

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
E-Mail: BrownCountyCountyBoard@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
APRIL 29 – MAY 3, 2019**

MONDAY, APRIL 29, 2019

*5:15 pm Library Board – *Note Location* Weyers-Hilliard Branch Library
2680 Riverview Drive, Howard

TUESDAY, APRIL 30, 2019
(No Meetings)

WEDNESDAY, MAY 1, 2019

*4:00 pm Public Safety Committee Room 200, Northern Building
305 E. Walnut Street

*6:30 pm Planning Commission Board of Directors GB Metro Transportation Center
901 University Avenue

THURSDAY, MAY 2, 2019

*5:30 pm Administration Committee Room 200, Northern Building
305 E. Walnut Street

FRIDAY, MAY 3, 2019
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

LIBRARY

Brown County

BROWN COUNTY LIBRARY
515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

www.browncountylibrary.org



SARAH A. SUGDEN
EXECUTIVE DIRECTOR

Sarah.Sugden@co.brown.wi.us
(920) 448-5810

BROWN COUNTY LIBRARY BOARD

NOTE LOCATION: WEYERS-HILLIARD BRANCH LIBRARY

2680 Riverview Drive, Howard

NOTE DATE: Monday, April 29, 2019

5:15 p.m.

AGENDA

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public
 - A. Presentation by Collection Development Manager
4. Library Business
 - A. Approve Financial, and Gifts, Grants and Donation Reports
 - B. Facilities Report
 - C. Personnel Update
 - D. Communications/Programming Update
5. Approve Budget Adjustment Notice - Reallocate funds from 2019 Fund Balance to Outlay-Equipment for the purchase of equipment that provides efficiency and safety in the library's grounds maintenance.
6. Approve Revised Job Descriptions
 - A. Central Manager
 - B. Maintenance Worker
 - C. Maintenance Mechanic
 - D. Administrative Associate
 - E. Administrative Clerk
 - F. Collection Development Manager
 - G. Security Manager
7. **Open Session:** Discussion and possible motion to convene in closed session
8. **Closed Session** pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.
9. **Reconvene in Open Session:** Approve any action recommended in Closed Session.

10. President's Report
11. Library Director's Report
12. Other Business
13. Such Other Matters as are Authorized by Law
14. Adjournment

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made. Notice is hereby given that action by the Library Board may be taken on any of the items, which are described or listed in this agenda.

John Van Dyck
Library Board President

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Andy Nicholson, Vice Chair
Megan Borchardt, Staush Gruszynski, Richard Schadewald

PUBLIC SAFETY COMMITTEE
Wednesday, May 1, 2019
4:00 PM
Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

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

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 6, 2019.

Comments from the Public.

1. Review Minutes of:
 - a. Criminal Justice Coordinating Board (April 9, 2019).

Presentation

2. Presentation by Venture Architects regarding Jail Expansion and Medical Examiner Schematic Design.

Resolutions and Ordinances

3. 2018 Balanced Budget.
4. Resolution Amending Membership of Criminal Justice Coordinating Board.

Public Safety Communications

5. Director's Report.

Emergency Management

6. Director's Report.

District Attorney

7. District Attorney Report.

Circuit Courts, Commissioners, Probate

8. Budget Status Financial Report for November 2018.
9. Budget Status Financial Report for January and February 2019.
10. Report re: The costs for court appointed attorneys. *Motion at March meeting: To hold for one month.*
11. Director's Report.

Clerk of Courts

12. Clerk of Courts Report.

Medical Examiner

13. 2019 Medical Examiner Activity Spreadsheet.
14. Medical Examiner's Report.

Sheriff

15. Update re: Jail Addition – *Standing Item*.
16. Budget Adjustment Request (19-033): Any increase in expenses with an offsetting increase in revenue.
17. Sheriff's Report.

Communications

18. Communication from Supervisor DeWane re: To discuss with possible action regulations for carrying guns in to certain county buildings per Mike Shea. *Referred from April County Board.*
19. Communication from Vice Chair Lund re: To have the Human Services and Public Works look at how we can organize flood relief response in Brown County. *Referred from April County Board.*
20. Communication from Supervisor Buckley re: Have Emergency Management give a breakdown on the East River Flood Response at the May 1st Public Safety Committee meeting. *Referred from April County Board.*
21. Communication from Supervisor Deslauriers re: Whereas the Brown County Board of Supervisors has the legal authority to restore 'Protective Occupation Participant' status to Brown County Corrections Officers and, Based on the criteria established in Wisconsin Statute 40.02(48)(a), the "principal duties" of Brown County Corrections Officers "involve active law enforcement," requires "frequent exposure to a high degree of danger or peril," and also requires "a high degree of physical condition," and Based on chronic Correction Officer understaffing (that will potentially be made worse with the expansion of the Brown County jail), that it is important to the health, safety, and welfare of Corrections Officers, our inmates, and the general public to provide a stronger incentive package to attract and maintain Corrections Officers, and Based on the costs of restoring protective status when compared to the costs to recruit and train new Corrections Officers, Brown County sees the financial value of restoring protective status. That the Brown County Board of Supervisors supports restoring and funding 'Protective Status with Social Security' for Brown County Corrections Officers. *Motion at March meeting: To refer to April meeting and include a closed session on the agenda.*

22. Closed Session

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1) regarding convening into closed session for the following purpose: *Pursuant to Wis. Stat. § 19.85(1)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner's Office.*
- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into closed session for the following purpose: *Pursuant to Wis. Stat. § 19.85(1)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner's Office.*
- c. **Reconvene in Open Session:** The Committee shall reconvene into open session for possible voting and/or other action with respect to the closed session item mentioned above.
- d. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following purpose: *Pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral advice concerning strategy and other legal issues with respect to litigation in which Brown County is or is likely to become involved in, in particular, with respect to the over twenty appeals that are in litigation involving the issue of whether County Jailers qualify for Protective Employment Status.*
- e. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Board of Supervisors shall convene into closed session for the following purpose: *Pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral advice concerning strategy and other legal issues*

with respect to litigation in which Brown County is or is likely to become involved in, in particular, with respect to the over twenty appeals that are in litigation involving the issue of whether County Jailers qualify for Protective Employment Status.

- f. **Reconvene in Open Session:** The Brown County Library Board shall reconvene into open session for possible voting and/or other action with respect to the closed session item mentioned above.

Other

23. Audit of bills.
24. Such other matters as authorized by law.
25. Adjourn.

Patrick Buckley, 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. 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.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 1, 2019
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302 - 6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Kathleen Janssen	_____	Glen Severson	_____
Brian Brock	_____	Dotty Juengst	_____	Ray Suennen	_____
Norbert Dantine, Jr.	_____	Dave Kaster	_____	Mark Thomson	_____
Bernie Erickson	_____	Michelle Kerr	_____	Norbert Van De Hei	_____
Kim Flom	_____	Patty Kiewiz	_____	Matthew Woicek	_____
Steve Grenier	_____	Dave Landwehr	_____	Reed Woodward	_____
Mark Handeland	_____	Aaron Linsen	_____		
Matthew Harris	_____	Michael Malcheski	_____		
Frederick Heitl	_____	Gary Pahl	_____	City of Green Bay (Vacant)	
Phil Hilgenberg	_____	Terry Schaeuble	_____	City of Green Bay (Vacant)	

1. Welcome County Board Supervisor, Mark Thomson to Brown County Planning Commission Board of Directors.
2. Approval of the minutes of the April 3, 2019 regular meeting of the Brown County Planning Commission Board of Directors.
3. **Public Hearing:** Draft major Amendment #2 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
4. Discussion and action on the Draft Major Amendment #2 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay urbanized Area.
5. Receive and place on file the Draft April 22, 2019 BCPC Board of Directors Transportation Subcommittee meeting minutes.
6. Presentation and discussion on the Draft Issues and Opportunities Chapter of the 2019 Brown County Comprehensive Plan Update.
7. Presentation and discussion on the Draft Housing Chapter of the 2019 Brown County Comprehensive Plan Update.
8. Summary of 2018 Annual Report and 2017 audit for the Wisconsin Department of Natural Resources related to the Brown County Municipal Storm Water System (MS4) Permit.
9. Discussion and action regarding 85.21 Program Funding Contract with Curative Connections to provide specialized transportation service for seniors and individuals with disabilities.
10. Director's Report
11. Brown County Planning Commission staff updates on work activities during the months of April, 2019.
12. Other matters.
13. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING

TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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ADMINISTRATION COMMITTEE
Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE
THURSDAY MAY 2, 2019
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

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

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 3, 2019 & April 17, 2019 (special).

- 1. **Review minutes of:**
 - a. Housing Authority (February 18, 2019).

Comments from the Public

Communications – None.

Veterans' Services

- 2. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

County Clerk

- 3. Budget Adjustment Request (19-036): Reallocation between two or more departments, regardless of amount.

Child Support

- 4. Budget Status Financial Report for February 2019 – Unaudited.
- 5. Departmental Openings Summary – April 2019.
- 6. Director Summary for April 2019.

Technology Services

- 7. Budget Status Financial Report for February 2019 - Unaudited.
- 8. Hall of Fame Box Move. *Held until next meeting.*
- 9. Director's Report.

Treasurer

- 10. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
AL-1094-3	347 Greene Ave
B-367-8	2476 Valley Heights Drive

HM-123	Finger Road
HM-124	425 S. Vandenberg Road
M-253-2	4550 Lark Road
M-332-2	3531 Park Road
M-760	3723 Wayside Road
R-235-1	Big Valley Road
R-319-1	Lasee Road
W-116	2569 Apple Creek Road
W-116-2	Apple Creek Road
1-936-B	1321 S. Broadway
1-950	827 Ninth Street
17-880	445 S. Baird St.
18-58	1117 Shea Ave.
20-400	Vanderbraak St.
20-413-7	1267 Weise St.
21-455-2	2221 Manitowoc Road
21-1614	1332 Klaus St.
3-40	852 Shawano Ave.

11. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcel from the 30 DAY EXTENSION ORDER of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
3-1063-2	227 S Buchanan St.

12. Discussion and possible action on the sale to adjoining property Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 16CV1378:

<u>Parcel</u>	<u>Address</u>
5-598-B	Dousman St.

13. Review of Treasurers Dept. Final Budget Performance Report for 2018.
 14. Budget Status Financial Report for Jan. - March 2019 – Unaudited.
 15. Treasurer’s Report.

Administration

16. Budget Status Financial Report for February 2019 – Unaudited.
 17. 2018 Balanced Budget Adjustment.
 18. Budget Adjustment Log.
 19. Director’s Report.

Human Resources

20. Director’s Report.

Other

21. Audit of bills.
 22. Such other matters as authorized by law.
 16. Adjourn.

Tom Sieber, 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. 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.



May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 4 pm	2 Admin Cmte. 4:00 pm	3	4
5	6 Exec Committee 5:30 pm	7	8	9	10	11
12 	13	14	15 County Board 7 pm	16	17	18
19	20	21 Vets 4:30 pm	22 Human Services 5:30 pm	23	24	25
26	27  PD&T & Land Con Moved to June 3	28	29	30 Ed & Rec 5:30pm	31	

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (February 18, 2019)
- Public Safety Communications Advisory Board (April 23, 2019)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 18, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u> X </u>	Ann Hartman	<u> Exc </u>
John Fenner	<u> X </u>	Sup. Andy Nicholson	<u> X </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Adam Kofoed, Stephanie Schmutzer, Patrick Liefker, Kathy Meyer, Zach Chartrand, and Erik Hoyer.

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 21, 2019 meeting of the Brown County Housing Authority.

Correction to the minutes to remove Sup from members being present at the January 21, 2019 meeting.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the minutes from the January 21, 2019 meeting of the Brown County Housing Authority with the correction to the members present. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 115 preliminary applications for January.
 - B. Unit Count
The unit count for January was 2,819.
 - C. Housing Assistance Payments Expenses
The January HAP expense totaled \$1,311,493.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 317 inspections conducted for December. Out of the 317 inspections; 172 passed initial inspection, 58 passed re-inspection; 63 failed; and 24 were a no show.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Liefker stated he did not have January's numbers. He will have those numbers next month.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In January there were 79 active FSS clients, 55 clients in level one; 13 clients in level two; 1 client in level three and 8 clients in level four. There were 7 new contracts signed, 1 graduate, 35 active escrow accounts and 47 active homeowners.
 - G. VASH Reports (new VASH and active VASH)
For January there were no new VASH clients, for a total of 33 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
For January, there 31 total investigations, 1 new investigation, 26 active cases and 4 cases closed. There were 128 new applications processed, 126 were approved and 2 were denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere and Oneida. Applications by Municipality is as follows: Green Bay and DePere.

A motion was made by A. Nicholson seconded by J. Fenner to receive and place on file.
Motion carried.

OLD BUSINESS:

3. Update on ICS Letter to HUD regarding the portability waiver.

P. Liefker stated this was a request made during budget time. P. Liefker noted that this had been done previously and it was agreed that it would be done again. This involves submitting a new waiver limiting portability and/or if we could require a minimum length of time that they would have to be a Brown County resident. P. Liefker stated that this is still in progress; as they did not want to submit anything to HUD during the government shutdown. It is anticipated that the waiver we will be submitted within the next thirty days.

4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.

A. Kofoed explained that the government shutdown delayed the process of C. Lamine's waiver. A. Kofoed spoke to the field representative at HUD and the waiver is in the queue. He noted that waivers used to be processed in the field office; however the process has changed and the waivers are now processed through HUD. A. Kofoed talked about the options if C. Lamine's waiver is not approved. Three potential options for an executive director include: 1) Director of Administration; 2) Principal Planner/Transportation in PALS; or 3) Keep Adam as permanent Executive Director.

J. Fenner asked if there was a requirement to have both? A. Kofoed stated no, it was not a requirement with HUD, that HUD actually prefers to have just an Executive Director, not both an Executive Director and a Housing Administrator.

A motion was made by A. Nicholson, seconded by T. Deidrick to hold this topic until next meeting. Motion carried.

5. Update on the government shutdown and writing letters to elected officials.

A. Kofoed provided an update from last month's meeting. It appears that the government is open. He stated that we will receive payments for March and April. He noted that it was standard procedure for HUD to provide two months of payments, and then reevaluate.

A. Kofoed stated that in regards of BCHA board members writing letters to elected officials, HUD does have anti-lobbying rules. He stated that you may contact elected officials as individuals but contacting elected officials on behalf of the board is not allowed.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file.
Motion carried.

NEW BUSINESS:

6. Review and approval of Resolution No. 2019-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2018.

P. Leifker stated every year by March 1st we have to complete the SEMAP certification to HUD. HUD then reviews it and determines if the PHA is a Troubled PHA, Standard PHA or a High Performing PHA. BCHA / ICS has been identified as a High Performing PHA for the last five consecutive years. P. Leifker stated that based on the projections that are provided, we anticipate as being identified as a High Performing PHA again with the 2018 certification.

A motion was made by A. Nicholson, seconded by T. Deidrick to approve Resolution No. 2019-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2018. Motion carried.

7. Consideration and review of the BCHA Contingency Plan in case of funding lapse or government shutdown.

A Kofoed reviewed the BCHA Contingency Plan should another government shutdown occur or if there is a lapse in funding.

A motion was made by A. Nicholson, seconded by T. Deidrick to receive and place on file. Motion carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills. He stated most of it is for wages for both Brown County and the City of Green Bay. A. Kofoed reviewed the expenses for him to attend a training conference in Seattle the week of March 4th, 2019.

A motion was made by A. Nicholson, seconded by T. Deidrick to approve the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA financial report.

Adam K. presented the BCHA financial report.

A motion was made by A. Nicholson, seconded by T. Deidrick to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report.
 - a. Wisconsin Housing Authority State Statute 66.

A. Kofoed summarized the memorandum regarding Housing Authority State Statute Chapter 66.1201.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file. Motion carried.

11. Brown County Planning and Land Services Director's Report.

A. Kofoed introduced Brown County accountant, David Diedrick, administrative coordinator, Kathy Meyer and recognized Patrick Liefker from ICS in securing another year of funding for the family self-sufficiency program.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file. Motion carried.

12. Date of next meeting: March 18, 2019.

A motion was made by A. Nicholson, seconded by J. Fenner to adjourn. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf Sheriff Todd DeLain – BC Sheriff Director Chris Gabryszek – County Rescue
Chief Alan Matzke – DePere Fire/Rescue Chief Derek Beiderwieden – DePere PD Chief Andrew Smith – Green Bay PD
Chief David Litton – Green Bay Metro FD Chief Randy Bani – Hobart/Lawrence PD Chief Kurt Minten – Lawrence FD
Chief Eric Boulanger – Oneida PD Chief Mark Hendzel – Pulaski PD Chief Tom Kujawa – UW-Green Bay PD
Chief Greg Deike – Wrightstown PD

A regular meeting was held on **April 23, 2019** at Brown County Public Safety Communications Building, Emergency Operations Center located at 3030 Curry Lane, Green Bay, WI.

I. Call to Order

The meeting was called to order by Public Safety Communications Advisory Board Chair Chief Derek Beiderwieden at 10:00 a.m.

II. Roll Call

Present: Chief Derek Beiderwieden, Chair
 Chief Eric Dunning
 Chief David Litton
 Commander Paul Ebel
 Chief Alan Matzke
 Chief Kurt Minten
 Director Chris Gabryszek

Also Present: Cullen Peltier, Brown County Public Safety Director
 Mandy Leonard, Brown County Public Safety

III. Approval/Modification of the Meeting Agenda

Motion made by Chief Dunning, seconded by Commander Ebel to approve the April 23, 2019 agenda. Vote taken. MOTION CARRIED UNANIMOUSLY.

IV. Communications Center Update

Director Peltier reviewed Brown County Public Safety's 2018 budget and S.M.A.R.T. goals.

Synopsis of S.M.A.R.T. goals were as follows:

1. CAD Implementation – Ongoing
2. Telestaff timekeeping system – Possible usage of Telestaff in the future. Public Safety is currently working with InTime.
3. Expand continuing education – Continuous efforts are made to send staff to continuing education courses, as well as, host continuing education courses at the center.
4. Increase staffing – Call volume remains relatively the same, even though the center seems to be busier. The volume is hard to quantify therefore the center is trying to trace high priority/high risk calls, along with radio traffic. Staffing of supervisors at 6 people is good. Continue to look at the telecommunicator position for possible increases in staff. It was noted that dispatchers currently take 11-12% of calls as overflow from the calltake positions.

5. Performance evaluations – Public Safety liked pay for performance measures. The evaluation process has become more subjective. Telecommunicator I and Telecommunication Operator positions have been combined into all Telecommunication Operators through the County’s classification and compensation study.

The center is currently down one part-time position. Plan to fill the position when additional hires are needed or wait until the 2020 shift bulletin. Critical testing occurs 1-2 times per week for potential new hires to be added to the eligibility list.

Industry turnover average remains around 20%. In 2017, the center was at 14.5% and in 2018 it was at 13%. Strive to be around 12%. Chief Dunning, as well as Chief Beiderwieden, recommended PEP (Personnel Evaluation Profile) testing for potential new hires. Director Peltier will look in to this evaluation method and see if it would be beneficial for the center.

2018 was under budget by approximately \$60,000.00; software maintenance and overtime costs decreased while equipment maintenance costs stayed relatively the same.

V. CAD Update

Director Peltier continues working with administration and the County Executive on funding for the CAD project.

Technology Services voiced concerns with the Linux based system utilized for Motorola Flex (Spillman). The county may contract with a 3rd party vendor for hardware monitoring. Additional funds will be required for maintenance costs and additional equipment. The additional equipment may be utilized in more than one county department, decreasing the cost to Public Safety.

The ability to clone calls and the need for proper recommendations have been potential downfalls to the Motorola Flex product. Public Safety feels they are comfortable with the ability to use a master screen, as opposed to, cloning calls to do business. Motorola Flex likes the idea of cloning calls and may provide this as an enhancement in the future. The current way of recommending units will change. Motorola Flex can recommend based on proximity or AVL. Director Peltier plans to schedule a demo or webinar in regards to recommendations for all agencies to review to assure that each agency can make the recommendations work.

Director Peltier plans to update the County Board on the CAD project in June.

VI. Standardization Operating Procedures Update

No updates

VII. Dispatch Users Group (DUG) Update

No updates

VIII. Roundtable

None

IX. Other Matters

No other matters

X. Next Meeting

To be determined. Meetings will be held quarterly. Mandy Leonard to coordinate a quarterly date/time for future meetings.

XI. Adjourn

Motion made by Chief Dunning, seconded by Commander Paul Ebel to adjourn at 10:49 a.m. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Chief Derek Biederwieden, Chair
Public Safety Advisory Board

Cullen Peltier, Director
Public Safety Communications