

**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, May 26, 2022 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

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**Present:** Supervisor Schadewald, Supervisor Vander Leest, Supervisor Peters, Supervisor Lund, Supervisor Lefebvre  
**Also Present:** Director of Administration Chad Weininger, IT Director Kirsten Holland, BCCAN Chief Operating Officer August Neverman, County Clerk Patrick Moynihan, Jr., Corporation Counsel David Hemery, and other interested parties

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**I. Call to Order.**

The meeting was called to order by Chair Schadewald 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. Approve/Modify Minutes of May 12, 2022.**

**Motion made by Supervisor Lefebvre, seconded by Supervisor Lund to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None.

**Legal Bills**

**1. Review and Possible Action on Legal Bills to be paid.**

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

**Communications**

**2. Communication from Supervisor Schadewald re: I am requesting all committees review current and potential short-term and long-term capital improvements in their considerations of ARPA projects. *Referred from May County Board.***

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

**3. Communication from Supervisor Jacobson re: Health and Human Services to provide current secondary trauma services or programs available to Brown County employees. *Referred from May County Board.***

**Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Budget Adjustment Requests**

**4. Budget Adjustment Request (22-066): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

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

**Resolutions & Ordinances**

**5. 2021 Balanced Budget Adjustment.**

Director of Administration Chad Weininger informed that once a year they go through the budget process and as they close the books, this is making the final adjustments. He briefly explained the process.

**Motion made by Supervisor Lund, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Resolution to Continue or Renew Sub or Ad Hoc Committee (Broadband Ad Hoc Committee).**

Corporation Counsel David Hemery provided a brief explanation of the resolution. Schadewald informed they had a workgroup meeting on Monday and three days ago they found out that the Federal Government had put out some rules. BCCAN Chief Operating Officer August Neverman recommended holding this until the next meeting.

**Motion made by Supervisor Peters, seconded by Supervisor Lund to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

**ARPA**

**7. Discussion and Possible Action regarding American Rescue Plan Act (ARPA) funds.**

DOA Weininger provided information on how the other committees have been working through these requests. He informed the Admin/HR Employee COVID Relief Fund Grant couldn't be done and had it struck from the list.

Each committee member was given an opportunity to discuss what they would like to allocate funds to or suggested to take away from the list. Admin Committee Department Heads also came forward to suggest deletions and present their ARPA requests as well.

IT Director Kristen Holland asked to remove the \$116,234 County Board Committee Room 200 – AV Tech Upgrade, part of the Wireless Upgrade (Public/Private) County Wide, \$155,000 for IT Office Remodel, \$150,000 Surveillance Upgrade Software and Hardware, \$26,881 for IT Training, both IT-Cyber for \$551,000 and \$830,000. She'd like to keep in the \$2,000,000 for the IT/HR/Finance Upgrade Enterprise Resource System (HR/Finance); however, Schadewald believe they may be able to get funds in the future depending on what decisions they make in the next two years. So, they kept in the \$666,000 for Replacement Cycle Network Switches/Routers as it was needed.

County Clerk Patrick Moynihan, Jr. provided handouts to the committee and spoke to the configuration of the County Clerk's office stating it did not provide optimum conditions for proper customer service or safety of the employees, thus the request for renovation. He briefly explained his findings and spoke to his handouts. Moynihan informed he took six-line items out of his budget to pay for Phase I of the Election Management System Upgrade, so they need the \$11,000 for Phase II.

BCCAN Chief Operating Officer August Neverman briefly spoke to the BCCAN Requests.

DOA Weininger informed that Admin/HR requests were real costs, and they were due to COVID.

They would like to replenish any losses from the fund balance. They finished to the good, but he believes the county will be hit with expenses in the future. Although things were trending good right now, those may hit later in the year, and it will be a cost to the county. Schadewald felt these were funds the county could put back into its self-funded insurance, which will then protect them from future employee increases in premiums. To him, this was the biggest no brainer.

**Motion made by Supervisor Lund, seconded by Supervisor Peters to approve the \$4,589,505 (See ARPA Request handout for Committee Action). Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Discussion and possible action regarding establishing criteria for approving ARPA programs.**

*No action taken.*

**Information Technology**

**9. Director's Report.**

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

**BCCAN**

**10. Director's Report.**

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

**County Clerk**

**11. Clerk Report.**

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

**Administration & Human Resources**

**12. Director's Report.**

No report, no action taken.

**13. Sales Tax Update.**

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

**Corporation Counsel**

**14. Oral Report.**

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

**Other**

**15. Audit of bills.**

**Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

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

17. **Adjourn.**

**Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to adjourn at 7:13 p.m.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted,

Alicia Loehlein  
Recording Secretary

**ARPA Requests  
Administration Committee Departments**

<b>Department</b>	<b>Description</b>	<b>Type of Expenditure</b>	<b>Requested</b>	<b>Committee Action</b>
Admin/HR	COVID cost recapture - short term disability beginning 3/2021	Personnel	39,091	39,091
Admin/HR	COVID Cost recapture - Cost of paid claims for COVID diagnosis (2021-2022)	Personnel	991,094	991,094
Admin/HR	COVID cost recapture - Cost of Vaccine administration	Personnel	180,059	180,059
Admin/HR	COVID cost recapture - Cost of COVID-19 testing (viral/antibody)	Personnel	313,780	313,780
Admin/HR	Employee COVID Relief Fund Grant	Personnel	100,000	0
BCCAN	911 Towers to Fiber & Broadband	Capital	1,593,481	1,593,481
BCCAN/IT	BCCAN One Time Mapping of Sites	Operational	55,000	55,000
County Clerk	County Clerk Office Remodel	Capital	500,000	500,000
County Clerk	Election Management System Upgrade-2nd Phase	Capital	11,000	11,000
IT	Replacement Cycle Network Switches/Routers (48 switches and 15 Routers)	Capital	666,000	666,000
IT	County Board Committee Room 200 - AV Tech Upgrade	Capital	116,234	0
IT	Wireless Upgrade (Public/Private) County Wide	Capital	525,000	240,000
IT	IT Office Remodel	Capital	155,000	0
IT	Surveillance Upgrade Software and Hardware	Operational	150,000	0
IT	IT Training	Operational	26,881	0
IT/HR/Finance	Upgrade Enterprise Resource System (HR/Finance)	Capital	2,000,000	0
IT-Cyber	SIEM, Logging Storage and Management (3 years)	Capital	551,000	0
IT-Cyber	Surveillance Storage/Siem Log Storage on Prem System Amount	Capital	830,000	0
	<b>TOTAL</b>		<b>8,803,620</b>	<b>4,589,505</b>