

**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, April 25, 2024 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Supervisor Van Dyck, Supervisor Vander Leest, Supervisor Coenen, Supervisor Peters, Supervisor Toellner
Also Present: Corporation Counsel David Hemery, Child Support Director Maria Lasecki, County Clerk Patrick Moynihan, Jr.

I. Call to Order.

The meeting was called to order by Senior Member Supervisor Van Dyck at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Chair.

Supervisor Coenen nominated Supervisor Van Dyck for Chairman of Admin.

Motion made by Supervisor Peters, seconded by Supervisor Toellner to close the nominations, and cast unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY

IV. Election of Vice Chair.

Supervisor Vander Leest nominated Supervisor Coenen for Vice Chair of Admin.

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to close the nominations, and cast unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY

V. Set date, time, and location for regular meetings.

Room 200, Northern Building, 305 E. Walnut St., 4th Thursday of the month at 5:30 p.m.

VI. Approve/Modify Minutes of April 4, 2024.

Motion made by Supervisor Peters, seconded by Supervisor Toellner to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

Consent Agenda

1. Administration – Budget Adjustment Log.
2. Audit of the bills.

Motion made by Supervisor Vander Leest, seconded by Supervisor Coenen to approve. MOTION CARRIED UNANIMOUSLY

Treasurer

3. Director's Report.

Director of Administration Chad Weininger stated they were looking at going from printing checks to electronic transfers. He briefly explained issues with fraud and how they're working through it. They froze the in-rem process and explained how the office was taking some properties they shouldn't so an ordinance change will be coming, along with investments for the Treasurer and a TO change. Weininger added, their office did a great job in investments this year.

No action required.

Child Support

4. Child Support Director's Report.

Child Support Director Maria Lasecki introduced herself. She provided an overview of the Child Support department and thanked the committee for their support with their intergovernmental contract with Oconto County. She referred to her written report in the agenda packet and stated they really like to be at the cutting edge of what's going on in the Child Support arena. She recently pitched an idea on how to better convey the ability for them to provide protection to individuals who are victims of domestic violence. It was pitched not only to the state but also to the Office of Child Support Enforcement at the national level and they loved it and will be moving forward with it.

Van Dyck requested a summary page of the department noting the number of employees, their structure with Oconto, and the number of clients they serve, etc. Lasecki informed they were hovering over 14,000 and had an additional 5,000 non-child support cases that they weren't technically reimbursed to provide services for but provided customer service. She will be happy to share her annual report, which she provides to the County Executive.

No action required.

Information Technology

5. IT Director's Report.

IT Director Kirsten Holland introduced herself and spoke to the IT Department, their partnerships with departments and vendors to leverage built in functionality. They continue to see how they can make things better utilizing some money and meet requirements and predict future needs and address them now rather than catch up. Lots of good things are happening.

Vander Leest questioned the new employee badges proposed and building security, Holland noted it was a Facilities project. Weininger added it was being carried out and within budget.

No action required.

County Clerk

6. County Clerk's Report.

County Clerk Patrick Moynihan, Jr. informed there was a software update with the Open Meetings System. Come June Open Meetings plans on upgrading the system.

There were no issues with the county canvas after the spring election. Green Bay had a recount and the Clerk's office had to do some programming for them as the City Clerk wanted to use tabulators' verses conduct a hand count.

The Director of Administration, County Board Chairman, the Counselor, and Moynihan held an orientation for the new County Board Supervisors the day before their Organizational meeting.

A TO request is in front of the DOA and the County Executive to streamline the Clerk's department.

No action required.

Administration & Human Resources

7. Director's Report(s).

For the new members, Director Chad Weininger briefly explained budget adjustments. He noted under his written Director's/HR report, provided in the agenda packet, there were some key things and stats (Sales Tax, Room Tax, ARPA Lost Revenue, Bug Tussel) to pay attention to each month.

A brief discussion ensued regarding budget strategies; Van Dyck felt if they were starting to get into situations where they must make decisions, he felt it was important that the board gets on board with a direction earlier on than Admin going down the path of talking about cutting positions and the blowback comes to the board. He felt they end up on the defensive right away verses working through things. His point was they were entering into new times.

Van Dyck requested a report on hotels and room tax; *Weininger suggested adding a closed session to next month's agenda.*

8. Bug Tussel Update.

Weininger noted in the agenda packet material, under the Director's Report, there was a budget that shows where they're at and right now it was on track. They did catch a few things that came through and it's being audited/signed off by the Controller, then certified by the IT Director, and to PMA for payment, and it gets recorded here.

9. Transition ARPA to Loss Revenue Projects.

Weininger informed they were zeroing out all the projects, not eliminating, to show the \$28 million. He further detailed the process and spoke about how it's audited.

Corporation Counsel

10. Oral Report.

Corporation Counsel David Hemery stated they had a closed session about Sheriff's negotiations, both supervisor and non-supervisory. Today they met with the non-sups, and he felt it went very well. They still had some minor points they're working on, but he believed they'll be able to reach an agreement without needing to go to arbitration.

No action required.

Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

11. Legal Bills - Review and Possible Action on Legal Bills to be paid.

**Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

12. Resolution to Reauthorize Self-Funded Worker's Compensation.

**Motion made by Supervisor Coenen, seconded by Supervisor Peters to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Communications

13. Communication from Supervisor Vander Leest re: Restore dollar amount set forth by Administration Committee to Treasurer that is elected November 2024. *Referred from April County Board.*

Corporation Counsel Hemery stated that unfortunately they were too late to do anything about this.

Motion made by Supervisor Vander Leest, seconded by Supervisor Coenen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 14. Communication from Supervisors Friberg and Borchardt re: To direct Administration and Health and Human Services to purchase \$1,000 worth of rat traps with funding from ARPA or Admin contingency funds. *Motion at HS: To forward on to Administration for the approval of \$1,000 to fund the purchase of rat traps through the Health Department contingency fund and be made available to the public.***

Weininger spoke to the history and options on how they could move forward with this request. Coenen questioned how it became a county issue, how many years will have to keep buying rat traps and how is it going to affect their budget when it's tight? Van Dyck said it was not but informed the last time the county purchased rat traps it took a while to be disbursed. It's until the next supervisor for that area comes forward and asks for money as it's politically advantageous to do so. Weininger calculated \$6.27 per trap unless bought in bulk, which may be cheaper. Vander Leest informed the City of Green Bay had inspectors that will go to a home or business and will verify and work on getting rid of the rats; however, they're hard to catch, hardy and vicious.

Motion made by Supervisor Peters, seconded by Supervisor Toellner to direct Administration to prepare a budget adjustment for the next County Board meeting of \$1,000 to Public Health to purchase rat traps. Vote taken. Ayes: Peters, Toellner, Vander Leest; Nays: Coenen, Van Dyck. MOTION CARRIED 3 to 2

Other

- 15. Such other matters as authorized by law.**
- 16. Adjourn.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Toellner to adjourn at 6:41 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

**Patrick W. Moynihan, Jr.
Recording Secretary**

**Alicia A. Loehlein
Legislative Specialist - Transcriptionist**