



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
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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 Historic Courthouse front Entrance)

112 S Court Street
Sparta, WI 54656

DATE: **Tuesday, August 8, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – July 11, 2017
4. County Phone System Update
5. 2018 Budget Presentations

a. Information Systems	e. Surveyor
b. Corporation Counsel	f. Veteran's Service
c. Land Information	g. County Clerk
d. Register of Deeds	h. County Administrator
6. County Administrator Report
7. Resolution(s) – Discussion/Action
 - a. Requesting a Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans
 - b. Resolution Establishing 2018 Annual Budgeted Allocation for Pay for Performance
 - c. Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates
8. Personnel
 - a. Director Report
 - b. Budget Presentation
 - c. Line Item Transfer – Discussion/Action
 - d. Health Benefit Insurance Discussion
9. Closed Session Per WI Statute 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons – Vacation Donation Policy Exception Discussion/Action
10. Monthly Expenditure Review
11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 08/03/2017

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
July 11, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Pete Peterson; Carol Las arrived at 9:05 a.m.
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, Ron Hamilton

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 August 8, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the New Justice Center.
- Minutes Approval – Motion by Sharon Folcey second by Mary Von Ruden to approve the 06/13/17 minutes. Carried 4-0.

Carol Las arrived at 9:05 a.m.

- Human Services New Position Requests –
Ron Hamilton explained new position request for 2 Social Worker I positions. The positions would not increase the county levy. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve 2 Social Worker I positions. Carried 5-0.

Ron explained new position request for Social Services Manager Position. The position will be paid through the county levy at \$94,237.00 in 2018 and \$90,237.00 annually thereafter. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve Social Services Manager Position. Carried 5-0.

Ron explained new position request for Social Worker I position. The position will be paid through the county levy at \$69,956.00 in 2018 and \$65,956.00 annually thereafter. Discussion. Motion by Pete Peterson second by Mary Von Ruden to approve Social Worker I position. Carried 5-0.

- County Phone System Update – Jim Bialecki explained that it is approximately \$25,000.00 to upgrade the current system. This amount does not include the new phones that would be required for the upgrade. Shelley Bohl, County Clerk explained that last month members voted to go out for phone systems bids. Discussion.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Health Benefit Insurance Discussion – Ken Kittleson explained that our claims experience is currently at 151%. Ken has requested an early renewal quote. Discussion. Ken explained that he will look at options in order to keep the cost down for taxpayers.
- Jim Bialecki provided the Monthly Administrators Report.
- Authorization to Bid Print Management – Jim Bialecki explained that EO Johnson provided a contract extension proposal. The Finance Committee recommended that print management be placed out for bids. Discussion. Motion by Pete Peterson second by Sharon Folcey to authorize the RFP process for print management. Carried 5-0.
- County Board Line Item Transfer – Shelley Bohl, County Clerk explained request to move \$4,000.00 in County Board Strategic Funds for the Ribbon Cutting Ceremony. Motion by Carol Las second by Mary Von Ruden to approve line item transfer. Discussion. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Meal Reimbursement Rates, County Phone System Update, Health Insurance Discussion, Personnel Line Item Transfer, Resolution in favor of taking politics out of Redistricting.
- Motion by Mary Von Ruden second by Pete Peterson to adjourn at 10:29 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

RESOLUTION REQUESTING A NONPARTISAN PROCEDURE
FOR THE PREPARATION OF LEGISLATIVE
AND CONGRESSIONAL REDISTRICTING PLANS

1 WHEREAS, currently under the state constitution, the legislature is directed to redistrict
2 legislative districts according to the number of inhabitants at its next session following the
3 decennial federal census by the majority party; and at the same intervals, the legislature also
4 reapportions congressional districts pursuant to federal law; and
5

6 WHEREAS, legislative and congressional redistricting plans enacted pursuant to this
7 procedure are used to elect members of the legislature and members of Congress in the fall of
8 the second year following the year of the census; and
9

10 WHEREAS, historically legislative and congressional plans in Wisconsin have been subject to
11 partisan influence that put the desires of politicians ahead of the electoral prerogative of the
12 people; and
13

14 WHEREAS, the 2011 partisan drawing of maps lead to litigation that cost taxpayers nearly
15 \$1.9 million; and
16

17 WHEREAS, a panel of federal district court judges has ruled that the redistricting that was
18 done in Wisconsin in 2011 was unconstitutional; and
19

20 WHEREAS, redistricting to achieve partisan gains is improper, whether it is done by
21 Republicans or Democrats; and
22

23 WHEREAS, Monroe County itself has created supervisory districts, pursuant to §59.10 Wis.
24 Stats., in a nonpartisan manner and also balancing city, village and town interests and believes
25 that that approach has well served the citizens of Monroe County, Wisconsin.
26

27 NOW THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors states its
28 support for the creation of a nonpartisan procedure for the preparation of legislative and
29 congressional redistricting plans; and
30

31 BE IT FURTHER RESOLVED that the process promote more accountability and transparency
32 and prohibits the consideration of voting patterns, party information, and incumbents' residence
33 information or demographic information in drawing the maps, except as necessary to ensure
34 minority participation as required by the U.S. Constitution.
35

36 BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution
37 to the Governor of the State of Wisconsin, the Wisconsin Counties Association, the Wisconsin
38 Towns Association, the Wisconsin League of Municipalities, all members of the state legislature,
39 and to each Wisconsin County.

Fiscal Note: Postage and indirect personnel costs to provide the resolution to the parties set out above.

Purpose: To inform the above identified parties of the position of Monroe County against partisan agendas being utilized in establishing voting districts.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION No. _____

ESTABLISHING 2018 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to balance service to its residents with the financial impact of County taxes on taxpayers, and

WHEREAS, the State imposes budgetary constraints on the County while requiring mandated services to be provided by the County, and

WHEREAS, with the enactment of ACT 10 the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2018 Proposed Annual Budget for review and adoption by the Monroe County Board in November, 2018, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2018 budget shall include an amount equal to 4% of gross wages to be available for allocation based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second payroll of April, 2018, and the funds shall be awarded based strictly on the merits of the employees performance; and

BE IT FURTHER RESOLVED that effective January 1, 2018, any non-union, non-elected staff who have held their current position for 5 years or more and have had satisfactory (Score 3.0 or higher) performance evaluations for the past two years we be compensated at a minimum rate of 98% (100% equals market rate) of their current pay group; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments, which remain after the annual performance review process has been completed, shall be applied by the Finance Department to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, and the like that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Administration & Personnel Committee on this ____ day of _____, 2017.

PURPOSE: To establish 2018 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Fiscal Note: For 2018 the levied general pay increase based on employee performance shall not exceed \$550,000.00. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct # 11435000.515200) to cover budget variations that occur do to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Drafted by County Administrator, Jim Bialecki

<p>Finance Vote (if required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on _____</p> <p>_____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__ VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____</p> <p>_____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION NO. _____

1 RESOLUTION AUTHORIZING AN INCREASE IN 2018 MEAL REIMBURSEMENT RATES

2
3 WHEREAS, the Administration & Personnel Committee reviewed the current meal
4 reimbursement rate maximums of \$7 breakfast, \$10 lunch, and \$15 dinner, which have been
5 in place since 2013, and recommend an increase in the meal reimbursement maximums to
6 \$8 breakfast, \$15 lunch, and \$20 dinner, to become effective January 1, 2018; and
7

8 WHEREAS, Monroe County personnel policy 4.54 TRAVEL (3) is revised to read:
9 "Employees shall receive reimbursement for meals when on official business overnight
10 outside of Monroe County. Itemized receipts are required, and detailed printed receipts shall
11 include vendor name, date of expense, items purchased and amount of purchase. No
12 reimbursement is allowed for groceries, alcohol or other non-meal related expenses, and no
13 reimbursements are authorized if meals are provided at the hotel or conference center where
14 the conference or training occurs. Effective January 1, 2018, meal reimbursement rate
15 maximums are \$8 breakfast, \$15 lunch, and \$20 dinner. Maximums may be waived in
16 circumstances where a choice of meals was not available and the rate charged exceeds the
17 maximum allowance, provided detailed receipts are furnished and the County Administrator
18 approves. Employees are expected to exercise discretion and good judgment concerning
19 reimbursements, and provide all documentation necessary to justify a reimbursement claim."
20

21 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors
22 that they do hereby approve the meal reimbursement rate maximums of \$8 breakfast, \$15
23 lunch, and \$20 dinner, and the personnel policy language in the previous paragraph effective
24 January 1, 2018.
25

26 Dated this 23rd day of August 2017.

27 Offered by the Administration & Personnel Committee

28 Purpose: Increase meal reimbursement rates for 2018

29 Fiscal Note: Meal reimbursement increases will be included in the 2018 budget.
30
31
32

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____ 20____
____ Yes ____ No ____ Absent

Committee Chair: _____

ADOPTED FAILED AMENDED

 OTHER _____

County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: _____ Personnel
 Budget Year Amended: _____ 2017

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 15,000.00	\$ 2,400.00	\$ 2,975.00	\$ 12,600.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,400.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-531065	Advertising	\$ 9,600.00	\$ 2,400.00	\$ 8,741.34	\$ 12,000.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,400.00		

Explanation for Transfer:
 Advertising expense will exceed amount budgeted due to retirements at the end of the year and addition of new positions in various departments. Also, unexpected resignations & retirements for full-time positions with expired eligibility lists.

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 : _____
Date _____ Revised 02/20/2014