



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, March 14, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – February 14, 2017
4. Land Record Budget Adjustment – Discussion/Action
5. Veterans Service Department – Discussion/Action
 - a. Line Item Transfer
 - b. Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account
6. Personnel Department
 - a. Personnel Director Report
 - b. Line Item Transfer – Discussion/Action
7. County Administrator Monthly Report
8. County Administrator Salary/Fringe Benefits – Discussion/Action
9. County Clerk – Discussion/Action
 - a. Election Budget Adjustment
 - b. Line Item Transfer
10. Monthly Expenditure Review
11. Next Month's Agenda Items
12. Adjournment

Wallace Habhegger, Committee Chair
Date notices mailed: 03/07/2017

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
February 14, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey,
Carol Las (excused at 10:20 AM).

Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Pamela Pipkin, Robert Smith, Andrew Kaftan,
Jeremiah Ericson, Ron Hamilton, Garry Spohn

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 Tuesday, March 14, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- **Minutes Approval** – Motion to approve the 1/5/17 and 1/10/17 minutes by Mary Von Ruden, Second by Pete Peterson, motion passed 5-0 all both sets of minutes.
- **Land Record (4) Budget Adjustments -**
 - Jeremiah Erickson explained the budget adjustments and mentioned that adjustment for \$22,434.35 not necessary per his discussion with the Finance Director. Jeremiah also mentioned that the two separate adjustments for -\$4,576 and \$25,000 were to be combined into one budget adjustment. The committee commented that they still had all of the adjustments separate.
 - o Motion to postpone the approval of the combined budgetary adjustment of -\$4,576 and \$25,000 until next meeting by Sharon Folcey, second by Pete Peterson and approved on a 4-1 (Mary Von Ruden) vote.
 - Jeremiah explained the final budgetary adjustment of \$213.05 to carry over left over funding from the 2016 training budget for 2017.
 - o Motion to approve this budgetary adjustment by Carol Las, second by Mary Von Ruden contingent on the Finance Committee's approval and approved on a 5-0 vote.
- **2017 Student Government Days – Pamela Pipkin**
 - Pam circulated a handout regarding Student Government Day. Days planned for 2017 May 3rd Cashton, May 10th for Brookwood. Asked for County Admin or County Board Chair for a welcome. Wanted to extend an invite to board members. The event would take place from 8:45 AM to 2:30 PM. Information purposes only to inform committee. Questions were asked and answered regarding the event.
- **Ken Kittleson provided the Monthly Personnel Director's Report.**
 - Evaluation process we are ahead of schedule, most management, and department heads already completed. Looking to have salary adjustments for full pay period in April, effective 4/9/2017. Wage increases will vary around 2%. Brief summary on process.
 - Health Insurance – claims exp. 130% rather high. Expect an increase for 2018, 25-30% health insurance cost potentially. Hoping to keep the increase as minimal as possible. Questions regarding health insurance were discussed, no action taken.
- **New Position Requests**
 - o **A. Full Time Human Services Disability Benefit Specialist Position**
 - o Ron Hamilton – Result of a new resolution to the finance committee and full county board, in an effort to integrate Senior Services with ADRC and Human Services. Goal to be a fully independent ADRC with La Crosse leaving consortia which is June 30, 2017. Positions are a result of restructure with positions. Consortia looking to all go into a single county concept (Vernon and Jackson).
 - o Previously provided through consortia, by La Crosse. By contract to have a minimum of 0.5 position DBS position, as of 6/1/17 to train prior to being independent. Part-time annual cost \$16,333, position will not impact current co. levy. They have ADRC allocation from State and Federal match dollars. Traditional ADRC funding will cover this position.
 - o Funding directly to Monroe County ADRC – instead of going to consortia.
 - o Motion to approve the half-time position by C. Las, second by S. Folcey. 5-0 approved.

- **B. Part Time to Full Time Human Services Clerical I Position**
- Ron Hamilton – Current 20 hrs. per week in Senior Services, to bump to full-time position, to offset the loss of call center with consortia. This would require full-time coverage of calls and walk-ins. Current staff would have the option to bump to full-time position. \$46,000 would be the annual cost, no additional county levy needed. Covered under aging and transportation funds.
 - Motion to approve the part-time position to a full-time position by S. Folcey, second by P. Peterson, 5-0 passed.
- **Recommended Appointments (C. Las absent)**
 - **A. Highway Commissioner**
 - Jim Bialecki – reviewed his recommendation memo, which was circulated to the committee members, regarding the promotion of David Ohnstad to the Highway Commissioner position. Jim had reviewed David's previous experience and discussed this with the committee members.
 - Discussion and questions regarding this promotion were discussed.
 - Motion by S. Folcey to recommend the decision to promote David Ohnstad to Highway Commissioner by the County Administrator, second by P. Peterson, 4-0, passed.
 - **B. Medical Examiner**
 - Robert Smith – summary of past experience and working with Medical Examiner and law enforcement and EMS background.
 - Motion to confirm the recommendation of the County Administrator to promote Robert Smith to the Medical Examiner position by P. Peterson, second by Mary Von Ruden and approved on a 4-0 vote.
- **Jim Bialecki provided the Interim County Administrator Monthly Report.**
 - Jim discussed concerns regarding department meeting on confidentially policy.
- **Recommendation for Replacement of County Administrator, County Executive, County Administrator, Administrative Coordinator**
- Committee reviewed the results of a survey conducted with the department heads of Monroe County. Wally Habegger gave each committee member a chance to speak to this item. Each committee member discussed their stance on which position they would prefer and discussion and questions ensued. Throughout the discussion the topic of extending the Interim County Administrator's status beyond the original six months and with an average of 32 hours per week came up.
 - Motion to recommend on behalf of the Administration and Personnel Committee to continue with the current County Administrator on an Interim basis indefinitely by Wally Habegger, Second by Pete Peterson, and passed on a 5-0 vote.
 - Carol Las was excused at 10:20 AM
- **County Board budget adjustment**
 - Motion to approve by Mary Von Ruden, second by Sharon Folcey to approve budgetary adjustment: and passed on a 4-0 vote.
- **County Board Line Item Transfer**
 - Motion to approve by Pete Peterson, second by S. Folcey, and approved on a 4-0 vote.
- **Monthly Expenditure review.**
 - Committee members reviewed the information.

- **Items for next month's agenda –**

- o County Administrator position recommendation – Discussion/Action
- o Land Records budget adjustment – Discussion/Action

- Motion by Mary Von Ruden, second by Sharon Folcey to adjourn at 10:47AM, approved 4-0.

Ed Smudde, Personnel Coordinator
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2017
 Department: Land Records
 Amount: \$20,424.00
 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. I also originally submitted a budget reflecting an anticipated grant award of 41160 based on an assumed retained fees shortage. We actually retained more than I anticipated. We are funded to a minimum level of 100,000 and this grant covers our shortfalls annually. We were awarded 36584.

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
11750000435120	LAND RECORDS MODERNIZ	\$ 41,160.00	\$ (4,576.00)	\$ 36,584.00
				\$ -
				\$ -
Total Adjustment			\$ 20,424.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000521000	PROFESSIONAL SERVICES	\$ 12,250.00	\$ 25,000.00	\$ 37,250.00
11750000521000	PROFESSIONAL SERVICES	\$ 12,250.00	\$ (4,576.00)	\$ 32,674.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,424.00	

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.

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000 519000	Labor Relations	\$ 5,350.00	\$ 4,750.00	\$ 579.50	\$ 600.00
11431000 515700	Emp. Education & Training	\$ 17,229.00	\$ 4,000.00	\$ 13,091.38	\$ 13,229.00
Total Transfer			\$ 8,750.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11433000 515080	Section 125 Admin Expenses	\$ 3,600.00	\$ 48.00	\$ 3,648.00	\$ 3,648.00
11434000 515770	Medical Expense Reimbursemen	\$ 160,000.00	\$ 8,702.00	\$ 161,986.68	\$ 168,702.00
Total Transfer			\$ 8,750.00		

Explanation for Transfer:
 Increased usage by staff in the Section 125 flexible spending program caused an overage in the administrative fee in 2016. Also, higher than expected Health Reimbursement (HRA) payments has caused an overage at this time and some reimbursements are still coming in.

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 : _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2017
 Department: Elections
 Amount: \$3,577.58
 Budget Year Amended: 2016

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

Election revenues short from what anticipated for municipal portion of 2016 ballots

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 473100	Election Reimbursement	\$ 14,900.00	\$ 3,338.20	\$ 18,238.20
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,338.20	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 531000	Election Office Supplies	\$ 3,000.00	\$ 3,577.58	\$ 6,577.58
10010000 539200	Contingency	\$ 252,891.60	(\$239.38)	\$ 252,652.22
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,338.20	

Department Head Approval: *Shirley Bohl*
 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: _____ County Clerk
 Budget Year Amended: _____ 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531000	Office Supplies	\$ 1,200.00	\$ 35.00	\$ 922.11	\$ 1,165.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 35.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 553100	Equipment Service	\$ 3,732.00	\$ 35.00	\$ 3,776.12	\$ 3,767.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 35.00		

Explanation for Transfer:

Copies for the 2016 year exceeded budget.

Department Head Approval

Shirley Bone

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