

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, January 7, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, Patrick Buckley, Steve Fewell, Pat Evans
Excused: Patrick Wetzel
Also Present: Supervisors Robinson and Steffen, Executive Streckenbach, Brent Miller, Juliana Ruenzel, Dan Process, David Hjalmsquist, Brian Shoup, Cullen Peltier, Jenny Hoffmann, other interested parties

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve the agenda with an amendment to Item #17 for 3 positions, not 2. Vote taken. MOTION UNANIMOUSLY APPROVED.

III. **Approve/modify minutes of December 10, 2012.**

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

Communications

1. **Communication from Supervisor Steffen re: A budget development policy.**

Supervisor Steffen stated that as outlined in his written communication, he believed the County Board and County government as well as the community at large would be served to a better extent if there was a formal process for submitting amendments to the annual budget. Currently amendments to the budget can be done at any time up until the very last agenda item at the annual budget meeting and Steffen has some concerns with this process from a public awareness perspective as well as from an internal policy development perspective, especially when budget staff and standing committees do not have an opportunity to review the fiscal impact under this current procedure. From an external perspective, Steffen did not feel that items that are not even listed on the agenda for review or input from the public provides appropriate opportunities for the public to have input.

Supervisor Evans arrived at 5:36 pm

Steffen continued that he brought this before this Committee for consideration and in that regard he provided the Committee with copies of examples that exist within other counties. He is aware that other counties have some sort of requirement that supervisors provide requests for adjustments to the annual budget in writing and in advance of the budget hearing. He felt that this would certainly be a value added process for amendments that have an impact where costs to the County would be increased by \$50,000 or more.

Steffen stated the conditions on this would be 1) that proposed amendments be made in writing; 2) that they be made at least five days in advance; and 3) would apply to those that have a minimum impact of \$50,000.

Supervisor Buckley asked where this would go if it was passed by the Committee and if we would have to go back and see how this would fit with the current structure or if it would need to be sent to the Executive's office to see how to get this started. Steffen deferred to Director of

Administration Brent Miller on this. Miller stated that when he looked into this he found that typically anything can be changed by the final say of the Board but in order for it to be properly done it would have to go through the Executive Committee before being introduced to the full Board. Some items would have to go through the standing committee and others would go through only the Executive Committee, but that would allow the County time to vet the information and come up with the fiscal impact of the proposed amendment. Anything could still be introduced on the Board floor, but with this proposal the proper way to fund it and the impact of the dollars would be determined prior to the budget meeting.

Supervisor Erickson stated that Administration is at the budget meeting and everything that happens is entered right at the meeting and a fiscal impact is received immediately so it is not like a surprise after the budget is passed and the Executive approves it. Erickson felt that the current system works but if Steffen felt strongly about this he could go to the State representatives and have the Statutes changed.

Supervisor Buckley felt this proposal had some merit with regard to keeping the budget meeting flowing and he would like to see this explored further as to how to implement it to give other supervisors time to consider this because one supervisor may submit an idea that resonates with other supervisors.

Supervisor Evans understood the methodology behind this in that Steffen was looking to have more informed decisions when getting to the budget meeting, but the problem he sees is that this may limit the power of the Board and it basically goes without saying that the Executive puts out their due and diligent proposal so the Board accepts the budget. He felt that if you have the same mindset with the Executive this would work fine, but in the past there have been Executives that he has had issues with. Evans stated at the meetings the Board is able to dig deeper and it becomes more of a Board budget and many times it is at the meetings that things come out. He also worries that this would limit the public's access. He does not feel rash decisions are being made but because of the budget process being set up the way it is, it gives the Board the opportunity to hear from the public. Evans continued that he liked the process in its current format but he did appreciate the idea of saying we could have more education and investigation done before some decisions are made and he agrees with this wholeheartedly. Evans appreciates where Supervisor Steffen is coming from but he will not support this as he prefers the process in its current format as it provides a free flow of information and also provides the public with greater access to implementing their ideas into the budget and having a say and even changing the budget at budget time.

Supervisor Moynihan stated he felt this did have merit. He recalled that a motion had been made once at a budget meeting that was never brought up at the Committee level to remove a number two person in a certain department. The decision was made on the Board floor based on how best it was lobbied on the floor and he did not feel this is good governance and for this reason he thinks this communication has good merit. He wants to support this but questioned the best avenue to move forward. He liked the element that ideas would come forward at the Committee level before getting to the point he described earlier.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to forward to Administration for their review and then have Administration work with a couple supervisors to bring back something more in line with what Brown County could use. Vote taken. MOTION UNANIMOUSLY APPROVED.

- 2. Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee.**

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

- 3. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government.**

Supervisor Robinson provided the Committee with an update to this process and stated that two meetings have been held since this was discussed in August, 2012. Supervisors Moynihan and Wetzel, Brent Miller, Paul Van Noie, Troy Streckenbach and Judy Knudsen have been included in the meetings and the purpose is to look at what is happening right now in terms of planning for the County. They are scheduled to meet again shortly and it is Robinson's hope that a proposal could be made next month as to how to move forward.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to hold for one month. Vote taken. MOTION UNANIMOUSLY APPROVED.

- 4. Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013.**

Robinson stated that this Item was related to Item 5 and these could be taken together.

- 5. Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does.**

Items 4 & 5 were taken together at this time.

Robinson stated this is being done currently by the Human Services Committee and stated that it was not the practice on all the Committees and he felt that it should be.

Motion made by Supervisor Evans, seconded by Supervisor Buckley to approve Items 4 & 5. Vote taken. MOTION UNANIMOUSLY APPROVED.

- 6. Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) a policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval.**

Robinson stated that this communication resulted in part by his own confusion regarding a recent RFP for the cleaning contract at the airport. He was of the impression that the RFP would come back, however, he was mistaken and felt that others may have been confused on this as well. Since this communication has gone to this Committee, Internal Auditor Dan Process sent out a flow chart of the RFP process which has been helpful, but Robinson stated that the Administrative Policies A5 and A20 conflict the flow chart. Robinson also stated that there was an ordinance on purchasing policies that was to come forward however it was sent back to staff for further work. The third piece of this conversation was that at the full Board Supervisor Zima indicated he wanted everything to come back to the Board and there seems to be a wide variety of opinions as to what the RFP process is and how much the Board should be involved, etc. The point of this communication is that the process be clarified and then do a better job of educating individual supervisors about what the process consists of.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to have Corporation Counsel check with Purchasing for clarification and bring back to this Committee next month. Vote taken. MOTION UNANIMOUSLY APPROVED.

7. **Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc.**

Robinson stated he would like to modify this communication as his intention is that it would be good to establish both a minimum *and* maximum balance in these accounts so it gives supervisors some guidance as to when those funds are available for appropriate uses.

Erickson stated that all these funds are totally different and he did not think one rule would apply to all funds. Robinson understood and said that what he was suggesting would be a separate policy for each account. Erickson suggested there was a large number of variables and each fund would need to be examined individually. Lund agreed and felt that perhaps this should be sent to Administration.

Robinson stated that as a point of clarification, he is not suggesting that we have a "once size fits all" policy and he acknowledged that each fund would have to be examined separately and thoroughly to see what the appropriate range is. Secondly, the range could be zero to something for a particular fund if it makes sense. Thirdly, he is not necessarily envisioning a dollar amount as much as a percentage amount.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to forward to Administration to see what the statutory rules are and what funds this would apply to. Vote taken. MOTION UNANIMOUSLY APPROVED.

Supervisor Fewell arrived at 6:01pm

8. **Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13(5)(f) to delete "and discussion pertinent to the subject matter."**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold until March meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.

9. **Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees.**

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to hold for one month. Vote taken. MOTION UNANIMOUSLY APPROVED.

Legal Bills

10. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to pay the bills. Vote taken. MOTION UNANIMOUSLY APPROVED.

Reports

11. **County Executive Report.**

Motion made by Supervisor Fewell, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

12. Internal Auditor Report.

- a) **Budget Status Financial Report for November, 2012.**

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

- b) **2012 Accomplishments.**

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Vacant Budgeted Positions (Request to Fill)

13. **Clerk of Courts – Court Coordinator, Vacated on 01/02/13.**
14. **County Clerk – Deputy County Clerk, Vacated on 01/07/13.**
15. **Human Resources – Employee Service Manager, Vacated on 12/28/12.**
16. **Human Services – Behavioral Health Specialist (2 positions), Vacated on 08/29/12 and 10/09/12.**
17. **Human Services – Economic Support Specialist I (3 positions), Vacated on 01/02/13 and 01/09/13.**
18. **Human Services – Social Worker/Case Manager - Child Protection Intake/Ongoing. Vacated on 12/09/12.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules to take
Items 13 – 18 together. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve Items 13- 18.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Closed Session

19. **Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) to consider employment, promotion,
compensation or performance evaluation data of any public employee over which the
governmental body has jurisdiction or exercises responsibility. (Labor negotiations).**

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to enter into closed session
@ 6:05pm. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Roll Call: Lund, Moynihan, Erickson, Buckley, Fewell, Evans

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to return to regular order of
business at 6:32 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Roll Call: Lund, Moynihan, Erickson, Buckley, Fewell, Evans

Other

20. **Such other matters as authorized by law.**

None.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 6:35 p.m.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

