

December 19, 2007

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on December 10, 2007 and recommends the following motions:

1. Review minutes of:
 - a) Legislative Sub Committee (10/15/07).
Receive & place on file.
2. County Executive report.
 - a) Budget Status Financial Report for October 31, 2007.
Approve.
3. Internal Auditor Report.
 - a) Budget Status Financial Report for October 31, 2007.
Approve.
 - b) Report on new financial software change management meeting.
Receive & place on file.
 - c) Other.
Receive & place on file.
4. Remodeling of County Board Office. (Referred Report 8c#7 back to Committee from November 7, 2007 County Board.) Hold until next County Board session in April 2008.
5. Communication from Supervisor Steve Fewell re: Explore the potential and possible savings and efficiencies that could be possible by contracting for Corporation Counsel services. (Held from previous meeting.) Receive & place on file.
6. Communication from Supervisor Warpinski re: Request that Brown County review its' legislative procedures to establish a set of criteria for items required to be considered in resolution form. (Held from previous meeting.) Hold for one month.
7. Communication from Supervisor Steve Fewell re: Review and modify County Code 2.13(3)(4b)(4c)(4d) as it relates to Brown County Board agenda items; request to modify by removing committee reports; require all recommendations approved by committee action be placed in resolution or ordinance form; request a form be created for communications so that all communications be on a standard form; recommendation that County Board of Supervisors work with Corporation Counsel to have communications placed on sample resolution or ordinance format. (Held from previous meeting.) Hold for one month.

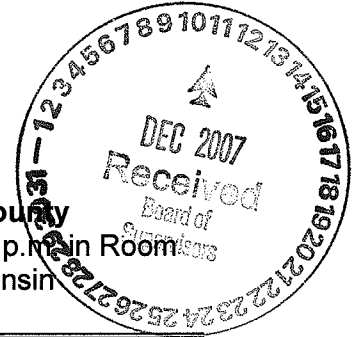
8. Communication from Supervisor Pat Evans re: That corner offices are not only reserved for department heads. (Referred from November 7, 2007 County Board.) Assign corner offices or any other office, no matter square footage, under the office department head's authority.
9. Invoice from Green Bay City Treasurer re: County Board portion of invoice at City Hall Council Chambers: "Fix monitor problem in council chambers – voting system repairs (\$383.58). Approve, providing funds come from Asset Maintenance Fund.
10. Resolution re: County Clerk's Office Reclassification of "Chief Deputy" Position. (Referred from Administration Committee.) Committee approved. See Resolutions, Ordinances December County Board.
11. Resolution re: Register of Deeds Office Reclassification of "Property Description Clerk" Position to "Property Description Specialist." (Referred from Planning, Development & Transportation Committee.) Committee approved. See Resolutions, Ordinances December County Board.
12. Resolution re: Authority to Execute a 2007-2008 Labor Agreement with the Brown County Mental Health Center Employees, Local 1901. Committee approved. See Resolutions, Ordinances December County Board.
13. Resolution re: Authority to Execute a 2009 Labor Agreement with the Brown County Sheriff's Department Supervisory Employees. Committee approved. See Resolutions, Ordinances December County Board.
14. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85 (1) (e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82 (1) of the Wisconsin State Statutes. (No Closed Session held.)

Approved by:

COUNTY EXECUTIVE

Date

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**



Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, December 10, 2007 at 5:30 p.m. in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jack Krueger, Tom Lund, Bernie Erickson, Harold Kaye, Kathy Johnson, Pat Evans, Steve Fewell.

Also Present: Jayme Sellen, Sara Perrizo, Debbie Klarkowski, John Machnik, Darlene Marcelle. Supervisors Adam Warpinski, Tom De Wane, Andy Nicholson.

1. CALL MEETING TO ORDER:

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

2. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR KAYE TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

3. APPROVE/MODIFY MINUTES OF:

- a) REGULAR & BUDGET MEETING OF OCTOBER 29, 2007.
- b) SPECIAL BUDGET MEETING OF NOVEMBER 5, 2007.

A MOTION WAS MADE BY SUPERVISOR KAYE AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE ITEMS A AND B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

4. REVIEW MINUTES OF:

- a) LEGISLATIVE SUB COMMITTEE (10/15/07).

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR JOHNSON TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE PUBLIC

5. None.

REPORTS

6. COUNTY EXECUTIVE REPORT.

- a) BUDGET STATUS FINANCIAL REPORT FOR OCTOBER 31, 2007.

