

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, April 12, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Andy Nicholson, Mary Scray, Guy Zima
Excused: Bernie Erickson, Pat Evans, John VanderLeest
Also Present: Tom Hinz, John Luetscher, Sara Perrizo, Debbie Klarkowski, Don VanderKelen, Bill Dowell, Shelly Nackers, Supervisors, DeWane, Kaster, Theisen, Wetzel

I. **Call Meeting to Order:**

The meeting was called to order Chair Mary Scray at 6:00 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Lund and seconded by Supervisor Zima to approve the agenda. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of March 8, 2010:**

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to approve the minutes. MOTION APPROVED UNANIMOUSLY

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

Communications:

1. **Communication from Supervisor Theisen re: Request to establish a policy to allow for a closed meeting for any agenda item on the Committee Report to the County Board that allowed for a closed meeting at the committee. *Referred from March County Board:***

Supervisor Theisen addressed the committee regarding this request. The consensus was to approve the recommendation to establish a policy.

Motion made by Supervisor Zima and seconded by Supervisor Lund to refer to Staff Attorney and Corporation Counsel to establish a policy to allow for a closed meeting for any agenda item on the Committee Report to the County Board that allowed for a closed meeting at the committee, and to refer to Staff Attorney and Corporation Counsel.

MOTION APPROVED UNANIMOUSLY

2. **Communication from Supervisor Scray re: With fares of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10% if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe.**

Chairman Scray indicated she would be meeting with County Executive Hinz to discuss her suggestion that Department Heads be ready to cut 10% from their 2011 budgets if necessary. A discussion involving mandated services that may not be beneficial to the County resulted in a referral to Corporation Counsel, Staff Attorney, and Internal Auditor to determine what degree mandates need to be funded before penalties are enacted and just what they would be.

Motion made by Supervisor Zima and seconded by Supervisor Lund that Supervisor Scray and County Executive Hinz meet to develop recommendations, if necessary, that committees can discuss regarding the request to cut 10% from 2011 department budgets.

MOTION APPROVED UNANIMOUSLY

Motion by Supervisor Zima and seconded by Supervisor Nicholson to refer to Corporation Counsel, Staff Attorney, and Internal Auditor to determine what degree mandates need to be funded, and what, if any, the penalties would be if not fully funded. **MOTION APPROVED UNANIMOUSLY**

Legal Bills:

3. **Review and Possible Action on Legal Bills to be paid:**
Debbie Klarkowski reported that a new format for reporting legal bills without cross offs, as discussed at previous meetings, will be enacted in May.

Motion made by Supervisor Nicholson and seconded by Supervisor Lund to approve payment of legal bills for Michael Best and Fred Mohr.

MOTION APPROVED UNANIMOUSLY

Reports:

4. **Internal Auditor Report:**
a. **Budget Status Financial Report for December 31, 2009 & February 28, 2010:**

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

MOTION APPROVED UNANIMOUSLY

- b. **Chapter 2 of County Code – Proposed Updates:**
Sara Perrizo reported that as some of the terminology used in Chapter 2 of the Brown County Code of Ordinances was determined to be outdated, proposed changes and updates were made. Supervisor Lund noted there is nothing in the code related to whether the County Board Chair would be required to take over the duties of the County Executive if he were unable, and Ms. Perrizo agreed to research and report back.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to approve. **MOTION APPROVED UNANIMOUSLY**

- c. **Request to exercise two-year Contract Renewal for 2010 and 2011 External Audit:**

A request to begin negotiations with Schenk SC for the 2010-2011 external audit was recommended for approval.

Motion made by Supervisor Lund and seconded by Supervisor Zima to approve the request to exercise negotiations for a two-year contract renewal for the 2010 and 2011 External Audit.

MOTION APPROVED UNANIMOUSLY

- d. **Other:**
Ms. Perrizo reported she has been working with Carolyn Maricque regarding development of a trial balance report for external auditors to use for the 2009 audit.

A request was made that Ms. Perrizo keep track of how long it is taking to get information/responses from WCA and NACO as she reported there have been problems. (Analysis of WCA Survey Results attached)

5. **County Executive Report:**

a. **Budget Status Financial Report for February 28, 2010:**

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

MOTION APPROVED UNANIMOUSLY

6. **Labor Negotiator Report:**

Don VanderKelen pointed out various language in the proposed "Intergovernmental Agreement between the Village of Ashwaubenon and the County of Brown for Consolidation of Public Safety Dispatch", suggesting that it be reviewed by Staff Attorney Fred Mohr. (See #10 below for further discussion)

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Board Attorney Report:**

None – Board Attorney not present.

Standing Item:

8. **Review Brown County requirements of ID when applying for any Social Services from the County: *Referred to April meeting:***

Supervisor Scray indicated that she has not received return calls and asked this item be held.

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

9. **Discussion re: Agenda deadlines and Possible Action if items not received on time. *Held for a month:***

Chair Scray pointed out that Section 2.13 of the Brown County Code, Chapter 2, relates to Meetings/Agendas and the proper procedures. She suggested that the new County Board Chairman and Vice-Chair be made aware of this section to eliminate previous problems.

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

10. **Discussion and Possible Action re: Resolution for Intergovernmental Agreement between Village of Ashwaubenon and Brown County:**

The Intergovernmental Agreement was reviewed by the committee and several changes suggested:

Staffing –

2. Brown County will fund "up to 6.5" additional telecommunicator positions for the Center . . . (not 8).

Hiring of Village Telecommunicators –
3b – Each of the six persons will have to “take” not pass the telecommunication position exam . . .

3c – Each of the six persons will have to “concurrently” complete the training program . . .

3d – “The hiring of telecommunicators will be subject to Brown County’s contractual obligations in the telecommunication operators’ addendum to the Courthouse Unit Labor Agreement. This Intergovernmental Agreement shall be interpreted to be in conformity with the pre-existing Courthouse Unit Labor Agreement.”

4 – Newly Hired Telecommunicators

The County will hire at least two new telecommunicators to begin training on “May 15, 2010”, not April 1, 2010.

Motion made by Supervisor Lund and seconded by Supervisor Zima to approve the resolution with changes in staffing from 8 to “up to 6.5” telecommunicator positions, and to include the addition of 3d, that the hiring of telecommunicators will be in conformity with the pre-existing Courthouse Unit Labor Agreement.
MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Zima and seconded by Supervisor Lund that the persons will have to “concurrently” complete the training program necessary to meet requirements of the position.
MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Zima and seconded by Supervisor Lund to approve the change of language in 3b related to telecommunicators required to “take”, not pass the position exam.
MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Lund and seconded by Supervisor Zima to change #4 of the Intergovernmental Agreement – Newly Hired Telecommunicators – The County will hire at least two new telecommunicators to begin training on May 15, 2010 (not April 1, 2010). **MOTION APPROVED UNANIMOUSLY**

Motion made by Supervisor Zima and seconded by Supervisor Lund to adopt the resolution establishing the Intergovernmental Agreement as amended, contingent on the review of Staff Attorney Fred Mohr.
MOTION APPROVED UNANIMOUSLY

Request to Fill Positions:

11. Electrician – Airport:

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

12. Secretary – County Board:

Motion made by Supervisor Zima and seconded by Supervisor Nicholson to approve. **MOTION APPROVED UNANIMOUSLY**

13. Assistant Superintendent – Highway:

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

14. **Economic Support Specialist – Human Services:**

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

15. **Nurse Manager (House) – Human Services/CTC:**

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

16. **Nurse Manager (Nursing Home) Human Services/CTC:**

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

17. **Social Worker/Case Manager (Access Worker) – Human Services:**

Supervisors Nicholson and Zima questioned if this position is warranted. Ms. Klarkowski explained that the position is one of the two remaining access department positions, a 3rd having been eliminated during the '09 budget process. She said that leaving the position vacant results in unsatisfactory customer service, lack of coverage, inability or severely restricted capacity to interface face to face with in person callers, lost data collection capability, etc. The committee asked that approval be held for further review.

Motion made by Supervisor Lund and seconded by Supervisor Zima to hold until May for further information.
MOTION APPROVED UNANIMOUSLY

Ms. Klarkowski informed the committee she would be bringing forward a request to fill the Collections Manager position at the Brown County Library.

Resolutions/Ordinances:

18. **Resolution re: Approving Buyer's Agency Representation Agreement for Acquisition of Real Estate for Brown County Sheriff's Department Operations:**

The resolution, drafted by Joe VanDeurzen on behalf of Hilgenberg Realty, LLC, was reviewed. Because it is specific to the purchase of real estate at 2684 Development Drive in the Village of Bellevue (S&L Building) for possible future use by the Sheriff's Department, several suggestions were made to make it more appropriate to using Mr. VanDeurzen as an agent for any property that may be of interest for use by the Sheriff's Department.

Corporation Counsel John Luetscher took notes of the recommended changes and will redraft the resolution as directed.

Motion made by Supervisor Zima and seconded by Supervisor Lund to approve as amended. MOTION APPROVED UNANIMOUSLY

19. **Resolution re: The Reclassification of the Director of Administration Position:**

A lengthy discussion of this position and the inability to fill it first resulted in the recommendation it be changed to Grade 32, Step 7, from Grade 28, Step 5, or a fiscal impact of \$21,912.

County Executive Hinz and Supervisor Zima pointed out the importance of the position to the County. Supervisor Nicholson, however, stated he would not support a motion to approve because of the present economic situation in the area.

Further discussion resulted in a recommendation the position be changed to Level 30.

Motion made by Supervisor Scray and seconded by Supervisor Lund to approve reclassification of the Director of Administration position to Level 30.

Ayes: Lund, Scray, Zima

Nays: Nicholson

MOTION APPROVED 3-1

20. **Resolution to Approve Hiring "Bond Counsel":**

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

MOTION APPROVED UNANIMOUSLY

21. **Initial Resolutions Authorizing the Issuance of Not to Exceed \$21,265,000 Corporate Purpose General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times. Referred from Administration, Planning, Develop & Transportation, and Public Safety Committees:**

Discussion resulted in a recommendation to reduce the bond resolution by \$50,000 in the area of Building System Upgrades (Courthouse/Annex roof structure/Fonferek Glen roadway and parking lot).

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to remove \$50,000, or a total of Not to Exceed \$21,215,000 Corporate Purpose General Obligation Bonds. MOTION APPROVED UNANIMOUSLY

Other:

22. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Nicholson and seconded by Lund to adjourn at 7:40 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary

Analysis of WCA Survey Results
 Communication Centers in Wisconsin Counties
 Prepared by the Internal Auditor
 April 12, 2010

County	Consolidated Center?	Separate Staff for Different Municipalities?	Staffing Level	Annual Call Volume	Average Call Time	Population Served	Number of People Served per Dispatcher
Brown	Yes	Yes - 6 consoles	62.5 FTEs (55 telecommunicators + 7 supervisors)	531,150 (382,000 incoming)	4.89 minutes	245,018	3,920.29
Burnette	Yes	No	1-2 FTEs per shift	5,500 - 7,500	<1 minute	16,000	
Clark	Yes	No	3 FTEs per shift	5,500 - 7,500	varies	34,000	
Columbia	Yes	No	11 FTEs	36,000-60,000	1-3 minutes	70,000	6,363.64
Dane	Yes	No	78 FTEs (71 communicators, 7 supervisors)	582,723 (432,594 incoming)	1 min 52 seconds - 2 min 22 seconds	426,526	5,468.28
Dodge	Yes	No	20 FTEs	100,577	35 seconds	90,000	4,500.00
Green	Yes (excludes Broadhead)	No	7 FTEs	77,500	2 minutes	31,000	4,428.57
Green Lake	Yes	No	10.5 FTEs	2,116 (911 only)	2-3 minutes	18,735	1,784.29
Kewaunee	Yes	No	15 FTEs	18,250	2 minutes	20,000	1,333.33
Oneida	Yes	Yes, but cross-trained	2-5 FTEs per shift	127,200	varies	40,000	
Outagamie	Yes	Yes, but cross-trained	35 FTEs (28 communicators, 6 supervisors, 1 manager)	135,385 (dispatched)	1 min 26 seconds	175,530	5,015.14
Pierce	Yes	No	16 FTEs (perform additional work)	29,570	1-2 minutes	40,000	
St. Croix	Yes	No	20.4 FTEs (16.4 telecommunicators, 1 lead, 1 technical lead, 1 Assistant Director, 1 Director)	260,000	48 seconds	82,000	4,019.61

Brown County
Fiscal impact for Village of Ashwaubenon Dispatch transfer

EXPENSES	#	2010		75%		2011 Annual
		Annual	April 1 - Dec. 31, 2010	Jan. 1 - Dec. 31, 2011		
Personnel costs:						
Telecommunications Operators	2	\$ 41,000	\$ 61,500	\$ 335,296	\$ 251,472	8 \$ 41,912
Overtime - 8 Telecom Ops.		Traning OT	\$ 55,000	\$ 35,760	\$ 26,820	8 \$ 4,470
Overtime - Training instructor			\$ 4,000			
Total Personnel Costs			\$ 120,500	\$ 371,056	\$ 278,292	
Fringe Benefits & Taxes:						
FICA		\$ 3,022	\$ 4,500	\$ 27,349	\$ 20,512	
Health Insurance		\$ 11,876	\$ 17,850	\$ 97,120	\$ 72,840	
Life Insurance		\$ 32	\$ 50	\$ 286	\$ 214	
Disability Insurance		\$ 366	\$ 550	\$ 3,312	\$ 2,484	
WRS Retirement		\$ 4,304	\$ 6,500	\$ 36,949	\$ 29,211	
Workers Comp		\$ 40	\$ 50	\$ 365	\$ 274	
Unemployment Comp		\$ -	\$ -	\$ -	\$ -	
Total Fringe Benefits & Taxes		\$ 19,639	\$ 29,500	\$ 167,380	\$ 125,535	
Total Personnel & Fringe Benefits		\$ 60,639	\$ 150,000	\$ 538,436	\$ 403,827	
Equipment			\$ 55,000			
Connectivity						
Phone lines						
Training			\$ 16,000			
Total Other Costs			\$ 71,000			
Total Expenses			\$ 221,000	\$ 538,436	\$ 403,827	
REVENUES						
Property Tax Levy			\$ -	\$ 538,436	\$ 403,827	
Ashwaubenon - intergovernmental charge			\$ 221,000			
2 Telecommunications Operators		\$ 91,000				
Training provided by BC staff		\$ 55,000				
Overtime incurred during training		\$ 4,000				
New equipment (estimate)		\$ 55,000				
Total Revenues			\$ 221,000	\$ 538,436	\$ 403,827	

Assumptions:

2009 settled rate with increase of 2% on 1/1/2010; .25% increase on 10/1/2010

2009 rate	20.32			\$ 20.7818	
2%	0.41			\$ 0.4156	
Rate from 1/1 to 9/30/2010	20.73	1482	\$ 30,721.86	\$ 21.1975	31414.638
0.25%	0.05183			\$ 0.0530	
	20.7818	494	\$ 10,266.22	\$ 21.2505	10,498
		1976	\$ 40,988.08		41,912
			41000		

Earnings		\$ 2,912,990.00
FICA	7.37%	\$ 214,705.00
Health Insurance	28.97%	\$ 843,761.00
Life Insurance	0.08%	\$ 2,244.00
Disability Insurance	0.89%	\$ 26,001.00
WRS Retirement	10.50%	\$ 305,767.00
Workers Comp	0.10%	\$ 2,865.00
Unemployment Comp	0.00%	\$ -
Total Benefits	47.90%	\$ 1,395,343.00