



**"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  
OCTOBER 23 – 27, 2023**

**MONDAY, OCTOBER 23, 2023**

- |          |  |   |
|----------|--|---|
| *5:30 pm | Administration Committee – <i>Special Budget Meeting</i> | Room 200, Northern Building<br>305 E. Walnut Street |
| *6:30 pm | Broadband Subcommittee                                   | Room 660, Northern Building<br>305 E. Walnut Street |

**TUESDAY, OCTOBER 24, 2023**

(No Meetings)

**WEDNESDAY, OCTOBER 25, 2023**

- |          |   |   |
|----------|---|---|
| *9:00 am | <b>Brown County Board of Supervisors – <i>Annual Budget Meeting</i></b> | <b>Lower Level Meeting Room<br/>Central Library<br/>515 Pine Street</b> |
|----------|---|---|

**THURSDAY, OCTOBER 26, 2023**

- |          |                         |                             |
|----------|-------------------------|-----------------------------|
| *8:30 am | ADRC Board of Directors | ADRC<br>300 S. Adams Street |
|----------|-------------------------|-----------------------------|

**FRIDAY, OCTOBER 27, 2023**

(No Meetings)

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221  
E-mail: BC\_County\_Board@browncountywi.gov

### ADMINISTRATION COMMITTEE

Richard Schadewald, Chairman  
Tom Lund, Vice Chair  
Kathy Lefebvre, Tom Peters, John Vander Leest

**SPECIAL BUDGET**  
**ADMINISTRATION COMMITTEE MEETING**  
**MONDAY, OCTOBER 23, 2023**  
**5:30 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.

### Comments from the Public

1. Treasurer's Budget:
  - a. RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE TREASURER'S OFFICE – VARIOUS POSITIONS (Recommended Motion: "Motion to Approve Resolution and to Amend Treasurer's Budget to Reflect Table of Organization Change")
2. Administration Budget
  - a. AMENDED RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2024 BUDGET PROCESS IN THE ADMINISTRATION DEPARTMENT – DELETION OF POSITIONS (Recommended Motion: "Motion to Approve Amended Resolution and to Amend Administration Budget to Reflect Table of Organization Change")
  - b. Discussion and possible action re: Special Revenue Budget.

### Other

3. Such other matters as authorized by law.
4. Adjourn.

Richard Schadewald, Chair

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

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

**RURAL BROADBAND SUBCOMMITTEE**

**Committee Members:** Richard Schadewald, Brown County Supervisor; Devon Coenen, Brown County Supervisor; August Neverman, Brown County Broadband Director; Dave Wilquet, City of Green Bay I/T Director; Michael Moran, Public Representative; Steven Liegl, Wisconsin Public Service; and John Blohm, Green Bay Area Public Schools

**BROWN COUNTY BROADBAND SUBCOMMITTEE  
MONDAY, OCTOBER 23, 2023  
6:30 P.M. – 7:30 P.M.  
VIRTUAL and Veterans Conference Room 660  
305 E. Walnut St., Green Bay, WI**

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

1. Call to order
2. Public Comment
3. **Bug Tussel Updates**
  - o Public Broadband Impact - fiber and wireless service see attachment 3
  - o Discuss impact to the County (911/12pair/BCCAN)
  - o Impact to BCCAN -- August Neverman last day is 12/31/2023, BCCAN Operated by Bug Tussel starting 1/1/2024
  - o see 1page 2sided summary (pages 7 and 8)
4. **Other Broadband Updates**
  - o To date, no ISP is applying for the WI-PSC Broadband Capital Funds Project is due end of this month.
  - o eACAM growing statewide but unlikely to help Brown County – per Brightspeed/Centurylink rep.
  - o RDOF starting to see some activity. The Charter/Spectrum in southern Brown County.
  - o Examples of previous grant funding matches for total project costs are \$5k to \$10k per passing (using Washington island and others as examples). Some of our worst locations are likely in excess of \$14k per passing.

## 5. BEAD \$1B Wisconsin Broadband Grant Updates

- **BEAD Volume 1-** Review / Discussion of Broadband Equity, Access & Deployment (BEAD) Initial Proposal (see page 8):  
<https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=480766> – speed test challenges are done.
- **Bead Volume 2-** from WI-PSC Broadband office to NTIA is due December 27, but the draft is expected in November. It will summarize how the grant process will work for BEAD \$1B.
- **UNDERSERVED/UNSERVED** for BEAD (FYI ESTIMATES ONLY)
  - FCC shows 6548 UNDERSERVED and **2095 UNSERVED** in BC (without filtering for RDOF) \$10mil, \$20mil to \$30mil based on \$5k, \$10k or \$14k passing (BSL) costs.
  - We show 77k to 83k UNDERSERVED and **6099 to 9519 UNSERVED**. Roughly \$30mil, \$60mil to \$133mil based on \$5k, \$10k or \$14k passing (BSL) costs.  
\*\*New PSC state broadband map is somewhere between the numbers above.
- **New State Broadband Map.** This map is likely to be the BEAD grant map (or substantially similar). Since this map is “finalized” we don’t need to push for speed tests before the end of the year. <https://maps.psc.wi.gov/apps/BbExpGApplicants/>
- **Proposed Grant area Broadband Map** - Select Most Critical Areas - see map with 5 areas. None of these have BEAD, eACAM or Capital Projects grants commitments so far. *All the location counts are likely lower than this because of state identifying locations as “underserved or served” and areas being previously funded by RDOF or other Fed/State funds.*
  1. **East side** of Brown County (**Undetermined** ISP – maybe Brightspeed, Spectrum, BugTussel etc) **roughly 3574 homes/businesses.**
  2. **South** “holes” around RDOF (Charter/Spectrum) **roughly 4012 homes/businesses.**
  3. **Airport/Hobart** small area (**Undetermined** ISP Charter/Spectrum, nSight or BugTussel) **roughly 693 homes/businesses**
  4. **Pulaski/Pittsfield** area (nSight) **roughly 677 homes/businesses.**
  5. **West Green Bay Shore**, northeast area of Suamico (**Undetermined** who will be ISP) **roughly 563 homes/businesses.**
- NewNorth REDO (Regional Economic Development Organization) is getting copies of updated data for mapping. Additional equity and general broadband mapping will be performed thru NewNorth and will be shared with Brown County.

## 6. Discussion/Decisions:

- **Roles/Responsibilities:** What is the role of Brown County government in Broadband – and specifically the BEAD Grant(s) and what is the role of the Broadband Committee? (does it continue to exist)
- **BEAD Match Funds:** Still need to decide on BEAD Broadband 25% Match or more for 2024 County budget planning - **25% match:** County Only, County Matches the ISP match, County Partial or No County (also note larger matches more likely to get funding) \*\* note Bug Tussel can use \$27.2m loan as match.
  - Possibly prepare resolution(s) in support of BEAD grant(s) submittals: Likely for Charter/Spectrum (south), nSight Northwest and Bug Tussel (TDB)
  - Prepare for competing ISP activity in undetermined areas 1, 3 and 5.
  - Match would be needed for all except Bug Tussel, and even for Bug Tussel if entering worst (high cost) spots.

- **Communications:** Will BC do broadband mapping in future?
  - If yes, push for future speed test mapping through Brown County to measure progress and identify areas that still need improvement.
  - Reuse NewNorth data?
  - Keep browncountywi.gov/broadband website? What should be on it if anything? Who will maintain?
  - Attend NewNorth planning and regional actively or passively?
- **Legislative Study** (broadband speeds, Actual vs Advertised, fiber rules, utility poles, etc) – who will be a Brown County rep (if any)? To change state laws/regulations.

7. Other Business

8. Schedule next meeting.

9. Adjournment

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.

**Committee Members:** Richard Schadewald, Brown County Supervisor; Devon Coenen, Brown County Supervisor; August Neverman, Brown County Broadband Director; Dave Wilquet, City of Green Bay I/T Director; Michael Moran, Public Representative; Steven Liegl, Wisconsin Public Service; and John Blohm, Green Bay Area Public Schools

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 217 920 569 805

Passcode: ptyghc

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE: (920) 448-4015 FAX: (920) 448-6221

**PATRICK BUCKLEY, CHAIR**  
**DAVID KASTER, 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 and budget meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, October 25, 2023 at 9:00 a.m.**, Lower-Level Flexible Meeting Room, Brown County Central Library, 515 Pine St., Green Bay, WI 54301.

**NOTICE: The Public Hearing regarding the proposed 2024 Annual Brown County Board of Supervisors Budget will take place immediately after the 'Non-Budgetary Items' portion of this Agenda, and is expected to begin at approximately 9:30 a.m.**

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

The following matters will be considered:

1. **Call to Order.**
2. **Invocation.**
3. **Pledge of Allegiance to the Flag.**
4. **Opening Roll Call.**
5. **Adoption of Agenda.**
6. **Comments from the Public:**
7. **Approval of Minutes of September 20, 2023.**
8. **Announcements of Supervisors.**
9. **Presentation of Petitions, Communications, etc. for Consideration.**
  - a. Late Communications.
10. **Appointments by the:**
  - a. County Board Chair: (None)
  - b. Confirmation/Appointments by County Executive: (None)
11. **Reports of the:**
  - a. County Board Chair.
  - b. County Executive.
12. **Reports Other Than Standing Committee Reports: (None):**

**\*\* Non-Budgetary Items \*\***

13. **STANDING COMMITTEE REPORTS:**

**a. REPORT OF ADMINISTRATION COMMITTEE OF OCTOBER 16, 2023:**

1. Child Support Director's Report.
  - a. Budget Status Financial Report for August 2023 – Unaudited. Receive and place on file.
2. IT Director's Report. Receive and place on file.
3. BCCAN Director's Report. *No report, no action necessary.*
4. Treasurer - Director's Report. Receive and place on file.
  - a. Budget Status Financial Report for August 2023 – Unaudited. Receive and place on file.
5. Clerk - Director's Report. Receive and place on file.
  - a. Budget Status Financial Report for August 2023 – Unaudited. Receive and place on file.
6. Admin & HR - Director's Reports. Receive and place on file.
7. Corporation Counsel - Oral Report.
8. Corporation Counsel - Sheriff's Office Non-Supervisory Union:
  - a. Interest Arbitration Award; and
  - b. 2022-23 Non-Supervisory Union Contract (As Revised, In Order to Reflect Recent Interest Arbitration Decision). To approve Items 8a & b with language approved by Corporation Counsel.
9. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve the bills.
10. Budget Adjustment Request (23-138): Any increase in expenses with an offsetting increase in revenue. To approve.
11. Administration - Budget Adjustment Request (23-136): Any allocation from a department's fund balance. To approve.
12. Discussion and possible action regarding providing notice to resident homeowners that they must file an application identifying their primary residence in order to receive the WI Lottery Tax Credit. To have the Treasurer continue with the process of notifying the homeowners that are eligible for the WI Lottery Tax Credit.
13. Closed Session: (Regarding Oneida Nation Service Agreement):
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of deliberating or negotiating 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 (Regarding Oneida Nation Service Agreement); Enter into closed session.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of deliberating or negotiating 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 (Regarding Oneida Nation Service Agreement); and Return to regular order of business.
  - c. Reconvene into Open Session: The Committee shall reconvene into Open Session for possible voting and/or other action regarding the above-mentioned matters that were discussed in Closed Session, and/or regarding other Agenda items. To have Corporation Counsel draft a resolution of inter-governmental agreement to bring to October 25, 2023 County Board.
14. Audit of Bills. To audit the bills.

**b. REPORT OF EDUCATION & RECREATION COMMITTEE OF OCTOBER 11, 2023:**

1. Review Minutes of Library Board of August 17, 2023. *See action at Item 6 below.*
2. Golf Course Budget Status Financial Reports for July, August and September 2023 – Unaudited. *See action at Item 6 below.*
3. Museum Budget Status Financial Report for July 2023 – Unaudited. *See action at Item 6 below.*
4. NEW Zoo Budget Status Financial Report for July 2023 – Unaudited. *See action at Item 6 below.*
5. Parks – Budget Status Financial Report for July and August 2023 - Unaudited. *See action at Item 6 below.*
6. Audit of the bills. To approve Consent Agenda Items 1 – 6.

7. Golf Course Superintendent's Report. *No action necessary.*
8. Library Director's Report. *No action necessary.*
9. Museum Director's Report. *No action necessary.*
10. NEW Zoo & Adventure Park - Zoo Director's Report. *No action necessary.*
11. *Parks Director's Report.* *No action necessary.*
12. NEW Zoo - Budget Adjustment Request (23-137): Any increase in expenses with an offsetting increase in revenue. To approve.
13. Parks – Budget Adjustment Request (23-141): Any increase in expenses with an offsetting increase in revenue. To approve.
14. Parks – Budget Adjustment Request (23-142): Any increase in expenses with an offsetting increase in revenue. To approve.
15. Parks - Budget Adjustment Request (23-143): Any increase in expenses with an offsetting increase in revenue. To approve.
16. Parks - Budget Adjustment Request (23-144): Any increase in expenses with an offsetting increase in revenue. To approve.
17. Parks – Review and Intent to Award Project 2618 RFB to Blue Sky Contractors for \$1,261,210 – Bay Shore Park Site Work and Restroom/Shower Facilities. To approve bid of Blue Sky Contractors for Project 2618 – Bay Shore Park Site Work and Restrooms/Shower Facilities in the amount of \$1,261,210.

**c) REPORT OF EXECUTIVE COMMITTEE OF OCTOBER 17, 2023:**

1. Review Minutes of: None.
2. Internal Auditor - Discussion with possible action re: 2022 Purchasing Function Review – Airport.
  - a. To take Items 2, 3, 4 and 5 together.
  - b. To approve Items 2, 3, 4 and 5.
3. Internal Auditor - Discussion with possible action re: 2022 Payment Card (P-Card) Audit. *See action at Item 2 above.*
4. Internal Auditor - Discussion with possible action re: Community Treatment Center (CTC) Petty Cash Audit Request. *See action at Item 2 above.*
5. Internal Auditor - Discussion with possible action re: 2024 Proposed Audit and Work Plan. *See action at Item 2 above.*
6. Internal Auditor - Budget Status Financial Report – Board of Supervisors for December 31, 2022. Receive and place on file.
7. Internal Auditor - Budget Status Financial Report - Board of Supervisors for August 31, 2023 (Unaudited). Receive and place on file.
8. Internal Auditor - Status Update (2023 Audit Work Plan). Receive and place on file.
9. Parks – American Rescue Plan Act (ARPA) - New Project/Additional Funding Request for Eagles Nest Development.
  - a. To take Items 9 – 14 together as one.
  - b. To hold Items 9 – 14 until the next Executive Committee meeting.
10. Syble Hopp – American Rescue Plan Act (ARPA) New Project/Additional Funding Request for Syble Hopp Dehumidifier. *See action at Item 9 above.*
11. Veterans – American Rescue Plan Act (ARPA) New Project/Additional Funding Request for BVA/Training Conference Room. *See action at Item 9 above.*
12. District Attorney – American Rescue Plan Act (ARPA) New Project/Additional Funding Request for Fleet Vehicle. *See action at Item 9 above.*
13. HHS – Community Services – American Rescue Plan Act (ARPA) New Project/Additional Funding Request for Aspiro Vehicles. *See action at Item 9 above.*
14. HHS – Budget Adjustment Request (23-098): Reallocation between two or more departments, regardless of amount. *See action at Item 9 above.*
15. Communication from Supervisor Van Dyck: Request that changes be made to Chapter 2 to require that all action items, other than receive and place on file, that are taken at the committee level are separately listed as agenda items on the full County Board agenda. In addition, require that all committees adopt a consent agenda format for all financial and department reports. To refer to Corporation Counsel to make the necessary adjustments to Chapter 2 and bring back to December full County Board meeting for discussion and possible action.



16. Communication from Supervisor Van Dyck: Request that the County Board Staff list any RFP and/or ARPA related action items taken at the standing committee level under a separate category on the County Board Agenda. To refer to Corporation Counsel to incorporate changes into the changes being made to Chapter 2 and bring back to December full County Board meeting.
17. Communication from Supervisor Theno: Respectfully request the Executive Committee to develop a policy for the presentation of a recognition before the County Board to Brown County teams or individuals who demonstrate exceptional accomplishment in state or national competitions or championship events. *No action taken.*
18. Communication from Supervisor Theno: Respectfully request that the Executive Committee schedule one regular meeting of the Board of Supervisors this summer or early fall at a location outside the county seat. Further, that the committee again consider bringing county government to the people by permanently scheduling one meeting per year at a non-traditional location. Receive and place on file.
19. Late Communication from Chair Buckley: re: Distribution of I Pads. To go paperless starting in December 2023 for County Board Agendas and Committee Meeting Agendas and Minutes and if a Supervisor would like to check out an I Pad, they would have the ability to do so.
20. Late Communication from Chair Buckley re: Special Meetings prior to County Board meetings. To direct Corporation counsel to draft language as discussed and bring to December County Board meeting in ordinance format.
21. Communication from Supervisor Schadewald: To discuss options available under Wis. State Statute 8.10 8(m) concerning number of signatures needed for nomination papers. To direct Corporation Counsel to draft ordinance to change nomination papers to 50 signatures to vote on at the October County Board meeting. *Motion failed.*
22. Audit of the bills. To audit the bills.

**d) REPORT OF HUMAN SERVICES COMMITTEE OF OCTOBER 5, 2023:**

1. Review Minutes of:
  - a. Aging & Disability Resource Center of Brown County Board of July 27, 2023.
  - b. Human Services Board of August 10, 2023.
  - c. Board of Health of July 18, 2023. Receive and place on file Item 1a-c.
2. ADRC - Director's Report. Receive and place on file.
3. Syble Hopp School - Director's Report. Receive and place on file.
4. Veterans - American Rescue Plan Act (ARPA) New Project/Additional Funding Request. To make a recommendation to the Executive Committee to approve.
5. Veterans - Director's Report. Receive and place on file.
6. Health & Human Services - Executive Director Report. Receive and place on file Items 6, 7 & all of 8.
7. Health & Human Services - Financial Report for Community Treatment Center and Community Services. *See action at Item 6.*
8. Health & Human Services - Statistical Reports:
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.
  - b) Child Protective Services – Child Abuse/Neglect Report.
  - c) Monthly Contract Update. *See action at Item 6.*
9. Health & Human Services - Request for New Non-Contracted and Contracted Providers. To approve.
10. Health & Human Services - Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Services Division – LTE Social Worker/Case Manager (23-101R). To approve. See Resolutions & Ordinances.
11. Health & Human Services - Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Treatment Center Division – Registered Nurse (23-102R). To approve. See Resolutions & Ordinances.
12. Communication from Supervisor Evans re: Discussion and possible action as it relates to an Outreach and Resources Opioid Program in Brown County. To hold until the next meeting.
13. Audit of bills. To pay the bills.

**e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF OCTOBER 2, 2023:**

1. Presentation by Railroad Representative re: Communication from Supervisor Friberg re: For CN and Watco Railroad Companies' public affairs rep to attend a PD&T meeting to brief the public on rail safety initiatives, including track/bridge/hazardous material response for train derailments. *No action required.*
2. Review Minutes of:
  - a. Harbor Commission of August 14, 2023.
  - b. Housing Authority of May 15, 2023.
  - c. Housing Authority of August 21, 2023.
  - d. Planning Commission Board of Directors of June 7, 2023.
  - e. Solid Waste Board of June 19 and August 21, 2023. *No action required.*
3. Planning & Land Services - Budget Status Financial Reports for Planning, Property Listing and Zoning for July 2023 – Unaudited. *No action required.*
4. Planning & Land Services - Director's Report. *No report, no action required.*
5. Facilities - Director's Report. *No action required.*
6. Port & Resource Recovery - Request for Proposal for Brown County Strategic Public Communications Plan Project #2619. To approve RFP for Project #2619.
7. Port & Resource Recovery - Director's Report. *No action required.*
8. Highway - CTH PP Speed Limit. *No action needed.*
9. Highway - CTH D Land Transfer to Town of Lawrence. *No action needed.*
10. Highway - Recommendation and Approval for Radio Tower Removal – Project #2605. To approve Project #2605: Radio Tower Removal at Highway Department to Vikor for a total of \$40,650.00.
11. Highway - Recommendation to approve project DD-6 be completed in 2024 funded by the Village of Wrightstown (pending Village of Wrightstown approval) and the County will pay the Village back in 2026 per the current 6-year CIP. *No action required.*
12. Highway Work Rule HW-10 Specialty Pay Discussion (no action needed).
13. Highway - Summary of Operations Report. *No action required.*
14. Highway - Commissioner's Report. *No action required.*
15. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH PP – Town of Ledgeview, Town of Rockland and City of De Pere (23-1030). To approve. See Resolutions & Ordinances.
16. Acknowledging the bills. Acknowledge receipt of the bills.

**ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE OF OCTOBER 2, 2023:**

1. Introduction of new LWCD Engineering Technician, Sarah Hovis. *No action required.*
2. Director's Report.
  - a. Budget Status Financial Report for July 31, 2023 - Unaudited. *No action required.*

**f) REPORT OF PUBLIC SAFETY COMMITTEE OF OCTOBER 3, 2023:**

1. Minutes of Fire Investigation Task Force (June 15, 2023). *See action at Item 8 below.*
2. Minutes of Local Emergency Planning Committee (July 12, 2023). *See action at Item 8 below.*
3. Public Safety Communications Staffing Report. *See action at Item 8 below.*
4. Emergency Management Budget Status Financial Report for July 2023 – Unaudited. *See action at Item 8 below.*
5. Public Safety Communications Budget Status Financial Report for July 2023 – Unaudited. *See action at Item 8 below.*
6. Sheriff's Office Budget Status Financial Report for August 2023 – Unaudited. *See action at Item 8 below.*
7. Sheriff's Office Key Factor Report through August 2023 - Unaudited. *See action at Item 8 below.*
8. Audit of the bills.
  - a. To take Consent Agenda Items 1 – 8 together.
  - b. To receive and place on file Consent Agenda Items 1 – 8.
9. Circuit Courts, Commissioners, Probate - Presiding Judge's Report. *No action necessary.*
10. District Attorney's Report. *No action necessary.*
11. Clerk of Courts Report. *No action necessary.*

12. Medical Examiner's Report. *No action necessary.*
13. Public Safety Communications - Director's Report. *No action necessary.*
14. Emergency Mgmt. - Director's Report. *No action necessary.*
15. Sheriff's Report. *No action necessary.*
16. Sheriff - Update - Fraud Investigator Job Duties. *No action necessary.*
17. Sheriff - Courthouse Secure Entrance Update – *Standing Item - No action necessary.*
18. District Attorney – American Rescue Plan Act (ARPA) – Project Reallocation Request from Project Number 90 (LTE Staffing) for the purchase of a fleet vehicle (new ARPA project). To approve request in the amount of \$22,500.00.
19. Communication from Supervisors Nicholson and Deneys: To direct Mark Vanden Hoogen to investigate/evaluate whether different pre-trial tools/software designed to assist with setting bonds other than the Public Safety Assessment Tool exist that meet our needs and if so, what the expense of each is – current cases will be included. To hold Items 26 and 27 until December Public Safety Committee meeting.
20. Communication from Supervisors Deneys and Nicholson: Due to the alarming amount of criminal offenses being committed while subjects are out on bond in Brown County, in order to insure the safety of the public, we request a review and assessment with possible action of the process and factors utilized by the Court Commissioners for setting of bonds in Brown County including but not limited to the utilization of the recommendation by the Public Safety Assessment tool. *See action at Item 26 above.*
21. Communication from Board Chair Buckley: To request that the county lower reimbursed attorney fees from \$100.00/hour to \$75.00/hour for defendants that are State Public Defender qualified. To hold until December Public Safety Committee meeting.
22. Communication from Supervisor Deneys: To direct the new Public Safety Communications Director to examine employee retention issues including but not limited to the tier system and training hours and salaries and report back to the committee by January of 2024. To hold until January 2024 Public Safety Committee meeting.
23. Communication from Supervisors Coenen and Borchardt: To request our federal and state elected officials to enact legislation to protect the privacy and prevent harassment of individuals by drone operators; who are not given permission to do so. To direct Corporation Counsel to work with Supervisor Coenen on a letter/resolution to bring forth regarding regulation of drones and to also have Corporation Counsel pursue if the county can create an ordinance on this.
24. Closed Session (Regarding Contract Negotiations):
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of deliberating or negotiating 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 (Regarding Contract Negotiations); To enter into closed session at 7:53 pm.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons request a closed session (Regarding Contract Negotiations); and
25. Reconvene into Open Session: The Committee shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in Closed Session, and/or regarding other Agenda items. To reconvene into open session at 8:25 pm. No further action taken.

**fi) REPORT OF SPECIAL PUBLIC SAFETY COMMITTEE OF OCTOBER 17, 2023:**

1. Circuit Courts, Commissioners, Probate - Director's Report.
  - a. Discussion RE: One time specialty pay work rule. *No action taken.*
2. Sheriff – Request for Approval of Bid for ARPA Project #32/Bid Project 2606 – Jail Kitchen Remodel (Milbach Construction Services - \$1,274,858.00). To approve Bid for ARPA Project #32/Bid Project 2606 – Jail Kitchen Remodel of Milbach Construction Services in the amount of \$1,274,858.00.

3. Sheriff – Request for Approval of Bid for ARPA Project #32/Bid Project 2613 – Mixing Kettle Platform in Jail Kitchen (IEI General Contractors - \$30,036.00). To approve Bid for ARPA Project #32/Bid Project 2613 – Mixing Kettle Platform in Jail Kitchen of IEI General Contractors in the amount of \$30,036.00.
4. Sheriff – American Rescue Plan Act (ARPA) – Project Reallocation Request from Project 76 - Sheriff’s Office HVAC Upgrades to Project 32 – Jail Kitchen Reconstruct. To approve.
5. Sheriff – Budget Adjustment Request (23-149): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. To approve Budget Adjustment 23-149 in the amount of \$13,589.00 with no fiscal impact.
6. Sheriff – Budget Adjustment Request (23-150): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. To approve Budget Adjustment 23-150 in the amount of 14,970.00 with no fiscal impact.
7. Sheriff – Budget Adjustment Request (23-151): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. To approve Budget Adjustment 23-151 in the amount of \$145,750.00 with no fiscal impact.
8. Sheriff- Budget Adjustment Request (23-152): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. To approve Budget Adjustment 102,690 with no fiscal impact. Vote taken.
9. Sheriff – Budget Adjustment Request (23-153): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. To approve Budget Adjustment 23-153 in the amount of \$52,320.00 with no fiscal impact.
10. Circuit Courts, Commissioners, Probate – American Rescue Plan Act (ARPA) – Project Reallocation Request from Project 88 – Supplemental Bailiff Pay to Project 8 – Branch 3 Virtual Hearing Upgrades in the amount of \$10,784.27.
11. Circuit Courts, Commissioners, Probate – American Rescue Plan Act (ARPA) – Project Reallocation Request from Project 89 LTE – Clerk II/Typist to Project 85 – Branch 8 Virtual Hearing Upgrades in the amount of \$11,332.35. To hold until next Public Safety Committee meeting.

14. **RESOLUTIONS & ORDINANCES (Non-Budget):**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration Committee**

- b. Admin - Resolution Establishing the Salaries of Certain Elective Officials – County Clerk, County Treasurer and Register of Deeds (24-012R). Held until February 24, 2024.
- c. Resolution Authorizing Entering into a Contract Entitled: “Service Agreement Between Oneida Nation and Brown County” (Hereafter Referred to as the “Contract”). Motion at Admin: To have Corporation Counsel draft a resolution of inter-governmental agreement to bring to October 25, 2023 County Board.

**Human Services Committee**

- d. Health & Human Services - Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Services Division – LTE Social Worker/Case Manager (23-101R). Motion at HS: To approve.
- e. Health & Human Services - Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Treatment Center Division – Registered Nurse (23-102R). Motion at HS: To approve.

**Planning, Development & Transportation Committee**

- f. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH PP – Town of Ledgeview, Town of Rockland and City of De Pere (23-1030). Motion at PD&T: To approve.

**\*\* 9:30 a.m. – PUBLIC HEARING ON THE PROPOSED 2024 ANNUAL BROWN COUNTY BUDGET**

15. **Comments from the Public on the proposed 2024 Annual Brown County Budget.**

- a. State name and address for the record.
- b. Comments will be limited to five minutes.

- c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.

16. REVIEW OF 2024 BUDGET & BUDGET RECOMMENDATIONS BY STANDING COMMITTEES:

**a) REPORT OF ADMINISTRATION COMMITTEE OF OCTOBER 16, 2023 (BUDGET ITEMS).**

1. CHILD SUPPORT – Review of 2024 Department Budget. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Child Support Department – Deletion and Addition of Various Positions (24-024R). To approve. See Resolutions & Ordinances.
2. BROWN COUNTY COMMUNITY AREA NETWORK – Review of 2024 Department Budget. To approve.
  - a. Resolution Regarding Table of Organization Change for the BCCAN Department – Broadband and BCCAN Director (24-019R). To approve. See Resolutions & Ordinances.
3. INFORMATION TECHNOLOGY – Review of 2024 Department Budget. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Information Technology (IT) Department – Deletion and Addition of Various Positions (24-010R). To approve. See Resolutions & Ordinances.
4. TREASURER – Review of 2024 Department Budget. To approve.
5. COUNTY CLERK – Review of 2024 Department Budget. To approve.
6. CORPORATION COUNSEL – Review of 2024 Department Budget. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Corporation Counsel Department – Deletion and Addition of Various Positions (24-023R). To approve. See Resolutions & Ordinances.
7. HUMAN RESOURCES – Review of 2024 Department Budget. To approve.
8. ADMINISTRATION – Review of 2024 Department Budget. To approve. Carried 3 to 1.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Admin. Department–Deletion of Positions (24-018R). To approve. Carried 3 to 1.
9. Year 2024 Non-Division Budgets Review - Capital Projects. To approve.
10. Year 2024 Non-Division Budgets Review - Debt Service. To approve.
11. Year 2024 Non-Division Budgets Review - Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds. To approve.
12. Resolution Establishing the Salaries of Certain Elective Officials – County Board Chair, Vice-Chair and Supervisors (24-011R). To approve. See Resolutions & Ordinances.
13. Resolution Establishing the Salaries of Certain Elective Officials – County Clerk, County Treasurer and Register of Deeds (24-012R). To refer to February Administration meeting. See Resolutions & Ordinances.
14. Resolution Authorizing Full & Part Time Wage Adjustments (24-015R). To approve. See Resolutions & Ordinances.

**ai) REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF OCTOBER 23, 2023 (BUDGET ITEMS).**

- 1a. Treasurer - Resolution Regarding Table of Organization Change for the Treasurer’s Office – Various Positions. *Motion pending Special October 23, 2023 Admin meeting.*
- 2a. Administration - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Administration Department – Deletion of Positions. *Motion pending Special October 23, 2023 Admin meeting.*
- 2b. Administration – Discussion and Possible Action Regarding Special Revenue Budget. *Motion pending Special October 23, 2024 Admin meeting.*

**b) REPORT OF EDUCATION & RECREATION COMMITTEE OF OCTOBER (BUDGET ITEMS).**

1. GOLF COURSE – REVIEW OF 2024 DEPARTMENT BUDGET. To approve.
2. LIBRARY – REVIEW OF 2024 DEPARTMENT BUDGET. To approve.
3. MUSEUM – REVIEW OF 2024 DEPARTMENT BUDGET. To approve.
4. NEW ZOO AND ADVENTURE PARK – REVIEW OF 2024 DEPARTMENT BUDGET. To approve.

- a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the NEW Zoo and Adventure Park Department – Deletion and Addition of Various Positions (24-014R). To approve. See Resolutions & Ordinances
5. PARKS – REVIEW OF 2024 DEPARTMENT BUDGET.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Parks Department – Deletion and Addition of Various Positions (24-020R). To approve. See Resolutions & Ordinances.
  - b. To make an adjustment to the Parks budget by moving \$20,000 from Annual Fair Subsidy to Friends Contributions. To approve Item 5 and 5a as amended.

**c) REPORT OF EXECUTIVE COMMITTEE OF OCTOBER 17, 2023 (BUDGET ITEMS)**

1. NON-DIVISIONAL BUDGETS - BOARD OF SUPERVISORS - Review of 2024 Department Budget. To approve.
2. NON-DIVISIONAL BUDGETS - EXECUTIVE – Review of 2024 Department Budget. To approve.

**d) REPORT OF HUMAN SERVICES COMMITTEE OF OCTOBER (BUDGET ITEMS).**

1. AGING AND DISABILITY RESOURCE CENTER - Review of 2024 Department Budget. To approve the 2024 ADRC Budget.
2. SYBLE HOPP SCHOOL/CHILDREN WITH DISABILITIES EDUCATION BOARD - Review of 2024 Department Budget. To approve the 2024 Syble Hopp School Budget.
3. VETERANS SERVICES - Review of 2024 Department Budget. To approve the 2024 Veterans Services Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Veterans Services Department – Benefits Specialists (24-026R). To approve. See Resolutions & Ordinances.
4. HEALTH & HUMAN SERVICES - Review of 2024 Department Budget. To approve the 2024 Health & Human Services Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-001R). To approve. See Resolutions & Ordinances.
  - b. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Public Health Division – Deletion and Addition of Various Positions (24-003R). To approve. See Resolutions & Ordinances.
  - c. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-004R). To approve. See Resolutions & Ordinances.
  - d. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Treatment Center Division – Deletion and Addition of Various Positions (24-009R). To approve. See Resolutions & Ordinances.

**e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF OCTOBER 2, 2023 (BUDGET ITEMS).**

1. AIRPORT – Review of 2024 department budget. To approve.
2. FACILITIES – Review of 2024 department budget. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Facilities’ Department – Deletion and Addition of Various Positions (24-022R). To approve. See Resolutions & Ordinances.
3. HIGHWAY – Review of 2024 department budget. To approve.
4. PLANNING AND LAND SERVICES - Review of 2024 department budgets. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Planning & Land Services Department – Deletion and Addition of Various Positions (24-002R). To approve. See Resolutions & Ordinances.
5. PORT AND RESOURCE RECOVERY - Review of 2024 department budget. To approve.
6. REGISTER OF DEEDS - Review of 2024 department budget. To approve.

7. UW-EXTENSION - Review of 2024 department budget. To approve.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the UW-Extension Department – LTE 4-H Project Assistant (24-013R). To approve. See Resolutions & Ordinances. To approve the PD&T budgets as submitted and the rates and fees and forward on to the full County Board.

**ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE OF OCTOBER 2, 2023 (BUDGET ITEMS).**

1. LAND AND WATER CONSERVATION – Review of 2024 department budget. To pass the LCC budget on to full County Board with the rates and fees.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Land & Water Conservation Department – LTE-Intern (24-005). To approve.

**f) REPORT OF PUBLIC SAFETY COMMITTEE OF OCTOBER 3, 2023 (BUDGET ITEMS).**

1. Circuit Courts, Commissioners, Probate - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-006R).
    - i. To amend Table of Organization Change Resolution to include a \$0.50 raise for the Judicial Assistants by taking \$10,737.00 from Repairs and Maintenance Equipment and \$2,000 from Supplies Office for a total of \$12,737.00 and bring back to the next Public Safety Committee meeting.
    - ii. To approve budget as amended. See Resolutions & Ordinances.
2. District Attorney - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the District Attorney’s Office – Deletion and Addition of Various Positions (24-021R). To approve Table of Organization Change Resolution and budget. See Resolutions & Ordinances.
3. Clerk of Courts - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Clerk of Courts Department – Deletion of PT Clerk/Typist II (24-016R). To approve Table of Organization Change Resolution and budget. See Resolutions & Ordinances.
4. Medical Examiner - Review of 2024 Department Budget. To approve budget.
5. Public Safety Communications - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Public Safety Communications Department – Communications Supervisors and Telecommunication Lead Operators (24-007R). To approve Table of Organization change Resolution and budget. See Resolutions & Ordinances.
6. Emergency Mgmt. - Review of 2024 Department Budget. To approve budget.
7. Sheriff - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Sheriff’s Department – Deletion and Addition of Various Positions (24-008R). To approve Table of Organization Change Resolution and budget. See Resolutions & Ordinances.

**fi) REPORT OF SPECIAL PUBLIC SAFETY COMMITTEE OF OCTOBER 17, 2023 (BUDGET ITEMS).**

1. Circuit Courts, Commissioners, Probate - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-0006R). See action at Item 2 below.
2. Circuit Courts, Commissioners, Probate - Alternate Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-006R). To approve Alternate Resolution provided at meeting Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions. See Resolutions & Ordinances.
3. Discussion and possible action regarding request from the Courts for a 2024 Budget Increase in the Clerk of Courts Budget, in order to increase amounts paid for Contracted Guardian ad Litem services in Family, Probate and Child/Juvenile Cases. *No action taken.*

17. **RESOLUTIONS & ORDINANCES (Budget):**

**Administration Committee**

- a. Child Support - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Child Support Department – Deletion and Addition of Various Positions (24-024R). Motion at Admin: To approve.
- b. BCCAN - Resolution Regarding Table of Organization Change for the BCCAN Department – Broadband and BCCAN Director (24-019R). Motion at Admin: To approve.
- c. IT - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Information Technology (IT) Department – Deletion and Addition of Various Positions (24-010R). Motion at Admin: To approve.
- d. Corporation Counsel - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Corporation Counsel Department – Deletion and Addition of Various Positions (24-023R). Motion at Admin: To approve.
- e. Resolution Establishing the Salaries of Certain Elective Officials – County Board Chair, Vice-Chair and Supervisors (24-011R). Motion at Admin: To approve.
- f. Resolution Authorizing Full & Part Time Wage Adjustments (24-015R). Motion: To approve.

**Administration Committee and Special Administration Committee**

- g. Administration - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Administration Department – Deletion of Positions (24-018R). Motion at Admin: To approve. Carried 3 to 1.
- h. Administration – **AMENDED** – Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Administration Department – Deletion of Positions (24-018R). Special Admin: Motion pending October 23, 2023 meeting.

**Special Administration Committee**

- i. Treasurer - Resolution Regarding Table of Organization Change for the Treasurer's Office – Various Positions. Motion pending Special October 23, 2023 Admin meeting.

**Education & Recreation Committee**

- j. NEW Zoo and Adventure Park - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the NEW Zoo and Adventure Park Department – Deletion and Addition of Various Positions (24-014R). Motion at Ed & Rec: To approve.
- k. Parks - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Parks Department – Deletion and Addition of Various Positions (24-020R). Motions at Ed & Rec: To make an adjustment to the Parks budget by moving \$20,000 from Annual Fair Subsidy to Friends Contributions; To approve Item 5 and 5a as amended.

**Human Services Committee**

- l. Veterans Services - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Veterans Services Department – Benefits Specialists (24-026R). Motion at HS: To approve.
- m. HHS - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-001R). Motion at HS: To approve.
- n. HHS - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Public Health Division – Deletion and Addition of Various Positions (24-003R). Motion at HS: To approve.
- o. HHS - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-004R). Motion at HS: To approve.
- p. HHS - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Treatment Center Division – Deletion and Addition of Various Positions (24-009R). Motion at HS: To approve.



### **Planning, Development & Transportation Committee**

- q. Facilities - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Facilities' Department – Deletion and Addition of Various Positions (24-022R). Motion at PD&T: To approve.
- r. Planning & Land Services - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Planning & Land Services Department – Deletion and Addition of Various Positions (24-002R). Motion at PD&T: To approve.
- s. UW-Extension - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the UW-Extension Department – LTE 4-H Project Assistant (24-013R). Motion at PD&T: To approve.

### **Land Conservation Subcommittee**

- t. Land and Water Conservation - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Land & Water Conservation Department – LTE-Intern (24-005). Motion at Land Con: To approve.

### **Public Safety Committee**

- u. DA - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the District Attorney's Office – Deletion and Addition of Various Positions (24-021R). Motion at PS: To approve Table of Organization Change Resolution and budget.
- v. Clerk of Courts - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Clerk of Courts Department – Deletion of PT Clerk/Typist II (24-016R). Motion at PS: To approve Table of Organization Change Resolution and budget.
- w. Public Safety Communications - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Public Safety Communications Department – Communications Supervisors and Telecommunication Lead Operators (24-007R). Motion at PS: To approve Table of Organization change Resolution and budget.
- x. Sheriff - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Sheriff's Department – Deletion and Addition of Various Positions (24-008R). Motion at PS: To approve Table of Organization Change Resolution and budget.

### **Special Public Safety Committee**

- y. Circuit Courts, Commissioners, Probate - Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-0006R). Action at October 3, 2023 Public Safety Committee Budget Meeting: To amend Table of Organization Change Resolution to include a \$0.50 raise for the Judicial Assistants by taking \$10,737.00 from Repairs and Maintenance Equipment and \$2,000.00 from Supplies Office for a total of \$12,737.00 and bring back to the next Public Safety Committee meeting. *See action at Item x below.*
- z. Circuit Courts, Commissioners, Probate - **Alternate** Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-006R). Motion at Special PS: To approve Alternate Resolution provided at meeting Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions.

18. **Final Budget Vote and Resolution setting the 2024 Property Tax Levy.**

19. **Such other matter as authorized by law.**

20. **Bills over \$5,000 for period ending September 30, 2023.**

21. **Closing Roll Call.**

22. **Adjournment to WEDNESDAY, DECEMBER 20, 2023 at 6:00 P.M., Green Bay, Wisconsin.**

Submitted by:

A handwritten signature in black ink that reads "Patrick Buckley". The signature is written in a cursive style and is placed over a faint, light-colored grid background.

Patrick Buckley  
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, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**



**ADRC BOARD OF DIRECTORS  
PUBLIC NOTICE OF IN-PERSON MEETING  
Thursday, October 26, 2023, 8:30 AM  
300 S ADAMS ST GREEN BAY WI 54301**

**Microsoft Teams meeting; Join on your computer, mobile app or room device.**

[Click here to join the meeting](#)

Meeting ID: 270 832 728 102

Passcode: AKZfs9

[Download Teams](#) | [Join on the web](#)

*Notice is hereby given that action by the Board  
may be taken on any of the items which are described or listed in this agenda.*

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:31	2. Introductions		
8:33	3. Review of the Agenda	Yes	
8:35	4. Approval of the September 28, 2023 Meeting Minutes	Yes	Yes
8:40	5. 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 or act on those comments at this meeting		
8:45	5. Finance Report, Update and Review		
	a. Review of the September 2023 Finance Report b. Review of the September Donor Directed Donations	Yes Yes	Yes Yes
9:00	6. Open Enrollment: Benefit Specialists	Yes	
9:20	7. ADRC Directors Report		
	a. Central Kitchen Update b. Succession Planning and Organizational Chart Movement		
	c. Grant Opportunities: Give Big Green Bay 2024 / United Way		Yes
9:30	8. Draft 2024 85.21 Transportation Plan-Ker Vang	Yes	
9:50	9. Unit Review: I & A, Options Counseling, ILSP	Yes	
10:20	10. Advocacy Opportunities & Announcements	Yes	
10:30	11. Adjourn and Next Meeting  <b>November 16, 2023 at 8:30 AM - HR &amp; Nominations Committee Meeting Only-all members welcome</b> <b>December 14 - 8:30 AM – ADRC Board of Directors</b>		Yes

Robert Johnson, Chairperson  
Aging & Disability Resource Center of Brown County

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

**ADRC Vision: All people are valued, celebrated, and connected to a life of possibilities**



# OCTOBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Land Con 5:30 pm PD&T 5:45 pm (Budget & Reg)	3 Public Safety 6:00 pm (Budget & Reg)	4 Ed & Rec 5:30 pm Rescheduled to Oct. 11	5 Human Services 5:30 pm (Budget & Reg)	6	7
8	9	10 CICB 12:00 pm Spec Public Safety 5:30 pm Exec. Cmte 6:00 pm (Budget & Reg)	11 Ed & Rec 5:30 pm (Budget & Reg)	12	13	14
15	16 Admin 5:30 pm (Budget & Reg)	17	18 No County Board This Day	19	20	21
22	23 Special Admin Cmte 5:30 pm Broadband Subcmte 6:30 pm	24	25 <b>COUNTY BUDGET MEETING 9:00 am</b>	26 Budget Meeting Continued, if necessary 6:00 pm Mental Health Subcommittee 5:00 pm	27	28
29	30	31 				

## BROWN COUNTY COMMITTEE MINUTES

- ADRC Board of Directors (August 24, 2023)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

OR

Contact the Brown County Clerk's Department

## PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

August 24, 2023

**PRESENT IN-PERSON:** Terri Gulyas, Amy Barhite, Amy Bushman, Jose Garcia Chevrestt, Eileen Littig, Jessica Nell, Jim Pecard, Dennis Rader, Marvin Rucker, Eric Seubert

**PRESENT VIRTUALLY:** Robert Johnson

**EXCUSED:** Michael Conley-Kuhagen

**ABSENT:** Patrick Hopkins

**ALSO PRESENT:** Devon Christianson, Heather Bawyn, Christel Giesen, Wendy Mallo, Sherry Schuelke, Breanna Everetts, Michelle LaFond, Caden Lasecki, Alma Costa, Amy Staniforth

The meeting was called to order by Vice Chair Gulyas at 8:30AM

### PLEDGE OF ALLEGIANCE

*Board member Amy Barhite joined the meeting at 8:31am.*

### INTRODUCTIONS

Introductions were made around the room and virtually and included new staff, guests, board members and staff

*Board member Marvin Rucker joined the meeting at 8:37am.*

### ADOPTION OF AGENDA

Vice Chair Gulyas noted a correction of agenda item 6a as a review of July 2023 Finance Report instead of June as indicated.

Ms. Littig/Mr. Rader moved to amend the agenda to reflect the correction. **MOTION CARRIED with no negative vote.**

### APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 27, 2023

Mr. Pecard/Mr. Rucker moved to approve the minutes for the July 27, 2023, ADRC Board Meeting as presented. **MOTION CARRIED with no negative vote.**

### COMMENTS FROM THE PUBLIC: None

*Chair Johnson left the meeting at 8:52am*

*Chair Johnson rejoined the meeting at 8:55am*

### FINANCE REPORTS

#### July 2023 Finance Report

Heather Bawyn, Finance Coordinator, reviewed the July 2023 Finance Report noting a restructuring of financial statements and a plan to invest money in certificates of deposits to increase interest revenues.

In the income category, Ms. Bawyn highlighted the receipt of larger unanticipated donations.

Ms. Bawyn reported that in the expense category, salary and fringe are underbudget due to vacancies.

Ms. Bushman/ Ms. Barhite moved to receive the July 2023 Finance Report and place on file. **MOTION CARRIED with no negative vote.**

#### Donor Directed Donations

Ms. Bawyn reviewed the Donor Directed Donations report and stated that no new income was received in July. ADRC has utilized funds for home delivered meals and prevention programs.

#### Adjusted 2024 Final Budget

Ms. Bawyn reviewed adjustments to the 2024 budget including a reduction in fringe, reduction in donations and addition of Brown County sales tax dollars to fund the central kitchen.

Ms. Rader/ Ms. Littig moved to approve the Adjusted 2024 Final Budget as presented. **MOTION CARRIED with no negative vote.**

## **AUDIT REVIEW CLA-WENDY MALLO**

### 2022 Annual Audit

Ms. Mallo reviewed the Independent Auditors Report, Financial Statements, Statement of Activities Income Statements and Governance Communication Letter to the Board of Directors. She applauded the finance team stating that there were no deficiencies or material weaknesses and zero corrected misstatements which is very unusual and successful.

Ms. Mallo highlighted the following:

- an increase in revenues due to funds related to covid,
- increase in-kind non-financial assets due to increased meals served in 2022 and improved reporting processes,
- decreased donations in 2022,
- increase in program income due to increased sales at Grounded.
- two new accounting standards required and adopted in 2022
  - leases are capital and must be reviewed and a determination made; in 2022 ADRC leases were determined to be immaterial
  - in-kind contributions are recorded as contributed non-financial assets and require an enhanced description regarding what they are and how they are used within the programs.

Ms. Littig/Ms. Bushman moved to approve the 2022 Annual Audit as presented. **MOTION CARRIED with no negative vote.**

### Form 990 for Year Ended December 31, 2022

Ms. Mallo reviewed Form 990 a required informational return which is a public document often viewed by supporters and potential donors. She explained that the Statement of Program Services might be viewed as free advertising highlighting accomplishments and upcoming initiatives. Members who served on the board at any time during 2022 are listed on the document.

Mr. Rucker/Ms. Barhite moved to approve the Form 990 for 2022 as presented. **MOTION CARRIED with no negative vote.**

## **OFFICE FOR RESOURCE CENTER DEVELOPMENT-SHERRY SCHUELKE, REGIONAL QUALITY SPECIALIST**

Sherry Schuelke shared that she is a Regional Quality Specialist within Bureau of Aging & Disability Resources within the Division of Public Health in the Department of Health Services (DHS). Ms. Schuelke shared that currently there are 47 ADRCs and by end of year she anticipates 49 ADRCs as some regional ADRCs are transitioning to single county ADRCs. Ms. Schuelke shared that she covers 7 ADRCs in Northeastern Wisconsin and visits the agency and attends a board meeting once each year.

Ms. Schuelke acknowledged the unique structure, timing, and rollout of the ADRC of Brown County resulting in a higher state funding allocation. She explained that with the increased allocation to ADRCs in the 2023-2025 State Biennial Budget, DHS is developing a strategy to correct the inconsistencies in the funding of ADRCs across the state.

Ms. Schuelke applauded the board stating it is a five-star ADRC in part due to larger budget, but also due to leadership, innovative and future thinking, commitment to diversity, stability, and longevity within the team. She stated that the team does a great job seeing and hearing customers and staff, recognizing needs and developing solutions.

Ms. Schuelke shared that DHS is working on a statewide resource database and a statewide tollfree number to connect customers to their local ADRC using artificial intelligence (AI).

Mr. Everest inquired about how DHS can assist ADRCs with offering translated programs and materials. Ms. Littig stated that support is needed to offer programs and resources in alternative languages to serve diverse community members. Discussion ensued regarding ideas such as collaborations with Literacy GB to facilitate building English skills and simultaneously raise awareness about ADRC services using the ADRC Magazine, and outreach opportunities such as with the Latin Professional Association and ¡Estamos Aquí! Director Christianson highlighted existing collaborations with Casa Alba to support and lift rather than replace existing services. Ms. Schuelke stated that she will take the request back to DHS.

## **ADRC DIRECTOR'S UPDATE**

Update provided by Director Christianson

- a. Update on ADRC Central Kitchen

Director Christianson reported that the Central Kitchen Task Force continues to meet and is in the process of exploring options presented by Brown County, gathering information and expert opinion so that we can determine the best option and move forward.

b. Approval for Architect Fees for Central Kitchen Project

Ms. Christianson stated that to determine the best option for the central kitchen, the ADRC may need expend funds to obtain architectural consult and concept development.

Ms. Littig/ Ms. Nell moved to approve expenditures up to \$50,000 to work with The Concord Group, a development and construction consultant group, to engage an architect to create concept documents for options being explored. **MOTION CARRIED with no negative vote.**

c. ADRC Board representative for Brown County Transportation Coordinating Committee (TCC)

Ms. Giesen provided an overview of TCC and Mr. Pecard and Ms. Barhite both expressed interest and volunteered to represent the ADRC Board. Ms. Giesen explained that there is space of one ADRC board member and has citizen members. Ms. Barhite expressed desire to apply for the citizen member.

Ms. Littig/Mr. Rucker moved to appoint Mr. Pecard to represent the ADRC Board on TCC with Ms. Barhite as back-up. **MOTION CARRIED with no negative vote.**

d. 403b Retirement Plan Involuntary Distribution Sweep

Ms. Christianson presented the Resolution to Amend the ADRC 403b Plan to include involuntary distribution sweeps for past employees with balances under \$5,000.

Mr. Rader/Mr. Rucker moved to approve the Resolution to Amend the ADRC 403b Plan as presented. **MOTION CARRIED with no negative vote.**

**UNIT UPDATE: PREVENTION PROGRAM, AMY STANIFORTH**

Ms. Staniforth provided an update of ADRC's prevention programs including the evidenced-based and nonevidence-based programs offered. She explained that customer feedback in six areas is used to evaluate effectiveness of the programs including: learning occurred, usefulness of information provided, feelings of isolation were reduced, customers see value in the program being offered, and customers would recommend the program to others. Ms. Staniforth noted that 100% of customers see value in the programs offered.

One of the goals established is to reduce isolation and loneliness and the strategies used including: a campaign to raise awareness; the development and use of an evaluation tool within the Information & Assistance, Nutrition and Prevention programs; and a handout and tools to use if loneliness is identified. ADRC has also worked in collaboration with community partners to address isolation and loneliness within the older adult community. We worked with Casa Alba to identify and mitigate loneliness within the Latinx elders through an art series offered at the ADRC. We partnered with students at UWGB who were paired with elders in the community to engage in conversations over the phone and resulted in the creation of an art piece based on those conversations. We partner with Brown County Library, Camera Corner Connecting Point, and volunteers to provide technology education classes and one on one appointments with customers. Additionally, ADRC is a member of the Brown County Prevention Coalition that focuses on initiatives including falls prevention and advance care planning.

**ADVOCACY OPPORTUNITIES/ LEGISLATIVE UPDATES:** None

**ANNOUNCEMENTS:** None

**NEXT MEETING**

The next **ADRC Board Meeting** is **Thursday, September 28, 2023, at 8:30AM** at ADRC of Brown County, 300 South Adams Street, Green Bay WI 54301.

**Mr. Pecard/Mr. Rucker** moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:35AM.

Respectfully Submitted,  
Christel Giesen  
Assistant Director