

November 9, 2006

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on November 6, 2006 and recommends the following motions:

1. Review minutes:
 - a) Legislative Sub Committee (10/23/06).
Receive & place on file.
2. County Executive.
 - a) Budget Status Financial Report (September 30, 2006).
Receive & place on file.
3. Internal Auditor Report.
 - a) Budget Status Financial Report (September 30, 2006). Receive & place on file.
 - b) Request from Human Services Committee of October 30, 2006 re: Request for Change of Internal Auditor Work Plan relating to review of the possibility of creating a centralized Grant Writer Position. Approve.
 - c) Other. (None)
 - d) Discussion of timing of Voucher Distribution Report (Payment of Bills at monthly committee meetings). Hold the Voucher Distribution Report until all bills are paid for the current month.
4. Communication from Supervisor Krueger re: Request from Judge Donald Zuidmulder for investigation regarding judicial assistants who were hired at Step 5. (Held from previous meeting for further information.)
 - a) Hold until after item #7. Ayes: 6 (Krueger, Lund, Warpinski, Erickson, Evans, Clancy); Nays: 1 (Johnson). Motion Carried.
 - b) Move the three Judicial Assistants to Step 5.
5. Communication from Frederick J. Mohr, Attorney at Law, to Chair Tom Lund re: Special Meetings of the County Board. Have Corporation Counsel create a resolution regarding this.
6. Update from Human Resources Director, Mike Kwaterski, re: HIPPA inquiry. (Standing Item.) Held from previous meeting. Hold for one month.

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7. Human Resources Director present to the Executive Committee at their January 8, 2007 meeting recommendation to the board on procedures needed to re-implement the step process. Have a report from the Human Resources Director at December Executive Committee meeting.
8. Human Resources Director present to Executive Committee at their January 8, 2007 meeting his suggestions for a new County Ordinance on the procedure to handle re-class requests. Have Human Resources Director bring this back to January meeting.
9. Resolution re: County Clerk's Department Change in Table of Organization (Deleting One (1) Clerk/Typist I Position – Creating One (1) Elections Specialist Position). (Referred from Administration Committee.) Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
10. Resolution re: Authority to Execute a 2004-2005 Labor Agreement with the Brown County Austin Straubel Airport Employees. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
11. Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Austin Straubel Airport Employees. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
12. Resolution re: Authority to Execute a 2004-2005 Labor Agreement with the Brown County Museum Employees. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
13. Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Museum Employees. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
14. Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Corrections Officers, Local 75. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.
15. Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Highway Department Employees. Committee approved. See Resolutions, Ordinances November 9, 2006 County Board.

16. **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, and also for the purpose of conferring with legal counsel for Brown County as to legal advice concerning strategy as to litigation pending pursuant to sec. 19.85(1)(g) 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

gd

November 13, 2006

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on November 6, 2006 and recommends the following motions:

1. **County Executive** – Review of 2007 department budget. Approve County Executive budget.

2. **Board of Supervisors**, Review of 2007 department budget.
 - a) Add \$7,000 to Professional Services.
 - b) Add \$4,200 to budget to continue the membership in NACo.
 - c) Approve \$1,400 for telephone.
 - d) Create a new position and bring it forth on the County Board floor for discussion at that time, and the dollars spent.
 - i) Amend motion to seek a job description of a Policy Analyst/Legislative Analyst.
 - ii) Amend motion to create a Legislative Aide position in the County Board Table of Organization at a cost of \$72,000, pending a job description and final salary recommendation by Human Resources prior to the November 13th County Board meeting.

 - e) Approve the Board of Supervisors budget as amended.

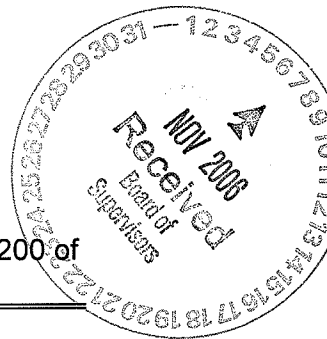
Approved by:

COUNTY EXECUTIVE

Date

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 19.94 Wis. Stats., a Regular & Budget meeting of the **Brown County Executive Committee** was held on Monday, November 6, 2006 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



Present: Jack Krueger, Tom Lund, Adam Warpinski (Vice-Chair Administration Committee), Bernie Erickson, Patrick Evans, Kathy Johnson, Bill Clancy (Senior Member Public Safety Committee).

Excused:

Also Present: Supervisors Mike Fleck, Dave Kaster, & Tom De Wane. Carol Kelso, Jessica Stoller, Sara Perrizo, Nancy Anderson, Mike Kwaterski, Scott LaRue, Cindy Archer, Lynn Vanden Langenberg, Heidi Hietpas, Mary Wolske, Darlene Marcelle, Sandy Juno, Tom Eggebrecht, Don Vander Kelen, Judge McKay, Judge Bischel, Judge Zuidmulder, News Media and Other Interested Parties.

1. **Call Meeting to Order:**

Chair Krueger called the meeting to order at 5:30 p.m.

2. **Approve/Modify Agenda:**

Chair Krueger stated that he would like to address item #15 after item #4.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to approve the agenda as modified. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Approve/modify minutes of October 9, 2006.**

Motion made by Supervisor Evans and seconded by Supervisor Johnson to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. **Review minutes of: (None).**

a) **Legislative Subcommittee (10/23/06).**

Motion made by Supervisor Clancy and seconded by Supervisor Warpinski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

At this point, the committee addressed item #15.

Reports

5. **County Executive.**

a) **Budget Status Financial Report (September 30, 2006)**

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. **Internal Auditor Report.**

a) Budget Status Financial Report (September 30, 2006).

Internal Auditor Sara Perrizo pointed out that overtime is over by \$283 through October. She said that the department is also over budget for copy expense and professional services.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

b) Request from Human Services Committee of October 30, 2006 re: Request for Change of Internal Auditor Work Plan relating to review of the possibility of creating a centralized Grant Writer position.

Motion made by Supervisor Clancy and seconded by Supervisor Evans to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

c) Other.

Ms Perrizo had no other issues to discuss.

d) Discussion of timing of Voucher Distribution Report (Payment of bills at monthly committee meetings).

Ms Perrizo explained that she was approached by the Accounts Payable Department regarding the fact that, depending on when the various standing committees meet, the Voucher Distribution Report may not include some of the bills from the previous month. In the course of discussion, it was suggested that the report be held for one month and then the entire month's bills would be included in the report.

Motion made by Supervisor Clancy and seconded by Supervisor Lund to hold the Voucher Distribution Report until all bills are paid for the current month. Vote taken. MOTION APPROVED UNANIMOUSLY.

Communications

7. **Communication from Supervisor Krueger re: Request from Judge Donald Zuidmulder for investigation regarding judicial assistants who were hired at Step 5. (Held from previous meeting for further information).**

Judge Bischel explained that the judges met collectively regarding this issue and agreed that the best situation for the judicial assistants is what was proposed at last month's meeting. Judge McKay stated that the judges met and agreed that this needs to be dealt with in the budget. He said this goes back to the Class & Comp study that has been frozen and he looked at the amount of money needed to move three judicial assistants to Step 5. Judge McKay suggested taking \$10,400 from the 2007 Outlay Request and transferring it to the salary account to cover the cost of the salary upgrade, leaving a shortfall of \$887. He said the Public Safety Committee approved the transfer and increased the budget by \$887 and he is asking this committee for the authority to spend the money and bring the employees to equal status.

A discussion ensued on the fact that other departments are dealing with the same inequities and the committee agreed that this issue needs to be addressed

with all departments. It was pointed out that the salaries for the judicial assistants are reimbursed by the state.

Motion made by Supervisor Evans and seconded by Supervisor Lund to hold until after item #9a. Vote taken. AYES; 6: Krueger, Lund, Warpinski, Erickson, Evans Clancy. NAYS; 1: Johnson. MOTION APPROVED.

The committee came back to this item after discussing item #9a.

Motion made by Supervisor Evans and seconded by Supervisor Erickson to move three Judicial Assistants to Step 5. Vote taken. MOTION APPROVED UNANIMOUSLY.

8. **Communication from Frederick J. Mohr, Attorney at Law, to Chair Tom Lund re: Special Meetings of the County Board.**

County Board Chair Tom Lund addressed the communication and explained that it is evident from the opinion of Mr Mohr as well as the Wisconsin Counties Association that the County Board can have regular meetings ten days apart. He explained the timeline for vetoes and said the ten day reconsideration of Supervisors has nothing to do with this. He said the County Clerk has three days to get the minutes from a meeting to the County Executive and the County Executive has six days from that point to veto.

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

Motion Withdrawn.

The committee agreed that this timeline needs to be affirmed in the County Code.

Motion made by Supervisor Johnson and seconded by Supervisor Lund to have Corporation Counsel create a resolution regarding this. Vote taken. MOTION APPROVED UNANIMOUSLY.

HIPAA Update

9. **Update from Human Resources Director, Mike Kwaterski, re: HIPAA inquiry. (Standing item). Held from previous meeting.**

Human Resources Director Mike Kwaterski reported that he talked to the attorney handling this and learned that the report is done, but it needs approval before being sent out.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to hold for one month. Vote taken. MOTION APPROVED UNANIMOUSLY.

9a. **Human Resources Director present to the Executive Committee at their January 8, 2007 meeting a recommendation to the Board on procedures needed to re-implement the step process.**

Human Resources Director Mike Kwaterski said that he and Employee Relations Manager Scott LaRue are working on this and will meet with Chair Krueger on

Friday to present some concepts to him. He explained that there will be incremental improvements, but it will probably not get accomplished in the first year. He added that it will be based on performance and cautioned that the plan needs to be fiscally responsible.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to hold this until January and bring it back to the January 2007 Executive Committee meeting with a recommendation from the Human Resources Director.

There was some discussion on the possibility that Mr Kwaterski will have something to present to the committee in December.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to amend the motion to have a report from the Human Resources Director at the December Executive Committee meeting. Vote taken. MOTION APPROVED UNANIMOUSLY.

At this point, the committee went back to item #7.

- 9b. **Human Resources Director present to the Executive Committee at their January 8, 2007 meeting his suggestions for a new County Ordinance on the procedure to handle re-class requests.**

In addressing the communication, Supervisor Krueger said that a resolution is needed on how reclass requests are to be handled and gave examples of problems in this area. Mr Kwaterski said that we do have a documented procedure but in the past, it has been pretty lengthy. He gave a brief description of a system that would make a fast initial determination regarding a reclass request, to be followed by a thorough analysis of the information obtained from the supervisor and employee.

Motion made by Supervisor Johnson and seconded by Supervisor Evans to have the Human Resources Director bring this back to the January meeting. Vote taken. MOTION APPROVED UNANIMOUSLY.

Resolutions, Ordinances

10. **Resolution re: County Clerk's Department Change in Table of Organization (Deleting One (1) Clerk/Typist I Position – Creating One (1) Elections Specialist Position). (Referred from Administration Committee).**

County Clerk Darlene Marcelle, Chief Deputy Clerk Sandy Juno and Internal Auditor Sara Perrizo came forward for discussion. Ms Perrizo explained that the fiscal impact listed on the resolution for the Administration Committee is incorrect and the correct numbers are listed on the resolution attached to the agenda (see attached). She said there is a small levy impact and Ms Marcelle explained that the levy impact would be offset by an increase in marriage license fees and an increase in revenue from the sale of passports.

Motion made by Supervisor Johnson and seconded by Supervisor Evans to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

11. **Resolution re: Authority to Execute a 2004 – 2005 Labor Agreement with the Brown County Austin Straubel Airport Employees.**

Motion made by Supervisor Lund and seconded by Supervisor Johnson to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

- 11a. **Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Austin Straubel Airport Employees.**

Motion made by Supervisor Johnson and seconded by Supervisor Erickson to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

12. **Resolution re: Authority to Execute a 2004 – 2005 Labor Agreement with the Brown County Museum Employees.**

Motion made by Supervisor Lund and seconded by Supervisor Johnson to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

- 12a. **Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Museum Employees.**

Motion made by Supervisor Erickson and seconded by Supervisor Warpinski to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

- 12b. **Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Corrections Officers, Local 75.**

Motion made by Supervisor Lund and seconded by Supervisor Clancy to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

- 12c. **Resolution re: Authority to Execute a 2006 Labor Agreement with the Brown County Highway Department Employees.**

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

At this point, Supervisor Clancy was excused from the meeting at 6:48 p.m..

