

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, September 24, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Supervisors Tom Lund, Patty Hoeft, Tony Theisen, Andy Williams
Excused: Supervisor Jack Krueger.
Also Present: Executive Hinz, Jayme Sellen, Bill Dowell, Darlene Marcelle, Sandy Juno, Lynn VandenLangenberg, Jeff Oudeans,

I. Call to Order:

The meeting was called to order by Chair Lund at 5:30 p.m.

II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO TAKE ITEM #3 BEFORE #2 AND OMIT ITM #34. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/modify minutes of August 27, 2009.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review of Minutes

a. Housing Authority (8/17/09).

Supervisor Theisen stated that the approval at County Board to have the Housing Authority close the waiting list and not take any more applications until the list was significantly reduced, to date, the Housing Authority had not received formal notice of the request so it had not been added to their agenda.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, item #3 was taken at this time.

Communications

2. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty.

Supervisor Andrews stated that it had occurred to her when writing item #3 that it doesn't always help her to know what is going on within the departments that report to the committees she serves. Until she looked back at the other committees it was realized that every department had budget shortfalls this year. She stated that if each committee acts independently of each other without knowing what can be done, they are likely to come to a far less useful decision on

how to fix the problem then they might if they knew what was going on with everyone. Andrews suggested having a report on the state of the budget for the entire County under the County Executive's report at the County Board meeting. This would include red flagged items and the explanations for it. She stated that supervisors can't always get to every meeting and a lot of time supervisors aren't getting the reasons departments are going over unless you are at the meeting. The minutes are good but incomplete and there is no opportunity to ask questions if you are reading the minutes. She felt this would give a broader perspective. It is their job to do the budget and they need to pick a much more hands on approach with what is going on. Andrews would like to see in the future this info available to everyone and on the County website. She would like it to be easily accessible and easy to understand to allow input from constituents. Andrews would also like to look at years over time to develop better forecasting models to predict.

Supervisor Theisen responded that it would be nice to have a summary of the budget. When speaking about input from constituents he stated that it comes in two parts. You hear from people that say my taxes are too high, you are spending too much money and they expect their supervisor to find ways to cut. That is very general input. People that want you to spend more money are typically involved in some project within a department and they feel it's their supervisor's job to find the money to fund it. That input is very specific. Andrews stated there is a third group of people out there and they just want to know what is going on and what satisfies them is having more easily accessible information.

Supervisor Williams felt that needs of understanding is the highest priority. He felt that they did not need to get into the numbers but simple information is key. If departments are over, there should be some detail as to why. Placing this information on the internet would also force departments to be more responsive as well. Once a problem starts to show, as supervisors, they have that duty to know when to start working on a certain area.

Andrews stated that at the beginning of this board, they were accused of acting in secret because a majority of people voted to have a secret ballot to elect a chair. She stated if you can't get a hold of the data you can't keep a check on your government and we act in secret when we don't make things understandable for the people that we are asking for. She discovered that when she decided to run for office, when she was searching for facts so she could say if her opinion was justified. The more she searched, the more she found it was difficult to hunt down what you want.

Supervisor Hoeft believed that there were a number of examples and models across the country that they could begin to look at to improve access. They could search other county websites to look for examples on providing information to constituents about how their government is performing. She stated that Brown County is currently pursuing strategic planning under the County Executives leadership. They are trying to move toward monitoring work by performance and looking at ways to measure what is done. The budgeting process is a line item. There are different kinds of budgeting and she thought there are some governments that have gone to performance based budgeting which is easier for a citizen to find out what they are getting for their tax dollars. They can continue developing the website more to become a tool for people to get access. Hoeft felt Andrews's initiative was great and sparks interest or a desire to move at finding a way to tell people what we do.

Chair Lund felt this was important and felt they should formalize the process and have a report on the status of the county budget as a whole at the County Board meeting but from the Director of Administration. There should be a short report on what is going on and if action needs to be taken then they can figure out what they have to do. That would make the County

Board more accountable to the budget process. Hoeft responded that looking at the budget to watch the bottom line is fine and is an easy way to measure if they are successful, as long as they don't go over the bottom line, but it doesn't have anything to do with if they are being efficient or effective in doing what they say they are doing.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

Supervisor Hoeft arrived at 5:49 p.m.

3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

Supervisor Andrews sensed that too much discretion is being allowed and the department heads are guessing what the Supervisors want to hear. She would like to see that when there is a problem, such as budget shortfall, that departments are asking themselves, what do the supervisors need to know in order to see that this is corrected in the future. Andrews felt that department heads could pull up their budget and note what areas they are over in. This would give the committee members more detail and a list of expectations. More info would also allow staff to have what they need in order to answer questions from the committee. She suggested forwarding this to the finance department first to have Director of Administration, Lynn Vanden Langenberg, make reference of where money can be taken from. This will give the committees the information they need before them to make decisions and handle things expeditiously. She felt this would also allow everyone to figure out a process figuring out what it is that everyone needs to know. Andrews would like for supervisors to give their input, whether it be through a questionnaire as to what information they would like to know.

Supervisor Williams questioned what would happen if the department head is not in attendance. Andrews responded that if they set expectations that in order for the committee to make a decision, they need the information requested and if staff is not available, then the item should be held. Unless it was an emergency, to move forward, the committee needs to be provided with good information where the committee was able to make a good decision. Good information leads to good decisions.

Supervisor Theisen agreed with the statement, more info the better it is to make a decision.

Chair Lund stated that this was the intent when they requested each department to provide a monthly budget status financial report. He felt that these reports have become a set of numbers and people have not owned up the fact that they are going to be over budget. He felt that if anyone is over budget in any area that it needs to be red flagged. The departments need to state why they are over and explain what they are going to do to try to get back into budget, possibly working with another department that is under budget to balance the books ahead of time. This will decrease the need to take money out of the general fund.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO REFER THIS COMMUNICATION TO EACH STANDING COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY

SUPERVISOR THEISEN TO HOLD FOR ONE MONTH FOR MORE INFORMATION FROM SUPERVISOR ANDREWS. Vote taken. MOTION CARRIED UNANIMOUSLY.

Back to item #2 at this time.

Corporation Counsel

4. Record Retention report:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

Treasurer

5. Budget Status Financial Reports for June and July 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Treasurer's Financial Report for the Month of June:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk

7. Budget Status Financial Report for August 31, 2009.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).

County Clerk, Darlene Marcelle, stated that her office contracts with 13 municipalities for the statewide voter registration information which is mandated through the Help America Vote Act and the State.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO SUSPEND THE RULES TO TAKE 8-20 TOGETHER. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Holland for the Statewide Voter Registration System.

10. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Humboldt for the Statewide Voter Registration System.

11. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Lawrence for the Statewide Voter Registration System.
12. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Morrison and for the Statewide Voter Registration System.
13. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County & the Town of New Denmark for the Statewide Voter Registration System.
14. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Pittsfield for the Statewide Voter Registration System.
15. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Glenmore for the Statewide Voter Registration System.
16. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Green Bay for the Statewide Voter Registration System.

The numbers under the 2010-2011 Agreement Expense-Clerk Typist I (LTE) should be corrected as follows: 2010 – Four Elections: \$1,658.16 (not \$1,260.00 as listed) and 2011 – Two Elections: \$829.08 (not \$630.00 as listed). A copy of the correction was provided and handed out (attached).

17. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Rockland for the Statewide Voter Registration System.
18. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Wrightstown for the Statewide Voter Registration System.
19. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Denmark for the Statewide Voter Registration System.
20. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Pulaski for the Statewide Voter Registration System.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE WITH THE NOTED CORRECTION TO ITEM #16. Vote taken. MOTION CARRIED UNANIMOUSLY.

Facility & Park Management

21. Budget Status Financial Report for August 2009:
The August financials were unavailable; July financials were handed out (attached).
Dowell stated that it is thought that there will be some savings at the end of the year.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE BUDGET STATUS FINANCIAL REPORT FOR JULY 2009. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. Courthouse Roof Plan Discussion.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY

**SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

23. RFP for Courthouse Remodeling:

Dowell stated that this is a project that was budgeted for this year and it combines two projects, one being the renovation of the Law Library and the other, a remodel of the Clerk of Courts. The project is scheduled to start in January.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Human Resources

24. Budget Status Financial Report for July 31, 2009.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

25. Human Resources Activity Report for August 2009.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Dept. of Administration

26. 2009 Budget Transfer Log:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

27. Grant Application Approval Log:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

28. Administration - Budget Status Financial Report for July 31, 2009:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

29. Information Services - Budget Status Financial Report for July 31, 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

30. Request for Budget Transfer (#09-76): Interdepartmental Transfer:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

31. Director's Report:

Director of Administration Lynn Vanden Langenberg reported that they had been putting in a lot of hours into the budget stating that this year was a little more challenging with the new system but they had a lot of new reports that they had to write. The budget will be available by October 1st and she will provide the supervisors with a schedule of when she plans to hold 2010 Budget Overviews. She stated if supervisors are unable to attend those meetings she'd be willing to schedule a time to meet.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Child Support Agency

32. Budget Status Financial Report for July 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

33. Request for Budget Transfer (#09-77): Increase in Expenditures with Offsetting Increase in Revenue:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

34. Register of Deeds – Budget Financial Report for July 2009:

This item was omitted.

Other

35. Discussion re: November and December meeting dates:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO HOLD THE NOVEMBER MEETING ON THE 18TH AND THE DECEMBER MEETING ON THE 22ND, BOTH AT 5:30 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

36. Audit of bills:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

37. Such other matters as authorized by law. None.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to adjourn at 6:30 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

#16 correction.

October 21, 2009

THEREFORE, the Town of Green Bay directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

Fiscal Impact: None

2010-2011 Agreement	2010 – Four Elections	2011 – Two Elections
Revenue- Chargeback	\$1658.16	\$829.08
Expense-Clerk Typist I (LTE)	(\$1260.00)	(\$630.00)

(1658.16)

(829.08)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: _____
Tom Hinz, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

**Brown County
Facilities Management
Budget Status Report
7/31/2009**

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,358,143	\$ 1,361,126	57.72%
Fringe Benefits	\$ 1,226,878	\$ 637,907	51.99%
Clothing Allowance	\$ 6,855	\$ 1,293	18.86%
Operations & Maintenance	\$ 546,410	\$ 273,873	50.12%
Utilities	\$ 873,300	\$ 454,154	52.00%
Chargebacks	\$ 126,632	\$ 88,440	54.05%
Contracted Services	\$ 463,969	\$ 198,336	42.75%
Outlay	\$ 157,634	\$ 11,180	7.09%
Transfer Out	\$ 11,470	\$ -	0.00%
Property Tax Revenue	\$ 3,314,499	\$ 1,933,456	58.33%
25x25 Revenue	\$ 50,000	\$ 6,839	13.68%
Services	\$ 15,000	\$ 8,750	58.33%
Miscellaneous Revenue	\$ -	\$ 1,537	
Rents	\$ 661,704	\$ 386,095	58.35%
Intracounty Charges	\$ 1,657,222	\$ 922,196	55.65%
Transfer In	\$ 72,866	\$ 64,234	88.15%

HIGHLIGHTS: Unaudited results

Expenses: We are on track to meet our annual budget.

Revenues: We are on track to meet our annual budget.

Facilities Management - July 31, 2009

