



MONROE COUNTY BOARD OF SUPERVISORS

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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, April 10, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – March 13, 2018
4. Information Systems/Sheriff Department Update
5. Register of Deeds
 - a. Customer Payment Types - Discussion
 - b. Register of Deeds Recording System Software - Discussion
6. Personnel
 - a. Director Report
 - b. Filling Personnel Coordinator Position – Discussion/Action
 - c. Compensation Plan Adjustments – Discussion/Action
7. Solicitation Policy – Discussion/Action
8. County Administrator Report
9. Monthly Expenditure Review
10. Next Month's Agenda Items
11. CLOSED SESSION of the Administrative and Personnel Committee under 19.85(1)(c) at approximately 9:30 a.m. to complete County Administrator's performance evaluation – Discussion/Action
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 04/04/2018

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
March 13, 2018

Present: Wallace Habhegger, Mary Von Ruden, Pete Peterson, Cedric Schnitzler; Sharon Folcey absent
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala

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

- Next Month's Meeting Date/Time – The next meeting is April 10, 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 Pete Peterson to approve the 02/13/18 minutes. Carried 4-0.
- Information Systems Budget Adjustments – 2018 budget adjustment in the amount of \$151,722.14 for remaining MyEvolv funds in 2017 to be moved to 2018. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
- Resolution Adopting a Benevolent Fund Policy – Shelley Bohl explained the resolution would set \$500.00 for a benevolent fund each year out of the County Board Budget. Motion by Mary Von Ruden second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 4-0.
- Jim Bialecki provided the Monthly Administrators Report.
- Compensation Plan Adjustments – Jim Bialecki explained that the county is currently looking at pay for performance. A recommendation would be to move the points within the system. Discussion.

A draft resolution was provided to the Administration/Personnel Chair regarding an employee recognition and innovative award policy. Discussion.

Ken Kittleson explained that the county will need to determine what to set aside for next year's budget for pay for performance. Ken also suggested to age the system by 5%. Discussion.

The compensation plan will be revisited next month.

- Ken Kittleson provided the Monthly Personnel Director's Report.
- The monthly expenditure report was provided to members via iPad's.

Cedric Schnitzler was excused from the meeting at 9:48 a.m.

- Items for next month's agenda – Information System/Sheriff Department Update, County Board Committee Duties, Compensation Plan Adjustments, Solicitation Policy.
- Motion by Pete Peterson second by Mary Von Ruden to adjourn at 10:04 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder