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, August 25, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Robert Miller, Mark Tumpach, Kris Schuller
Excused: Tony Theisen
Also Present: Troy Streckenbach, Ellen Sorensen, John Luetscher, Brian Lamers, Bob Heimann, Lynn Vanden Langenberg, Debbie Klarkowski, Bill Dowell, Doug Marsh

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I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of July 28, 2011.**

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Review of minutes:**
   a. Housing Authority (July 18, 2011).

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

Presentation:

2. **Presentation by Table of Organization Study Group re: 2012 Budget.**

Lynn Vanden Langenberg gave a presentation on the Table of Organization Study Group, a copy of which is attached.

Communications:

3. **Discussion regarding meeting time of Housing Authority Meeting.** ***Referred from July Admin. Committee meeting.***

Supervisor Miller shared his opinion that the people who pay for the government should be able to attend the meetings. He felt that 80–90 percent of the working population work from 9:00 a.m. – 5:00 p.m. and therefore would be unable to attend meetings held during those hours.

Miller felt that setting these meetings at a time that most taxpayers are unable to attend sets a bad precedent, especially at a time when people are already cynical of government.

Motion made by Supervisor Miller, seconded by Supervisor Lund that whenever possible constituent committees meet after normal working hours. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Miller re: That the County should supply Brown County Supervisors a notice of the bills over $5,000 that deviate by an amount greater than 15% of the historical 3-year average (allowing for seasonal adjustments for heating, cooling, etc.) Such bills would be starred in the submission to the Brown County Supervisors and the public.** ***Referred from August County Board.***

Supervisor Miller stated that he had spoken with the Internal Auditor regarding this communication, however, she was unable to attend the meeting and he asked that this matter be held for one month.

Motion made by Supervisor Miller, seconded by Supervisor Schuller to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel:

5. **Discussion Concerning Wis. Act 35 (The concealed carry weapon law) and its applicability to County properties.**

Corporation Counsel John Luetscher stated that the newly enacted concealed carry law will have substantial impact on County buildings. Luetscher provided a background as to how the law will apply and stated that this law will go into effect on November 1, 2011. The legislation enables the State to license citizens to carry concealed weapons, including guns, electric weapons, knives and clubs/batons. Once licensed, the citizen would be able to carry a concealed weapon almost anywhere in the state. Exceptions include Sheriff's Departments, jails, secured correctional facilities, courthouses, schools and any place beyond a security checkpoint in an airport. It would be a violation of state law to bring a concealed weapon into the aforementioned facilities. If Brown County does nothing further, as of November 1, 2011 it would be lawful for licensed citizens to bring concealed weapons into all other County buildings, such as the Northern Building, Sophie Beaumont Building, CTC, Museum and libraries as well as any other County buildings not excepted. However, the legislature has given the County the option to prohibit carrying concealed weapons by licensed individuals into these buildings if appropriate notice is given in the form of prominently displayed signage at all entrances.

Luetscher felt that an ordinance would be required from the Board of Supervisors indicating that persons would not be allowed to bring concealed weapons into specific buildings and also mandate the signage. In the event weapons were brought into a properly posted building, it would be a trespass offense.

Luetscher went on to state that there is currently an ordinance in effect that prohibits people from bringing weapons into parks (with the exception of the rifle range and parks where hunting is allowed). He felt this will need to be repealed as the County does not have the right

to prohibit people from bringing concealed weapons into parks under the new concealed carry law.

Luetscher stated the sense he is getting from elected officials and department heads is that they are very uncomfortable with the idea of citizens being able to bring concealed weapons into government buildings, and it is his expectation that he will be drafting an ordinance asking the Board to prohibit concealed weapons in government buildings. He did note, however, that there are some tricky areas, including the Resch Centre. There are also provisions that apply to special events such as the Fair and sporting events.

Luetscher stated that the reason for his presentation on this matter at this time was to alert the Committee that this is coming as he felt it may be a significant issue for the Board.

No action taken.

Human Resources:

6. Activity Report for July, 2011.

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

7. Budget Status Financial Report for June, 2011.

Human Resources Director Debbie Klarkowski reported that all categories are within budget.

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

8. Director's Report.

Human Resources Director Debbie Klarkowski stated that the Chapter 4 revision is not on this agenda as it was decided that this would go to Executive Committee next month.

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

Facility & Park Management:

9. Budget Adjustment Request (#11-105): Reallocation between budget classifications other than 2b or 3b adjustments.

When the 2011 budget was created, the salary reimbursement from the document center to the copy center was budgeted as intra-county charges (revenue). It should have been budgeted in salaries reimbursement, a contra salaries account as it is not a charge. This adjustment corrects the 2011 budget.

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Director's Report.

Facility Management Director Bill Dowell reported on several projects. The roof repair at the courthouse has been completed. Repairing drain lines will be the next step of the project and once that is done the interior repairs will be completed. Dowell stated that as of this time the courthouse project has come in under budget. Dowell also reported that the flooring project at the Resch Centre had been completed. With regard to the repairs to the ice making equipment at the arena, Dowell stated that those repairs will be done as soon as possible as this is somewhat of an urgent issue.

With regard to the MHC, they are continuing with their efforts to sell furniture and other items remaining in the buildings and they currently have items listed on GovDeals.com, an online auction site. So far they have made approximately $10,000 from the online auction sale. They are also working on setting up an auction in October that will be held at the Fairgrounds. With regard to the demolition of the MHC, they are putting together specifications to bid the demolition. The demolition will be a two-step, two contract process; one for the environmental issues and one for the actual demolition.

Dowell also reported that the County has finally received their silver LEED certification for the Communication Center. The Sheriff's Office has also been designated as a LEED building however it will be awhile before they receive the certification.

Dowell concluded his report by stating that his department is currently $200,000 under their budget for the year.

Supervisor Schuller asked about the status of the signage of the Sheriff's Office and Dowell informed that a contract had been signed with a sign company and the signage should be complete by the time of the open house.

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

Department of Administration:

11. Budget Status Financial Report for July, 2011.

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

12. 2011 Budget Adjustment Log.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. June 30, 2011 Vehicle Listing.

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

14. Director's Report.

Director of Administration Ellen Sorensen stated that they are currently spending most of their time working on the budget.

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

Information Services:

15. Budget Status Financial Report for June and July, 2011.

Information Services Director Bob Heimann stated that his department is currently 50% under their budget.

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

16. Resolution re: To approve expenditure to complete Information Services needs assessment. ***Motion at July meeting: To have the County Executive obtain reports from similar entities and revisit after they review what other entities are doing.***

County Executive Troy Streckenbach stated that at this time he is very busy with the budget but will continue to work with Bob Heimann. At this time he asked that this matter be tabled. He will continue to work internally and will update the Administration Committee when there is something new to report.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to receive. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Director's Report.

Heimann wished to draw the Committee's attention to several items in his report. First, he wanted to make sure the Committee is aware that Brown County IS is working with St. Norbert College and De Pere for fiber connectivity that will include getting fiber connected to Syble Hopp School. There will be no cost to the County for this. This will result in St. Norberts and De Pere getting connected to UWGB, UWGB will be connected into the 911 Center and Brown County will get connected to Syble Hopp and also to UWGB.

Secondly, Heimann wished to make the Committee aware that Brown County was having some problems with certain laptops and through vendor negotiations and sincere efforts from Camera Corner and HP, all 26 of the affected laptops were replaced at no charge to Brown County.

Finally, Heimann reported that PCI compliance continues as a source of concern for Brown County. A key way to narrow the scope and risk of PCI is to segment the network, however, IS does not have the staff resources to create the network segmentation and then deal with the

extra burden going forward. He stated that segmentation is a good thing to do, although it is not mandated. This is preferred by auditors because it gives them a more narrow scope and compliance prefers it because if one segment would have an intruder, damage would be limited to that segment. This segmentation is something the County needs to do, but the staff resources are not available at this time to do it.

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

18. Child Support Agency – Budget Status Financial Report for July, 2011.

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

19. County Clerk – Budget Status Financial Report for June & July, 2011.

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

Treasurer – No agenda items.

Other:

20. Audit of bills.

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Such other matters as authorized by law.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to adjourn at 7:05 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Table of Organization Study Group Update

Highway & Facilities

August 2011

Table of Organization Study Group

- Board Members:
  - Mark Tumpach
  - Kris Schuller
- Staff:
  - Sara Perrizo
  - Lynn Vanden Langenberg
  - Debbie Klarkowski

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Objectives

- Identify common functions where consolidation would:
  - Improve services to citizens
  - Build upon past successes & best practices
  - Increase efficiencies – save money
  - Emphasize marketing & communications
  - Fully utilize County resources

The Study Group identified several areas where there are apparent benefits of sharing resources and prioritizing workloads; this sharing would benefit multiple departments.

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Project Selection

- Facilities and Highway Departments were selected as the first project
- (Former) County Executive discussed project with each of the Department Heads
- Sub-group members were added:
  - Brian Lamers
  - Bill Dowell
  - John Reed
  - Neil Anderson
  - Alicia Loehlein
  - Lynn Stainbrook
  - Doug Hartman

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Project Selection

- During the evaluation, the Parks portion of Facilities was not aligning.
  - There is a better alignment of Parks with the NEW Zoo.
- Facilities has Document Center/Mail Room in its current table of organization. These functions may be better aligned within an administrative office.

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Sub-Groups Formed

- Two sub-groups were created:
  - Facilities & Highway
    - Brian Lamers
    - Bill Dowell
    - Debbie Klarkowski
    - Lynn Vanden Langenberg
    - John Reed
    - Alicia Loehlein
    - Sara Perrizo
  - Zoo and Parks
    - Sara Perrizo
    - Troy Streckenbach
    - Lynn Vanden Langenberg
    - Debbie Klarkowski
    - Neil Anderson
    - Doug Hartman

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Related Projects

- 2012 County Budget Process
  - Reductions needed
- Future Changes in Personnel Management
  - New rules for personnel management will be effective January 1, 2012
- Another sub-group worked on consolidation of Parks System under the NEW Zoo

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Department of Public Works

- Reviewed a sample of counties that follow a Department of Public Works model
  - Waukesha County
  - Racine County
  - Dane County
  - Kenosha County
- Similar job functions, skills, abilities
- Balance seasonal work, critical functions, priority projects, equipment usage
- Provide for balance of supervisor to staff ratio

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Proposed Structure

- Public Works Director
  - State transportation aid funding - required
  - Job description
- Business Manager
  - All systems and accounting for both Highway and Facilities operations
- Staffing
  - After the management structure is staffed, the detailed staffing plans will be developed

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Opportunities

- Cross-training & succession planning
- Project prioritization
- Resource allocation
  - Staff
  - Equipment
- Reduce Overhead & Operating Costs

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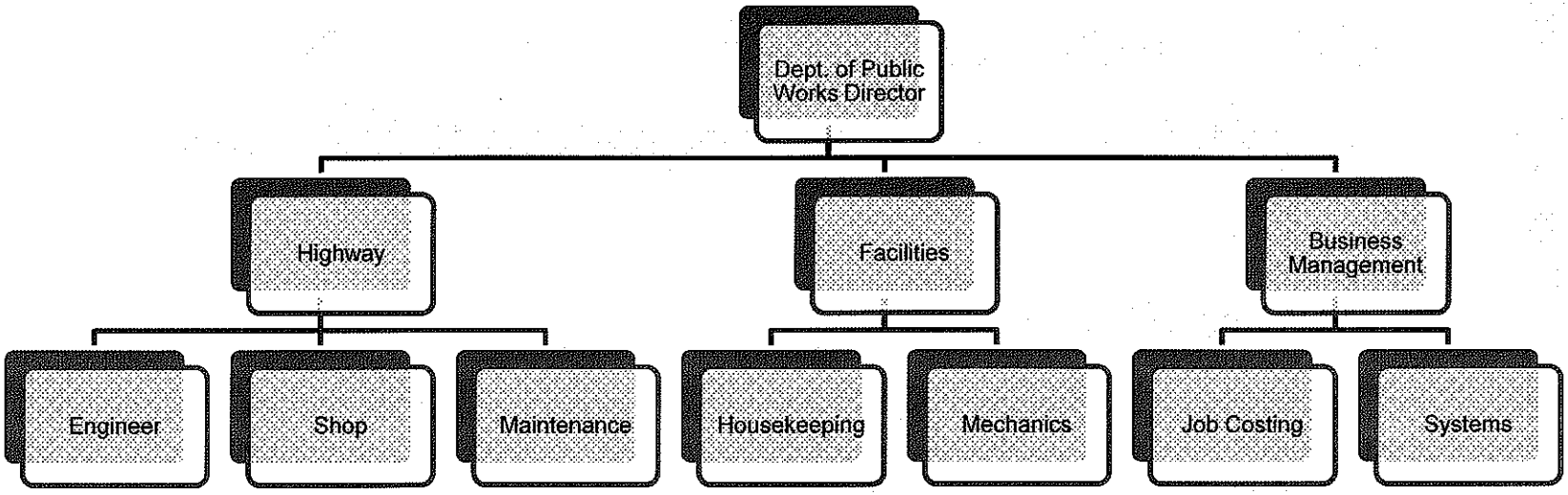
Management Structure



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2012 and Beyond

- Fill Director position
  - Organization structure changes (TBD)
- Cross-training and Succession Plans
  - Expand available resources for priority projects
- Automation
  - Streamline, automate, and generate reports to analyze operations
- Integration of Office Staff/Overhead

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Future Items

- As detailed data is compiled, additional adjustments to the structure/staff may be proposed (Continuous Improvement)
- Cost accounting
  - Ensure automation includes adequate distribution of costs to meet reporting requirements/maximize reimbursements
- Alignment of staff resources with functions
  - Job descriptions, pay scale
  - Succession planning
  - Training & cross-training

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Summary of Proposed Action Items

- Create Department of Public Works, to consist of Facilities & Highway operations
- Parks aligns under the NEW Zoo
- Document Center/Mail Room will be aligned with an administrative department
- Board decide which Committee the Department of Public Works reports to
- Present reorganized structure to Executive/Board

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QUESTIONS?

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