

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, December 7, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Bernie Erickson, Tom Lund, Andy Nicholson, Mary Scray, Guy Zima
Excused: Pat Evans, John VanderLeest
Also Present: Jayme Sellen, Debbie Klarkowski, Sara Perrizo
Fred Mohr, John Luetscher
Dave Maccaux – Schenk, SC
Other Interested Parties

I. **Call Meeting to Order:**
The meeting was called to order by Guy Zima at 6:05 until the arrival of Chair Mary Scray at 6:10 p.m.

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

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to approve the agenda as modified.
MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of November 4, 2009:**

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

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

Communications:

1. **Communication from Supervisor Warpinski re: To amend Chapter 2.04 (1((d) of the Brown County Code to strike and replace the word “secret” with the word “open”. (Referred back as per the September County Board):**

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

2. **Communication from Supervisor Erickson re: Brown County should look at having drug offenders register their current addresses so residents have knowledge of who is living in their neighborhoods. (Motion at October meeting: To hold until December and have the District Attorney’s office get any websites or gather information as to what is already out there):**

Supervisor Erickson recommended this item be received, stating the request has been resolved.

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

3. **Communication from Supervisor Clancy re: I would like the Public Safety Committee to be briefed at the November or December meeting re: the radio operability study, cost implementation, timing, and funding mechanics. (Motion at October meeting: To hold until December):**

Supervisor Nicholson reported that this item was addressed at the last Public Safety Committee meeting.

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

4. **Communication from Supervisor Knier re: Ask for a modification to Section 2.03 (3)(e) to include a provision for emergency contracting. (Referred from November County Board):**

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

(Move to #6a on the agenda)

Legal Bills:

5. **Review and Possible Action on Legal Bills to be paid:**
 - a. **Review and Possible Action on Davis & Kuelthau bills with additional detail:**

Bills from Davis & Kuelthau totaling \$3,513.12 were approved for payment, in addition to those of Attorneys Fred Mohr and Gary Wickert.

Charges from the firm of Simandl & Prentice for copying were questioned and Attorney Mohr was directed to negotiate the cost.

Motion made by Supervisor Lund and seconded by Supervisor Zima to pay legal bills, except for that of Simandl & Prentice which will be negotiated by Fred Mohr.

Ayes: Erickson, Lund, Scray, Zima

Nays: Nicholson

MOTION APPROVED 4-1

Reports:

6. **Internal Auditor Report:**
 - a. **Presentation by Shenck SC, re: 2008 Comprehensive Annual Financial Report (CAFR):**

Dave Maccaux, Vice President of Shenck was introduced. Mr. Maccaux referred to the Comprehensive Annual Financial Report and Management Letter previously distributed, pointing out that Brown County has again received an award for Excellence in Financial Reporting for 2008. Key items in the financial report were highlighted, with Mr. Maccaux reporting

that all appropriate disclosures have been made and Brown County has been issued a qualified opinion on compliance.

The Management Letter, a communication to the County Board, states that no interim controls or compliance findings were disclosed. Maccaux stated it is his opinion that Brown County is in excellent financial standing going into the 2009 budget year.

Supervisor Scray arrived 6:10 p.m.

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

MOTION APPROVED UNANIMOUSLY

b. Report on Review of Airport Concessionaire Contract:

Sara Perrizo reported that at the direction of this committee, she conducted a high level review of the concessionaire contracts at the Austin Straubel Airport. Her findings show that the Director and staff monitor the contracts very closely to ensure compliance by vendors. This monitoring includes a monthly review of sales, along with a quarterly audit of the parking lot operation. Annually, one of the concessionaires is randomly selected to be audited. Ms. Perrizo concluded that the contracts at the airport are effectively managed and monitored, stating that controls are in place and are enforced in a manner providing any deterrent against fraud.

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

MOTION APPROVED UNANIMOUSLY

c. Budget Status Financial Report for September and October 2009:

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

MOTION APPROVED UNANIMOUSLY

d. Other: None

7. County Executive Report:

a. Budget Status Financial Report for October 2009:

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

**8. Labor Negotiator Report:
No Report**

9. Board Attorney Report:

Per a request at the last meeting regarding criminal penalties for forging documents, Attorney Fred Mohr reported the following findings:

- Driver's License Forgery – Class A Misdemeanor – 9 months jail time, \$10,000 fine.
- Forged Birth Certificate – Class A Felony – 6 years jail time, \$10,000 fine

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

Standing Item:

10. **Review Brown County requirements of ID when applying for any Social Services from the County:**

Chair Scray stated she is still in the process of gathering and receiving information regarding this issue. Supervisor Erickson informed the committee that he has contact information for a company which offers a device to detect fraudulent ID's which could be used by the Social Services Department. He agreed to contact them to make a presentation at the January meeting.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

Request to Fill Positions:

11. **Approval of two Human Resource Analysis Roles (Motion at Admin: To Approve):**

Debbie Klarkowski explained that a Human Resources Analyst position has been vacant since the 2nd quarter of 2009, allowing the department to explore alternatives. During this period of time, the Benefits Program Coordinator has assumed some of these duties. After review, the decision was made to eliminate the Benefits Program Coordinator position assuming that these duties could be absorbed by other positions. Filling the Analyst role will provide additional timely support in performance management, staffing level analysis, LEAN initiatives, and contract interpretation, Klarkowski stated. Staff recommendation is to fill the FT Human Resources Analyst position, currently budgeted in the Table of Organization with no fiscal impact (attached).

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

12. **Request to fill Administrative Secretary positions at Corporation Counsel Office (Motion at Admin: To Approve:**

Corporation Counsel, John Luetscher, explained that the Administrative Secretary has resigned her position. This position provides support for mental health commitments, TPR, and CHIPS cases, also prepares witness lists, motions, and filings, drafts routine letters regarding notice of upcoming hearings, coordinates calendar for guardianship files and hearings, etc., and provides information on the court process. The recommendation of the Human Resources Department and the Corporation Counsel is to fill the position.

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

Resolutions/Ordinances:

13. **Resolution re: To Support brown county Voluntary Unpaid Leave Program for 2010:**

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

14. **Resolution re: In Support of Federal Funding for Welfare Fraud investigation:**

This resolution drafted by Supervisor Lund was addressed, with him explaining that Brown County will spend over \$115,000 off the tax levy to support welfare fraud investigation in the 2010 budget. He opinion is that the Federal government should reimburse the County for the cost of this investigation. The resolution requests that Congressional representatives support legislation which would require all counties to hire fraud investigators in proportion to their population and that the costs for this service be paid by federal funding. Lund asked that the County Board support this resolution.

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

(Supervisor Lund excused 6:25 p.m.)

15. **Resolution re: To improve record keeping and Corporation Counsel approval of Resolutions and Ordinances:**

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

16. **Ordinance re: To create Sec 30.09 of the Brown County Code entitled "Purchase and Sale of Scrap Metal" (Also on 12/3/09 Public Safety):**

Motion made by Supervisor Nicholson and seconded by Supervisor Zima to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

17. **Ordinance re: To create Sec 30.08 of the Brown County Code entitled "Pawn Brokers and Secondhand Article and Jewelry Dealers". (Also on 12/3/09 Public Safety):**

Motion made by Supervisor Nicholson and seconded by Supervisor Zima to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

18. **Closed Session: Pursuant to Sec 19.85 (1)(e) Wis. Stats., considering dismissal, demotion, licensing, or discipline of any public employee. The affected employee has the right to demand that the evidentiary hearing be held in open session:**

Motion made by Supervisor Zima and seconded by Supervisor Scray to enter into closed session at 6:35 p.m.

Ayes: Erickson, Lund, Scray, Zima

Nays: Nicholson

MOTION APPROVED 4-1

Recording Secretary excused 6:40 p.m.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to return to regular order of business. MOTION APPROVED

UNANIMOUSLY

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

January Agenda:

- Presentation re: Device to Detect Fraudulent ID's which could be used by the Social Service Department – B. Erickson

Motion made by Supervisor Zima and seconded by Supervisor Erickson to adjourn at 7:20 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary



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DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski

DATE: November 16, 2009

RE: Request to Fill Vacancy: Administrative Secretary, Corporation Counsel Office

The Administrative Secretary in Corporation Counsel recently resigned her position. Corporation Counsel John Luetscher is requesting to fill this vacancy.

This position provides support for the Mental Health Commitments, TPR and CHPS cases:

- Prepares witness lists, motions and other filings for mental health commitments and guardianships.
- Drafts routine letters providing notice of upcoming hearings and requests for recommitment hearings.
- Coordinates the calendar for upcoming guardianship files and hearings, mental commitment hearings, annual recommitment hearings, dismissal motions and orders for cases which are resolved by hold open agreements.
- This position may screen calls and provide information on the court process for citizens contacting the Corporation Counsel office regarding the possible commitment of family members.

Recommendation: Human Resources has reviewed the request from Corporation Counsel and recommends filling this position.

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski

DATE: November 16, 2009

RE: Request To Fill Vacancy: Human Resources Analyst

A Human Resources Analyst position has been vacant since the 2nd quarter of 2009. The position was held open to allow the department to explore alternatives before filling the vacancy. During this period of time, the Benefits Program Coordinator, in addition to performing the duties of managing the county's leave programs, assumed some duties of the vacant Analyst role. After careful review, the decision was made to eliminate the Benefits Program Coordinator position during the 2010 budget process with the expectation that the duties of processing employee leaves would be absorbed by other positions, thus creating efficiencies within the department and allowing the vacant Analyst role to be filled.

Currently, the Human Resources Department has one fulltime Senior Analyst position responsible for performing Analyst duties, supervising the support staff, and supporting negotiation research and analysis. The department currently has one fulltime Analyst, responsible for providing specific guidance and support to department heads and managers on labor contract administration, recruitment/selection activities, staffing level analysis, investigations, classification and compensation studies and corrective action.

Filling the vacant Analyst role will provide additional timely support to departments in performance management, staffing level analysis, LEAN initiatives, and contract interpretation. Human Resources is requesting to fill one fulltime vacant Human Resources Analyst position. This position is currently budgeted for in the table of organization and would have no fiscal impact.