

## PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, March 24, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller  
**Excused:** Jack Krueger  
**Also Present:** Carole Andrews, Bob Heimann, Ellen Sorensen, Jesse Brunette, Lynn Vanden Langenberg, Bill Dowell, other interested parties.

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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 and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of February 24, 2011:**

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

**Review of Minutes:**

1a. **Brown County Housing Authority, February 21, 2011**

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

**Communications:**

2. **Communication from Supervisor Andrews re: Request that Human Resources review, expand and update the Brown County Code of Ordinances, Section 4.105 to include the prohibition of other forms of harassment too include physical and verbal forms.**

Supervisor Andrews had reviewed the Brown County Freedom from Harassment Policy from 2003 which was put together by the Legislative Subcommittee. She felt that this policy should be expanded because the Board has occasionally experienced uncomfortable moments during meetings. She also pointed out that Board meetings are shown on local cable television and she felt that the Board should be mindful of this and conduct themselves accordingly. She shared with the Committee Milwaukee County's ordinance with regard to decorum of supervisors during meetings. She would like to see good, effective meetings where people are free to add their input and share opinions and not fear retribution. Supervisor Andrews stated that she had already spoken with Corp. Counsel John Luetscher with regard to this and he is willing to work with her.

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to refer back to staff and have Supervisor Andrews come back with a proposed policy to review at the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

3. **Communication from Supervisor Brunette re: For clarification and possible correction for the County's policy regarding health insurance benefits for former County employees.**

Supervisor Brunette informed the Committee that he had been contacted by a constituent who is a former County employee and was concerned that some of his benefits were going to be withheld. This constituent had spoken with the HR Director to look into this. The constituent was told that benefits that had been extended to him in the past were extended in error and this practice would not be continued. Supervisor Brunette indicated that he was looking for some clarification and possible correction of this policy so that the County is in unison with regard to this.

Lynn Vanden Langenberg (HR Department) stated that there had been some inconsistencies found with regard to how insurance had been administered in the past and HR is having an audit done with regard to eligibility of enrollees. HR Director Debbie Klarkowski will provide an update on this at the next committee meeting.

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to suspend the rules for public input. Vote taken. MOTION CARRIED UNANIMOUSLY**

**-Steve Henry, 1250 Rockdale Street, Green Bay, Wisconsin**

Mr. Harvey stated that he retired from the Brown County Sheriff's Department in 1999. At that time he was told by the insurance department that when he turned 65 his wife would be able to stay on the County's insurance under a single plan as long as they paid 100 percent of the premiums. He does not have any documentation in this regard. When Henry went to the insurance department in February, 2011 to find out what paperwork was necessary, he was told that they did not think it was the policy to allow his wife to stay on the County's insurance. After exchanging phone calls with HR for a month, Henry was ultimately advised by HR and the County Executive that it was no longer the policy to allow spouses to remain on retired employees' insurance. When Henry asked when the policy had changed and why he hadn't been notified, the only answer he received was "I don't know". He is aware that people have been able to do this in the past and that there are people who are currently doing this, yet he is being told no.

Supervisor Brunette specified that he wanted an official investigation so policies can be updated and/or clarified.

**Motion made by Supervisor Schuller and seconded by Supervisor Theisen to return to regular business. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to refer to next meeting to allow Human Resources Director and Corporation Counsel to review this matter and come back with a report. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Lund re: To look at developing work policies to put in place after the current union contracts have expired.**

Chair Lund said that he had been contacted by a number of union members with regard to this and he believed it would behoove the Board to put together some work policies and procedures in lieu of what the union contracts currently provide. He felt these policies are necessary to spell out rights and responsibilities of employees and to help facilitate a smooth and orderly transition when the union contracts expire. He has conferred with Attorney Mohr and is also working with Debbie Klarkowski in this regard. He would like this referred to next month's meeting as well as referred to the HR staff.

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to suspend the rules for public input. Vote taken. MOTION CARRIED UNANIMOUSLY**

**-Cheryl Jahnke, 5276 Oak Orchard Road, Abrams, Wisconsin**

Ms. Jahnke informed the Committee that she is the President of Local 1901 at the CTP Center. She asked that if a committee is formed to establish employee work policies, that employees be included on the committee in order to give input. She expressed that she would be willing to work on a committee in this regard.

**-Tara Nelson, Employee of the Brown County Sheriff's Department**

Ms. Nelson has been employed by the Sheriff's Department as a correctional officer for 21 years. She revealed that here is a lot of concern within the Department with regard to such things as seniority and tenure. Employees are afraid that things they have worked for years to achieve will be stripped from them. She asked the Committee to go into this procedure with open minds and to take everything into consideration and look at the whole picture.

Chair Lund indicated these are exactly the types of things that he intends to look at. He wants the transition to be as orderly as possible so that good workers are not lost.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Supervisor Theisen arrived at 6:12 p.m.*

Lynn Vanden Langenberg indicated that County Code Chapter 4 is what governs the rules of County employees. With the union contracts being eliminated, all employees will fall under Chapter 4 which will be an overall policy, but there are certain things that would be specific to departments. What they intend to do is start working with department heads to establish work rules and policies per department. Chair Lund indicated that he would like to see the processes codified, especially concerning how employees will be treated. Lund felt that a committee should be formed consisting of employees, department heads and supervisors to work on these issues and bring forward to the Administration Committee for the final product.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to refer to HR staff and come back at the next meeting to get the process started. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Information Services:**

5. **Budget Status Financial Report for January, 2011.**

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

6. **Director's Report.**

IS Director Bob Heimann recapped his report. With regard to the Unified Communication System, the District Attorney's office has now been converted over. Wiring will be taking place in the courthouse soon and then the courthouse will be cut over in April. The Courthouse IP based security system has also been ordered and is waiting on the courthouse wiring. He further reported that the Law Records Management System (LRMS) and the Electronic Medical Records System have been installed.

He concluded his report by stating that the spam the County receives is at its lowest point with 1.7 million spam in February. He also indicated that incoming clean e mails and outgoing e mails increased in January and February and he attributes this to County employees being busy.

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

**Human Resources:**

7. **Human Resources Activity Report for February, 2011.**

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

8. **Director's Report.**

Lynn Vanden Langenberg informed the Committee that in addition to the work currently being done on Chapter 4 of the County Ordinances, HR is also working on policies and procedures for their new payroll system.

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

**Department of Administration:**

9. **2011 Budget Adjustment Log.**

Director of Administration Ellen Sorensen indicated that this budget adjustment is for the dishwasher belt which was purchased for the dishwasher at the Jail.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Grant Application Approval Log.**

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

11. **Request for Asset Maintenance Funds (11-01): Major Fixed Mechanical System.**

**Motion made by Supervisor Schuller and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Budget Adjustment Request (11-20): Interdepartmental reallocation.**

Sorensen indicated that this is for a photocopier that was budgeted, however, not budgeted to an individual department.

**Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

13. **Information Services Unallocated Depreciation.**

Sorensen stated that her recommendation after meeting with IS Director Bob Heimann and Finance Director Carolyn Maricque with regard to this matter is to include this issue in budget discussions. She said that Heimann has a good spread sheet of IS equipment and they would have to inventory what was purchased with bonds and what was purchased with chargebacks to departments and then make a recommendation based upon that.

Heimann indicated that he does not believe that taxpayers are being charged twice for the same equipment as indicated in Sorensen's report. It is his opinion that a bond would purchase one set of equipment and the dollars that are collected for depreciation would then be used to purchase the next batch of equipment. Sorensen indicated that she and Heimann disagree on that point.

Chair Lund stated that what he and other supervisors would like to see in the future is more funds being put into asset maintenance rather than bonding some projects so that outstanding debt does not become overwhelming.

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

14. **Award of Financial Reporting Achievement.**

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

15. **Director's Report.**

Sorensen shared the preliminary financial statement results with the Committee but pointed out that this statement is not in its final form as they are still waiting for numbers from Human Services.

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

**Facility & Park Management**

16. **Approval of Mail Service RFP.**

Bill Dowell indicated that the County mail contract is currently with United Mailing Service and has been for a number of years. The last contract was for a period of three years and expired in December, but had been extended on a month to month basis. Dowell indicated that qualifications of bidders will be verified to ensure that bidders have a good history, have the capacity to handle the mail and have a quality assurance program. Dowell did indicate that a correction should be made in the RFP with regard to the "Scope of Services" section concerning when mail will be picked up from the mail room. The correct time that mail will be picked up is between 3:00 – 4:00 p.m.

**Motion made by Supervisor Schuller and seconded by Supervisor Theisen to approve the RFP with the correction of the mail pick up time being between the hours of 3:00 and 4:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

17. **Budget Status Financial Report of December, 2010.**

Dowell indicated that his department was significantly under budget due in part to a couple of positions that were eliminated during the year and also because the laundry service was transferred back to the Jail early in the year.

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

18. **Director's Report**

Dowell indicated that the S & L project is proceeding on schedule and there is a lot of activity going on there. Lund asked if the Board could have a tour soon and Dowell indicated he would set that up within the next few weeks.

Dowell also indicated that there is an upcoming project at the Resch Center for the concourse floor which has cracks and is peeling. The floor currently has a urethane coating which will be replaced with epoxy. This is about a \$200,000 project, the funds for which will come from the Resch Maintenance Fund. An engineering firm has been selected and it is anticipated that work will begin in June or July.

Dowell concluded his report by informing the Committee that there was an appeal on one of the energy projects that was previously approved. A special meeting will be held on March 28, 2011 with regard to this appeal. Dowell explained that the

first bids came in quite a bit over the budgeted amount, so the scope of the project was reduced and then rebid and the bid was awarded to the low bidder from the first set of bids.

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

**Corporation Counsel – No agenda items**

**Child Support – No agenda items**

**County Clerk – No agenda items**

**Treasurer – No agenda items**

**Other**

**19. Audit of bills**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

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

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 6:50 p.m.**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary