

April 15, 2008

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on March 25, 2008, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (2/18/08)
Receive & place on file.
2. County Clerk - Budget Status Financial Report for December 31, 2007. Receive & place on file.
3. County Clerk - Report on statutory enactment allowing limited publication of summaries of ordinances. Receive & place on file.
4. Dept. of Administration - Budget Status Financial Report for Dept of Administration & Information Services for December 31, 2007. Receive & place on file.
5. Dept. of Administration - 2008 Budget Transfer Log. Approve.
6. Dept. of Administration - Request for Budget Transfer (#08-18): Transfer salary and fringe funds from Human Services to Administration for the relocation of the Grant Development Specialist position to Administration per County Board resolution dated February 20, 2008. Approve.
7. Human Resources - Budget Status Financial Report for December 31, 2007. Receive & place on file.
8. Human Resources - Activity Report for February 2008. Receive & place on file.
9. Human Resources - Follow up from sub committee meeting regarding Administrative Pay Schedule. Receive & place on file.
10. Child Support, Corporation Counsel, Facility Management & Treasurer - Budget Status Financial Report for December 31, 2007. Receive & place on file.
11. Audit of bills. Approve audit of bills.

Approved by:

COUNTY EXECUTIVE Date

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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 Tuesday, March 25, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



Present: Dan Haefs, Adam Warpinski, Jack Krueger
Excused: Steve Fewell, Patty Hoeft, Paul Zeller
Also Present: Tom Hinz, Jayme Sellen, Bill Dowell, Darlene Marcelle, Kerry Blaney, Lynn VandenLangenberg

1. **Call Meeting to Order:**

The meeting was called to order by Vice-Chairman Adam Warpinski. Because there was not a quorum present, Supervisor Krueger, as Vice-Chair of the County Board, sat in as a voting member.

2. **Approve/Modify Agenda:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY**

3. **Approve/Modify Minutes of:**

- a. Regular meeting of February 5, 2008:
- b. Special meeting of January 29, 2008:

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY**

4. **Review Minutes of:**

- a. Housing Authority (2/20/08)

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

Communications:

- 5. None

County Clerk:

6. **Budget Status Financial Report for December 31, 2007:**

County Clerk, Darlene Marcelle, reported that the 2007 budget was under projections and it appears dollars will be returned to the General Fund.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

7. **Report on Statutory Enactment Allowing Limited Publication of Summaries of Ordinances:**

2007 Senate Bill 335 was distributed for review (attached). Assistant to the County Executive, Jayme Sellen, explained that this bill will allow a local governmental unit to continue to publish the complete text of an enacted ordinance, or they may choose to publish a notice of the ordinance in a local newspaper. The notice must contain the number and title of the ordinance, the enactment date of the ordinance, a summary, information about where the full text may be obtained. She added that the bill makes no change to current law regarding the posting of the ordinance in villages or towns.

Ms. Marcelle pointed out that the ordinance will save money in printing costs. Supervisor Warpinski suggested that such ordinance changes be made available on the County web site.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Department of Administration:

8. **Budget Status Financial Report for Dept of Administration & Information Services for December 31, 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **2008 Budget Transfer Log:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

10. **Request for Budget Transfer (#08-18): Transfer salary and fringe funds from Human Services to Administration for the relocation of the Grant Development Specialist position to Administration per County Board resolution dated February 20, 2008:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

Human Resources:

11. **Budget Status Financial Report for December 31, 2007:**

Executive Hinz reported for Debbie Klarkowski, stating that the budget status was in line as of year end.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. **Human Resources Activity Report for February 2008:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. **Follow-up from Sub-committee meeting regarding Administrative Pay Schedule:**

Executive Hinz distributed a "Preliminary Report on Classification and Compensation Plan" dated May 30, 2001 (attached). In giving a history, he noted that the original process began in 1990. In 1998, the County Board approved \$60,000 to commission a study, and in 1999 DMG Maximus was brought in to review the study. Before a plan was finalized, the County Executive in conjunction with the County Board Chair determined not to bring the study to the County Board. Again in 2000 and 2001, Human Resources and department heads further clarified concerns and updated the plan.

A meeting was held on March 10, 2008 at the request of Supervisor Nicholson to review the class and comp plan. It was determined that a compression problem exists. Future steps will be to form a committee who will review job descriptions and ultimately make a recommendation.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support: Budget Status Financial Report for 12/31/07. No other agenda items.

Corporation Counsel: Budget Status Financial Report for 12/31/07. No other agenda items.

Facility Management: Budget Status Financial Report for 12/31/07. No other agenda items.

Treasurer: Budget Status Financial Report for 12/31/07. No other agenda items.

Kerry Blaney reported that it has been a record year in the Treasurer's Office, exceeding projected interest revenue for a total of over \$7 million. This is \$2.5 million over what was budgeted and will go to the General Fund to help deficits in other departments.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

14. **Audit of Bills:**

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to approve audit of bills. MOTION APPROVED UNANIMOUSLY

15. **Such other matters as authorized by law:**

Lynn VandenLangenberg was asked to make a preliminary report on 2007 carryovers at the next meeting.

Motion made by Supervisor Haefs and seconded by Supervisor Krueger to adjourn at 6:45 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

2007 - 2008 LEGISLATURE

LRB-3386/1

MES:wj:nwn

2007 SENATE BILL 335

November 19, 2007 – Introduced by Senators LASSA, ROESSLER, LEHMAN, SCHULTZ, OLSEN, KEDZIE, GROTHMAN, BRESKE, PLALE and ERPENBACH, cosponsored by Representatives GOTTLIEB, LEMAHIEU, HIXSON, HINTZ, TURNER, HAHN, LOTHIAN, MUSSER, SHERIDAN, BIES, PARISI, STEINBRINK, ROTH, KERKMAN, MURTHA, OWENS, BALLWEG, NEWCOMER, A. OTT, VOS, HONADEL, STRACHOTA, PETROWSKI and MURSAU. Referred to Committee on Ethics Reform and Government Operations.

1 **AN ACT to amend** 59.10 (1) (b), 59.14 (1), 60.77 (5) (c), 60.77 (5m), 60.80 (1)
 2 (intro.), 61.50 (1), 61.50 (1m), 62.11 (4) (a) and 62.23 (7a) (b); and **to create** 59.14
 3 (1m), 60.77 (5s), 60.80 (5), 61.50 (3) and 62.11 (4) (c) of the statutes; **relating**
 4 **to:** changing the requirements for the publication of certain actions taken by
 5 certain local governments.

Analysis by the Legislative Reference Bureau

Generally under current law, the complete text of an ordinance that is enacted by a city, village, town, county, or town sanitary district (local governmental unit) must be published in a local newspaper. If no newspaper exists in a village, however, the ordinance may be posted in at least three public places in the village. Towns may also post ordinances in the same manner.

Under this bill, a local governmental unit may continue to publish the complete text of an enacted ordinance, or the local governmental unit may publish a notice of the ordinance in a local newspaper. The notice must contain at least all of the following information:

1. The number and title of the ordinance.
2. The enactment date of the ordinance.
3. A summary of the ordinance, which shall be a brief, precise, and plain-language description that can be easily understood.
4. Information about where the full text of the ordinance may be obtained.

The bill makes no change to current law regarding the posting of ordinances in villages or towns.

May 30, 2001

TO: Members of the Administration Committee

RE: Preliminary Report on Classification and Compensation Plan

Dear Committee Members:

BACKGROUND

Section 4.41 through 4.48, Brown County Code provides for a classification and compensation plan for administrative employees. Pursuant to those provisions, a Countywide study was completed and implemented in 1990. Also pursuant to those provisions, a market study was to be completed every two years. Although a market study was completed in 1993, and the average position was found to be approximately 7% below the market average, no adjustments were made.

In the past several years, the Human Resources Department has had considerable problems in recruiting many of the administrative positions when a vacancy occurs. It has not become uncommon for HR to request an adjustment in the salary of a position in order to fill it. In fact, such adjustments have become the rule. The Human Resources Department reported these concerns to the Brown County Board together with other concerns such as employee morale and attrition trends. Ultimately, in 1998, the County Board approved \$60,000 to commission a study.

In early 1999, RFP's were put out, and DMG Maximus was selected from the responding vendors. DMG Maximus is a nationally known firm with a Madison office and an excellent reputation. DMG utilizes a copyrighted system for their internal comparability, a system that is known for its objectivity.

In 1999, all administrative employees were required to fill out an exhaustive position description questionnaire (PDQ). The PDQs were reviewed by department heads and HR for accuracy. In addition, market comparables were selected and surveyed. By May, preliminary placements had been made by DMG and were referred to the departments and HR for review. Based on the preliminary placement, some department heads and in some cases Human Resources, had concerns with some of the placements and clarified the information on the PDQs and asked for re-consideration by DMG. DMG, utilizing their system based on the new information moved some positions. A Leadership Committee comprised of two members of the Administration Committee, a representative of the County Executive's office, Finance Office and Human Resources, met in June and July and considered five different plan structures. Before the plan

13

was finalized in September of 1999, the County Executive in conjunction with the County Board Chair determined not to bring the study to the County Board.

In 2000, Human Resources and some of the department heads further clarified some of the PDQs and DMG sent a special consultant to consider our specific concerns. Further adjustments were made to the plan. The plan was "updated" by adding 3% to 1999 figures. In addition, more discussion was had over the appropriate plan structure and a seven (7) step plan was run. Before a determination could be made as to which plan to forward for review by the County Board, the hiring freeze began to take hold and the determination was made not to bring this matter forward.

In 2001 the plan was again updated by increasing it across the board by 3%. Because of market changes caused by low unemployment and other concerns Human Resources asked the department heads again to review the placement of the positions. Several positions had been identified for further review as will be discussed later in this report. A new Leadership Committee, at the recommendation of Human Resources, selected the 7 step plan. Implementation strategies for this plan were discussed and this report outlines the conclusions of those discussions.

The DMG PROCESS

DMG Maximus holds the copyright to the Archer-Griffith point factor system; a well-known objective system based on a very extensive job description. The system utilizes factors based on several variables to make relative internal evaluation of the positions. This internal evaluation is then combined with a market study and through a mathematical process called regression analysis, midpoints for each job are created.

Once the data had been collected and the midpoints assigned, the actual structure of the plan needed to be determined. The Leadership Committees, both in 1999 and in 2001, discussed the structure of the plan and made several decisions including:

- Should the plan be a step based plan or an open pay plan?
- How should people progress through the plan?
- How many steps in each range?
- How much between each step?
- Should the plan be symmetrical or asymmetrical?
- Where should the mid-point fall?

The initial recommendation of DMG was a symmetrical 5 step plan with 4% between each step and mid-point at step 3. The rationale offered by DMG was the need to attract employees in a tight market, the fact that Brown County is somewhat bigger than its comparables, and that the plan was consistent with the current 5 step plan, 5% between each step and mid-point at step 4.

After considerable discussion and review by the two different leadership committees, the Human Resources Department recommended the following: a 7 step plan with 3% between each step and a mid-point at step 5.

Human Resources' rationale in recommending this plan is the need to attract employees in an ever-tightening market. Placing the maximum at or below midpoint would certainly hamper our recruitment and maintenance efforts. The relatively "long" plan will serve to hold down costs, particularly for positions that tend to be vacated more often. Recent adjustments in the market have already put us behind in some positions. Finally, Brown County's size and the limited availability of true comparables serves the purpose of unfairly devaluating many of our positions.