BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
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EXECUTIVE COMMITTEE
Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE
Monday, March 9, 2015
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

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

I. Call meeting to order.
II. Approve/modify agenda.
III. Approve/modify Minutes of February 9, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Administration – Senior Accountant (Vacated 2/20/15).
2. Clerk of Circuit Courts – Deputy Clerk of Courts (Vacated 3/6/15).
3. County Clerk – Elections Specialist (Vacated 3/16/15).
4. District Attorney – Office Manager II (Vacated 3/30/15).
5. District Attorney – Special Drug Task Attorney (Vacated 12/31/14).
6. Human Services -CTC – Assistant Director of Nursing Home (Vacated 1/20/15).
7. Human Services – Behavioral Health Supervisor (Vacated 2/25/15).
8. Human Services – Economic Support Specialist (x3) (Vacated 1/2/15, 1/19/15 and 2/27/15).
9. Human Services – Social Worker/Case Manager (Juvenile Court Intake/Disposition (Vacated 2/28/15).
10. Public Works (Facility Mgmt.) – Facility Mechanic (Vacated 2/5/15).
11. Public Works (Highway) – 1st Mechanic (Vacated 2/18/15).
12. Public Works (Highway) - Chief Mechanic (Vacated 2/18/15).
13. Register of Deeds – Deputy Clerk (Vacated 4/17/15).
14. Human Resources – Senior Analyst (Vacated 3/17/15).

Communications

15. Communication from Supervisor Van Dyck re: Modify the appropriate County Ordinance or Code regarding appointments to the Library Board and the Neville Museum Governing Board so at least one County Board Member, who is on the Ed & Rec Committee is appointed to these boards co-terminus. *Referred from February County Board.*

Legal Bills

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

Reports

17. County Executive Report.

18. Internal Auditor Report.
    a) Monthly Status Update – February 1 – 28, 2015.

19. Human Resources Report.

Resolutions, Ordinances – None.

Miscellaneous

20. Outagamie County Resolution No. 108-2014-15: Support proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning January 1, 2016 and support legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 7, 2017.

21. County Wide Assessment System proposed by Governor Walker's 2015 – 17 State Budget.

Open Session

22. a. Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
    b. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.
    c. Discussion strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.

Closed Session

23. **Closed Session:** Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, a., b. and c., as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, and pursuant to Wis. Stat §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Reconvene in Open Session

24. a. Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
    b. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.
    c. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.

Other

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

Tom Lund, Chair

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

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, February 9, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Erickson, Supervisor Moynihan, Supervisor Evans, Supervisor Van Dyck, Supervisor Buckley
Excused: Supervisor Fewell
Also Present: Troy Streckenbach, Warren Kraft, Dan Process, Paul Fontecchio, Chua Xiong, Jeff Oudeans

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I. **Call Meeting to Order:**

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

II. **Approve/modify agenda:**

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

III. **Approve/modify Minutes of January 12, 2015.**

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

Comments from the Public - None.

Vacant Budgeted Positions (Request to Fill)

1. **Circuit Court – Judicial Assistant (Vacant 01/26/15).**
2. **District Attorney – Clerk/Typist II (Vacated 02/13/15).**
3. **Health – Nurse Manager (Vacated 02/02/15).**
4. **Human Resources – Payroll Specialist (Vacated 03/06/15).**
5. **Human Services (CTC) – Director of Nursing Home (Vacated 02/06/15).**
6. **Human Services (CTC) Community Treatment Program Worker (Vacated 0-2/06/15).**
7. **Human Services (CTC) – Clerk II (Vacated 02/06/15).**
8. **Human Services – Clerk IV/Data Control (Vacated 11/14/14).**
9. **Human Services – Clerk II- Economic Support (Vacated 01/19/15).**
10. **Human Services – Economic Support Specialist (x2) (Vacated 01/30/15, 02/05/15).**
11. **Human Services – Social Worker Supervisor – Juvenile Justice (Vacated 01/27/15).**
12. **Public Works- Highway – Fleet/Equipment & Production Manager (Vacated 111/17/14).**
13. **Public Works – Facilities – Housekeeper (.5 FTE) (Vacated 01/23/15).**

Supervisor Buckley asked the representative of Human Resources, Chad Weininger, about the listing for the judicial assistant position and inquired if this position was paid for by the State. Weininger responded that the position is not funded by the State and further, there have been meetings with the new Clerk of Courts and judges to try to develop good relationships and financial accountability. Weininger continued that he believes Judge Atkinson has a strong grip on this and they are trying to do a better job of working to get as much collected as possible. .

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 13 together. Vote taken. Ayes: Evans, Erickson, Lund, Moynihan, Van Dyck Nay: Buckley MOTION CARRIED 5 to 1

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Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1 – 13. Vote taken. Ayes: Evans, Erickson, Lund, Moynihan, Van Dyck Nay: Buckley MOTION CARRIED 5 to 1

Communications – None

Legal Bills

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

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

Reports

15. **County Executive Report.**

County Executive Troy Streckenbach introduced Warren Kraft to the Committee. Kraft is on the County Board agenda for Wednesday's meeting for approval as the new Human Resources Director. Streckenbach also introduced Chua Xiong who will also be on the County Board's agenda for approval as the Health Director.

Streckenbach continued that this Committee may wish to look at reforming the facilities subcommittee. He noted that he had attended a meeting at NWTC earlier in the day and much of the discussion was with regard to buildings that were built 40+ years ago and the amount of money that would be necessary to offset the costs of maintenance over the coming years as well as the costs to bring the buildings up to speed with regard to technology and being prepared for the future. Streckenbach continued that the Arena is one of the buildings that needs to be looked at along with the Museum and Library and several others. He felt that it would be key and vital for the County Board to be a part of the process with regard to these buildings to ensure that work is not done that is not supported by the Board. Streckenbach continued that some investments need to be made with regard to long-term decisions concerning the 2.2 million square feet that the County is responsible for overseeing. He noted that if the County wants to be able to provide additional dollars for the operating budget, a way would have to be found to realize savings in the operating expenses. Streckenbach noted that even if taxes were raised, an increase would not go as far as it needs to go for continuing needs in the human services and public safety areas. Streckenbach felt that over the course of a five or ten year plan, the long-term strategy of the buildings that the County owns and operates need to be examined.

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

16. **Internal Auditor Report.**
    a) **Monthly Status Update – January 1-31, 2015.**

Internal Auditor Dan Process advised the Committee that he would be providing a report regarding the golf course audit within the next week. Process also advised the Committee that Clerk of Courts John Vander Leest recently stopped in and indicated that he would like to have an audit of the Clerk of Courts.

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

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17. **Human Resources Report.**

Chad Weininger reported that they have a critical position that came open today for the budget coordinator due to a resignation. Weininger would like to move forward to post the position as soon as possible.

Weininger continued that the class and comp study will hopefully be rolled out to the County Board in the April time frame. Administration will be working with department heads to get their feedback on the study in March and it will then be presented to the County Board. Weininger indicated that there will be an appeal process set up for employees and this will also be presented to the Board.

Weininger concluded by saying that they continue to work on the fast care type clinic proposed by Supervisor Erickson and they will bring more information on this to the Board soon.

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

Resolutions, Ordinances

18. **Resolution re: Change in Table of Organization for the Human Services Department Clerk Receptionist.**

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

19. **Resolution re: Change in Table of Organization for the Health Department Public Health Educator.**

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

Other

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

21. **Adjourn.**

Motion made by Supervisor Buckley, seconded by Supervisor Evans to adjourn at 5:45 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

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HUMAN RESOURCES DEPARTMENT

Brown County

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

WARREN KRAFT
HUMAN RESOURCES DIRECTOR

March 9, 2015

Departments for position approval process at March 9, 2015 Executive Committee:

Administration – Senior Accountant
Vacated – 2/20/15

Clerk of Circuit Courts – Deputy Clerk of Courts
Vacated – 3/6/15

County Clerk – Elections Specialist
Vacated – 3/16/15

District Attorney – Office Manager II
Vacated 3/30/15

District Attorney – Special Drug Task Attorney
Vacated – 12/31/14

Human Services (CTC) – Assistant Director of Nursing Home
Vacated – 1/20/15

Human Services – Behavioral Health Supervisor
Vacated – 2/25/15

Human Services – Economic Support Specialist (x3)
Vacated - 1/2/15, 1/19/15, 2/27/15

Human Services – Social Worker/Case Manager (Juvenile Court Intake/Disposition)
Vacated – 2/28/15

Public Works (Facility Mgmt.) – Facility Mechanic
Vacated – 2/5/15

Public Works (Highway) – 1st Mechanic
Vacated – 2/18/15

Public Works (Highway) – Chief Mechanic
Vacated – 2/18/15

Register of Deeds – Deputy Clerk
Vacated – 4/17/15

Human Resources – Senior Analyst
Vacated – 3/17/15

DEPARTMENT OF ADMINISTRATION

Brown County

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CHAD WEININGER
DIRECTOR

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

February 9, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Carolyn Maricque, Finance Director
Administration

SUBJECT: Request to Fill – Senior Accountant

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.

   The duties of the position are essential to the budget process of the County and to the accounting activities of the County.

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

   This position is measure based upon the completion of the County's budget as well as audit. In addition, the position is responsible for the compilation of the County's cost allocation plan .

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

   The current Senior accountant staff is minimal compared to their responsibilities, so there are not opportunities for reductions.

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

   The budgeted funds are sufficient for this position.

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

   The planning process for budgeting should start as soon as possible, so it is imperative to hire this position as soon as possible.

Budget Impact Calculation

Department: **Administration**
Position: **Senior Accountant**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 48,659.12
Fringe Benefits	$ 20,119.96
	$ 68,779.08

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

Annualized Budget Impact:

Salary	$ 61,714.00
Fringe Benefits	$ 25,518.00
	$ 87,232.00

Note: this position is in the 2015 budget

Position vacated: 2/20/2015

Budgeted hourly wage rate: $29.67

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

Analyst Recommendation: This position is responsible for providing medium to complex professional accounting and financial functions related to county-wide financial reporting. This position also holds a critical piece in the annual budget preparation. It is vital that this position be filled as soon as possible as the annual budget process is nearly upon us. I recommend approval. Christina Connell HR Analyst

Contact Carolyn Maricque 448-4046

CLERK OF CIRCUIT COURT

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WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

February 12, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Brown County Clerk of Courts

SUBJECT: Request to Fill – Deputy Clerk I as stated in Table of Organization>

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

   The position description is current.

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

   Yes, this position will be responsible to handle Juvenile cases in court and filing appropriate paperwork with the correct Dept. of Corrections and Justice Dept. In addition, this position will serve as a backup to Paternity cases as well.

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

   Juvenile cases workload was 639 cases in 2014. There is only one Deputy Clerk I assigned to cover these cases. The new change from a Clerk II to Deputy Clerk I will allow 2 Deputy Clerks cover Juvenile cases when needed and backup other courts.

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

   There are 2 confirmed retirements in the Clerk of Courts department - Clerk I and Deputy Clerk I. We've moved around court coverage within the 6 other Deputy Clerk I's to ensure adequate court coverage. However, we are not able to absorb all of the related court duties. The Paternity and Juvenile Deputy Clerks will be cross-trained so they can assist each other for court coverage. The related paternity paperwork will be processed by the Clerk II positions so they will expand their skill set.

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, the 2015 budget was $60,000 for budget review. The 2 vacant positions represent roughly $76,000 with salary and benefits. So the 2 vacancies represent a net positive of $16,000 for the budget. The salary cost of moving a Clerk II to a Deputy Clerk I internally is $3,400. So we are still at a net positive of $12,600 for these personnel changes.

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

Juvenile cases must be entered promptly as it directly impacts the State Department of Corrections and the Department of Justice. The Deputy Clerk of Court position will assist in other courts and backup the Judicial Branches as well.

Best regards,

John Vander Leest

John A. Vander Leest
Clerk of Circuit Courts

Budget Impact Calculation

Department: **Clerk of Courts**
Position: **Deputy Clerk of Courts**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 28,290.00
Fringe Benefits	$ 16,982.67
	$ 45,272.67

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

Annualized Budget Impact:

Salary	$ 35,880.00
Fringe Benefits	$ 21,539.00
	$ 57,419.00

Note: this position is in the 2015 budget

Position vacated: 3/6/2015

Budgeted hourly wage rate: $18.40

Total Number of FTEs Budget for this position title in budget:	6.6
Number of FTEs Unfunded for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	6.6
Number of FTEs filled with this position vacant:	5.6
Percent of this position staffed:	85%

Analyst Recommendation: This position is responsible covering various court rooms, attending court and for drafting legal documents. The duties have been reviewed and it has been determined that this position is vital to the clerk of courts. The department plans to fill this vacancy with an existing internal candidate. The department will then have salary savings by not filling that internal candidate's position. I recommend approval. Christina Connell HR Analyst

Contact John Vander Lees 448-4179

COUNTY CLERK

BROWN

305 E. WALNUT STREET, ROOM 120
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GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498 juno_sl@co.brown.wi.us

February 27, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Sandy Juno
Brown County Clerk

SUBJECT: Request to Fill – Elections Specialist

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.)

   Minimal job description revisions are currently being completed in Human Resources.

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

   Yes, Federal, State and local elections.

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

   Accuracy and outcome of the coordination and management of each election. No, election law violations

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

   The election work needs to be completed. This position also earns chargeback revenues in excess of $100,000 annually.

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?

   Funds are available in the 2015 County Clerk's Budget.

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

This position can't be held open due to the length of training needed regarding federal and state election laws; election processes, procedures, and software and data bases. Likewise, we are approaching a 4 election cycle including a presidential primary in February or April and a general election in November.

Budget Impact Calculation

Department: **County Clerk**
Position: **Elections Specialist**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 33,914.88
Fringe Benefits	$ 17,848.40
	$ 51,763.29

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

Annualized Budget Impact:

Salary	$ 43,014.00
Fringe Benefits	$ 22,637.00
	$ 65,651.00

Note: this position is in the 2015 budget

Position vacated: 3/16/2015

Budgeted hourly wage rate: $20.68

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

Analyst Recommendation: This position is vacant due to a resignation. Federal, State and local mandates require the County to manage elections. This position is responsible for coordinating and managing elections with GAB, 24 municipal clerks and 12 school district clerks.This position must be expeditiously filled due to the length of training needed regarding federal and state election laws; election processes, procedures, software and databases. In addition, we are approaching a 4-election cycle including a presidential primary in the spring and a general election in November. I recommend approval. Lorrie Blaylock HR Analyst

Contact Sandy Juno 448-4021

OFFICE OF THE DISTRICT ATTORNEY
Brown County

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DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
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Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR
Karen H. Dorau
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SPECIAL PROSECUTORS
Lawrence J. Lasee
Kristen K. Bohnert

CONTRACT SPECIAL PROSECUTOR
Kari A. Hoffman

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

March 03, 2015

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

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Office Manager II

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.)

   This position description has been updated by the District Attorney's Office through the wage comparability study.

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

   Yes, the duties are essential. On a daily basis, the Office Manager supervises the day-to-day operations of support services for the Brown County District Attorney's Office; oversees administration of office functions; instructs and trains employees in practices and procedures; monitors and approves work in progress and completion; ensures compliance with applicable standards and guidelines. Participates in preparation of the of the annual department budget; monitors expenditures and ensures compliance with budget limitations.

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

   This position requires daily tasks and completion of tasks to meet statutory and court deadlines. Also, the supervision of employees and monitoring of department budget. The District Attorney reviews the job performance the Office Manager.

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

   This position is critical to the office and its day to day operations.

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

   Yes.

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

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

Budget Impact Calculation

Department: **District Attorney**
Position: **Office Manager II**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 34,604.00
Fringe Benefits	$ 17,954.85
	$ 52,558.85

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

Annualized Budget Impact:

Salary	$ 43,888.00
Fringe Benefits	$ 22,772.00
	$ 66,660.00

Note: this position is in the 2015 budget

Position vacated: 3/30/2015

Budgeted hourly wage rate: $21.10

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

Analyst Recommendation: This position provides front-line supervision to all support staff in the District Attorney's Office. It supervises the day-to-day operations of support services for the Brown County District Attorney's Office; oversees administration of office functions; instructs and trains employees in practices and procedures; monitors and approves work in progress and completion; ensures compliance with applicable standards and guidelines. This is the only Office Manager position in the District Attorney's Office and it is vital in fulfilling as soon as possible. I recommend approval. Christina Connell HR Analyst

Contact David Lasee 448-6314

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DAVID L. LASEE
DISTRICT ATTORNEY

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

February 17, 2015

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

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Special Drug Task Force Attorney

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.)

   This position description has been updated by the District Attorney's Office through the wage comparability study.

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

   Yes, the duties are essential. On a daily basis, the attorney drafts and reviews complaints, motions, subpoenas, search warrants and other legal documents as necessary to represent the State of Wisconsin and Brown County as a Special Prosecutor.

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

   This position requires daily tasks and completion of tasks to meet statutory and court deadlines. The District Attorney reviews the job performance of all prosecutors.

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

   The variety of job duties are streamlined as much as possible, this position is critical for prosecution of cases.

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

   Yes.

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

   The responsibilities of this position would fall on existing full-time staff which would be less cost effective

Budget Impact Calculation

Department: **District Attorney**
Position: **Special Drug Task Attorney**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 38,655.12
Fringe Benefits	$ 18,578.52
	$ 57,233.63

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

Annualized Budget Impact:

Salary	$ 49,026.00
Fringe Benefits	$ 23,563.00
	$ 72,589.00

Note: this position is in the 2015 budget

Position vacated: 12/31/2014

Budgeted hourly wage rate: $23.57

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

Analyst Recommendation: This position is responsible for representing the State of Wisconsin in Brown County's Drug Task Force cases. This position is also responsible for drafting and reviewing legal documents and for executing under statutory and court guidelines and deadlines. This is the only position in the District Attorney's office that reviews such cases. I recommend approval. Christina Connell HR Analyst

Contact David Lasee 448-6314

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
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Green Bay, WI 54305-2188

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

February 24, 2015

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

FROM: Roberta Morschauser, BSN-RN, NHA
Community Treatment Center Administrator
Human Services

SUBJECT: Request to Fill – ADON-Nursing Home as stated in the Table of Org.

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.)
Please see the attached job description, as some minor changes have been made to update the position description to the current expectations of the ADON.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
The duties within the position description do consist of numerous mandatory services for regulatory compliance for a SNF. Such services include but are not limited to Infection Control, Wound care management, Falls prevention, and workplace safety.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This position requires the employee to assist with the daily operations of the SNF under the direction of the Director of Nursing. The position will chair infection control and resident at risk committees to name a few. The ADON will act as Interim DON in the absence of the DON for any given reason. Assist with policy and procedure development and implementation to name a few of the varied duties required of this position.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
Filling this position will allow the nursing department the staff and resources to implement evidence-based best practice policy change and program development accurately and effectively to meet the federal and state regulatory standards. Thus, improving the client quality of care and quality measures overall.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
The current budget should be sufficient for compensation for this position. The current budget is at a step 2; the possibility of additional funds would be determined by the chosen candidate's career history, and experience.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The impact of not having the position filled for the past 6 months or more has made a severe impact on the daily operations and quality assurance of the SNF itself. The facility is not up to

standards for state/federal regulations for a number of programs that will require the assistance of this position to carry out and implement policy change.

Budget Impact Calculation

Department: **Human Services - CTC**
Position: **Assistant Director of Nursing-Nursing Home**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 54,086.88
Fringe Benefits	$ 20,956.52
	$ 75,043.40

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

Annualized Budget Impact:

Salary	$ 68,598.00
Fringe Benefits	$ 26,579.00
	$ 95,177.00

Note: this position is in the 2015 budget

Position vacated: 1/20/2015

Budgeted hourly wage rate: $32.98

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

Analyst Recommendation: Position was vacated due to a resignation and is currently filled on an interim basis. The ADON position must be filled with a permanent employee to assist with quality improvement measures and daily operations within the Skilled Nursing Facility. The position is responsible for the facility's Infection Control Program to comply with CDC Regulations. This positive is vital to the daily operations of the nursing home. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Roberta Morschauser 391-4701

Brown County

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

2-2-2015

TO: County Executive Troy Streckenbach
Interim Human Resources Manager & Director of Administration Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill – Behavioral Health Supervisor

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

Job Description is current.

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

Yes, this position is needed to supervise multiple programs the county provided under state statutes including Ch. 51, 55, and 46, in addition to DHS 34, DHS 35, DHS 36, DHS 63 AND DHS 75. Program compliance requires supervision of personnel and program rules.

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

Supervision of multiple programs and personnel including alcohol and drug programs, mental health programs and related case management.

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

We are desperately short of supervisiors, and are also presently in process of interviewing for a Behavioral Health Supervisor Position added to the 2015 budget.

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

Yes.

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

Client safety is compromised, program compliance is jeopardized, as would be state and federal funding. There are no safe viable options to delay hiring.

Budget Impact Calculation

Department: **Human Services - CTC**
Position: **Behavioral Health Supervisor**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 53,283.44
Fringe Benefits	$ 20,831.94
	$ 74,115.38

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

Annualized Budget Impact:

Salary	$ 67,579.00
Fringe Benefits	$ 26,421.00
	$ 94,000.00

Note: this position is in the 2015 budget

Position vacated: 2/25/2015

Budgeted hourly wage rate: $32.49

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

Analyst Recommendation: Position was vacated due to a resignation. The position is needed to supervise multiple programs that the county provides under State Statutes, including Ch 51, 55 and 46, in addition to DHS 34, DHS 35, DHS 36, DHS 63 and DHS 75. Program compliance requires supervison of personnel and program rules. If not filled, client safety is compromised, program compliance is jeopardized , as would be state and federal funding. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Ian Agar 447-6959

BROWN COUNTY HUMAN SERVICES

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February 5, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration/Interim Human Resources Manager

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

SUBJECT: Economic Support Specialist – request to fill position (x3)

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

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

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

   - The current caseload averages between 550-820 cases per worker.
   - Brown County Caseload Comparison:
     - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = $2.8 million
     - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = $3 million
     - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = $3.4 million
     - Nov. 2013 – total caseload = 24,019; Foodshare monthly issuance = $3.1 million
     - Nov. 2014 – total caseload = 25,134; Foodshare monthly issuance = $3.1 million

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

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

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

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

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

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

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

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

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

Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

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

Budget Impact Calculation

Department: **Human Services/Economic Support**
Position: **Economic Support Specialists (3)**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 25,122.75
Fringe Benefits	$ 16,494.62
	$ 41,617.37 (each)

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

Annualized Budget Impact:

Salary	$ 31,863.00
Fringe Benefits	$ 20,920.00
	$ 52,783.00 (each)

Note: this position is in the 2015 budget

Positions vacated: 1/2/2015, 1/19/2015 and 2/27/2015

Budgeted hourly wage rate: $16.34

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs Unfunded for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	47
Percent of this position staffed:	94%

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

Contact Jenny Hoffman 448-6367

Brown County

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

2-25-15

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

FROM: Lana Cheslock
Brown County Human Services Department

SUBJECT: Request to Fill – Social Worker/Case Manager (Juvenile Court Intake/Disposition 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 position description is current and was reviewed by the Manager of Children Youth and Families, Lana Cheslock on 02/23/15. There are no updates to this job description at this time.

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

   The duties of the position are directly related to an essential (mandatory) service that is required for Brown County Human Services to provide Intake and Dispositional Services under Wisconsin State Statute 938. The job title lists a variety of services which must be provided to include intake inquiry duties from law enforcement referrals, making custody intake decisions when law enforcement contacts the agency for youth who are in custody, providing services to youth and families that are placed under a Juvenile Court Order by the Circuit Court Judges, and aftercare and monitoring responsibilities of all assigned cases.

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

   The clients are referred to the position by law enforcement referral and are typically juvenile youth ages up to 17 years of age. The position works with the youth and their family. The caseload is 30 cases on average assigned to the position plus additional on call duty for weekday 8am-4:30pm coverage, weeknight 4:30pm-8am coverage, and weekend coverage to respond to law enforcement inquiry of youth taken into custody and then providing face to face contact at Brown County Secure Detention (Jail) and Brown County Shelter Care. Work output includes conducting intake inquiries on youth referred to the unit, gathering social history for cases going thru the Juvenile Court process, representing the department in Juvenile Court hearings before the court commissioner and 2 Juvenile Justices, writing court reports, monitoring court orders, completing documentation in eWISACWIS for all out of home placements, attending case reviews, and other assigned duties to effectively manage assigned cases.

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

   At this time, it would be difficult to consolidate or eliminate these job responsibilities. There has been a recent move over the past 4 years of 6 positions from the Juvenile Unit (3 to Child Welfare and 3 to a newly created unit called CABHU - Child and Adolescent Behavioral Health Unit).

Refilling this position is critical to maintain services to juvenile and the family and to meet an increasing trend in referrals since 2010.

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

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

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

   If the position is not filled, this would have a significant effect upon the Juvenile Unit to keep up with the pace of processing referrals and would have an impact upon capacity and delivery of client caseload service. We would be out of compliance with Wisconsin State mandates for Juvenile Justice code 938.

Budget Impact Calculation

Department: **Human Services - Juvenile Justice Intake/Disposition**
Position: **Social Worker/Case Manager**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 38,406.75
Fringe Benefits	$ 18,539.88
	$ 56,946.63

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

Annualized Budget Impact:

Salary	$ 48,711.00
Fringe Benefits	$ 23,514.00
	$ 72,225.00

Note: this position is in the 2015 budget

Position vacated: 2/28/2015

Budgeted hourly wage rate: $24.98

Total Number of FTEs Budget for this position title in budget:	11
Number of FTEs Unfunded for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	11
Number of FTEs filled with this position vacant:	10
Percent of this position staffed:	91%

Analyst Recommendation: Position was vacated due to a promotion. The position averages 30 assigned cases, plus an after-hours on-call responsibility of weekday, weeknight and weekend coverage. Workload demands coverage for court hearings with judges, response to law enforcement referrals and to meet Wisconsin State Statutory requirement of Chapter 938 for Juvenile Justice Services. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Dannel Skalecki 448-6131

PUBLIC WORKS DEPARTMENT

Brown County

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PAUL VAN NOIE
DIRECTOR

February 4, 2015

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

FROM: Jeff Oudeans, Facility Planning & Project Manager
Brown County Public Works

SUBJECT: Request to Fill – Facility Mechanic
As stated in the Table of Organization

Please find the following justification to fill a vacant Facility Mechanic position:

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

   Yes it is current.

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

   Yes.
   - A Facility Mechanic completes inspections and testing of life safety systems including fire alarm, sprinkler, generators, fire extinguisher, and duress systems, to ensure all local, state, and federal codes are met.
   - The mechanic also performs snow removal at all facilities as needed.
   - In addition, Facility Mechanics respond to numerous calls daily including-lighting issues, heating and cooling problems, plumbing problems, lock issues, electrical power losses, furniture repair, and fire/security when needed.
   - Maintenance is responsible for meeting all government regulations, codes, and inspections.
   - Unlike the Facility Workers and Housekeeping staff, which are based on square footage and customer needs, the Facility Mechanic position is necessary for proper maintenance and repairs of all heating, cooling, and building mechanical systems.
   - Proper maintenance is necessary to provide effective facility reliability, meet and exceed building and equipment life expectancy, and to avoid premature replacement costs. In addition to facilities, Facility Mechanics assist to ensure clean, safe, and attractive grounds for the public as well as our employees.

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

   Mechanic performance is measured by a number of routine and preventive work orders completed, by building and equipment inspections, cleanliness, breakdown percentage, emergency repairs, as well as feedback from employees and the public.

A healthy indoor air quality and fully operating equipment provide an enhanced working environment for employees providing air quality and germ containment, thus resulting in less sickness, absences and work related time off of employees. Good routine and preventive maintenance of buildings and equipment will extend the life of our existing assets. All of our preventive maintenance and scheduled repairs are automatically tracked and distributed by a building maintenance software package.

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

Providing daily maintenance services in-house provides timely response, reliability, trustworthiness, and flexibility of staff. Staff and workload are monitored and evaluated on an ongoing basis. Coverage is available during employee vacations and time off. Previous reorganization efforts have reduced the number of Facility Mechanics 10 to 7.

With the merger of the Highway and Facilities Departments in 2012 to form the Public Works Department, we are able to utilize our staff and resources more effectively.

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

Yes, there are budgeted funds to cover the vacant Facility Mechanic position; we should not delay in filling it as soon as possible.

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

Any delay in filling this position will have a negative impact on Brown County whether it would be the cost of overtime for coverage, safety issues not addressed in a prompt fashion or unwarranted neglect of mechanic systems due to lack of manpower.

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

Budget Impact Calculation

Department: **Public Works - Facilities**
Position: **Facility Mechanic**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 34,112.00
Fringe Benefits	$ 17,879.15
	$ 51,991.15

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

Annualized Budget Impact:

Salary	$ 43,264.00
Fringe Benefits	$ 22,676.00
	$ 65,940.00

Note: this position is in the 2015 budget

Position vacated: 2/5/2015

Budgeted hourly wage rate: $20.80

Total Number of FTEs Budget for this position title in budget:	7
Number of FTEs Unfunded for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	7
Number of FTEs filled with this position vacant:	6
Percent of this position staffed:	86%

Analyst Recommendation: This position is responsible for performing highly skilled maintenance and repairs to county buildings and equipment. This individual would ensure the county equipment meets all state and government regulations. This position is also responsible for snow removal and grounds maintenance. It is the responsibility of this position to ensure all necessary measures are taken so the equipment is performing and is reliable. I recommend approval. Christina Connell HR Analyst

Contact Jeff Oudeans 662-2153

PUBLIC WORKS DEPARTMENT

Brown County

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PAUL H. VAN NOIE
DIRECTOR

DATE: February 23, 2015

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

FROM: Paul Van Noie, Director
Public Works Department

SUBJECT: Request to Fill – 1st Mechanic Position, as stated in the Table of Organization

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

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

   Yes, the position description for the 1st Mechanic position is current.

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

   Yes. This position is vital to the operation of the Public Works Department, as our mechanics are responsible for maintaining over 200 pieces of equipment necessary to carry out the services provided by the Public Works Department – Highway Division. If held vacant much of the day to day repairs and preventative maintenance does not get carried out.

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

   Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Highway Division carries out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next several years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain. With these services we have to maintain the necessary equipment. In addition, with the above mentioned added services, we will also be adding additional equipment to enable us to adequately carry out these services.

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

We have looked at the cost to outsource our equipment maintenance; however it is much more costly per hour (including fringes) to outsource, in addition to the added cost of transporting the equipment to get serviced. We also looked at a reduction of maintenance staff, but that option would require extensive overtime of our current staff to keep up with the demands. In addition, mechanics are also utilized as plow operators during major storm events.

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

The wages (including fringes) for the 1st Mechanic position are reimbursed 100% by our equipment revenue.

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

The longer the position remains vacant, the more equipment that remains unrepaired and available for our employees, which in turn could mean added costs to make the inevitable needed repairs. The other 3 options available would be (1) rent the necessary equipment to complete our required job tasks, (2) outsource the necessary equipment repairs at a minimum of 1½ to 2 times greater cost, or (3) existing employees work overtime.

Budget Impact Calculation

Department: **Public Works - Highway**
Position: **1st Mechanic**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 38,163.12
Fringe Benefits	$ 18,503.62
	$ 56,666.73

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

Annualized Budget Impact:

Salary	$ 48,402.00
Fringe Benefits	$ 23,468.00
	$ 71,870.00

Note: this position is in the 2015 budget

Position vacated: 2/18/2015

Budgeted hourly wage rate: $23.27

Total Number of FTEs Budget for this position title in budget:	10
Number of FTEs Unfunded for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	10
Number of FTEs filled with this position vacant:	9
Percent of this position staffed:	90%

Analyst Recommendation: This position is responsible for providing maintenance upkeep and repair on the over 200 pieces of equipment in the Public Works Department. It is important that this position be filled so repairs to equipment can be completed timely so the vehicles can return to keeping our county roads safe for the public. I recommend Approval. Christina Connell HR Analyst

Contact Paul Van Noie 662-2161

PUBLIC WORKS DEPARTMENT

Brown County

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PAUL H. VAN NOIE
DIRECTOR

DATE: February 23, 2015

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

FROM: Paul Van Noie, Director
Public Works Department

SUBJECT: Request to Fill – Chief Mechanic Position, as stated in the Table of Organization

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

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

   Yes it is current.

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

   Yes. This position is vital to the operation of the Public Works Department, as the Chief Mechanic oversees the mechanics who are responsible for maintaining over 200 pieces of equipment necessary to carry out the services provided by the Department. If held vacant there is no one to directly oversee the day to day repairs and preventative maintenance of the equipment.

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

   Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Highway Division carries out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next 6 years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain. The Highway Division will be looking into adding additional laborers in the near future to accommodate the additional lane miles and maintenance. Also in the near future the County will be adding additional lane miles for CTH RK (from CTH EB to CTH J), the expansion of CTH GV and the extension of CTH EA, all of which will add to the workload of our current workforce. In addition, with the above mentioned added services, we will also be adding additional equipment to enable us to adequately carry out these services. With these services it is imperative to maintain the necessary equipment.

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

   We have looked at the cost to outsource our equipment maintenance; however it is much more costly per hour (including fringes) to outsource, in addition to the added cost of transporting the equipment to get serviced. We also looked at a reduction of maintenance staff, but that option would require extensive overtime of our current staff to keep up with the demands. In addition, mechanics are also utilized as plow operators during major storm events.

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

   The wages (including fringes) for the Chief Mechanic position are reimbursed 100% by our equipment revenue.

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

   This position should be filled as quickly as possible to provide the proper supervision and scheduling of the mechanic repairs and maintenance in the shop area.

Budget Impact Calculation

Department: **Public Works - Highway**
Position: **Chief Mechanic**

Partial Budget Impact: **3/16/15 - 12/31/15** **41 Weeks**

Salary	$ 39,835.44
Fringe Benefits	$ 18,760.65
	$ 58,596.10

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

Annualized Budget Impact:

Salary	$ 50,523.00
Fringe Benefits	$ 23,794.00
	$ 74,317.00

Note: this position is in the 2015 budget

Position vacated: 2/18/2015

Budgeted hourly wage rate: $24.29

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

Analyst Recommendation: This position assists the Fleet/Equipment & Production Manager in the daily operations of the Public Works Shop. This individual would ensure daily tasks were completed and the staff stay on task in maintaining and repairing the over 200 pieces of county equipment. I recommend approval. Christina Connell HR Analyst

Contact Paul Van Noie 662-2161

REGISTER OF DEEDS

Brown County

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

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

February 24, 2015

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

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Deputy Clerk Position

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

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, supervisory position that oversees vital records section whose duties are related directly to statutory, mandated service of filing birth, death, marriage, domestic partnership and DD-214's and issuance of certified copies of the same.

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

- Assumes the duties of the ROD and Chief Deputy in his/her absence
- Performs daily balance of DOR report with daily financial report.
- Assists the public by providing information about records and in the Termination of Joint Tenancy documents
- Balances cash drawers, prepares bank deposit, and deposits funds with the County Treasurer daily.
- Co-facilitates and takes minutes of bi-weekly staff meetings.
- Manage escrow accounts which include notification of escrow balances.
- Manage real estate charge accounts which include entering charge transactions, monthly billing and receipting of payments received.
- Print and review funeral home monthly charge statements.

- Balance vital records sales entered into the States's system with AS400 receipting, daily.
- Balance security paper totals daily.
- Run end of day reports for debit/credit card sales (real estate and vitals) generate checks and verify totals.
- Examine real estate documents for record ability as needed.
- Generate daily and monthly refund checks.
- Authorize payments for invoices in LOGOS.
- Trouble shoots any problems or issues with Vital Chek (online copy orders) as well as ordering supplies for debit card reader.

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

This position assists the real estate prep/process section and vital records staff with customer service duties as needed, in addition to the daily cash management functions. If a current employee of the office is promoted to fill this vacancy my intention is the leave the position being vacated open for enough time to explore whether or not their duties can be absorbed into the Deputy Clerk 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

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? Due to the supervisory nature of this position and office requirement that we have a minimum of three levels of approval for accounts payable, purchase order or requisition and other financial functions in LOGOS this position must be refilled. Current levels of approval lie with the Register of Deeds, Chief Deputy Register of Deeds and Deputy Clerk. Additionally the daily cash management functions performed by the position cannot be absorbed by any other staff.

Budget Impact Calculation

Department: **Register of Deeds**
Position: **Deputy Clerk**

Partial Budget Impact: **4/20/15 - 12/31/15** **36 Weeks**

Salary	$ 28,800.00
Fringe Benefits	$ 15,520.85
	$ 44,320.85

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

Annualized Budget Impact:

Salary	$ 41,600.00
Fringe Benefits	$ 22,419.00
	$ 64,019.00

Note: this position is in the 2015 budget

Position vacated: 4/17/2015

Budgeted hourly wage rate: $20.00

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

Analyst Recommendation: This position is responsible for assuming the duties in the absence of the Register of Deeds. This position also balances cash drawers, completes deposits, utilizes LOGOS financial system and finalizes reporting. It is also responsible for assisting the public with their requests and inquires. I recommend approval. Christina Connell HR Analyst

Contact Cathy Williquette I 448-4469

HUMAN RESOURCES DEPARTMENT

Brown County

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

WARREN KRAFT

PHONE (920) 448-6288 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

March 5, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration

FROM: Warren Kraft
Human Resources

SUBJECT: Request to Fill – Human Resources Senior Analyst

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

The position description has been updated

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

This position is essential to providing recruitment, and personnel management assistance

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

This position handles all senior level investigations, Position Budgeting, and administrative classification and compensation for all departments.

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

The processes within Human Resources are under review, but finding an individual with the skills and experience are essential to administering fair and equal treatment throughout the county.

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, funds are sufficient. Workload does not allow for the other analyst to pick up this workload.

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

The departments will not have the support to maintain staff.

Budget Impact Calculation

Department: **Human Resources**
Position: **Senior Analyst**

Partial Budget Impact: **3/23/2015** **40 Weeks**

Salary	$ 41,205.38
Fringe Benefits	$ 18,664.62
	$ 59,870.00

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

Annualized Budget Impact:

Salary	$ 53,567.00
Fringe Benefits	$ 24,264.00
	$ 77,831.00

Note: this position is in the 2015 budget

Position vacated: 3/17/2015

Budgeted hourly wage rate: $27.47

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

Analyst Recommendation: This position is essential to maintaining support to the departments, and making sure that the higher level Human Resources functions continue. I recommend approval Todd Vanden Heuvel

Contact Warren Kraft 448-6288

BOARD OF SUPERVISORS
Brown County

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: February 18, 2015

Agenda No.: 5 – Communications

Motion from the Floor

I make the following motion:

Communication from John Van Dyck re: Board Appointments

Modify the appropriate County ordinance or code regarding appointments to the Library Board and the Neville Museum Governing Board so that at least one County Board Member, who is also an active member of the Education & Recreation Committee, is appointed to serve on these boards and that their term on the respective board would be co-terminus with their term on the Education & Recreation Committee. Refer to Executive Committee.

Signed: _____

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR MARCH 9, 2015 MEETING

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-2-26-15	2/26/2015	$ 5,144.25	Airport General
CONWAY, OLEJNICZAK & JERRY, S.C.	671310-033M-17	1/31/2015	$ 79.50	Revolving Loan Fund Committee vs. Raven Mfg., LLC and Lynn A. Hesson
MICHAEL, BEST & FRIEDRICH LLP	1329136	2/5/2015	$ 150.50	Fox River Cleanup - Insurance
	1329137	2/5/2015	$ 572.00	API & NCR v. GEORGE A. WHITING, ET AL
	1329138	2/5/2015	649.50	Renard Isle Ownership Transfer
		Total ----	**$ 6,595.75**	

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

Gary A. Wickert | Telephone (920) 433-9425 | Fax (920) 432-9188
wicklaw@gbonline.com

February 26, 2015

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

Re: General Matters
Our File No. 12 W 27

STATEMENT

DATE	FOR SERVICES RENDERED:	HOURS
1/28	Letter from Sue Bertrand re: FAA lease/carpet;	.10
	Letter from Sue Bertrand re: Jet Air Audit	.10
1/29	Review correspondence re: Pro-Tec;	
	Phone conference with Tom Miller re: Pro-Tec;	.50
	Conference call with Tom Miller, Sue Bertrand, and Steve Horton re: airline lease;	1.00
	Review Cedar Center Arts agreement;	.30
	Review correspondence from Bob Burns/Tim Hawks;	
	Letter to Tom Miller;	.20
	Phone conference with Sue Bertrand re: Art and Taxi;	
	Letter to Sue Bertrand	.70
1/30	Conference call with Tim Hawks, Bob Burns, et al., re: Pro-Tec;	
	Phone conference with Tom Miller re: Pro-Tec	1.00
2/2	Review Chamber of Commerce Exhibition Agreement;	
	Phone conference with Tom Miller	1.00
2/3	Review revised Taxi Operating Agreement;	
	Message to Sue Bertrand re: all okay;	.35
	Review correspondence from Attorneys Hawks and Burns re: Pro-Tec;	
	Revise proposed work rules;	
	Letter to Tom Miller;	.35
	Phone conference with Jenna Cleavers re: Pro-Tec;	.10
	Phone conference with Tom Miller re: Pro-Tec;	.30
	Revise Pro-Tec work rules;	.25
	Phone conference with Tom Miller re: Pro-Tec, 5 acres, and Grandview;	.50
	Letter to Attorney Hawks and Burns	.20
2/4	Review correspondence from Tim Hawks re: Pro-Tec;	.10
	Phone conference with Tom Miller re: Pro-Tec and Jet Air;	.25
	Phone conference with Tim Hawks;	.20
	Phone conference with Tom Miller re: Pro-Tec	.35

2/9	Review Pro-Tec correspondence re: work rules;	
	Letter to Bob Burns;	
	Review Jet Air re: 1%;	
	Phone conference with Tom Miller re: Jet Air Audit;	1.50
	Prepare Second Amendment re: Pro-Tec contract;	
	Letter to Tom Miller	.75
2/10	Letter from Sue Bertrand re: Jet Air audit	.10
2/11	Letter from Sue Bertrand re: Pro-Tec Amendment;	
	Letter to Attorney Bob Burns re: Pro-Tec Amendment;	.25
	Phone conference with Tom Miller and Sue Bertrand re: Pro-Tec, Jet Air audit, and Arketype;	1.15
	Letter from Attorney Bob Burns;	.10
	Phone conference with Sue Bertrand re: taxi cab agreement	.25
2/12	Review Jet Air audit and prepare proposed letter to Al Timmerman;	
	Phone conference with Tom Miller re: Jet Air;	
	Letter to Tom Miller	.50
2/13	Review miscellaneous correspondence from Tom Miller and Sue Bertrand re: airline leases, Skyworthy, Jet Air audit, etc.;	.30
	Letter from Sue Bertrand re: Arketype	.10
2/17	Review of information re: Arketype	.75
2/18	Phone conference with Sue Bertrand re: Arketype;	
	Review Arketype material;	
	Copyright research	1.00
2/19	Phone conference with Sue Bertrand re: Arketype, etc.;	.35
	Complete copyright research re: Arketype;	
	Letter to Tom Miller	2.00
2/23	Phone conference with Sue Bertrand re: Arketype;	.20
	Review correspondence from Attorney Burns;	
	Revise Second Amendment re: Pro-Tec;	.15
	Letter to Attorney Burns re: Pro-Tec	.15
2/24	Letter from Tom Miller re; Jet Air audit	.10
2/26	Received information from Tom Miller/Sue Bertrand re: Jet Air audit;	
	Phone conference with Tom Miller re: Jet Air.	.50
	TOTAL HOURS	18.05

18.05 HOURS @ $285.00 PER HOUR = $5,144.25

AMOUNT DUE ON ACCOUNT: **$5,144.25**

Thank you.
GAW:prn

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STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

RECEIVED
FEB 09 2015
BROWN COUNTY PLANNING AND LAND SERVICES

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

Page: 1
01/31/2015
ACCOUNT NO: 671310-033M
STATEMENT NO: 17

PLEASE RETURN THIS PORTION WITH PAYMENT

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

			HOURS	
01/07/2015	MMM	CHECK STATUS OF PAYMENT; E-MAIL TO CLIENT; PREPARE DEMAND FOR DECEMBER 2014 PAYMENT.	0.30	
		FOR CURRENT SERVICES RENDERED	0.30	79.50
		TOTAL CURRENT WORK		79.50
		BALANCE DUE		$79.50

O.K.
Chuck Lamine
2/23/15

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

Me

MICHAEL BEST
& FRIEDRICH LLP

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

EIN 39-0934985

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

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

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

Invoice Date February 5, 2015
Invoice No. 1329136

Client/Matter **018236-0042 Fox River Cleanup - Insurance**

For professional services rendered through January 31, 2015, as follows:

Date	Timekeeper	Narrative	Hours	Total
1/28/15	R Exum	Review email from client regarding status of various insurance payments; review payment chart regarding same.	0.10	$ 21.50
1/29/15	R Exum	Prepare letters to Wausau and CNA to follow up on outstanding payments.	0.60	129.00
Total Hours and Services			0.70	$ 150.50

Total Services	$ 150.50
Total Disbursements	0.00
Total This Invoice	**$ 150.50**
Prior Outstanding Due (See Below)	39.37
Total Amount Due	$ 189.87

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Prior Outstanding Invoices:

Date	Invoice	Total	Credits	Balance
6/17/14	1295476	$ 100.00	$ -60.63	$ 39.37
Prior Outstanding Due:				$ 39.37

Timekeeper Breakdown:

Timekeeper	Title	Hours Billed	Billed per Hour	Bill Amount
R Exum	Paralegal	0.70	$ 215.00	$ 150.50
Totals		0.70		$ 150.50

MICHAEL BEST
& FRIEDRICH LLP

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

EIN 39-0934985

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

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

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

Invoice Date February 5, 2015
Invoice No. 1329137

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

For professional services rendered through January 31, 2015, as follows:

Date	Timekeeper	Narrative	Hours	Total
1/12/15	I Pitz	Review recent case pleadings.	1.30	$ 572.00
Total Hours and Services			1.30	$ 572.00

Total Services	$ 572.00
Total Disbursements	0.00
Total This Invoice	**$ 572.00**
Prior Outstanding Due (See Below)	2,508.00
Total Amount Due	$ 3,080.00

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Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Prior Outstanding Invoices:

Date	Invoice	Total	Credits	Balance
1/7/15	1325140	$ 2,508.00	$ 0.00	$ 2,508.00
Prior Outstanding Due:				$ 2,508.00

Timekeeper Breakdown:

Timekeeper	Title	Hours Billed	Billed per Hour	Bill Amount
I Pitz	Partner	1.30	$ 440.00	$ 572.00
Totals		1.30		$ 572.00

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MICHAEL BEST
& FRIEDRICH LLP

Michael Best & Friedrich LLP
Attorneys at Law
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004
Phone 202-747-9560
Fax 202-347-1819
www.michaelbest.com

EIN 39-0934985

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

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

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

Invoice Date February 5, 2015
Invoice No. 1329138

Client/Matter **018236-0046 Renard Isle Ownership Transfer**

For professional services rendered through January 31, 2015, as follows:

Date	Timekeeper	Narrative	Hours	Total
1/5/15	D O'Callaghan	Follow-up with WDNR; email status update to Mr. Haen and Attorney Hooker.	0.20	$ 75.00
1/13/15	D O'Callaghan	Follow-up calls with WDNR concerning sufficiency of chapter 30 permit for Renard Island causeway.	0.50	187.50
1/14/15	D O'Callaghan	Finalize initial draft of Renard Island causeway memo; email correspondence with Attorney Hooker and Mr. Haen discussing strategy with respect to same.	0.40	150.00
1/15/15	A Wildeman	Review draft memo concerning Chapter 30 permit and lake bed grant; provide comments to DAOCallaghan concerning same.	0.40	162.00
1/15/15	D O'Callaghan	Respond to email correspondence from Mr. Haen concerning revocability of both legislative lakebed grant and Chapter 30 permit; transmit final memo.	0.20	75.00
Total Hours and Services			1.70	$ 649.50

Total Services	$ 649.50
Total Disbursements	0.00

16

Michael Best & Friedrich LLP
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004

Total This Invoice **$ 649.50**

Prior Outstanding Invoices:

Date	Invoice	Total	Credits	Balance
1/7/15	1325141	$ 3,388.00	$ 0.00	$ 3,388.00
Prior Outstanding Due:				$ 3,388.00

Prior Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
3,388.00	0.00	0.00	0.00	0.00

Cumulative Fees and Costs:

	Total Fees	Total Cost	Total
Year-to-Date	$ 4,037.50	$ 0.00	$ 4,037.50
Inception-to-Date	$ 4,037.50	$ 0.00	$ 4,037.50

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BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
Phone (920) 448-4014 Fax (920) 448-6221
E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: March 2, 2015

To: Executive Committee

From: Dan Process, Internal Auditor DP

Re: Monthly Update (February 1 – February 28, 2015)

Listed below is a summary of the projects completed or in-progress for the period indicated.

1. Projects
   a. Completed: Brown County Golf Course Audit (i.e., Compliance with Contractual Requirements) See attached report
   b. In-progress: Planning Phase – Employee Health Insurance Fund Analysis
   c. In-progress: Planning Phase – Customer Service Survey
   d. In-progress: Internal Audit follow-up activities

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

3. Other Miscellaneous Activities
   a. Inquiries/Questions from Board Supervisor's/Department Head's
   b. Open Records Requests (1)
   c. Anonymous Tip Line (2)

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

Thank you.

18a

BROWN COUNTY GOLF COURSE
CONTRACTUAL REQUIREMENTS AUDIT
(GOLF PROFESSIONAL SERVICES AND FOOD & BEVERAGE SERVICE)

PERFORMED BY:

BROWN COUNTY INTERNAL AUDITOR

FEBRUARY 2015

18a

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
Phone (920) 448-4014 Fax (920) 448-6221
E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

February 27, 2015

Mr. Tom Lund
Executive Committee – Chair
305 E. Walnut Street
Green Bay, WI 54301

Dear Chairperson Lund:

An audit of the Brown County Golf Course Contractual Requirements – Golf Professional Services and Food & Beverage Service contracts has been completed. The attached report includes the audit scope, background, fieldwork performed, findings identified and recommendations made. Management responses have also been incorporated into the report.

This report has been reviewed by Scott Anthes, Brown County Golf Course Superintendent, Chad Weininger, Director of Administration, Carolyn Maricque, Finance Director and Barb West, Risk Manager. Troy Streckenbach, County Executive, has also been provided with a copy of the report.

Discussion of this report will be placed on the Monday, March 9, 2015, Executive Committee meeting agenda.

I would like to express my appreciation for the cooperation and assistance provided throughout the audit from Scott Anthes.

Respectfully submitted,

Dan Process

Dan Process
Internal Auditor

CC: Executive Committee
Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Carolyn Maricque, Finance Director – Administration
Barb West, Risk Manager
Juliana Ruenzel, Corporation Counsel
Scott Anthes, Brown County Golf Course Superintendent

18a

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Conclusion	9

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Scope

As part of the annual Internal Audit workplan, which was approved by the Brown County Executive Committee, the scope of this review was to determine compliance with contractual requirements associated with the Golf Professional Services and Food & Beverage Service contracts.

Background

In late December (2013) and early January (2014) Brown County renewed its agreements with Jim Ostrowski, PGA Professional, DBA Jimmy O's Golf Shop, Inc. (Golf Professional Services) and Kleinschmidt LLC, DBA Safari Steakhouse (Food & Beverage Service), for the purpose of Golf Pro and restaurant operations, respectively. Each contract runs from January 1, 2014, through December 31, 2016, with an option to renew for an additional three years.

Golf Professional Services Contract – In return for acting as the Golf Pro and carrying out agreed upon services, the Golf Pro is entitled to compensation from Brown County; both fixed ($30,000 annually) and incentive based (i.e., outings booked, leagues formed, golf cart concessions). The Golf Pro is also required to operate and manage a Pro Shop. All revenue generated from this line of business is retained by the Golf Pro.

Food & Beverage Service Contract – In return for the use of the County's clubhouse restaurant facilities, Kleinschmidt LLC is required to pay Brown County rent ($60,000 annually) and a monthly percentage of the clubhouse expenses incurred (e.g., utilities, refuse pick-up, sanitation charges, pest control, etc.). All proceeds from restaurant operations are retained by Kleinschmidt LLC.

Fieldwork

The following activities were conducted during fieldwork to assist in the evaluation of compliance with contractual requirements:

- Interviews with Brown County staff responsible for ensuring compliance with contractual requirements.
- A review of the 2014 monthly billings prepared by Brown County to invoice clubhouse restaurant facility expenses.
- 2014 Logos activity and reports
- Incentive records
- Vendor invoices and P-Card statements

Findings and Recommendations

Each finding and subsequent recommendation listed below presents an opportunity for the County to strengthen existing internal controls over Golf Course operations. Management responses have been incorporated into the report.

18a

Finding #1

Issue: The category used to reflect a significant portion of the Golf Pro's revenue was ambiguous.

Condition: The contract between Brown County and Jim Ostrowski (Golf Pro) requires the Golf Pro to collect and record, on behalf of the County, all green fees, reservation fees, locker fees and cart rental fees. With the exception of cart rental fees, 100% of this revenue is to be retained by the County. The Golf Pro is also required to operate and maintain a Pro Shop. 100% of this revenue is retained by the Golf Pro. See chart below for details.

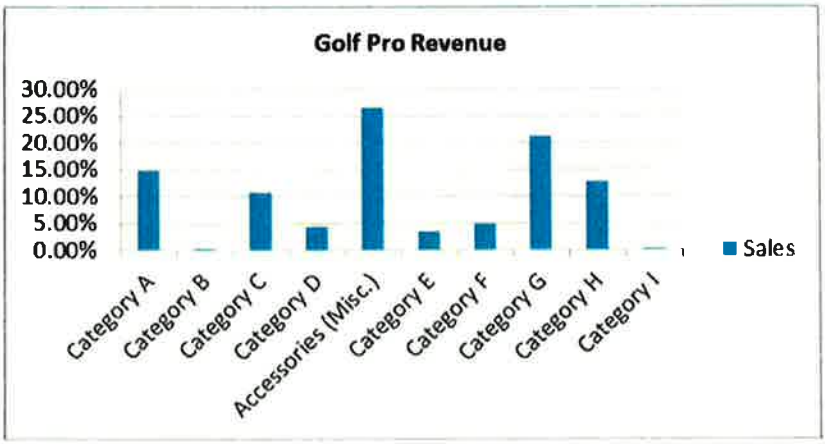
Revenue Type	Collected and Recorded By	% Retained By	
		Brown County	Golf Pro
Green Fees	Golf Pro*	100%	0%
Reservation Fees	Golf Pro*	100%	0%
Locker Fees	Golf Pro*	100%	0%
Cart Rental Fees	Golf Pro*	70%	30%
Pro Shop Revenue	Golf Pro*	0%	100%

* Non-County Employee

Note: As reflected above, a majority of all golf revenue generated is collected and recorded by the Golf Pro.

Brown County implemented a Point of Sales (POS) system in April 2008 to improve security over cash and to increase the integrity of the sales data. As part of this process, unique categories were assigned to specific revenue types to better account/describe the revenue being generated (e.g., green fees, cart revenue, pro shop revenue, etc.). To further strengthen this process, the Golf Pro and his employees are instructed (required) to provide the customer with a receipt for all transactions conducted.

Internal Audit reviewed the revenue generated in 2014 and noted a Pro Shop revenue type labeled "Accessories – Miscellaneous". When this category was compared to other more-descriptive categories (i.e., range balls, club rentals, hats, shoes, shirts, etc.) it was determined that a significant percentage of revenue was reflected within this category. See chart below for details.



When asked to explain the make-up of this category, additional research was required by the County to respond.

18a

Internal Audit also determined that surveillance cameras are not presently located within the Pro Shop where golf revenue is collected and recorded.

Recommendation: Management should strengthen existing controls by utilizing available capabilities of the POS system to provide additional revenue breakdown (detail). If this is not possible, management should require the Golf Pro to provide Brown County with additional information; that can be verified, as to the specific make-up of any ambiguous revenue categories. In conjunction with this enhancement, management should consider the installation of surveillance cameras, within the Pro Shop area, to allow for the monitoring/review of cash handling activities by non-County employees.

Management Response: Management agrees that additional revenue detail should be provided by the Golf Pro. The Golf Course Superintendent will work with Golf Pro to add additional revenue categories in the POS System. **Targeted implementation date**: March 15, 2015.

In addition, the Golf Course Superintendent will conduct weekly reviews to ensure that the Tee Sheet Reservations (FORE Reservation) match the sales report from the POS system. This will help ensure the proper recording of revenue. **Targeted implementation date**: Beginning with the start of the 2015 golf season.

The County Board could approve funding for the installation of a camera within the Pro Shop at a cost of $1,000 with an additional cost of $50.00 per year for licensing. This does not include public record storage of the video footage. **Targeted implementation date**: Outcome contingent on the Board of Supervisors decision to approve funding for a camera.

Finding #2

Issue: Insurance documents obtained by the County to support contractual requirements were absent or inadequate.

Condition: Brown County Professional Services Contract – Food & Beverage Service at the Brown County Golf Course requires the tenant (Kleinschmidt LLC DBA Safari Steakhouse) to:

> "... *furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and shall provide an endorsement giving the COUNTY thirty (30) days advance notice, as provided for in Section 25 of this Contract, of any change, cancellation or non-renewal during the term of this Contract*".

Brown County Professional Services Contract – Golf Professional Services for Brown County Golf Course requires the contractor (Jim Ostrowski, PGA Professional, DBA Jimmy O's Golf Shop, Inc.) to maintain the following insurance coverages:

1) Worker's Compensation Insurance and Employers Liability
2) Comprehensive General Liability (Occurrence Form)
3) Business Automobile Liability
4) Professional Liability
5) Surety Bond

This contract also requires the contractor to:

> "... *furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract*

and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and shall provide an endorsement giving the COUNTY thirty (30) days advance notice, as provided for in Section 25 of this Contract, of any change, cancellation or non-renewal during the term of this Contract"

This contract also declares that:

"The Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative."

Internal Audit requested a copy of the certificate of insurance, on file by the County, to review this documentation for compliance with contractual requirements. As a result of this request, the following documentation was provided:

- Commercial General Liability Additional Interest (Jimmy O's)

Note: The level of detail included within this document was inadequate to determine compliance with insurance requirements. Internal Audit also determined that a review of the required insurance documents associated with this agreement was not performed by the County. In addition, no documentation was provided to support the contractual requirements associated with Kleinschmidt LLC.

Recommendation: Management should develop and implement procedures to ensure that all required insurance coverages are obtained from third parties and reviewed for compliance. This practice will help to reduce any potential risk to the County for non-compliance. In addition, compliance should be maintained throughout the contract term and periodically verified.

Management Response: Management agrees with the recommendation. Administration will not close any awarded contract unless a compliant certificate of insurance has been received. Purchasing solicitation templates have been updated to include the following language:

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the "Intent to Award" notice.

Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@co.brown.wi.us throughout the contract term.

The professional and non-professional services contract templates have been updated to include the following language:

Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@co.brown.wi.us throughout the contract term.

Administration will maintain a Vendor Certificate of Insurance Listing Excel spreadsheet with vendor name, insurance effective and expiration dates, coverage limits, etc. If certificates are not received timely, Administration staff will contact the vendor for an updated compliant certificate.

Administration will train County staff on Administrative Policy A-5 Purchasing requirement that County departments "Obtain Certificates of Insurance (if one is not already on file) from any

vendor performing a service on County property for purchases less than $10,000." The training will take place by quarterly emails issued to Logos purchasing enters and approvers and in the Purchasing 101 curriculum. **Targeted Implementation Date:** December 31, 2015

Additional Internal Audit Comment: Corrective action includes a first quarter communication to Department Head's (e-mail) followed by training in the second or third quarter of 2015 and full compliance by December 31, 2015.

Finding #3

Issue: Multiple errors were noted within the monthly invoices prepared by Brown County and provided to Safari Steakhouse.

Condition: As part of the contract between Brown County and Safari Steakhouse (tenant), the tenant is responsible for a portion of the monthly expenses related to the clubhouse (leased area). Monthly, Brown County prepares and invoices the tenant for their portion of these expenses.

Internal Audit reviewed the monthly invoices generated in 2014 and noted the following errors:

- Refuse charges were over billed for eight (8) months ($125.33) and under billed for two (2) months ($14.47)
- Sanitation charges were under billed for one (1) month ($102.63)
- Pest control charges were over billed for three (3) months ($74.25) and under billed for six (6) months ($7.88)
- Cleaning and janitorial services were under billed for two (2) months ($41.47)

While these errors were monetarily immaterial, they do reflect a lack of adequate review/oversight.

Note: Management has taken steps to recover/refund any invoice errors made.

Recommendation: Management should develop and implement a procedure to ensure that monthly invoices are reviewed for completeness and accuracy prior to distribution to Safari Steakhouse. This practice will help to ensure that invoices accurately reflect expenses owed to Brown County.

Management Response: Management agrees with the recommendations and has implemented a procedure to ensure that all invoicing from here forward will be correct. When an invoice is created all appropriate invoices will be attached to submitted spreadsheet to confirm the amounts being charged are correct. **Targeted Implementation Date:** This was implemented with this first invoice for January 2015.

Finding #4

Issue: A small number of purchases made by the County included sales tax.

Condition: Wisconsin exempts County's from sales tax under Wis. Stat. §77.54 (9a)(b) which states:

GENERAL EXEMPTIONS. There are exempted from the taxes imposed by this subchapter:

(9a) The sales price from sales to, ... use by or other consumption of tangible personal property,...by:

(b) Any county, city, village, town or school district in this state.

Federal governmental units and Wisconsin governmental units, including counties, cities, villages, towns and school districts, and any federally recognized American Indian tribe or band in Wisconsin, also qualify for a Certificates of Exemption status (CES). Governmental units are not required to apply for a CES in order to receive exemption on their purchases; however, they may choose to do so.

During the audit, Internal Audit identified a small number of invoices in which the County was charged sales tax on the purchase made. This included a total of nine (9) invoices for approximately $200 in taxes.

Note: Each of the purchases identified were made via the County's P-Card.

Recommendation: Management should develop and implement a procedure to ensure that purchases are reviewed, prior to payment, for potential sales tax charges. In addition, if exceptions are later identified, steps should be taken to recover any sales tax paid.

Management Response: Management agrees with the recommendation.

Administrative Policy A-11 Purchasing Card states:

All purchases from Wisconsin vendors are exempt from Wisconsin sales tax (some out-of-state vendors will honor the Wisconsin tax exempt status as well). It is the cardholder's responsibility to ensure that tax is not charged on these purchases. The County's Tax Exempt ID number is printed on the bottom of each P-Card, and the cardholder must notify the vendor when making a purchase that the County is a tax exempt entity.

Administration will train County staff on Administrative Policy A-11 Purchasing Card on the requirement that P-Card holders are responsible to ensure that tax is not charged on Wisconsin purchases. If a Wisconsin vendor charges sales tax, it is the cardholder's responsibility to request the vendor remove the taxes charged on the P-Card purchase. If needed, a Sales Tax Exemption Certificate is available on the Purchasing Intranet site.

The training will take place by emails issued quarterly to P-Card holders and approvers and in the Purchasing 101 curriculum.

Cardholders will be instructed to indicate in the "Expense Description Field" in the J.P. Morgan Chase website that the purchase including tax resulted in an overall savings to the County. This would not relieve the cardholder from the duty to request a credit; unless the tax paid was immaterial. **Targeted Implementation Date:** December 31, 2015

Additional Internal Audit Comment: Corrective action includes a first quarter communication to Department Head's (e-mail) with subsequent training to reinforce compliance.

Conclusion

Based on testing performed, it appears that the internal controls over contractual requirements should be strengthened. Implementation of the above recommendations is designed to further enhance these controls and to help ensure that compliance over contractual requirements is maintained.

RESOLUTION NO.: 108—2014-15

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: ***MAJORITY***

Legislation has been proposed to remove microbeads from personal care products. Microbeads are tiny plastic particles found in hundreds of personal care products such as facial and body cleansers. One tube of face wash can contain more than 350,000 microbeads. These non-biodegradable particles slip through the sewage system filter, ending up in rivers and lakes. Studies of Lake Michigan have found millions of these beads. Microbeads have the ability to absorb toxic chemicals and pose a hazard to fish and other wildlife. They also have the potential to pollute soil if particles running though water treatment get into sewage sludge, which is often used as fertilizer.

This resolution supports proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning January 1, 2016. This resolution also supports legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 1, 2017.

NOW THEREFORE, the undersigned members of the Agriculture, Extension Education, Zoning & Land Conservation Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does support proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning January 1, 2016, and

BE IT FURTHER RESOLVED, the Outagamie County Board of Supervisors also supports legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 7, 2017, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Lobbyist for distribution to the Legislature, all other Wisconsin counties, the Outagamie County Land Conservationist and the Outagamie County Executive.

Dated this 10 day of February 2015

Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION, ZONING & LAND CONSERVATION COMMITTEE

Mark Rahmlow

Daniel Rettler

Daniel Melchert

Keith Suprise

Leroy Van Asten

Duly and officially adopted by the County Board on: feb. 10, 2015

Signed: Board Chairperson

Signed: County Clerk

Approved: 2.11.15

Vetoed:

Signed: County Executive

OUTAGAMIE COUNTY BOARD MEETING
FEBRUARY 10, 2015

Resolution No. 108—2014-15 – Agriculture, Extension Education, Zoning & Land Conservation Committee. Support proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning January 1, 2016, and support legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 7, 2017.

Supervisor Rahmlow moved, seconded by Supervisor Suprise, for adoption.

RESOLUTION 108-2014-15 IS ADOPTED.

1. RABEC	YES	13. VAN ASTEN	YES	25. NOOYEN	YES
2. NAGLER	YES	14. DE GROOT	YES	26. DUNCAN	Absent
3. GRADY	YES	VANDENHEUVEL	Absent	27.CULBERTSON	YES
4. PATIENCE	YES	16. LEMANSKI	YES	28. STURN	YES
5. IVERSON	YES	17. GROAT	YES	29. BUCHMAN	YES
6. STRENN	YES	18. SPEARS	YES	30. GRIESBACH	YES
7. HAMMEN	YES	19. STUECK	YES	31. THERN	YES
8. KRUEGER	YES	20. THOMAS	YES	32. RAHMLOW	YES
9. TRENTLAGE	YES	21. THYSSEN	YES	33. AUSTIN	YES
10. BEHNKE	YES	22. HAGEN	YES	34. RETTLER	YES
11. MEYER	YES	23. KLEMP	YES	35. MELCHERT	YES
12. McDANIEL	YES	24. PLEUSS	YES	36. SUPRISE	YES
Item 3	Passed (34 Y - 0 N - 0 A - 2 Absent)			Majority Vote	>

State of Wisconsin
2015 – 2016 LEGISLATURE

LRB–1285/1
MCP:kjf:rs

2015 BILL

1 AN ACT *to create* 100.275 of the statutes; **relating to:** the manufacture, sale, and
2 distribution of products containing microbeads and providing a penalty.

Analysis by the Legislative Reference Bureau

This bill generally prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads (small, nonbiodegradable plastic particles) beginning January 1, 2016. "Personal care product" is defined in the bill. The bill also prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 1, 2017.

The bill creates different effective dates for these prohibitions for over–the–counter drugs. "Over–the–counter drug" is also defined in the bill. Under this bill, a person may not manufacture a personal care product that is an over–the–counter drug containing microbeads beginning January 1, 2017, and may not sell or distribute such a product beginning January 1, 2018. This bill does not apply to the manufacture, sale, or distribution of prescription drugs.

For further information see the ***state*** fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

3 **SECTION 1.** 100.275 of the statutes is created to read:

20

1 **100.275 Products containing synthetic plastic microbeads. (1)**
2 DEFINITIONS. In this section:
3 (a) "Over–the–counter drug" means a substance or product that may be
4 dispensed without a prescription and that contains a label which identifies the
5 product as a drug as required by 21 CFR 201.66.
6 (b) "Personal care product" means any article, or a component of any article,
7 that is intended to be applied to or introduced into the human body for cleansing,
8 beautifying, promoting attractiveness, or altering appearance, except that "personal
9 care product" does not include a prescription drug.
10 (c) "Plastic" means a synthetic material made from linking monomers through
11 a chemical reaction to create an organic polymer chain that can be molded or
12 extruded at high heat into various solid forms that retain their defined shapes
13 throughout their life cycle and after their disposal.
14 (d) "Synthetic plastic microbead" means any intentionally added
15 nonbiodegradable, solid plastic particle measuring less than 5 millimeters at its
16 largest dimension.
17 **(2)** RESTRICTIONS. (a) Beginning on January 1, 2016, no person may produce
18 or manufacture a personal care product containing synthetic plastic microbeads,
19 except for a product that is an over–the–counter drug.
20 (b) Beginning on January 1, 2017, no person may do any of the following:
21 1. Sell, offer for sale, or distribute a personal care product containing synthetic
22 plastic microbeads, except for a product that is an over–the–counter drug.
23 2. Produce or manufacture a personal care product that is an over–the–counter
24 drug containing synthetic plastic microbeads.

1 (c) Beginning January 1, 2018, no person may sell, offer for sale, or distribute
2 a personal care product that is an over–the–counter drug containing synthetic
3 plastic microbeads.

4 **(3)** PENALTY AND ENFORCEMENT. Any person who violates sub. (2) shall be
5 required to forfeit not more than $1,000 for the first violation, and not more than
6 $2,500 for each subsequent violation.

7 **(END)**

tcclerk@tremplocounty.com; kyle.deno@co.jackson.wi.us; dankmeyer.ginny@co.la-crosse.wi.us; mcclerk@co.monroe.wi.us; christina.jensen@co.clark.wi.us; ccepress@co.wood.wi.us; kkobylsk@co.juneau.wi.us; cphillippi@co.adams.wi.us; nan.kottke@co.marathon.wi.us; simoniss@co.portage.wi.us; melanies.courthouse@co.waushara.wi.us; gsorensen@co.marquette.wi.us; mbostelmann@co.green-lake.wi.us; mary.robbins@co.waupaca.wi.us; rosemary.rueckert@co.shawano.wi.us; lori.o'bright@outagamie.org; sertmer@co.winnebago.wi.us; lisa.freiberg@fdlco.wi.gov; jon.dolson@sheboygancounty.com; hauser.beth@co.calumet.wi.us; Juno, Sandy L.; jamieaulik@co.manitowoc.wi.us; annoyej@kewauneeco.org
Subject: County Wide Assessment System proposed by Governor Walker's 2015-17 State Budget

Dear County Clerk:

I am Linda Gardiner, sole owner of Gardiner Appraisal Service, LLC, which has performed assessment revaluation and maintenance services primarily in rural and agricultural areas of Wisconsin since 1981. We have offices in Iowa County and Dane County.

Please view the attached letter in regards to County Wide Assessment Costs and forward them to your Board of Supervisors.

Thank you,

Gardiner Appraisal Service, LLC

Linda Gardiner, its duly authorized Member

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Gardiner Appraisal Service, LLC

PO Box 131
Mineral Point, WI 53565
Office: (608) 943-8009 – Fax: (608) 943-8013 – Email gardinerappraisal@gmail.com

February 24, 2015

Subject: County Wide Assessment System proposed by Governor Walker's 2015-17 State Budget

Dear government official:

I am Linda Gardiner, sole owner of Gardiner Appraisal Service, LLC, which has performed assessment revaluation and maintenance services primarily in rural and agricultural areas of Wisconsin since 1981. We have offices in Iowa County and Dane County.

Minnesota has a county wide assessment system that allows any municipality to opt out. I interviewed the county assessor for Scott County, Minnesota, which no municipality has opted out. The counties assess all properties including manufacturing. The Minnesota Department of Revenue assesses utilities and oversees the county assessment process. Minnesota does not assess personal property. Each county must be at 90% to 105% of market value every year and must do a physical walk through every five years. They view 20% of the properties every year and the annual budget includes this cost. The population for Scott County is 129,928.

The cost per parcel of Scott County, MN county wide assessment program

County/State	2014 Actual	Parcel Count	Cost/Parcel
Scott/MN	$1,889,576	59196	$31.92

Applying the County Wide cost to Monroe County in Wisconsin:

WI County	Parcel Count*	Cost/Parcel for County Wide Assessment	Total Cost for County Wide Assessment	Estimated Current Cost/Parcel	Total Estimated 2015 Cost
Monroe	38,111	$31.92	$1,216,503	$7.00	$266,777

*Parcel Count is Real Estate parcels only less Manufacturing (does not include personal property)

Estimated cost for Municipalities and Counties for County Wide Assessment

WI County	Total Cost County Wide Assessment	95% of Total Est 2015 Cost – Municipal Portion	Difference = County Portion
Monroe	$1,216,503	$253,438	$963,065

The above figures are very conservative, since the proposed Wisconsin budget would require 100% market value every year, does not include startup costs, does not include processing of personal property, and does not state how often physical revaluation inspections would have to be conducted.

According to the Wisconsin Department of Revenue, this proposal would result in more accurate assessments and cost savings due to economies of scale. As of 2013, all assessment records were required to be in digital format; therefore, all records are computerized. Other than some cost savings on bulk purchasing of supplies, it is doubtful that there would be economies of scale benefits in regards to physically viewing the properties, which is very labor intensive. The Wisconsin budget would add a

county administrative position, which would result in 72 new positions. Although the proposal would reduce the number of state employees it would not reduce it by 72. In fact, our research as demonstrated above, indicates that the cost would greatly increase at the county level rather than decrease. In all instances, it is a great increase to be paid by Wisconsin property owners.

Requiring 100 % market value every year would increase the cost dramatically. This time table could be shortened to either every other year like Iowa or 90% to 105% as in Minnesota. It is important to realize that just being at 100 % market value does not insure accurate and uniform assessments. If properties have not been physically viewed in more than 10 years, the condition of the property has not been evaluated to determine a more accurate assessment. The condition could be greatly affected by lack of maintenance or remodeling which is not triggered by a building permit.

Some of the limiting factors for a county wide assessment are:

1. In rural assessing many municipalities only require building permits for residential houses and commercial buildings, but not agricultural buildings. In order to uniformly assess all properties, it is necessary for rural assessors to physically inspect each property for changes annually, which would probably not occur at a county level.
2. Generally county employees would not view properties in the evenings or Saturdays, which would require homeowners to take off work for daytime appointments. This would probably reduce the number of properties that are actually viewed. The Scott County assessor estimated that they only actually view the interior of about 20% of the properties. The other 80% are estimated. This will affect uniformity probably more than any other single factor.
3. Local Board of Reviews are citizens of the municipality and are held in the municipality generally in the evening or on Saturdays, which are more convenient for local residents to attend.

We suggest future changes to the assessment process to include the Wisconsin Association of Assessing Officers and the Indianhead Association of Assessing Officers in order to have informed proposals and to more accurately estimate the financial impact on Wisconsin property owners. WAAO made recommendations to the Department of Revenue five years ago when county wide assessment was proposed at that time. Some of the recommendations included more training and educational requirements for assessors, a more aggressive requirement to be at 100% market value, and a board to monitor and discipline assessors. These recommendations would improve the quality of assessments without increasing the cost significantly by implementing a county wide assessment system. We encourage all government officials to contact the Governor's office by calling (608) 266-1212 or by emailing govgeneral@wisconsin.gov, their state senators, and assemblymen with their views in regards to this proposal. We have also attached a list of the Finance Committee Members with their links.

Thank you for staying informed of the current issues. If you have any comments or questions, you can contact me by phone, email, or mail.

Sincerely,

Gardiner Appraisal Service, LLC
Linda E. Gardiner, its duly authorized Member

http://docs.legis.wisconsin.gov/2015/committees/joint/1384

Members of Joint Finance Committee

Senator Darling (Co-Chair)

Representative Nygren (Co-Chair)

Representative Kooyenga (Vice-Chair)

Senator Olsen (Vice-Chair)

Senator Harsdorf

Senator Vukmir

Senator Tiffany

Senator Marklein

Senator L. Taylor

Senator Erpenbach

Representative Loudenbeck

Representative Knudson

Representative Schraa

Representative Czaja

Representative C. Taylor

Representative Hintz