

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 8, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Lund, Supervisor Buckley, Supervisor Evans, Supervisor Moynihan, Supervisor Fewell, Supervisor VanderLeest, Supervisor Erickson
Also Present: Dan Process, Brent Miller, Supervisor La Violette, Cullen Peltier, Tom Smith, Maria Lasecki, Juliana Ruenzel, Troy Streckenbach, Dean Haen, Dale Schmidt, Supervisor Sieber, Judy Friederichs, Supervisor Landwehr, Jeremy Kral, other interested parties.

I. **Call meeting to order.**

The meeting was called to order by Chair Thomas Lund at 5:30 p.m.

II. **Approve/modify agenda.**

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/modify Minutes of June 10, 2013.**

Motion made by Supervisor Evans, seconded by Supervisor Fewell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Review Minutes of:**

a) **Brown County LEAN Steering Committee (May 2, 2013).**

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

Comments from the Public None

Vacant Budgeted Positions (Request to Fill)

2. Child Support – Clerk/Typist II - Vacated 4/1/13.
3. Child Support – Child Support Clerk – Vacated 7/8/13.
4. Circuit Court – Judicial Assistant – 7/2/13.
5. Corporation Counsel – Assistant Corporation Counsel (Part-time) – Vacated 7/15/13.
6. District Attorney – Legal Assistant II – Vacated 6/28/13.
7. Health – Nurse Manager (Maternal Child Health) – Vacated 7/12/13.
8. Health – Office Manager II – Vacated 8/1/13. (?)
9. Information Services – Programmer/Analyst II – Vacated 5/28/13.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules and take Items 2 – 9 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Fewell, seconded by Supervisor Evans to approve Items 2 – 9. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

10. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Held for one month.*

Supervisor LaViolette addressed her communication stating she would like county employees identified by their position if they are potentially affected by step increases. She indicated that if one group is given raises, all should be given raises and she would like to know that cost. She indicated this came about because of a recent vote to give step increases to employees at the jail.

When asked if Administration is already working on this issue, County Executive Streckenbach replied they are reviewing some type of compensation and are hopeful to have a proposal in the budget cycle. He pointed out, however, any compensation would be dependent on the budget and what money may be available.

Streckenbach also noted that previous union contract language is being reviewed to determine when eligible employees would get an increase via the step system. He indicated that whether through the comp plan or through the 2014 budget, the intention is to give compensation in the next year.

(Supervisor VanderLeest arrived at 5:37p.m.)

Supervisor LaViolette clarified she did not want to impose a workload on the county but would like to see follow through with all employees that may be eligible for increases. She indicated that she would support the Committee's intention.

Supervisor Fewell stated it is his understanding that increases would be taken into consideration in class and comp. Erickson noted there is a small task force addressing the issue at this time and a future meeting is planned. With that in mind, he suggested the matter be received. Executive Streckenbach added that options will be presented to the Board when compiled.

Supervisor LaViolette indicated she would prefer the matter be referred to staff for further information.

(Supervisor Buckley arrived at 5:41 p.m.)

Motion made by Supervisor VanderLeest, seconded by Supervisor Erickson to refer to staff for further information. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Communication from Supervisor La Violette re: re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Referred from June County Board.*

Supervisor LaViolette stated that she was very impressed with the swift decisive action taken by the area school district when they adopted a zero based tolerance policy for bullying. She pointed out how bullying can destroy self- esteem and can have a life long effect on the victim. She indicated she would like government to follow the example of the school district, suggesting that the County Board approve a resolution also proposing zero tolerance for bullying in the community.

Supervisor Moynihan asked if there is presently an ordinance in place which would address this issue, pointing out he was aware of the County's harassment policy.

Executive Streckenbach questioned if the purpose of this resolution is to cover county government operations including staff, County Board, Executive's office, etc, and Supervisor VanderLeest pointed out language should not be too narrow to discipline employees if they are not performing to the level necessary. He noted that attempts at trying to improve performance of employees could turn into allegations of bullying.

Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area. Vote taken. MOTION CARRIED UNANIMOUSLY

- 12. Communication from Supervisor Erickson re: Have the County look into the idea of having our own clinic for our employees on the County medical insurance. *Referred from June County Board.***

Supervisor Erickson suggested that the idea of the County having their own employee clinic be considered, stating he is aware this is being done at the Green Bay School District. He indicated that minor illnesses, if handled this way, could save money on insurance costs. Erickson stated he has contact names, volunteering to work on the project himself and bring back his findings in 30 days.

Supervisor Moynihan asked about startup costs and Supervisor Fewell indicated the idea has been discussed by the Administration Committee and various models have been addressed.

Supervisor VanderLeest pointed out that this practice occurs in the private sector and has been found to reduce costs and save dollars. He agrees to further research and discussion before the budget is finalized this Fall.

Executive Streckenbach noted that the proposal by Supervisor Erickson is a great concept, noting that the overall impact of health insurance claims is about \$20.5 million annually and anticipated to rise significantly in the next five years. He reported that he attended a presentation in Stevens Point recently whereby every September each employee is required to have a health risk assessment, then are coached on how to improve their stats, being rated again the next year to determine their contribution for insurance premiums. He questioned whether an option would be to partner with the Green Bay School District.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to refer to staff to evaluate a possible onsite medical clinic and association costs and report back within 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills

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

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

- 14. County Executive Report.**

Streckenbach reported that he has presented the departments with their levy targets, stating that not surprisingly, the budget he has brought forward has a frozen levy. He stated this will be the 6th year in a row that equalized value has decreased and the 4th year that it's been negative. He indicated that challenges with the overall economy are still an issue and it is necessary to be mindful of this when making budget decisions.

Supervisor Buckley asked if it would be beneficial to look at municipalities who continue to take property off the tax rolls. Streckenbach indicated that it would be worthwhile look at and it's certainly something he'd be happy to task with the finance department. The equalized value report does tell how each individual municipality has performed and what is happening. Streckenbach indicated that he intends to begin preparation of a five year fiscal plan.

Supervisor VanderLeest expressed concern with healthcare costs and the implementation of Obamacare, asking if it would be wise to have a discussion or task force to discuss what can be done to minimize and improve how we handle Obamacare changes. Streckenbach indicated that federal legislation dictates how they can move forward, although pointed out that how employees take care of themselves will have an impact on overall insurance costs. He has asked that HR include such information when giving committee reports.

Motion made by Supervisor VanderLeest, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Internal Auditor Report.

a) Budget Status Financial Report for May, 2013.

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

b) Quarterly Status Update.

Internal Auditor, Dan Process addressed his Quarterly Status Update covering April 1 to June 30, 2013. The projects completed or in progress during the second quarter include the following:

- Bank Reconciliation Review – Completed April 2013
- Request for Appeals – Completed June 2013
- Monetary Receipts, Disbursements, and Deposits - NEW Zoo – In progress
- Standard Monthly Duties
- Standard Quarterly Duties

When asked by Supervisor Erickson the reason for denial on the Requests for Appeals, Process reported Imnicare, Inc. and Salvage Heaven, Inc. were denied in June 2013 as the information provided did not meet the necessary criteria.

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

Resolutions, Ordinances

16. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications.

Cullen Peltier, Public Safety Communications Director, explained that the HR Department in conjunction with himself have evaluated the structure and needs of the department and support the addition of a 1.00 FTE Assistant Director of the department. It is recommended the position be maintained in Pay Grade 24 of the Administrative Class and Comp Plan and that the Table of Organization be amended to delete a .25 FTE Communications Manager and that a .75 FTE salary adjustment be made to offset the addition of a 1.00 FTE Assistant Director. This position will be retroactive to April 1, 2013 at an hourly rate of \$28.42.

When asked by Supervisor Erickson if the description for a Communications Manager was similar to that presented in March, Mr. Peltier replied it has been changed from the initial position by point

factor and from a Grade 22 to 24. Supervisor VanderLeest asked if a Bachelor's Degree is required and Mr. Peltier indicated it is as the individual will be in a supervisory role.

Executive Streckenbach indicated it is important to manage turnover with the national average at 20-25%. It is Brown County's goal is to keep turnover at 12 to 15%. If turnover is managed and there is a focus on training, he expects a savings in overtime. When asked by Supervisor Erickson how the salary increase will be handled, Streckenbach indicated that the levy target will not be increased, that he expects that this position, along with the changes being made will result in efficiencies which save dollars.

As the goal is to have someone who can step up in the absence of the Director, Supervisor VanderLeest pointed out a need to have an individual who can work through issues in crisis situations and who can improve employee morale. He recommended that this search be done nationally so that the best person be found.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Buckley to approve.]
Vote taken. MOTION CARRIED UNANIMOUSLY**

17. Resolution re: Reorganization of the Port and Solid Waste Department.

At the request of the Director of Port & Solid Waste, the Human Resources Department has reviewed the department's structure. The current Table of Organization includes a Director of Port & Solid Waste, a Port Manager (currently vacant) a Facility Manager, 2 Solid Waste Technicians, an Account Clerk, a Scale Operator, 3 Household Hazardous Waste Facility Aides, and a Clerk Typist II. After an evaluation of the department structure and needs, HR has determined the current structure to be inflexible and does not create teamwork.

HR in conjunction with the Director recommend that the Port Manager, Facility Manager, Scale Operators, the 2 Household Hazardous Waste Aids, and the Account Clerk I positions be deleted and replaced with a Business Development Manager, an Operations Manager, 5 Resource Recovery Associates, 1 account Clerk, and a .42 Clerk/Typist II.

HR has suggested that the department be renamed from the Solid Waste Department to Port & Resource Recovery to better reflect the department's current activities, updated technology, current focus and strategic intent, and that the Director's title be changed to Director of Port & Resource Recovery.

Discussion by the committee resulted in Supervisor Erickson pointing out that this plan saves approximately \$8,000 this year and there will be more savings next year, that it allows for cross training of individuals, and that he supports the reorganization.

Supervisor Buckley expressed concerns with the Class Comp plan and with employees keeping their jobs and getting expected increases. Tom Smith indicated some employees may have to reapply and meet qualifications, although he noted that with the exception of two new positions, positions are basically cost neutral. Buckley also had questions related to changes of duties which were addressed by Director Dean Haen who noted that one individual who has gone back to school and received an accounting degree will now have more work and be eligible for a higher wage. Buckley asked that in the future HR send current job descriptions to compare with the new.

Supervisor Evans addressed the duties of the Business Development Manager and Mr. Haen explained that this individual will go out and talk to manufacturers so that they are aware of the opportunities the Port can provide both inbound and outbound.

Further discussion and concerns resulted in Executive Streckenbach explaining the challenges involved for the department to find a way to do what is necessary without increasing resources. This department has recognized waste as a major opportunity for the county and a second shift with Outagamie County will be starting in order to generate more revenue for long term sustainability.

As the goal is for more economic development, Supervisor VanderLeest suggested that this item be brought back in six months for review. Supervisor Erickson informed the committee that reports from this department come to the Solid Waste Board and Harbor Commission, and collectively to Planning, Development & Transportation.

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Other

18. Changes in Short-Term Disability Plans.

Brent Miller referred to the Short-Term and Long-Term Disability Plan as provided in packet material, explaining that Brown County provides its employees this benefit which includes FMLA, worker's comp, etc. He highlighted the current plan, market data, and recommended changes. He pointed out that departments are charged for the first two weeks (use of accrued benefits for waiting period and benefit days). The Short Term Disability fund is charged with the balance. The cost savings of \$230,000 will be in both the department budgets and the Short-Term Disability Fund. Added benefits will include a \$25,000 reasonable accommodation benefit, lifetime security benefits, a return to work incentive, along with an Employee Assistance Program.

Supervisor VanderLeest stated that benefit to employees is self-funded, indicating that he found the market data accurate and similar to what the private sector is doing. Questions and other comments related to the number of casual days and personal days.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to approve the proposed changes to the Short-Term Disability Plan. Vote taken.
MOTION CARRIED UNANIMOUSLY**

19. Changes in Health Insurance Plan.

Mr. Miller referred to packet material, explaining that the Brown County health insurance plan is self-funded. It is the fastest growing cost in the county. Premium increases have not gone up in three years and the deductible has not been raised. The market is expecting health care costs to increase at least 10% or \$1.58 million. There are requirements of the Affordable Healthcare Act that impact the cost of the health insurance plan. Although this is a high deductible plan, the deductible has been funded using the fund balance that had accumulated in years past plus wellness incentives. Deductible funding and wellness incentives allowed for a low/no net deductible. The funding of the deductible was scheduled to decrease over time, with a target of 50% on a continuous basis if plan performance allows (use of fund balance).

Due to the expected increases in health care costs, the following changes are recommended for 2014 (changes are set forth in the agenda packet).

- To increase premiums by 5% - Increase employee participation in premium from 12% to 18%. Monthly increase for employees – single \$31.81; family \$84.67 (less pre-tax reduction).
- To decrease deductible percent paid by fund balance from 80% to 70%.
- Increase wellness incentives by \$50 (single) and \$100 (family)

- Introduce Health Risk Assessment (HRA), with baseline measurements taken in September 2013.

Supervisor Fewell suggested that deductibles be set at \$3000 for single and \$6000 for family, stating that he finds the proposed plan extremely generous.

The committee was in favor of the HRA – Health Risk Assessment, stating if employees have a good score, it will bring down premiums and claims which will result in cost savings. Although Supervisor Evans did not feel employees should be penalized under the HRA plan, Supervisor Buckley thought otherwise, stating that although it may be a hard concept to understand, if premiums were kept down there would be more money for raises. Supervisor Landwehr indicated that health costs need to be separate from raises, noting that health assessments have become common in the private sector which does not penalize, but instead act as an incentive for people to strive to improve.

Supervisor Evans also pointed out that this is where other municipalities, the private sector, and school districts are heading. Although some are fully funded, some, like the County, are self-funded.

Executive Streckenbach pointed out that the fund balance will be gone in two years and the County will be responsible for funding health insurance costs. Supervisor VanderLeest asked when approval is required by the County Board, stating he would like more time to study. Streckenbach indicated it is necessary that the Board go on record approving changes to benefits for employees.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve changes in the Health Insurance Plan. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Such other matters as authorized by law. None

21. Adjourn

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to adjourn at 7:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Rae G. Knippel
Transcription