

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, January 12, 2009 at 6:00 p.m. in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, John Vander Leest, Patrick Evans, Tom Lund, Bernie Erickson, Andy Nicholson

Excused: Guy Zima

Also Present: County Executive Tom Hinz, Jayme Sellen, Sara Perrizo, Fred Mohr, Mark Quam, Tom Eggebrecht, Don Vanderkelen, Kerry Blaney, Mary Reinhard, Kurt Hogarty, Debbie Klarkowski, Supervisor Carole Andrews

I. CALL MEETING TO ORDER:

The meeting was called to order by Chairman Scray at 6:00 p.m.

II. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR NICHOLSON AND SECONDED BY SUPERVISOR ERICKSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. APPROVE/MODIFY MINUTES OF DECEMBER 8, 2008:

A MOTION WAS MADE BY SUPERVISOR NICHOLSON AND SECONDED BY SUPERVISOR ERICKSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COMMENTS FROM THE PUBLIC/SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

COMMUNICATIONS

1. COMMUNICATION FROM SUPERVISOR JULIE KNIER RE: ESTABLISH REORGANIZATION OF "NON-DIVISIONAL" OFFICES AS A TOP PRIORITY IN THE "REVIEW OF THE ORGANIZATIONAL STRUCTURES AND STAFFING NEEDS" AS IDENTIFIED IN EXECUTIVE BUDGET MESSAGE OF 2009 PROPOSED ANNUAL BUDGET. (HELD FROM PREVIOUS MEETING.)

Chair Scray stated that Supervisor Knier would address this at another time.

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR NICHOLSON TO RECEIVE & PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Legal Bills

2. REVIEW OF LEGAL BILLS. (MOTION FROM PREVIOUS MEETING: REFER THIS TO OUR INTERNAL AUDITOR THE ORIGINAL BILL THAT WAS NOT OF PERSONAL SERVICE TO BROWN COUNTY TO MAKE THOSE ADJUSTMENTS FOR OUR NEXT MEETING.)

Supervisor Lund questioned Attorney Mohr how long Mr. Kalny had to contest these bills. Mohr responded that Kalny had 120 days to file a notice of claim from the time when the bills were denied.

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR LUND TO RECEIVE & PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. REVIEW AND POSSIBLY TAKE ACTION ON NEW LEGAL BILLS.

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR NICHOLSON TO PAY BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

REPORTS

4. REPORT OF COUNTY BOARD ATTORNEY REGARDING BROWN COUNTY'S CLAIM PROCESS WITH DISCUSSION AND POSSIBLE ACTION. (TO BE MAILED SEPARATELY OR TO BE DISTRIBUTED AT MEETING.)

Fred Mohr came forward and distributed a handout (see attached). Mohr explained the handout and is proposing that this claim process be streamlined so that it would be coordinated between two offices, Corporation Counsel and Risk Management.

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR NICHOLSON TO APPROVE THIS CLAIM PROCESS SUBMITTED BY ATTORNEY FRED MOHR AND FORWARD TO THE COUNTY BOARD. Vote Taken. MOTION CARRIED UNANIMOUSLY.

5. COUNTY EXECUTIVE REPORT.

County Executive, Tom Hinz, reported that last week there were two sessions held with regard to organizational improvement through NWTC. Approximately 45

supervisors and management people attended. These sessions lasted about 4 hours each. NWTC is going to be contracted for follow up sessions with regard to organizational efficiencies (internally & externally) throughout the community and Brown County.

Next, Hinz reported on oversight committees that were discussed at a session this afternoon with representation from the Oneida Tribe and WPS. That committee was broken up into 5 subcommittees. 1) Building subcommittee; 2) Community Subcommittee (headed by Judy Knudsen); 3) Energy Subcommittee (headed by Chuck Lamine); 4) Vehicle Subcommittee (headed by Bill Dowell); and 5) Purchasing Subcommittee (Kurt Hogarty).

The last thing he reported on was the Homeless Sub committee. A professor at St. Norbert College has assigned some of his students for next semester a project to attract six individuals to follow through the system to find out what the cost is for the community with regard to homelessness and then come up with some possible ideas/solutions in this area. At the end of the semester, these students will report their findings and Hinz will give a follow up report on this project.

Supervisor Lund questioned the Governor's budget and the \$5 million dollar "hole" with regard to local municipalities and county. Jayme Sellen came forward and explained that in her opinion, everyone will be taking a hit, especially if there will not be any revenue increases by the Governor. Education will not be hit but Human Services, highway department, etc. will be affected. Supervisor Lund wanted to have a "feel" for this before budget time. Sellen will bring more legislation information with regard to this at the committee meeting next month.

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR NICHOLSON TO RECEIVE & PLACE ON FILE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Supervisor John Vander Leest arrived at 6:10 p.m.

- a. Budget Status Financial Report for November 30, 2008.

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR LUND TO RECEIVE & PLACE ON FILE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

LABOR NEGOTIATOR REPORT.

6. Don Vanderkelen came forward and made a suggestion for everyone to familiarize themselves with the State of Wisconsin Statutes 1.11.70. This explains the wage rates. In his opinion, this law will end up with layoffs. As sure as we

are sitting here, we will have to reduce workforce to meet those requirements.

With regard to the Quality positions, Debbie Klarkowski stated that these will be brought back next month. Vanderkelen & Fred Mohr will appear at the Human Services committee meeting for discussion regarding the liability of the County employees working 12-hour days.

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR ERICKSON TO RECEIVE & PLACE ON FILE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

7. INTERNAL AUDITOR REPORT.

a. 2008 AUDIT PLAN - WORK COMPLETED.

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR ERICKSON TO RECEIVE & PLACE ON FILE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

b. BUDGET STATUS FINANCIAL REPORT FOR NOVEMBER 30, 2008.

A MOTION WAS MADE BY SUPERVISOR LUND AND SECONDED BY SUPERVISOR ERICKSON TO RECEIVE & PLACE ON FILE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

c. AUDIT PERFORMED BY INTERNAL AUDITOR RE: BROWN COUNTY CLOTHING ALLOWANCE ACCOUNTS.

Sara Perrizo referred to the report and stated that she had six recommendations, however, 1-5 went together and number 6 was an alternative. Committee focused on Perrizo's recommendation #4 as the best recommendation.

Lengthy discussion occurred regarding some of the problems of developing a clothing allowance policy for all County employees. According to Perrizo, there is no policy in place for clothing allowance. She recommended that department heads determine clothing allowance with a list of things required, and then go through selected vendors with items bought in larger quantities. Dress code and uniforms were also discussed. Members agreed that if the dress code and uniforms were worn to work, they should have the Brown County logo written on them.

MOTION WAS MADE BY SUPERVISOR VANDER LEEST AND SECONDED BY SUPERVISOR LUND TO REFER BACK TO INTERNAL

AUDITOR WITH SUGGESTIONS OF #4 ON AUDITOR'S REPORT (see attached). Vote Taken. MOTION CARRIED UNANIMOUSLY.

d. OTHER.

Perrizo reported that she had attended an organizational meeting that was sponsored by Human Resources and the meeting was very informative. She is continuing to audit the Golf Course.

ITEM

8. DISCUSSION AND TAKE POSSIBLE ACTION ON THE POSITION IN THE TREASURER'S OFFICE. (REQUESTED BY SUPERVISOR MARY SCRAY.)

Treasurer, Kerry Blaney, and Mary Reinhard, Deputy Treasurer, came forward and stated that two long term employees in their department resigned last September. Only one position has been filled, so consequently a lot of work in the Treasurer's office is not getting done. According to Blaney, his department is a revenue producing department and by not filling the position, his office is losing money. In the last two years, Blaney brought in over \$2 million dollars. Everyday, the position is not being filled; it is costing the county money.

Supervisor Scray wondered if getting Blaney temporary help would alleviate the problem. Blaney responded that this is not a temporary help situation. Mary Reinhard interjected that training temporary help is taking up a lot of time that she doesn't have because of the extra load of work in the office. Blaney stated that he is a concerned elected official and cannot bring the revenue in without filling this position in his office.

Supervisor Lund mentioned that he had heard that the County Board's Internal Auditor might be asked to help fill in. He was against that because the County Board office is short an employee due to the Executive Secretary's retirement this week. He felt that we need to fill the needs of the County Board office. He wanted to work with the County Executive's office to get someone else in Blaney's office. He is against leaving the County Board office short staffed.

Attention turned to Debbie Klarkowski, Human Resources Manager for help in getting this position filled. Klarkowski is working with Blaney & Reinhard as to the duties that are not being done. She needs to understand what duties they are falling behind on and is offering temporary help.

Again, Mary Reinhard stated that she has to constantly train temporary help and that can be difficult. It takes about six months to get up to speed. With all her

work, she cannot wait six months. The Treasurer's office cannot maintain good customer service with this position not being filled.

Supervisor Evans looks at the Treasurer's office as a banking office and using the Internal Auditor in that office makes no sense, and he does not like that idea. When the Treasurer states that he makes revenue for the County, he understands. The Treasurer has been here for over 20 years and knows the day-to-day operation. Now he is telling us that he needs to fill that position, and Evans felt the position should be filled.

A motion was made by Supervisor Evans and seconded by Supervisor Lund to approving the hiring of an Account Clerk II in the Treasurer's office. No vote taken.

Supervisor Erickson agreed with Evans that we should start moving forward rapidly to fill this position.

Discussion continued among members regarding having Human Resources evaluate this position and Supervisor Evans did not have a problem with that. Supervisor Scray also supported this decision.

A MOTION WAS MADE BY SUPERVISOR EVANS AND SECONDED BY SUPERVISOR ERICKSON TO APPROVE POSITION BE FILLED PENDING HAVING IT SENT TO HUMAN RESOURCES FOR AN EVALUATION. THEN HAVE A SPECIAL ADMINISTRATION COMMITTEE MEETING TO DISCUSS HUMAN RESOURCES RESULTS ON JANUARY 21, 2009 PRIOR TO THE COUNTY BOARD MEETING. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Resolutions, Ordinances

9. RESOLUTION RE: AUTHORITY TO EXECUTE A 2009 LABOR AGREEMENT WITH THE BROWN COUNTY HUMAN SERVICES PARA-PROFESSIONAL EMPLOYEES.

A MOTION WAS MADE BY SUPERVISOR ERICKSON AND SECONDED BY SUPERVISOR EVANS TO APPROVE. Vote Taken. MOTION CARRIED UNANIMOUSLY.

10. 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.

No closed session held.

11. SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

County Executive Tom Hinz mentioned that there will be an appointment of the new Corporation Counsel at the next County Board meeting.

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

Respectfully submitted,

Nancy J. Anderson
Recording Secretary