

**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, March 9, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Lund, Supervisor Erickson, Supervisor Moynihan, Supervisor Van Dyck, Supervisor Robinson, Supervisor Fewell  
**Excused:** Supervisor Evans  
**Also Present:** Chad Weininger, Dan Process, Juliana Ruenzel, Warren Kraft, Doug Schneider, Jeff Oudeans, Cathy Williquette, Sandy Juno, Dave Lasee, Troy Streckenbach, Scott Anthes, August Neverman, other interested parties

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I. **Call Meeting to Order:**

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. **Approve/modify Agenda:**

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

III. **Approve/modify Minutes of February 9, 2015.**

**Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Comments from the Public**

-Thomas Parins, Jr., 422 Doty Street, Green Bay, Wisconsin. Parins informed the Committee that he is the representative for the Human Services Professional Employees Association. This is a bargaining unit that is still certified with the WRC and there is a contract with the County. There has been an agreement with the County for quite a while and what they are asking for is what the other employees got. Parins noted that these employees have not received a raise and they would like to get everything approved and agreed upon as soon as possible. Parins continued that they had discussions with the former HR Director and then had to wait until the new HR Director was hired to continue the process. Parins stated that they appreciated the County working with them up to this point and they would like to see this go through as soon as possible.

**Vacant Budgeted Positions (Request to Fill)**

1. **Administration – Senior Accountant (Vacated 2/20/15).**
2. **Clerk of Circuit Courts – Deputy Clerk of Courts (Vacated 3/6/15).**
3. **County Clerk – Elections Specialist (Vacated 3/16/15).**
4. **District Attorney – Office Manager II (Vacated 3/30/15).**
5. **District Attorney – Special Drug Task Attorney (Vacated 12/31/14).**
6. **Human Services -CTC – Assistant Director of Nursing Home (Vacated 1/20/15).**
7. **Human Services – Behavioral Health Supervisor (Vacated 2/25/15).**
8. **Human Services – Economic Support Specialist (x3) (Vacated 1/2/15, 1/19/15 and 2/27/15).**
9. **Human Services – Social Worker/Case Manager (Juvenile Court Intake/Disposition (Vacated 2/28/15).**
10. **Public Works (Facility Mgmt.) – Facility Mechanic (Vacated 2/5/15).**

11. **Public Works (Highway) – 1<sup>st</sup> Mechanic (Vacated 2/18/15).**
12. **Public Works (Highway) - Chief Mechanic (Vacated 2/18/15).**
13. **Register of Deeds – Deputy Clerk (Vacated 4/17/15).**
14. **Human Resources – Senior Analyst (Vacated 3/17/15).**

**Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to suspend the rules and take Items 1 – 14 together. Vote taken. Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck. Nay: Buckley. MOTION CARRIED 5 to 1**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1 – 14. Vote taken. Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck. Nay: Buckley. MOTION CARRIED 5 to 1**

### **Communications**

15. **Communication from Supervisor Van Dyck re: Modify the appropriate County Ordinance or Code regarding appointments to the Library Board and the Neville Museum Governing Board so at least one County Board Member, who is on the Ed & Rec Committee is appointed to these boards co-terminus. *Referred from February County Board.***

Supervisor Van Dyck indicated that the intention of this communication is to correct a situation where a member of the Ed and Rec Committee switched committees and therefore there is no longer a representative of the Ed and Rec Committee that sits on the governing board of the Museum. Van Dyck continued that what he is asking is that instead of that member being appointed by the Executive for a three year term on the governing board, that that one person's term would match their term on the County Board so if they would be voted off the County Board or switch committees then there would be a reappointment of someone else to that governing board as the representative for the Ed and Rec Committee.

Robinson asked Van Dyck how he would propose addressing the current issue. Van Dyck stated that it can ride for now until the term of the current supervisor is up. At that point, whoever would be appointed would be appointed for two years instead of three.

Supervisor Moynihan pointed out that this would need to be an ordinance change and asked Supervisor Van Dyck how soon he wished to have this accomplished. Van Dyck responded that he would like to see Corporation Counsel bring this back to the next Executive Committee meeting.

Robinson pointed out that this issue will recur in the future. He noted that he currently sits on the Plan Commission and his appointment was for a certain number of years that was longer than his first term on the County Board, however, under the Plan Commission's structure, he serves as a representative of De Pere. If he would lose his County Board seat or move, technically, he would still be on the Plan Commission. He felt that there were probably other appointments out there with similar circumstances. Supervisor Erickson noted that the unwritten rule on the Plan Commission is that if a supervisor decides not to run for re-election or is defeated their seat on the Plan Commission is surrendered.

Van Dyck stated that he did take into consideration that other similar situations may come into play, but he felt that if the Chairman of the oversight committee has an issue they can bring it forward.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to have Corporation Counsel draft an ordinance change and bring back to this Committee next month. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Supervisor Fewell arrived at 5:43 p.m.*

**Legal Bills**

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

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

**Reports**

**17. County Executive Report.**

County Executive Troy Streckenbach advised the Committee that in preparing for the 2016 budget he is aware of the ongoing costs associated with the interoperability project at the 911 Center which was approved several years ago. The increased costs associated with that project are in the neighborhood of about \$300,000. Also, with regard to Family Care rolling out this year, the County will have to come up with about \$500,000 to offset the lost revenue. There are also a handful of things within the State budget that are being monitored for cost impacts on the County's overall budget. Another thing that conversations will be had about is with regard to the paras and what exactly the compensation target should be. At this time Streckenbach felt that the amount he is talking about is in the area of \$1 million dollars or a little bit more.

Van Dyck asked about Family Care and Streckenbach responded that there is a five year spend down that the County will have to pay to the State but he noted that there will be cost savings to the County after the spend down. He further noted that the spend down is included in the fund balance, however, the revenue that the County was receiving from the State through the feds in terms of square footage, operational costs and administrative costs associated with items that were able to be charged back to the program such as accounting and administrative costs will be lost. Streckenbach continued that the County will have roughly 10,000 square feet and 50 – 60 employees that will no longer be with the County that at one point in time the County was receiving revenue for. This will amount to roughly \$500,000.

Robinson asked Streckenbach if preliminary budget work includes conversations regarding issues in mental health and the Community Treatment Center and possible increased costs. Streckenbach responded that these items are on the radar as an area that needs to be addressed. Streckenbach stated that he will be looking for input from the committee as well as community conversations that have taken place. Streckenbach does not have any idea what the costs may be but he is aware that solutions are necessary. Robinson asked if any conversations have included talk of a detox center. Streckenbach responded that he knows that both detox and treatment need to be discussed. He would like to bring in all of the stakeholders to discuss this so a holistic approach can be taken in trying to find a reasonable solution to the problem.

Erickson recalled a communication from several months ago regarding heroin addiction and he wanted to know if this was addressed anywhere in the budget. He noted that there was an article in the *Press Gazette* regarding the increase in heroin usage and he noted that there are users who want to get off of heroin but there are not really any facilities to help in this area and he felt that this is an area that needs to be looked at carefully.

Streckenbach responded that Brown County currently has a drug court and more resources have been included in the last few budgets to allocate more resources into the area of alternative treatment courts and these treatment courts will include not only the drug court and the veterans' court, but will also soon include a mental health court and a heroin court. These treatment courts allow for a proactive and preventative mechanism that will help individuals get successful treatment as well as mentorship. Streckenbach continued that as far as the overall cost of treatment, this is an area that will require more conversations. He noted that treatment for heroin takes much longer than it does for other drugs and is relatively expensive. At this time the conversations are just beginning, but Streckenbach realizes that treatment is becoming more and more of an issue in terms of making sure the community has the appropriate facilities.

Robinson asked Streckenbach if he has heard anything more from the State as to the status of a regional heroin treatment facility in Marinette. Streckenbach is aware that they are looking at a regional facility but he has not heard much more than that. He is encouraged by that and will continue to monitor it. He knows that Representative Nygren is very cognizant in trying to come up with solutions. Streckenbach also noted that in talking with providers from the community as well as those in the Human Services Department, treatment is the number one issue that needs to be addressed. There are so many other conversations happening as to how the heroin problem started and Streckenbach noted that it is a real issue in not only Brown County, but statewide and treatment is one of the things that has to be part of the overall conversation. Robinson felt that this should be approached from a regional standpoint as it cannot be a County approach alone. Streckenbach agreed and felt that a regional approach is a strong possibility.

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

**18. Internal Auditor Report.**

**a) Monthly Status Update – February 1 – 28, 2015.**

Internal Auditor Dan Process went through the audit report contained in the agenda packet with regard to the golf course. He noted that there were four findings for which recommendations were made to strengthen existing internal controls.

The first finding relates to the collection and recording of golf revenue by the golf pro. Under the current contract there is an individual golf pro that is responsible for collecting the revenue for the County as well as for the pro shop that he operates. Process noted that there is a category under the golf course revenue labeled "Accessories – Miscellaneous" and this reflects a good amount of the revenue that is being collected by the pro. Because the County is relying on this individual, Process felt that the point of sale system should be utilized and this should be defined better so the County has a better understanding of what makes up this category. Process also noted that at this time there is not a camera in place and he recommends a camera be installed to monitor the cash handling activities by non-County employees. Process continued that the Golf Course Superintendent Scott Anthes agreed with this finding and will be working with the golf pro to add revenue categories and will also tie out the reservations to the rounds of golf to be sure that there is reasonableness there. Process also noted that there was some initial concern regarding authorizing funds for installing the camera, but Anthes does intend to install a camera to be compliant with PCI.

The second finding relates to lack of proper documentation to support the insurance requirements. Process indicated that there are certain requirements that the County has written

into the agreement but those requirements have not been met. It is Process's recommendation that management should develop and implement procedures to ensure that all required insurance coverages are obtained from third parties and reviewed for compliance. This practice will help to reduce any potential risk to the County for non-compliance. Anthes agrees with the recommendation and will implement the same.

The third finding refers to monthly invoices that the County is preparing and sending to the tenant for their portion for the expenses. While there were no material errors, the invoices did not reflect the actual expenses incurred. Process's recommendation is to review invoices for completeness and accuracy before they are sent out so that they reflect better on the County and that the records are accurate.

The final finding refers to the sales tax and Process noted that a small number of purchases made by the County included sales tax. This is more of a reminder that we need to ensure that employees that are making purchases need to be sure that sales tax is not be added to the purchase.

Process concluded that Anthes was very good to work with. The Committee thanked Process for his report and his work. Anthes stated that it was good to have the audit done and noted that he will follow through with all of the recommendations made. He noted that Process was very thorough and professional.

Van Dyck commented that he felt that the camera being installed was important as there is an independent contractor handling a significant amount of money and having an audit would be in order as to the number of carts going out in a day and cross checking it with the amount of money being taken in. Anthes stated that he had met with Kevin Raye from Technology Services about the camera and the camera will be installed. Also, with regard to the POS system, Anthes suggested that it should be spelled out in the contract in the future that the vendor is required to use the POS system as this is not stated in the current contract.

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file Item 18. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve Item 18a. Vote taken. MOTION CARRIED UNANIMOUSLY**

**19. Human Resources Report.**

Human Resources Director Warren Kraft addressed the Committee. He indicated that the comp and class study continues on track to be presented to the County Board next month. Kraft also indicated that HR is continuing to work on a Fast Care type clinic as suggested by Supervisor Erickson.

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

**Resolutions, Ordinances – None.**

**Miscellaneous**

- 20. Outagamie County Resolution No. 108-2014-15: Support proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning**

**January 1, 2016 and support legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 7, 2017.**

Lund explained that this relates to microbeads in products that are too small to be caught by the filtration system and therefore end up in rivers and lakes which is harmful to the environment and wildlife.

**Motion made by Supervisor Robinson, seconded by Supervisor Erickson to direct staff to adapt this resolution to Brown County and forward to the full County Board for approval at the March, 2015 meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

**21. County Wide Assessment System proposed by Governor Walker's 2015 – 17 State Budget.**

Moynihan indicated that this is a communication from the assessor. Lund agreed and stated that this is something that would cost the County a lot of money as we would have to hire individuals or a business to do all of the assessments that are currently done by the municipalities. This communication is asking the Counties to do this with no support from the State. Moynihan added that they want to have this done in a two year window and assessors and County personnel feel that five years is a more reasonable timeline. Lund stated that they also want to go into each home and do a complete assessment and he felt that this would be annoying to the citizens. Lund stated that he would like to see a resolution drafted that this is opposed in the budget as quickly as possible so we can get it down to the State.

Supervisor Fewell indicated that he had talked with Supervisor Clancy about this and there is a significant difference in cost from what their current assessor is charging to what the County would have to charge for this. This would have a significant impact particularly on the rural areas. Moynihan indicated there is a link on the Wisconsin Towns Association website for a proposed resolution in opposition to this.

Erickson noted that as a point of clarification, Robinson and he are on the Plan Commission which met last week and there was representation from every rural and metro community in the County and there was not one representative that was in favor of this. The general consensus was that the cost would escalate and escalate and nobody felt that this was a good idea. He is in favor of a resolution in opposition to this.

**Motion by Supervisor Fewell, seconded by Supervisor Erickson to refer to Corporation Counsel for drafting of a resolution opposing the County Wide Assessment System proposed by Governor Walker's 2015 – 17 State Budget for approval at the March, 2015 County Board meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Open Session**

22. a. Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
- b. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.
- c. Discussion strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to enter into closed session. Roll call vote taken: Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck, Buckley Fewell. MOTION CARRIED UNANIMOUSLY**

**Closed Session**

23. **Closed Session:** Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, a., b. and c., as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, and pursuant to Wis. Stat §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Roll call vote taken: Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck, Buckley Fewell. MOTION CARRIED UNANIMOUSLY**

**Reconvene in Open Session**

24. a. **Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.**  
b. **Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.**  
c. **Discussion, strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.**

**Other**

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

Supervisor Moynihan mentioned with recent events at the national political level in regard to personal e-mails, perhaps the county board should adopt a policy or each supervisor look into the ability of accessing Brown County's e-mail system via each supervisor's remote computer (home, workplace, etc.). His concern is as nearly all supervisors typically utilize their personal e-mail addresses for county business, they are exposed to potential "open records" requests, if there was one warranted. He indicated that he contacted Mr. Neverman earlier in the day describing such a scenario. Mr. Neverman, whom was in attendance at the meeting indicated that what Supervisor Moynihan spoke of is very much doable from his department's perspective. He further spoke of open meeting records retention laws. Supervisor Moynihan then indicated that he would present a communication on the board floor for the Administration Committee to take up this issue at its next meeting. Supervisor Lund mentioned he would be willing to co-sign the communication in the event Supervisor Moynihan could not make the meeting due to work obligations.

26. **Adjourn.**

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to adjourn at 6:56 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary