

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 25, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Moynihan, Supervisor De Wane
Excused: Supervisor Jamir, Supervisor Carpenter, Supervisor Steffen
Also Present: Rolf Johnson, Brent Miller, Maria Lasecki, Amy Vannieuwenhoven, Sandy Juno, Kerry Blaney, Chuck Mahlik, Troy Streckenbach, Lynn Vanden Langenberg, other interested parties.

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of June 27, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

1. Review of minutes:
 - a) Housing Authority (June 17, 2013).

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications: None.

Treasurer

2. Opening of Tax Deed Bids.

Bids for Parcel No. ND-716-5 were opened and were as follows:

- Bid from Christian and Joann Johnson in the amount of \$250.00
- Bid from Brian A. Johnson in the amount of \$210.00

The winning bid was that of Christian and Joann Johnson.

Bids for Parcel No. 4-34 were opened and were as follows:

- Bid from BC Real Estate Investment, LLC. (Brad Carpenter) in the amount of \$21,600
- Bid from Chad and Maria Lasecki in the amount of \$18,101
- Bid from Brandon and Clara Pickett in the amount of \$22,100
- Bid from Bill Smits in the amount of \$20,100

The winning bid was that of Brandon and Clara Pickett.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to accept the winning bids. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Budget Status Financial Report for May, 2013.

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Treasurer's Report for April and May, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

5. Budget Status Financial Report for May, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
7. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
8. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
9. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
10. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
11. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
12. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).
13. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
14. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
15. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
16. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).

17. **Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).**
18. **Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to suspend the rules and take Items 6 – 18 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to approve Items 6 – 18. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration/Technology Services

19. **Budget Status Financial Report – Administration – for May, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Budget Status Financial Report – Information Services – for May, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **2013 Budget Adjustment Log.**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Budget Adjustment Request (13-63): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **Resolution re: To Appropriate Excess Fund Balance for Museum Planning.**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

24. **Administration 2014 Five-year Capital Improvement Plan (CIP).**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

25. **Director's Report.**

Director of Administration Brett Miller indicated that his written report included both the Department of Administration report as well as the Technology Services report. Supervisor Moynihan asked what the status was of a replacement for the Technology Services Director. County Executive Troy Streckenbach stated that currently they are working with Supervisor Jamir as he has a strong background in this area as well as having access to a lot of people in the field. Interim HR Director Lynn Vanden Langenberg stated that they have had several phone interviews and she is confident that they can find a viable option for a replacement.

Streckenbach stated they are looking at potentially bringing in an individual that can continue to assess where we left off last year and how to develop the future of the TS Department, whether it be a standalone department or if it should be moved underneath some other department. They are looking at a number of things to manage the department better. In the interim, they are exploring several people and are working with Supervisor Jamir at looking at bringing in someone in a short-term capacity.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

26. **Activity Report for June, 2013.**

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

27. **Director's Report.**

Lynn Vanden Langenberg provided several updates. First, she indicated that they are working on an implementation plan for a new vendor for short-term and long-term disability and leave of absence programs. They are also working on some new communication tools with employees. They have had on-site training on how we use the Genesis account where people reserve money for their healthcare benefits and they will be following up with more on-site training in September and one towards the end of the year. These healthcare benefit dollars expire December 31 and they do not want to see any employee lose those dollars. The next training session will be recorded and will then be available on the website.

They are also sending out a wellness newsletter as wellness is one of the focuses with healthcare costs rising.

Finally, Vanden Langenberg stated that they have received a claim from some employees at CTC through the Department of Workforce Development because they feel they should be paid for lunch breaks when they leave the premises. There are 36 employees that have filed this claim. They do have legal advice from 2012 but they still have to respond to the claim. Vanden Langenberg stated that employees at the CTC can leave for lunch, but it is necessary for them to obtain approval through their supervisors to manage that there is still workforce available for certain situations.

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

28. **Budget Status Financial Report for May, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

29. **Resolution re: Change in Table of Organization Child Support Agency Child Support Specialist – Enforcement.**

Lasecki explained that this is for the addition of one full time enforcement specialist. This is fully funded at the State level. Lasecki noted that the position is definitely needed.

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

30. Child Support Administrator Summary.

Lasecki indicated that the major portion of their time is being spent on the front lines continuing the laser fiche endeavor and they are on track with this project. She is confident that she will be able to tell the Committee that they are completely scanned by the end of the year. She noted that this has been a great deal of work for her staff and she wished to recognize them for their hard work.

She also noted that they are in the process of working on the Child Support budget and all in all things are going well. Fewell asked when new positions will be filled and Lasecki stated that the position referred to above will be filled right away. Fewell understood but stated he was talking about the increase with the State. Lasecki responded that she is working with Human Resources and Administration on this and will also be speaking to the Executive as well. She reminded the Committee that those positions are not fully funded but are budgeted at 66% so there is another 33% that the County would have to incur. As of this time, the State has not issued the revenue dollar amounts. It is Lasecki's understanding that the State may be looking at a different way of allocating the money so that perhaps there may be more money to be able to supplement the 33%, but as of this time, that verdict is out because we do not have the revenue numbers from the State.

Motion made by Supervisor Moynihan, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.

Other

31. Audit of bills.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

32. Such other matters as authorized by law. None.

33. Adjourn.

Motion made by Supervisor De Wane, seconded by Supervisor Moynihan to adjourn at 5:27 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary