

## 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, August 8, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima  
**Excused:** Tom DeWane, Pat Evans  
**Also Present:** Troy Streckenbach, John Luetscher, Ellen Sorenson, Sara Perrizo, Debbie Klarkowski, Fred Mohr, Supervisors Andrews, Clancy, Fewell, Tumpach, Schuller Jay McMahon - Schenck

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I. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:33 p.m.

ii. **Approve/Modify Agenda:**

Request to move 9d - Presentation of Annual Report by Jay McMahon of Schenck, S.C. after #1.

**Motion by Supervisor Lund, seconded by Supervisor Erickson to approve the agenda as amended. MOTION UNANIMOUSLY APPROVED**

III. **Approve/Modify Minutes of July 20, 2011:**

**Motion by Supervisor Brunette, seconded by Supervisor Lund to approve the minutes. MOTION UNANIMOUSLY APPROVED**

1. **Review of Minutes:**

a. **Legislative Sub-Committee (June 21, 2011):**

**Motion by Supervisor Brunette, seconded by Supervisor Lund to receive and place on file. MOTION UNANIMOUSLY APPROVED**

9d. **Presentation of 2010 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck, SC:**

Internal Auditor, Sara Perrizo, and Jay McMahon of Schenck, S.C., addressed the committee relative to the 2010 Annual Financial Report. McMahon highlighted areas of the report, stating that overall Brown County has a healthy fund balance. At this time, the County is at 15% of their debt capacity.

**Motion by Supervisor Erickson, seconded by Supervisor Lund to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**Communications:**

2. **Communication from Supervisor LaViolette re: Consider changes in policies & procedures that would make the operation of the County Board more efficient and effective, (i.e. meet twice a month; allowing every supervisor to talk on every subject with time limitations and setting an adjournment time such as 11:00 p.m.) *Item held for 60 days for feedback from Board Members:***

Chair Scray noted that Supervisor LaViolette requested an additional 30 days to collect information.

**Motion by Supervisor Lund, seconded by Supervisor Zima to hold for 30 days. MOTION UNANIMOUSLY APPROVED**

3. **Communication from Supervisor Moynihan re: Status of my March 2011 communication in regard to the Internal Auditor/Research Analyst position grade/step analysis. *Referred from June County Board:***

At the March meeting of this committee, a request was made for Human Resources to review the Internal Auditor position for possible reclassification and/or step increase in compensation. Currently the position is in Grade 21 of the Administrative Compensation Plan. Debbie Klarkowski distributed a review completed by the HR Department (attached), explaining that research determined that additional duties are included in the job description and the position is currently at step one of the grade placement. Klarkowski pointed out that step increases for administrative employees have been frozen by the County Board since 2002, therefore, did not recommend an increase.

Supervisor Zima, however, commended the Internal Auditor for the excellent work she has done over the past years, opining that she is deserving of an increase in compensation.

**Motion by Supervisor Zima, seconded by Supervisor Erickson to refer to Human Resources to determine what is needed to make a recommendation to the Board regarding an increase to the Internal Auditor/Research Analyst position. MOTION UNANIMOUSLY APPROVED**

4. **Communication from Supervisor Fewell re: To review the signed retainer agreements between Fred Mohr and Brown County. *Referred from June County Board:***

Supervisor Fewell indicated that he was unable to find the contracts made with Attorney Fred Mohr, questioning why they would not be on file. Mohr was able to present a copy of at least one of his contracts with the County, stating he was unaware why they were not circulated or on file. Corporation Counsel Luetscher explained the normal procedure, noting contracts are valid and binding if approved by the County Board and that Mohr's were.

Additional discussion resulted in an agreement that the matter be referred to the County Board office for proper signatures.

**Motion by Supervisor Lund, seconded by Supervisor Zima to refer to County Board office for proper contract signatures.  
MOTION UNANIMOUSLY APPROVED**

5. **Communication from Supervisor Fewell re: To require Board approval on contracting for Legal Counsel regarding any litigation involving redistricting. *Referred from June County Board:***

Supervisor Fewell explained that the vote on the issue of redistricting was split by the County Board 13 to 12. If the Board attorney only represents the majority, Fewell asked the process to obtain legal counsel regarding possible litigation for the minority. Chair Scray explained that the majority rules and the Board attorney represents the entire Board.

When asked by Supervisor Lund when a decision would be made on redistricting, Corporation Counsel Luetscher replied that today was the deadline for Mr. Mohr to submit a brief objecting to the court's ruling that neither the Board of Supervisors nor the County were proper parties to litigation. Attorney Mohr indicated that he actually submitted the brief on August 3<sup>rd</sup> and expects a ruling in the next couple of days. He explained that the issue before Judge Warpinski is in regard to substitution and he has ruled that the action was improperly brought, while the issue before Judge Zuidmulder is on whether denial of the substitution was appropriate. As of this date, neither the County nor the Board of Supervisors has been dismissed from the case.

**Motion by Supervisor Lund, seconded by Supervisor Brunette to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**Legal Bills:**

6. **Review and Possible Action on Legal Bills to be Paid:**

When asked again the duration of the Michael Best invoices, Corporation Counsel Luetscher explained he expects a conclusion by Fall.

**Motion by Supervisor Erickson, seconded by Supervisor Zima to approve payment of legal bills. MOTION UNANIMOUSLY APPROVED**

**Request from Purchasing:**

7. **Request for recommended approval to post Request for Proposal, Project 1506 for Brown County Translator/Interpreter Services:**

Ellen Sorenson explained that the County is at the end of a three year contract for translator/interpreter services, which in the last year totaled \$140,000. In an effort to enhance efficiencies and quality of service, the Purchasing Department has requested a Request for Proposal for these services which is mandated.

**Motion by Supervisor Zima, seconded by Supervisor Erickson to approve. MOTION UNANIMOUSLY APPROVED**

**Reports:**

8. **County Executive Report.**

a. **Budget Status Report for May 2011 and June 2011:**

Executive Streckenbach reported that the budget is within perimeters.

**Motion by Supervisor Lund, seconded by Supervisor Brunette to receive and place on file. MOTION UNANIMOUSLY APPROVED**

b. **Discussion re: Update re: Old Mental Health Center Building (standing item)**

Minutes from the 7-21-2011 Master Plan Sub-Committee were reviewed in relation to the MHC building. A group recently toured the facility and have expressed interest in creating a veterans' housing development, however, no formal offer has been made. Supervisor Zima asked if there has been an effort to market portions of the building for sale, rather than the total. Although Ellen Sorenson indicated that the property is listed on a national site, Zima suggested that a local real estate agent be hired such as was used with the sale of the S&L Building.

Direction: That the County Executive investigate the hiring of a real estate agent to identify a potential buyer for the Mental Health Center property.

**Motion by Supervisor Zima, seconded by Supervisor Erickson to receive and place on file. MOTION UNANIMOUSLY APPROVED**

9. **Internal Auditor Report:**

a. **Discussion of format of Annual Budget Analysis Report:**

Ms. Perrizo asked for input on the format she has used for presenting the Annual Budget Analysis Report. She has used a short version and a long version and has received comments on both. The consensus of the committee was to proceed with the shorter version pointing out any differences, any major changes in outlay that distinguishes this year's budget from the previous one, and to note comments.

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

b. **Update on Budget Analysis Project:**

Ms. Perrizo explained that a group was created to study the Table of Organization between various departments. This group was comprised of Zoo Director, Neil Anderson, Supervisors Tumpach & Schuller, along with herself, Lynn VandenLangenberg, and Debbie Klarkowski. She explained that the objectives were to identify common functions of the Park & Recreation Department, and the NEW Zoo. The group identified several areas where there are apparent benefits of sharing resources and prioritizing workloads which could benefit multiple departments. Under this transition it is speculated that budget reductions will occur to meet the proposed 2012 levy target. Perrizo explained that realigning program delivery will increase opportunities in marketing, volunteers, education,

project completion and cross-training. The group will next review the possibility of combining aspects of the Facilities and Highway departments.

**Motion by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file. MOTION UNANIMOUSLY APPROVED**

- c. **Budget Status Financial Report for May 2011 and June 2011:**  
Ms. Perrizo reported that the County Executive has requested a levy target in the County Board Office which is \$180,000 less than last year's number, or 26%. Ms. Perrizo stated that the only area this could come from would be health insurance for supervisors.

Supervisor Zima took offense to this, noting that the overall shortfall for 2012 is \$3 million, with a total levy of \$85 million, or 4%. He asked that the record reflect that "This County Executive is out to gut (destroy) the Board. He wants to take away representation and undermine the Board's power". Zima stated that in 2011, the County Board office reduced their annual budget by \$41,000, giving praise to the Board Secretary and staff for their responsibility for this. Zima stated that his goal as Board Chairman has been to assure that the Board has its rights and responsibilities in place so that they are not undermined by the Executive Branch.

**Motion by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file. MOTION UNANIMOUSLY APPROVED**

- d. **Presentation of 2010 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck, SC:**  
See Above – Page #1
- e. **Other:**  
Internal Auditor reported that she has met with Human Services staff to discuss their audit findings and review controls of the economic support system.

Perrizo stated that she received several calls from supervisors relative to an RFQ the County put out for copy machines. Purchasing was of the opinion that the County may be able to achieve buying power by using the same brand that is used now. She disagreed with this and after speaking with the Executive an RFQ was drafted.

10. **Board Attorney Report:**
- a. **County Code Chapter 4 Rewrite:**  
Fred Mohr explained that the authority for setting personnel rules and regulations is granted under State Statute, specifically Chapter 59.22 (3) to the County Board. The Board may set compensation, regulation, and number of employees in the County. The Chapter also states that if there is any conflict with any other statutory section, the Board dominates.

Mohr stated he attended a meeting with the County Executive, Ellen Sorenson, and John Luetscher to update the progress with the rewriting of Chapter 4 relative to the authority, ethical, and benefit sections, while HR Director Debbie Klarkowski is working on drafting an employee handbook. Their goal is to make these sections uniform, while considering the ramifications of any changes. When the final draft is completed, it will be distributed to the Board for their review.

Supervisor Zima indicated that he struggles with the opinion of Administration and the County Executive who state that the rewriting of Chapter 4 is not Board responsibility, when Mohr indicated that statute indicates that it clearly is.

Executive Streckenbach stated he is not arguing this authority, however, has questions and concerns and would like input into the procedure used for rewriting Chapter 4 and the grievance process as outlined in Act 10.

**Motion by Supervisor Lund, seconded by Supervisor Erickson to refer to September meeting. MOTION UNANIMOUSLY APPROVED**

**Vacant Budgeted Positions (Request to Fill):**

**11. Verification of Information used in Justification of Positions:**

Chair Scray indicated that questions related to verification of information used in justification of positions was brought forward at a previous meeting. Debbie Klarkowski reported that in the last two years HR has asked department heads to provide justification for filling positions, then work with them to compile the data for state reporting. Discussion by the committee resulted in a direction to the HR Department to evaluate information every third time.

**Motion by Supervisor Lund, seconded by Supervisor Erickson to request that Human Resources verify information used in justification of open positions every third time. MOTION UNANIMOUSLY APPROVED**

**Resolutions and Ordinances:**

**12. Ordinance re: To Amend Sec. 3.11 (3)(g) of the Brown County Code entitled "Out of County Travel Expense Reimbursement":**

This ordinance states that "Employees who are authorized to use their personal automobile for official business shall be reimbursed at a rate equaling 80% of the optimal standard mileage rate for business set by the IRS on an annual basis." Although agreeing to approve the ordinance, Supervisor Lund pointed out that at times a plane ticket may be less and asked that the most economical means be used.

**Motion by Supervisor Lund, seconded by Supervisor Zima to approve. MOTION UNANIMOUSLY APPROVED**

**Closed Session:**

**13. A Closed Session may be held pursuant to Wis. Stats. 19.85 (1)(e) for deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business, whenever**

**competitive or bargaining reasons require a closed session. (Labor Negotiations)**

No Closed Session. Attorney Mohr reported that negotiations with the Sheriff's Department will begin tomorrow, 8/9/11. Issues that will be discussed include raises, shift differential, holiday pay, retirement, with a goal to have an "even playing field" with other departments.

**Other:**

14. **Such Other Matters as Authorized by Law:**  
None

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to adjourn at 9:10 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

HUMAN RESOURCES DEPARTMENT

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HUMAN RESOURCES MANAGER

TO: Executive Committee  
FROM: Debbie Klarkowski  
Human Resources  
RE: Review of Internal Auditor Position  
DATE: 05/11/2011

The March Executive Committee agenda included a communication requesting the review of the Internal Auditor position for possible reclassification and/or step increase in compensation. Currently, the Internal Auditor position is placed in Grade 21 of the Administrative Compensation Plan. The committee pointed out that research duties had been added to this position recently and the requirement of a CPA. It was also stated the current internal auditor is at step one of the grade placement.

A reclassification as defined in County Code 4.31 Reclassification - The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Review of current position description and duties:

The current position description summary states the purpose of this position is to conduct performance, financial and internal control audits of all offices, departments, and other jurisdictions of the County Board; perform independent appraisal functions by evaluation management and accounting control systems through compliance tests; and make recommendations and monitor the implementation of recommendations of internal and external auditors regarding correction of irregularities or failures. The essential duties of the position include providing research and analytical staff support to the board of supervisors under general direction of the county board chair.

The position description requires a bachelor's degree in accounting with three years of experience or any equivalent combination of education, training, and experience. The position already requires a CPA.

The current point factoring method measures individual jobs in a matrix format according to three major categories: responsibility factors, work requirements, and aptitude requirements.

In review of the Internal Auditor evaluation factors, the position receives credit for:

- Reviewing the entire budget for one branch of government; also produces an annual budget review which explains the rationale for budget changes in lay terms
- Ability to communicate is significantly high
- Data analysis is at a high level
- There is a county wide impact in this position
- Overseeing a small department



As the position relates to internal equity, the positions of Senior Accountant, Child Support Administrator, and Nurse Manager are placed in the same grade as the Internal Auditor.

Findings:

In review of the current job description the duties of provides research and analytical support are listed in the current job description well as the CPA requirement. Additionally, after review of the current evaluation factors and for purposes of internal equity, the position is placed in the proper grade of the Administrative Compensation Plan. Step increases for administrative employees have been frozen by county board action since 2002; therefore, a recommendation cannot be made to increase the position in steps.