

**PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, October 6, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Lund, Supervisor Moynihan, Supervisor Erickson, Supervisor Vander Leest  
**Excused:** Supervisor Evans, Supervisor Fewell  
**Also Present:** Chad Weininger, Troy Streckenbach, Brent Miller, Tom Miller, Dan Process, Tim Schmitt, Jeremy Kral, Juliana Ruenzel, Maria Lasecki, Dave Maccoux, Lynn Stainbrook, Supervisor Robinson, Supervisor Sieber, Paul Van Noie

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I. **Call Meeting to Order:**

The meeting was called to order by Chair Tom Lund at 5:31 p.m.

II. **Approve/modify agenda:**

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

III. **Approve/modify Minutes of September 8, 2014.**

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public:** None.

**Vacant Budgeted Positions (Request to Fill)**

1. **Corporation Counsel – Assistant Corporation Counsel - Vacated 9/18/14.**
2. **Human Resources – Human Resources Analyst - Vacated 9/9/14.**
3. **Human Services – Economic Support Specialist (x3) - Vacated 9/16/14; 9/19/14; 10/1/14.**
4. **Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) - Vacated 6/19/14.**
5. **Child Support – Child Support Clerk - Vacated – 10/13/14.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 5 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1 – 5. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications**

6. **Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. *Held for a month.***

Supervisor Erickson indicated that he had been contacted by Supervisor Dantine who indicated he was unable to attend this meeting and asked that this matter be held for a month.

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to hold until next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Communication from Supervisor Vander Leest re: Request for all resolutions to follow County ordinance for defined fiscal impacts. This was not followed on September 17, 2014 Item #10a for the Sheriff's Office Storage Building Project. Referred from September County Board.**

Supervisor Vander Leest stated that in identifying items that are unknown or not determined, getting at least some sort of analysis as to what the background is would be helpful. Without this, he opined that it is difficult to deduce the impact which leaves the Board in the dark.

Vander Leest continued that he is used to how things are done at the state level where the fiscal bureau does a summary. Although he is not looking for that, he would like to see a little more detail of fiscal impacts as he likes to know the cost of things he is voting on. He felt that having more information would be helpful. Vander Leest felt that this should be referred to staff to look at and come back with some amendments to the ordinances.

Supervisor Moynihan indicated that it was well known that the example used by Vander Leest in this communication was an anomaly. Director of Administration Chad Weininger agreed with this and explained the process of putting together a fiscal impact. He stated that generally the person who makes the resolution puts some costs together along with some background facts to come up with a fiscal impact. With regard to the specific resolution that Vander Leest referred to, the impact was indeterminate due to some costs that could not be factored. Weininger felt that what Vander Leest was getting at was that he is used to the fiscal bureau memos provided at the state level which are very detailed and work through assumptions. Weininger noted that in the future he can provide more of a guesstimate in these situations based on some assumptions, but noted that he would not be able to always provide completely definitive numbers. Moynihan indicated he felt Weininger had a clear idea of what Vander Leest is looking for and suggested that this matter be received and placed on file.

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

8. **Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. Sept Motion: To refer to the Chairman of the Executive Committee for example.**

Supporting materials were provided via e-mail to the Committee, however, hard copies were not available at the meeting. These materials are attached to these minutes.

Supervisor Robinson encouraged the Chair and Committee to keep moving on the road they are going because he thinks handling matters in the fashion suggested would be an improvement and would provide transparency which is very important.

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

#### Legal Bills

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

**Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

## **Reports**

### **10. County Executive Report.**

#### **a) County Board Action regarding 5-year Capital Improvement Plan Opinion.**

County Executive Troy Streckenbach stated that this item was actually not supposed to be on the agenda until December. Weinger indicated that several Supervisors had inquired as to whether the CIP needs to be approved or received and placed on file. Weinger indicated that receiving and placing on file would be appropriate as the important thing is for the County to have the CIP plan that forecasts future bonding. He continued that it is a very important planning tool but it does not require approval.

Streckenbach continued that the proposed budget has been presented and budget books have been distributed. He stated that he took into consideration all of the initiatives talked about over the course of the year. Streckenbach is hoping to have a similar budget process this year as in the past several years. He noted that the internal budget has been minimized to focus on larger issues and the budget also shows a 2% tax rate cut along with a \$100,000 levy reduction. The intent behind this is to allow the Board to really debate initiatives that are not included in the budget and he is looking forward to a heartfelt debate with the Board with regard to the overall budget.

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

### **11. Internal Auditor Report.**

#### **a) Presentation of the 2013 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Dave Maccoux, Schenck, SC. (Material previously distributed).**

Internal Auditor Dan Process and Dave Maccoux from Schenck addressed the Committee. Maccoux stated that he would go through some of the information contained in the CAFR (Comprehensive Annual Financial Report) which has been distributed to the Supervisors. He indicated that what they do during the audit process is go through all of the documents and financial reports provided by the County and give an opinion as to any modifications that need to be made.

Maccoux described the role of Schenck as auditors which is to review the report that has been prepared and ensure that it is appropriately stated. Schenck's opinion is included in the documents.

Internal controls are also discussed which are very important to the County's overall financial position and overall control over the funds that the County receives and manages. Schenck's review of the internal controls did not disclose any internal control findings overall. They did report one finding however with regard to the Reporting and Reconciling and Review Processes in the Human Services Department.

Maccoux continued that with respect to the accounting practices, all of the accounting practices of the County are reasonable and not unusual. Maccoux indicated that the audit process went well and he reported a good working relationship with the County.

Maccoux continued that in looking at the government fund balance in the Summary Financial Information, it should be noted that this is a source of liquidity and relates to how the operations of the County are being funded. Maccoux continued that the general fund is broken down into a number of categories. The uncommitted funds of the general fund expenditures equal about 29%. He noted that the general fund went down about \$3.3 million dollars. Expenditures as identified in the report were less than the budget by about \$4 million dollars. Maccoux did not have any significant concerns with the special revenue funds.

Maccoux continued that the capital projects funds fluctuate up and down depending on when bond proceeds are taken out, but this has been relatively consistent and Maccoux does not have any real concerns with regard to the fund balance.

Vander Leest asked Maccoux if there is a general guideline as to what the general fund balance should be in relation to overall expenditures. Maccoux responded that County is at approximately 13 – 20% of the operating expenses and this is a little bit above with the County's policy which Maccoux views as positive in looking at future operations.

Page 13 begins the comments and observation reports and talks a little bit about the GASB statement 67 and 68 which lets the County know of future changes in some of the disclosures. Schenck will work with the County in implementing these changes.

Maccoux explained the single audit requirements outlined in Pages 14 – 15 which will be in effect as of 2014. There will also be enhancements that will affect the County beginning in the 2015 fiscal year. These items are outlined in the report and Maccoux noted that there will be some policies in relation to this that the County will need to review in moving forward.

Maccoux recalled that there were a number of internal control and compliance findings with regard to the CTC in the past that dealt with reporting and procedures. These findings have been reviewed with management and Maccoux indicated that the County has made substantial enhancements and he believes the County is well on its way to completing the enhancements to eliminate concerns.

The final document is the Federal Awards and State Financial Assistance which shows that the County has received \$40 million dollars of federal monies and monies from the State of Wisconsin total \$34 million dollars.

Maccoux concluded by stating that he was pleased to say that there were no compliance findings other than enhancing the reconciliations discussed earlier and he has no areas of significant concern.

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

**b) Board of Supervisors Budget Status Financial Report for August, 2014.**

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

**c) Board of Supervisors (Veterans' Recognition Subcommittee Budget Status Financial Report) for August, 2014.**

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

**d) Monetary Receipts, Disbursements and Deposits Audit – Brown County Library.**

Process stated that the audit report was included in the agenda packet with his recommendations. He noted that there were no significant findings but there were recommendations made to strengthen internal controls. Process also noted that there was a very good working relationship with Library Director Lynn Stainbrook and her staff throughout the audit process. Process's major recommendations including communicating the room rental rate and charges accurately along with defining room rental categories and reviewing and updating the meeting rooms and surrounding grounds use policy to ensure accuracy. Another recommendation was to increase the efficiency in the monthly collection activities and the Library is working through this. There were several other recommendations that dealt mainly with ensuring compliance with the policies. Process reiterated that he had very good cooperation from Stainbrook and her staff.

Stainbrook noted that she found it very helpful to go through the audit process and have another set of eyes look at the procedures the Library has in place and ensure that they are operating as risk-free as possible. Stainbrook concluded by saying that Process was very helpful to work with.

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

**e) 2015 Proposed Audit Plan.**

Process stated that he contacted the Supervisors and administrative staff to get their input as to what areas may need review or audit in 2015 and this plan is a compilation of requests and suggestions received. He noted that depending on how long each project takes, he may not be able to perform each and every item, but he will get to as many of them as he can.

Vander Leest asked Process if he has had any involvement related to the Clerk of Courts revenue accounts or guardian ad litem accounts. Process responded that Supervisor Buckley had asked Process to look into some concern he had with regard to guardian ad litem fees and Process indicated that some changes have been made with regard to the guardian ad litem system. Process noted that he had prepared a summary for Supervisor Buckley that he would be able to share with Vander Leest as well.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**f) Quarterly Status Report (July 1 – September 30, 2014).**

Process wished to point out that he will be working on some of the items that Maccoux discussed earlier in the meeting and will keep the Committee up to date with regard to these items.

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

**g) Discussion and possible action on the Final Internal Audit Report – Purchasing Function for Public Works Highway Department. *September motion: To hold Item for one month.***

Process indicated that he has not seen anything as far as a response from Public Works – Highway Director Paul Van Noie. Van Noie responded that he had met with Corporation Counsel, the County Executive and the Director of Administration with regard to the audit findings. He provided the Committee with a Memorandum, a copy of which is attached, that indicates what has been done with regard to the seven recommendations. He noted that Items 2, 3, 4, 6 and 7 have already been implemented. With regard to Item 1, Van Noie indicated that this will be a six month project but it has been started. Item 5 will involve working with Purchasing and Accounting which will occur soon.

Process indicated that he would like to see more formalized, specific information with regard to what was implemented in response to the recommendations as he did not feel that the Memorandum contained specific information.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to hold until December meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Human Resources Report.**

- a) **Possible Amendment of the Code of Ordinances Section: 4.66 Vacation, Sub Paragraph 3: 4.66 VACATION. (1) All employees who are not covered by a bargaining agreement which includes a vacation schedule shall earn vacation as follows:**  
**(3) Employees must submit their vacation requests in advance and with as much notice as possible, so that supervisors can review the requests and make appropriate decisions based on the operational needs. In establishing regular schedules, supervisors shall give due consideration to the desires of individual employees within limits of work requirements of the division. Appointing authorities may amend vacation schedules to meet work emergencies or to grant requests of individual employees. If two or more employees request to take vacation during the same period and the matter cannot be resolved by agreement of the parties concerned, the employee with the most seniority with the County Department shall be granted vacation time.**

Human Resources Director Brent Miller indicated that this issue came up at Public Safety and the way this ordinance is currently written, it says that the person with seniority in the County would be granted vacation in the event two people wanted off the same day. Miller continued that this was originally written when there was still a union with the correction officers and since the beginning of time they based their vacation selection on seniority in the division. This is not an actual ordinance change at this time, but Buckley asked Miller to bring this forward for discussion.

Lund stated that from his perspective as an employee of the same company for 23 years, he felt that seniority with the company should be considered rather than seniority within a department because if an employee chooses to go to a different department, they would fall to the bottom of the seniority list, no matter how long they have been with the company.

Miller stated that a change would only apply to the 911 Center, Sheriff's Department and Jail.

Miller reiterated that this was just a discussion as to a possible amendment that he brought up at Buckley's request. Lund felt that perhaps this should be held until Buckley could provide his input. Moynihan agreed with Lund as this does not appear to be a time sensitive issue.

Erickson indicated that he does not have anything positive to add and he agrees with Lund on this and asked for clarification as to what departments this applies to. Miller responded that this only applies to the Sheriff's Department, Jail and 911 Center. Erickson noted that someone from an 8 – 4:30 job could transfer to the Highway Department or Zoo where there are a number of different shifts and he did not feel it would be appropriate for those new people to come in and have seniority. Erickson's recommendation is to send this back to staff to clean up a little bit to make it department specific and then bring back in December for further discussion.

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to bring back at December meeting to allow Human Resources to make department specific. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### **Resolutions, Ordinances**

**13. Resolution for Inclusion Under the State of Wisconsin Deferred Compensation Program.**

Miller noted that the County currently offers Nationwide for the deferred compensation carrier. He would like to offer the employees the option of using Wisconsin Deferred Compensation as the deferred comp carrier. He noted that the points paid to Wisconsin Deferred Compensation are significantly lower than Nationwide and he has had numerous requests from employees to offer this program. He also noted that the employees of Wisconsin Deferred Compensation do not work on commission. Further, there would not be any financial impact to the County in offering the Wisconsin Deferred Compensation program.

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

#### **Other**

**14. Such other matters as authorized by law.**

Vander Leest stated for the benefit of the newer members of the Board who are going into their first budget season, that any Supervisors who have questions of department heads with regard to the budget should ask the questions prior to the budget hearing and then forward the responses to the full County Board. He felt that this process has worked well in the past and leaves no loose ends after the Committee meetings are held. It also provides for the full County Board to have answers and information at their disposal to review prior to the budget meeting.

Moynihan noted that if Supervisors do their appropriate homework, discussions on the Board floor would not be prolonged. Further, items discussed at the Committee meetings would be contained in the minutes. Moynihan stated that any Supervisor who has questions after review of the minutes can e-mail the rest of the Board to let them know of their questions and answers they receive. Moynihan suggested that Vander Leest bring this up during the announcements at the next Board meeting.

Erickson suggested that perhaps the County Board staff could send out an e-mail to request that Supervisors attend all budget meetings to inform themselves. Lund noted that if budget

meetings are held during the day Supervisors may not be able to attend. Moynihan stated that his position is that all budget meetings should be held in the evening to allow attendance by all.

15. **Adjourn.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest at 6:24 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary



# BOARD OF SUPERVISORS

*Brown County*



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**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, September 17, 2014 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

### NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a) Must be limited to items not on the agenda.
  - b) State name and address for the record.
  - c) Comments will be limited to five minutes.
  - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of August 20, 2014.**
4. **Announcements of Supervisors.**
5. **Communications:**
  - a) Late Communications.
6. **Appointments:**

**County Executive:**

  - a) Reappointment of John Doe to the Children with Disabilities Education
7. **Reports by:**
  - a) County Executive.
  - b) Board Chairman.

8. **Other Reports:**
  - a) Treasurer's Financial Report for the Month of May 31, 2014.
  
9. **Standing Committee Reports:**
  - a) **Report of Administration Committee of August 28, 2014:**
    1. Review minutes of:
      - a) Housing Authority (July 21, 2014). Receive and place on file.
      - b) Northeast Wisconsin CDBG – Housing Region Committee Meeting (June 3, 2014). Receive and place on file.
    2. Child Support - Budget Status Financial Report July, 2014. Receive and place on file.
    3. Child Support - Director Summary including SPSK Grant Participants Presentations. *No action taken.*
    4. Communication from County Board Chairman Moynihan re: Conducting County Business by use of electronic capabilities. To refer communication and information gathered thus far to Technology Services for the purpose of presenting a report to this Committee regarding costs and savings.
    5. Treasurer - Budget Status Financial Report for June, 2014. Receive and place on file.
    6. Treasurer's Financial Report for the Month of May, 2014. Receive and place on file.
    7. County Clerk - Budget Status Financial Report for June, 2014 and July, 2014. Receive and place on file.
    8. County Clerk - Resolution to Assess a Charge for Data Entry of Dog Licenses. To refer back to staff until the next meeting for Corporation Counsel to provide a specific response to the Committee in writing. See Resolutions, Ordinances.
    9. Dept. of Admin - Budget Report for July, 2014. Receive and place on file.
    10. Dept. of Admin - Countywide Financial Overview as of June 30, 2014. Receive and place on file.
    11. Dept. of Admin - Budget Adjustment Log. Receive and place on file.
    12. Dept. of Admin - Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances.
    13. Dept. of Admin - Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances.
    14. Dept. of Admin - Director's Report. Receive and place on file.
    15. Corporation Counsel - Monthly Report for July, 2014. Receive and place on file.
    16. Technology Services - Budget Status Financial Report for May, 2014 and June, 2014. Receive and place on file.
    17. Technology Services - Resolution re: Change in Table of Organization for the Technology Services Department Server, Storage & Virtualization Specialist. To approve. See Resolutions, Ordinances.
    18. Technology Services - Director's Report. Receive and place on file.
    19. Human Resources - Budget Status Financial Reports for June, 2014 and July, 2014. Receive and place on file.
    20. Human Resources - Activity Report for July, 2014. Receive and place on file.
    21. Human Resources - Recommended for Approval: RFP for Employee Assistance Program. To approve and recommend to the full County Board.
    22. Director's Report. Receive and place on file.
    23. Audit of bills. *No bills were presented; no action taken.*
  
  - b) **Report of Education & Recreation Committee of September 3, 2014.**
    1. Review minutes: *No minutes, no action needed.*

2. Communication from Vice Chair Lund re: For the fees for the Fox River Trail System be looked at by the Planning, Development & Transportation Committee. To hold until October.
3. Communication from Supervisor Zima re: That Brown County consider expanding the Southwest Branch Library by approximately 1100 square feet to accommodate the library's growing needs in the children and computer areas. To refer to the Library Board.
4. Golf Course - Budget Status Report for July, 2014. Receive and place on file.
5. Golf Course Financial Statistics as of August 31, 2014. Receive and place on file.
6. Golf Course - Approve Contract Addendum for Golf Pro Contract. To refer the contract addendum for the Golf Pro contract back to the Superintendent for reconsideration and report back at the October meeting.
7. Golf Course - Approve Contract Addendum for Clubhouse Restaurant Contract. To refer the contract addendum for the Safari Steakhouse restaurant contract back to the Superintendent for reconsideration and report back at the October meeting incorporating some of the suggestions regarding the one time nature of this.
8. Golf Course - Superintendent's Report. Receive and place on file.
9. Park Mgmt - Discussion of Friends Group Funding Requests. To move \$15,000 into a new line item in the Park's budget to match funds towards park improvements that come forward from Friends Groups.
10. Park Mgmt - Budget Status Financial Report for July, 2014. Receive and place on file.
11. Park Mgmt - Report of property adjacent to the Brown County Fairgrounds. To refer this to a Closed Session at the October meeting.
12. Park Mgmt - Approval of Agreement between the County and Bay Nordic. To approve.
13. Park Mgmt - Attendance Report. Receive and place on file.
14. Park Mgmt - Field Staff Reports. To suspend the rules to take Items 13-18 together.
15. Park Mgmt - Assistant Park Director's Report. *See Item #18.*
16. NEW Zoo Budget Status Financial Report for July, 2014. *See Item #18.*
17. NEW Zoo Monthly Activity Report:
  - a. Operations Report:
    - ii) Admissions, Revenue, Attendance Report.
    - iii) Gift Shop, Mayan Zoo Pass Revenue Report.
  - b. Curator Report.
  - c. Education & Volunteer Report.
  - d. Maintenance Report for July, 2014. *See Item #18.*
18. Zoo Director Report. To receive and place on file Items 13-18.
19. Library - Budget Status Financial Report for July, 2014. Receive and place on file.
20. Library - Director's Report. Receive and place on file.
21. Museum - Director's Report. To suspend the rules to take Items 21 to 25 together.
22. Museum - July, 2014 Daily Attendance. *See Item #25.*
23. Museum - Attendance 5-Year. *See Item #25.*
24. Museum - Budget Status Financial Report for July, 2014. *See Item #25.*
25. Museum - Budget Performance Report. To receive and place on file Items 21-25
26. Audit of bills. To approve.

c) **Report of Executive Committee of September 8, 2014:**

1. Public Hearing on the proposed issuance of Brown County, Wisconsin General Obligation Airport Improvement Refunding Bonds, Series 2014C (AMT) (the "Refunding Bonds") in an amount not to exceed \$4,795,000, which bonds are being issued to refund to refinance certain maturities of the County's \$7,000,000 General

- Obligation Airport Improvement Bonds, Series 2004A dated August 1, 2004 (the "Prior Bonds"). TEFRA notice – *See Item 18.*
2. Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. To refer to the Chairman of the Executive Committee
  3. Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. To hold for one month.
  4. Communication from Supervisor Hoyer re: Offer couple/family benefits to county employees with domestic partnerships in 2015 budget. *Referred from July Admin Committee.*
    - a) Resolution Offering Healthcare Benefits to Registered Domestic Partners Employed by Brown County. *Held until the U.S. Appeals Court took action on the constitutionality of the matter.*
      - i. To modify the resolution to replace under *Now, Therefore, Be It Resolved* "beginning with the 2015 budget" with "beginning in 2015" and strike under *Be It Further Be Resolved* the wording: "with continuing benefits remaining to those with domestic partnerships who applied under this current policy while offering the benefits to any legally married employee". No second, motion failed.
      - ii. Receive and place on file. Motion Carried 4 to 2. See Resolutions, Ordinances.
  5. Vacant Budgeted Positions - Child Support – Accounting Technician - Vacated 7/31/14. *See Item #13.*
  6. Vacant Budgeted Positions: Child Support – Clerk/Typist II - Vacated 9/8/14. *See #13*
  7. Vacant Budgeted Positions: Emergency Management – Emergency Management Coordinator Vacated 8/11/14. *See Item #13.*
  8. Vacant Budgeted Positions: Human Services – Clinical Social Worker - Vacated 9/2/14. *See Item #13.*
  9. Vacant Budgeted Positions: Human Services – Social Worker Supervisor (Child Protection) - Vacated 9/4/14. *See Item #13.*
  10. Vacant Budgeted Positions: Human Services (CTC) – Assistant Director of Nursing Home - Vacated 8/11/14. *See Item #13.*
  11. Vacant Budgeted Positions: Museum – Assistant Director - Vacated 11/11/13.
  12. Vacant Budgeted Positions: Port & Resource Recovery – Resource Recovery Associate (.5 FTE) - Vacated 8/6/14. *See Item #13.*
  13. Vacant Budgeted Positions: Technology Services – Delivery & Receiving Clerk (.53 FTE) - Vacated 8/21/14. To approve Items 5 – 13. Motion Carried 5 to 1.
  14. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the bills.
  15. County Executive Report. Receive and place on file
  16. Internal Auditor Report.
    - a. Board of Supervisors Budget Status Financial Report for July, 2014. Receive and place on file.
    - b. Proposed Monthly Update Status Report (August 1 – August 31, 2014). Receive and place on file.
    - c. Discussion and possible action on the Final Internal Audit Report – Purchasing Function for Public Works Highway Department. *Per Item III – Agenda was modified to hold Item 16c for one month.*
  17. Human Resources Report. *No report.*
  18. Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances.
  19. Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances.

20. Resolution re: Change in Table of Organization for the Human Services Department (Lead Economic Support Specialist). To approve. See Resolutions, Ordinances.
21. Resolution re: Change in Table of Organization for the Technology Services Department (Server, Storage & Virtualization Specialist). To approve. See Resolutions, Ordinances.

**d) Report of Human Services Committee of August 27, 2014**

1. Review Minutes of:
  - a) Aging & Disability Resource Center Board of Directors (July 10, 2014).
  - b) Board of Health (May 13, 2014).
  - c) Children With Disabilities Education Board (June 24, 2014).
  - d) Community Options Program Planning Committee (July 28, 2014).
  - e) Human Services Board (August 14, 2014).
  - f) Veterans' Recognition Subcommittee (July 15, 2014).
    - (ii) Suspend the rules and take Item 1 a – f together.
    - (iii) Receive and place on file Items 1 a – f.
2. Veterans Services - Budget Adjustment Request (14-73): Any increase in expenses with an offsetting increase in revenue. To approve.
3. Request to recognize September as Childhood Cancer Awareness Month in Brown County. To approve.
4. Request for funds for sign at cemetery on County property between Community Treatment Center and Brown County Jail. To approve.
5. Human Services Dept. - Executive Director's Report. Receive and place on file.
6. Human Services Dept. - Detox Status Report. *Motion at June Meeting: That the Human Services Director report at the August Human Services meeting on the current situation of alcohol detox needs and services in the community including what the current picture is, what might be a proposal to address those needs, whether it involves the County or not and what his opinion would be as to County involvement in that solution.* To support Option Two above (Respectfully acknowledge that the root issue is community-wide and impacts multiple entities. Direct the department to engage in discussion with other stakeholders seeking partnership to explore fundamental changes to the system, which may include a freestanding detox center, one integrated into an existing organization/structure, or other solution altogether).
7. Human Services Dept. - Outpatient Psychiatry Availability Report – Genny Willemon. Receive and place on file.
8. Human Services Dept. - Resolution re: Change in Table of Organization for the Human Services Department – Lead Economic Support Specialist (Resolution to be distributed prior to meeting). To send to Executive Committee. See Resolutions, Ordinances.
9. Human Services Dept. - Resolution re: On helping families move from homelessness to self-sufficiency. Hold for one month.
10. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
11. Human Services Dept. - Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
    - (i) To suspend the rules and take Items 11 a – d together.
    - (ii) To receive and place on file Items 11 a – d.
12. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
13. Human Services Dept. - Request for New Vendor Contract. To approve.
14. Audit of bills. To pay the bills.

**e) Report of Planning, Development & Transportation Committee of August 25, 2014.**

1. Review minutes of: (None). *No minutes, no action needed.*

2. Communication from Supervisor Van Dyck re: Increasing the speed limit on CTH GV to 40 miles per hour. To send back to staff to create a resolution in support of an increase of 40 mph on CTH GV in the Town of Ledgeview.
3. Communication from County Board Vice Chairman Lund re: For the fees for the Fox River Trail System be looked at by the Planning, Development & Transportation Committee. To hold until next meeting.
4. Communication from Supervisor Kaster re: Consider a more appropriate marker for the Potter's Field on Curry Lane. To approve the request and send to Admin.
5. Planning Commission - Update regarding development of the Brown County Farm property – standing item. Receive and place on file.
6. Planning Commission - Budget Status Financial Report for July, 2014. To suspend the rules and take Items 6, 7 & 8 together.
7. Property Listing - Budget Status Financial Report for July, 2014. *See Item #8.*
8. Zoning - Budget Status Financial Report for July, 2014. Receive and place on file Items 6, 7 & 8 together.
9. Airport - Budget Status Financial Report for July, 2014. Receive and place on file.
10. Airport - Director's Report. Receive and place on file.
11. Register of Deeds - Budget Status Financial Report for July, 2014. Receive and place on file.
12. Register of Deeds - Approval of 2<sup>nd</sup> Quarter Objectives for the LaBaye project. To approve the second quarter payment to the Wise Women's Gathering Place (LaBaye project) in the amount of \$4,700.
13. UW-Ext - Update on Invasive Plant Species eradication in Brown County. *No action taken.*
14. UW-Ext - Budget Adjustment Request (14-72) Category 8: Any allocation from a department's fund balance. To approve.
15. UW-Ext - Director's Report. Receive and place on file.
16. Public Works - Recommendation and Approval of Bid for Replacement of the Chiller at the Northern Building, Project #1868A. To approve the bid of B&P Mechanical for the Chiller at the Northern Building in the amount of \$28,500.00.
17. Public Works - Summary of Operations. Receive and place on file.
18. Public Works - Director's Report. Receive and place on file.
19. Public Works - Possible discussion regarding Brown County Health Department facility – standing item. To maintain as standing item.
20. Audit of bills. To audit the bills.

i. **Report of Land Conservation Subcommittee of August 25, 2014.**

1. Budget Update. Receive and place on file.
2. Resolution re: Approving a Revision to the Current Agricultural Fee Schedule, as Initially Adopted in the 2004 "Resolution Re: Approval of Brown County 2004 – 2009 Land & Water Resource Management Plan" and Reaffirmed in the Brown County Budget for 2008 to Partially Offset Costs Incurred by the Land Conservation Committee in Administering the Mandatory State Agricultural Nonpoint Performance Standards Required per Chapter NR 151, Wis. Admin. Code. To approve. See Resolutions, Ordinances.
3. Variance request – Ben Evenson request to build an Animal Waste Storage facility within 250 ft of Mike Zirbel's property line. Maps and consent letter to be provided at time of meeting. To approve.
4. Variance request – Marty Goral request to build an Animal Waste Storage facility within 250 ft of Pat Goral's property line. Maps and consent letter to be provided at time of meeting. To approve.
5. Directors Report. Receive and place on file.

- f) **Report of Public Safety Committee of September 3, 2014.**
1. Review minutes of:
    - a. Criminal Justice Coordinating Board (July 16, 2014). Receive and place on file Items 1 a – b.
    - b. Fire Investigation Task Force (May 15, 2014). *See action at Item 1a above.*
  2. Communication from Supervisor Zima on behalf of the Brown County Tavern League President to discuss similarities and enforcement of liquor license in Brown County. Receive and place on file.
  3. Public Safety Communications - Budget Status Financial Report for July, 2014. Receive and place on file.
  4. Public Safety Communications - Director's Report. Receive and place on file.
  5. Sheriff - Budget Status Financial Report for July, 2014. Receive and place on file.
    - 5a. Sheriff - RFP for Brown County Food Preparation for Jail Inmates, Project #1884. *This item was discussed as part of Item 6; see action at Item 6 below.*
  6. Sheriff's Report. Receive and place on file.
  7. Clerk of Courts - Budget Status Financial Report for July, 2014. Receive and place on file.
  8. Medical Examiner - 2014 Brown County Medical Examiner Activity Spreadsheet. Receive and place on file.
  9. District Attorney - Update re: Contract Position. Receive and place on file.
  10. Audit of bills. To pay the bills.

10. **Resolutions & Ordinances:**  
**Budget Adjustments Requiring County Board Approval**

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration Committee**

- b) Resolution to Assess a Charge for Data Entry of Dog Licenses. Motion at Admin: To refer back to staff until the next meeting for Corporation Counsel to provide a specific response to the Committee in writing.

**Administration and Executive Committee**

- c) Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. Motion at Admin: To approve; Motion at Exec: To approve.
- d) Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. Motion at Admin: To approve; Motion at Exec: To approve.
- e) Resolution re: Change in Table of Organization for the Technology Services Department (Server, Storage & Virtualization Specialist). Motion at Admin: To approve; Motion at Exec: To approve.

**Executive Committee and Human Services Committee**

- f) Resolution re: Change in Table of Organization for Human Services Department – (Lead Economic Support Specialist). Motion at Human Svc: To send to Exec Cmte; Motion at Exec: To approve.

**Executive Committee**

- g) Resolution Offering Healthcare Benefits to Registered Domestic Partners Employed by Brown County. Motion at Exec: Receive and place on file.

**Land Conservation Subcommittee**

- h) Resolution Approving a Revision to the Current Agricultural Fee Schedule, as Initially Adopted in the 2004 "Resolution re: Approval of Brown County 2004-2009 Land & Water Resource Management Plan" and Reaffirmed in the Brown County Budget for 2008 to Partially Offset Costs Incurred by the Land Conservation Committee in Administering the

Mandatory State Agricultural Nonpoint Performance Standards Required per Chapter NR 151, Wis. Admin. Code. Motion at Land Con: To approve.

**Human Services Committee**

- i) Proclamation Declaring September as "Childhood Cancer Awareness Month". Motion at Human Services: To approve.
  
- 11. **Such other matters as authorized by law.**
  
- 12. **Bills over \$5,000 for period ending August 31, 2014.**
  
- 13. **Closing Roll Call.**
  
- 14. **Adjournment to Wednesday, October 15, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



# MEMORANDUM

TO: Executive Committee

FROM: Paul Van Noie

DATE: October 6, 2014

RE: Actions Regarding the Purchasing Audit

Item #1.... the Highway Division will document its purchasing procedures moving forward. This may take six (or more) months at current resource levels.

Item #2...this item was accepted when noted

Item #3... this item was accepted when noted

Item #4... this item was accepted when noted

Item #5...the process currently used was done so with input from purchasing and finance. Highway will work with the two other departments to improve this process.

Item #6...the finding of Corporation Counsel will be adhered to moving forward

Item #7... this item was accepted when noted