BOARD OF SUPERVISORS

Brown County

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

E-Mail BrownCountyCountyBoard@co.brown.wi.us

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 AUGUST 19 – 23, 2013

MONDAY, AUGUST 19, 2013
(No Meeting)

TUESDAY, AUGUST 20, 2013

*5:00 pm	Veterans' Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street

WEDNESDAY, AUGUST 21, 2013

*6:45 pm	Special Administration Committee	Room 210, Green Bay City Hall 100 N. Jefferson Street
***7:00 pm**	**BROWN COUNTY BOARD OF SUPERVISORS**	**Legislative Room 203, City Hall 100 N. Jefferson Street**

THURSDAY, AUGUST 22, 2013

*7:30 am	Aging & Disability Resource Center, Nominations and Human Resource Committee	Options for Independent Living 555 Country Club Road
*8:30 am	Aging & Disability Resource Center, Board of Director's Meeting	Options for Independent Living 555 Country Club Road
*5:00 pm	Administration Committee	Room 200, Northern Building 305 E. Walnut Street

FRIDAY, AUGUST 23, 2013
(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.

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VETERANS SUBCOMMITTEE
Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, John Maino,
Troy Ness, Delores Pierce, Duane Pierce,
John Walschinski, Joe Witkowski

**Running Total of Veterans' Certificates: 1428

VETERANS' RECOGNITION SUBCOMMITTEE
TUESDAY, August 20, 2013
5:00 p.m.
Room 201, Northern Building
305 E. Walnut Street

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of July 16, 2013.
5. Follow up discussion regarding Veterans Appreciation Day at Brown County Fair on August 17, 2013.
6. Report from CVSO Jerry Polus.
7. Report from Committee Members Present (Erickson, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
8. Such Other Matters as Authorized by Law.
9. Adjourn.

Bernie Erickson, Chair

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ADMINISTRATION COMMITTEE
Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

SPECIAL ADMINISTRATION COMMITTEE
Wednesday, August 21, 2013
6:45 p.m.
Room 210, Green Bay City Hall
100 N. Jefferson 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

1. Initial Resolution Authorizing the Issuance of Not to Exceed $1,990,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

2. Initial Resolution Authorizing the Issuance of Not to Exceed $3,940,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.

3. Initial Resolution Authorizing the Issuance of Not to Exceed $9,190,000 Taxable General Obligation Refunding Bonds of Brown County, Wisconsin.

4. Such other matters as authorized by law.

5. Adjourn.

Steve Fewell, 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.

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PHONE (920) 448-4013 FAX (920) 448-6221
E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR
THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, August 21, 2013 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.
Invocation.
Pledge of Allegiance to the Flag.
Opening Roll Call.

Presentation

Commendation Honoring Patrick F. Williams

1. **Adoption of Agenda.**

2. **Approval of Minutes of July 31, 2013 Grievance Session.**

3. **Continuation of the July 31, 2013 appeal to County Board for review of employee grievances. Discussion and review of the record by County Board of an impartial hearing officer's decision regarding an employee grievance resulting in discipline, and possible action by the County Board.**

   a. **Closed Session on this appeal to the County Board to review and discuss the record of an impartial hearing officer's decision regarding an employee grievance resulting in discipline, and possible action by the Board after review. Closed session pursuant to Wis. Stat. §19.85 (1)(b) considering dismissal, demotion or discipline of any public employee or person....or the investigation of charges against such person, ...and the taking of formal action on any such matter; provided that the public employee is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session, and further closed pursuant to Wis. Stat. (1)(f) considering personal histories or disciplinary data of specific persons, preliminary considerations of specific personnel problems or the investigation of charges against specific person ...which if discussed in public, would be likely to have a substantial**

adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

b. Open Session: Discussion, review and possible action by the County Board on the appeal of an impartial hearing officer's decision of an employee grievance resulting in discipline

4. **Comments from the Public:**
   a) Must be limited to items not on the agenda.
   b) State name and address for the record.
   c) Comments will be limited to five minutes.
   d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

5. **Approval of Minutes of July 17, 2013**

6. **Announcements of Supervisors.**

7. **Communications:**
   a) Communication from Supervisor Haefs: Reconsideration of item from the County Board July 17, 2013 meeting entitled "Changes in Health Insurance Plan" which item appeared at number 9a REPORT OF ADMINSTRATION COMMITTEE OF JUNE 27, 2013, item number 26 of Administration Committee meeting agenda titled "Human Resources- Changes in Health Insurance Plan" and which County Board vote was "to receive and place on file items... # 26 as presented to the Board." This item was also presented on the REPORT OF EXECUTIVE COMMITTEE OF JULY 8, 2013, item Number 19 titled "Changes in Health Insurance Plan," which the Executive Committee voted to approve the changes in the Health Insurance Plan and the Executive Committee Report was adopted by the County Board at the July 17, 2013 meeting.
   b) Late Communications.

8. **Appointments:**
   <u>County Executive</u>
   a) Re-appointment of Allan Duchateau to the Board of Adjustment for a three (3) year term expiring June 30, 2016.
   b) Appointment of Pat Finder-Stone to the Transportation Coordinating Committee for a two (2) year term expiring August 31, 2015.

9. **Reports by:**
   a) County Executive.
   b) Board Chairman.

10. **Other Reports:**
    a) Treasurer's Financial Report for the Month of April, 2013.
    b) Treasurer's Financial Report for the Month of May, 2013.

11. **Standing Committee Reports:**
    a) Report of Administration Committee of July 25, 2013.
       i) Report (draft) of Special Administration Committee of August 21, 2013.
    b) Report of Education & Recreation Committee of August 15, 2013.
    c) Report of Executive Committee of August 8, 2013.
    d) Report of Human Services Committee of July 24, 2013.
    e) Report of Planning, Development & Transportation Committee of July 22, 2013.
       ii) Report of Land Conservation Subcommittee of July 22, 2013.
    f) Report of Public Safety Committee of August 7, 2013.

12. **Resolutions, Ordinances:**

Administration Committee and Education and Recreation Committee

a) Resolution re: To Appropriate Excess Fund Balance for Museum Planning. *Motion at Admin: To approve; Motion at Ed and Rec: To approve – motion failed 2 to 2.*

Administration Committee and Executive Committee

b) Resolution re: Change in Table of Organization Child Support Agency Child Support Specialist – Enforcement. *Motion at Admin: To approve; Motion at Exec: To approve.*

c) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

d) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

e) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

f) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

g) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

h) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

i) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

j) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

k) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

l) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

m) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

n) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

o) Resolution re: Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS). *Motion at Admin: To approve; Motion at Exec: To approve.*

p) Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed $1,990,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. *Admin motion pending special meeting of August 21, 2013; Motion at Exec: To approve.*

q) Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed $3,940,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. *Admin motion pending special meeting of August 21, 2013; Motion at Exec: To approve.*

r) Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed $9,190,000 Taxable General Obligation Refunding Bonds of Brown County, Wisconsin. *Admin motion pending special meeting of August 21, 2013; Motion at Exec: To approve.*

Executive Committee

s) Resolution re: Adopting Brown County's 2014 Five-Year Capital Improvement Plan. *Motion at Exec: To approve.*

Board of Supervisors Committee as a Whole.

13. **Confirmation of Appointment of Thomas M. Katers as County Board Supervisor District 15.**

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

15. **Bills over $5,000 for period ending July 31, 2013.**

16. **Closing Roll Call.**

17. **Adjournment to Wednesday, September 18, 2013 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
Nominations and Human Resource Committee

Thursday, August 22, 2013 at 7:30 a.m.
Options for Independent Living
555 Country Club Road
Green Bay, WI

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Adoption of Agenda	Yes	Yes
3. Approval of the minutes of Nominations meeting of Feb 18th, 2013	Yes	Yes
4. Enter closed Session to consider: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility a. Staff Classification Review b. Letter from the ADRC Director c. Position Title Changes	Yes	Yes
5. Return to Open Session		Yes
6. Nominations for 2014 Board Member-mental health		
7. Adjourn		Yes

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Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

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.
Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING

Thursday, August 22, 2013 at 8:30 a.m.

Options for Independent Living
555 Country Club Road
Green Bay, WI

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of July 11, 2013	Yes	Yes
5. Comments from the public		
6. Finance Report a. Review and approval of Finance Report b. Review and approval of Restricted Donations	 Yes Yes	 Yes Yes
7. Review and Approval of Audit	Yes	Yes
8. Directors Report a. Collaboration with UWGB on Self-Directed Supports b. Building/remodels updates c. Review of the ADRC Contract Information review Changes/proposed new language d. Budget Meeting with County Executive	 Yes	Yes
9. Staff Report: Barb Michaels, Falls Prevention Coordinator	Yes	Yes
10. Nominations and Personnel Committee Report (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility a. Approval of Class and Compensation Requests b. Director Letter c. Title Changes Return to Open Meeting	Yes	Yes
11. Family Care Update		

12. Legislative Updates		
13. Announcements		
14. Next Meeting – September 26, 2013.		
15. Adjourn		Yes

_____

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

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ADMINISTRATION COMMITTEE
Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE
Thursday, August 22, 2013
5:00 p.m.
Room 200, Northern Building
305 E. Walnut Street

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 July 25, 2013.

Comments from the Public

Corporation Counsel

1. Resolution re: Change in Table of Organization Corporation Counsel Assistant Corporation Counsel.
2. Department Report for July, 2013.

Child Support

3. Budget Status Financial Report for June, 2013.
4. Administrator Summary.

Human Resources

5. Activity Report for July, 2013.
6. Interim Directors Report.

Department of Administration/Technology Services

7. Budget Status Financial Report – Technology Services – for June, 2013.
8. Budget Status Financial Report – Administration – for June, 2013.
9. 2013 Budget Adjustment Log.
10. Director's Report.

County Clerk – No agenda items.
Treasurer – No agenda items.

Other

11. Audit of bills.
12. Such other matters as authorized by law.
13. Adjourn.

Steve Fewell, Chair

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AUGUST 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 5:30 pm	8 Executive Cmte 6:00 pm	9	10
11	12	13	14	15 Ed & Rec 5:30 p.m.	16	17
18	19	20 Veterans Recognition Subcommittee 5:00	21 **Grievance Session/Board of Supervisors** **7:00 pm**	22 Admin 5:oo pm	23	24
25	26 Land Con 6:00 pm PD&T 6:15 pm	27	28 Human Svc 6:00 pm	29 Special Board of Sup Grievance Hearing	30	31

SEPTEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day *County Board Office Closed*	3	4 Public Safety 5:30 pm Listening Session 6:30 pm	5 Ed & Rec 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12 Listening Session 6:30	13	14
15	16	17 Vets Recognition Subcommittee 5:00 pm	18 **Board of Supervisors** **7:00 pm**	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Svc 6:00 pm	26 Admin 5:00 pm	27	28
29	30 Special Board of Sup Grievance Hearing					

BROWN COUNTY COMMITTEE MINUTES

- Library Board (July 18, 2013)
- Harbor Commission (July 22, 2013)
- Human Services Board (August 8, 2013)

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

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 18, 2013** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: DON CARMICHAEL and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by P. Williams, seconded by T. Watermolen, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by V. Van Vonderen, seconded by C. Buboltz, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

A meeting was held on July 15. T. Nixon reported that the Task Force briefly discussed the history of library and the former library/museum colocation and the driving factors that influence co-location. It was asked that the Task Force consider, given the political and fiscal environment, if both institutions would be better off if they were to co-locate - would it be best to go forward separately or together? The Task Force plans to keep looking at and considering all options. A combined new facility was also discussed and seemed to have support. The recommendation from the Task Force will ultimately be the start of a public debate in the community. It was agreed that regardless of what the Task Force concludes the Library Board has to lay the groundwork to build economic support in the community. Support will be needed either way – if the library stands alone or is co-located with the museum.

Presenting to area businesses and organizations on the topic of libraries is felt to be an effective means to establish an understanding, build support and acquire feedback. A speaking circuit also is relevant to the strategic plan that is currently under development.

STRATEGIC PLANNING DISCUSSION

L. Stainbrook reported on the strategic plan – editing and refinement continues and one section still needs to be written. An Executive Summary and staff-driven action statements will also be composed. The plan's focus is on impact rather than just activities. K. Pletcher asked for general feedback and reactions on plan as it stands. Suggestions included keeping the plan simple so its focus is not lost; pick priorities; reduce to simple bullet points or elevator speech; and hone for presentations. Other feedback included modeling diversity in employee recruitment; and relating available statistics to specific goals. Libraries change lives and personal testimonials are an impactful method of expressing how libraries play a role in the success of an individual.

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Denault reported that the new coin hoppers for Central's check out stations will be sent the week of July 22. The credit card option is also ready to be implemented. It is possible that both will be put into service at the same time. The checkout stations had a technical problem that was preventing the security from turning off when an item was checked out but that has been corrected. It was also commented that the checkout stations promote patron self-sufficiency which allows staff to spend more time serving and assisting patrons in other ways.

b. Financial Manager's report, bills and donations

The June 2013 financial reports were distributed. **Motion** by V. Van Vonderen, seconded by C. Buboltz, to approve the June, 2013 financial reports and the June, 2013 donations as follows:

Brown County Library
Gifts, Grants & Donations Report
June 2013

Gifts & Donations

06/06/13	Friends of the Brown County Library	23.40	Every Child Ready to Read
06/06/13	Friends of the Brown County Library	1,495.00	Continuing Education
06/13/13	Calvary Lutheran Church - In Honor of Colin Mayo	50.00	Kress Materials
06/13/13	Anonymous	200.00	Central Adopt A Program
06/13/13	Friends of the Brown County Library	100.00	East Summer Reading
06/21/13	Brown County Community Women's Club	25.00	Kress Materials
06/21/13	Patricia Wypiszynski	20.00	East Summer Reading
06/27/13	John Bettinger	50.00	Films
06/27/13	Brown County Community Women's Club	25.00	Kress Materials
06/27/13	Anonymous	500.00	Children's Garden
06/01/13	Ashwaubenon	20.78	Donation Box
06/01/13	Bookmobile	10.60	Donation Box
06/01/13	East	36.82	Donation Box
06/01/13	Weyers/Hilliard	15.47	Donation Box
06/01/13	Central Circulation	23.56	Donation Box
06/01/13	Kress	20.68	Donation Box
06/01/13	Pulaski	7.05	Donation Box
06/01/13	Southwest	17.00	Donation Box
06/01/13	Wrightstown	15.75	Donation Box
	Total Donations	**$ 2,656.11**	

Federal & State Grants

06/30/13	Nicolet Federated Library System	$ 3,649.73	Collection Development
	Total Grants	**$ 3,649.73**	

Year-to-date Donation Box Receipts:

Ashwaubenon	$ 134.10	Kress	86.72
Bookmobile	45.35	Pulaski	60.40
East	306.83	Southwest	100.23
Weyers/Hilliard	127.57	Wrightstown	102.48
Central Circulation	193.01		
Donation Box Total			**$ 1,156.69**

Motion carried.

There were no bills out of the ordinary.

c. **Budget**

1. Approve Budget Adjustment Notice: Transfer budget funds in the amount of $5,995 from Software to Outlay - Other Software was purchased for management of our staff transaction stations (cash drawers.) The funds were budgeted under software; however, the project amount meets the dollar threshold for capitalization. This adjustment transfers the budget funds from Software to Outlay – Other. **Motion** by T. Nixon, seconded by C. Buboltz, to approve the Budget Adjustment Notice to transfer budget funds in the amount of $5,995 from Software to Outlay – Other. **Motion carried.**

2. Approve Budget Adjustment Notice: Reallocate $5,000 back to Vehicle/Equip. Gas/Oil Etc. In 2013, charges from the Highway Department were being charged to an intra-county expense account. A budget adjustment was made to move the budget dollars from Vehicle/Equip. Gas/Oil Etc. account to the new Intra-County Expense Highway account. However, not all gas/oil charges are from the Highway Department. This entry is to reallocate funds back to the Vehicle/Equip. Gas/Oil Etc. account based on prior year actuals. **Motion** by C. Buboltz, seconded by T. Nixon, to approve the Budget Adjustment Notice reallocating $5,000 back to Vehicle/Equip. Gas/Oil Etc. **Motion carried.**

d. 2014 Budget

L. Stainbrook presented a PowerPoint summary of the 2014 budget request and distributed a copy of the slides to the Board. In summary, levy actuals have decreased steadily over the last four years; revenue estimates are down; FTE (full-time equivalents) equal 87 which is below the state basic standard of 100; staffing is trending down; materials expenditures are down; buildings and utility expenditures are down as significant savings were realized primarily from efficiency measures implemented; chargebacks were down overall; contracted services for 2014 are staying mostly the same; carryover funds are down but these funds have been utilized for several improvements.

The 2014 draft budget was presented. The budget does not include any staff cuts, branch closures or reduction in hours. In order to present a balanced budget, $606 will be reduced from the Gas line item.

Motion by T. Nixon, seconded by C. Buboltz to approve the amended 2014 draft budget. **Motion carried.**

An approval of the Donation Draft Budget gives the library authority to spend money that is received as a donation. **Motion** by C. Buboltz, seconded by T. Watermolen to approve the Donation Draft Budget. **Motion carried.**

The Coin-op budget addresses the public photocopiers, paper and supplies. The library formerly owned the copiers and printers but recently joined a leasing program with county that provides MFPs (Multi-Function Printers). This ultimately reduces the Supplies and Expense line item since toner is now included in the lease fee. **Motion** by V. Van Vonderen, seconded by T. Watermolen, to approve the Coin-op budget. **Motion carried.**

A position description for a security coordinator at the Central Library will be presented as a supplemental budget request. **Motion** by Nixon, seconded by C. Buboltz, to approve and propose the supplemental budget request for a security coordinator at budget hearing meeting. **Motion carried.**

e. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden The balance left to fundraise is around $8000. C. Beyler has a lead on a local company who may dig up concrete as a donated service. B. Nielsen also has a potential company who may be interested.

2. Library Locations This item was deferred to the August meeting.

3. Update on various Projects A summary report included in the packet. The lighting retrofit in the Central Library has had a positive impact; the Central elevator project is moving forward and is scheduled to begin in mid-August and completed by December; the Bookmobile generator was repaired; and the main switch disconnect went well and is back in service.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No report.

OLD BUSINESS

L. Stainbrook reported that Bookmobile stop statistics are being collected for review.

L. Hoffman updated on the unemployment claim reported last month. This was an error on behalf of the WI Department of Workforce Development summarized as: benefits should not have been paid to the employee; the library would not be held responsible since notification was never made; and the claimant does not have to pay back.

The idea to outsource payroll was deemed to not be a feasible option for 2014 but will continue to be investigated for 2015.

PERSONNEL

a. Approve table of Organization Change for Administration Clerk - Mailroom **Motion** by C. Buboltz, seconded by P. Williams, to approve the Table of Organization Change as indicated below:

The Library Director recommends that the Library Board delete the 11-hour Administrative Clerk - Mailroom position in Administration, and increase the 19.5-hour Administrative Clerk to 20 hours per week. This change results in a savings of $8,184, bringing the savings to date from Table of Organization changes to $8,585 from the Library's 2013 Personnel Budget.

The financial impact of these changes is as follows:

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
delete:							
.29 Administrative Clerk	11	Administration	$ 10.52	$ 6,016.70	$ 2,557.10	$ 8,573.79	$ 8,573.79
.52 Administrative Clerk	19.5	Administration	$ 10.52	$ 10,667.28	$ 4,533.59	$ 15,200.87	
change to	20			$ 10,940.80	$ 4,649.84	$ 15,590.64	$ (389.77)
						NET SAVINGS	**$ 8,184.03**

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the July 18, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on August 15, 2013 as part of the Director's Report and attached to the meeting minutes. Williams, Nixon **Motion carried.**

b. Impact of Affordable Care Act No discussion.

