PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 29, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Fewell, Supervisor Schadewald, Supervisor Jamir
Excused: Supervisor Steffen, Supervisor De Wane
Also Present: Chad Weininger, Brent Miller, Chuck Mahlik, Maria Lasecki, August Neverman-

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I. **Call to Order.**
The meeting was called to order by Steve Fewell at 5:03 p.m.

II. **Approve/Modify Agenda.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve.
Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Election of Chair.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to nominate Steve Fewell as Chairman of the Administration Committee. Nominations closed.
Steve Fewell elected by unanimous ballot as Chairman of the Administration Committee.

IV. **Election of Vice Chair.**

Motion made by Supervisor Schadewald, seconded by Supervisor Fewell to nominate Allan Jamir as Vice-Chairman of the Administration Committee. Nominations closed. Allan Jamir elected by unanimous ballot as Vice-Chairman of the Administration Committee.

V. **Set date and time for regular meetings.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to have the Administration Committee meet Thursday of the week following the County Board meeting at 5:30 pm.
Vote taken. MOTION CARRIED UNANIMOUSLY

VI. **Approve/Modify Minutes of April 24, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve.
Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

1. **Review Minutes of:**
   a. **Housing Authority (March 20, 2014 & April 21, 2014).**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

Communications (None)

Corporation Counsel

2. **Monthly Report for April, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

3. **Budget Status Financial Report for March and April, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. **Budget Status Financial Report for April, 2014.**
The budget status report presented for action is March 2014, not April.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Agency Director Summary for May 2014.**
The following updates were reported from the written report included in packet material:
- SPSK is running at 53% of employment which is very high. Although 100% would be the goal, there are barriers to employment such as AODA issues, domestic violence, education, etc.
- Maria Lasecki has received an invitation from OCSE, Division of Program Innovation in Washington DC to participate in National Child Support Strategic Planning for the fiscal years of 2015-2019.
- The 7th round of parenting and employment services classes will begin April 30 with a total of 147 participants enrolled.
- Team Together is finalizing the update of the Enforcement Policy Manual projected for completion by December 31.
- PSC is currently recruiting for a .25% Job Developer to work with SPSK.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

6. **Budget Status Financial Report for January, February and March 2014.**
Reports as provided in packet material were reviewed. The positive budget variance for the first quarter of 2014 was primarily due to higher interest revenue from investments as the result of a $216k market value adjustment. As interest rates fell during the period, the value of the bond portfolio increased. Excluding this adjustment, there would be a positive variance of $76k year-to-date.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Financial Reports for the Month of January, February and March, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

8. **Budget Status Financial Report for March, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Human Resources Activity Report for April, 2014.**
Mr. Miller highlighted numbers from the Activity Report for April, stating there were 24 separations between part-time and LTD seasonal on-call positions. There were 55 new hires including full-time, part-time, and several seasonal employees. A list of these positions were included in the agenda packet material.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Director's Report.**
Brent Miller, Human Resources Manager, highlighted the following activities from his written report included in the agenda packet material:

Insurance Activity – RFP's were received, analyzed, and a vendor selected. Miller indicated that although there were several companies that had ability, M3 was selected as they rated high in all categories by both the review committee and the Purchasing Department. Miller stated there is continual review and analysis of the best health insurance options for the County. Supervisor Jamir pointed out that prior to going to the RFP, it was suggested to extend the present contract however this demonstrated savings by going out. He has met with ERC (EAP provider) on program utilization, services, and upcoming training sessions.

Miller also reported that the 2nd quarter of the Stress Management Series is nearing completion.

Contract Negotiations – The collective bargaining agreement with the Sanitarians Employees Union as been settled. When asked regarding other contract negotiations, Miller responded that the Highway and Airport unions did not recertify. The Sheriff's Union can contract for more than one year and negotiations will reopen in August as their present contract expires December 31st.

Deferred Compensation – Options are being reviewed with deferred compensation providers

There was extensive discussion on these items with the result to move forward with recommendations of the Director.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

11. **Administration Budget Status Financial Report for April, 2014.**
It was reported that the revenue financing sources variance was due to reimbursement for project team personnel costs which was trending lower due to vacancy of project team members. Actual personnel costs are lower due to the vacancy of the senior accountant position filled 4-7-14, vacancy of administrative/grants coordinator position filled 5-27-14, and project team member vacancies.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **2014 Budget Adjustment Log.**
The May 2014 Budget Adjustment Log for Port & Resource Recovery, Sheriff, Human Services, Zoo &Park Management, and Human Services was reviewed as included in the agenda packet material.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Pay for Performance.** ***Held for one month.***
Chad Weininger, Director of Administration, explained that the Pay for Performance plan was designed to highlight and recognize positive performance and individual contributions made by employees. This issuance must follow certain county-wide criteria yet was customized for each department based on need. Plans shall be reviewed, updated, and submitted for annual approval during the budget process. Guideline requirements have been set and were highlighted as contained in the agenda packet material.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Director's Report.**
Director Weininger highlighted the following activities included in his written report:
Risk & Purchasing Department – U.S. Bank has contracted with Trustwave to monitor compliance for their merchant accounts. Annual payment card industry compliance training was provided to the Airport and Health Departments, the Library, and the NEW Zoo.

Finance Department - Moody's Investors Service has issued a triple A (AAA) rating to Brown County. Only 4 of 72 counties in Wisconsin have earned this rating. Weininger stated that this could change with a weakening of the County's tax base or demographic profile. Deterioration of the fund balance or liquidity could reduce the county's rating as it relates to the life of a bond

Annual Audit – Schenck has completed an onsite audit of Brown County and should issue a management letter by the end of June. At that time the County w ill address any deficiencies.

2015 Budget - Budget packets have been received by Human Services, Technology Services, Risk Management, and Fleet Management-Pubic Works and will be completed by the first two weeks in June.

Project Implementation Updates – Modules for billing and revenue collection have a completion date for the 1st quarter of 2015 with fixed assets completed by January 1, 2015. There are no major issues reported at this time. A spreadsheet was provided outlining the timeline completion of these projects.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

15. **Audit of bills.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Adjourn.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to adjourn at 6:48 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,
Alicia A. Loehlein, Recording Secretary / Rae G. Knippel, Transcription