

**PROCEEDINGS OF THE BROWN COUNTY**  
**EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Executive Committee** was held on Monday, October 18, 2021 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI

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**Present:** Chair Sieber, Supervisor Landwehr, Supervisor Deneys, Supervisor Van Dyck, Supervisor Buckley, Supervisor Brusky, Supervisor Schadewald

**Also Present:** Director of Administration Chad Weininger, Internal Auditor Dan Process, Senior Human Resources Generalist Kara Navin, Senior Accountant David Diedrick, Finance Director Bradley Klingsporn, County Executive Troy Streckenbach, Supervisor Chu, Supervisor Borchardt & Supervisor Lefebvre

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**I. Call meeting to order.**

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

**II. Approve/modify Agenda.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/modify Minutes of August 18, 2021.**

**Motion made by Supervisor Brusky, seconded by Supervisor Deneys to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**\*\*BUDGET REVIEW\*\***

**Comments from the Public – Budgetary Items.** None.

**Comments from the Public – Non-Budgetary Items.** None.

**Non-divisional Budgets.**

**1. Board of Supervisors – Review of 2022 Department Budget.**

Director of Administration Chad Weininger presented the Board of Supervisors budget. He noted roughly \$35,000 was set aside last year in the County Board budget for the video conferencing and records management software. These funds have been transferred to the County Clerk's budget because the Clerk's Office is responsible for record keeping.

Internal Auditor Dan Process added that the \$1,000 that used to be in the Board of Supervisor's budget for the Veterans Recognition Subcommittee has been transferred to the Veterans Service Office budget.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve Board of Supervisors 2022 budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

**2. Executive – Review of 2022 Department Budget.**

County Executive Troy Streckenbach presented the Executive's budget and informed it is status quo. The biggest change is that dollars normally associated with investment in the Chamber for economic development have been moved to PALS. Outside of that, it is a bare-bones three-person office budget.

**Motion made by Supervisor Brusky, seconded by Supervisor Landwehr to approve Executive 2022 budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

**\*\*NON-BUDGET ITEMS\*\***

3. **Review Minutes of:**  
a. **Racial Equity Ad Hoc Committee (July 26 & August 23, 2021).**

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

**Internal Auditor**

4. **Budget Status Financial Reports for Board of Supervisors & Veterans Recognition Subcommittee for August 2021 (unaudited).**

Process referenced the \$10,000 for rental space for board meetings in the comment section. After the September meeting, there will be about \$2,900 left in the budget for the rest of the year so we will be close to utilizing the entire \$10,000.

Process also noted the invoice for the agenda software came in at \$35,800 but only \$35,000 was set aside. A budget adjustment will likely be necessary for the additional \$800. These funds can come from an existing account in the Board's budget if available, or it will come from the contingency fund.

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

5. **2022 Proposed Audit and Work Plan.**

Process referred to the proposed Audit and Work Plan included in the agenda packet. He outlined several of the items on the Audit and Work Plan, including Item 1 which is related to ARPA funds and making sure that the county is following the requirements associated with those funds. This will likely be a continuous project throughout 2022. Process also talked about Item 2 which includes an RFP for external audit services. This is typically a three-year contract with two extensions of one year each. He also outlined Item 3 which is a P-card audit and this is in conjunction with the TS review that occurred in 2020 – 2021. This may be expanded to include more than P-cards, depending on the results. Item 4 is follow-up activities related to the TS audit. The remainder of the Audit and Work Plan are normal activities and Process noted the plan is always subject to change based on things that come up throughout the year.

**Motion made by Supervisor Landwehr, seconded by Supervisor Brusky to approve the 2022 proposed Audit and Work Plan. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications**

6. **Communication from Supervisor Lefebvre: County Board Supervisor e-mail should only be used for county business.**

Supervisor Lefebvre informed she brought this forward because she gets a lot of e-mails, some of which she feels are not appropriate to come through her county e-mail. She feels sending this to Corporation Counsel may be appropriate to determine what is and what is not appropriate for county e-mails and county business. She referred to a specific e-mail she received that was an ethics code violation by a supervisor. Another supervisor sends out a lot of personal opinions and Lefebvre feels these should be brought forward at county board meetings and not through county e-mail. Supervisor Landwehr commented that the ethics violation Lefebvre referred to should have been brought forward and not doing so was also an ethics violation.

Supervisor Van Dyck feels a review of the code is in order, but he cautioned it will be difficult to define what is allowed and what is not allowed. He noted some supervisors are somewhat pro-active in what they send out but e-mails also come in from WCA which is political as well as from state legislators which are also political. Van Dyck feels there is a line but questions how the line will be defined.

Supervisor Brusky agreed that a lot of e-mails come in on the county e-mails, but supervisors are not able to control what comes in from people or organizations other than supervisors. All we can really control is what comes in from other supervisors. Supervisor Schadewald agreed.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to direct Corporation Counsel to review current code regarding county e-mail and bring any concerns or changes to Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resolutions & Ordinances**

**6a. Ordinance to Amend Chapter 2 of the Brown County Code of Ordinances.**

Weininger informed the changes are simply to clean up names of several departments.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**7. Audit of the bills.**

**Motion made by Supervisor Buckley, seconded by Supervisor Landwehr to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

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

Chair Sieber asked if ARPA funds all went through Administration Committee. Weininger responded that they did and outlined several of the items listed on the ARPA allocation list in the budget book. He noted standing committees will still have to approve plans and bids for projects being done with ARPA funds through the normal procurement process. Weininger also talked about the allocation for grants and the associated documentation that will be part of the grant application process.

Van Dyck feels it would be appropriate for administration to outline what items will automatically be approved upon approval of the budget instead of going back through the usual process of coming to the standing committees and then on to the full county board. This should be pointed out to make it obvious what is being done. He wants it to be clear to supervisors that there is a certain amount of dollars included in the ARPA allocations that will be moved as soon as the budget is passed.

Supervisor Buckley brought up the grant portion and asked who will be following up on the grants to be sure funds are used appropriately and if there is any personal guarantee that goes with this. He feels there have been a lot of grants in the past where funds were given to whoever applied but there was no follow-up as to how the funds were being used. Weininger responded that grant applications will contain a requirement to demonstrate how the goal of the grant will be achieved. In addition, grant applications will flow through the Internal Auditor and it will also be up to the appropriate departments to oversee the grants to be sure they hit the milestones. Standing committees will have the flexibility to determine what they do and do not want in grant applications. Supervisor Borchardt noted she is involved with a lot of non-profits and there is a lot of reporting done on a regular basis and she feels having those requirements written into the grant application would be wise.

Schadewald noted the federal government gives the ARPA funds and sets the rules. The county will not be using any money until the very strict rules of the federal government are met.

*No action taken.*

**9. Adjourn.**

**Motion made by Supervisor Landwehr, seconded by Supervisor Buckley to adjourn at 6:18 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Legislative Specialist