in a timely fashion and have decisions to be made in a timely fashion; 2) less costly and, 3) the ability for the public to know who the supervisors are.

Joan Mills, 1131 Pleasant Valley Drive, Oneida, Wisconsin

Mills stated that she was on the County Board for 16 years representing De Pere and continued to follow the County Board news closely. She was around when there were 54 people on the Board as well as when there were 48 and then when it was cut in half. As a supervisor she did not feel she did any more work when there were 24 supervisors as opposed to 48. She also stated that in the 16 years she was on the County Board, she may have received 10 – 15 phone calls. She felt county representatives didn't receive as many calls as the city. She went on to discuss committee assignments and noted that the County website showed board members were only on one to three committees and felt one to three meetings a month was not considered being overworked. She felt this was a fiscal issue, people have to sacrifice and that County Board should do the same thing as well as pay a minimum of 50% of the health benefits offered. She believed it wouldn't hurt to represent more.

Erickson appreciated her coming forward but informed that many supervisors including him served on several committees that aren't listed on the website. He is on eight a month and there are more that he can't attend because he works full time. His comments like those that make supervisors look like they do nothing. There is speculation that all supervisors get an abundance of benefits. He informed that he doesn't use the insurance nor receive mileage. To do a good job you have to go out and talk with people. It takes approximately four months to get around and you don't always reach people and when you do you can spend lots of time with one person. Mills replied that her experiences were much different and noted that she never got invited in.

Lund informed that he had gone door to door for 10 years. He had the experience of talking with people for 15 to 45 minutes. He always asked people what they expected of him and got in depth with people. In a district that is 38 square miles, it's hard. If you want more participation in government you make the districts smaller and add more people. Keep local government local. Lund preferred to see 29 supervisors. More advantages with more people, more perspective.

Zima stated throughout the years they had cut the number of supervisors and consolidated all the committees into five very important committees with lots of responsibility. This worked out very well. Zima reiterated that today constituents expect to see their representatives. He felt that these days supervisors don't have the luxury of meeting all the people in the area. The larger the district

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the more difficult to get to know everyone, get feedback and represent them. Supervisors are supposed to provide leadership.

De Wane felt that so much is happening within the County, committees are taking on so much work. So much is involved in county government now and people want to know what is going on.

Scray thanked Mills for her years of service. She informed that each supervisor took their position seriously. A lot of research is involved as a member of a committee and several people held full time jobs. She felt that tonight they were defending their positions and candidacy which makes her feel uncomfortable, she believed they were doing a good job and this is not what redistricting is about. She felt nationally people were more involved in government and receives several calls and emails.

Motion made by Supervisor De Wane and seconded by Supervisor Lund to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Supervisor Van Vonderen informed that she was in favor of keeping the Board the same. This was her first year campaigning and knows what its like to go door to door. As a supervisor, with regards to phone calls, some weeks there are a lot, it depends on the issue, and others there were none. She informed that she had a full time job as well as another representative position and you do the best you can. Her main concern was that they are in a leadership position and they are asking staff to take a cut in pay, pay in more for their benefits and do more with less. Departments are asked to hold positions open for three to six months and to even eliminate positions. Why is the County Board the exception? Van Vonderen informed that she is willing to do more. Not only does it make financial sense at this time but as a point of leadership, what they have asked other people to do, the Board is supposed to lead and lead by example. She felt all she was hearing was excuses as why they can't do something and felt it was not appropriate for this body with everything that they had asked from staff to department to personnel. The Board needed to step it up and will do more with less. Its unfortunate the percentage of people that are eligible to vote and who actually vote so even if the population had gone up but everyone would still put on their priority list to contact the ones who vote. She believed she got more comments from people watching the meetings on TV than anything

Supervisor Fleck agreed with Van Vonderen. He felt they could do it with 26. He stated he gets very few calls but had received two calls from constituents and spoke with two people in public regarding this issue. They questioned why the Board was adding when everyone else is cutting. Fleck would like to see an option for 26 as well as the cost option for salaries, benefits, and the increased cost to redo City Hall to accommodate extra supervisors.

Supervisor Dantine agreed with Van Vonderen and Fleck. He informed he attended other town meetings and felt it wasn't hard to get your message out. Dantine felt it made no sense to cut staff and add supervisors. He would like to see an option of 26.

Supervisor Carpenter agreed with Van Vonderen, Fleck, and Dantine. He had no problem adding more. He already covered Howard, Hobart, Lawrence, De Pere and Ashwaubenon. For him to cover that and talk to more people, he felt it was not a problem. Carpenter explained that he had received numbers from Administration. If they were to add more supervisors it would cost more per year: \$37,000 for 29, \$61,000 for 31, \$86,000 for 33. He felt those were big numbers when asking Department Heads to cut their budgets and do more with less. He would also like to see an option for 26 before a final vote.

Responding to comments, Zima stated that he had felt that politics were going on. He informed that if they were to stick with 26 it would add roughly 1,000 extra people per district, increasing the districts by 11-12%. (*Handout attached re: Example Brown County Supervisory District Options based on 2010 Census Results.*) After reiterating his previous comments Zima stated that he felt 29 or 31 is

probably the best. 29 would stay the same but had more variation. 31 had least variation.

Supervisor Andrews informed for a point of comparison she would like to see the option for 26. Supervisor Kaster and Lund agreed. Schuette informed that the process of developing each map can take five to six hours to prepare from scratch. With 26 districts, city aldermen would go from 12 to 11, same as with 27 districts. De Wane asked that a star be placed at the location of where the City Council members live on the new maps.

Discussion ensued with regards to the jail and college population in certain districts. Prisoners at the reformatory and jail had to be included as part of the redistricting effort. Scray informed that it was State law that they had to count them. It was Board Attorney Fred Mohr's opinion that there were too many variables involved to know whether or not to dispute and go outside the deviation.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to look at option of 26 also adding cost increases for every supervisor added and the cost to renovate City Hall if needed.
MOTION APPROVED UNANIMOUSLY

Evans stated he heard a lot about campaigning and can appreciate it and there's a lot to be said about having a lot of money because it does have an effect. He doesn't consider campaigning when looking at redistricting. He considered the amount of people he had to represent. In looking back at what Ms Mills stated, things have changed. Thinking about all the emails and calls he received, and maybe it's because he lives in the city and may be more high profile, he gets a lot interesting phone calls to say the least. He had no problem going with the 26 noting that districts 4 and 5 and 8 and 9 can run against each other. Look at 14 supervisors. The problem is once you get into a very large constituency it will take away from that personal feel. He informed that a vast majority of his calls are city issues. Any contact with an elected official is now at the local level. Supervisors have the best chance of reaching anyone at the federal level because they know who they are. He's talked to Reed Ribble and can call Dave Hansen, he knows them, they know him... it's easy. When his neighbor tries to do that, it doesn't happen, they get staff or a form letter sent back to them and then Evans gets a call because they are basically untouchable. County supervisors are not untouchable. If he could represent 2,000, it would make his life better than to change what he's doing on the County Board. The budget he oversees as Chair of Human Services Committee is larger than the City of Green Bay. What he worries about, is the constituents. His mantra is the less people he can talk to the more he can talk to them and be proactive and the more of a voice they can have.

It was the consensus of the committee to adjourn until next Monday, May 2, 2011 @ 5:00 p.m.

2. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor De Wane and seconded by Supervisor Brunette to adjourn at 6:49 p.m.
MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Example Brown County Supervisory District Options Based on 2010 Census Results

Supervisors	Population Goal per District	Green Bay Supervisors	Green Bay Districts Average	% Deviation	County Supervisors	County Average	% Deviation	Total % Deviation
25	9,920	10	10,400	4.86%	15	9,510	-4.16%	9.02%
26	9,539	11	9,460	-0.83%	15	9,597	0.61%	1.44%
27	9,185	11	9,460	3.00%	16	8,997	-2.06%	5.07%
28	8,857	12	8,671	-2.11%	16	8,997	1.58%	3.69%
29	8,552	12	8,671	1.40%	17	8,468	-0.99%	2.40%
30	8,267	13	8,004	-3.19%	17	8,468	2.44%	5.63%
31	8,000	13	8,004	0.05%	18	7,997	-0.04%	0.09%
32	7,750	13	8,004	3.30%	19	7,576	-2.26%	5.55%
33	7,515	14	7,433	-1.11%	19	7,576	0.82%	1.92%

*The lower the total percent deviation, the more representative the districts would be of the "one person, one vote" principle and therefore making the County more likely to succeed if challenged in court.

**2010 Census data released March 11, 2011

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR MAY 9, 2011 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Frederick Mohr	2647M 4952	3/31/2011	\$507.00	Correction Officers, Museum, Highway, Biigo, Sheriff's Dept., Teamsters, Facilities, Library, Telecommunicators, AFSCME
Michael, Best & Friedrich LLP	1145081 1145082	4/15/2011 4/15/2011	\$ 210.75 \$ 4,544.00	Fox River Cleanup- Insurance API and NCR V. George A. Whiting, et al
		Total	\$ 5,261.75	

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

APR 06 2011

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1

March 31, 2011

Account No: 2647M

Correction Officers	\$30.00
Museum	\$234.00
Highway	\$955.50
Bilgo	\$78.00
Sheriff's Dept.	\$234.00
Teamsters	\$39.00
Facilities	\$331.50
Library	\$1,755.00
Telecommunicators	\$117.00
AFSCME	\$234.00
	<u>\$4,008.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

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BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

March 31, 2011

Account No: 2647-0M
Statement No: 4952

Correction Officers

Previous Balance \$30.00

Balance Due \$30.00

Account No: 2647-1M
Statement No: 4952

Museum

Previous Balance \$234.00

Balance Due \$234.00

Account No: 2647-2M
Statement No: 4952

Highway

Previous Balance \$565.50

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

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March 31, 2011

Account No: 2647-2M
Statement No: 4952

Highway

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from Debbie	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
	<hr/>	<hr/>
For Current Services Rendered	2.00	390.00
Total Current Work		390.00
Balance Due		<u>\$955.50</u>

Account No: 2647-3M
Statement No: 4952

Bilgo

Previous Balance \$78.00

Balance Due \$78.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

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March 31, 2011

Account No: 2647-4M
Statement No: 4952

Previous Balance		\$117.00
	Hours	
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00
Balance Due		<u>\$234.00</u>

Account No: 2647-5M
Statement No: 4952

Teamsters:

Previous Balance		\$39.00
Balance Due		<u>\$39.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Facilities

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March 31, 2011

Account No: 2647-6M

Statement No: 4952

Previous Balance \$1,384.50

03/11/11 Less Payment Received -1,053.00

Balance Due \$331.50

Account No: 2647-7M
Statement No: 4952

Library

Previous Balance \$2,242.50

03/11/11 Less Payment Received -487.50

Balance Due \$1,755.00

Account No: 2647-8M
Statement No: 4952

Telecommunicators

Previous Balance \$2,145.00

03/11/11 Less Payment Received -2,028.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 5

March 31, 2011

Account No: 2647-8M
Statement No: 4952

Balance Due	\$117.00
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Account No:	2647-9M
Statement No:	4952

AFSCME

Previous Balance	\$741.00
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03/11/11 Less Payment Received	-507.00
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Balance Due	\$234.00
-------------	----------

Total Balance Due	\$4,008.00
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Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH

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

Michaelbest.com



John F. Luetscher
 Brown County Corporation Counsel
 Northern Building - Room 680
 305 East Walnut Street
 PO Box 23600
 Green Bay, WI 54305-3600

Client: 018236

April 15, 2011
 Invoice No. 1145081

EIN 39-0934985

Due Upon Presentation
 Return Upper Portion with Payment

Invoice No. 1145081

For Professional services rendered through March 31, 2011, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

3/1/11	R Exum	Review and respond to voice message from client regarding negotiated billing rates.	0.20	\$30.00
3/11/11	R Exum	Process invoice and prepare submittal of same to insurance companies; update invoice tracking chart.	0.40	\$60.00
3/18/11	R Exum	Process CNA check; update payment tracking chart and send check to client.	0.40	\$60.00
3/25/11	R Exum	Process Wausau checks and update defense cost payment tracking chart; forward checks to client.	0.40	\$60.00

Total Hours 1.40

Total Services \$210.00

Disbursements:

Photocopying .75

Disbursements Total \$0.75

Total This Matter \$210.75



IN ACCOUNT WITH



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

Michaelbest.com

Client: 018236

Page 2

April 15, 2011
Invoice No. 1145081

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
R Exum	Paralegal	1.4	\$150.00	\$210.00
Totals		1.40		\$210.00



IN ACCOUNT WITH



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John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

April 15, 2011
Invoice No. 1145082

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1145082

For Professional services rendered through March 31, 2011, as follows:

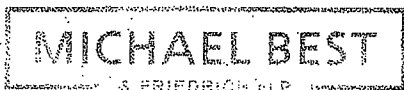
Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

3/4/11	I Pitz	Read Judge Griesbach's most recent order; analyze opportunities presented by same; consult with DACrass, LHBochert and Mr. Leutscher regarding same; review additional recent case filings.	3.80	\$1,520.00
3/5/11	D Crass	Review February 22 decision and order on various motions for summary judgment regarding counterclaims for contribution in OU2-OU5 and potential impacts on Brown County's strategy; prepare e-correspondence to IAPitz regarding strategic options in light of same.	1.50	\$705.00
3/11/11	D Crass	Review API/NCR's objections to consent decree.	1.50	\$705.00
3/29/11	I Pitz	Review recent case filings.	1.30	\$520.00
3/30/11	D Crass	Receive update from IAPitz following attendance at status conference.	0.20	\$94.00
3/30/11	I Pitz	Prepare for and participate by phone in pretrial conference; report to DACrass regarding same.	2.50	\$1,000.00

Total Hours 10.80

Total Services \$4,544.00

Total This Matter \$4,544.00



IN ACCOUNT WITH

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

Michaelbest.com



Client: 018236

Page 2

April 15, 2011
Invoice No. 1145082

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

ATTORNEY BREAKDOWN

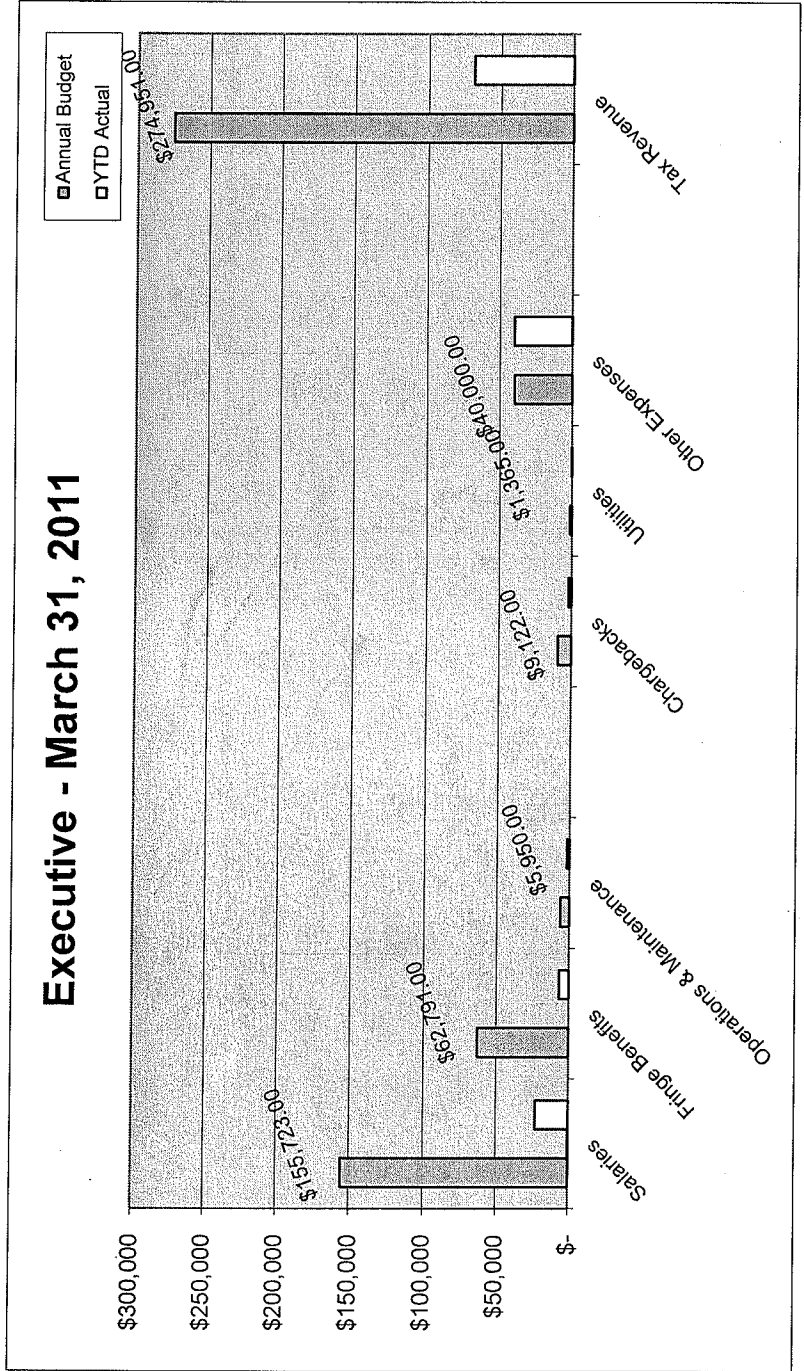
Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
D Crass	Partner	3.2	\$470.00	\$1,504.00
I Pitz	Partner	7.6	\$400.00	\$3,040.00
Totals		10.80		\$4,544.00



Brown County
Executive
Budget Status Report

HIGHLIGHTS:

	3/31/2011	Annual Budget	YTD Actual
Salaries		\$ 155,723.00	\$ 22,729.88
Fringe Benefits		\$ 62,791.00	\$ 6,703.74
Operations & Maintenance		\$ 5,950.00	\$ 1,705.57
Chargebacks		\$ 9,122.00	\$ 1,946.22
Utilities		\$ 1,365.00	\$ 256.55
Other Expenses		\$ 40,000.00	\$ 40,000.00
Tax Revenue		\$ 274,951.00	\$ 68,737.74



Executive Budget Report March 2011

Through 03/31/11
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget Amendments	Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD used/ Transactions Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	274,951.00	.00	274,951.00	22,912.58	.00	68,737.74	206,213.26	25	80,414.25
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$68,737.74	\$206,213.26	25%	\$80,414.25
EXPENSE									
Personnel services	155,723.00	.00	155,723.00	7,759.76	.00	22,729.88	132,993.12	15	43,176.84
Fringe benefits and taxes	62,791.00	.00	62,791.00	2,326.76	.00	6,703.74	56,087.26	11	15,603.01
Operations and maintenance	5,950.00	.00	5,950.00	1,369.20	.00	1,705.57	4,244.43	29	2,263.29
Utilities	1,365.00	.00	1,365.00	82.08	.00	256.55	1,108.45	19	504.50
Chargebacks	9,122.00	.00	9,122.00	685.92	.00	1,946.22	7,175.78	21	1,888.80
Contracted services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other	40,000.00	.00	40,000.00	.00	.00	40,000.00	.00	100	40,000.00
EXPENSE TOTALS	\$274,951.00	\$0.00	\$274,951.00	\$12,223.72	\$0.00	\$73,341.96	\$201,609.04	27%	\$103,436.44
Fund 100 - GF Totals									
REVENUE TOTALS	274,951.00	.00	274,951.00	22,912.58	.00	68,737.74	206,213.26	25	80,414.25
EXPENSE TOTALS	274,951.00	.00	274,951.00	12,223.72	.00	73,341.96	201,609.04	27	103,436.44
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$10,688.86	\$0.00	(\$4,604.22)	\$4,604.22	(\$23,022.19)	
Grand Totals									
REVENUE TOTALS	274,951.00	.00	.00	22,912.58	.00	68,737.74	206,213.26	25	80,414.25

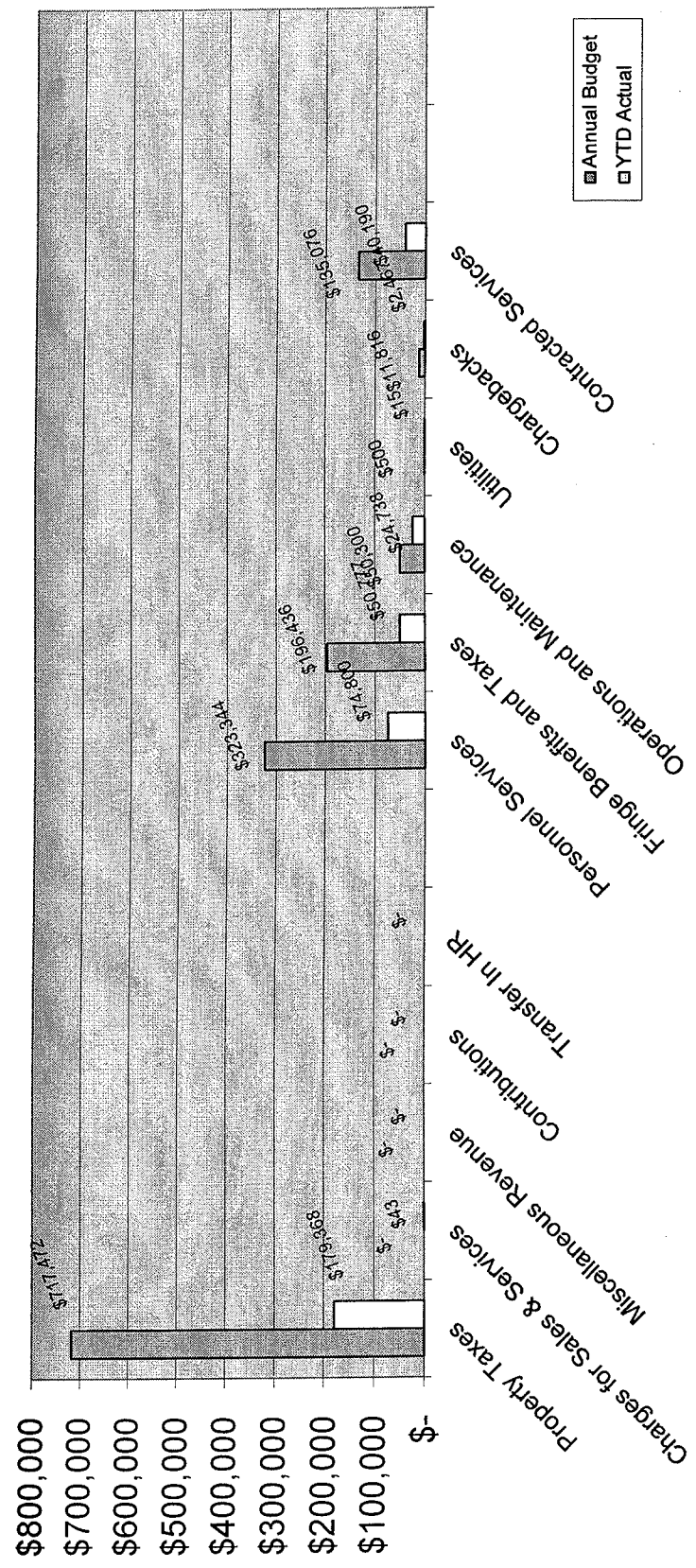
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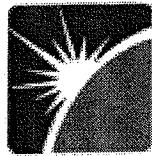
EXPENSE	274,951.00	.00	274,951.00	12,223.72	.00	73,341.96	201,609.04	27	103,436.44
TOTALS									
Grand	\$0.00	\$0.00	(\$274,951.00)	\$10,688.86	\$0.00	(\$4,604.22)	\$4,604.22		(\$23,022.19)
Totals									

	Annual Budget	YTD Actual
Property Taxes	\$ 717,472	\$ 179,368
Charges for Sales & Services	\$ -	\$ 43
Miscellaneous Revenue	\$ -	\$ -
Contributions	\$ -	\$ -
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 323,344	\$ 74,800
Fringe Benefits and Taxes	\$ 196,436	\$ 50,777
Operations and Maintenance	\$ 50,300	\$ 24,738
Utilities	\$ 500	\$ 15
Chargebacks	\$ 11,816	\$ 2,467
Contracted Services	\$ 135,076	\$ 40,190

Highlights:
49% of the Operations and Maintenance budget has been used due to payment of WCA and NACO dues in January.
30% of the Contracted Services budget has been used due to payment to the external auditors for the 2010 audit.

Board of Supervisors - March 31, 2011





March 2011 Budget Report - County Board

Through 03/31/11
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF										
REVENUE										
Property taxes	717,472.00	.00	717,472.00	59,789.33	.00	179,367.99	538,104.01	25	183,119.01	
Charges for sales and services	.00	.00	.00	42.53	.00	42.53	(42.53)	+++	72.78	
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00	
REVENUE TOTALS	\$717,472.00	\$0.00	\$717,472.00	\$59,831.86	\$0.00	\$179,410.52	\$538,061.48	25%	\$183,191.79	
EXPENSE										
Personnel services	323,344.00	.00	323,344.00	25,481.77	.00	74,799.78	248,544.22	23	76,050.99	
Fringe benefits and taxes	196,436.00	.00	196,436.00	17,136.53	.00	50,776.86	145,659.14	26	48,268.49	
Operations and maintenance	50,300.00	.00	50,300.00	478.65	.00	24,737.76	25,562.24	49	26,471.57	
Utilities	500.00	.00	500.00	.00	.00	14.69	485.31	3	220.50	
Chargebacks	11,816.00	.00	11,816.00	869.14	.00	2,466.83	9,349.17	21	2,943.42	
Contracted services	135,076.00	.00	135,076.00	4,470.00	.00	40,190.00	94,886.00	30	41,000.00	
EXPENSE TOTALS	\$717,472.00	\$0.00	\$717,472.00	\$48,436.09	\$0.00	\$192,985.92	\$524,486.08	27%	\$194,954.97	
Fund 100 - GF Totals										
REVENUE TOTALS	717,472.00	.00	717,472.00	59,831.86	.00	179,410.52	538,061.48	25	183,191.79	
EXPENSE TOTALS	717,472.00	.00	717,472.00	48,436.09	.00	192,985.92	524,486.08	27	194,954.97	
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$11,395.77	\$0.00	(\$13,575.40)	\$13,575.40		(\$11,763.18)	
Grand Totals										
REVENUE TOTALS	717,472.00	.00	717,472.00	59,831.86	.00	179,410.52	538,061.48	25	183,191.79	
EXPENSE TOTALS	717,472.00	.00	717,472.00	48,436.09	.00	192,985.92	524,486.08	27	194,954.97	
Grand Totals	\$0.00	\$0.00	(\$717,472.00)	\$11,395.77	\$0.00	(\$13,575.40)	\$13,575.40		(\$11,763.18)	

3a

KI Convention Center and Resch Center Project Financing Framework

Community Development Authority (the CDA) of the Village of Ashwaubenon and Redevelopment Authority (the RDA) of the City of Green Bay

1. Issued Lease Revenue Bonds for the Resch and KI Convention Center construction
2. Are "shell" organizations with no operating budget
3. Have tax-exempt status for State & Federal purposes

Brown County

1. Leases the Resch and Convention Center from the CDA/RDA
2. The lease payments match the debt service on the bonds
3. Are liable for debt service on bonds if room tax collections are not adequate, but the bonds do NOT count against BC's debt limit
4. Has all responsibility for maintenance & repairs on the Resch (but NOT the Convention Center)
5. Becomes owner of the Resch when the bonds are paid in full

The County enters into a sublease with the City of Green Bay for the KI Convention Center

- The City may enter into an agreement with a third party for the operation of the Convention Center**
1. The County has NO responsibility for maintenance or repairs on the Convention Center

Room Tax Commission Participants

1. Pledge room taxes to the County to pay Debt Service on the bonds
2. Associated bank collects the room tax from the hotels

The County enters into a sublease with the VCB for the Resch

1. The VCB was formerly funded by the room tax collections
2. The VCB pays the County \$160,000 per year for maintenance and repairs on the Resch

The VCB enters into an agreement with PMI for the operation of the Resch

1. PMI pays VCB \$1,010,000 per year
2. VCB total annual budget is \$850,000

BROWN COUNTY HUMAN SERVICES

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



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

March 18, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Department of Administration

FROM: Paula Burkart, Human Services -
Supervisor of Representative Payee Program

SUBJECT: Fulltime, Account Clerk I/Budget Counselor - Request to Fill a Position

Sue Czachor was on Short Term Disability. As of March 1, 2011 she moved to a Long Term Disability status. Based on the 1901 MHC contract, the position can be filled when team member moves into this status. This position is budgeted for in the 2011 budget.

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.

This position is essential as we have no other back up for these approximately 130 consumers and Brown County Payee is appointed by Social Security to be the Representative Payee for these individuals. The Social Security Administration mandates the amount we are able to collect for our Services. The services we offer help to maintain consumers in their current living arrangement because our program assures their rent, utilities and other living expenses will be paid with their benefit dollars. In addition, if there is a possibility of recovering funds for services Brown County has paid for, our program will recoup the allowable dollars. This program also assures any payment owed to Brown County Human Services is collected.

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

The person in this position provides coordination and consultation to CTP, AODA, CIP and COP staff regarding consumer benefit issues. The person is responsible for a caseload of approximately 130 consumers that live in various living arrangements including group and adult family homes and independent living in and out of Brown County.



The responsibility is to go through and verify then pay all monthly bills, spending checks daily, weekly or monthly for approximately 130 consumers. They work closely with the Social Security Office, Social Workers here at BCHS including Economic Support staff as well, family members of the consumers, their landlords or group home staff, the courts and the legal system to provide comprehensive services to Payee Service consumers.

This position needs to be filled, as we have no other back up for these approximately 130 consumers and we have agreed to take on the responsibility of being their payee and have been appointed by the Social Security Administration to do so. This position does generate approximately \$4,810.00 in payee fees a month or \$57,720.00 a year that we collect for the payee services we provide to these 130 consumers.

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

The Representative Payee program continues to review priorities and processes as a unit to ensure processes are streamlined. In continuously looking at processes, we have been able to grow our program over the years from approximately 200 to approximately 700 consumers and downsized by one full-time position.

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, 2010 budgeted funds are sufficient to cover the cost of filling the position. This position does generate approximately \$4,810.00 in payee fees a month or \$57,720.00 a year that we collect for the payee services we provide to these 130 consumers. In addition to this Representative Payee area recouperates dollars to off set costs for consumers living in Community Based Residential Facilities and Adult Family Homes. Also assiting consumers living independetnly who have mental illness and alcohol and other drug issues could prevent them from hospitalizations and helps keep them in an independent setting.

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

Currently each person in our unit is absorbing the additional work load to cover the case load. Because of this, there is potential for necessary paper work to be delayed for consumers. If this happens it can impact the mental stability of a consumer because they are concerned about their finances. It can also impact the county by possibly not recouping dollars to be paid towards authorized services.

In addition, there is a consistent waiting list of 20 – 25 consumers for our program. In not filling this position, these individuals will be prolonged in receiving services.

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

February 11, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: Mary Hansen, Supervisor of Long Term Care
Community Integration Program Unit

SUBJECT: Social Worker/Case Manager (Long Term Care Developmental Disability Services)

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 job description is current.

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

The Community Integration Waiver is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled on the program who are functionally and financially eligible to receive services through this program. Lapse in annual recertifications and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

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

Current caseloads for this position range from 40 to 45 waiver cases per case manager. This is similar to or slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, these positions are necessary to meet the standards to receive Federal and State funding and avoid audit exceptions.

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

Considerations should include consolidating, eliminating and/or outsource job responsibilities.



Leaving this position open does not save money as it generates revenue to support the position. Based on the number of the individuals on the program, the position is needed to support the participants. Brown County serves over 800 adults on this program. Average caseloads are high and would exceed the average of 40-45 individuals on a caseload which is the standard accepted by the waiver programs in general. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities. Once Managed Care is implemented in Brown County, this position can be part of the Family Care District.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
This position is already in the budget and generates Federal and State revenue through billing the waiver for case management time. Leaving this position open does not save money as it generates revenue to support the position.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

In the shorter term of 3 months: result of keeping the position open is a loss of revenue as case management time is a billable service to the waiver program. Basically, leaving this position open does not save money as it generates revenue to support the position.

There can and will be a capacity issue to adequately meet the mandated standards for the funding that supports the services. There will also be reduced customer service response time and ability to respond to families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding source as payment during the period of the lapse before recertification occurs as the remaining workers cover the vacated position's caseload.

More crisis calls can be anticipated as a result of the unavailability of a dedicated case manager, as matters that might normally be routinely addressed can build to crisis proportions due to reduction in face to face contact with clients and families. Case loads of the current available staff will increase to about 55-60 cases.

A 6 month result of not filling this position will likely impact the county financially with loss of revenue from case management time and possible delays in completing necessary eligibility reviews causing improper payments for services. It would also likely decrease the quality of services provided by Brown County due to limited resource of case management time to complete their work in a timely fashion and respond to families. The position generates income that is lost.

- A 12 month absence of workers from this program could increase the risk of lost funding for not meeting deadlines as workloads fall behind. This waiver is a combination of Federal and State dollars in addition to county levy. With lack of staff time to enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for families in need. The longer the position is open, current workers are increasingly likely to be unable to meet funding renewal deadlines and complete mandatory paperwork. This would also increase the possibility that current staff will be unable to respond quickly to families in need due to capacity issues and caseloads too large to manage. This could harm the county financially with audit exceptions. It will delay enrollment of wait list consumers who could

generate state and federal dollars. Leaving this position open does not save money as it generates revenue to support the position.

In addition, significant crisis costs and out of home placements could result from the inaccessibility of a case manager, and the likelihood increases the longer the positions remain unfilled. With the arrival of managed care to Brown County, anticipated in 2012, this position would be part of the New Family Care District.

2011 Fiscal Impact
Human Services - Social Worker/Case Manager

<u>2011 Fiscal Impact:</u>	2011
2011 Salary (May-December)	\$39,052
2011 Fringe Benefits	<u>\$ 18,401.31</u>
	<u><u>\$ 57,453.32</u></u>

BROWN COUNTY HUMAN SERVICES

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



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

March 30th, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: Mary Hansen, Supervisor of Long Term Care
Community Integration Program Unit

SUBJECT: Social Worker/Case Manager (Long Term Care Developmental Disability Services)

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 job description is current.

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

The Community Integration Waiver is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled on the program who are functionally and financially eligible to receive services through this program. Lapse in annual recertifications and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

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

Current caseloads for this position range from 40 to 45 waiver cases per case manager. This is similar to or slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, these positions are necessary to meet the standards to receive Federal and State funding and avoid audit exceptions.

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

Considerations should include consolidating, eliminating and/or outsource job responsibilities.



Leaving this position open does not save money as it generates revenue to support the position. Based on the number of the individuals on the program, the position is needed to support the participants. Brown County serves over 800 adults on this program. Average caseloads are high and would exceed the average of 40-45 individuals on a caseload which is the standard accepted by the waiver programs in general. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities. Once Managed Care is implemented in Brown County, this position can be part of the Family Care District.

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

This position is already in the budget and generates Federal and State revenue through billing the waiver for case management time. Leaving this position open does not save money as it generates revenue to support the position.

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

In the shorter term of 3 months: result of keeping the position open is a loss of revenue as case management time is a billable service to the waiver program. Basically, leaving this position open does not save money as it generates revenue to support the position.

There can and will be a capacity issue to adequately meet the mandated standards for the funding that supports the services. There will also be reduced customer service response time and ability to respond to families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding source as payment during the period of the lapse before recertification occurs as the remaining workers cover the vacated position's caseload.

More crisis calls can be anticipated as a result of the unavailability of a dedicated case manager, as matters that might normally be routinely addressed can build to crisis proportions due to reduction in face to face contact with clients and families. Case loads of the current available staff will increase to about 55-60 cases.

A 6 month result of not filling this position will likely impact the county financially with loss of revenue from case management time and possible delays in completing necessary eligibility reviews causing improper payments for services. It would also likely decrease the quality of services provided by Brown County due to limited resource of case management time to complete their work in a timely fashion and respond to families. The position generates income that is lost.

A 12 month absence of workers from this program could increase the risk of lost funding for not meeting deadlines as workloads fall behind. This waiver is a combination of Federal and State dollars in addition to county levy. With lack of staff time to enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for families in need. The longer the position is open, current workers are increasingly likely to be unable to meet funding renewal deadlines and complete mandatory paperwork. This would also increase the possibility that current staff will be unable to respond quickly to families in need due to capacity issues and caseloads too large to manage. This could harm the county financially with audit exceptions. It will delay enrollment of wait list consumers who

could generate state and federal dollars. Leaving this position open does not save money as it generates revenue to support the position.

In addition, significant crisis costs and out of home placements could result from the inaccessibility of a case manager, and the likelihood increases the longer the positions remain unfilled. With the arrival of managed care to Brown County, anticipated in 2012, this position would be part of the New Family Care District.

2011 Fiscal Impact
Human Services - Social Worker/Case Manager

<u>2011 Fiscal Impact:</u>	2011
2011 Salary (May-December)	\$39,052
2011 Fringe Benefits	<u>\$ 18,401.31</u>
	<u>\$ 57,453.32</u>

BROWN COUNTY HUMAN SERVICES

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

March 23, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: Mary Hansen, Supervisor of Long Term Care
Community Options Program Unit

SUBJECT: Social Worker/Case Manager (Long Term Care, Elderly and Physically Disabled)

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

The job description is current.

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

The Community Options Program is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled on the program who are functionally and financially eligible to receive services. Lapse in annual recertifications and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

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

Current caseloads for this position range from 40 to 45 waiver cases per case manager. This is similar to or slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, these positions are necessary to meet the standards to receive Federal and State funding and avoid audit exceptions.

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



Leaving this position open does not save money as the case manager can generate revenue to support the position.

Based on the overall number of individuals on the program, the position is needed to support the participants. Brown County serves over 600 adults on this program. Average caseloads are high and would exceed the average of 40-45 individuals on a caseload which is the standard accepted by the waiver programs in general. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities. Once Managed Care is implemented in Brown County, this position can be part of the Family Care District.

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

This position is already in the budget and generates Federal and State revenue through billing the waiver for case management time. Leaving this position open does not save money as it generates revenue to support the position.

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

In the shorter term of 3 months: result of keeping the position open is a loss of revenue as case management time is a billable service to the waiver program. Basically, leaving this position open does not save money as it generates revenue to support the position.

There can and will be a capacity issue to adequately meet the mandated standards for the funding that supports the services. There will also be reduced customer service response time and ability to respond to families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding during this period of lapse.

More crisis calls can be anticipated as a result of the unavailability of a dedicated case manager. Issues that might normally be routinely addressed can build to crisis proportions due to reduction in face to face contact with clients and families. Case loads of the current available staff will increase to about 55-60 cases.

A 6 month result of not filling this position will likely impact the county financially with loss of revenue from case management time and possible delays in completing necessary eligibility reviews. It may also decrease the quality of services provided by Brown County due to limited resource of case management time to complete their work in a timely fashion and to respond to families.

A 12 month absence of workers from this program could increase the risk of lost funding for not meeting deadlines as workloads fall behind. With lack of staff time to enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for families in need. The longer the position is open, current workers are likely to be unable to meet funding renewal deadlines and complete mandatory paperwork. This would also increase the possibility that current staff will be unable to respond quickly to families in need due to capacity issues and caseloads too large to manage. This could harm the county financially with audit exceptions. It will delay enrollment of wait list consumers who could generate state and federal dollars. Leaving this position open does not save money as it generates revenue to support the position. In addition, significant crisis costs and out of home placements could occur if a case manager is inaccessible. With the arrival of managed care to

Brown County, anticipated in 2012, this position would be part of the New Family Care District.

2011 Fiscal Impact
Human Services - Social Worker/Case Manager

<u>2011 Fiscal Impact:</u>	2011
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