



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**
TIME: 9:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, February 9, 2016**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – January 12, 2016 (enclosure)
3. Land Records Budget Adjustment – Discussion/Action
4. Child Support Directors Report
5. Ordinance Provisions following Committee Structure Change – Discussion/Action
6. Committee Duties Review – Discussion/Action
7. County Board Rules Review – Discussion/Action
8. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
9. County Clerk
 - a. Line Item Transfer – Discussion/Action
 - b. Part Time Purchasing and Licensing Office Clerk Vacancy
10. Monthly Expenditure Review
11. Next Month's Meeting Date/Time
12. Next Month's Agenda Items
13. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 02/04/2016

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.

Administrative/Executive Committee
January 12, 2016

Present: Sharon Folcey, James Kuhn, Pete Peterson, Paul Steele, Bruce Humphrey joined the meeting at 9:07 a.m.

Others: Catherine Schmit, Andrew Kaftan, Pamela Pipkin, Bob Janovick

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

- Minutes Approval – Motion by Pete Peterson second by James Kuhn to approve the 12/08/15 minutes. Carried 4-0.
- Introduction of Veteran's Service Officer, Charles Weaver and Deputy Veteran's Service Officer, David Hottensine. Charles provided an overview of the Veteran's Service Office.

Bruce Humphrey joined the meeting at 9:07 a.m.

- Veteran's Service Office Credit Card Request – Motion by Bruce Humphrey second by James Kuhn to approve Veteran's Service Officer a credit card increase to \$1,000.00 and Deputy Veteran's Service Officer a credit card in the amount of \$1,000.00. Discussion. Carried 5-0.
- Information Systems Budget Adjustment – Catherine Schmit explained the Information Systems budget adjustment in the amount of \$30,000.00 to carry over unspent computer operations money from the 2015 to 2016 computer operations budget primarily for new Justice Center technology costs. Discussion. Motion by Bruce Humphrey second by Pete Peterson to approve budget adjustment. Carried 5-0.
- Ordinance Provisions Following Committee Structure Change – The committee suggested Andy to take a look and revise committee duties. Committee Board Rules will be reviewed next month. Andy will send a letter out to department heads for review of the ordinances and report back if the structure change would affect them.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – March 2nd – 4th WCMA Conference in Middleton, WI. Motion to approve conference attendance by Bruce Humphrey second by Pete Peterson. Discussion. Carried 5-0.
- County Clerk Line Item Transfer – Shelley Bohl explained the 2015 line item transfer in the amount of \$1,632.00 for overage in countywide postage and a new copier not anticipated. Motion by Pete Peterson second by James Kuhn to approve line item transfer. Carried 5-0.
- Child Support Line Item Transfer – Pamela Pipkin explained the 2015 line item transfer in the amount of \$400.00 for out of county service. Motion by Bruce Humphrey second by James Kuhn to approve line item transfer. Discussion. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – February 9, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Child Support Complaint Policy, Committee Duties, County Board Rules.
- Motion by James Kuhn second by Pete Peterson to adjourn at 10:12 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 6, 2016
 Department: Land Records
 Amount: \$910.74
 Budget Year Amended: 2016

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

This is a transfer of unspent 2015 training grant funds. The unspent funds need to be used by Dec. 31, 2016. I have already allocated expenditures of \$671 in submitted requisitions for the Wisconsin Land Information Association Meeting and Classes as well as my hotel room. I will incur additional expenses for mileage and meals. This will use most of the roll over. I had to do this last year also.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 435125	Training Grant Revenue	\$ 1,000.00	\$ 910.74	\$ 1,910.74
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 910.74	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 579120	Training Grant Exp	\$ 1,000.00	\$ 910.74	\$ 1,910.74
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 910.74	

Department Head Approval: Jeremiah Erickson
 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: _____

2015 CHILD SUPPORT ANNUAL REPORT

This report is being generated to provide information on Child Support Agency. It was prepared by Pamela Pipkin, Director.

