

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, January 22, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Chair; Patty Hoeft, Jack Kruger, Tony Theisen
Excused: Andy Williams
Also Present: Supervisors Nicholson/Scray/Zima
Debbie Klarkowski, Don VanderKelen, Lynn VandenLangenberg
Bill Dowell, Jayme Sellen, Darlene Marcelle, Sandy Juno
Kerry Blaney
Rob Strong – City of Green Bay; Greg Geiser
Other Interested Parties

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 Krueger and seconded by Supervisor Theisen to approve the agenda. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of December 18, 2008:**

Page 2, item #3 Motion made by Theisen and Warpinski – Warpinski is not on this committee. Should be Williams

Page 7, Item #24. Motion made by Krueger and Krueger – Should be Krueger and Theisen

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve as amended. MOTION APPROVED UNANIMOUSLY

1. **Review Minutes of:**

- a. **Housing Authority (11/17/08 & 12/15/08)**
- b. **Equal Opportunity in Housing Commission (5/30/09)**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file #1 a & b.
MOTION APPROVED UNANIMOUSLY**

Communications:

2. **Discussion re: Re-establishing Facility Master Plan Sub-Committee. (Members who have volunteered: Carole Andrews, Mike Fleck, & Pat Wetzel):**

Chairman Lund indicated that Supervisors Krueger and Warpinski have also volunteered to serve on this committee, along with Supervisors Andrews, Fleck, and Wetzel.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Steve Fewell re: to have Human Resources and Mental Health Staff develop a Safety Policy regarding the number of hours that an employee can be allowed to work to guarantee client safety. (Held from previous meeting):**

Debbie Klarkowski of Human Resources noted that this item will be addressed at the Human Services Committee meeting on Wednesday, January 28th.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file.. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Andy Nicholson re: To create a County Policy to return unused Housing Vouchers. (Held from previous meeting):**

At the December meeting Supervisor Nicholson requested further input from the Housing Authority regarding the issue of Unused Housing Vouchers.

Rob Strong of the City of Green Bay Housing Authority explained the process for which vouchers are funded, stating that use of vouchers is limited not only by the number available, but by the Housing Assistance payment dollars available to fund the vouchers in use. At this time Brown County has 3,234 vouchers available, and is currently using about 2,850, however, they are utilizing all of the available HAP funding and would not be able to assist a significantly larger number of vouchers.

Strong stated that nearly all Housing Authorities across the country are in the same voucher/funding usage situation Brown County is in, indicating there is not great need by other areas for vouchers to be given back. In addition, Strong stated that HUD is not currently allowing Housing Authorities to give vouchers back, that only partial transfers within the same jurisdiction of the County are allowed. Even if Brown County could give vouchers back, it would result in less HAP funding for the vouchers Brown County is currently utilizing, meaning Brown County would have to reduce utilization more to match the lower funding. There would be very little chance of ever getting the vouchers back and the funding would be lost. Giving back vouchers would indicate that Brown County does not have a need for the funding/vouchers currently used, which is not true

Greg Geiser further explained that provision of housing vouchers helps families and individuals to achieve self-sufficiency and affords families and individuals stable housing. He sees the program as underfunded for the need at this time. (See attachment)

(Supervisor Hoefft arrived 5:40 p.m.)

County Board Chairman Guy Zima stated that as an observer of the program for over 30 years, it is his opinion that in the beginning the truly needy of the local area were served, however, over the years he has concerns that the program has changed and that it is now attracting negative/criminal type persons from other areas to our community to freeload. He recommended that Brown County wean themselves from the program and not pursue further funding from the government.

Supervisor Theisen stated that he has had many conversations with former Housing Authority Director Keith Pamperin about the program. Better screening practices were put into place and priorities set to include preferences for Brown County residents including elderly, families with children, and veterans. There is a 600 unit waiting list.

Chairman Lund noted that it seems there are “pockets of poverty” in the City where there is housing for those on the program. Mr. Strong agreed there are neighborhoods where there are numbers higher than acceptable and an effort is being made to correct this.

Supervisor Krueger stated that in conversations with people in the program in his area he has found they come here for better jobs, safety for themselves and their children, etc, rarely for the housing program. He pointed out that the program has aided in the housing available because of the inspections that are required. In his opinion the voucher choice program has overall been a positive influence in the community.

Chairman Lund suggested that the program establish goals so that a policy can be drafted and approved to better serve people throughout the County, rather than in certain pockets. In addition, Supervisor Nicholson requested that the Housing Authority report to this committee on a regular basis.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to suspend the rules to allow interested parties to speak.
MOTION APPROVED UNANIMOUSLY

Tina Geronimy

Ms. Geronimy stated that homelessness can happen to anyone especially in these times of job loss and home foreclosures. She has been a life time resident of Brown County and a recipient of the program. She does not agree with comments that people come to this area just for the program and is offended by comments which refer to recipients as “them”. With help from the program, she now has a job and a home.

**Alison Draheim – Homeless & At Risk Coordinator,
Green Bay School System**

Ms. Draheim stated that the people she works with on a daily basis almost never come to the Green Bay area for the voucher program, but instead for the school system, safety issues, have friends and relatives here, etc. Most of the families on the voucher program have attended the self-sufficiency program and have lived here for many years. She stated there are 450 homeless children registered in the school system this year. About 90% are single parents, with

96% single moms because of divorce, depression, alcohol or drug issues, etc. Most are embarrassed they are in this situation.

As there is a 6 to 9 month waiting list to get on the voucher program, Supervisor Theisen asked where they are living. Ms. Draheim indicated that many families are doubled up, some are living in cars, at shelters, some use other agencies to help them.

Michael Paprocki – Basten Street, Green Bay

Mr. Paprocki is a long time resident of the Green Bay area and a housing choice voucher recipient because of mental illness. He is an advocate for the homeless, being involved with the JOSHUA program and other religious based organizations. He makes \$5.35 an hour, however, with housing assistance can make it. He expressed concerns with the perception held by the City Council and the County Board members who refer to recipients of the program as “those people”.

Kathy McMurray – President Brown County Homeless & Housing Coalition

Ms. McMurray stated that homelessness is an issue throughout the state, that affordable housing affects 40% of renters and many cannot afford a 2 bedroom unit at the fair market rent. The Housing Choice Voucher Program allows people to find affordable housing or there would be even more homelessness. It also affords people the opportunity to have safe housing so that they can work on other issues and prevents the homeless shelters from growing more rapidly because people are able to stabilize in a shelter and move on to subsidized housing, and eventually home ownership.

Paul Kosmoski

Mr. Kosmoski is an apartment building owner. He is a member of the Brown County Multi-Family Association. He is willing to do whatever he can to gather information to solve the problem of homelessness.

Jerry Kohlberg – Manager of Meadows North-Van Deuren Street, Green Bay

Mr. Kohlberg manages 101 apartments which use HUD guidelines. He stated there is a big demand for low income, assisted housing.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Supervisor Hoeft asked just what Supervisor Nicholson’s purpose is in asking for a reduction and a return of unused housing vouchers, noting that it appears there is a definite need. Supervisor Lund stated it appears the concern is the pockets of poverty, while Supervisor Theisen explained that Nicholson appears to be of the opinion that return of unused vouchers is a way to control the program. Theisen stated that Information presented has informed the committee that it is not the number of vouchers unused, but rather the amount of funding granted. With a waiting list of 600, he recommended better screening so that the most needy are served.

Supervisor Lund suggested that the Housing Authority return in one month with further information relative to the parameters of the program, along with a history.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to refer to staff to return with parameters.

Further discussion resulted in the consensus that if unused vouchers cannot be legally returned, it is a mute issue to return with parameters.

MOTION WITHDRAWN

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. **Communication from Supervisor Tom Lund re: To look at the overtime budget and temporary help budget in the CTC for efficiencies. (Held from previous meeting):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold for one month. MOTION APPROVED UNANIMOUSLY

6. **Communication from Supervisor Steve Fewell re: To have Human Resources and Mental Health Staff review the staff analyses completed by Human Resources. (Held from previous meeting):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job. (Held from previous meeting):**

Debbie Klarkowski reported that the Risk Administrator is reviewing this issue, along with the safety policy, and will have a report at the February meeting.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold for February meeting. MOTION APPROVED UNANIMOUSLY

8. **Communication from Supervisor Johnson re: Request to review the bidding and award process in new construction projects. (Held from November meeting to January meeting):**

Supervisor Johnson was not available. Although Kurt Hagerty was present to discuss the issue, the recommendation was to receive it and suggested that Supervisor Johnson contact Purchasing to explain her concerns.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **Communication from Supervisor Knier re: Disallowance of claim resolutions, shall provide information on the circumstances of the claim. (Held from November meeting to January meeting):**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. **Communication from Supervisor Scray re: Given current economic conditions, and some dire predictions by noted economists, Brown County should develop emergency fiscal plans reflecting possible declines of up to a 30% loss in annual revenue. Due date for the end of April of this year. (Referred from December County Board):**

Supervisor Scray explained her concerns with the economy and the effect it could have on County operation. She suggested that the County re-organize and cross train throughout the departments in order to develop an emergency plan. Lynn VandenLangenberg stated that a review of other municipalities shows that they are reviewing functions in the various departments, separating the duties between what is mandated and what is not. She informed the committee that the management team is also discussing various ideas for better operation.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to refer to staff to continue review. MOTION APPROVED UNANIMOUSLY

County Clerk:

11. **Request of Brown County Clerk to fill the position of Account Clerk I due to a retirement effective January 23, 2006:**

Darlene Marcelle explained that due to a retirement, the position of Account Clerk I will be vacant. Debbie Klarkowski informed her that an analysis will need to be done by Human Resources and if determined that the position should be filled, it will be posted for hiring.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to refer to Human Resources. MOTION APPROVED UNANIMOUSLY

12. **Budget Status Financial Report not available:
No Action**

Facility Management:

13. **Action to approve low bid on Computer Room Fire Suppression System (attachment):**

Bids were received from Cintas Fire Protection, Reeke Marold, Simplex Grinnell, and Van's Fire & Safety for a fire suppression system at the Sophie Beaumont Building. Staff recommendation is to award the bid to Van's Fire & Safety in the amount of \$37,500.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve the low bid of Van's Fire & Safety in the amount of \$37,500.

Ayes: Hoeft, Krueger, Theisen

Abstain: Lund

MOTION APPROVED 3-1

14. **Budget Status Financial Report for November 30, 2008:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Treasurer:

15. **Treasurer's Financial Report:**

The report as included in packet material was reviewed and recommended for receipt.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

16. **Budget Status Financial Report for November 2008:**

Kerry Blaney reported that net revenues have exceeded year to date budget by \$433,572. Though interest has declined since the beginning of 2008, he is hopeful to be on target at year end. Expenses were \$39,361 less than budget.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

17. **Human Resources Monthly Committee Report (December 2008):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. **Budget Status Financial Report for November 30, 2008:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Department of Administration:

19. **Grant Application Log for month of January 2008:**

Lynn VandenLangenberg reported that all cost categories are within budget.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

20. **Grant Application Approval Process:**

Changes to the County Code relative to the grant application process were reviewed and recommended for approval.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

21. **Vehicle Policy Update (to be distributed at meeting):**

A draft document relative to vehicle replacement and additions presented by Ms. VandenLangenberg was reviewed (attached). Changes were suggested by Supervisor Krueger and the committee and a recommendation made to bring back at the February meeting.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to bring back in February. MOTION APPROVED UNANIMOUSLY

22. **2008 Budget Transfer Log:**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

23. **Budget Status Financial Report for November 30, 2008:**

Year to date savings of \$143,099 in salaries and fringe due to LTE help for new ERP system was noted, in addition to a year to date savings of \$63,508 in contracted services.

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

24. **Information Services – Budget Status Financial Report for November, 2008:**

It was noted that outlay is over budget year to date but is expected to level out by year end.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support Agency – Budget Financial Status Report not available. No other agenda items

Corporation Counsel – Budget Financial Status Report not available. No other agenda items

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

25. **Audit of Bills:**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY

26. **Such Other Matters as Authorized by Law:**

None

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to adjourn at 8:35 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary