

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

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Wednesday, August 18, 2021 at the Resch Expo, 820 Armed Forces Drive, 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, Corporation Counsel David Hemery, Internal Auditor Dan Process, Supervisor Coenen, other interested parties

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**I. Call meeting to order.**

The meeting was called to order by Chair Sieber at 6:00 pm.

**II. Approve/modify Agenda.**

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

**III. Approve/modify Minutes of June 16, 2021.**

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

**Comments from the Public** – None.

**1. Review Minutes of:**

**a. Racial Equity Ad Hoc Committee (June 28, 2021).**

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

**b. Supervised Release Committee (May 27, June 22 & July 8, 2021).**

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

**Internal Auditor**

**2. Discussion and possible action re: Resolution Authorizing One Year Extension of Auditing Contract.**

Internal Auditor Dan Process informed this will be the fifth extension of the external auditing contract. Next year an RFP will be done for a new contract.

Supervisor Van Dyck asked if the price is the same for this extension. Process responded that the price increases about \$1,200 each year. The current contract is a five year with three years and then two one-year extensions and this is the final extension.

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

**3. Budget Status Financial Reports for Board of Supervisors & Veterans Recognition Subcommittee for June 2021 – Unaudited.**

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

**4. 2021 Audit and Work Plan (Status Update as of July 31, 2021).**

Process noted the work plan outlines what projects were scheduled and what is currently being done on the projects.

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

**Communications**

- 5. Communication from Supervisor Schadewald and Supervisor Borchardt: To look at County Code for virtual meetings for standing committee meetings and subcommittees that if they choose to have a virtual option for members they are allowed to do so. And to codify our Code for this. *Motion at June Meeting: To direct Corporation Counsel to draft changes to the County Code to allow remote attendance and voting by members of sub-committees, ad-hoc committees and other appropriate committees, but not the County Board or standing committees.***

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

- 5a. Discussion and possible action re: Ordinance to Amend Section 2.14 of Chapter 2 of the Brown County Code of Ordinances.**

Van Dyck asked if this would apply to the Library Board. Corporation Counsel David Hemery responded that he wrote this to apply to groups that are subject to Wisconsin open meeting laws and that are under the control of the county. If the Library Board wants people to be able to meet virtually, it would be advisable to insert the language into the Library Board by-laws as the current by-laws likely say that Roberts Rules control which does not allow for virtual appearances. Van Dyck asked if it would be best to be proactive and for clarification purposes to send something out to those groups that this may affect. Supervisor Schadewald responded that the county has control over any groups that the County Board appoints the members to. Hemery noted this was written in a way that we do not need to make these determinations now. If a body is subject to open meetings laws and under the control of the county, this language should be added to the by-laws if the group wants to meet virtually.

Supervisor Landwehr questioned the word “virtual” and said that the definition of “virtual” is “nearly or almost” and wondered if the definition for “virtual” in this instance should mean “online or through a computer” and if that language should be added to this as he feels this could come up for interpretation. Hemery reminded that the chair of a committee has to approve virtual appearances. Hemery understands what Landwehr is saying but does not feel there will be confusion related to it. The definition and the benefits of adding it to the ordinance was discussed. Landwehr feels to be on the safe side and to avoid any future potential legal issues regarding whether a meeting was legal or not, adding what the word “virtual” means would be appropriate. Hemery feels the ordinance is fine the way it is, but he would be willing to add the definition if the committee wished him to do so.

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

- 6. Communication from Supervisor Sieber: Discussion with possible action re: To have all department heads report open positions as part of their director’s report.**

Chair Sieber recalled this has come up in the past. He is not seeing all department heads reporting open positions for their oversight committees. The County Board’s biggest job is approving the budget, so if positions are approved but are not filled, the County Board deserves to know why and be able to have discussions to resolve any issues. Sieber recalled a number of years ago all department heads were directed to submit open position reports, but that does not seem to be happening.

Director of Administration Chad Weininger responded that all departments should be notifying their committees of employment issues and hard to fill positions. He provides a report to the Administration Committee every month that lists every department, the turnover in the department and the reasons for it.

In general, if there is a class and comp change, department heads are supposed to notify the Board. This was done in several departments recently and those changes also show up at the end of the budget book. In addition, if there are hard to fill positions or concerns about operations, the department heads are supposed to give the chairman of the committee and the committee an update as to what is going on. Typically, the only time positions are held open is if the position is being re-evaluated.

Weininger reminded that under the authority the Board allowed administration to have, there is some flexibility to increase the wage for hard to fill positions and that also has to reported to the oversight committee. Administration can send out an e-mail to department heads reminding them to talk about any employment issues or hard to recruit positions to the committees. Weininger has a weekly meeting with HR where they talk about hard to fill positions and how to work through them.

Weininger continued that in 2020 Brown County was rated one of Wisconsin's 20 best employers by Forbes. There are currently 12 million unemployed people and 10 million job openings, so there will be difficult months ahead. Staff is looking at what things, other than salary, people are looking for and what comes up frequently is flexibility and telework. He also noted that they also do exit surveys when someone leaves and then try to make adjustments as necessary based on what they learn.

Sieber said what he is asking for is that reports be included in every director report on all committees. Weininger said he can send something out to all department heads asking them to include this information in their reports. Sieber would like Weininger to send out an e-mail as it is a key job of the committees to stay on top of this. Weininger reiterated the information Sieber is looking for is included in the Administration Committee packet every month and he provided a sample of what the report looks like, a copy of which is attached. Further, the department heads should be reporting on this at their oversight committee meetings. Sieber noted that how long a position has been open is a key factor and that is not on the form Weininger is talking about.

Committee chairs should be sure to request this information from the departments that reports to them. If this information is not being provided in the future, this can be addressed again to see if it something that should be added to the ordinances or handled in some other manner.

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

#### Other

7. Discussion and possible action on changes to Chapter 2 of the Brown County Code of Ordinances. *Action at June Meeting: To hold until next Executive Committee meeting.*

**Motion made by Supervisor Schadewald, seconded by Supervisor Landwehr to refer to Corporation Counsel to put changes into ordinance format and bring back to September County Board meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. Audit of the bills.

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

9. Such other matters as authorized by law. None.

10. Adjourn.

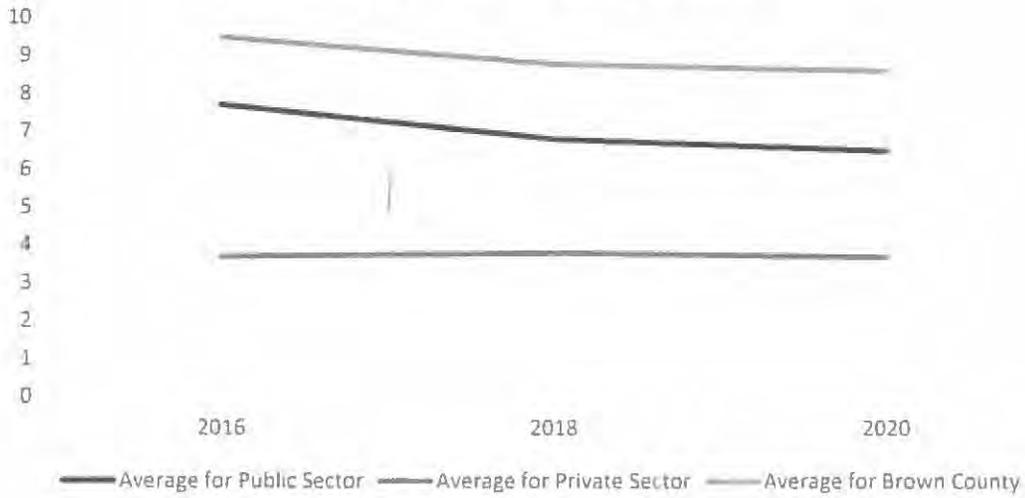
**Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to adjourn at 6:26 pm. Vote taken. MOTON CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Legislative Specialist

	Average for Public Sector	Average for Private Sector	Average for Brown County
2016	7.7	3.7	9.49
2018	6.8	3.8	8.78
2020	6.5	3.7	8.61

Average Tenure Comparisons



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Department	Total in Department:	#Total Left/Transferred	# EE transferred out	# EE who have left	Resigned	Retired	Discharged	Turnover Percentage:
Administration	17	1		1		1		6%
Airport	27	2		2	2			7%
Child Support	39	11	2	9	9			28%
Circuit Courts	26	2		2	1	1		8%
Clerk of Courts	30	8	4	4	4			27%
Corporation Counsel	7	0		0				0%
County Board	1	0		0				0%
County Clerk	8	0		0				0%
DA	25	5	1	4	3	1		20%
Executive	3	0		0				0%
Golf Course	3	0		0				0%
HHS-Comm Services	331	31	1	30	22	7	1	9%
HHS-CTC	166	25	3	22	14	5	3	15%
HHS-Public Health	41	8		8	6	2		20%
Human Resources	9	1		1	1			11%
Land Conservation	9	1		1		1		11%
Library	111	13		13	13			12%
Medical Examiner	7	0		0				0%
Museum	9	1		1	1			11%
PALS	22	2		2	1	1		9%
Parks	14	2		2		2		14%
Port	28	3		3	1	2		11%
Public Safety	75	13	1	12	10	1	1	17%
Public Works-Highway	111	12		12	4	8		11%
Public Works-Facilities	46	6		6	6			13%
Register Of Deeds	9	1		1		1		11%
Sheriff	190	9	1	8	3	6		5%
Sheriff-Jail	149	23	3	20	14	8		15%
Syble Hopp	96	13		13	9	4		14%
Treasurer	5	1		1	1			20%
TS	23	2		2	1	1		9%
UW Extension	5	2		2	2			40%
Veterans	5	0		0				0%
Zoo	18	2		2	1	1		11%
<b>Totals/Average</b>	<b>1665</b>	<b>200</b>		<b>184</b>	<b>129</b>	<b>50</b>	<b>5</b>	<b>11%</b>

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