



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
www.co.monroe.wi.us

## 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, March 13, 2018**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – February 13, 2018
4. Information Systems
  - a. Budgetary Adjustment – Discussion/Action
5. Personnel
  - a. Director Report
  - b. Compensation Plan Adjustments – Discussion/Action
6. Benevolent Fund Resolution – Discussion/Action
7. County Administrator Report
8. Monthly Expenditure Review
9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: 03/07/2018

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

February 13, 2018

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey; Cedric Schnitzler absent  
Others: Jim Bialecki, Pam Pipkin, Scott Perkins, Krista Perkins, Ed Smudde, John Mehtala, Shirley Chapiewsky, Randy Williams, Jarrod Roll

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 March 13, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 01/09/18 minutes. Carried 4-0.
- Pam Pipkin provided the Child Support Director's Report
- Pam Pipkin briefed members on the panic buttons in the new Justice Center.
- Randy Williams provided to members the Dispatch briefing procedures and answered questions.
- Information Systems Budget Adjustments – John Mehtala explained the 2018 budget adjustment in the amount of \$153,583.24 for remaining MyEvolv funds in 2017 to be moved to 2018. Motion by Mary Von Ruden second by Sharon Folcey to approve budget adjustment. Discussion. Carried 4-0. John explained the 2018 budget adjustment in the amount of \$33,285.86 for lease buyout from EO Johnson. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- Ed Smudde provided the Monthly Personnel Director's Report.
- Resolution Authorizing Clerk of Courts' and Sheriff's Salary Rates for Next Term of Office in 2019-2022 – Ed Smudde explained salary rates for the next term. Data from surrounding counties were provided to members. Discussion. Motion by Mary Von Ruden second by Pete Peterson to approve resolution and forward to the full board for approval. Discussion. Carried 4-0.
- Resolution Authorizing Two Additional Hours Per Week for the Museum Services Associate Position in the Local History Room – The resolution approves an additional two hours per week for the part-time Museum Services Associate effective March 1, 2018. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve resolution and forward to the full board for approval. Carried 4-0.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda –
- Motion by Pete Peterson second by Sharon Folcey to adjourn at 9:57 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2018  
 Department: Information Systems  
 Amount: \$151,722.14  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to carry over the remaining MyEvolv funds from 2017 to 2018 for the completion of the Human Service financial software implementation project. In 2017 \$92,219.86 of the original \$243,942 in MyEvolv implementation funds were invoiced.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 80,000.00	\$ 151,722.14	\$ 231,722.14
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 151,722.14	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv	\$ 57,400.00	\$ 151,722.14	\$ 209,122.14
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 151,722.14	

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: \_\_\_\_\_