

**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, January 9, 2017 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Lund, Supervisor Schadewald, Supervisor Hoyer, Supervisor Erickson Supervisor Van Dyck, Supervisor Buckley  
**Excused:** Executive Committee Vice-Chair Moynihan  
**Also Present:** Supervisors Sieber and Linssen; Corporation Counsel David Hemery, Internal Auditor Dan Process, Interim Human Resources Director Pete Bilski, Director of Administration Chad Weininger, and news media.

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*\*Audio of this meeting is available by contacting the County Board office at 920-448-4015*

**I. Call meeting to order.**

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

**II. Approve/modify agenda.**

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

**III. Approve/modify Minutes of December 12, 2016.**

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

**Comments from the Public** None.

**1. Review Minutes of Brown County LEAN Steering Committee (November 3, 2016).**

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

*Supervisor Buckley arrived at 5:32 p.m.*

**Legal Bills**

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

Supervisor Erickson questioned the legal bills for Conway, Olejniczak & Jerry, S.C. Counsel Dave Hemery informed he would get some background on it and follow-up. Buckley would also like to know if the collection expenses were added on to their bill.

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

**Communications**

**3. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *July motions: To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify possible penalties and bring back. Carried 5 to 2; Motion to refer the current complaint to the Ethics Board for review. Held until January.***

Corporation Counsel Dave Hemery informed that the county had a Code of Ethics that was enacted in the

Brown County Code of Ordinances, Chapter 1, 1.11, pursuant to WI State Statute 19.59 – Code of ethics for local government officials, employees and candidates. The statute allowed the county to enact such a code which allowed putting into ordinance a forfeiture provision, specifically minimum forfeiture of \$100 and max of \$1,000. The code currently stated: 1.11 (10) Penalty and Sanctions: Violation of any provision of this section may constitute cause for suspension, removal from office or employment, or other disciplinary action. Hemery informed that those penalties they never saw because as an elected official, they can't remove them from office and there were different types of due process procedures if talking about an employee. In contacting other counties, if they were counties that would enforce an ordinance they usually had a monetary provision. Also, 1.11 (5)(C)(2) Disclosure of Confidential Information: No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the County.

Responding to Lund, this would have to be referred to the Ethics Board or District Attorney. He felt they may want to consider amending the ordinance to provide for additional penalty that could be retroactive going forward, the penalty ranges seemed to be reasonable. If they didn't want to refer it, someone had to make a formal complaint that could be investigated. The code provided that the Board of Ethics may act on a complaint or may take up an issue on their own. A complaint would lay out what part of the code was violated.

Erickson informed there were several lawsuits in the past between supervisors. If they bring this forward and fines were being enforced they better know who it was or they were going to be investing a lot of money and time to possibly deem something inconclusive. He felt this could complicate a lot of things.

Van Dyck felt it was difficult in this particular circumstance to get to the bottom of it, however he appreciated the fact that there were circumstances whereby granted it may cost money to investigate some things but they also ran the risk of information from a closed session getting out that could cost the county money in a lawsuit as well.

When Linssen agreed to bring this forward, his concern was the precedent that it was setting. They were in a closed session to discuss potential litigious matters and he had a real concern when information from the closed session was being leaked and to further a political agenda, which was the impression he got from it. Those were privileged conversations they had with their attorneys and that information cannot be brought back up in discovery if they were to undergo a lawsuit. The statutes that allowed the County Board to go into closed session stated that once a matter was no longer under consideration for lawsuit, which information was no longer covered under closed session and it did come out. So the idea that by leaking the information they were letting the public know about something that would not have gotten out otherwise was disingenuous. When looking at the county and state rules, he was not sure it made sense to go forward with this particular issue and if a formal ethics complaint needed to be filed here. He felt in this case there hadn't been a financial damage; nothing had materialized at this point. His concern was more so at this point, going forward. He felt they had to have a system in place. Lund responded that they took an Oath of Office and they shouldn't be leaking information. Linssen felt it wasn't going to stop unless there were consequences and whoever leaked the information was disregarding their obligation and the board needed to make it clear that it was unacceptable.

Buckley felt there had to be some sort of teeth in this or not have it at all because they were going to continue to have people talk about closed session material outside of closed session. Maybe the reason the Ethics Board had not met in 14 years was because people hadn't done anything about it.

Erickson suggested having an overview prior to County Board from the DA or one of the judges to explain the process and information discussed in a closed session and how it should be handled in a confidential nature. Lund will speak with Chair Moynihan.

Sieber felt the other component to this and the motivation for bringing this forward was that he didn't want the public to perceive that they violated the rules and the oath they took to the county and their constituents and swept it under the rug. They had a clear violation of ethics and to not do anything set

the wrong example. He would like to see the Ethics Board meet.

Schadewald stated the Ethics Board could meet to discuss procedures and policies and perhaps they will.

**Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to refer to Corporation Counsel to put together an ordinance change to the ethics code re: specific language for closed sessions and penalties. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Reports

**4. Brown County Financial Statement Results–Levy Funded Departments as of November 30, 2016.**

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

**5. Internal Auditor Report:**

**a. Board of Supervisors Budget Status Report – November 2016 (Unaudited).**

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

**b. Status Update: December 1 – December 31, 2016.**

Internal Auditor Dan Process provided (attached) an Updated Audit Follow-Up re: Purchasing Function Audit – Highway Department.

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

Buckley questioned if they were going to get compliance this year? Process responded that based on contact with Fontecchio regarding the status, typically the response was that during summer and fall they worked on revising the plowing schedule. It appeared they had things that were higher priority than working on the Purchasing Policy. They did meet back in May of 2016 and there were a number of individuals to assign duties and responsibilities and he believed it fell apart. Weininger informed he spoke with Fontecchio and he did want to get it done, the former Director resigned and there were staffing issues the last few years. Weininger assigned his staff from Purchasing to help; he was hoping he will work with her as they had standardized policies. Buckley understood staffing issues but they still had to get their work done.

Van Dyck shared Buckley's concerns, whether it was this department or another, if they don't set some kind of deadline sooner or later, they mine as well get rid of the audit. If they were not going to hold the department responsible to respond to what they were doing then there was no teeth in the audit process and why bother do it, setting a bad example for other departments.

**Motion made by Supervisor Buckley, seconded by Supervisor Van Dyck to have Public Works Director Paul Fontecchio give an update on their Purchasing Policy at the next Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Human Resources Report:**

Interim Human Resources Director Pete Bilski spoke to the written Director's Report that went before the Administration Committee (attached).

Turnover Reports were provided (attached) and briefly spoken to. He informed it will be handed out on a

regular basis. They were working on tracking turnover year-to-date by departments.

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

**7. County Executive Report: No report.**

**Other**

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

Van Dyck had a request; he felt it would be nice in the next month or two to have a robust conversation of this committee of what their purpose was going forward. He struggled at this point with some of the work that the Administration Committee was doing with Personnel. They seemed to duplicate what was being done by the Administration Committee. Outside the one communication on this agenda, it didn't seem like there was a lot left of this committee to do. He wasn't saying to disband but asked what purpose it served. Lund informed they were the clearinghouse for every department. Van Dyck felt it didn't mean anything to him as it didn't prevent anyone from bringing stuff up at the full County Board meeting, but maybe it should by petitioning an item to the Executive. That's how the state and feds operated. There seemed to be a disconnect as to what this committee was responsible for. Lund suggested putting in a communication that the Executive Committee be the clearinghouse for all votes that failed at committee. If it did not pass they would change the ordinance and the code. The only reason why the code was changed originally was if it didn't come through at committee and there were some good ideas that were squashed and there was no say from the other 21 supervisors.

Schadewald would like them to review the whole procedure that they were currently using. He believed the Executive Committee was the clearinghouse for streamlining and making them LEAN and efficient more than duplicating committee work.

Buckley questioned if there was a recognition or awards committee within personnel. Bilski stated a meeting was scheduled to fire it back up. Buckley believed a Brown County plow truck driver discovered a fire and got people out of a house before the fire department arrived and would like it acknowledged.

**9. Adjourn.**

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

Respectfully submitted,

Alicia Loehlein  
Recording Secretary

Brown County Board of Supervisors  
 Internal Audit  
 Audit Follow-Up (Internal Audit)  
 Updated: December 31, 2016

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Purchasing Function Audit - Highway Department	The Highway Department lacks a formal Purchasing Policy. In addition, written purchasing procedures were not in place.	Highway management should develop and implement a Purchasing Policy that reflects and supports the purchasing activities within the department. This policy should also ensure that adherence to state statutes, Brown County's Code of Ordinances and management's intentions is maintained. Policy approval should also be obtained from the appropriate committee (County Board and/or Subcommittee) and the Highway Commissioner. Highway management should also strengthen existing controls by enhancing the written procedures currently in place. If appropriate, such procedures should be incorporated into the written Purchasing Policy.	Highway Department	We agree; the Department follows State Statutes and the County's ordinances in regards to purchasing. The Department's formal purchasing procedure is to continue following Chapter 83 of State Statutes. We agree that procedures could be more formally documented and as priorities and resources permit, the Department will make an effort to formalize procedures.	The Highway Division (HD) will formalize its purchasing procedures to address internal controls, LEAN efficiencies and compliance with State Statutes. This will cover use of purchase orders, contract authorizations, vendor qualifications and "public work" purchases. The HD will outline current procedures, document those procedures, and identify weaknesses. Each procedure will be formalized and maintained in a manual including a procedure to add or modify the manual. All procedures will assure state compliance. The County's Purchasing Policy will be utilized as a starting point in the development of a Highway Purchasing Policy. This review will take place during the first quarter of 2015 with finalization anticipated by 09/30/15. To determine progress, Internal Audit will follow-up and report on any advancement of this policy as of 03/31/15. 03-31-15 Update: Progress surrounding the Highway Department's purchasing procedures have been delayed due to the absence of the Public Works Director. Revised targeted implementation date: 06-30-15. 06-30-15 Update: Per Paul Van Nole, Public Works Director, the department has initiated a purchasing policy by editing the format followed by the county's purchasing department. In addition, other more specific policies will be attached as completed. Anticipated completion date: 08-31-15. 08-30-15 Update: With the recent departure of the Public Works Director, the continuation and completion of this issue will be dependent on the hiring of a new Public Works Director. Revised targeted implementation date: 03/31/16. 03-15-16 Update: Progress on this issue continues to lag due to unfilled senior level management positions. To help facilitate this process, the department will be utilizing a consultant to assist them in policy formation. Revised implementation date: 06/30/16. 06-28-16 Update: On May 9, 2016, a "kick-off" meeting was held to address the potential development and implementation of a Highway department purchasing policy. During this meeting individual tasks were identified and assigned. However, progress on these tasks has been minimal. Revised implementation date: 12/31/16. 12-08-16 Update: Progress has been impeded by focusing on revising snow plow routes and schedules. Revised implementation date: 05/01/17.	05/01/17

## ADMINISTRATION COMMITTEE—HUMAN RESOURCES REPORT

December 27, 2016

### Recruiting

Hiring with a focus to branding the county as an employer of choice, mindful of our Health Care Plan, Dental Plan, Vacation policy, Casual Time, Personal Days, Holidays, Pension, to name a few. Telephone interviewing and reference checking process improvements have begun in the HR Department. In HR we are recruiting for a Senior HR Analyst and two HR Analysts. In November eight (8) full-time and eight (8) part-time employees were hired. In December as of this date, 16 full-time and four (4) part-time employees were hired.

Hiring process presentation from HR to the Administrative Committee.

### Investigation

Our investigation process has been formalized to be consistently applied by all investigators. More rigor, thoroughness has been emphasized in the discipline process and especially in the discharge process.

Hiring process presentation from HR to the Administrative Committee in February meeting.

### Benefits

- ✓ Health Insurance and Prescription Drug Plan Design completed, associated funding planning completed, eight (8) open enrollment meetings held, including two retiree meetings and 450-500 employees in attendance.
- ✓ Banked Sick Leave resolved for current employees and retirees with satisfactory response to Health Reimbursement Account Retirement Trust.

### Labor & Employee Relations

- ✓ Concluded negotiations with the Brown County Sheriff Department Supervisors, a two year agreement, increasing management rights while maintaining relationships.
- ✓ Next up--- Brown County Sheriff Department Non-Supervisory labor agreement
- ✓ Concluded two Memo's of Understanding with both Sheriff Department unions implementing the conversion of Banked Sick Leave to Health Reimbursement Account Retirement Trusts.

### Training & Development

### Class & Compensation

- ✓ Extensive Discussion with Gallagher – reduction of price from \$112K to \$105.
- ✓ Next Phase – data gathering.
- ✓ Job Description – Review of title, responsibility, educational background, FLSA exempt vs. non-exempt.
- ✓ Market comparison, pay ranges, benchmarking, integrate benefits, internal equity.
- ✓ Compensation structure – Pay practice process, tactics, compression analysis, new development in pay, pay structure development.
- ✓ Structure Implementation, ultimate job assignment to specific grade, salary placement vs. county ability to fund.
- ✓ Train HR to internally maintain the process.
- ✓ Project conclusion – 9 to 12 months following the Gallagher model.

### Safety

- ✓ Five workers compensation injuries in December with none reported as lost time.

### Chapter 4 Revisions

January focus

### Research

### Payroll

- ✓ 2017 wage adjustments to be ready for processing by end of week
- ✓ Kronos calculation of including Holidays & Vacation in computation of Overtime for 2017 is ready for January application.
- ✓ All 2017 Benefit Plan changes have been uploaded in payroll

# BROWN COUNTY TURNOVER REPORT

December-16

HIRE	EMPLOYEE	STATUS	POSITION	DEPT
1	12/1/2016 Amanda M. Young	FT	Library Service Associate	Library
2	12/1/2016 Diane C. Ginnow	FT	Family Support Specialist	Human Services
3	12/19/16 Jeffrey G. Flynn	FT	Deputy Executive	Executive
4	12/5/16 Christopher A. Dallas	FT	Highway Crew	Public Works - Highway
5	12/14/16 Angeline M. Taylor	OC	Medicolegal Investigator	Medical Examiner
6	12/1/16 Edume Poggi-Aranda	PT	Library Service Assistant	Library
7	12/18/16 Fay A. Scheurer	FT	Speech-Language Pathologist	Syble Hopp
8	12/18/16 Paula L. Bavinck	FT	Teacher Aide	Syble Hopp
9	12/18/16 Jill A. Champ	FT	Teacher Aide	Syble Hopp
10	12/18/16 Cathy A. Hanchek	FT	Teacher Aide	Syble Hopp
11	12/18/16 Dawn M. VandeVoort	FT	Teacher Aide	Syble Hopp
12	12/18/16 Erin C. Nuthals	FT	Nurse	Syble Hopp
13	12/13/16 Michael E. Tedeschi	OC	Medicolegal Investigator	Medical Examiner
14	12/19/16 Devin K. Yoder	FT	Planner I (Transportation/GIS)	PALS
15	12/12/16 Bradley J. Schwartz	FT	Correctional Officer	Sheriff
16	12/15/16 Malyla Thao	PT	Library Service Assistant	Library
17	12/12/16 Ryan Binsfeld	FT	Patrol Officer	Sheriff
18	12/12/16 Brian Janssen	FT	Patrol Officer	Sheriff
19	12/12/16 Cody W. Vande Hey	FT	Correctional Officer	Sheriff
20	12/27/16 Mary A. Rentmeester	FT	Housekeeper	Public Works-Facilities

TERM	EMPLOYEE	STATUS	RSN	POSITION	DEPT	COMMENTS
1	12/1/2016 Suzette Diederich	FT	VR	Behavioral Health Supervisor	CTC	None given
2	12/1/2016 Roland R. Wegner	RT	RT	Highway Crew	Highway	Retirement
3	12/7/2016 Ashley M. Johnson	FT	VR	Economic Support Specialist	Human Services	None given
4	12/3/2016 Mary Mikolajczak	PT	IT	Library Service Assistant	Library	None given
5	12/2/2016 Andrew A. Kellner	FT	VR	Library Maintenance Worker	Library	Other job opportunity
6	12/7/16 Jacob M. Trem	FT	VR	Correctional Officer	Sheriff	Other job opportunity
7	12/14/16 Olivia Cherry	FT	VR	Economic Support Specialist	Human Services	None given
8	12/23/2016 Meghann Reetz-Norton	OC	VR	Dietician	CTC	None given
9	12/20/16 Douglas R. Leiterman	FT	VR	Housekeeper	Airport	None given
10	12/15/16 Leah Kafka	PT	VR	Library Service Associate	Library	Not a fit
11	12/4/16 Molly McGregor	OC	VR	Youth Support Specialist	Human Services	None given
12	12/16/16 Codey Beekman	LTE	VR	Intern	Port & Resource Recovery	End of assignment
13	12/30/16 Marianne Merrick	OC	VR	Dietician	CTC	Other job opportunity

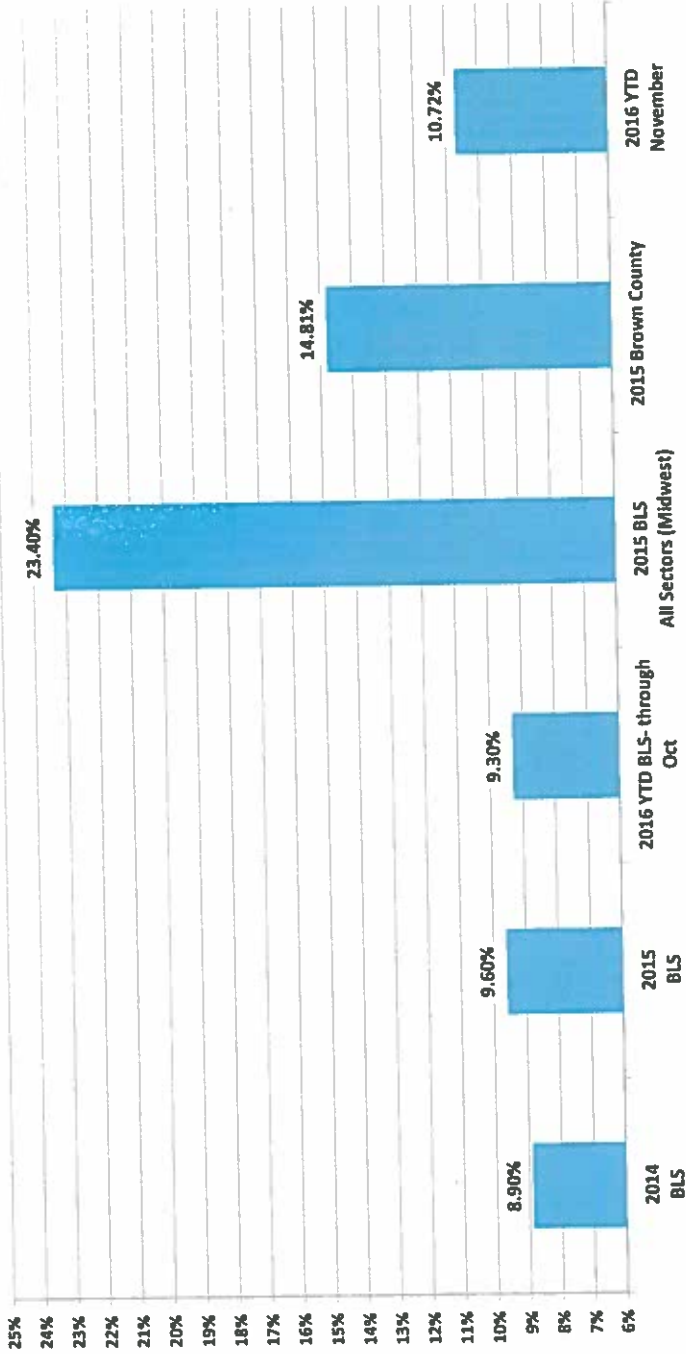


TRANS	EMPLOYEE	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	12/30/2016 Joseph W. Maasle	FT	Communications Supervisor	Public Safety	FT	Communications Specialist	Public Safety
2	12/5/2016 Dustin D. Koury	FT	SW/CM	Human Services	FT	SW/CM CPS Liaison	Human Services
3	12/5/2016 Carrie A. Wengertier	FT	Records Specialist	Register of Deeds	FT	Real Estate Specialist	Register of Deeds
4	12/4/2016 Lana J. McVeigh	PT	LPN	CTC	FT	LPN	CTC
5	12/8/2016 Sir Aaron C. Maston	PT	Youth Support Specialist	Shelter Care	PT	Clinical Social Worker	Clerk of Courts
6	12/12/2016 Lisa A. VanHandel	FT	Clerk IV/Data Control	Human Services	FT	Clerk/Typist II	CTC
7	12/18/2016 Kerl Dessart	OC	CNA	CTC	PT	CNA	CTC
8	12/18/2016 Diane Harill	OC	FSW	CTC	PT	CNA	CTC
9	12/18/2016 Susanne Lersch	OC	CNA	CTC	PT	CNA	CTC
10	12/18/2016 Yolonda Kaquatosh	OC	FSW	CTC	PT	FSW	CTC
11	12/18/2016 Mallory Krueger	PT	FSW	CTC	OC	FSW	CTC
12	12/30/2016 Mary S. Richardson	FT	Telecommunications Operator	Public Safety	FT	Communications Supervisor	Public Safety

# Brown County Turnover Report

YTD November 2016

Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.



Brown County

Benchmark BLS\*. State and Local Government, Excluding Education  
 The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.  
 \* Bureau of Labor Statistics