

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, November 18, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jack Krueger, Tom Lund, Mark Tumpach, Kris Schuller, Tony Theisen
Also Present: Bob Heimann, Bill Dowell, Ellen Sorenson, Debbie Klarkowski,
John Luetscher, Supervisors Buckley & Andrews
Other Interested Parties

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:32 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of October 28, 2010:**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**

a. **Housing Authority (October 18, 2010)**

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Communication:

2. **Communication from Supervisor Evans re: If there is no purchase, lease, or functional use of the old Mental Health Center by June 1, 2011, the facility will be torn down/razed:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to hold until the December meeting. MOTION APPROVED UNANIMOUSLY

Information Services:

3. **Budget Status Financial Report for August 2010 and September 2010:**

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

4. **Director's Report – November 18, 2010:**

Bob Heimann highlighted activities from his written report included in packet material stating that the Unified Communications System at the Jail and Work Release Center, Medical Examiner, Reforestation Camp, Zoo, Wrightstown

Library, and Pulaski Library has been completed. There has been a delay in installation at Court House locations because of an RFP for voice and data wiring. Installation of imaging software and scanner was completed in IS on 10/15/10.

An error was pointed out in the number of incoming total attempted e-mails in October, correcting the number to 3,131,861

Heimann reported that the IS Department is working closely with Risk Management to mitigate the payment card industry (PCI) risk and complexity in various departments that accept credit cards. Solutions to lower the risk have been defined at the Golf Course, Solid Waste, and Airport. Complexity of the Library credit card interactions with software is creating a challenge and he is awaiting information from one of the software suppliers who is not PCI compliant.

IS has been working with Human Services in the search for a new electronic medical records system. There has been discussion regarding partnering with a local health care organization.

A plan for second level security authentication, a must do task from the FBI focused on Law Enforcement, was accepted and Brown County squads are now complete except for one K-9 unit.

The Law Records Management System was approved by the Public Safety Committee and County Board. Five RFP's have been received and a vendor selection will be made by the end of November.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

4a. **Budget Adjustment Request #10-108: Increase in expenses with offsetting increase in revenue:**

Bob Heimann explained that Information Services purchased Tivoli backup equipment originally budgeted in 2009. The project had delays and equipment was not purchased until 2010. IS also purchased five routers as part of the Unified Communications rollout scheduled for completion by 12/31/10. These items will come out of the IS fund balance.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

Dept of Administration:

5. **2010 Budget Adjustment Log:**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. **2010 Vehicle Purchases Monthly Vehicle Costs – September, 2010:
*Held for one month***

A review of the monthly vehicle costs for September resulted in finding that the newly purchased 2010 Toyota Prius cars are not being utilized in the Sheriff's Department. Supervisor Theisen referred to a communication from Captain Randy Schultz who indicated there has been a problem with the installation of electronic equipment and extra paperwork for mechanics. It was suggested that Captain Schultz be asked to attend the next meeting of this committee.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Director's Report:**
No Report.

Human Resources:

8. **Human Resources Activity Report for October 2010:**
Supervisor Theisen asked the total number of employees who pay to WRS (Wisconsin Retirement System) and Deb Klarkowski replied there are 1348 full time employees. She offered to provide the committee with these numbers at the December meeting.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **LEAN Report:**
No Report.

10. **Medical & Dental Benefits – Fred Mohr attachment. *Held for one month:***
A communication from Attorney Fred Mohr in response to Supervisor Tumpach's communication regarding the County's policy regarding the extension of medical and dental benefits to supervisors was reviewed. Mohr was asked to review the legality of altering a benefit during a supervisor's term in office. Mohr referred to State Statute which states, "The compensation established shall not be increased nor diminished during the officer's term and shall remain for ensuing terms unless changed by the Board". Therefore, the County Board does not have authority to reduce benefits during a supervisor's term of office and must wait until a subsequent election and investiture of a new Board.

Tumpach indicated the response was not really relevant – that he merely wanted to gather further information for use in 2011.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

10a. **Review of Facilities Management Departmental Changes for 2011 Budget Approved by County Board:**

Supervisor Tumpach indicated he had received an anonymous phone call regarding the open Facility Engineer position asking if the Board was made

aware this position was open. The caller indicated that an employee may be moved into the position with a \$10,000 raise. Bill Dowell explained the position has been open for several months and was included in the budget plan. His plan is to fill the position as soon as possible through the County process of approval.

Dowell was also asked about the rumor to outsource the housekeeping department and explained that although this possibility has been discussed, it is not in the plan for 2011.

Also addressed was a rumor that many of the mechanics are taking Friday off leaving the department short staffed. Dowell presented overall percentages of days off during the week, stating there is always coverage available.

Dowell asked that in the future any anonymous calls be referred to him.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support - No Agenda Items
Corporation Counsel – No Agenda Items
County Clerk– No Agenda Items
Facility & Park Management– No Agenda Items
Treasurer– No Agenda Items

Other:

11. **Audit of Bills:**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve audit of bills. MOTION APPROVED UNANIMOUSLY

12. **Discussion of December 23, 2010 meeting date (County Board office closed due to furlough):**

The next meeting of the Administration Committee will be held on December 16th, 2010 because of the Christmas holiday, thereafter, it will be scheduled on the 4th Thursday of the month.

13. **Such Other Matters as Authorized by Law:**

Next Agenda:

- Captain Randy Schultz to discuss use of Prius vehicles in the Sheriff's Department

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to adjourn at 6:40 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary