

July 18, 2007

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on July 9, 2007 and recommends the following motions:

1. County Executive report.
 - a) Budget Status Financial Report for May 31, 2007.
Receive & place on file.
2. Internal Auditor Report.
 - a) Budget Status Financial Report for May 31, 2007.
Receive & place on file.
3. Report from Supervisor Hoeft on new Supervisor training. (Held from May 7, 2007 meeting.)
Refer to County Board Chairman, Tom Lund, Executive Hinz and his Assistant, Jayme Sellen, and to Supervisor Hoeft for further action. Ayes: 6 (Erickson, Fewell, Johnson, Kaye, Krueger, Lund); Nays: 1 (Evans). Motion Carried.
4. Resolution re: Approving Reclassification of Two Human Resource Department Positions. (Referred back to Administration Committee & Executive Committee from June 20, 2007 County Board meeting.) Committee approved. See Resolutions, Ordinances July County Board.
5. Resolution re: Highway Department Reclassification of Two "Engineering Technician" Positions to "Senior Engineering Technician." (Referred from Planning, Development & Transportation Committee.) Hold until August meeting for a union representative to be present.
6. Resolution re: Brown County Clerk's Department Change in Table of Organization. (Referred from Administration Committee.) Committee approved. See Resolutions, Ordinances July County Board.
7. Resolution re; Regrading the Salary Range for the Position of Director of Public Safety Communications. (From Public Safety Committee.) Committee approved. Ayes: 6 (Erickson, Fewell, Johnson, Kaye, Krueger, Lund); Nays: 1 (Evans). Motion Carried. See Resolutions, Ordinances July County Board.
8. Resolution re: Authority to Execute the 2004 2005-2006 Contract for the Brown County Professional Public Health Sanitarians. Committee approved. See Resolutions, Ordinances July County Board.
9. Resolution re: Authority to Execute the 2007-2008 Contract for the Brown County Professional Public Health Sanitarians. Committee approved. See Resolutions, Ordinances July County Board.

Executive Committee

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10. **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.
- a) Enter into Closed Session.
 - b) Return to Regular Order of Business.
 - c) No action taken.

Approved by:

COUNTY EXECUTIVE

Date

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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, July 9, 2007 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Bernie Erickson, Pat Evans, Steve Fewell, Kathy Johnson, Harold Kaye, Jack Krueger, Tom Lund
Also Present: Tom Hinz, Jayme Sellen, Sara Perrizo, Scott Larue, Debbie Klarkowski, Don VanderKelen, Supervisors Tom DeWane/Patty Hoeft

1. **Call Meeting to Order:**

The meeting was called to order by Chair Jack Krueger at 5:32 p.m.

2. **Approve/Modify Agenda:**

Item #4 was taken out of order, although shown in proper format here.

Motion made by Supervisor Lund and seconded by Supervisor Kaye to approve. MOTION APPROVED UNANIMOUSLY

3. **Approve/Modify Minutes of:**

- a. **Regular meeting of June 11, 2007:**
- b. **Special Session of June 20, 2007:**

Motion made by Supervisor Erickson and seconded by Supervisor Kaye to approve. MOTION APPROVED UNANIMOUSLY

4. **Review Minutes of: None**

Comments from the Public:

5. None

Reports:

6. **County Executive Report:**

Executive Hinz reported that a laptop computer was ordered for his assistant, Jayme Sellen, allowing for more flexibility in her position. In addition, he reported that he met with department heads today at which time packets were distributed related to 2008 budget purposes.

a. **Budget Status Financial Report for May 31, 2007:**

The 2007 budget appears to be on target, with Supervisor Kaye pointing out that 36% has been used as of May 31st.

Motion made by Supervisor Kaye and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Internal Auditor Report:**

The following activities were reported by Ms. Perrizo as occurring during the last month:

- RFP has been sent out for an auditing firm in 2008. Responses are due back by 7/23/07, with the plan to award a contract by 8/31/07.
- Review of the internal controls in the Human Services Department is being conducted with Sue Pable of Schenk. At this time nothing major has been found. There will be a report to this committee in August.
- Will begin an audit of the cash handling in the Port & Solid Waste Department on Wednesday, 7/11/07. Supervisors Krueger and Erickson will join her on that date.
- Will be sitting on a selection committee to choose a banking service for the next year. An RFP has been sent out and the goal is to make a choice by August.
- Will be researching the development of an "employee tip line" which will allow employees an anonymous way to report suspected fraud in a non-threatening way. Ms. Perrizo will be working with Lynn VandenLangenberg on this endeavor.
- Will be working on budget targets for the County Board office, which is approximately \$150 more for 2008. She suspects there will be less needed under professional services.

Supervisor Pat Evans arrived 5:40 p.m.

a. **Budget Status Financial Report for May 31, 2007:**

Sara Perrizo reported that the budget is on target overall, although pointed out there is only \$926 left in the travel/training budget. Because six supervisors plan to attend the WCA convention (\$2,800), she believes dollars may be available from the Ethics Board line, or from Special Accounting & Auditing.

Supervisor Kaye pointed out that the County Board office has spent 41.53% of the budget as of May 31, 2007.

Motion made by Supervisor Erickson and seconded by Supervisor Johnson to receive and place on file.

MOTION APPROVED UNANIMOUSLY

#9 taken at this point in the agenda

Communications:

8. **Report from Supervisor Hoefft on new Supervisor training. (Held from May 7, 2007 meeting):**

Supervisor Hoefft distributed a handout (attached) explaining her request to create a board member training/orientation program. She indicated that the purpose is so that newly elected County Board members can better understand their role, duties, and responsibilities. She indicated that her research shows there are a few local sources who already provide training for elected officials, i.e., UW-Extension Local Government Center, Wisconsin Counties Association (WCA), along with an official handbook developed by that association.

County Executive Hinz agreed and suggested that a sub-committee be formed to address the issues of first coming on board as a supervisor, after which time a handbook could be developed so that no matter who was Executive or County Board Chair, guidelines would be established.

Supervisor Johnson stated that under the Nusbaum administration a one day orientation was held when department heads were available to discuss the activities of their various departments, which she found very informative and helpful. However, Supervisor Evans indicated that when he was elected, a so called orientation occurred which in his opinion was no more than a political effort at re-election. He indicated that he studied Robert's Rules of Orders on his own. Other supervisors agreed that some type of training would be in order, with Supervisor Lund stating it should be cost budget neutral. Supervisor Krueger also encouraged the "buddy system", which Supervisor DeWane stated he found helpful to him.

It was noted that "Robert's Rules" are available on line, and County Executive Assistant, Jayme Sellen, indicated that the WCA would be available for training, stating it may be better to use an outside source.

Supervisor Kaye also pointed out that Winnebago County has created a handbook, which he would highly recommend.

Motion made by Supervisor Johnson and seconded by Supervisor Kaye to refer to County Board Chairman Tom Lund, Executive Hinz and his assistant, Jayme Sellen, and to Supervisor Hoeft for further action.

Ayes: Erickson, Fewell, Johnson, Kaye, Krueger, Lund

Nays: Evans

MOTION APPROVED 6-1

11 on the agenda taken at this point of the agenda.

Resolution/Ordinances:

9. **Resolution re: Approving Reclassification of two Human Resource Department positions. (Referred back to Administration Committee & Executive Committee from June 20, 2007 County Board meeting):**

Motion made by Supervisor Kaye and seconded by Supervisor Krueger to approve.

Supervisor Johnson asked the reason that the Human Resource position is to be titled differently. Don VanderKelen replied that this request is not actually a reclassification, explaining that two positions were given greater authority at the beginning of the year, reducing staff by four positions creating a total savings of approximately \$400,000. He stated that the argument from the County Board is the request to pay retroactively. The actual fiscal impact is \$17,975. VanderKelen also pointed out that that a new system has been implemented which will address any new requests for reclassification within 30 days. Prior to December, there were 15 employees in the HR department, there are now 12. Scott Larue informed the committee that the department has been using a co-op

student and that there will be no requests for additional staff in the '08 budget. Merger of this department with City government is under discussion, however, Executive Hinz stated that even if that happens, the present positions will be needed.

MOTION APPROVED UNANIMOUSLY

10. **Resolution re: Highway Department Reclassification of two "Engineering Technician" positions to "Senior Engineering Technician". Referred from Planning, Development, & Transportation Committee:**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve.

Mr. Larue explained that the purpose of this request is to address a request made in 2003 because of additional responsibilities added to the position of "Engineering Technician". A study completed by Human Resources determined that two of the four Engineering Technicians are performing additional duties beyond their job description and their recommendation is to update the position to "Senior Engineering Technician".

Steve Dantoin – Employee of Highway Engineering Department

Mr. Dantoin stated he has been an employee of the Brown County Highway Department for 31 years, starting out as a surveyor. Approximately 15 years ago, then Commissioner Roger Kolb, asked him to help with design of signalized intersections, which had been contracted out to engineering firms. This saved the County approximately \$15,000 per intersection on just the design work. In 1998, Dantoin began designing roundabouts for much less than a private engineering firm would have charged. He explained that the second employee involved in this request purchases right-of-way for the County, saving a rate of \$60 to \$70 an hour which would have been charged from a private agency.

Dantoin explained that although a request for re-classification was asked for in 2003, it was never addressed under the Kelso administration, partially due to an overturn of staff in the Human Resources Department.

Union negotiator, Don VanderKelen, informed the committee that this conversation is inappropriate considering that Mr. Dantoin is a union member as it involves changing his wages without a union representative present. He recommended discussion be deferred and that union contract rules be followed.

Motion to withdraw approval by Supervisor Lund and seconded by Supervisor Erickson.

Scott Larue of Human Resources pointed out that he followed union guidelines in bringing the matter before the standing committee with a recommendation from the Human Resources Department. Mr. VanderKelen urged that the matter be brought forward through the proper channels and through the union.

Motion made by Supervisor Johnson and seconded by Supervisor Lund to hold until the August meeting for a union representative to be present.
MOTION APPROVED UNANIMOUSLY

Return to #8 on the agenda

11. **Resolution re: Brown County Clerk's Department Change in Table of Organization. (Referred from Administration Committee:**

Motion made by Supervisor Johnson and seconded by Supervisor Erickson to approve.

Because of newly mandated Federal and State laws regarding the management and implementation of a state-wide voter registration system, additional duties have been created in the Clerk's Department involving managing voter registration. It is recommended that a part-time Limited Term Employee, Clerk Typist I (Elections) be added to the Table of Organization to meet the required deadlines of the Federal Help American Vote Act. There is no fiscal impact to this change.

MOTION APPROVED UNANIMOUSLY

12. **Resolution re: Re-grading the salary range for the position of Director of Public Safety Communications. (From Public Safety Committee):**

A request to increase the current salary range for Director of Public Safety Communications was addressed. The current salary range is at Pay Grade 26 - \$70,805 to \$84,545. The request is to change the salary to Pay Grade 30, with a salary range of \$81,544 to \$97,368.

Motion made by Supervisor Kaye and seconded by Supervisor Krueger to approve.

Debbie Klarkowski referred to a spreadsheet in packets outlining salaries from other counties throughout the state. Supervisor Kaye indicated this information is not necessarily relevant as Brown County is unique as it is combined with three other counties in the FoxComm system. He stressed it is important to hire an individual with expertise to handle this complex situation.

Supervisor Fewell arrive 6:24 p.m.

Supervisor Johnson noted concern with the disparity between salaries of the various department heads and questioned the possibility of contracting out the position. Supervisor Fewell did not feel that dollars should be cut from a key position that dealt with public safety in the county, pointing out that a consultant would only cost more. Overall consensus was to agree with him.

Ayes: Erickson, Fewell, Johnson, Kaye, Krueger, Lund

Nays: Evans

MOTION APPROVED 6-1

13. **Resolution re: Authority to execute the 2004-2005-2006 Contract for the Brown County Professional Public Health Sanitarians:**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

14. **Resolution re: Authority to execute the 2007-2008 Contract for the Brown County Professional Public Health Sanitarians:**

Motion made by Supervisor Evans and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

15. **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:**

Motion made by Supervisor Evans and seconded by Supervisor Erickson to enter into closed session. Roll Call: All Present.
MOTION APPROVED UNANIMOUSLY

Recording Secretary excused 6:45 p.m.

Motion made by Supervisor Evans and seconded by Supervisor Erickson to return to regular order of business at 7:12 p.m. Roll Call: All Present.
MOTION APPROVED UNANIMOUSLY

No Action taken.

16. **Such other matters as authorized by law:**

Motion made by Supervisor Lund seconded by Supervisor Johnson to adjourn at 7:15 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

MEMORANDUM

TO: Executive Committee, Brown County
FROM: Patty Hoef, Supervisor District 24
DATE: July 9, 2007
RE: Request to create board member training/orientation program

Purpose. This is a request to the Executive Committee to seek their agreement to create programming to train and orientate county board members and then how to do so. Supervisors, even public committee members, need to understand their duties and responsibilities as board members to participate effectively. For Supervisors with two-year terms, it is necessary to become active participants in board and committee meetings quickly because there is no time to learn as you go. To be effective sooner, newly elected board members need as soon as possible an in-depth understanding of county organization, the budget, services that are provided, introductions to key staff, and overview of rules of procedure for conducting meetings and making policy.

Background. A general look around revealed that a few local sources already provide training and orientation programs for elected officials. The UW-Extension Local Government Center provides ongoing training sessions in a variety of areas for local officials. The other source is the Wisconsin Counties Association which publishes the *Wisconsin County Official's Handbook* as a good source of general information about county operations, structure and procedures. I also understand that Brown County initiated attempts some years ago to provide orientation and training to county supervisors but the efforts did not become institutionalized into permanent programming.

There are several options that could be explored to create a Brown County training program from offering a one-time training session every year to providing several sessions throughout the year, each focusing on a different topic. Committees especially could consider using one of their first meetings in the new term devoted to orientation and reviewing issues and problems facing the committee. A county training program could partner with or compliment training already available from other sources listed above. It may be worth considering that the provision of a regular training program become a function/responsibility of the County Board Office to coordinate with the County Executive.

I suggest any training and orientation program be specific to Brown County. Among topics:

- Rules of procedure used to conduct meetings such as how to make and amend motions.
- Open government laws such as ethics, conflict of interest, open meetings and open records. Specifically knowing the rules governing how and when to use closed session.
- Developing the annual budget. Learning how the levy is set, debt and financing conditions.
- Reviewing county strategic planning.
- Reviewing the county's comprehensive or smart growth plans.
- Learning about the state's biennial budget and fiscal condition and its impact on the county.
- How the County Board develops policy and uses ordinances, resolutions and budgets.

Request. Because I am new to the county organization, I do not have any recommendations on how to get an idea like this developed or options created for consideration so I look to the Executive Committee for advisement on how to proceed, assuming the Committee agrees to go forward with this idea.

(8)