

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, July 20, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Bernie Erickson, Jesse Brunette, Tom Lund, Tom DeWane, Pat Evans, Guy Zima

Also Present: Troy Streckenbach, Fred Mohr, Debbie Klarkowski, Paula Kazik, Deb Seidel, John Paul, Judy Friederichs, Brian Shoup, Jim Kasprzycki, Kevin Brennan, Jason Beck.
Supervisors LaViolette, Clancy, Andrews. Other Interested Parties

I. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:19 p.m.

II. **Approve/Modify Agenda:**

Motion by Supervisor Lund, seconded by Supervisor Brunette to approve the agenda with modifications to show two positions on items 5 and 6. MOTION UNANIMOUSLY APPROVED

III. **Approve/Modify minutes of June 6, 2011.**

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

Reports

1. **Board Attorney Report.**

a. **County Code Chapter 4 Rewrite:**

Board Attorney Fred Mohr stated several months ago in closed session they talked about the repair bill and if it passed what they would have to do. The committee directed the matter to Human Resources to move forward with the rewrite of Chapter 4. HR Manager Klarkowski and Mohr had worked out an arrangement of who would be responsible for what in terms of redrafting. He felt they were in a position to present the committee with the rewrite at next month's meeting. At this point he felt the committee needed to make some action to appoint Mohr as the coordinator of that effort so that there was someone in charge. As of right now there had been no direction of the committee of someone being in charge. Scray questioned if it needed to go back to Administration Committee first, Mohr responded that it did not as it was a re-write of the ordinance and was a personnel matter and county-wide.

Motion by Supervisor Erickson, seconded by Supervisor Brunette to appoint Attorney Fred Mohr to work with Human Resources. MOTION UNANIMOUSLY APPROVED

Legal Bills

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

Lund questioned how much longer the county would be receiving bills from Michael Best for the Fox River Cleanup, the former Executive had stated that they would be done paying the bills this year. Supervisor Erickson responded that the project would not be finished until 2017. There

was an article in the paper recently that the project might be stopped due to some issues. He added these people are the experts in this field and this may drag on for a while.

Motion by Supervisor Brunette, seconded by Supervisor Evans to approve. MOTION UNANIMOUSLY APPROVED

Vacant Budgeted Positions (Request to Fill):

3. Clerk of Courts – Deputy Clerk of Courts I (vacated 5/27/11).

Scray stated that with the talks of the upcoming budget and how bad it may be her first inclination would to not fill these positions. There was the thought that these positions would eventually have to be let go, she questioned if they were prepared if that were to happen. Clerk of Courts Jason Becks stated he couldn't let this position go, whether or not he would have to let another position go, he would have to look at it at that time. This is an absolutely necessary position in the office. Scray added that at their last meeting they had talked about making people aware when hired that there may be cuts.

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

4. Health Department – Public Sanitarian II (vacated 7/6/11).

Friederichs informed that the former employee retired. 86% of this position was funded which had already been collected. The 14% of the position serves to enforce the mandatory Human Health Hazard Services.

Motion by Supervisor Evans, seconded by Supervisor De Wane to approve. MOTION UNANIMOUSLY APPROVED

5. Human Services – Social Worker/Case Manager – Child Protection Intake/Disposition (vacate 6/13/11 & 6/20/11).

Human Services Director Shoup informed that the former employees resigned. One had left to work for another county. Child Protect Disp-Social Worker Jim Kasprzycki stated the people in those positions are able to work both in intake and with disposition, which is an ongoing service depending on what is needed. These positions have the same job title but different caseloads assigned. There are approximately 30 people that have a similar job title in Child Protective Services and that number is based on the volume of work that is needed to be done. Zima questioned if they could fill one and study the other one. Kasprzycki explained they had a challenge in that area, they had been presenting to their Administration and to their Human Services Board about the situation in Child Protective Services and are struggling to maintain the requirements set by the state. Currently they are behind in terms of their numbers with regard to that volume of work and the requirements of it. They feel the need to have both these positions as soon as possible. Shoup informed their caseloads in the matter of referrals of children who have alleged to have been abused or neglected had sadly increased. The positions had not been increased relative to that demand. They investigate approximately 30% of all referrals and no matter what they will not be investigating 100%, some are dismissed if they have no merit. Larger neighboring counties have the capacity to investigate about 40%. The average is closer to 50%, the national average is over 50%. Shoup stated they are quite concerned. Once a month the Secretary of the Wisconsin Department of Children and Families gets a report and is very concerned about their capacity to properly handle the demand. It does

not reflect on the quality of their services, they have good people and invest a lot on their training. It had to do with their capacity; they have one of the highest clients to case manager ratio, and one of the highest social worker to supervisor ratio in the state. Shoup felt that was a serious problem. In the upcoming proposed 2012 budget they plan to restructure to allow creating positions.

Zima questioned HR if they had reviewed this information, Human Resources Manager Debbie Klarkowski stated that Shoup had shared the data with them and they are in support of filling these positions. She explained that they had not gone to the other counties on the report to validate their info. She believed the data collected by Shoup's department was accurate. Zima was under the impression that the county was going to centralize all the hiring and analysis, etc. and not have individual departments make their own cases. Klarkowski informed that the process used was the department put the justification together for the positions then went before the County Executive, Director of Administration and Human Resources to justify the need to fill the position. The Executive, DOA and HR would ask additional questions and recommend supporting the vacancy which then went before the Executive Committee. She informed that they no longer cross check the data; that was a practice that had stopped with the last Administration sometime last year. It was felt that the departments could collect their own data to be reviewed rather than do the data collection for them. Zima stated he would feel more comfortable the other way around. He wanted HR to take a lead, more responsibility, so departments don't administer what they need administered. He questioned if it was due to the reduction of staff, Klarkowski responded that the volume was difficult to keep up with and there was a discussion that occurred that departments were collecting their own data and as managers of brown county they need to be able to review their areas and look for efficiencies and HR can support them in any way that they want but they need to take the lead to collect the data and putting the justification together to fill the positions. He questioned if they could do spot cross checking, possibly with the help of the Internal Auditor's office. He informed that he liked the separation of the duties. Zima would like to have a discussion regarding HR's role at the next Executive Committee meeting. DeWane agreed and felt HR needed to get involved but was in favor of approving these positions.

Lund stated while serving on the Human Services Board he is familiar with this situation and they really need to investigate cases of child abuse. That's one of governments most important functions is keeping children safe. Zima would like to see the census data; maybe it would explain why it's increasing and try to find ways to prevent it. Lund stated the call volume in the department had gone up significantly and only added two more intake workers three years ago and haven't added any since. They used to be at or 40% and now it's dipped below that. He felt that anyone that calls the department and states they want something investigated and it's not investigated, they must have serious questions as to what's going on. A lot of the reports are teachers at public schools. It's obvious there might be a problem there. They have to report of they think there is a case of abuse and would like a full report if it's a serious situation. People have told him that it's hard to report and not get any follow-up.

Motion by Supervisor Evans, seconded by Supervisor Brunette to approve. MOTION UNANIMOUSLY APPROVED

6. Human Services – Social Worker/Case manager – Child and Family Support (vacated 6/6/11 & 6/13/11).

They currently have three vacancies. They currently have three employees covering the amount of seven. Each person is covering 70+ cases, the usual is 40. There are some federal funds for

these positions. These positions also generate revenue. De Wane stated if they knew they would be coming back for a third position, he questioned why they weren't asking for approval tonight. It was explained that the person had not retired yet. He asked to amend the motion to approve a third position.

Motion by Supervisor Evans, seconded by Supervisor Brunette to approve the two positions. Motion by De Wane, seconded by Supervisor Erickson to amend the motion to approve a third position. MOTION UNANIMOUSLY APPROVED

7. **Human Services – Staff RN – 2 positions (vacated 7/11/11 & 7/19/11).**

These two positions have been vacated due to retirement. They generate revenue and are budgeted for.

Motion by Supervisor De Wane, seconded by Supervisor Evans to approve. MOTION UNANIMOUSLY APPROVED

Resolutions and Ordinances

8. **Resolution re: Human Services Department Psychiatrist, Adult Psychiatrist, Clinical Director.**

Evans explained that he was comfortable with this as it had come before the Human Services Committee numerous times. Zima questioned the salary steps, the low end was \$5,000 and high end was at \$50,000. Human Resources Analyst Deb Seidel explained that looking at all the data collected she tried to come up with something that would bring it to the median to be competitive but also somewhat in between the steps. She explained that finding a psychiatrist was like finding a diamond in the rough. They had been using someone on a temporary basis for the last three years. Lund felt by hiring someone they may see a savings by not having to contract out as contracting out is a more expensive approach.

Motion by Supervisor Evans, seconded by Supervisor De Wane to approve. MOTION UNANIMOUSLY APPROVED

Other:

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

Motion made by Supervisor Brunette and seconded by Supervisor Erickson to adjourn at 6:57 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary