November 7, 2007

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session **(non-budget items)** on October 30, 2007, and recommends the following motions:

1. Review minutes of:
   a. Facility Master Plan Sub Committee (9/18/07).
   b. Housing Authority (9/24/07).
   Receive & place on file items a-b.

2. Communication from Supervisor Steve Fewell re: Explore the potential and possible savings and efficiencies that could be possible by contracting for Corporation Counsel Services. (Referred from October County Board. Also on Executive Committee meeting of October 29, 2007.) Hold until December meeting.

3. Communication from Supervisor Harold Kaye re: County Vehicle Listing. Have Administration Department maintain a list of all motor vehicles owned by Brown County, updated twice annually and make available to Internal Auditor.

4. Communication from Supervisor Adam Warpinski re: Request that Brown County conduct an energy audit to quantify the current energy cost for each facility and develop a plan to reduce those costs. (Referred from October County Board.) Hold until nexr regular scheduled meeting.

5. Treasurer - Extension of Brown County banking contract through March 31, 2008. Approve extension through March 31, 2008.

6. Treasurer - Financial report for July, August & September 2007. Receive & place on file.

7. Treasurer - 2005 Outstanding Checks:
   a. Emergency Fund.
   b. Payroll.
   c. Register of Deeds Office.
   d. Accounts Payable.
   e. Sheriff's Department.
   Receive & place on file items a-e.

8. Treasurer - Budget Financial Status Report for September 30, 2007. Receive & place on file.

9. Corporation Counsel - Resolution re: Disallowance of Claim (Jennifer Lake & on Behalf of Emily Lake). Committee approved. See Resolutions, Ordinances November 7, 2007 County Board.

10. Resolution re: Change in Table of Organization Corporation Counsel (The Child Support Department be a separate Department not under the oversight of Corporation Counsel.) **This item presented under Budget and will be on November 12, 2007 County Board meeting**.

11. Corporation Counsel - Budget Status Financial Report for Corporation Counsel & Child Support for September 30, 2007. Receive & place on file.

12. Dept. of Administration - Budget Status Financial Report for Dept of Administration & Information Services for September 30, 2007. Receive & place on file.

13. Dept. of Administration - 2007 Budget Transfer Log. Receive & place on file.

14. Dept. of Administration - Request for Budget Transfer (#07-67); Increase in Expenditures with Offsetting Increase in Revenue: Transfer to reflect change in actual bonding compared to adopted budget bonding. Adopted budget shows bonding of $3,100,000 for Fiber Optics project and $0 for MHC. Actual bonding was $400,000 for Fiber Optic project and $2,000,000 for MHC. Approve.

15. Dept. of Administration - Request for Budget Transfer (#07-65): Increase in Expenditures with Offsetting Increase in Revenue: Offsetting Human Services Budget Transfer 07-56 to purchase for PC's ($23,065). Approve.

16. Human Resources - Communication from Supervisor Fewell re: Compensation Plan. (Held from previous meeting.) Hold until December meeting.

17. Human Resources - Communication from Supervisor Warpinski re: Request that Brown County merge the Human Resources Department with the Department of Administration under the direction of Director of Administration. (Held from previous meeting.) **This item presented under Budget and will be on November 12, 2007 County Board meeting**.

18. Human Resources - Ordinance re: To Amend Sec. 4.51 of the Brown County Code Entitled "Pay Rate Adjustments." (Referred back to Committee from October County Board.) Committee approved. See Resolutions, Ordinances November 7, 2007 County Board.

19. Human Resources - Review of Flex Plan (Todd Coisman, Human Resources). Approve Benefit Advantage.

20. Human Resources - Authorization Request for Health Risk Assessments. Approved.

21. Human Resources - Budget Status Financial Report for September 30, 2007. Receive & place on file.

22. Human Resources -Monthly Committee Report for September, 2007. Receive & place on file.

23. Facility Management - Request for Budget Transfer (#07-69): Increase in Expenditures with Offsetting Increase in Revenue: Bond money will not be received until 2008. In order to bond, Brown County needs to have a design plan for the Public Safety Communications building. Until project & bonding is approved, facilities will provide the funds from their 2007 budget to pay for the pre-design and architect/engineering services. Transfer funds from Facilities to Communications Center Building Capital Projects Fund. Once project is approved & bonding money is received, transfer back to reimburse facilities ($5,000). Approve.

24. Facility Management - Budget Status Financial Report for September 30, 2007. Receive & place on file.

25. County Clerk - Budget Financial Status Report attached for September 30, 2007. Receive & place on file.

26. Audit of bills. Pay the bills.

Approved by:

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COUNTY EXECUTIVE Date

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November 12, 2007

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session **(budget items)** on October 30, 2007, and recommends the following motions:

BUDGET REVIEW
REVIEW OF 2008 DEPARTMENT BUDGET

1. **County Clerk** - Review of 2008 department budget. Approve Clerk budget.

2. **Corporation Counsel** – Review of 2008 department budget.
   a. Amend the Child Support Budget to fund $58,395 for the Child Support Specialist – Enforcement using funds from the State carryover and matching for one year.
   b. Approve the 2007 Contract Amendment increasing revenue from State Contract equaling $76,500.
   c. Remove the.50 staff attorney with salary and fringes of $57,559, and move that funding to a Child Support Specialist – Enforcement at a cost of $58,395.
   d. Make the changes suggested as presented:
   Child Support: Deletion of the Child Support Director; Deletion of the .50 FTE staff attorney; Move 2.0 FTE staff attorneys to Corporation Counsel; Add Child Support Supervisor for a total savings of $307,704; **Corporation Counsel**: Move 2.0 FTE Staff Attorneys from Child Support and add a 1.0 FTE Staff Attorney to Corporation Counsel Office for a total of $199,022 for a net savings of $8,682. Also, the Coordinator position would change to a Director position. Ayes: 2 (Haefs, Fewell); Nays: 3 (Zeller, Warpinski, Hoeft). Motion defeated.
   e. Eliminate the .5 FTE Staff Attorney for $57,559..
   f. Fund a Child Support Specialist Enforcement at a cost of $58,395.
   g. Fund a partial Clerk Typist I position for $17,269.
   h. Approve the Child Support budget as amended. Ayes: 4 (Haefs, Hoeft, Warpinski, Zeller); Nays: 1 (Fewell). Motion Carried.
   i. Approve the Corporation Counsel budget. Ayes: 4 (Haefs, Hoeft, Warpinski, Zeller); Nays: 1 (Fewell). Motion Carried.

3. **FACILITY MANAGEMENT** – Review of 2008 department budget. Approve Facility Management budget.

4. **DEPT OF ADMINISTRATION** - Review of 2008 department budget. Approve Administration budget.

5. **HUMAN RESOURCES** - Review of 2008 department budget.
   a. Delete the Employee Relations Manager position for $112,655.
   b. Delete the Senior Human Resource Analyst for $83,511.
   c. Add a Human Resource Manager position for a cost of $94,968.
   d. Add a Human Resource Specialist for a cost of $72,418.
   e. Unfund the Human Resources Director position at $134,329 and fund a Senior Analyst for $83,511 for a savings of $50,818. Ayes: 4 (Fewell, Haefs, Hoeft, Zeller); Nays: 1 (Warpinski). Motion Carried.
   f. Approve the Human Resources budget as amended.

6. **TREASURER** - Review of 2008 department budget. Approve Treasurer's budget.

7. Year 2008 – Nondivisional Budgets Review - Debt Service Fund. Approve Debt Service Fund.

8. Year 2008 Nondivisional Budgets Review - Capital Projects. Approve Capital Projects.

9. Year 2008 Nondivisional Budgets Review - Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds. Approve Taxes, Special Revenues, Certain Internal Service and Fiduciary funds.

10. Table of Organization Changes - Resolution re: Approving new or deleted Positions during the 2008 Budget Process. (Referred to Education & Recreation Committee of November 1, 2007 & Special Executive Committee on November 5, 2007.) Approve and refer to Special Executive Committee meeting on November 5, 2007.

Approved by:

_____

COUNTY EXECUTIVE Date

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NOV 2007
Received
Board of Supervisors

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, October 30, 2007 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

Present: Steve Fewell, Patty Hoeft, Adam Warpinski, Paul Zeller, Dan Haefs
Excused:
Also Present: Supervisors Tom Lund, Jack Krueger, Dave Kaster, Guy Zima, Mary Scray, Mike Fleck, Harold Kaye, Bernie Erickson, Tom DeWane. Executive Tom Hinz, Jayme Sellen, Lynn VandenLangenberg, Andrea Konrath, Heidi Hietpas, Carolyn Maricque, John Jacques, Jackie Scharping, Sara Perrizo, Debbie Klarkowski, Todd Coisman, Kerry Blaney, Kurt Hogarty, Darlene Marcelle, Sandy Juno, Bill Dowell, John Machnik, Other Interested Parties

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1. CALL TO ORDER.

The meeting was called to order by Chair Fewell at 6:02 p.m.

2. APPROVE/MODIFY AGENDA.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE AS AMENDED MOVING #35 BEFORE #30. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

3. APPROVE/MODIFY MINUTES OF
   a. Regular meeting of September 25, 2007
   b. Special meeting of October 17, 2007.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE ITEMS 3A AND 3B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

4. REVIEW MINUTES OF:
   a. Facility Master Plan Sub Committee (9/18/07).
   b. Housing Authority (9/24/07).

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE ITEMS 4A AND 4B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Communications

5. COMMUNICATION FROM SUPERVISOR STEVE FEWELL RE: EXPLORE THE POTENTIAL AND POSSIBLE SAVINGS AND EFFICIENCIES THAT COULD BE POSSIBLE BY CONTRACTING FOR CORPORATION COUNSEL SERVICES. (REFERRED FROM OCTOBER COUNTY BOARD. ALSO ON EXECUTIVE

COMMITTEE MEETING OF OCTOBER 29, 2007.):

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO HOLD UNTIL DECEMBER MEETING. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

6. COMMUNICATION FROM SUPERVISOR HAROLD KAYE RE: COUNTY VEHICLE LISTING:

Supervisor Kaye came forward and stated that in the past years there has always been a problem locating vehicle listings for all departments. Currently they are trying to track them through purchasing. He would like the purchasing dept responsible to obtain a current, standardized list of all county automobiles. Kaye would also like to keep track of where county cars are sold or traded.

Supervisor Fewell questioned it if it was a job for Administration. He also questioned whether there should be a list of employees, their driving record, etc. on file.

Purchasing Manager Kurt Hogarty came forward and stated Administration is currently tracking vehicles and there will be more asset tracking capabilities with the new Enterprise Resource Planning (ERP) system. He explained there are some concerns, example: Sheriff's Department undercover vehicles. Hogarty stated the model, make, serial number, vehicle identification numbers (VIN), license plates, etc. will all be included on the list.

Administration Director Lynn VandenLangenberg stated the County has a fixed asset system that tracks vehicles. She suggested reconciling the list of licensed vehicles including trailers, etc. from the Administration Department and the list from Purchasing which includes license plates, titles, etc. VandenLangenberg stated the vehicle list should be the fixed asset system; it will tie into any purchases that are made and will include depreciation values, etc.

Supervisor Lund questioned if there should be a study whether it would be cheaper to pay mileage for some of the departments rather than have vehicles for their use. The County is paying insurance, registration, etc. for vehicles that are not fully being utilized.

Supervisor Haefs arrived at 6:04 p.m.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO HAVE THE ADMINISTRATION DEPARTMENT MAINTAIN A LIST OF ALL MOTOR VEHICLES OWNED BY BROWN COUNTY UPDATED TWICE ANNUALLY AND MAKE AVAILABLE TO THE INTERNAL AUDITOR. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

7. COMMUNICATION FROM SUPERVISOR ADAM WARPINSKI RE: REQUEST THAT BROWN COUNTY CONDUCT AN ENERGY AUDIT TO QUANTIFY THE CURRENT ENERGY COST FOR EACH FACILITY AND DEVELOP A PLAN TO REDUCE THOSE COSTS. (REFERRED FROM OCTOBER COUNTY BOARD.)

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WARPINSKI TO HOLD TILL NEXT REGULAR SCHEDULED MEETING. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Treasurer

8. EXTENSION OF BROWN COUNTY BANKING CONTRACT THROUGH MARCH 31, 2008:

Kerry Blaney stated that Kurt Hogarty from Purchasing would explain the RFP. Hogarty came forward and explained that the RFP was written for specific net earnings and during the evaluation process other criteria surfaced, Hogarty rejected all the proposals to clearly define what's being looked for to keep the process as clean as possible.

Supervisor Fewell stated he'd like to see RFP's out on timely basis.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WARPINSKI TO APPROVE THE EXTENSION THROUGH MARCH 31, 2008. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

9. TREASURER'S FINANCIAL REPORT FOR JULY, AUGUST & SEPTEMBER 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HAEFS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

10. TREASURER'S 2005 OUTSTANDING CHECKS:
    a. Emergency Fund.
    b. Payroll.
    c. Register of Deeds Office.
    d. Accounts Payable.
    e. Sheriff's Department.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE 10A, B, C, D AND E. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

11. BUDGET FINANCIAL STATUS REPORT FOR SEPTEMBER 30, 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Corporation Counsel

12. RESOLUTION RE: DISALLOWANCE OF CLAIM (JENNIFER LAKE & ON BEHALF OF EMILY LAKE):

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HAEFS TO APPROVE. VOTE TAKEN. MOTION CARRIED

UNANIMOUSLY.

13. RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION CORPORATION COUNSEL (THE CHILD SUPPORT DEPARTMENT BE A SEPARATE DEPARTMENT NOT UNDER THE OVERSIGHT OF CORPORATION COUNSEL.):

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO HOLD TILL BUDGET ITEM #31. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

14. BUDGET STATUS FINANCIAL REPORT FOR CORPORATION COUNSEL & CHILD SUPPORT FOR SEPTEMBER 30, 2007:

Corporation Counsel, John Jacques, came forward and stated the report was a little under expenses and a little over in revenue due to an increase in Guardian Ad Litem fees and vacancies in staff.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Dept. of Administration

15. BUDGET STATUS FINANCIAL REPORT FOR DEPT OF ADMINISTRATION & INFORMATION SERVICES FOR SEPTEMBER 30, 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

16. 2007 BUDGET TRANSFER LOG:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

17. REQUEST FOR BUDGET TRANSFER (#07-67); INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE: TRANSFER TO REFLECT CHANGE IN ACTUAL BONDING COMPARED TO ADOPTED BUDGET BONDING. ADOPTED BUDGET SHOWS BONDING OF $3,100,000 FOR FIBER OPTICS PROJECT AND $0 FOR MHC. ACTUAL BONDING WAS $400,000 FOR FIBER OPTIC PROJECT AND $2,000,000 FOR MHC:

Lynn VandenLangenberg stated that when the budget was submitted for 2007, they had planned on bonding the entire amount for the fiberoptics project and did not have anything for the MHC project. When going through the bonding proposal, adjustments were made to bring the budget up to the action the committee will be taking and $2 million bonding was put in for MHC. This request moves money around to reflect the bonding that was done last summer.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY

SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

18. REQUEST FOR BUDGET TRANSFER (#07-65): INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE: OFFSETTING HUMAN SERVICES BUDGET TRANSFER 07-56 TO PURCHASE FOR PC'S ($23,065):

VandenLangenberg explained that Human Services got approval in their budget to purchase computers from funds left over from prior year.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Human Resources

19. COMMUNICATION FROM SUPERVISOR FEWELL RE: COMPENSATION PLAN. (HELD FROM PREVIOUS MEETING.):

A MOTION WAS MADE BY SUPERVISOR ZELLER AND SECONDED BY SUPERVISOR HAEFS TO HOLD TILL DECEMBER. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

20. COMMUNICATION FROM SUPERVISOR WARPINSKI RE: REQUEST THAT BROWN COUNTY MERGE THE HUMAN RESOURCES DEPARTMENT WITH THE DEPARTMENT OF ADMINISTRATION UNDER THE DIRECTION OF DIRECTOR OF ADMINISTRATION. (HELD FROM PREVIOUS MEETING.):

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO HOLD TILL BUDGET ITEM #34. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

21. ORDINANCE RE: TO AMEND SEC. 4.51 OF THE BROWN COUNTY CODE ENTITLED "PAY RATE ADJUSTMENTS." (REFERRED BACK TO COMMITTEE FROM OCTOBER COUNTY BOARD.):

Debbie Klarkowski provided a handout (attached) with the revision of ordinance, the last line of Sub-section paragraph (6).

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HAEFS TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

22. REVIEW OF FLEX PLAN (TODD COISMAN, HUMAN RESOURCES):

Risk/Benefits Anaylst Todd Coisman provided a handout re: Flexible Spending Benefit Comparison (attached). He explained there were multitude service issues with current vender, Eflex group. Flex plan, pre-tax savings, roughly annualize out the current participation for the money set aside, 7.65% savings on the county side, making pretax savings of $53,000 for Brown County. Coisman recommended Benefit Advantage for the new vendor.

A MOTION WAS MADE BY SUPERVISOR HAEFS AND SECONDED BY SUPERVISOR ZELLER TO APPROVE BENEFIT ADVANTAGE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

23. AUTHORIZATION REQUEST FOR HEALTH RISK ASSESSMENTS:

Coisman stated he is putting forward a request for a formal RFP to perform Health Risk Assessments (a physical and a blood draw would be done). This gives access to information for employees to elect to participate on a voluntary basis within the program and it helps keep claims costs down as far as early detection of high blood pressure, cholesterol, nicotine usage, protein. This is a cheaper alternative than having services performed at a doctor office setting. The costs anticipated would be at $62 per participant. Coisman included an increase in the proposed budget for 2008 to accommodate.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HAEFS TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

24. BUDGET STATUS FINANCIAL REPORT FOR SEPTEMBER 30, 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

25. HUMAN RESOURCES MONTHLY COMMITTEE REPORT FOR SEPTEMBER, 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Facility Management

26. REQUEST FOR BUDGET TRANSFER (#07-69): INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE: BOND MONEY WILL NOT BE RECEIVED UNTIL 2008. IN ORDER TO BOND, BROWN COUNTY NEEDS TO HAVE A DESIGN PLAN FOR THE PUBLIC SAFETY COMMUNICATIONS BUILDING. UNTIL PROJECT & BONDING IS APPROVED, FACILITIES WILL PROVIDE THE FUNDS FROM THEIR 2007 BUDGET TO PAY FOR THE PRE-DESIGN AND ARCHITECT/ENGINEERING SERVICES. TRANSFER FUNDS FROM FACILITIES TO COMMUNICATIONS CENTER BUILDING CAPITAL PROJECTS FUND. ONCE PROJECT IS APPROVED & BONDING MONEY IS RECEIVED, TRANSFER BACK TO REIMBURSE FACILITIES ($5,000):

A MOTION WAS MADE BY SUPERVISOR ZELLER AND SECONDED BY SUPERVISOR WARPINSKI TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

27. BUDGET STATUS FINANCIAL REPORT FOR SEPTEMBER 30, 2007:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

COUNTY CLERK Budget Financial Status Report attached for September 30, 2007. No other agenda items.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Other

28. AUDIT OF BILLS:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO PAY THE BILLS. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

29. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

None.

BUDGET REVIEW
REVIEW OF 2008 DEPARTMENT BUDGET

Item #35 was taken at this time.

30. **County Clerk** - Review of 2008 department budget.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE CLERK BUDGET. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

31. **Corporation Counsel** – Review of 2008 department budget.

Corporation Counsel, John Jacques, and Kids Program Coordinator, Jackie Scharping, came forward. Jacques explained that at one-time Child Support was a division of the Corporation Counsels office. The policy initiative for 2008 was to make the Child Support Agency a separate County department. Jacques stated there are no major policy initiatives in his portion, that reflects, the three staff attorneys would be deleted in that function of child support enforcement with the part of the proposed child support separate department.

A MOTION WAS MADE BY SUPERVISOR HAEFS AND SECONDED BY SUPERVISOR WARPINSKI TO SUSPEND THE RULES TO HAVE INTERESTED PARTIES SPEAK. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Amy Miller – 3480 Wiggins Way, Green Bay
Came forward to say she supports the proposed budget the way Child Support was proposed as far as the elimination of the supervisors in order to keep the workers.

Betty VanGheem – 1415 Mohican Court, Green Bay
Came forward to address the committee, asking the board not to pass the reorganization of the Child Support Agency (CSA). She stated, two management positions and six union staff positions would be eliminated leaving one manager and the Child Support Director to supervise 30 union staff. The Child Support Director will be doing ½ time attorney work and ½ time supervisor work. Even with the $5.5 million from the State budget and the extra incentives money that the CSA will be receiving there are three clerks who will lose their job. In her opinion, there will be larger case loads, performance will go down and there will be fewer cases on the court calendars. With management and union staff positions eliminated, it would seem fair for a reduction in attorney's positions. There are two bills, 1386 in the House, and 803 in the Senate, called, The Child Support Enforcement Protection Act, that is going before the Congress to restore the cuts from the Deficit Reduction Act of 2005. If these bills pass the CSA will get incentive monies back and they will continue to help single parent families. VanGheen believes there are other options; leave the CSA under Corp Counsel and hire Jackie Scharping as the Administrator, leave Child Support Supervisor position and eliminate Kids Program Coordinator. Or make the Child Support Agency a stand-alone agency with a director that is not an attorney. Leave the attorneys under Corp Counsel and the agency and Corp Counsel could have a Cooperative Agreement. There is currently a Cooperative Agreement with Family Court and Clerk of Courts.

Rachel Popp – 1123 Cabterbury Road, Green Bay
Came forward in support of the reorganization as proposed originally. She stated the office runs great, there is excellent teamwork throughout the office, and their numbers are good. The way the office stands now, she does not believe there is a need for four supervisors. Popp agrees that the case load will go up with the dismissal of the clerks, but stated they are a county agency, they provide services to the county people and the Child Support Supervisor position does not service county people.

Lori Walschinski – 3358 Egret Drive, Green Bay
Came forward in support of the reorganization as presented. She is a caseworker who will be losing her job. Walschinski feels there is a need for more workers and less supervisors.

Ann Schmidt – 2466 Shady Oak Drive, Green Bay
Came forward to support the reorganization as presented in the budget.

Susie Berth – 215 Third Street, Oconto
Came forward in support of the reorganization. She has been a worker for 14 years. Berth stated it was unfortunate that some people will be losing their positions but agrees with co-workers who are for the reorganization. Berth stated the office will benefit with the attorney as the Director and Jackie Scharping as a supervisor.

Kathy Luedtke – 2772 Belle Plane Road, Green Bay
Came forward and stated she is in support with the reorganization.

Bonnie Defnet – 1879 Caledonia Drive, New Franken
Came forward and stated she has been with the Child Support Agency for 12 years and has seen a great reduction of staff that are not being presented because they haven't refilled any of the open positions. ere has been more than the five recommendations now and believes there are 9 or 10 total. Defnet stated the Federal government has reduced the budget but has not reduced the mandate. This has created additional work for the remaining workers. She states she is in support of the reorganization and feels there is a need for more workers and not supervisors.

Diane Matsche – 1845 Adler Way, Green Bay
Came forward and stated she is the Lead Staff Attorney for the CSA and has seen what can and cannot be done with less staff in the last four months. Matsche believes the bottom line has been to spare as many front line people as possible and has discovered over the four months that there are other concessions that can be made. She recommends 1) utilizing the ½ time attorney salary from the proposal to staff a front line person; 2) utilize carry over monies based on the contract amendment that was approved to add as many front line caseworkers or clerks as possible and 3) utilize unspent funds that are rolled back into the general revenues to help reduce the number of staff cuts or losses CSA will have.

A MOTION WAS MADE BY SUPERVISOR HAEFS AND SECONDED BY SUPERVISOR WARPINSKI TO RETURN TO REGULAR ORDER OF BUSINESS. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Supervisor Fewell stated, to take carryover dollars and fund positions, it would add to the budget for the next year, which would have no guarantees for funding and he would not recommend doing so.

Lynn VandenLangenberg stated she had received notice from the State regarding funds given to Brown County. The amount of $42,802 was given, $148,000 was requested. She stated a Clerk Typist I and two Child Support Specialist positions were retained as unfunded under the Table of Organization in the hope for more money. VandenLangenberg stated these positions may be priority positions to be funded with the additional money.

Jackie Scharping interjected, stating the County would match 66%, making the funds a total of $76,500. She explained this is a one time band-aid the State allows the County to take advantage of. Scharping recommended funding $58,395 (includes fringes) for the Child Support Enforcement Specialist with the additional money from the State.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO AMEND THE CHILD SUPPORT BUDGET TO FUND $58,395 FOR THE CHILD SUPPORT SPECIALIST – ENFORCEMENT USING FUNDS FROM THE STATE CARRYOVER AND MATCHING FOR ONE

YEAR. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO APPROVE THE 2007 CONTRACT AMENDMENT INCREASING REVENUE FROM STATE CONTRACT EQUALING $76,500. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Supervisor Fewell proposed adding a Child Support Supervisor position at $77,113, delete Child Support Director currently at $127,910, and changing it to a Child Support Coordinator position at $81,807, delete .50 FTE Staff Attorney for $57,559, move three Staff Attorney's in Child Support under Corporation Counsel and add Child Support Coordinator at $77,113. Deleting the budget by $307,704 and adding to the budget of Corporation Counsel $299,022 making a net savings of $8,682 over what is proposed in the budget. Fewell explained the basic change would be the title from Child Support Director to Child Support Coordinator, making the Coordinator position the lead position at $81,807 under the County Executive and a supervisory position at $77,113 under the Coordinator position. This change would eliminate the need for an attorney as the head of the department and would make the department a stand alone Child Support Agency buying attorney hours from Corporation Counsel. Fewell believes the best economic way to run the department is with someone who can be in the job, supervising people on a daily basis, and is not an attorney who may potentially be out of the office in court.

Internal Auditor Sara Perrizo suggested putting the new directors salary use the same number as the former administrator was at $94,854 including fringes.

County Executive Tom Hinz stated he can live with the proposal, but from the testimony given, the department seems to be working well and his preference would be the original reorganization.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI TO AMEND THE CHILD SUPPORT BUDGET TO REMOVE THE .50 STAFF ATTORNEY WITH SALARY AND FRINGES OF $57,559, AND MOVE THAT FUNDING TO A CHILD SUPPORT SPECIALIST – ENFORCEMENT AT A COST OF $58,395. MOTION RECEIVED NO SECOND.

Jackie Scharping stated another option would be to refund or put back in a Child Support Clerk for $49,342.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO SUSPEND THE RULES TO HEAR INTERESTED PARTIES SPEAK. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Diane Matsche – 1845 Adler Way, Green Bay
Came forward and addressed the question, what is the lead staff attorney doing now that she is also interim director. She is carrying the exact same case load that she did prior to this change and assisting Jackie in terms of trying to run and manage the agency. In her opinion, this suggests there wasn't much to do in the beginning in which was the point when the proposal was first offered. There

were two positions in question whether or not they were needed in order to operate the agency and it has been shown in the last four months they are not needed. Matsche states she is carrying the same workload plus working with Jackie on budget, policy changes, and management issues that have come up. She questioned if two more positions are created who will be filling them?

Carol Lemay – 810 Libal Street, Depere #27
Came forward and stated in her opinion there is no supervision in the department and is afraid effects won't be shown until the reports come out mid quarter of next year. Lemay believes there should be two supervisors in the office, not filled by an attorney.

Jackie Scharping addressed the committee by stating she printed out the performance measures from the last final fiscal year at the end of September 2007. Performance measure #1 went up by 1.32% which she believes is a substantial amount for 13,000+ active caseloads. Paternity establishment went up 2% and Child Support Collection rate went up 1%. She stated this is a monthly measure and have gone up in all measures by certain percentages every month since June of 2007.

Karen Ferry – 219 N. Ashland Avenue, Green Bay
Came forward and stated she believes the Child Support office has changed in the last three months by being more open, co-workers are not petrified to come to work anymore, they feel welcome in the office, and they feel like they can do their jobs. Ferry understands the board has a tough decision to make but wanted to inform that this office is the best it's been in a long time.

Amy Kocha – 612 Grove Street, Green Bay
Came forward and stated she is a Staff Attorney for the Child Support agency. Kocha is in support of the structure of the proposal and supports the deletion of the .50 FTE Staff Attorney. She stated, in the last few months, what the Administrator was doing, wasn't sufficient to justify the entire position.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO RETURN TO REGULAR ORDER OF BUSINESS. VOTE TAKEN. <u>MOTION CARRIED UNANIMOUSLY.</u>

A MOTION WAS MADE BY SUPERVISOR FEWELL AND SECONDED BY SUPERVISOR HAEFS TO MAKE THE CHANGES SUGGESTED AS PRESENTED: CHILD SUPPORT: DELETION OF THE CHILD SUPPORT DIRECTOR, DELETION OF THE .50 FTE STAFF ATTORNEY, MOVE 2.0 FTE STAFF ATTORNEYS TO CORPORATION COUNSEL, ADD CHILD SUPPORT SUPERVISOR FOR A TOTAL SAVINGS OF $307,704; CORPORATION COUNSEL: MOVING 2.0 FTE STAFF ATTORNEYS FROM CHILD SUPPORT AND ADDING A 1.0 FTE STAFF ATTORNEY TO CORPORATION COUNSEL OFFICE FOR A TOTAL OF $299,022 FOR A NET SAVINGS OF $8,682. ALSO THE COORDINATOR POSITION WOULD CHANGE TO A DIRECTOR POSITION. VOTE TAKEN. AYES; 2: (HAEFS, FEWELL). NAYS; 3: (ZELLER, WARPINSKI, HOEFT). <u>MOTION FAILS.</u>

A MOTION WAS MADE BY SUPERVISOR ZELLER AND SECONDED BY

SUPERVISOR HOEFT TO ELIMINATE THE .5 FTE STAFF ATTORNEY FOR $57,559. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HAEFS TO FUND A CHILD SUPPORT SPECIALIST ENFORCEMENT AT A COST OF $58,395. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO FUND A PARTIAL CLERK TYPIST I POSITION FOR $17,269. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO APPROVE THE CHILD SUPPORT BUDGET AS AMENDED. VOTE TAKEN. AYES; 4: (HAEFS, HOEFT, WARPINSKI, ZELLER). NAYS; 1: (FEWELL). MOTION CARRIED.

John Jacques gave a brief explanation of what was spent in 2007 for outside legal fees and stated if there was not enough money in the budget he would have to ask for a budget transfer.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO APPROVE THE CORPORATION COUNSEL BUDGET. VOTE TAKEN. AYES; 4: (HAEFS, HOEFT, WARPINSKI, ZELLER). NAYS; 1: (FEWELL). MOTION CARRIED.

32. **FACILITY MANAGEMENT** – Review of 2008 department budget.

Bill Dowell and John Machnik came forward. Dowell pointed out the Facility portion is being addressed at this meeting and the Park budget will be addressed at the Education and Recreation regular and budget meeting. He started out by addressing the vehicles, one vehicle is used for Facilities, and two are used for the Parks Department. Dowell replied to Supervisor Fewell's question in regards to the maintenance of the library building. He stated that he felt confident the Facilities Department could provide an equal or better service to the library at the same cost. Dowell explained that Facilities would work directly with the library but would take recommendations and priorities from the Board if the Board has specific concerns. He stated he will bring more information to the Education and Recreation budget meeting regarding the employee needs and cost.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE FACILITY MANAGEMENT BUDGET. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

33. **DEPT OF ADMINISTRATION** - Review of 2008 department budget.

Administration Director Lynn VandenLangenberg came forward. She stated the increase in the actual expenditures are in the IS area and they are requests at different programs departments have asked for which get funded with insurance charge backs.

Supervisor Haefs questioned whether administration pay increases are done on a percentage basis, explaining he believes the County should come up with a flat fee increase for all the pay raises to be fair for all administrative employees. VandenLangenberg responded that it is a typical procedure through most businesses that the percentage is given out. She stated if you were to pay a flat amount, and compare positions to market, the pay level will eventually be out of step with the market.

VandenLangenberg stated there are a few things that she will need to bring back to the committee in the future. She explained with the new system implementation, the money funded for assistants to put in the system is all in the consultant line item. Once the task layout is finished, if it is found that some work is entry level, they will bring in students but this will cause a budget transfer in the future. VandenLangenberg also stated that the Grants Writer that worked for Human Services has resigned. It may be proposed to be placed into Administration but it's a recent occurrence in the last couple weeks.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE THE ADMINISTRATION BUDGET. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

34. **HUMAN RESOURCES** - Review of 2008 department budget.

Debbie Klarkowski and Todd Coisman came forward. Klarkowski stated from a budget standpoint not much has changed since 2007. She explained the Wellness that was part of the main budget of $64,100 and added it to the health and dental insurance.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WARPINSKI TO DELETE THE EMPLOYEE RELATIONS MANAGER POSITION FOR $112,655. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO DELETE THE SENIOR HUMAN RESOURCE ANALYST FOR $83,511. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO ADD A HUMAN RESOURCE MANAGER POSITION FOR A COST OF $94,968. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO ADD A HUMAN RESOURCE SPECIALIST FOR A COST OF $72,418. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Klarkowski stated there are several things that HR would like to do as a department standpoint as far as planning, get more of a strategic vision in 2008 and do more supervisory training. She suggested if the committee is looking to not fund the HR Director position, maybe fill a higher level position to take on some of the project work that Klarkowski is not able to get to. She suggests

filling someone at the Senior Analyst level, who has the visionary to do strategic thinking and put programs together.

A MOTION WAS MADE BY SUPERVISOR FEWELL AND SECONDED BY SUPERVISOR ZELLER TO UNFUND THE HR DIRECTOR POSITION AT $134,329 AND FUND A SENIOR ANALYST FOR $83,511 FOR A SAVINGS OF $50,818. VOTE TAKEN. AYES; 4: (FEWELL, HAEFS, HOEFT, ZELLER). NAYS; 1: (WARPINSKI) MOTION CARRIED.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO APPROVE AS AMENDED. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

35. **TREASURER** - Review of 2008 department budget.

Kerry Blaney came forward and explained the budget has increased and the total revenue is over expense $3.4 million. $750,000 increase over the previous year, about 27%. Part of the increase is the increase in interest on delinquent taxes.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE TREASURER BUDGET. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Back to item #30 at this time.

Year 2008 Nondivisional Budgets Review

36. Debt Service Fund.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ZELLER TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

37. Capital Projects.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

38. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

Table of Organization Changes

39. Resolution re: Approving new or deleted Positions during the 2008 Budget Process. (Referred to Education & Recreation Committee of November 1, 2007 & Special Executive Committee on November 5, 2007.)

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE AND REFER TO EDUCATION &

RECREATION COMMITTEE OF NOVEMBER 1, 2007 AND SPECIAL EXECUTIVE COMMITTEE ON NOVEMBER 5, 2007. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

40. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

None.

A MOTION WAS MADE BY WARPINSKI AND SECONDED BY SUPERVISOR HOEFT TO APPROVE ADMINISTRATION COMMITTEE AS AMENDED BUDGET WITH A DECREASE IN BUDGET AMOUNT OF $79,598.

Motion made by Supervisor Warpinski and seconded by Supervisor Hoeft to adjourn at 9:14 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

November 7, 2007

AN ORDINANCE TO AMEND SEC. 4.51 OF THE
BROWN COUNTY CODE ENTITLED "PAY RATE ADJUSTMENTS"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sub-section (6) of Sec. 4.51 of the Brown County Code entitled "Pay Rate Adjustments" is hereby created to read as follows:

(6) Adjustments Upon Approval of Reclassification: An employee who has been granted a reclassification of the position held to a higher pay grade than his/her current rate, shall be paid at the higher rate of pay from the date the reclassification is approved by county board.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

#21

BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
KAYE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ZELLER	15			
KASTER	16			
BACKMANN	17			
VAN DEURZEN	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
ZABEL	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Proposed Changes to the Child Support Agency 2008 Budget

Child Support Changes	
Delete Child Support Director	(127,910)
Delete .50 FTE Staff Attorney	(57,559)
Move 2.0 FTE Staff Attorney to Corp Counsel	(199,348)
Add Child Support Supervisor	77,113
	(307,704)

Corp Counsel Changes	
Move 2.0 FTE Staff Attorney from Child Support	199,348
Add 1.0 FTE Staff Attorney	99,674
	299,022
Net Savings	(8,682)

Brown County
Flexible Spending Benefit Comparison

1600 Eligible / 480 Participating — **Renewal Proposal Not Submitted**

Carrier	Eflex *Current*	DBC	Wage Works	Benefit Advantage	Fringe Benefit Management	Integrated Benefit Services	TASC	Fiserv
First Year Set Up Services								
Initial Set up Fee	N/A	$750.00	$1,025.00	$250.00	$1,000.00	$20.00 per Participant w/$100 minumum	$3,780.00	$2,000 set-up only if Fiserv takes over for Current Administrator
Plan Document	Included	Included	$492.00	If needed $350.00, may have one already	Included	Included	Included	Included
Summary Plan Description	Included	Included	Included	Included	Included	Included	Included	$.15 PEPM
Employee Educational Materials	Included	Included	Included	Included	Included	Included	Included	Included
First Plan Year Enrollment materials	Included	Included	Included	Included	Included	Included	Included	Included
Nondiscrimination Testing -Once a Year	Included	Included	$492.00	Included	Included	Included	Included	Available on a pass-through fee basis
First Year IRS form 5500	Included	Included	$123.00	$250.00	Included	Included	Included	N/A
Renewal Year Set Up Services								
Set up Fee	$750.00	$750.00	$615.00	$2.00 per Participant or $960	N/A	$15.00 per Participant w/$100 minimum	$1,000.00	None
Plan Document	Included	Included	$492.00	Included	Included	Included	Included	Included
Summary Plan Description	Included	Included	Included	Included	Included	Included	Included	$.15 PEPM
Employee Educational Materials	Included	Included	Included	Included	Included	Included	Included	Included
First Plan Year Enrollment materials	Included	Included	Included	Included	Included	Included	Included	Included
Nondiscrimination Testing -Once a Year	Included	Included	$492.00	Included	Included	Included	Included	Available on a pass-through fee basis
First Year IRS form 5500	Included	Included	$123.00	Included	Included	Included	Included	Included
Monthly Administrative Fee								
Participant per Month Fee	$2.95 per Participant	$2.95 per Participant	$3.90 per Participant	$2.00 per Participant	$4.00 per Participant	$5.25 per Participant/Limited FSA $4.00	$2.70 per Participant	$3.45 Health Care Account/ $2.45 Dependent Care
Monitoring of Employee Benefit Reimbursment Limits	Included	Included	Included	Included	Included	Included	Included	Included
Changes to Employee Account Information	Included	Included	Included	Included	Included	Included	Included	Included
Paying of Qualified Claim/Postage	Included	Included	Included	Included	Included	Included	Included	Included
Direct Deposit Reimbursement	Included	Included	Included	Included	Included	Included	Included	Included
Periodic reports to Employer	Included	Included	Included	Included	Included	Included	Included	Included
Minimum Monthly Fee	$50.00	$50.00	$246.00	$50.00	N/A	$100.00	$1,500 per Group Per Month	N/A
Banking Fee	Included	N/A	N/A	Included	Included	Included	Included	Included
Optional Administrative Services								
Employee Meetings	Included	Included	$615 per Day	Included	$350 per Day, per Counselor	Included	Included	Included
Travel, Lodging & Food	Included	Included	Additional Charge	Included	Included	Included	Included	Included
Convenience Card	Included	$1.35 per Employee Per Month		$1.25 per Participant	Included	$25.00 per Debit/Credit Card	$1.60 per Participant Per Month	$1.50 per Participant Per Month
Misc. Shipping & Handling	Included	Included	Included	Included	Included	Included	Included	$.05 per Participant Account **
$0 Check Minimum for FSA benefit payments	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Annual Compliance	Included	Included	Included	Included	Included	Included	Included	Included
Termination without proper notice to carrier	Included (subject to change)	Included (subject to change)	Included (subject to change)	Included (subject to change)	Included (subject to change)	Included (subject to change)	Included (subject to change)	Included (subject to change)
Monthly Cost - 1600 eligible/480 participating	$1,416.00	$2,064.00	$1,872.00	$1,560.00	$1,920.00	$2,520.00	$2,064.00	$3,552.00
Annual Cost - 1600 eligible/480 participating	$16,992.00	$24,780.00	$22,464.00	$18,720.00	$23,040.00	$30,240.00	$24,768.00	$42,624.00
Year 2				$21,600.00				
Year 3				$24,480.00				
Proposal Point Evaluation / Rating System								
Fees/Cost	N/A	35	30	40	30	30	30	30
Service & Support								
Customer Service		10	10	9	10	10	10	10
Claims Adjudication		10	10	10	10	10	10	10
Report Offerings, Report Systems, and Methods of Reporting		10	10	10	10	10	10	10
Debit Card		10	10	10	10	10	10	10
Hours of Operation		10	10	9	10	10	10	10
Thoroughness of Supplier's Proposal Response		10	10	10	10	10	10	10
		95	90	98	90	90	90	90

While every effort is made to illustrate the carriers' varous benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits.

#22