



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center
Monroe County Board Assembly Room

**(Please use the South Side/Oak Street Entrance)*

112 S Court Street

Sparta, WI 54656

DATE: **Tuesday, January 9, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – December 12, 2017 and December 14, 2017
4. Personnel
 - a. Director Report
 - b. Elected Official Compensation for Next Term – Discussion/Action
5. Information Systems
 - a. County Phone System – Discussion/Action
 - b. Metro Ethernet – Discussion/Action
 - c. Budgetary Adjustment
6. County Administrator Report
7. Child Support
 - a. Line Item Transfer – Discussion/Action
8. Monthly Expenditure Review
9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 01/04/2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee
December 12, 2017

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala, Lisa Hanson

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is January 9, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. A special meeting will be held on December 14, 2017 at 8:00 a.m.
- Minutes Approval – Motion by Mary Von Ruden second by Cedric Schnitzler to approve the 11/17/17 minutes. Carried 5-0.
- County Phone System Update – John Mehtala explained that seven or eight vendors have submitted bids. The quantity of phones and model type has been forwarded. Pricing should be available on the 18th of December. Discussion. If the contract would need to be signed before the January meeting in order to lock in rates, a special meeting will be tentatively held on December 20 at 3:30 p.m.
- Metro Ethernet – John Mehtala explained that with Human Services moving to the courthouse and the potential of Rolling Hills moving to Tomah, the project is on hold.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Personnel Line Item Transfer – None.
- Prepayment Policy/Contract Employee – Jim Bialecki explained that the Economic Coordinator is paid at the top of each month. This had been set up with his predecessor.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Resolution Establishing Elected Officials Salary Discussion/Action.
- Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 10:05 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Administration & Personnel Committee
December 14, 2017

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, John Mehtala, Lisa Hanson

The meeting was called to order in the Monroe County Board Assembly Room at 8:00 a.m. by Chair Wallace Habegger.

- Print Management – John Mehtala explained that the EO Johnson contract expires in mid-January. Three proposals were received. Discussion. Estimated cost is \$7,798.00 based on current print amounts. Motion by Cedric Schnitzler second by Pete Peterson to approve the five year print management contract with Loffler which includes service. Carried 5-0.
- County Phone System – John Mehtala explained that final numbers for the county phone system are not available. This item will be revisited at a later meeting.
- Resolution Authorizing Increase in Per Diem Payments for County Board Supervisors – Jim Bialecki explained that per WCA Legal Council. Per Diem amounts must be completed before taking out papers.
- Motion by Sharon Folcey second by Mary Von Ruden to adjourn at 8:20 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2018
 Department: Information Systems
 Amount: \$80,000.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

We are asking to roll forward the \$80,000 in funds that were approved 2017 for Information Systems to update the Courthouse wiring in to the 2018 budget.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|----------------------|----------------|-------------------|--------------|
| 71470000 493000 | Fund Balance Applied | \$ - | \$ 80,000.00 | \$ 80,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 80,000.00 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-----------------------|----------------------------|----------------|-------------------|---------------|
| 71475000 521415 19914 | Computer Ops.-Info Systems | \$ 482,354.00 | \$ 80,000.00 | \$ 562,354.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 80,000.00 | |

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Child Support
 Budget Year Amended: 2017

| |
|-------------|
| No. _____ |
| Date: _____ |

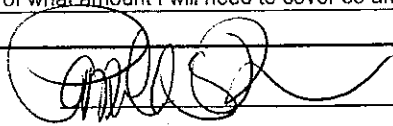
From Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|-------------------|----------------|--------------------|------------------|-------------|
| 21330000 531000 | Office Supplies | \$ 4,700.00 | \$ 1,000.00 | \$ 3,067.02 | \$ 3,700.00 |
| 21330000 523600 | Equipment Service | \$ 5,520.00 | \$ 850.00 | \$ 4,374.55 | \$ 4,670.00 |
| 21330000 522025 | Telephone | \$ 804.00 | \$ 100.00 | \$ 659.53 | \$ 704.00 |
| 21330000 533200 | Mileage | \$ 1,225.00 | \$ 400.00 | \$ 582.51 | \$ 825.00 |
| 21330000 533010 | Conferences | \$ 2,212.00 | \$ 1,000.00 | \$ 835.00 | \$ 1,212.00 |
| Total Transfer | | | \$ 3,350.00 | | |

To Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|-------------------------|----------------|--------------------|------------------|-------------|
| 21330000 CS260 | Sheriff-Process Service | \$ 6,000.00 | \$ 1,675.00 | \$ 7,740.00 | \$ 7,675.00 |
| 21330000 CS240 | Finance | \$ 1,500.00 | \$ 1,675.00 | \$ 3,142.80 | \$ 3,175.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 3,350.00 | | |

Explanation for Transfer:
 Finance has spent extra time with me this year to streamline my processes for State required reports. Also, we have had more people that the Sheriff has had to serve papers on this year. Also, all employees under my contracted services had to complete civil rights training for me to be able to turn in their time on child support and get reimbursement for it. We get reimbursement for the time spent taking the class so that has increased the expenditures for this year. I had a number of lines where I had money that I was able to transfer this from to cover it. I am not sure of what amount I will need to cover so am estimating.

Department Head Approval _____


Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date _____ Revised 02/20/2014