

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, June 6, 2013 in Room 207, City Hall, 100 N. Jefferson Street, Green Bay, Wisconsin.

Present: Chair Steve Fewell, Supervisor Jamir, Supervisor DeWane, Supervisor Carpenter
Excused: Supervisor Steffen
Also Present: Supervisors Dantine, Robinson; Brent Miller, Dave Hjalquist, Kerry Blaney, Chuck Mahlik, Lynn Vanden Langenberg, Maria Lasecki.

I. Call to Order.

The meeting was called to order by Chairman Steve Fewell at 5:54 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of April 25, 2013.

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

Comments from the Public: None.

1. Review of minutes:
 - a) Housing Authority (April 15, 2013).

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

Communications:

2. **Communication from Supervisor Dantine re: To have Human Resources look in to better system to compensate our employees in lieu of the step and pay grade system. Referred from May County Board.**

Dantine informed that he brought this up because in his tenure on the Board, government had gotten so cumbersome. They had all different steps and pay-grades, they started these positions out based on what they did and would go through them constantly. He suggested a base rate for positions and after 90 days they receive an increase in pay or benefits and after a year staff reviews performance and you either get a raise or you don't. Government goes through an elaborate institutional thing, all employees receive different steps or grades and the County Board was constantly reviewing wages for steps and he felt it didn't make sense.

De Wane suggested a motion to have staff look into this.

Human Resource Manager Lynn Vanden Langenberg responded that they were working on a Wage Comparability Study so that they could get all employees in the same plan. Right now the plans they were following were from the union contracts. There were about 200 administrative

employees that were in grades and steps. Departments were filling out position descriptions questionnaires right now and then they would be reviewed. It was a lengthy process but they planned to have this completed sometime after the first of the year and then the County Board to act on it when they were ready to.

Robinson questioned if the Class and Comp Study would decide what the wages should be and how they structure/describe raises, etc. Vanden Langenberg agreed. He questioned when the committee for this going to get together. Vanden Langenberg believed one more appointment to the committee was needed. Robinson stated they keep talking about this being ready for the first of the year but the committee meetings keep getting pushed back. He hoped that they would get together soon to work on it. Vanden Langenberg stated that what they were looking at with the plan wasn't to have steps but to have a range. If people needed to move across that range it wouldn't be a prescribed percent, a step is a 3% increase. Maybe an employee should get a 1% increase, with their current plan they could not do that. It would give more flexibility.

Fewell stated that if it came back with a step/grade program it wouldn't get through the County Board. It would have to be more of a process. He agreed somewhat but felt it was more complex. With the common laborer you hire someone for \$12.50 an hour and tell them that they would get an increase after 90 days if they pass their probationary period, etc. But where the rub came from was when you get into the professional classes such as psychologists or people with their Masters, there had to be some way of looking across the board at what the market rate was. In his current position his employers tell him what his salary was but never what his raise would be. Every two years they do an assessment of Chaplains throughout the entire area and if his income was not competitive they raise it up so it's more competitive. Then his raises were different than that. In the county's situation they had not evaluated employees or bumped up their raises so now if they were to compare them for example a nurse wage to a nurse way, the county was probably low. What they need not to say to employees was that they would get a 3% increase at this point. They should never say that anymore. It should be determined by management on how that was going to happen and what kind of increases were going to be given out. Some people get a better increase than others. Fewell didn't agree with people saying that some people should never get an increase. If a person is working here and their manager is saying they shouldn't get an increase then managers need to think about the employees' employment with the county. Fewell felt the problem was, in the public sector, they have always managed to a contract and have not managed people. So now they had to go back and teach managers how to manage people and say we're going to sit down and evaluate this person's performance and tell them the goals they had for them and if they met those goals they received an increase. Before, the unions signed a contract, everyone received a 2-3% increase and it didn't matter their performance.

Motion made by Supervisor DeWane, seconded by Supervisor Carpenter to send to staff to look into this and have them provide a presentation when the Wage Comparability Study was completed. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Steffen re: Amendment to Resolution #10h, upon passage of Resolution #10h. Brown County shall begin submitting monthly invoices for all costs associated with the referenced resolution to the following state-level offices and departments: Department of Administration, State of Wisconsin; Office of the Governor; Association of State Prosecutors (cc: via e-mail only); Office of every State Government Assembly and Senate representing Brown County (cc: via e-mail only); Wisconsin State Journal (cc: via e-mail only); Green Bay Press Gazette (cc: via e-mail only). *Referred from April County Board.***

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

Department of Administration

4. Budget Status Financial Report for March, 2013.

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

5. 2013 Budget Adjustment Log.

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

6. Government Finance Officers Association Certificate of Recognition for Budget Preparation.

Motion made by Supervisor Jamir, seconded by Supervisor De Wane to receive and place on file and acknowledge staff for their work on the budget. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Director's Report.

Director of Administration Brent Miller stated that the salary summaries that they had started, there was a lot of hard work in HR with people entering stuff into Logos and with his staff putting this in place so that they can use it for the budget time, he truly appreciated them. It was a lot of work and lot of effort.

Carpenter stated that it was his understanding that the county/Public Works was tearing down the former MHC building but when you look at the purchasing site there was a bid out there to accept a bid to tear down the former MHC. Miller informed that that should have been taken off and he will have it removed.

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

Information Services

8. Budget Status Financial Reports for February and March, 2013.

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

9. Director's Report.

Director of Information Services David Hjalquist stated that start construction on Monday with the fiber optic project. Merit had agreed to the county's payment structure and they should receive the first payment from them within the next week, the second payment will arrive around June 20th and final payment around July 15th or if the completion is earlier than that date.

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

Human Resources

10. **Budget Status Financial Report for April, 2013**

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

11. **Activity Report for April, 2013.**

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

12. **Director's Report.**

Human Resources Manager Lynn Vanden Langenberg reported on the following:

They completed the reorganization for the Port and Solid Waste Department that will go through the Planning, Development and Transportation Committee and through the County Board. The new Director had some ideas to organize for some efficiency.

They completed the RFP for the Short Term Disability and she will be bringing that plan document forward at the end of the month because any changes to benefit documents had to come before this committee.

Departments were working on their position description questionnaires for the Wage Comparability Study. They had about 25% handed in and expect the rest to come in by the middle of July.

They were planning for the benefits for the 2014 budget. Health care costs will be a big driver for the budget. They were expected to go up between 8% and 10%. So they were working on some different scenarios to help contain those costs.

With the LEAN facilitators, they were working on a plan that they could start training new facilitators internally instead of sending them to NWTC or Optima. They felt they had some strong facilitators that could train just as well internally.

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

Child Support

13. **Budget Status Financial Reports for March and April, 2013.**

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

14. **2012 Final Child Support Report.**

Child Support Director Maria Lasecki informed that on Tues, May 21st the Joint Finance Committee did approve \$8.5M in the next biannual budget to restore child support funding that was lost.

Miller wanted to thank Ms. Lasecki and informed that Representatives Nygren thanked Brown, Oconto and Marinette counties for making them aware through the Legislative breakfast and

meeting face to face on how important this money was. He truly believed in the efforts of Wisconsin Child Support Enforcement Association (WCSEA).

Lasecki stated they were relentless and she was lucky enough to join them. It restored them to 2005 funding levels. Rather than losing 7-8 positions, they will have the ability financially to reinstate 7-8 positions.

Fewell stated that he would receive the most calls, not recently, about how slow and tedious Child Support was. And how they would never pursue back child support for those reasons. This was needed and he knew staff was overworked and that there were a lot of issues out there.

De Wane thanked Lasecki for what their department did.

Lasecki thanked her staff and informed that it was a pleasure working with Corporation Counsel Juliana Ruenzel and her staff and they were doing great things in regard to the Supporting Parents Supporting Kids Grant so there were options and alternatives than enforcing with a hard-hammer. They were optimistic and this funding will allow for that.

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

15. **Director's Report.**

Nothing further to report.

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

Treasurer

16. **Budget Status Financial Reports for March and April, 2013.**

Treasurer Kerry Blaney introduced his Financial Specialist Chuck Mahlik. He had been with Blaney for over three years and had done an excellent job and had helped him with investments and putting reports together, etc. He's been an excellent addition to their office with his financial background.

Their income for property tax revenue was down due to their delinquencies being down, more than they anticipated.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to suspend the rules to take Item #17 before #16. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Treasurer's Financial Report for the Months of January, February and March, 2012.**

The interest on investments, they had a weighted average and get about 60 bases to 70 bases points on their investment return. Everything had been quite low the last few years and they don't see much improvement at all. Their interest income was somewhat down for the year.

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

18. **Treasurer's Report.**

Blaney referred to the handouts in the packet and spoke briefly in regard to them.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items #16 & #18. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

19. **Budget Status Financial Reports for March and April, 2013.**

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

Corporation Counsel

20. **Request for approval to transfer money from the general fund to the Corporation Counsel budget, in the amount of \$11,980-\$12,455, for the purpose of obtaining a subscription to the nationally recognized legal research site BNA, (Bureau of National Affairs) specializing in the area of Employment and Labor law to assist in-house counsel.**

Corporation Counsel informed that it would be the lower amount (\$11,980) if they approved this before the end of June.

Their office was now doing employment and labor stuff and they needed access to the law that dealt with that and all those specialty things and forms that they needed and this gave them access. The employment and labor field was really a specialty and attorneys that worked in this field, that's all they did and had access to this. So their office was behind the eight-ball if they didn't have this access. She informed that she was having difficulties writing briefs because she didn't have access to this information and had to rely on other attorneys that she could call to get her certain cases and she was unsure how long they would allow her to do that. This was a yearly amount, not a one time deal and she would put this in the budget going forward.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve not to exceed the \$12,455. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

21. **Audit of bills.**

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

22. **Such other matters as authorized by law. None.**

23. **Adjourn.**

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to adjourn at 6:22 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary