

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, September 27, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor Steffen
Excused: Supervisor De Wane, Supervisor Carpenter
Also Present: Supervisor Moynihan, Supervisor Sieber, Brent Miller, Kevin Raye, Maria Lasecki, Lynn Vanden Langenberg, Darlene Marcelle, Sandy Juno, Troy Streckenbach, Julianna Ruenzel, media

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:02 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of August 23, 2012.

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

1. Review minutes of:

Housing Authority (September 12, 2011 & November 21, 2011 and March 19, 2012, April 16, 2012, June 18, 2012 and August 20, 2012).

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

Communications

2. **Communication from Supervisor Sieber re: To have Information Services study how much it would cost and how long it would take to change County personnel's e mail address to a less complex formula. To have IS recommend a new formula for County personnel's e mail address. Referred from September County Board.**

Supervisor Sieber stated that this came about because often he does not know a County employee's middle initial which makes it difficult to e-mail them. He has spoken with IS Director Hjalmsquist who has concurred that a simplified e-mail address format would be beneficial. Hjalmsquist indicated now would be a good time to look into this further as IS is also looking at creating an online directory of e-mail addresses, etc. Sieber felt that using a first name dot last name format would be workable and he also thought simplifying the extension to something like BrownCounty.com would be beneficial. Sieber was hoping to have IS put together a timeline including costs and provide any other suggestions they may have and report back to the Committee.

Network Support Manager Kevin Raye stated they are looking into the options and will soon be in the process of upgrading the exchange system which is the e-mail system. He said he has also heard of outside entities trying to communicate with Brown County that have had struggles.

Chair Fewell stated he would be concerned that if the e-mail addresses are too simple, spam could become a problem. Fewell also stated he has heard comments regarding people not wishing to e-mail supervisors through the County website as there is concern that these e-mails may be screened or monitored. Raye did state that every piece of e-mail is archived for six months, although they are not routinely screened. Corporation Counsel Julianna Ruenzel informed that once a personal e-mail address is opened to a work related situation such as using personal e-mail to correspond with a constituent, the personal e-mail is opened up to open records laws.

Motion by Supervisor Steffen, seconded by Supervisor Jamir to hold until December meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

- 2a. Communication from Supervisor Moynihan re: Request Administration Committee direct IS to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200. *June's Motion: Refer to IS to get information needed including costs and timelines.***

Supervisor Moynihan stated that the purpose of this communication was to bring government closer to the citizens of Brown County and was a companion communication to one pending at Executive Committee to rescind a portion of Section 2.13 of the Code. Moynihan provided the Committee with a handout, a copy of which is attached, showing different options for audio and video and streaming of meetings from Room 200 of the Northern Building.

Moynihan continued that Kevin Raye of IS worked on this as well as IS Director Hjalmsquist. Moynihan said that he would like to see supervisors proceed with Options 1 and 2 for audio and video capture of the meetings. He felt it should be noted that this is an opportunity to bring government to the citizens. The streaming would not be live, but would be available on the County website within 24 hours following a meeting and possibly sooner.

Moynihan explained that the website could have a link to the agenda with audio visual tabs next to it and when you click on an agenda item you would be taken directly to that portion of the meeting video. Kevin Raye shared that Hennepin County, Minnesota has their website set up in this manner and he showed the Committee their webpage and how it worked. Raye explained that if this were done in Brown County, cameras would be placed in Room 200 in a position to shoot the Committee as well as to capture the audience and front table.

Moynihan stated that the cost of moving forward with Options 1 and 2 would be approximately \$60,000 - \$75,000. He continued that there are opportunities within the County structure to cover these costs from salaries that have been budgeted but will have carry over funds due to ongoing vacancies. Raye explained that there will also be annual maintenance costs on the software of approximately \$11,000. He also explained that they are looking to do this project in conjunction with a video conferencing project at the courthouse as well as the City County chambers at City Hall which would all use the same backend infrastructure which would result in cost savings.

Fewell stated that he was in favor of adopting Options 1 and 2. He continued that he felt there may be savings available in that changes may be able to be made as to the way minutes are recorded. He felt that perhaps there was not the need for the amount of dictation contained in the minutes and that this could result in some realized savings. Moynihan agreed and stated that this was the purpose of his communication in front of the Executive Committee.

Supervisor Steffen asked why this was being requested at the tail end of the year instead of being a recommendation for 2013. Moynihan stated that he wants to get up to speed with regard to technology as soon as possible and noted that it will take several months to get the project moving. He felt that it would be possible to have this in place by April, 2013.

County Executive Troy Streckenbach stated that he supports this proposal and giving the citizens of Brown County better access is the wave of the future and we should be encouraging this and moving forward with it. He stated that we will find savings over time to adjust for the ongoing maintenance needs. He continued that as with everything else in the County, when we advance technology we need to look at the other side of the ledger to justify the technology move. He felt that in government we have to find every possible opportunity to inform our citizens and allow them to partake in the process, even in the comfort of their homes and he felt that this is a project that warrants the efforts of the entire administration.

Steffen opined that the County website as currently organized is not very user friendly. He was hopeful that IS will take it upon themselves to not only make the technology 21st century, but also make the website more advanced and more user friendly. Chair Fewell agreed that the website could be more user friendly.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to create a resolution to approve Options 1 and 2 by utilization of salary savings and direct staff to initiate RFP process. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support**3. Budget Status Financial Reports for June and July, 2012.**

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

4. Director's Report

Child Support Director Maria Lasecki provided the Committee with a written Director's Report, a copy of which is attached. She wished to highlight several areas of the report including that they are doing a lot of ongoing training which has been keeping them busy. They also have a number of vacancies due to internal promotions and they are going through the process to fill these vacancies. She concluded by reporting that there are three separate ongoing work groups being led by staff and there is a great deal of progress coming out of these work groups. She is optimistic that the changes being made will serve many, many purposes within the department.

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

County Clerk**5. Budget Adjustment Request (12-67): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).**

County Clerk Darlene Marcelle stated that this budget adjustment is a result of an increase in regular earnings, overtime and Fringe FICA which is offset by an increase in the number of passport applications providing an excess of fees. Increased expenditures are due to the 2012 special recall elections. Further, an increase in levy is needed to cover the cost of legal notices, supplies and printing for the 2012 Fall primary and general elections. Budgeted funds in these accounts were used for the 2012 special recall primary and general elections. An increase in levy is also needed to cover additional costs of salaries and benefits related to the 2012 Fall primary and general elections and the Fairness Group Ballot hand recount of the June 5 recall election.

Marcelle continued by explaining that the Elections Fairness Group asked for a hand count of all ballots voted on in the June recall elections under the open records law. She noted that they cannot charge this group for the time spent on this request. Marcelle stated that the group looks at each individual ballot and has volunteers who count each and every one and she noted that there are over 100,000 ballots. Marcelle believes this hand counting is done to show that the voting machines are not accurate and she believes the group's goal may be to go back to hand counting all ballots. She noted that she brought this to the Committee's attention due to the staff time it is taking to facilitate this request and if it results in additional overtime she does not have money in her budget to cover it.

Deputy Clerk Sandy Juno added that in reading literature from another group, it looks like there is a possibility that they will ask for a recount of the general election in November as well. She felt that it may be fruitful to work with a lobbyist to get some legislation to protect the Clerk's office from having to provide groups with redundant recounts at County expense.

Steffen felt it was important that all supervisors be made aware that there may be a fiscal impact related to recall elections. Secondly, he indicated if the Clerk felt this may be an ongoing issue perhaps it should be included in the budget process for next year. Additionally, as far as lobbying elements is concerned, he felt that perhaps the WCA could be contacted to help with lobbying efforts.

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

Information Services**6. Budget Status Financial Report for July, 2012.**

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

7. **Budget Adjustment Request (12-74): To transfer funds from salary account to professional services.**

The purpose of this budget adjustment is to transfer funds from salary account to professional services which will be used to backfill a programmer/analyst position who was temporarily assigned to the Electronic Medical Records project.

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

8. **Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services.**

Lynn Vanden Langenberg stated that last year when they merged Facilities with Highway to become Public Works, part of the Facilities part was the document center/mail room. They worked with staff in the document center and they looked at several options and researched where other counties place these services. It was decided that the best place for the document center would fall under the IS Department for several reasons including they are using copiers as printers, they are starting to automate some of the records management storage in the mail room and the IS Director that they hired has experience supervising these areas from prior employment. This could have been done through the budget, but Vanden Langenberg stated that Public Works is located at the Highway Department in Duck Creek and the document center/mail room is located at the

Sophie Beaumont building where IS is located, so it was decided to make the change now. Vanden Langenberg stated that this does not create a change in the budget as it is just a re-alignment.

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

9. **Director's Report.**

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

Human Resources

10. **Budget Status Financial Report for July, 2012.**

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

11. **Activity Report for August, 2012.**

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

Department of Administration

12. **Budget Status Financial Report for July, 2012.**

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

13. **2012 Budget Adjustment Log.**

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

14. **Review of Purchasing Policy *Held for one month.***

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

15. **Director's Report.**

Director of Administration Brent Miller drew the Committee's attention to three items on his Director's Report that was contained in the agenda packet and these were as follows: the insurance carrier for the CTC now provides \$100,000 cyber-liability coverage at the CTC; there are now 28 departments on Kronos and there are about seven left to go; and, finally, the target implementation date to go live with Logos is January 1, 2013.

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

Corporation Counsel

16. **Resolution re: The Reorganization of the Corporation Counsel Office.**

Corporation Counsel Julianna Ruenzel stated this arose because at a recent Executive Committee meeting a request to fill an Assistant Corp. Counsel position was made because one of their attorneys is leaving. This attorney does the CHIPS petitions. Ruenzel was given permission by the Executive Committee to fill the position at a Grade 22, but the normal grade for Assistant Corp. Counsel is Grade 24. When this was discovered, a decision was made that the structure of organization should be looked at. Because the State Statutes do not make any reference to staff attorneys, Ruenzel proposed that all the attorneys be re-titled Assistant Corp. Counsel with several small exceptions. This proposal is to re-title the positions so that they are all aligned with Statutes and the titles are correct.

Ruenzel continued that after speaking with HR, it was determined that there was a discrepancy and inequity in the wages because some of the attorneys were at Grade 24 and some are at Grade 22. Based on what the attorneys do, they have three attorneys that work for Human Services and 2.5 that work for Child Support. Those attorneys are specialized and do one job. According to HR, those people were put at Grade 22 which actually lowered the grade of two attorneys. The salaries are not being decreased and these employees will be lined up as closely as possible with the salary on the line. Ruenzel stated there was a very small discrepancy which is shown on the fiscal impact.

Steffen asked Ruenzel if she supported this design and she stated that she did. Brent Miller also wished it be noted that this is based on the position, not the person. Fewell stated that there would be a savings of approximately \$60,000 under this plan and possibly more if there was not a need to spend the funds for outside legal services.

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

17. **Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Civil Action No. 12-C-633 entitled GetMor Enterprises, LLC v. Brown County, pursuant to Wis. Stat. § 19.85(1)(g) "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."**

It was deemed that no closed session was necessary.

Treasurer – No agenda items.

Other

18. **Audit of bills.**

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

19. **Discussion of meeting dates and times for October and November (Schedule budget meeting in October and November meeting falls on Thanksgiving)**

After discussing this matter, it was determined that the Administration Committee budget meeting will be held on October 25, 2012 along with the regular Administration Committee meeting that evening. The November Administration Committee falls on Thanksgiving and a determination will be made at a later date as to when to hold this meeting.

20. **Such other matters as authorized by law.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to adjourn at 6:09 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Audio/Video/Streaming for Brown County

Reason for Request

A request was made by Brown County Chairman Moynihan to investigate the capability of having audio, video and live streaming in the Northern Building Room 200. Currently only audio capability exists in this room.

Short Term Solution

As there is no current solution in place, there is no short term solution available.

Financial/Funding

To be determined based on discussion at the Board Supervisors level and appropriate budget funding.

Options

There are four options available for design:

1. Audio capture capability
2. Video capture capability
3. Audio/Video Streaming capability
4. Do Nothing

Note:

In options 1, 2, and 3 backend infrastructure is required to be able to store the captured audio and/or video. Maintenance Cost for back end infrastructure and software is estimated to be 15% of the software cost per annum. This cost cannot be determined at this time due to the availability of multiple software sizing models which are to be determined based on option(s) selected.

Option 1 – Audio Only

This option provides all equipment, system programming and training to implement a full scale audio recording system in the room. This will include updating the current equipment installed in the room. The updates are needed to better provide clear, quality audio capture at the Supervisors seats, speakers table and in the audience area. In addition, the recording secretaries will no longer need to tape record the session. This person will be able to stop and start recording sessions as is needed during the meeting.

Cost for Option 1 = \$25,000

Option 2- Video Capture

This option provides high definition video recording capability with the ability to the meeting room by strategically placing two cameras for capturing all video from the Supervisors seating area through the speakers table and through the audience. Included would be the ability to capture the session, store the video, and create a link on a website for future viewing.

Although you can do Option 2 alone, it is not recommended to only utilize video without having the corresponding audio.

Cost for Option 2 = \$35,000

Option 3- Streaming

This option is contingent on completing option 2 first. Without the implementation of the back end infrastructure and video capture, streaming cannot be done. Completion of this option will allow for a live streaming capability. This capability will have roughly a 5 minute delay due to the live stream needing to be sent out to the setup viewing area (this is similar to an on-demand production).

Although you can do Option 2 and 3 alone, it is not recommended to only utilize video without having the corresponding audio.

Cost for Option 3 = \$15,000

Option 4 - Do Nothing

There is always an option to do nothing. In this scenario, we would be continuing on as has been done in the past.

Recommendation

It is recommended this project be implemented in three phases, Audio, Video Capture, and finally Streaming. Phase 1 would be to upgrade the audio system in the meeting room. This will allow for a badly needed upgrade to the sound system, microphones, and back end infrastructure. While this is being done, investigation and planning can occur for implementing phase 2. Phase 3 could then commence immediately after Phase 2 completion if wanted.

Expansion

This system being proposed allows for the expansion capability to other rooms. Once the back end infrastructure is in place for the video capture, other rooms can be setup utilizing this system without further monetary resources to the back end infrastructure. This system, while allowing for additional rooms to be setup, would also be capable of handling another potential option for mobile recording (i.e. NEW Zoo or Museum event wanting to be taped). This would allow more flexibility by having the ability to video tape anything in almost any location.

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



Child Support

Monthly Administrator's Report
August/September 2012

Department Summary

Ongoing Training & Professional Development

- 5 Enforcement staff & Lead attended state sponsored CareerTrack training in Neenah on 9/12:
How to Deal with Difficult People
- 5 Enforcement staff & Lead attended state sponsored Career Track training in Steven's Point on 9/19:
High Impact Communication
- 2 Enforcement staff & Lead attended the state sponsored **Enforcement Roundtable** in Neenah
- 4 Enforcement staff attended 2 day Financial Training held in Green Bay (crosstraining)
- Administrator conducted 2 day LEAN kaizen at the Medical Examiners Dept. and attended weekly Executive Management meetings and quarterly HS Cabinet meeting
- Weekly succession planning training ongoing with Lead
- Met with Jenny Hoffman-ES Administrator, regarding collaboration and information sharing between departments. Jenny attended our All Agency Meeting on 9/13 to further clarify information sharing between the agencies

Internal Promotions and Subsequent Vacancies

- **Lisa Stewart** accepted the Account Technician position and began new duties on 9/1-this leaves the CS Clerk position open...currently going thru the approval process
- **Kim Brehmer** accepted the Paternity Specialist position and will begin on 10/15...this leaves the Clerk II position open...currently going thru the approval process

Staff led Work Groups

- **Scanning** (led by **Kara Herrbold**): recurrent meetings, purging continues, one caseload completely paperless, Ms. Herrbold met with IS to troubleshoot
- **Call Center** (led by **Tracy Tilot**): recurrent meetings, addressing handbook
- **6S** (led by **Amy Miller & Barb Gretzon**): recurrent planning meetings, survey of cleaning needs, products obtained thru facilities; initial assessments to begin

Highlights

- 9/11 – Met with Clerk of Courts regarding Cooperative Agreement, IVD & non-IVD billing requirements, possible efficiencies
- 4 CSA staff and Administrator provided testimonials at town hall meetings conducted by HR re: high deductible plan
- Preparations for Child Support Monitoring Site Visit by Bureau of Child Support Regional Office on 10/4. Civil Rights & IRS Safeguarding requirements met and monitoring tool completed
- Overview re: the department to social workers from Catholic Charities on 9/27
- Meeting with Cheryl Corbielle/Purchasing re: Process Server RFP on 9/28

October 17, 2012
** Revised **

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING THE REORGANIZATION OF THE
CORPORATION COUNSEL OFFICE**

WHEREAS, Human Resources received a request from the Corporation Counsel to review the department's structure regarding the classifications and position titles of the Staff Attorneys and Assistant Corporation Counsel positions; and

WHEREAS, a recent resignation and request to the Executive Committee to fill the vacant Assistant Corporation Counsel position further prompted the need for this study; and

WHEREAS, it has been determined that there is currently inequity in the grades and duties assigned to the Assistant Corporation Counsel and Staff Attorney functions, and further, the title of Staff Attorney does not reflect the requirements necessary to perform the duties listed under the State Statutes; and

WHEREAS, this study has concluded that the positions titled Assistant Corporation Counsel at Grade 24 and the Staff Attorney positions at Grade 22 has caused this inequity; and

WHEREAS, the Assistant Corporation Counsel title, position description, and grade 24 apply to the corporate work of Brown County which require the skills and abilities to apply a wide array of legal areas as well as researching case law and involves recommendations to legally protect Brown County, and should be retitled Deputy Corporation Counsel; and

WHEREAS, the Staff Attorney title, position description, and Grade 22 apply to specialized work performed for Human Services and Child Support applying the same laws and

guidance, but the title Staff Attorney is not referenced in the State Statutes under Chapters 48, 51 and 938, and therefore should be retitled Assistant Corporation Counsel; and

WHEREAS, the Child Support area is organized with a Lead Staff Attorney and 1.5 Staff Attorneys, and

WHEREAS, the Human Resources Department recommends that the Lead Staff Attorney and 1.5 FTE Staff Attorneys in the Child Support office be **retitled** (Child Support) Lead Assistant Corporation Counsel and 1.5 FTE (Child Support) Assistant Corporation Counsel; and

WHEREAS, the Human Resources Department recommends that the 2.0 FTE positions in Corporation Counsel table of organization titled Assistant Corporation Counsel, Grade 24 and 1.0 FTE positions of Staff Attorney, Grade 22 be amended to be 3.0 FTE Assistant Corporation Counsel positions at a Grade 22 added to the Corporation Counsel table of organization; and

WHEREAS, the Human Resources Department recommends that the .50 FTE Staff Attorney position in Corporation Counsel table of organization be deleted and 1.0 FTE Deputy Corporation Counsel be added to properly classify the position that is assigned to corporate Brown County duties; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the positions of 1.0 FTE Staff Attorney position be deleted from the Corporation Counsel table of organization and the positions of 1.0 FTE Assistant Corporation Counsel be added; and

BE IT FURTHER RESOLVED, that 2.0 FTE Assistant Corporation Counsel positions be moved from Grade 24 to Grade 22; and

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that the position of .50 FTE Staff Attorney, Grade 22 be deleted and the position of 1.0 FTE Deputy Corporation Counsel, Grade 24 position be added; and

BE IT FURTHER RESOLVED, that the 1.0 FTE Lead Staff Attorney and 1.5 FTE Staff Attorneys in the Child Support office be **retitled** to 1.0 FTE (Child Support) Lead Assistant Corporation Counsel and 1.5 FTE (Child Support) Assistant Corporation Counsel; and

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**2012 Partial Budget Impact
(10/22/12 - 12/31/12):**

	<u>Grade</u>	<u>Step</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Assistant Corporation Counsel	24	3	\$ (13,944)	\$ (4,792)	\$ (18,736)
Assistant Corporation Counsel	22	1	\$ 12,109	\$ 4,529	\$ 16,638
Assistant Corporation Counsel	24	3	\$ (13,944)	\$ (4,792)	\$ (18,736)
Assistant Corporation Counsel	22	6	\$ 13,986	\$ 4,798	\$ 18,784
Staff Attorney	22	3	\$ (6,413)	\$ (3,714)	\$ (10,127)
Deputy Corporation Counsel	24	1	\$ 13,162	\$ 4,680	\$ 17,842
Total Partial 2012 Fiscal Impact:			\$ 4,956	\$ 709	\$ 5,665

2012 Annualized Budget Impact:

Assistant Corporation Counsel	24	3	\$ (72,510)	\$ (24,916)	\$ (97,426)
Assistant Corporation Counsel	22	1	\$ 62,967	\$ 23,551	\$ 86,518
Assistant Corporation Counsel	24	3	\$ (72,510)	\$ (24,916)	\$ (97,426)
Assistant Corporation Counsel	22	6	\$ 72,728	\$ 24,947	\$ 97,675
Staff Attorney	22	3	\$ (33,350)	\$ (19,312)	\$ (52,662)
Deputy Corporation Counsel	24	1	\$ 68,445	\$ 24,334	\$ 92,779
Total 2012 Fiscal Impact:			\$ 25,770	\$ 3,688	\$ 29,458

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The resolution will be funded by 2012 vacancy saving in Corporation Counsel.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SEIBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



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LYNN VANDEN LANGENBERG

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INTERIM HUMAN RESOURCES MANAGER

Meeting: Administration Committee
Executive Committee

Meeting Date: 9/27/2012
Meeting Date: 10/8/2012

REPORT FROM: Lynn A. Vanden Langenberg
Interim Human Resources Manager

AGENDA ITEM: Resolution Resolution Regarding the Reorganization of the Corporation Counsel Office

ACTION REQUESTED: Ordinance _____ (Ordinance # _____) Resolution XX

ISSUE/BACKGROUND INFORMATION:

Due to a recent vacancy in the Corporation Counsel department and a discussion at the Executive Committee meeting regarding the rate of pay for this position, a review of the department organizational structure was performed. This reorganization supports:

1. The Executive Committee recommended rate of pay for the vacant position.
2. Title and pay grade changes for this position and the other comparable positions in the department.
3. Appropriately realign the title of Assistant Corporation Counsel for the attorney assigned the corporate Brown County work.
4. Includes an increase in hours for the Assistant Corporation Counsel to reflect current demands in work load.

ALTERNATIVES:

The Committee could take the following action:

- Table the Resolution
- Not Approve the Resolution
- Amend/Change Resolution

FISCAL IMPACT:

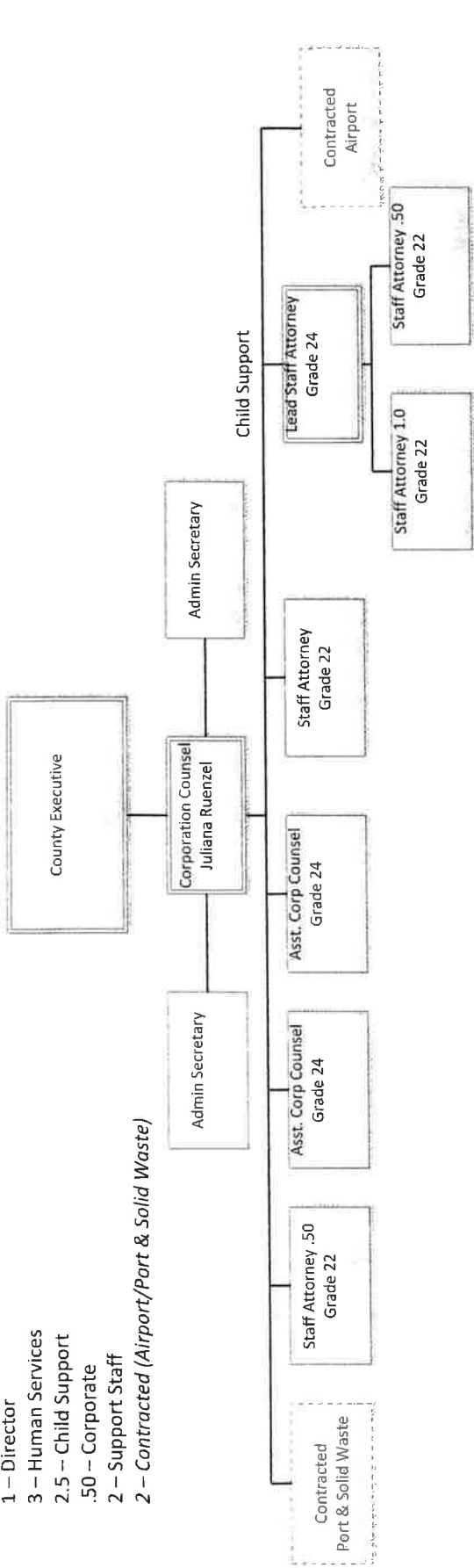
1. Is there a fiscal impact? Yes
2. Is it currently budgeted? Yes, funds for other vacancies will offset the increase in costs for 2012; funds have been included in 2013 budget to fund these changes.
3. If budgeted, which line? Personnel and Fringe Benefits
4. Amount? \$ 5,665 for 2012; \$29,458 for 2013

ATTACHED INFORMATION:

See Attached Resolution and Organizational Structure

Table of Org 9/2012 (9)

- 1 – Director
- 3 – Human Services
- 2.5 – Child Support
- .50 – Corporate
- 2 – Support Staff
- 2 – Contracted (Airport/Port & Solid Waste)



Proposed Reorganization (9.5)

- 1 – Director
- 3 – Human Services
- 2.5 – Child Support
- 1 – Corporate
- 2 – Support Staff
- 2 – Contracted (Airport/Port & Solid Waste)