A MOTION WAS MADE BY SUPERVISOR KAYE AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

7. INTERNAL AUDITOR REPORT.

- a) BUDGET STATUS FINANCIAL REPORT FOR OCTOBER 31, 2007.

A MOTION WAS MADE BY SUPERVISOR FEWELL AND SECONDED BY SUPERVISOR LUND TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

- b) REPORT ON NEW FINANCIAL SOFTWARE CHANGE MANAGEMENT MEETING.

Internal Auditor, Sara Perrizo, stated she had attended the New Financial Software Change Management meeting in which they dealt with the budget. The product chosen is called New World Systems. Perrizo believes the new product is fantastic and explained the reporting capabilities are amazing and the formats will be easier to understand. Reports that can take a week to do can be done in a half a day with the new product allowing more analyses to be done. The new software is planned to go live August 2008.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR EVANS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

- c) OTHER.

Perrizo reported on several items which included she has attempted to do an analysis of the accounts receivable for the Mental Health Center. She stated there does not appear to be a report listing all the clients and their balances at the moment and has asked Information Services to work on it. On Thursday, December 13, 2007, Perrizo will be training on the new inmate software at the jail. They have internal control issues and stated the new software should be able to fix that. She is finalizing an audit of the County Clerk's office and will have a report for January's meeting; and she will be doing an audit at the Treasurer's office in January.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR EVANS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

8. REMODELING OF COUNTY BOARD OFFICE. (REFERRED REPORT 8C#7 BACK TO COMMITTEE FROM NOVEMBER 7, 2007 COUNTY BOARD.)

A MOTION WAS MADE BY SUPERVISOR KAYE AND SECONDED BY SUPERVISOR FEWELL TO HOLD UNTIL NEXT COUNTY BOARD SESSION, APRIL 2008. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

9. COMMUNICATION FROM SUPERVISOR STEVE FEWELL RE: EXPLORE THE POTENTIAL AND POSSIBLE SAVINGS AND EFFICIENCIES THAT COULD BE POSSIBLE BY CONTRACTING FOR CORPORATION COUNSEL SERVICES. (HELD FROM PREVIOUS MEETING.)

Supervisor Fewell stated he spoke with the County Executive and they have plans to meet to talk about some of the issues.

A MOTION WAS MADE BY SUPERVISOR FEWELL AND SECONDED BY SUPERVISOR LUND TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

10. COMMUNICATION FROM SUPERVISOR WARPINSKI RE: REQUEST THAT BROWN COUNTY REVIEW ITS' LEGISLATIVE PROCEDURES TO ESTABLISH A SET OF CRITERIA FOR ITEMS REQUIRED TO BE CONSIDERED IN RESOLUTION FORM. (HELD FROM PREVIOUS MEETING.)

Supervisor Warpinski provided a handout re: Requesting that Brown County establish criteria for items that are required to be presented and adopted in resolutions form (attached) and stated every month he believes there is confusion on what is in a report and what is a resolution. Warpinski established guidelines he believed would solve the issue and briefly went over them. He suggested creating a worksheet for Supervisors and agrees all resolutions should go through Corporation Counsel or any legal authority hired.

Supervisor Johnson believes it's a good recommendation but is concerned with amount of time given to Corporation Counsel for review of resolutions.

Supervisor Fewell stated he believes everything should be in resolution or ordinance form. He believes there should be a sample resolution or sample communication of what the intensions are.

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR ERICKSON TO HOLD FOR ONE MONTH. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

11. COMMUNICATION FROM SUPERVISOR STEVE FEWELL RE: REVIEW AND MODIFY COUNTY CODE 2.13(3)(4B)(4C)(4D) AS IT RELATES TO BROWN COUNTY BOARD AGENDA ITEMS; REQUEST TO MODIFY BY REMOVING COMMITTEE REPORTS; REQUIRE ALL RECOMMENDATIONS APPROVED BY COMMITTEE ACTION BE PLACED IN RESOLUTION OR ORDINANCE FORM; REQUEST A FORM BE CREATED FOR COMMUNICATIONS SO THAT ALL COMMUNICATIONS BE ON A STANDARD FORM; RECOMMENDATION THAT COUNTY BOARD OF SUPERVISORS WORK WITH CORPORATION COUNSEL TO HAVE COMMUNICATIONS PLACED ON SAMPLE RESOLUTION OR ORDINANCE FORMAT. (HELD FROM PREVIOUS MEETING.)

Supervisor Fewell believed the Brown County Code of Ordinances needs to be changed. He stated he will take December's County Board agenda and rewrite it to show the committee what the suggested format would look like. Fewell stated

there needs to be a process and a structure put forward that would give people a fair hearing to get items moved forward.

Supervisor Lund disagreed and stated that if the items are in resolution form only and no other items that passed through committee, the committees would have a lot of power within County Government. If you have a majority of supervisors but not a majority of supervisors on the committee, the Board could pass things that the committee failed to pass.

Supervisor Warpinski suggested building a protection for the minority. The minority party could call special committees and create a safety valve by getting eight signatures of County Board members to hear an item and have the item forced onto the agenda by the committee.

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR KAYE TO HOLD FOR ONE MONTH. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

12. COMMUNICATION FROM SUPERVISOR PAT EVANS RE: THAT CORNER OFFICES ARE NOT ONLY RESERVED FOR DEPARTMENT HEADS. (REFERRED FROM NOVEMBER 7, 2007 COUNTY BOARD.)

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR LUND TO ASSIGN CORNER OFFICES OR ANY OTHER OFFICE, NO MATTER SQUARE FOOTAGE, UNDER THE OFFICE DEPARTMENT HEAD'S AUTHORITY. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

COUNTY BOARD INVOICE FOR PAYMENT

13. INVOICE FROM GREEN BAY CITY TREASURER RE: COUNTY BOARD PORTION OF INVOICE AT CITY HALL COUNCIL CHAMBERS: "FIX MONITOR PROBLEM IN COUNCIL CHAMBERS – VOTING SYSTEM REPAIRS (\$383.58).

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE, PROVIDING FUNDS COME FROM ASSET MAINTENANCE FUND. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS, ORDINANCES

14. RESOLUTION RE: COUNTY CLERK'S OFFICE RECLASSIFICATION OF "CHIEF DEPUTY" POSITION. (REFERRED FROM ADMINISTRATION COMMITTEE.)

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

15. RESOLUTION RE: REGISTER OF DEEDS OFFICE RECLASSIFICATION OF "PROPERTY DESCRIPTION CLERK" POSITION TO "PROPERTY DESCRIPTION SPECIALIST." (REFERRED FROM PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE.)

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR ERICKSON TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

16. RESOLUTION RE: AUTHORITY TO EXECUTE A 2007-2008 LABOR AGREEMENT WITH THE BROWN COUNTY MENTAL HEALTH CENTER EMPLOYEES, LOCAL 1901.

A MOTION WAS MADE BY SUPERVISOR KAYE AND SECONDED BY SUPERVISOR LUND TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

17. RESOLUTION RE: AUTHORITY TO EXECUTE A 2009 LABOR AGREEMENT WITH THE BROWN COUNTY SHERIFF'S DEPARTMENT SUPERVISORY EMPLOYEES.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR ERICKSON TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

18. CLOSED SESSION: FOR THE PURPOSE OF DELIBERATING WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTE 19.85 (1) (E). IN THE ALTERNATIVE, THE EXECUTIVE COMMITTEE IS MEETING FOR THE PURPOSE OF COLLECTIVE BARGAINING AND IS NOT SUBJECT TO THE WISCONSIN OPEN MEETINGS LAW PURSUANT TO 19.82 (1) OF THE WISCONSIN STATE STATUTES.

No closed session held.

19. SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

None.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to adjourn at 6:05 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Requesting that Brown County establish criteria for items that are required to be presented and adopted in resolutions form.

Problem:

There currently a clear guideline for items that must be considered by the county board in resolution form does not exist.

There have been instances on the county board floor when there have been questions as to the definition of what a resolution is, also, there have been issues with members experiencing confusion between what is considered under reports and then handled separately during resolutions. A clear example of this is a member pulling items from reports which are resolutions, etc.

Possible Solutions:

The county board could use any of the following criteria to require certain actions be drawn up in resolution form:

- A threshold of spending (e.g. expending greater than \$10,000 for a contract)
- An item not in the current budget (e.g. budget transfers)
- Items stating the position of the county board (e.g. resolutions requesting actions of other governments)
- Items entering the county into a contract.
- Adjustments in the table of organization

Ideal Goal

The ideal outcome would be that the board of supervisors conducts more business in resolution form to reduce confusion of members of the board and the public. It is easier to refer and research a specific resolution than a sub-item in a report. This could potentially reduce the length of meetings and increase knowledge during debate.

There are other counties that conduct all of their business by resolution, including appointments. The state legislature also conducts all of its business by resolution.