



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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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, February 14, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – January 5 & January 10, 2017
4. Land Record (4) Budget Adjustments – Discussion/Action
5. 2017 Student Government Days – Pamela Pipkin
6. Personnel Director Report
7. New Position Requests – Discussion/Action
 - a. Full Time Human Services Disability Benefit Specialist Position
 - b. Part Time to Full Time Human Services Clerical I Position
8. Recommended Appointments
 - a. Highway Commissioner
 - b. Medical Examiner
9. Interim County Administrator Monthly Report
10. Recommendation for Replacement of County Administrator – Discussion/Action
County Executive, County Administrator, Administrative Coordinator
11. County Board Budget Adjustment – Discussion/Action
12. County Board Line Item Transfer – Discussion/Action
13. Monthly Expenditure Review
14. Next Month's Agenda Items
15. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 02/03/2017

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
January 5, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey, James Schroeder, Mary Cook, David Pierce, Nodji VanWychen, Paul Steele; Carol Las joined the meeting at 4:40 p.m.
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, Cedric Schnitzler, Garry Spohn, Scott Jerome, David Ohnstad, Becky Pitel, Bill Pieper

The meeting was called to order in the Rolling Hills Activity Room at 4:00 p.m.

- Filling of Highway Commissioner Vacancy Discussion –

Ken Kittleson explained that there have been three commissioners in the last 50 years. Within the last 30 years, an engineering degree has existed. Seven applications were taken. Of those, three met the engineering qualifications. The County Administrator appoints Department Heads. Ken asked to have the Highway Committee to be on the interview panel.

Members discussed the possibility to change the policy that limits those without an engineering degree to apply. Ken explained that part of the compensation is a degree. Reclassification would have to go through the Administrator. Removing the degree may affect the classification. There is no state requirement that the commissioner has to have an engineering degree. It was also discussed that some surrounding counties do not have a commissioner with an engineering degree and others share a commissioner. Other members felt that an engineering degree is used day to day including help at municipal levels.

Some Highway members felt they had no involvement before the application process and the engineering degree would have been brought up. Some would like to slow down and see what direction they are going before moving forward. Kittleson explained he went forward with the hiring process with permission from the Administrator. The Administrator appoints Department Heads. Members discussed that the job ad was already announced and those qualified should be interviewed. If the three interviewed are not found to be qualified, then the job could be reposted. At that time, reclassification could be looked at.

Carol Las joined the meeting at 4:40 p.m.

Ken Kittleson explained the interview process. It was the consensus of the committee to move forward with interview of the three qualified candidates. There will be a closed session at the end of the regular meeting on the 20th for interviews. After the interviews, the county can move forward with hiring or go back to the drawing board if none of the candidates are qualified. One member recommended to have a commissioner from another county on the panel.

- Public Works Concept Discussion – Jim Schroeder explained the public works concept. Those that are placed on Maintenance tend to leave. Public works should contain one employee that is strictly assigned to Maintenance while the others are strictly working at Highway.

Ken Kittleson explained that in theory, the concept is a good idea. However, the experience since the first hire is that everyone wants to go from Maintenance to the Highway Department. The pay is same but the hours may be different. The training for maintenance is very high which has caused productivity issues.

It was an overall consensus of members to change the concept back, eliminating the shared maintenance position. Interim County Administrator, Jim Bialecki will be looking into the situation with Ken Kittleson and reporting back. The public works concept was an Administrator initiative, the county will need to verify if any resolutions were passed regarding the concept and what actions would be needed in order to set the concept back.

- Motion by Pete Peterson second by David Pierce to adjourn at 5:10 p.m. Carried 10-0.

Shelley Bohl, County Clerk
Recorder

Administration & Personnel Committee
January 10, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent.
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, John Mehtala, Pamela Pipkin, John Hochkammer, Pat Mulvaney, Member of the Public.

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

- Next Month's Meeting Date/Time – The next meeting is February 14, 2017 at 9:00 a.m. in the Rolling Hills Activity Room. Mary Von Ruden asked to move the meeting to 4:00 p.m. by request of Carol Las. Discussion. It was a consensus of the committee to keep the meeting at 9:00 a.m.
- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 12/13/16 minutes. Carried 4-0.
- Child Support Line Item Transfer – Pamela Pipkin explained 2016 line item transfer in the amount of \$4,000.00 for genetic tests and contracted services. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- IT Inter-Government Agreement Discussion - John Mehtala explained that he and the Interim County Administrator, Jim Bialecki met with the City of Sparta Police Department since the last meeting. The City has 3 mobile computer devices and would like to connect with our network to retrieve mugshots. John laid out perimeters. Jim explained that the City of Sparta will not be able to edit anything in the system. The city would have direct access to the system instead of going through dispatch for information. Cost sharing would be a benefit. Currently John is working on drafting an agreement.
- Jim Bialecki provided the Interim County Administrator Monthly Report.
- Administrator Line Item Transfer – Jim Bialecki explained the 2016 line item transfer in the amount of \$400.00 for fax charges that in the past were a part of the Administrators budget, however they were not budgeted in 2016. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 4-0.
- County Board Budget Adjustment Discussion – Shelley Bohl explained that the county board budget will be over in 2016 due to per diems and mileage line items being reduced by the Administrator during the budget cycle. There will be a budget adjustment forthcoming.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- John Hochkammer, Outreach Coordinator provided the WCA Presentation on forms of Government - John provided a presentation on the Administrative Structure Options and the Roles and the Responsibilities of County Board Members. Questions were answered.

It was a consensus of the committee to have John Hockhammer provide the Forms of Government presentation to board members at the next meeting. Shelley Bohl, County Clerk will contact the Board Chair about placing the presentation on the agenda.

- County Administrator Replacement – Ken Kittleson explained that the board would like to be involved with the discussion. His suggestion would be to hold off until after the board presentation is given.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – County Administrator Replacement, Administrator Hiring Firm, County Board Budget Adjustment.
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn at 10:45 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: January 30, 2017
 Department: Land Records
 Amount: \$22,434.35
 Budget Year Amended: 2017

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

This is an annual adjustment that will have to be made to reflect the actual amount of money that remains in this non-lapsing account that is made up largely from retained fees and interest.
At this time we have no specific anticipated expenditures and thus no expenditure line is being adjusted. We have that money banked in order to cover future aerial imagery and LiDAR acquisition.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND RECORDS FUND BALA	\$ 166,000.00	\$ 22,434.35	\$ 188,434.35
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 22,434.35	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2017
 Department: Land Records
 Amount: -\$4,576.00
 Budget Year Amended: 2017

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

I originally submitted a budget reflecting an anticipated grant award of 41160 based on an assumed retained fees shortage. We actually retained more money on document recordings in the ROD office than I suspected. We are funded to a minimum level of 100,000 and this grant covers our shortfalls annually. The amount we were awarded was 36584.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000435122	LAND RECORDS MODERNIZ	\$ 41,160.00	\$ (4,576.00)	\$ 36,584.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (4,576.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2017
 Department: Land Records
 Amount: \$213.05
 Budget Year Amended: 2017

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

This is a transfer of unspent 2016 training grant funds. The unspent funds need to be used by Dec. 31, 2017. I have already allocated expenditures in 2017 to use these excess funds for attendance at the Wisconsin Land Information Association Meeting.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 435125	ED & TRAINING GRANT	\$ 1,000.00	\$ 213.05	\$ 1,213.05
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 213.05	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 579120	TRAINING GRANT EXP	\$ 1,000.00	\$ 213.05	\$ 1,213.05
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 213.05	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2017
 Department: Land Records
 Amount: \$25,000.00
 Budget Year Amended: 2017

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

I originally submitted a budget reflecting an anticipated award of 50,000 but the final approved budget had reduced this amount to 25,000. I recently was awarded the full 50,000 that I applied for.

No expenditure lines need to be amended at this time.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000435122	STRATEGIC INITIATIVE GRA	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 25,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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: _____

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

- X New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 2/7/2017

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

As the current ADRC and the Senior Services will be integrated as of 7/1/2017 and the current ADRC Consortia will be dissolved as of 6/30/2017 there is a necessity to create a new **.5 FTE Disability Specialist position**. This position had previously been provided through the ADRC Consortia. The state ADRC contract requires that a minimum of a .5 DBS be employed within each ADRC. This position would begin 6/1/17 to allow time for specific training prior to the dissolution of the current ADRC Consortia. The 2017 costs are estimated to be \$16,333. The annual cost thereafter is estimated to be \$25,421. This expenditure will be offset by revenues through our state ADRC allocation and claimed through billable hours. This position will not impact current County tax levy.

Suggested Title: Disability Benefits Specialist Part Time 20 /hrs/wk

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: 6/1/2017

C. General Description of the Position: See position Description

D. Typical Examples of Work to be Performed (in detail):

1. See Position description
2.
3.
4.
5.

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Humans Services related area

Experience: Prior work experience with individuals with disabilities.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$21	\$21,840	1485	1671	N/A	390	9	26

1. Where will the funds for this position come from: State ADRC Allocation. Funding accessed through billable time.

2. What equipment will need to be purchased (desk, etc.)? _____

Computer

Is office space presently available? x Where? ADRC

Estimated equipment cost: \$1,500

Is this cost in the department budget? In ADRC furnishings cost

3. Grand total cost, all items, this fiscal year: \$16,333

4. Thereafter, annual cost of salary and fringes: \$25,421

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? ADRC Coordinator

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 2/7/2017

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

As the current ADRC and the Senior Services will be integrated as of 7/1/2017 and the current ADRC Consortia will be dissolved as of 6/30/2017 there is a necessity to add 20 hours/week (.5 FTE) to the current Clerical I position. In the current ADRC Consortia, there is a call center which answers phone calls and provides a warm transfer to staff. The additional 20 hours would begin 7/1/2017 and would allow for full-time front desk coverage. This individual will be the initial contact for persons seeking ADRC services and will handle phone calls, walk-ins, answer basic information and assistance questions, provide a warm transfer and perform basic data entry. The 2017 additional costs are estimated to be \$11,666. The annual costs thereafter are estimated to be \$46,664. The additional expenditure will be offset by revenues through our state ADRC allocation accessed through 100% time reporting. There will be no additional County levy attributed to the increase of 20 hours per week.

Suggested Title: Office Clerk I Full Time x Part Time /hrs

Personnel Director's Recommended Classification: Grade 18

Projected Start Date: 7/1/2017

C. General Description of the Position: See position description

D. Typical Examples of Work to be Performed (in detail):

1. See position description
2. _____
3. _____
4. _____

E. Minimum Qualifications of a Candidate:

Education: High School graduate with proficient computer and technology skills _____

Experience: Minimum of two years of experience in an office setting dealing with the public _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
18	\$13.30	27,664	1881	2116	14173	779	18	33

1. Where will the funds for this position come from: 50% funding will be through state ADRC allocation, accessed through 100% time reporting. The remainder will be covered by the existing funding sources i.e., Aging and transportation grants and County levy match.

2. What equipment will need to be purchased (desk, etc.)? _____

Equipment currently exists _____

Is office space presently available? x Where? ADRC

Estimated equipment cost: 0

Is this cost in the department budget? _____

3. Grand total cost, all items, this fiscal year: \$23,332

4. Thereafter, annual cost of salary and fringes: \$46,664

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? ADRC Coordinator

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 2, 2017
 Department: County Board
 Amount: \$8,363.51
 Budget Year Amended: 2016

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

This budget adjustment is to cover the County Board salary overages for 2016. All other overages were able to be covered through Line Item Transfers.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11100000 511000	Salaries	\$ 45,000.00	\$ 7,829.65	\$ 52,829.65
11100000 515010	Social Security	\$ 2,790.00	\$ 486.08	\$ 3,276.08
11100000 515015	Medicare	\$ 653.00	\$ 33.94	\$ 686.94
11100000 515040	Workers Comp	\$ 59.00	\$ 13.84	\$ 72.84
10010000 539200	Contingency Fund	\$ 270,044.52	\$ (8,363.51)	\$ 261,681.01
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____

Stacy Bone 02/03/17

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.

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Board
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533010	Conference/Seminar	\$ 7,000.00	\$ 1,387.50	\$ 1,950.00	\$ 3,337.50
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,387.50		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 515015	Medicare	\$ 653.00	\$ 79.96	\$ 766.90	\$ 732.96
11100000 522025	Telephone	\$ 480.00	\$ 2.01	\$ 482.01	\$ 482.01
11100000 531060	Printing	\$ 8,000.00	\$ 1,305.53	\$ 6,019.15	\$ 7,324.68
					\$ -
Total Transfer			\$ 1,387.50		

Explanation for Transfer:
 The County Board budget was down sized for 2016 based on the decrease of the County Board supervisors from 24 to 16. At year-end the salary accounts and the mileage associated with the county board size is over budget. The funds remaining in the conference/seminar account after taking into account the rollup code \$1,387.50. These funds are being used to cover a portion of the account overages in other lines.

Department Head Approval

Shelley Rowe 02/03/17

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