PRESIDENT'S REPORT
No report.

DIRECTOR'S REPORT
V. Van Vonderen commented that the Board needs to be sure the library's challenges, as identified by the Director, are being addressed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW
None.

MEETING SUMMARY/NEXT MEETING PLANNING
The next Library Board meeting will be held at the Ashwaubenon Branch.

ADJOURNMENT
Motion by T. Nixon, seconded by t. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:40 p.m.

NEXT REGULAR MEETING
August 15, 2013
Ashwaubenon Branch Library
1060 Orlando Drive, Ashwaubenon
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

DEAN R. HAEN
DIRECTOR

PHONE: (920) 492-4950 FAX: (920) 492-4957

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, July 22, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by Neil McKloskey at 11:00 am.

2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW

3) Approval/Modification – *Meeting Agenda*

A motion to approve the agenda was made by Craig Dickman and seconded by John Hanitz. Unanimously approved.

4) Approval/Modification – June 10, 2013 *Meeting Minutes*

A motion to approve the minutes of June 10, 2013 was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.

5) 2014 Budget – *Request for Approval*

Dean Haen reviewed the 2014 budget memo highlighting various Port budget items. Construction of the Cat Island wave barrier is expected to be completed this year transitioning into dredging the off-loading area and reconstruction of Lineville Road for 2014. The final closure of Renard Island is expected in 2014. The Departmental reorganization was highlighted. The budget packet also contains a Statement of Funds for the department's activities as well as an Income Statement with revenues and expenses detailing actual funds used last year and proposed for next year. The Brown County Executive and the Planning, Development, & Transportation Committee will see this proposed budget in August.

A motion to approve the 2014 Budget was made by Ron Antonneau and seconded by Craig Dickman. Unanimously approved.

6) Northeast Asphalt Property Sales Terms – *Request for Approval*

At the last Harbor Commission meeting the Commission had discussed in closed session the sale of seven acres of land at the Bayport facility to Northeast Asphalt. Northeast Asphalt's initial offer was not accepted by the Commission and Mr. Haen was to negotiate with Northeast Asphalt. Verbally agreed upon terms were $10,000/ac, with an access easements and right of first refusal with Northeast Asphalt surveying the property and Brown County writing the legal description and easement along with filing the transaction. Commissioner Flisram asked whether a hold harmless clause, a Phase I environmental assessment or a deed restriction limiting construction of facility or excavation should be considered before the sale so that the Port is not liable for damages resulting from Northeast Asphalt's use of the property. The Commission directed Dean Haen to consult with Corporation Council to determine the need for a "Hold Harmless" clause in the sale.

A motion to approve the Northeast Asphalt Property Sales Terms depending on Corporation Council's opinion was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.

7) Strategic Public Communication Plan (RFP) – *Request for Approval*

The Department is requesting proposals from vendors for a Strategic Public Communication Plan for both the Port and the Solid Waste operations. After proposals have been received, a three person team will review them and select the winning bid to provide departmental outreach and education for the next three years. The County will reserve the right to terminate with 30 days notice for any reason.

A motion to approve the Strategic Communication Plan (RFP) was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

8) Cat Island Chain Restoration Project - *Update*

Construction of the wave barrier is completed except for armoring the island legs. Ninety percent of the off-loading platform is constructed. Next year's work will include dredging the off-loading area and reconstruction of Lineville Rd. It does not appear that any bird species have been affected by the activity on the Cat Island wave barrier. The Cat Island Advisor Committee will be meeting soon to look at the management issues after the construction is finished. On September 12th, there will be a grand opening ceremony hosted by US Corp of Engineers. Dean Haen commented that during a flight into Green Bay it appeared that the Cat Island wave barrier was having a positive effect on near-shore vegetation.

9) Renard Island Causeway - *Update*

Remove of the causeway has been estimated by the Corps at $260,000. Staff is working with the DNR and Corps to understand the conditions (if any) to permit the causeway as a permanent structure. There will be a meeting on August 12 with the Department, DNR, US Army Corps of Engineers, and other Stakeholders to discuss the status of the temporary causeway and any needed changes to make it permanent.

10) Renard Island Closure Project - *Update*

The Department has received the final approval letter from the State of Wisconsin Department of Natural Resources accepting Bay Port dredged materials as the engineered soil cover materials and other conditions to fulfill the closure requirements this winter by the Corps.

11) Renard Island Funding Study for Final Use by Bruce Baker – *Update*

The study by Bruce Baker has identified the future Natural Resource Damage (NRD) settlements that are coming, areas the NRD settlement dollars will go to, who is on the trustees that deal out the NRD funds, and how to reach out to them. This is a tool to use for going after some of the NRD funds as well as the GLRI grant funds for the end-use of the island.

12) Tallships Booth –*Update*

There will be a booth set up for the Port at the Tallships Festival. The Department has ordered can coolers to give away and will use existing temporary tattoos.

13) Director's Report – *Update*

The Department sponsored Summer in the Park on July 18 and the Farmers Market on Saturday July 20.

The Wisconsin Commercial Ports Association grant was received from the Wisconsin Coastal Management Program. Additional funding is expected from WEDC.

14) Audit of Bills – *Request for Approval*

A motion to approve the Audit of Bills was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.

15) June Tonnage Report – Request for Approval

Tonnage is up by 16%. The biggest changes are salt coming in and with U.S. Venture exporting ethanol/diesel/gas.

A motion to approve the June Tonnage Report was made by Hank Wallace and seconded by Craig Dickman. Unanimously approved.

16) Such Other Matters as Authorized by Law

None

17) Adjourn

A motion to adjourn was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved. Meeting adjourned at 12:34 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Solid Waste Department

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, August 8, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy, Paula Laundrie, JoAnn Graschberger, Susan Hyland, John Van Dyck

Also Present: Jeremy Kral, Executive Director
Tim Schmitt, Finance Manager
Mary Johnson, Hospital & Nursing Home Administrator
Jenny Hoffman, Economic Support Administrator
Ian Agar, Long Term Care Manager
Jim Hermans, Child Protection/Juvenile Justice Manager
Jill Rowland, Contract and Provider Relations Manager
Kathy DeNiel, Director of Nursing-Bayshore Village
Jed Berndt, Director of Nursing-Nicolet
Janet Schmidt, Accountant Supervisor
Justine Koschkee, Behavioral Health Supervisor
Julaine Feld, Behavioral Health Supervisor
Genny Willemon, Office Manager-Clinic
Mary Hansen, Social Worker Supervisor-CIP
Scott Shackelford, Social Worker Supervisor-Juvenile Justice
Kerry Draxler, Shelter Care Supervisor

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1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. **Approve/Modify Agenda:**
GRASCHBERGER/ANDREWS moved to approve the agenda.
The motion was passed unanimously.

3. **Approve Minutes of July 11, 2013 Human Services Board Meeting:**
SMITS/HYLAND moved to approve the minutes dated July 11, 2013.
The motion was passed unanimously.

4. **Executive Director's Report**

Executive Director Kral elected not to give a report because it would overlap significantly with the discussion of the proposed 2014 budget.

Agenda item was bypassed by Chairman Lund.

5. Financial Report

- Schmitt had submitted a written report with the board packet. For Community Programs we are on track year to date through June. For the Community Treatment Center, we are a little bit unfavorable but we are working on fixing that to meet budget.

HUXFORD/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

6. Review & Approval of Proposed 2014 Budget

- Kral stated he tried to hit the highlights of the 2014 budget proposal in the cover letter, submitted with the budget binders. Kral confirmed that all board members had a chance to review the budget that was sent out.

Citizen Board Member Andrews stated that the highlighted points were appreciated since all of the initiatives have been discussed with the board previously. Other board members concurred.

Citizen Board Member Paula Laundrie entered meeting at 5:18 p.m.

- Kral went over the bullet points he had written in the cover letter. The most significant change compared to last year is the Nicolet Psychiatric Hospital re-design, moving from a 37-bed hospital to a 16-bed hospital with a co-located 15 bed crisis stabilization facility.

Supervisor John Van Dyck entered meeting at 5:20 p.m.

- Kral stated the Economic Support Unit will be showing the revenues and expenses for the Bay Lake Consortium and adding staff due to the increased state and federal revenue for the Affordable Care Act implementation. These are the only changes in the ES unit.

Q: Chairman Lund asked if all of the changes for Affordable Care Act are paid for out of federal funds.
A: Kral stated that state and federal funds will cover the changes and no local funds will be used.

Q: Supervisor Clancy asked if Family Care enters into the budget.
A: Kral stated that we are not expecting Family Care to be implemented in 2014. We are converting four LTE long term care employees to FTE status. We are doing this to prepare for Family Care as we want to get the waiting list down.

Q: Citizen Board Member Laundrie stated that an acquaintance of hers is looking for economic support and was told the wait list is a year and a half for housing.
A: Kral stated that Brown County Human Services does not handle housing. That is handled by the Housing Authority ran jointly by Brown County and the City of

Green Bay. Jenny Hoffman added that her acquaintance would need to contact ICS (Integrated Community Services) for housing services.

- Kral stated that in the child welfare area, we propose adding four parent support specialist positions which will assist parents in keeping their children safe in their homes.

Q: Citizen Board Member Laundrie asked what type of people we are looking for in those positions.
A: Kral stated that it fits on the pay scale as a Social Service Aide III and it would be paraprofessionals which could include a lot of people that could fit the qualifications.

- Kral added that we have an increase of two juvenile justice social workers due to increased referrals. Also, we propose adding one child protection worker and one additional child protection supervisor. The increase in referrals also causes an increase in work throughout the unit at different layers in the system. The additional supervisor will help with creativity and staff support.
- We propose increasing compensation to providers of community-based residential facilities. Our rates have not been adjusted up very often and we need to stay competitive so that our providers will feel comfortable doing business with us.
- Kral stated we are adding a .5 FTE clerical position to the Birth to Three unit due to an increased demand for the mandated service.

Q: Chairman Lund asked if most referrals come from the hospitals.
A: Ian Agar stated most referrals come from physician offices and the neonatal units at the hospitals.

- Kral identified that we will participate in a multi county consortium next year for the CCS (Comprehensive Community Services) program. By participating in the consortium, the state will pay the 40% expense that we are currently responsible for.

Q: Supervisor Van Dyck asked how employee wages are handled in the budget.
A: Kral stated that wages or steps were not addressed in the budget. Currently, they are at status quo from 2013 with no increases.

Q: Supervisor Clancy asked if our ability will be inhibited next year if our budget increases significantly.
A: Chairman Lund stated we only have $600,000 for the county to grow and it will depend on each committee as to whether or not we will go to the levy limit. It is also dependent on natural growth.

Q: Supervisor Van Dyck asked how the approval process works for the board versus the committee.
A: Chairman Lund stated that if the Human Services Board approves the budget with changes, the Human Services Committee has to look at what we passed and decide what to do. The Board does the preliminary approval of the budget. Kral added that by statute, the Human Services budget needs to be presented to

the Board first, then the County Executive and lastly, the Committee which will decide what it looks like for the full County Board. Chairman Lund encourages board members to go to the various meetings to provide input.

Q: Citizen Board Member Laundrie asked about autism services, citing that the waiting time to access services is around 13 months. She wanted to know if we could lessen that wait time.
A: Ian Agar stated that the services are reliant on state and federal funding in which we have no direct control over.

ANDREWS/LAUNDRIE motion to approve the proposed 2014 HS budget.
Motion was carried unanimously.

7. Statistical Reports:
Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:
Please refer to the packet which includes this information.

9. Request for New Vendor Contract:
Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, September 12, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:
HYLAND/ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:40 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary