

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
JANUARY 21 – 25, 2019**

MONDAY, JANUARY 21, 2019

- | | | |
|----------|-------------------|--|
| *2:30 pm | Solid Waste Board | Port & Resource Recovery
2561 S. Broadway |
| *3:30 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |

TUESDAY, JANUARY 22, 2019
(No Meetings)

WEDNESDAY, JANUARY 23, 2019

- | | | |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

THURSDAY, JANUARY 24, 2019

- | | | |
|----------|---|-----------------------------|
| *8:30 am | Aging & Disability Resource Center Board of Directors | ADRC
300 S. Adams Street |
|----------|---|-----------------------------|

FRIDAY, JANUARY 25, 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.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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

DEAN R. HAEN
DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD
Monday, January 21 – 2:30 pm
Brown County Port & Resource Recovery
2561 S Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval/Modification*
4. Minutes – November 26, 2018– *Request for Approval/Modification*
5. Announcements/Communications
6. 2019 Public Communication Plan - *Request For Approval*
7. BOW Landfill Capacity Survey and South Landfill Timeline - *Update*
8. Final BOW 2017 Report - *Update*
9. BOW Planning Effort – *Update*
10. South Landfill Public vs Private Operation’s Construction and Evaluation- *Update*
11. Holland Landfill Monitoring Committee Meeting January 14, 2019 - *Update*
12. Direct Haul - *Update*
13. Transfer Station Scalehouse Design Firm Selection – *Update*
14. Director’s Report – *Update*
15. Such Other Matters as Authorized by Law
16. Adjourn

Dean R. Haen, Director
Port & Resource Recovery Department

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, January 21, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard– Chair, Tom Deidrick – Vice Chair, Sup. Andy Nicholson, Ann Hartman, and John Fenner

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 17, 2018 meeting of the Brown County Housing Authority.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigation
 - I. Quarterly Langan Denials report
 - J. Quarterly Active Cases Breakdown
 - K. Quarterly End of Participation
 - L. Quarterly Customer Service Satisfaction

NEW BUSINESS:

3. Consideration with possible action on request from Cardinal Capital to amend their PBV (Project Based Voucher) contract with BCHA.
4. Consideration and review of Habitat for Humanity's report on the Western Avenue project.
5. Consideration with possible action on the Intergovernmental Agreement between Brown County and the BCHA for administration services for the BCHA.
6. Update regarding the government shutdown and its effect on the BCHA.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report.
10. Brown County Planning and Land Services Director's Report.
11. Date of next meeting: February 18, 2019.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

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HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Patrick Evans, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE

Wednesday, January 23, 2019

6:00 pm

Room 200, Northern Building
305 E. Walnut Street, Green Bay

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 November 28, 2018.

Comments from the Public

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center (September 27 & October 25, 2018).
 - b. Aging & Disability Resource Center Nominating and Human Resources Committee (October 25 & November 8, 2018).
 - c. Board of Health (July 10 & October 9, 2018).
 - d. Children With Disabilities Education Board (October 16 & November 20, 2018).
 - e. Human Services Board (October 11 & December 13, 2018).
 - f. Mental Health Treatment Subcommittee (October 17, 2018).
 - g. Veterans' Recognition Subcommittee (November 20 & December 18, 2018).

Communications

2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in house and a budget adjustment of \$2,500 would be needed. Doing this in house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Referred from December County Board.*
3. Communication from Supervisor Schadewald re: This late communication is my request for a review of the programs, services and/or county involvement for children (birth to age 4) that are in need of assistance. *Referred from January County Board.*

Referral:

4. Communication Plan for Groundwater Exceedance. *Motion at January Board of Health meeting: Motion to the Human Services Committee to draft and enact a policy relative to*

incidents of contamination by any Government agency or detection of contamination in exceedance of State statute, because we find the situation with Port and Resource Recovery simply unacceptable.

Wind Turbine Update

5. Receive new information – Standing Item.

Health & Human Services Department

6. Budget Adjustment Request (18-137): Any increase in expenses with an offsetting increase in revenue.
7. Budget Adjustment Request (19-007): Any increase in expenses with an offsetting increase in revenue.
8. Resolution Regarding Table of Organization Change Health and Human Services Department – Public Health Division.
9. Resolution Regarding Table of Organization Change Health and Human Services Department – CTC.
10. Executive Director’s Report.
 - a. December 2018.
 - b. December 2018 – Supplemental.
 - c. January 2019.
11. Financial Report for Community Treatment Center and Community Services.
 - a. December 2018.
 - b. January 2019.
12. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion – November & December 2018.
 - ii. Nicolet Psychiatric Center – November & December 2018.
 - iii. CTC Double Shifts – November & December 2018.
 - b. Child Protection – Child Abuse/Neglect Report – November & December 2018.
 - c. Monthly Contract Update – December 2018 & January 2019.
13. Request for New Non-Continuous and Contract Providers and New Provider Contract – November & December 2018.

Aging & Disability Resource Center – No items.

Syble Hopp – No items.

Veterans Services – No items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.
16. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by 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.

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

300 S. Adams St.
Green Bay, WI 54301

Thursday, January 24, 2019 8:30 a.m.

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions: New Staff and New Board Members		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of December 13, 2018	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:42	6. Finance Report <ul style="list-style-type: none"> a. Review and approval of December 2018 Finance Report b. Review of Restricted Donations 	Yes Yes	Yes Yes
8:50	7. Specialized Transportation Update, Cole Runge, Brown County Planning and Land Services	Yes	No
9:20	8. Directors Report <ul style="list-style-type: none"> a. Annual Complaint Review b. Agency Planning-planned-update mission c. Brief Update: Outreach 		
9:30	9. Staff Report: John Holzer Maintenance Coordinator	Yes	
10:00	10. Legislative Updates		
10:22	11. Announcements		
10:25	12. Next Meeting – February 28 th , 2019		
10:30	13. Adjourn		Yes

Pat Finder Stone, 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"*



JANUARY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 County Board Office Closed	2 Public Safety 4:00 pm Admin Cmte 5:30 pm	3	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 CJCB 8:00 am Veterans Recognition Subcmte 4:30 pm	16 Mental Health Subcmte 12:00 Board of Supervisors 7:00 pm	17	18	19
20	21	22	23 Human Services 6:00 pm	24	25	26
27	28 Land Con 6:00 pm PD&T 6:15 pm	29	30	31 Ed & Rec 5:30pm		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board (October 25, 2018)
- Aging & Disability Resource Center Nominating & Human Resources Committee (November 8, 2018)
- Neville Public Museum Governing Board (January 14, 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

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
October 25, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Linda Mamrosh, Mary Johnson, Mary Derginer, Debi Lundberg, Tom Smith, Arlie Doxtater

EXCUSED: Amy Payne, Sam Warpinski, Melanie Maczka

ABSENT: Megan Borchardt

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Mary Schlautman, Donovan Miller

The meeting was called to order by Chairperson, Epstein at 8:31 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF September 27, 2018:

Ms. Bartlett/Ms. Lundberg moved to approve the minutes of September 27, 2018 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – September 2018:

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of September.

Ms. Johnson/Ms. Lundberg moved to approve the Finance Report – September 2018. **MOTION CARRIED.**

REVIEW OF RESTRICTED DONATIONS:

There were 3 restricted donations in September, 2018 totaling \$1394.34

REVIEW 2017 AUDIT:

Ms. Bowers referred to the Aging & Disability Resource Center of Brown County, Inc. Management Communications December 31, 2017 handout and gave an overview of the 2017 financial audit. Ms. Bowers reported a good audit in that there were no significant difficulties during the audit process and ADRC accounting practices are considered as adequate and in compliance. Ms. Bowers explained that the auditors gave provided information and changes in coming years that she will be preparing for as well. Ms. Bowers also referred to the 990 Form. This form has been electronically shared with board members as required annually.

Ms. Christianson and the board thanked Ms. Bowers and Mr. Miller for their outstanding work.

Mr. Johnson/Mr. Smith moved to approve the final 2017 ADRC audit. **MOTION CARRIED.**

NOMINATIONS AND HR COMMITTEE REPORT:

SLATE OF OFFICERS AND POTENTIAL NEW BOARD MEMBER:

Mr. Epstein shared that the HR & Nominations Committee reviewed and approved the proposed 2019 Slate of Officers for the ADRC Board of Directors as follows:

- Pat Finder-Stone – Chairman of the Board to replace exiting Chair- Larry Epstein
- Randy Johnson-Vice Chairman
- Mary Derginer-Treasurer
- Bev Bartlett-Secretary

Mr. Epstein explained that Dennis Rader applied to sit on the ADRC Board of Directors. Mr. Rader is a retired attorney who specialized in labor law. Mr. Rader is on the board of directors at Casa Alba and is also a member of the BACC (Bay Area Community Council). Mr. Rader was approved to the ADRC Board of Directors by the HR & Nominations Committee meeting.

Ms. Christianson explained that she has 2 potential candidates to replace Melanie Maczka who will have completed both 3 year terms with the ADRC Board and will be exiting.

Ms. Lundberg/Ms. Derginer moved to approve Dennis Rader to ADRC Board of Directors and approve the 2019 ADRC Board Slate of Officers. **MOTION CARRIED.**

DIRECTORS REPORT:

A. Final Draft of the 2019-2021 Aging Plan Approval. Final Document due November 2, 2018:

Ms. Christianson requested approval of the final draft of the next 3 year aging plan, and then it will be submitted to GWAAR.

Ms. Derginer/Ms. Lundberg moved to approve the 2019-2021 Aging Plan. **MOTION CARRIED.**

B. REPORT ON HUMAN SERVICE COMMITTEE PUBLIC HEARING:

Ms. Christianson explained that the Human Service Committee Public Hearing went well. The ADRC has a good relationship with Brown County. She was able to clarify questions regarding the Dementia Care Specialist position and was asked to explain the technology budget wherein Ms. Christianson explained plans for ADRC Website development. Ms. Christianson also shared that the committee has a responsibility to check that administrative costs and direct services costs are in balance. Ms. Christianson explained that ADRC staff is the service that is provided to our customers. The ADRC staff provides resources/services to customers and does not generally give money or things to customers. Ms. Christianson shared that this is a clarification that she shares with the committee annually.

C. OAA ALLOCATION UPDATE:

Ms. Christianson explained that for the first time in many years, the ADRC received additional federal funding (Older Americans Act) dollars were received. Ms. Christianson explained that she has been working with the leadership team to discuss where monies will be most effectively spent for 2018 and then in coming years. Ms. Christianson shared that succession planning for the accounting team; volunteer support, caregiver support, prevention support and an additional elder benefit specialist are priorities that have been discussed. Ms. Christianson will present a formal recommendation to the HR & Nominations Committee for approval at the November 8th, 2018 meeting and then will be brought to the full board for approval in December 2018.

Ms. Christianson shared that a new Dining Site Attendant position was approved by the HR & Nominations Committee. She explained that in the past this position was covered through the Senior Service work program, but it has been increasingly difficult to have a consistent worker to oversee the daily congregate meals for ADRC customers. Therefore the maintenance assistant has needed to step in to assist on an almost daily basis to cover. Ms. Christianson would

recommends hiring a part-time attendant as the dining site has been busier and to alleviate work for the maintenance assistant.

Ms. Finder-Stone/Ms. Lundberg made a motion to approve the new Dining Site Attendant position. **MOTION CARRIED.**

LEGISLATIVE UPDATES:

Early voting is available. Please vote.

ANNOUNCEMENTS:

Ms. Christianson thanked Ms. Bartlett for speaking at the Press-Conference at the ADRC on ageism, isolation and loneliness. Ms. Christianson shared that the ADRC Information & Assistance staff is now conducting assessments when meeting with customers to determine if loneliness and isolation is a problem and then will work to provide whatever resources are available and appropriate for each customer.

Ms. Christianson shared that the Village of Pulaski reached out to let the ADRC know that they are not sure that they have the support to add a 30 hour/week position at the senior center. The ADRC had agreed to cover the cost of 10 hours for that position to administer the Home-Bound Meal Program in Pulaski. Ms. Christianson assured Pulaski that the ADRC would continue to support home delivered meals until next steps are determined.

Ms. Christianson also heard that the Denmark Community may build a community center. The library would then move from the school to the center. This would provide great opportunity for the ADRC to partner with Denmark for programming. The ADRC looks forward to supporting the Denmark community.

The Downtown Green Bay Café' Crawl was a big success and many customers came to the ADRC to partipate.

NEXT MEETING – December 13, 2018 is the next ADRC Board of Directors Meeting.

ADJOURN:

Mr. Smith/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:18 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATING & HUMAN RESOURCES MEETING

November 8, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Mary Derginer, Mary Johnson, Randy Johnson

ABSENT: Debi Lundberg

EXCUSED: Tom Smith

ALSO PRESENT: Devon Christianson, Kristin Willems, Christel Giesen

The meeting was called to order by Chairperson Epstein at 9:45 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA:

Ms. Christianson asked to modify the agenda to move agenda item B. to A.

Ms. Bartlett/Ms. Johnson moved to approve and adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF October 25, 2018:

Ms. Finder-Stone/Ms. Derginer moved to approve the minutes of the October 25, 2018 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Derginer/Ms. Johnson made a motion to move into closed session at 9:49 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Bartlett/Ms. Derginer moved returning to open session at 10:57 a.m. **MOTION CARRIED.**

A. POSITION CHANGES AND COMPENSATION:

Ms. Christianson reminded the board that all position recommendations and salary adjustments were reviewed by Brown County HR prior to the director's final proposal.

Ms. Derginer/Finder-Stone moved to add 1 FTE staff Accountant position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Johnson/Ms. Derginer moved to approve increase in annual salary of Finance Coordinator position to midpoint within the positions designated grade. **MOTION CARRIED.**

Mr. Johnson/Ms. Bartlett moved to approve salary increase of Finance Coordinator position retroactive to January 1, 2018. **MOTION CARRIED.**

Ms. Derginer/Ms. Finder-Stone moved to add 1 FTE Volunteer Specialist position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Finder-Stone/Mr. Johnson moved to bring 2 Grounded Café' Lead positions to FTE status and to re-classify them from hourly to salaried positions. **MOTION CARRIED.**

Ms. Derginer/Ms. Bartlett moved to add .5 FTE Grounded Café' Ambassador Position to the ADRC organizational chart. **MOTION CARRIED.**

Ms. Johnson/Ms. Bartlett moved to eliminate .5 FTE Prevention Assistant position from the ADRC Organizational chart **MOTION CARRIED.**

Ms. Finder-Stone/Ms. Derginer moved to change the ADRC Organizational chart to move 1 FTE Office Assistant position from Administrative Services department to Prevention department. **MOTION CARRIED.**

Ms. Johnson/Ms. Derginer moved to increase the Caregiver Support Assistant position from .5 FTE to 1 FTE. **MOTION CARRIED.**

Ms. Derginer/Ms. Johnson moved to add 1 FTE Elderly Benefit Specialist position for a total of 3 FTE to the ADRC Organizational chart. **MOTION CARRIED.**

B. EXECUTIVE DIRECTOR EVALUATION:

The committees provided feedback in regard to Ms. Christianson's performance in 2018. The Board would like to recognize Ms. Christianson for exemplary work in 2018, examples include:

- Press Conference and Public Awareness: Family Care Entitlement Press conference July of 2018, ADRC Isolation & Loneliness/Ageism, Brown County Budget Signing Press Conference
- Rural community nutrition re-organization and engagement in planning with Pulaski and Denmark programs
- Construction of the 3 year ADRC plan including extensive community input
- Launching the Grounded Café on Saturday Farmers Market morning, hiring new staff and creating new goals, menu et..
- Securing a new staff/Coordinator development tool called Dignify that will engage staff and help Coordinators grow in their leadership skills
- Presentation at the national level on mental health with older adults
- Working with ADRC Program Coordinator to support social clubs and groups moving to new locations where their needs are better served
- Being asked to serve on WIHA board to work with the state, ADPAW (our ADRC association) as a representative to work through conflict of interest in Prevention Programs, Foundations Health and Wholeness Mission Committee and Board of Directors, Bay Are Community Council Communication Chair and Board of Directors and additional community boards and committees that support the ADRC mission.

Mr. Epstein will combine comments from the committee members and will forward a finalized evaluation to Ms. Christianson.

Ms. Johnson/Ms. Finder-Stone made motion to accept the Executive Director's performance evaluation and propose a one-time merit payment contingent on funding. **MOTION CARRIED.**

ADJOURN:

Ms. Derginer/Ms. Bartlett moved to adjourn. The meeting adjourned at 11:00 a.m. **MOTION CARRIED.**

Respectfully submitted,

Kristin Willems
Administrative Specialist

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 14, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Erik Hoyer, Paul Ballard, and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke
EXCUSED: Sandy Juno

CALL MEETING TO ORDER

1. Chair Kuehn, called the meeting to order at 4:30PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the team spent the first two weeks of the New Year reviewing and completing year-end deposits, accounts payable, fixed asset reporting and accounts receivable. The County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a small deficit for FY18 due to underperforming photograph sales and static gate in late 2019.

Museum Director Lemke provided the board hard copies of the updated financial model, version 7 of the draft project schedule, and a review of how Bluewater defined Phase 2 as design development for the Core Gallery project. She shared that a web review meeting is scheduled for January 22, 2019 to discuss updated concept layout. She did not have files to share at the time of the meeting but promised that she would share them with the board after the January 22, 2019 web meeting. She shared that Bluewater has to achieve a substantial amount of work approved between the present date and mid-April to proceed on to phase 3.

Based on the updated schedule the Museum Team recommended extending the run of "Holiday Memories" until January 27, 2019 and "Delay of Game" until March 24, 2019. Tentatively March 1, 2019 will be the start of a public awareness media campaign that upgrades are coming to the core gallery starting in May 2019. She shared the staff concern of October 2019 and the smaller pop up exhibits that will be on display as the Walter Gallery is in transition. Museum Director Lemke mentioned the need for banker boxes and shelving. Chair Kuehn and Neville Public Museum Foundation Chair Renard offered pallet shelving as a possible temporary solution. Museum Director Lemke will work with Collection Manager Pfothauer on the offer.

Museum Director Lemke provided the board with the following list of scheduled outreach events for the Museum: Arti Gras, Art Street, OBI Farmers Market, OBI Bridal Show, Green Bay Parenting Expo, Einstein Expo, Breakfast on the Farm and Movie in the Park with BC Parks Department.

4. **Such other matters as authorized by law:** Museum Director Lemke shared with the board that the steam boiler that sources the humidification system had mechanical challenges Sunday, December 23, 2018 and has not been operational since the holidays. BC Facilities staff is working on the solution however it has proven difficult.

Collections Manager Pfothenhauer is monitoring temperature and humidity on a daily bases in central storage. The Neville Public Museum Foundation is allowing the purchase of an additional dehumidifier for central storage this budget year. Collections Manager Pfothenhauer is working on the purchase.

The board is invited to the Wisconsin Historical Society "Share Your Voice" event hosted at the Neville on Thursday, January 31, 2019.

Vice Chair Erikson shared the dates of the upcoming Tall Ship Festival to be held downtown in late July. Museum Director Lemke told the board that the dates were on the work calendar and that the Museum Team will work with PMI to maximize the exposure to the Museum and exhibits during this weekend. Museum Director Lemke directed Deputy Director Cullen to review maritime related artifacts in the collections database for a possible popup exhibit on the Mezzanine for the duration of the festival.

Next meeting of the Neville Public Museum Governing Board will be February 11, 2019 at 4:30pm.

2019 meetings dates are as follows:

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

November 11, 2019

December 9, 2019

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:04PM. Motion made by Bernie Erickson and seconded by Paul Ballard to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.