



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, September 12, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – August 8, 2017
4. County Phone System Update
5. 2018 Budget Presentations
 - a. Surveyor
 - b. Corporation Counsel
 - c. Land Information
 - d. Register of Deeds
 - e. Veterans Service
 - f. Information Systems
 - g. Child Support
 - h. County Clerk
 - i. County Administrator
 - j. Personnel
6. Personnel
 - a. Director Report
 - b. Health Benefit Insurance Discussion
 - c. Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates – Discussion/Action
7. Sympathy Line Item, 2018 Budget/Policy – Discussion/Action
8. County Administrator Report
9. Monthly Expenditure Review
10. Next Month's Agenda Items
11. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 09/06/2017

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
August 8, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Pete Peterson; Carol Las joined the meeting at 9:08 a.m.

Others: Jim Bialecki, Ed Smudde, Charles Weaver, Deb Brandt, Jeremiah Erickson, Andrew Kaftan, Ken Kittleson, Gary Dechant, John Mehtala, Cedric Schnitzler

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 September 12, 2017 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 Sharon Folcey to approve the 07/11/17 minutes. Carried 4-0.
- County Phone System Update – Jim Bialecki explained that requests for proposals are out. A walk through will be held on August 17th for interested parties. Bids will be accepted no later than the 31st of August.
- Carol Las joined the meeting at 9:08 a.m.
- 2018 Budget Presentations –
 - Land Information – Jeremiah Erickson presented the Land Information budget and answered questions. The committee discussed that they would like to see past budgeted amounts and percentages from all departments. Reports coming out of the Munis System from the Administrative Departments were not all the same format. This budget will be revisited next month to reflect past budget amounts.
 - Information Systems – John Mehtala explained several points of his budget: County Board Assembly Room Audio, Sheriff Software, Print Management and Phones. Discussion. The Information Systems final budget will be reviewed next month.

Chair Wally Habegger announced that due to discussion with the committee and the confusion of the reports, all budgets will be reviewed at next month's meeting. Reports should contain past budget amounts and percentages.

- Jim Bialecki provided the Monthly Administrators Report
- Resolutions a Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans – Mary Von Ruden explained that the resolution is against partisan agendas being utilized in establishing voting districts. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve and forward to the full board for approval. Discussion. Carried 4-1.
- Resolution Establishing 2018 Annual Budgeted Allocation for Pay for Performance – Jim Bialecki explained the merit based pay adjustments for 2018. Ken Kittleson further explained. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve and forward to the full board for approval. Failed 2-3.

Motion to revisit the resolution by Carol Las second by Wallace Habegger. The resolution was brought back to the table 5-0. Motion to amend by Wallace Habegger second by Carol Las to change gross wages from 4 to 2%, with the fiscal note to be adjusted by Finance. Discussion. Failed 2-3.

Motion by Mary Von Ruden second by Sharon Folcey to bring the body of the resolution back. The resolution was brought back to the table 5-0. Motion to amend by Mary Von Ruden second by Carol Las to set the gross wages from 4% to 2%, the fiscal note to be adjusted by Finance. Discussion. The amendment carried 4-1. The resolution as amended passed 4-1.

- Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates – Ken Kittleson explained increase in meal reimbursement rates for 2018. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to full board for approval. Discussion. Carried 3-2.

- Ken Kittleson provided the Monthly Personnel Director's Report.
- 2018 Personnel Budget Presentation – This item will be revisited next month.
- Personnel Line Item Transfer – Ed Smudde explained 2017 line item transfer in the amount of \$2,400.00 for advertising costs. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 5-0.
- Health Benefit Insurance – Mary Von Ruden suggested to look at the State Plan. Discussion. Ken Kittleson explained that he will be looking at options and how it will effect the taxpayers.
- Motion by Pete Peterson second by Sharon Folcey to enter into closed session. Habhegger, Folcey, Las, Peterson and Von Ruden all voted yes.
- 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.
- Motion by Pete Peterson second by Sharon Folcey to return to open session. Habhegger, Folcey, Las, Peterson and Von Ruden all voted yes.

Chair Wallace Habhegger announced that during the closed session the vacation donation policy exception was approved 5-0.

- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Budgets, Print Management, Phone, Pay for Performance Resolution
- Motion by Mary Von Ruden second by Pete Peterson to adjourn at 11:51 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder