



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, January 10, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – December 13, 2016
4. Child Support Budget Adjustment – Discussion/Action
5. Interim County Administrator Monthly Report
6. Administrator Line Item Transfer – Discussion/Action
7. County Administrator Replacement – Discussion/Action
8. County Board Budget Adjustment Discussion
9. Personnel Director Report
10. WCA Presentation on forms of Government - John Hochkammer, Outreach Coordinator
11. Monthly Expenditure Review
12. Next Month's Agenda Items
13. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 01/03/2017

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 13, 2016

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey, Carol Las
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala, Pamela Pipkin, Andrew Kaftan, Ron Hamilton

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Next Month's Meeting Date/Time – Carol Las explained her conflict with future meeting dates and time. Discussion. It was a consensus of the committee to keep the meeting the same date and time. The next meeting is January 10, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 11/08/16 & 11/14/16 minutes. Carried 5-0.
- Pamela Pipkin provided the monthly Child Support Directors Report.
- Outside Network Access Discussion – John Mehtala explained that the out of assistant email for the past Administrator contains the wrong resignation date, he will be changing the out of assistant date to reflect December 4, 2016 instead of 2017.

John explained that the City of Sparta contacted the county in regards to connecting with the Monroe County records management and CAD system. The county would have to make the decision on whether or not this would be allowed and set the perimeters. John discussed the potential impacts to service and entity itself. Advantages and disadvantages were discussed. Interim Administrator Jim Bialecki suggested that he and John meet with the City of Sparta directly and discuss details. From there we will study avenues and make a decision.

- Ken Kittleson provided the Monthly Personnel Director's Report.
- New Position Request –
Economic Support Specialist – Ron Hamilton explained the request for two Economic Support Specialists. Start date would be March 1, 2017. The additional positions will not increase the levy. Discussion. Motion by Carol Las second by Pete Peterson to approve and forward to the board for full approval. Carried 5-0.
- Personnel Line Item Transfer – Ken Kittleson explained the 2016 line item transfer in the amount of \$2,770.59 for insurance adjustments and advertising expenses. Discussion. Motion by Carol Las second by Sharon Folcey to approve line item transfer. Carried 5-0.
- Jim Bialecki provided the Interim County Administrator Monthly Report.
- County Administrator Replacement – Chair Habegger opened the floor for discussion. The committee discussed the County Administrator position. Ken Kittleson explained that he has invited John Hochkammer, Outreach Coordinator at the WCA for a presentation at next month's meeting.
- Eliminate Position Process Request – Pete Peterson explained that there is no process in place to remove a position from Monroe County. There should be a similar policy as adding a position. Ken Kittleson explained that it is in policy language that a position can be removed if it had been vacant for over 12 months. Discussion.
- County Clerk Presidential Recount – Shelley Bohl, County Clerk explained that the Election Budget will be going over by several thousands of dollars due to the Presidential Recount. Costs include salaries of staff, tabulators, Board of Canvassers and supplies. Discussion. Motion by Carol Las second by Sharon Folcey to allow election line items to go over budget with full anticipated costs to be reimbursed by the Jill Stein Committee which have already been deposited to the State of Wisconsin Election Commission.

Carried 5-0. Mary Von Ruden recognized Monroe County Clerk, Shelley Bohl and Deputy County Clerk, Mark Brieske for their hard work and dedication to the county.

- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – County Administrator Replacement
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn at 10:42 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Administrator
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000 533010	Administrator - Conference/Sem	\$ 4,139.00	\$ 200.00	\$ 2,682.09	\$ 3,939.00
11410000 533200	Administrator - Mileage	\$ 1,560.00	\$ 200.00	\$ 735.81	\$ 1,360.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 400.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000 522025	Administrator - Telephone	\$ 1,772.00	\$ 400.00	\$ 1,535.89	\$ 2,172.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 400.00		

Explanation for Transfer: The fax bill from Centurylink for the Administrator, Personnel, Finance, Extension and Sanitation was budgeted in the past as part of the Administrator's budget. Starting in 2016 that was not budgeted as part of that department's budget. This Line Item Transfer is to cover those costs for the fax number. The bill had been mistakenly sent to Rolling Hills this year. This is why we are just learning of this shortage.

Department Head Approval _____ *Jim Bealock* _____
 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