BUDGET REVIEW

Nondivisional Budgets

13. **County Executive – Review of 2007 Department Budget.**

County Executive Carol Kelso and Assistant to the County Executive Jessica Stoller came forward for discussion. Ms Kelso gave an overview of the department budget and responded to questions from the committee.

Motion made by Supervisor Evans and seconded by Supervisor Johnson to approve the County Executive Budget. Vote taken. MOTION APPROVED UNANIMOUSLY.

Nondivisional Budgets

14. **Board of Supervisors, Review of 2007 Department Budget.**

Internal Auditor Sara Perrizo went over increases in the line items on page 245. She said that increases that were submitted but cut by the County Executive include \$4,200 for dues and membership for NACo, \$5,000 in Professional Services and \$200 for telephone expense.

A discussion ensued on the need for an increase in the amount budgeted for Professional Services. Supervisor Johnson expressed concern about the possibility of spending more in that area once it is budgeted. County Board Chair Tom Lund assured the committee that he would not use that money unwisely and would seek guidance from the Board.

Motion made by Supervisor Evans and seconded by Supervisor Lund to add \$7,000 to Professional Services. Vote taken. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Erickson and seconded by Supervisor Warpinski to add \$4,200 to the budget to continue the membership in NACo. Vote taken. MOTION APPROVED UNANIMOUSLY.

Ms Perrizo explained the cost for telephone services to the committee. Supervisor Lund suggested that RFP's be sent out for a better rate for telephone service.

Motion made by Supervisor Lund and seconded by Supervisor Warpinski to approve \$1,400 for telephone. Vote taken. MOTION APPROVED UNANIMOUSLY.

The committee agreed that the 2006 overtime needs to be addressed at the end of the year and discussed the need for an increase in the amount budgeted for 2007.

Motion made by Supervisor Lund to approve \$2,500 for overtime for 2007.

Supervisor Johnson stated that the overtime needs to be evaluated as far as where it is coming from and why. The committee discussed the issue of overtime that is generated by the Executive Secretary attending and recording County Board meetings.

Motion failed for lack of a second.

Supervisor Lund stated that he would like to add a Legislative Aide position to the department and explained the need to have someone with a legislative background working for the County Board. He suggested that the position of Policy and Project Analyst be taken out of the budget for Administration and moved to the County Board. Director of Administration Cindy Archer said she agreed with what the committee is trying to do but asked them to create a new position rather than take a resource from Administration. Payroll Supervisor Heidi Hietpas said that \$71,426 is presently budgeted for the Policy and Project Analyst in Administration.

Motion made by Supervisor Lund to transfer the position of Policy and Project Analyst out of Administration and create a Legislative Aide position to the County Board at a total cost of \$71,426.

Supervisor Johnson expressed that she does not dispute the need for the position, but would like to see more information before making a decision. Supervisor Erickson agreed that he would like to see a job description and suggested creating a new position in the County Board office to incorporate all the needs of the office.

Ms Perrizo informed the committee that, going into tonight's meeting, the other committee's recommendations eliminated \$46,000 from the County Executive's budget.

Motion withdrawn.

Motion made by Supervisor Lund and seconded by Supervisor Johnson to create a new position and bring it forth on the County Board floor for discussion at that time, and the dollars spent.

The committee discussed the need for a job description for the position.

Motion made by Supervisor Erickson and seconded by Supervisor Johnson to amend the motion to seek a job description of a Policy Analyst/Legislative Analyst.

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to amend the motion to create a Legislative Aide position in the County Board Table of Organization at a cost of \$72,000, pending a job description and final salary recommendation by Human Resources prior to the November 13th County Board meeting.

Supervisor Evans asked if this person would be a lobbyist and Supervisor Lund said no. Supervisor Tom DeWane stated that there is a short term need for this position, but in the long term it may not be needed. He suggested waiting until 2008 to act on this. Chair Krueger explained an idea of where the office for the new position would be located. He said that there should be someone in the office to make decisions and this position would be an asset to the County Board. Supervisor Lund stated that there is a need for a 'point person' in the County

Board office to provide information so Supervisors can make decisions quicker.

Vote taken on amended motion "to create a Legislative Aide position in the County Board Table of Organization at a cost of \$72,000, pending a job description and final salary recommendation by Human Resources prior to the November 13th County Board meeting". MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Lund and seconded by Supervisor Warpinski to approve the Board of Supervisors budget as amended. Vote taken. 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, and also for the purpose of conferring with legal counsel for Brown County as to legal advice concerning strategy as to litigation pending pursuant to sec. 19.85 (1)(g) of the Wisconsin State Statutes.**

Motion made by Supervisor Lund and seconded by Supervisor Warpinski to enter into closed session. Roll Call vote taken. AYES; 7: Clancy, Lund, Krueger, Evans, Johnson, Erickson, Warpinski. MOTION APPROVED UNANIMOUSLY.

Recording Secretary excused at 5:35 p.m.

Motion made by Supervisor Clancy and seconded by Supervisor Lund to return to the regular order of business. Vote Taken. MOTION CARRIED UNANIMOUSLY.

The committee returned to regular order of business at 5:50 p.m. and discussed item #5.

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

Motion made by Supervisor Lund and seconded by Supervisor Warpinski to adjourn at 7:55 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Jeanne Buzzell
Recording Secretary

10
Revised

November 9, 2006

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

COUNTY CLERK'S DEPARTMENT
CHANGE IN TABLE OF ORGANIZATION

(Deleting One (1) Clerk/Typist I Position—Creating One (1) Elections Specialist Position)

WHEREAS, the County Clerk's office consists of five main areas of responsibility: records management; elections; licenses and permits; U.S. Passport Acceptance Agency; and serving the County Board and Parks Department; and

WHEREAS, with new requirements mandated by the Federal Help America Vote Act of 2002, the complexity of election duties has increased, along with additional elections duties requiring a greater attention to detail; and

WHEREAS, the Human Resources Department has completed a review of the current department structure and proposes that the Clerk/Typist I position be eliminated and recommends that an Election Specialist position be created to serve as the liaison between the Wisconsin State Elections Board, municipal clerk and county governments, which position would also manage the database and ensure maintenance of voter registration records and voting activity in accordance with State and Federal Law; and

WHEREAS, if the County Clerk's office contracted the service to an outside vendor, the fiscal impact would be greater than the recommended reorganization; and

WHEREAS, the Administration Committee and Executive Committee concur with the above proposed change in Table of Organization.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Clerk/Typist I position be eliminated and an Elections Specialist position be created in the County Clerk's Table of Organization.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Impact

(Based on 2003 wages)

	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
Deletion of Clerk/Typist I	\$24,570	0	\$(24,570.00)
Creation of Election Specialist	0	\$31,102.50	\$ 6,532.50
Vendor Cost	\$15,412 (2007)	0	\$ 15,412.00
Cost Avoidance:			\$ 8,879.50

Fiscal Impact

(Based on 2003 wages and Fringe Benefits)

	<u>Current</u>	<u>Proposed</u>	<u>Difference</u>
Deletion of Clerk/Typist I	\$41,199	0	\$(41,199)
Creation of Election Specialist	0	\$52,178	\$10,979
Vendor Cost	\$15,412 (2007)	0	\$ 15,412.00

(Cost Avoidance:)

(Not in 2007 Budget)

\$ 4,433.00

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
KAYE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LAVIOLETTE	14			
ZELLER	15			
KASTER	16			
BACKMANN	17			
VAN DEURZEN	18			
FLECK	19			
CLANCY	20			
DE CLEENE	21			
ZABEL	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____