

October 18, 2006

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on October 9, 2006 and recommends the following motions:

1. County Executive report.
 - a) Budget Status Financial Report (August 31, 2006).
Receive & place on file.
2. Internal Auditor Report.
 - a) Budget Status Financial Report (August 31, 2006).
Receive & place on file.
 - b) 2007 Audit Plan.
Approve.
 - c) Indirect Cost Allocation Plan (September 2006).
Receive & place on file.
 - d) General Fund – An Analysis performed by Internal Auditor (October 2006).
Refer to Corporation Counsel with a request to draft a resolution setting general fund operating expenditures between 20% and 25%. See Resolutions, Ordinances October County Board.
 - e) Other: Issues with access to payroll records by County Board Internal Auditor.
Return full access to the payroll system to the Internal Auditor.
3. Communication/opinion from Attorney Frederick J. Mohr re: County Executive Veto Power.
Forward to County Board to pursue a declaratory judgment on Executive Veto.
4. Communication from Supervisor Jack Krueger re: Request Information from WCA on Transfer Stations. Hold until December meeting.
5. Communication from Supervisor Steve Fewell re: Report on Property Values for Executive Committee. Follow through with Supervisor Krueger's communication to obtain a report on property values on the eight properties adjacent to the landfill site.
6. Communication from Supervisor Jack Krueger re: Request from Judge Donald Zuidmulder for investigation regarding judicial assistants who were hired at step 5. Hold for one month for further information.
7. Proposed Policy re: Administration's Reporting of RFP's to the Brown County Board of Supervisors. (Requested by Chair Tom Lund.) Refer to Corporation Counsel to draft a resolution regarding reporting of RFP's to the County Board. See Resolutions, Ordinances October County Board.

8. Communication from Supervisor Steve Fewell re: Table of Organization Change: Move position of Budget & Policy Analyst presently under Administration to County Board of Supervisors; Table of Organization Change: Move Grant Writer position presently under Human Services to County Board of Supervisors. (Referred from September County Board.)
 - a) Separate discussion and recommendation on the Budget & Policy Analyst and Grant Writer positions.
 - b) Transfer the position of Budget & Policy Analyst from Administration to the County Board of Supervisors and to refer to the Chair and Vice Chair of the County Board to review the current job description and recommend any changes.
 - c) Transfer the Grant Writer position from Human Services to the County Board of Supervisors. Ayes: 6 (Erickson, Evans, Fewell, Kaye, Lund, Krueger); Nays: 1 (Johnson). Motion Carried.
9. Communication from Supervisor John Vander Leest re: Requesting that Attorney Mohr disclose the unions he represents in Brown County government and to excuse himself on any discussions or actions related to these unions when giving opinions to the County Board. (Referred from September County Board.) Receive & place on file.
10. Communication from Supervisor Steve Fewell re: Request the Executive Committee establish a Memorandum of Understanding in regard to Brown County's Lead Labor Negotiator. (Referred from September County Board.) Employ Don Vander Kelen as Brown County's representative in labor negotiations and that a contract be drafted for review by the County Board.
11. Communication from Supervisor Bernie Erickson re: Approximately 18-24 months go the County Board approved the services of a firm to audit the county phone bills for errors thus generating extra revenue for the County. (Held from previous meeting for a report.) Forward to Corporation Counsel for an update.
12. Communication from Nancy Anderson re: Information for Changing Recording County Board meetings from Video tapes to DVDs. Approve.
13. Communication from Supervisor Pat LaViolette re: Proposing that the County Board, with the help of a facilitator, spend some time in January compiling a list of what we have accomplished during the last nine months of 2006 and identifying the goals we want to achieve in 2007. (Referred from September County Board.) Approve.
14. Resolution re: Authority to Execute a 2004-2005 Labor Agreement with the Brown County Highway Department Employees. Committee approved. See Resolutions, Ordinances October County Board.
15. Resolution re: Sheriff's Department Change in Table of Organization. (Referred from Public Safety Committee.) Committee approved. See Resolutions, Ordinances October County Board.

16. Resolution re: To Change the Department of Human Services Table of Organization to Create a Community Crisis Prevention and Response Team. (Referred from Human Services Committee.) Committee approved. See Resolutions, Ordinances October County Board.
17. Resolution re: Directing the County Clerk to Place the Referendum Question Contained in this Resolution Requesting State Legislative Action on Health Care on the November Ballot. (From September County Board.) Hold until January.
18. Update from Human Resources Director, Mike Kwaterski, re: HIPPA inquiry. (Standing item.) To hold.
19. **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.

Approved by:

COUNTY EXECUTIVE

Date

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**



Pursuant to Section 19.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Monday, October 9, 2006 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jack Krueger, Chair; Bernie Erickson, Pat Evans, Steve Fewell, Kathy Johnson, Harold Kaye, Tom Lund
Also Present: Judges Don Zuldulder, Sue Bischel, Kendall Kelly, Cindy Archer, Jessical Stoller, Tom Eggebrecht, Sara Perrizo, Nancy Anderson, Mike Kwaterski, Don VanderKelen, Jean Eckers
Supervisors LaViolette & Zima
Media

1. **Call Meeting to Order:**
The meeting was called to order by Chair Jack Krueger at 5:30 p.m.

2. **Approve/Modify Agenda:**
Items were taken out of order, although shown in proper format here.

Motion made by Supervisor Lund and seconded by Supervisor Evans to approve the agenda as amended. MOTION APPROVED UNANIMOUSLY

3. **Review/Modify Minutes of September 11, 2006:**

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

4. **Review Minutes of: None**

Comments from the Public/Such Other Matters as Authorized by Law:

5. None

Reports:

6. **County Executive Report:**
a. **Budget Status Financial Report (August 31, 2006):**

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

7. **Internal Auditor Report:**

a. **Budget Status Financial Report (8/31/06):**
Internal Auditor, Sara Perrizo, reported that the budget is on track, except for a possible increase in overtime due to the County Board Executive Secretary's requirement to attend County Board meetings. In the new

2007 budget, there will be a request for additional copy expense, she stated.

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

MOTION APPROVED UNANIMOUSLY

b. **2007 Audit Plan:**

The anticipated 2007 work plan for the Internal Auditor's office was reviewed. No questions were asked.

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

c. **Indirect Cost Allocation Plan (September 2006):**

An Indirect Cost Allocation Plan prepared by the Internal Auditor was reviewed. Details of the analysis and a summary of the methodology was included in packets.

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

MOTION APPROVED UNANIMOUSLY

d. **General Fund – An analysis performed by Internal Auditor (October 2006):**

Ms. Perrizo's analysis of the General Fund and specifically the unreserved and undesignated portions were discussed. Her recommendation is that the County Board adopt a resolution to maintain the balance in the undesignated general fund at 25% of General Fund budgeted operating expenditures. The last update to the resolution was 1987. She stated that this recommendation is in line with that given by external auditors (R.W. Baird & Clifton Gunderson) and also reflects the County's current economic condition.

Ms. Perrizo reported there has been no response to the request to Ms. Messing of Clifton Gunderson to prepare a letter for the County Board related to her recommendation regarding the General Fund.

Motion made by Supervisor Lund and seconded by Supervisor Johnson to refer to Corporation Council with a request to draft a resolution setting general fund operating expenditures between 20% and 25%. MOTION APPROVED UNANIMOUSLY

e. **Other: Issues with Access to Payroll Records by County Board Internal Auditor:**

Ms. Perrizo pointed out that although the County Board authorized her access to payroll records, she has continued to be unable to access without first calling the I.S. Department.

Ms. Archer indicated it may be a password problem, however, she has directed her staff to give Ms. Perrizo whatever information she requests and not to ask why.

Motion made by Supervisor Lund and seconded by Supervisor Kaye to return full access to the payroll system to the Internal Auditor.
MOTION APPROVED UNANIMOUSLY

Communications:

8. Communication/Opinion from Attorney Frederick J. Mohr re: County Executive Veto Power:

A response from Attorney Frederick Mohr relative to the County Executive's veto power was reviewed. It was the consensus of the committee to pursue a declaratory judgment on the matter and a referral was made to the County Board.

Motion made by Supervisor Lund and seconded by Supervisor Kaye to forward to the County Board to pursue a declaratory judgment on Executive Veto. MOTION APPROVED UNANIMOUSLY

9. Communication from Supervisor Jack Krueger re: Request Information from WCA on Transfer Stations:

Supervisor Krueger requested a hold to the December meeting to give the WCA time to review costs paid out to locate and operate transfer stations recently put into operation throughout the state.

Motion made by Supervisor Johnson and seconded by Supervisor Kaye to hold until December meeting. MOTION APPROVED UNANIMOUSLY

10. Communication from Supervisor Steve Fewell re: Report on Property Values for Executive Committee:

Supervisor Fewell explained this is a request for a report on property values within a one mile radius of the west side transfer station. He requested the report contain data for the years 2002 through 2006, including the sale price, assessment records, aerial photos of the area near the year 2002, and also at the present time.

Motion made by Supervisor Lund and seconded by Supervisor Kaye to follow through with Supervisor Krueger's communication to obtain a report on property values on the eight properties adjacent to the landfill site.
MOTION APPROVED UNANIMOUSLY

11. Communication from Supervisor Jack Krueger re: Request from Jude Donald Zuidmulder for investigation regarding judicial assistants who were hired at Step 5:

Judges Zuidmulder, Kelly, and Bischel were present to discuss this issue. Judge Zuidmulder explained there are eight Judicial Assistants serving eight Circuit

Judges. Two new hires recently negotiated their salary to a Step 5, approximately \$3,165 more than the long time employees doing the same job. A request was made to raise three Assistants who have lower salaries to that paid the new hires.

Judge Bischel explained that there is State reimbursement to the County in the amount of \$740,000. Of that \$332,648 is used for Judicial Assistant salaries. The rest is allocated to several different functions.

These are not union positions, although they have been approached to join and that request is presently under appeal. Don VanderKelen stated it was his opinion that if the employees are all doing the same job and are municipal employees, there should be equal pay for equal work. He did point out there is a complication because of the pending petition for appeal.

There were comments made that if these salaries are raised, it could result in several other departments making the same request. Discussion by the committee resulted in the consensus to have Mr. VanderKelen explore the issue further.

Motion made by Supervisor Evans and seconded by Supervisor Lund to hold for one month for further information.

MOTION APPROVED UNANIMOUSLY

12. **Proposed Policy re: Administration's reporting of RFP's to the Brown County Board of Supervisors (Requested by Chair Tom Lund):**

Supervisor Johnson arrived 6:27 p.m.

Ms. Perrizo referred to the draft policy in packets related to reporting of RFP's. She suggested the following change:

"The Brown County Board of Supervisors shall be notified ***and asked for approval*** through its Standing Committees, of all Requests for Proposals (RFP's) published and or distributed by any County department that involve goods and/or services in the amount of \$10,000 or greater"

It was suggested the draft be a resolution, rather than a policy.

Motion made by Supervisor Lund and seconded by Supervisor Fewell to refer to Corporation Counsel to draft a resolution regarding reporting of RFP's to the County Board. MOTION APPROVED UNANIMOUSLY

13. **Communication from Supervisor Steve Fewell re: Table of Organization Change: Move position of Budget & Policy Analyst presently under Administration to County Board of Supervisors; Table of Organization Change: Move Grant Writer position presently under Human Services to County Board of Supervisors. (Referred from September County Board):**

Motion made by Supervisor Lund and seconded by Supervisor Fewell to separate discussion and recommendation on the Budget & Policy Analyst and Grant Writer positions. MOTION APPROVED UNANIMOUSLY

First discussed was the position of Budget & Policy Analyst. This position is presently under the Administration Department. Supervisor Fewell pointed out when reviewing other counties, many have a Budget & Policy Analyst/Legislative Services Director on staff to help supervisors deal with issues of policy and budget. Discussion resulted in a recommendation to eliminate the Analyst position under Administration and use those dollars to hire a Legislative Services Director in the County Board office.

Motion made by Supervisor Lund and seconded by Supervisor Fewell to transfer the position of Budget & Policy Analyst from Administration to the County Board of Supervisors and to refer to the Chair and Vice Chair of the County Board to review the current job description and recommend any changes. MOTION APPROVED UNANIMOUSLY

Next discussed was the position of Grant Writer presently under Human Services and largely used by them. The consensus of the committee was to have the Grant Writer more centralized for use by other departments. Supervisor Johnson disagreed, stating that the writer has been beneficial to Human Services and it may be better to hire a second individual.

Supervisor Zima pointed out that the Board of Supervisors needs better tools that will provide them information when needed, noting that many of these requests have been pushed to the Internal Auditor.

Mr. Eggebrecht indicated that this position has been very valuable in the Human Services area. He stated that although the position is a 40 hour week, writing of grants is not an isolated activity but involves several components. He stated the department would be willing to re-prioritize if time is needed by other departments.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to transfer the Grant Writer position from Human Services to the County Board of Supervisors.

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

Nays: Johnson

MOTION APPROVED 6-1

14. **Communication from Supervisor John VanderLeest re: Requesting that Attorney Mohr disclose the unions he represents in Brown County government and to excuse himself on any discussions or actions related to these unions when giving opinions to the County Board. (Referred from September County Board):**

Supervisor Lund referred to correspondence he received from Attorney Mohr informing him that he also represents the Human Services Professionals and the Human Services Para-Professionals, approximately 170 employees of the County.

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

15. **Communication from Supervisor Steve Fewell re: Request the Executive Committee establish a Memorandum of Understanding in regard to Brown County's Lead Labor Negotiator. (Referred from September County Board):**

Supervisor Lund stated that under Section 111.70 of the State Statutes – Procedures, “municipal employees may name a qualified person to discharge the duties of labor negotiator “and to represent such municipal employees jointly or individually in conferences and negotiations under this section”.

A request was made that Chairman Lund draft a contract for the County Board to review regarding pay, termination of services, etc.

Motion made by Supervisor Lund and seconded by Supervisor Kaye to employ Don VanderKelen as Brown County's representative in labor negotiations and that a contract be drafted for review by the County Board. MOTION APPROVED UNANIMOUSLY

16. **Communication from Supervisor Bernie Erickson re: approximately 18-24 months ago the County Board approved the services of a firm to audit the County phone bills for errors thus generating extra revenue for the County. (Held from previous meeting for a report):**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to forward to Corporation Counsel for an update. MOTION APPROVED UNANIMOUSLY

17. **Communication from Nancy Anderson re: Information for changing recording County Board meetings from video tapes to DVD's:**

County Board Executive Secretary, Nancy Anderson, explained that the voting system in City Hall was recently damaged by a power surge. Green Bay would like to purchase and install a DVD system. Brown County will be billed for half the cost, which is anticipated to be between \$1,000 and \$2,000.

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

18. **Communication from Supervisor Pat LaViolette re: proposing that the County Board with the help of a facilitator, spend some time in January compiling a list of what we have accomplished during the last nine months of 2006 and identify the goals we want to achieve in 2007. (Referred from September County Board):**

It was suggested that UWGB be utilized to accomplish the request by Supervisor LaViolette to compile a list of accomplishments during 2006.

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

Resolutions/Ordinances:

19. **Resolution re: Authority to executive a 23004-2005 Labor Agreement with the Brown County Highway Department employees:**

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

20. **Resolution re: Sheriff's Department Change in Table of Organization (Referred from Public Safety Committee):**

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

21. **Resolution re: To change the Department of Human Services Table of Organization to create a Community Crisis Prevention and Response Team. (Referred from Human Services Committee):**

Supervisor Evans explained that the creation of a Crisis Prevention & Response Team would serve as a safety net when the ICFMR unit is closed.

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

22. **Resolution re: Directing the County Clerk to place the Referendum Question contained in this Resolution requesting State Legislative Action on Health Care on the November Ballot. (From September County Board):**

Motion made by Supervisor Evans and seconded by Supervisor Lund to hold until January. MOTION APPROVED UNANIMOUSLY

Other:

23. **Update from Human Resources Director, Mike Kwaterski, re: HIPPA inquiry. (standing item):**

Motion made by Supervisor Fewell and seconded by Supervisor Erickson to hold. MOTION APPROVED UNANIMOUSLY

24. **Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 18.85 (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 18.82 (1) of the Wisconsin Statutes:**

Motion made by Supervisor Lund and seconded by Supervisor Evans to enter into closed session at 8:45 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY

Recording Secretary excused 8:45 p.m.

**Motion made by Supervisor Evans and seconded by Supervisor Erickson
to return to regular order of business. Roll Call: All Present.
MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Evans and seconded by Supervisor Erickson
to adjourn at 9:25 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary