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, July 23, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Schadewald, Supervisor Jamir, Supervisor Blom
Excused: Supervisor De Wane
Also Present: Maria Lasecki, Juliana Ruenzel, Paul Zeller, August Neverman, Chad Weininger, Warren Kraft, Brian Lueth, and other interested parties.

I. **Call to Order.**

The meeting was called to order by Chairman Fewell at 5:30 p.m.

II. **Approve/Modify Agenda.**

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

III. **Approve/Modify Minutes of June 25, 2015.**

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

Comments from the Public

Child Support:

1. **Budget Status Financial Report for June, 2015.**

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

2. **Agency Director Summary for July, 2015.**

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

County Clerk:

3. **Budget Status Financial Report for May, 2015.**

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

Corporation Counsel:

4. **Budget Status Financial Report for May and June, 2015.**

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

5. **Monthly Report for June, 2015.**

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

6. **Resolution re: Reorganization of Table of Organization of the Corporation Counsel Office (resolution to be provided prior to meeting).**

Corporation Counsel Juliana Ruenzel informed that they were asking to reorg mainly because their office was a law office and they needed two paralegals verses Administrative Secretaries. Her former admin was a paralegal and did paralegal work; the other admin was not which made it difficult for her to understand processes and knowing when things had to be filed. She had some of the basics with regards to procedures for court but when it came to the actions dealing with guardianships, protective placements she didn't understand. They also had problems with the reports with the Child in Need of Help or Protection (CHIPS) petitions. She was asking that they had two paralegals because paralegals understood how to do legal research, they understood formatting for pela briefs, sights, how to properly do the bluebook sighting, they knew court dates and what court procedures had to be filed and when things had to be served and who got served, etc.

Ruenzel informed that they were actually saving some money. They had one Administrative Secretary that was on staff and receiving increases for 35 years; between both admins wages they could substitute two paralegals. Under the new comp and class they were going up one category so the difference was very minimal. It was her understanding that the board did do some kind of approval and knew they didn't approve the whole comp and class and that's why under the new comp and class one of her positions was classified as a paralegal. Right now she was asking to reorg because she knew they hadn't completely approved everything.

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

Treasurer

7. **Budget Status Financial Report for May, 2015.**

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

8. **Treasurer's Report:**
   a. **Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact).**

Treasurer Zeller referred to the handouts in the agenda packet; with regard to the limited term employees (LTE) brought in annually, five weeks during the tax collection period in the winter (Dec 20 through Jan 31) and two weeks in the summertime, he was asking was for the ability to pay them up to $13 per hour, they were at $11.25 per hour. Their last raise was in 2010. Zeller informed that he had reached out to Chase Bank, their primary treasury bank, and they were providing him with three parking passed to park in their lot for seven weeks.

Weininger informed that this went through a process and it hadn't come past his desk nor had the County Executive signed off on it, it needed to be in proper resolution format. Zeller stated he would get together with Weininger on it.

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

   b. **Update on publishing of Uncashed Checks List.**

Zeller informed that they had spoken to this in April; he was directed to use a different approach and contact folks. He put a summary together as far as where they started and where they were at right now. By using phone records, 411 and location services, they were able to take 85 off the list. They were going to publish the rest as they had attempted by mail and phone to contact everyone. The price he got back for publishing was $3,200. They were at $6,400, cutting the costs by over $3,000; they reformatted the list as well. They will continue this practice.

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

c. **Discussion/Action regarding Depositories Designation List per WI Statute 59.61 (2).**

Zeller informed that this was a formality; he found the state statute that required that the Administration Committee as well as the County Board in full shall designate and approve the names of the County's financial institutions/depositories that they transact with.

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

Department of Administration:

9. **Budget Status Financial Report for May, 2015.**

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

10. **2015 Budget Adjustment Log.**

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

11. **Director's Report.**

Director of Administration Chad Weininger informed that the Comprehensive Annual Financial Report (CAFR) was completed and distributed to the Board of Supervisors.

The financial auditor Schenck will be meeting with the Internal Auditor to go over where they ended. The County Board passed the balanced budget adjustment several months ago. Weininger informed that they were in the midst of the 2016 budget and working considerably with departments to come in with the levy target that the County Executive set.

The new Finance Director started Monday.

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

Human Resources:

12. **Budget Status Financial Reports for May, 2015.**

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

13. **Activity Report for June, 2015.**

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

14. **Departmental Opening Summary.**

Human Resources Director Warren Kraft informed that the Benefit Specialist had been recruited and will start one week prior to current specialists departure.

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

15. **Human Resources Report/Director's Report.**

Kraft informed that everything was in order.

Weininger informed that a letter was sent out explaining the move from the Health Reimbursement Account (HRA) tier to the Personal Health Assessment (PHA) tier for premium. All employees by the end of August will have had their PHAs so they will know where they stand and can make a decision whether to go on their spouses or stay with the county. They did plan on sending out something to employees outlining the entire benefit package prior to the board meeting.

Weininger informed that Supervisor Robinson had talked about the salary piece, he explained, the hard thing was, because they were in the midst of the budget and there were a lot of moving parts, such as the $320,000 additional requests for the library to have their optimal budgets, in order to fund that, they would have to figure something out. Human Services, which has the largest budget, still had not come in yet and it could be a significant swing. They had some issues they needed to fix there yet. They will have to see where they fall in for the salary; it will be hard to do that. They were still hoping to talk about the pay matrix and creating a matrix for the salary. They were trying to work through those pieces but right now they don't even know how much money they will have to put into that matrix.

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

Technology Services:

16. **Budget Status Financial Report for May, 2015.**

Technology Services Director August Neverman informed that they were still down two FTE's. They had plans to do a budget adjustment soon to utilize the salary savings for some other things.

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

17. **2016 Five-year Capital Improvement Plan (CIP).**

Referring to Jamir, Neverman informed that the Land Records System Replacement of $856,000 included hardware, software, and maintenance and included integration over a five year period. It was the investment to do the system; it couldn't include any of the operating costs. They were looking at alternatives but this was their best solution right now. Weininger explained that they had a cost sheet so they could look to see what was built in if they wanted more detail. Neverman informed that it was comparable to what other counties had paid. They picked numbers from the top two and it actually wasn't the most expensive one.

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

18. **Responses/Update re: YouTube Streaming.**

Neverman stated they had a price from Camera Corner, $1,920 to enable the hardware. He suggested that they didn't enable that until they figured out the YouTube Channel itself. He wasn't saying no to it but would encourage the channel and videos in place then move into the live streaming if they chose. Jamir understood that they already had the hardware but they needed to reprogram it. Neverman confirmed and added that they would also need a staff member at each event because it was not an automated system.

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

19. **Resolution in Support of Brown County Technology Services Proposal of Tablets for County Board Supervisors.** ***Referred back to Admin per July County Board.***

Schadewald questioned if there was a pilot program. Neverman responded that if they went with the pilot program it would assume that they had made decisions about the software. If they went with the software as originally proposed they would be adding about $7,200 annually in reoccurring expenses. There were multiple modules in the PowerPoint that Neverman had prepared which was based on the supervisor's feedback (PowerPoint attached). Schadewald believed that there were a number of supervisors who would volunteer to get a tablet. He believed those supervisors would want it to have greater than the minimal capability, especially the idea that they would really see its usefulness through the budgetary process. The investment for doing it right the first time was the feedback he got from other supervisors as well as keyboards should be optional. The key would be that they could click on it and it went right to where they needed to be.

Fewell felt it was something they should move to. When they came to approve salaries for County Board Supervisors in the fall, he wondered if they should put an option in where part of the salary should be applied to a tablet. He didn't think people realized what the mail service had done by transferring mail-processing operations from smaller to larger facilities causing him to get his agenda packets later than expected; they were going to run into problems even further as the post office continues to consolidate and cut services.

Schadewald felt people were under the illusion that they were only talking about their monthly meetings; there were other committees and departments producing a lot of paper. He received two to three mailings a week from the Board of Health. He felt there should be some savings throughout the county. Weininger stated that they could do a motion that would require all committees of non-County Board to go paperless and have everything done electronically. Admin Committee could be the test pilot to go paperless.

Referring to Fewell, Weininger informed that paystubs were hand delivered to employees. They were six years behind where they should be on that. It was part of the Kronos stuff; they rededicated staff time to Kronos and Advanced Time Scheduler so they could finish that project. Neverman informed that he would be reviewing the finances on that because it looked like it might be six times the cost for the software to get the paper eliminated than the paper costs. They might be able to eliminate just that module. He had to make sure nothing was tied to it but it was possible to be able to cut costs with other options that he may have had.

Referring to the Recommendation section of the PowerPoint, Neverman stated that one of the things that came up was possibly doing a survey. He suggested sending out a survey to the entire board to get

some feedback as to what features were really important, that would also help determine a cost range. Schadewald asked that costs be provided next to each feature.

Jamir stated that automation was not just for supervisor use; it was for anyone in the county. The Granicus software integrated everything. Neverman responded that anyone on the web could access through almost all of the tools. This was a public and private document publishing system.

Schadewald informed that he didn't want to be in a rush and do it wrong, so they should take their time on this, get their feedback and make a decision. Fewell felt they should probably put off implementing it until the elections in April but if they were going to do it, it should be part of the budget in November. Schadewald agreed and wanted to make sure that they had their feedback inline as it got closer to the budget.

A concern was, Neverman wasn't sure if they would give them the demo for free. They may charge the full price just to test it.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to direct Technology Services to send out a survey to County Board Supervisors regarding tablets. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Technology Services Monthly Report/Director's Report.**

Neverman briefly noted items from his written Director's Report, included in the agenda packet. He informed that they had filled the second of the two Premier Technician positions. He added that they were working with HR and expected to come to the committee with two positions in the next two to three months along with an outline for reorganization.

Not noted on the Director's Report, they had submitted the paperwork to General Counsel for the Easement for Oneidas. They did get it back, so that had all started.

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

21. **Audit of bills.**

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

22. **Such other matters as authorized by law.** *None.*

23. **Adjourn.**

Motion made by Supervisor Blom, seconded by Supervisor Schadewald to adjourn at 6:31 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Tablets Review

Brown County

Administrative Committee

7.23.2015

Fall 2014

Proposed

- Tablets
- Software (such as Granicus)
- Proposed Central Email & phone

Costs Shared with Supervisor Moynihan in Sept 2014. Ended up in the Exec Committee Oct 2014

http://www.co.brown.wi.us/i_brown/minutes/f91f00897164/execcmteoctober29_2014(reg_budget-draft).pdf

Tablet/Automation Benefits

1. **Productivity** (Document sharing & search) – each supervisor would have the ability to digitally search all active meeting materials and may have entire history of ALL documents.
2. **Open Records Compliance** Tablet would have County email enabled for each Supervisor
3. **Speed.** The packets would automatically be the most current, and change history (editors/versions) could be visible.
4. **Public access** and participation improved

**Depending on the software and features purchased

Example Website: http://board.co.hennepin.mn.us/hcmeetview/ (text only)
http://hennepinmn.granicus.com/MediaPlayer.php?view_id=10&clip_id=2494 (fully integrated)

Costs

2014

- Laptops vs Tablets
  - Tablet: $350-$600 per device
  - Laptop: $1100 to $1400 per device (primarily due to licensing)
- In October TS estimated $30k and $12k annual. This included Microsoft Office and higher end tablets
- It did not include software costs.

2015

- Cost estimates were $15k up front
- $9k annual

Cash Savings

There would be some savings in the form of reduced expenses

- 2013 Annual Postage $2713
- 2013 Printing costs $4340

The savings estimate is approximately **$6000** as we would not totally eliminate paper.

There would be no direct time savings, as staff would spend less time printing, but more time organizing the digital information for the meetings.

Up Front Cost Detail

from 2015 updated proposal

$ 309.99	iPad 2 16gb quoted *TS recommends newer iPad Air 16gb at a cost of $445 or $562 for 64gb version*
$29.99	Case (keyboard case costs more)
$34.20	Setup (1 hour)
$45.00	Air Watch License
$419.18	Sub Total Each tablet
$12,575.40	for 26 tablets for board, 2 for staff and 2 spares Administrative Staff (exec/DOA would get them through normal TS process)
$2,736.00	80 hours of setup/configuration and admin office setup
$15,311.40	**Up Front / One Time Costs (for 30 devices)**

Annual Expenses

$ 25.00		Air Watch Security License maintenance
$0		NOTE $99/yr Microsoft Office 365 eliminated
$136.80		Dropped from 8 hours to 4 hours for annual service/support
$161.80		Subtotal per device
$4,854.00		($161.80 * 30)
$838.36		2 spare devices annually (loss/breakage)
$5,692.36		**Total ANNUAL Recurring Costs**

** NOTE Software such as Granicus is NOT listed

Granicus Costs Examples

- Encoding Appliance $2500-$4500 up front
  - Annual $1200
- iLegislate Package $0-$1999 up front
  - Annual $1200 to $2400
- Government Transparency $0-$1999 up front
  - $9k to $11k annual
- Voting Package $2500-$8500 up front
  - $9k to $18k annual
- Agenda Automation $2500 - $14,500
  - $12k to $30k annual

Recurring cost

$15,311.40		1st year (up front cost)
$5,692.36		2nd year maintenance
$5,692.36		3rd year maintenance
$26,696.12		3year expense
$8,898.71		Annualized 3 Year Expense (minimum recommended)
$2,400.00		Minimum Granicus Software (max would exceed $48k annual)
$11,298.71		**Recurring Minimum Annual Expense**

Concerns

Related but not part of the proposal

- **Wireless:** It is likely that over time this would drive the need for improved wireless coverage within the Board Meeting space
- **Electrical:** Over time it may be necessary to add electrical outlets to each board members location to plug in the tablet for long, or back to back board meetings.

Recommendation

Create a survey for the Board of Supervisors to get feedback on what tools are considered important.

GENRAL

1. Do you want to automate board documents? Yes/No
2. Do you need a Laptop at $1100 to $1400 or Tablet at $350-$500 - Tablet or Laptop?
3. Is separation of personal information from County information important? Yes / No

Agenda Automation

1. Is it important to view your meeting materials/packets on your device? Yes / No
2. Is access to old meetings and documents important? Yes / No
3. Is searching all meetings and documents for a specific word or phrase important? Yes / No
4. Is it important to have referenced documents linked in the agenda? Yes / No

iLegislate

1. Do you want to directly control agendas or do you want the County staff to? Board / Staff
2. Do you want to track every step of an resolution or ordinance? All Steps or Resolution/Ordinance only
3. Is it important for the public to be able to comment on pending resolutions or ordinances? Yes / No

VoteCast

1. Do you think we need to improve our in meeting voting process? Yes / No
2. Do you need the agenda to drive the visible documents as the meeting progresses? Yes / No
3. Is it important for the public to be able to click on the agenda see the recorded video for that portion of the meeting? Yes / No

Questions/Answers?