In 2015:

We were able to get our files changed from legal size to letter size in preparation for the Justice Center. Pamela Pipkin, presented at both the WCSEA (Wisconsin Child Support Enforcement Association) fall conference and also the Director's Dialogue to her colleagues. She was elected to be a WCSEA board member for the years 2016 and 2017 by her peers. She also has been appointed to serve on the following committees: KIDS (Child Support Computer System) Oversight; CSOS (online child support system for clients); WCSEA Legislative Committee. She continues to serve on CSTAC (Child Support Training Advisory Committee). We received notice that we had zero errors on our 2014 self-assessment report. We also had zero cases on the non-activity report for the year (meaning we are working on all our cases).

CHILD SUPPORT PERFORMANCE:

Here is a breakdown of our performance statistics for 2007 to 2015:

YEAR	CASES	PATERNITY	COURT	CURRENT	ARREARS	TOTAL IVD	TOTAL IVD AND
		%	ORDER%	SUPPORT	%	COLLECTED	NIVD COLLECTED
top \$		80	80	80	80		
2007	2509	113.4	82.82	75.35	70.82	\$5,893,541.76	\$7,362,505.49
2008	2442	116.03	90.58	76.06	72.64	\$6,074,705.31	\$7,670,602.57
2009	2545	115.73	91.47	75.65	76.73	\$5,964,501.61	\$7,569,503.64
2010	2660	115.41	91.62	76.72	77.38	\$6,022,849.08	\$7,545,728.69
2011	2699	110.83	92.7	77.21	80.53	\$6,142,333.85	\$7,481,879.01
2012	2831	113.86	91.49	78.05	79.28	\$6,392,831.98	
2013	2924	110.2	90.8	77.92	77.29	\$6,293,255.60	\$7,711,934.83
2014	2966	110.07	91.2	78.06	78.82	\$6,402,115.18	\$7,751,922.51
2015	2979	113.22	91.21	78.5	79.76	\$6,517,891.10	\$7,593,032.14

Notes: These numbers are based on the fiscal year 10/1 to 9/30. Caseload has went from 2509 in 2007 to 2979 in 2015, increase of 470 cases. Our Staffing numbers increased from six to seven in January 2014 when we obtained another Child Support Specialist. In 2013, one of the staff was out on an extended medical leave from July to November resulting in decrease in current support and arrears collections.

AWARDS:

The Monroe County Child Support Agency received Certificates of Outstanding Achievement for the years: 2003; 2007; 2008 and 2010.

In 2011, the Monroe County Child Support Agency was recognized for their reduction of arrears payments which exceeded the state target by more than 200%.

CHILD SUPPORT HEARINGS:

Here is a breakdown of the type and number of hearings we have had for the years 2006 to 2015:

type	2006	2007	2008	2009	2010
divorces	67	48	42	65	45
contempt	140	124	114	90	53
modifications	61	122	136	158	167
bonds	27	33	66	87	103
establish	8	10	11	20	28
other	28	50	72	87	88
criminal	4	5	2	10	4
calendar	707	1049	1106	1363	1417
temp	7	22	11	11	11
paternities					6
total	1049	1463	1560	1891	1916

type	2011	2012	2013	2014	2015
divorces	53	75	50	46	63
contempt	53	57	72	106	101
modifications	132	132	161	145	161
bonds	119	120	146	125	127
establish	56	60	44	76	63
other	61	39	54	54	43
criminal	0	5	3	2	0
calendar	1480	1397	1340	1169	1023
temp	14	21	21	22	29
paternities	65	56	70	100	90
total	2033	1962	1961	1845	1700

Notes: Branch 3 began 8/1/10. In 2014, we started sending Orders for Arrears with negative notices which decreased the number of hearings. In 2015, we started doing administrative paternity tests which also decreased hearings.

MINOR PATERNITIES:

Here is a chart showing the number of paternity actions that we filed for the years 2011 to 2015 and the number of actions which had a parent under age 18 (minor).

Year	total paternitys filed	minor
2011	86	5
2012	71	5
2013	50	4
2014	69	6
2015	59	5

Notes: We believe there were more minor paternitys than this in Monroe County for each year. These are just the ones where we commenced an action on and are referred to us. Also if the parent turned 18 shortly after birth of child, it would not have been commenced as a minor paternity.

CHILD SUPPORT WARRANTS:

In 2014, we started keeping track of the bench warrants that were issued and canceled on child support cases. Here is the chart showing 2014 and 2015:

year	entered	canceled
2014	311	302
2015	277	299

CLERK OF COURT CONVERSION OF BONDS/CHILD SUPPORT PAYMENTS:

YEAR	BONDS	CHILD SUPPORT
2015	106	69

Notes: in 2015, the Clerk of Courts agreed that, in addition to processing child support bond payments, they would also convert child support payments that people brought to the office. We escort them up to the Clerk of Courts with the information. In 2016, we are going to keep tracks of how many bonds are applied to case; returned to poster or split.

JAIL/CHILD SUPPORT STATISTICS:

Since 2011, we have kept track on a regular basis of the number of people in jail; number of people in on a child support matter and number that are in that have an active Monroe County Child Support Case but are not in on child support:

Year	total average daily	Average daily in for child support	average daily child support case but not in for child support	days kept track
2011	90.65	1.27	24.19	247
2012	103.72	1.41	32.11	237
2013	116.21	1.39	35.47	223
2014	108.85	2.5	31.82	199
2015	116.18	2.19	34.24	193

CHILD SUPPORT COOPERATIVE AGREEMENTS:

We have Cooperative Agreements with five Departments in 6 areas. The Departments work well with the Child Support Agency and provide the needed documentation to the Child Support Director to submit their time.

DEPARTMENT	2011	2012	2013	2014	2015
Corp Counsel	\$12,075.43	\$12,508.32	\$15,603.94	\$21,563.58	\$23,506.00
Clerk of Courts	\$4,460.75	\$3,900.12	\$4,329.16	\$6,748.35	\$6,602.03
Process Service	\$9,120.00	\$7,400.00	\$6,180.00	\$7,980.00	\$5,100.00
bailiff				\$3,688.82	\$3,570.54
911 Comm				\$2,162.02	\$2,030.66
Finance	\$1,389.50	\$1,268.33	\$771.31	\$1,843.88	\$1,362.98
Total	\$27,045.68	\$25,076.77	\$26,884.41	\$43,986.65	\$42,172.21

Notes: In 2014, we added cooperative agreements for the bailiffs for time they spend in Court on child support hearings and the 911 Communications Center for the time spent entered, updating and canceling child support bench warrants.

In 2015, an Assistant Corporation Counsel position was added and the position spent a total of 208.62 hours on child support, with the Department spending a total of 748.18 hours on child support. In 2014, it was 748.18.

We are reimbursed 66% of these costs, except for the Finance Department which is slightly less than 66%.

CHILD SUPPORT PRESENTATIONS:

In 2015, Child Support Prevention Presentations were given to 4 classes—Melrose Mindoro High School, 2 health classes joint presentation with Jackson County Child Support. One Sparta Social Problems class at the high school and one to the Robert Kupper School in Tomah. In addition, we presented to the Cashton School District Wellness days to both middle school and high school students. Also did a presentation to the Monroe County Bar Association. We also had a booth at the Sparta High School for their Reality Store. The Child Support Agency also had a booth at the Jackson Correctional Institution Transition Fair where they met with 60 people about their child support obligations.

MONROE COUNTY BOARD COMMITTEES COMPOSITION AND DUTIES

**Administrative/Executive
Agriculture & Extension Education
Finance, Claims & Insurance
Board of Health
Highway
Human Services Board
Land Conservation
Personnel & Bargaining
Property & Purchasing
Public Safety & Justice
Rolling Hills
Sanitation/Zoning/Forestry/Parks/Dog Control
Senior Services
Solid Waste Management Board**

This pamphlet has been prepared with input from the various committees and reviewed by the Administrative Committee. Suggestions for necessary changes should be presented to the Administrative Committee on an on-going basis.

ADMINISTRATIVE/EXECUTIVE

A. COMPOSITION. The Administrative/Executive Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board Chair or Vice Chair.

B. DUTIES. The duties of the Committee shall be to:

(1) Review issues referred by other County Board committees or the County Board as a whole.

(2) Review issues referred by the County Board Chair when no other committee exists to handle the issue.

(3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board action.

(4) Serve as liaison between the County Board and the County Clerk, the Register of Deeds and the Surveyor and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.

(5) Serve as the committee of jurisdiction for the Corporation Counsel, the Child Support Director, the Information Systems Director, the Land Records Coordinator, the Real Property Lister, the Veterans Service Officer and the Tourism and Economic Development Promotions Committee.

(6) Review and make recommendations on legislation and administrative rules affecting counties.

(7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.

4/8/99 Administrative/Executive Committee

AGRICULTURE AND EXTENSION EDUCATION

- A. COMPOSITION:** The Agriculture and Extension Education Committee shall consist of five (5) County Board Supervisors.
- B. DUTIES:** The duties of the committee shall be to:
- 1. Function in accordance with Chapter 59.87 in supervising the University of Wisconsin-Extension programs.**
 - 2. Serve as liaison between the Local History Room Board of Directors and the County Board.**
 - 3. Supervise the operations and expenditures of the County Farm and the Wegner Grotto.**
 - 4. Be responsible for the education of and making recommendations to the County Board regarding participation in the Farmland Preservation Program.**
 - 5. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.**

FINANCE, CLAIMS AND INSURANCE

A. COMPOSITION. The Finance, Claims and Insurance Committee shall consist of five (5) County Board Supervisors.

B. DUTIES. The duties of the Committee shall be to:

- (1) Prepare and present to the County Board at the annual session, the Budget and the Tax Levy.
- (2) Review proposed resolutions modifying an adopted budget and prepare a fiscal impact statement for a resolution requiring funding from the general or contingency fund.
- (3) Upon request from a committee transfer from the contingency fund up to 10% of a departmental budget as supplementary funding to an approved budget after proper publication.
- (4) Recommend the designated depositories for County Board approval and assist the Treasurer with the investment of county funds.
- (5) Be responsible for the appraisal and updating of county buildings and contents and approve county property and liability insurance protection.
- (6) Serve as the oversight committee for Risk Management policy, procedures and activities.
- (7) Serve as committee of jurisdiction for the County Treasurer and Library Planning/Funding.
- (8) Review and approve all expense vouchers for County Board Supervisors.
- (9) Evaluate all requests for an increase in hours to an approved county position or requests for a new employee position and recommend to the County Board in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved.
- (10) Ensure that all departments are audited and audit recommendations are reviewed and necessary action taken.
- (11) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.

BOARD OF HEALTH

A. COMPOSITION: The Board of Health shall consist of not more than nine (9) members. At least three (3) of these members shall be persons who are not elected officials or employees of the governing body that establishes the local health department and who have a demonstrated interest or competence in the field of public health. In appointing the members who are not elected officials or employees, a good faith effort shall be made to appoint a registered nurse and a physician. Members of the local board shall reflect the diversity of the community.
251.03

B. DUTIES:

1. Govern each local health department. 251.04(1)
2. Assure the enforcement of state public health statutes and public health rules of the department. 251.04(1)
3. Report to the Department as required by rule. 251.04(4)
4. Assess public health needs and advocate for the provision of reasonable and necessary public health services. 251.04(6)(a)
5. Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complimentary private activities commensurate with public needs. 251.04(6)(b)
6. Assure that measures are taken to provide an environment in which individuals can be healthy. 251.04(7)
7. Employee qualified public health professionals. 251.04(8)
8. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

HIGHWAY

- A. **COMPOSITION:** The Highway Committee shall consist of five (5) County Board Supervisors elected by the County Board for two (2) year terms per chapter 83.015.
- B. **DUTIES:** The duties of the committee shall be to:
1. Administer and make recommendations in all matters in reference to the construction and maintenance of highways and bridges in Monroe County per statutes.
 2. Make annual reports and recommendations to the County Board on activities and proceed in accordance with the laws of the State of Wisconsin in all matters of jurisdiction.
 3. Be responsible for Highway Department buildings.
 4. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.
 5. Follow the rules set by State Statute pertaining to Chapter 32 Eminent Domain Chapter 59. Pertaining to counties where applicable; Chapter 80 Laying of Highways; Chapter 83 County Highways; Chapter 86 Miscellaneous Highway Provisions; Chapter 88 Drainage of Lands.

HUMAN SERVICES BOARD

- A. **COMPOSITION:** The Human Services Board shall have nine (9) members consisting of six (6) County Board Supervisors and three (3) lay persons with a demonstrated interest in human services per Chapter 46.23.
- B. **DUTIES:** The duties of the Board shall be to:
1. Execute powers and duties per Chapters 46.22, 51.42, and 51.437. Additional statutory provision include those on Social Services, Children's Code, Public Assistance, Mental Health, and Protective Services.
 2. Encourage and enable the County to develop and make available to all citizens a comprehensive range of human services.
 3. Work cooperatively with other county agencies to avoid duplication of services to the citizens.
 4. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as requested by the chairperson of the Monroe County Board of Supervisors.

LAND CONSERVATION

- A. COMPOSITION:** The Land Conservation Committee shall consist of three (3) County Board Supervisors, two (2) of these members shall be members of the Agriculture & Extension Education Committee, one (1) shall be a member of the Sanitation, Zoning & Forestry Committee, one (1) shall be a member of the Solid Waste Committee, per Chapter 92.06; and the Chairperson of the county Farm Services Agency County Committee shall also be a member of the Land Conservation Committee as per Chapter 92.06.
- B. DUTIES:** The duties of the Committee shall be to:
1. Perform functions required and/or authorized by Chapter 92.
 2. Supervise the functions and activities of the Monroe County Department of Land Conservation.
 3. Supervise the Monroe County Wildlife Damage and Abatement Program.
 4. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

PERSONNEL AND BARGAINING

- A. **COMPOSITION:** The Personnel and Bargaining Committee shall consist of five (5) County Board Supervisors. Three members shall be named a sub-committee for purposes of union bargaining.
- B. **DUTIES:** The duties of the committee shall be to:
1. Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
 2. Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees, and recommend any adjustments to County Board.
 3. Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.
 4. Review and act on request for position reclassifications.
 5. Conduct all labor negotiations and recommend results to County Board.
 6. Examine, investigate, and act on employee grievances according to established procedure in cooperation with department heads.
 7. Oversee and recommend any changes in employee health and life insurance matters.
 8. Review, and make recommendations to County Board, if necessary, changes regarding departmental organization and staffing levels within authorized hours.
 9. Perform and/or execute other additional work duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

PROPERTY AND PURCHASING

A. COMPOSITION. The Property and Purchasing Committee shall consist of five (5) County Board Supervisors. This Committee shall meet once a month and as necessary to execute duties.

B. DUTIES. The duties of the Committee shall be to:

1. Take charge of approved new building construction, including bids and change orders, in cooperation with the committee of jurisdiction. In case of a dispute, the decision of the Property and Purchasing Committee shall rule.
2. Take charge of the budgeting, repairs and maintenance of county-owned buildings and grounds not specifically under the jurisdiction of Highway, and Solid Waste Management. Establishes maintenance budgets, and accomplishes repair/building projects for Rolling Hills. Bills back work accomplished for Rolling Hills.
3. Secure options and oversees the acquisition of real property or fixed property in existing buildings (example, walk in freezer). Handles sale of all county-owned property. Assists Highway, Rolling Hills and Solid Waste Management with these activities when asked by the committee of jurisdiction.
4. When repairs or improvements exceed ten thousand dollars (\$10,000), seeks County Board approval by resolution.
5. Informs the County Board of any changes in space needs and allocates the efficient utilization of available office space in the Courthouse and other county-owned buildings.
6. Be responsible for handling OSHA and ADA policies and administers departmental safety issues concerning buildings and grounds under the auspices of the umbrella policy and insurance carrier inspections.
7. Supervise energy management in all county-owned buildings.
8. Other than Highway, Rolling Hills, and Solid Waste Management, reviews policies issued which involve long range development plans for buildings, office space use, and building maintenance in buildings, grounds, and fix assets owned or leased by the county.
9. Performs and/or executes other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution, or as delegated by the Chair of the County Board.
10. Negotiate lease or rent of county owned property not currently under the control of an enterprise fund function. Funds received will go to the general fund unless otherwise specified.
11. Works with other county functions (non-enterprise fund) to rent or lease property used for county operations.

PUBLIC SAFETY AND JUSTICE COORDINATING COMMITTEE

- A. COMPOSITION. The Public Safety and Justice Coordinating Committee shall consist of seven (7) County Board Supervisors.
- B. DUTIES. The duties of the Committee shall be to:
- (1) Oversee, review and authorize the policies, procedures and budgets of the following departments, except as limited by law: Clerk of Courts; Circuit Court Branch I & II (Juvenile, Probate & Family Court Commissioner); Communication; District Attorney; Emergency Management/911; Justice System; Medical Examiner; Sheriff, Traffic & Jail; Victim/Witness with functions and activities that the respective department heads shall determine from time to time.
 - (2) Establish policies consistent with state and federal guidelines and set any fees required by state and/or county.
 - (3) Be available to departments for advice and assistance.
 - (4) Conduct annual evaluations of all non-elected department heads.
 - (5) Approve vouchers/expenditures and overtime of all departments according to annual budgets as authorized by County Board.
 - (6) Conduct an annual inspection of the jail during the month of May as required by statute and report the findings at the June County Board meeting.
 - (7) Ensure that there is an updated disaster procedure plan in cooperation with federal, state and local governments and agencies; the County Board Chair shall chair disaster activities in the case of an emergency.
 - (8) Serve as the oversight committee for the installation, repair, maintenance and operation of Communication system equipment.
 - (9) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.

*1st draft - 1/97
1st rev - 4/97
2nd rev - 3/98
final - 2/99*

ROLLING HILLS

- A. **COMPOSITION:** The Rolling Hills Committee shall consist of five (5) County Board Supervisors.
- B. **DUTIES:** The duties of the Committee shall be to:
1. Act as trustee for the assets and investments of Rolling Hills.
 2. Act as liaison officers to the County Board.
 3. Provide continuity of management of good quality and depth to achieve and maintain high standards for the institution.
 4. Select and advise the administrator and annually evaluate the performance.
 5. Provide direction for the total affairs of the home which will insure its growth, development and services.
 6. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

SANITATION/ZONING/FORESTRY/PARKS/DOG CONTROL

- A. COMPOSITION:** The Sanitation, Zoning, Forestry, Parks and Dog Control Committee shall consist of five (5) County Board Supervisors.
- B. DUTIES:** The duties of the Committee shall be to:
1. Act as the official committee of the County per County Zoning Ordinances and Chapters 59.97 and 87.30.
 2. Direct and supervise the development and maintenance of county parks and forests, per Chapter 28.
 3. Assist the County Clerk in the disposal of all county land acquired by Tax Deed.
 4. Administer the county Sanitary Ordinance and the county Dog Control Ordinance.
 5. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

SENIOR SERVICES

- A. COMPOSITION:** The Senior Services Committee shall consist of three (3) County Board Supervisors and an advisory board of five (5) area representatives, all with voting privileges.
- B. DUTIES:** The duties of the Committee shall be to:
- 1. Receive, disburse, and administer funds for services per the Older Americans Act, Chapter 85.21, State Benefit Specialist and county policy.**
 - 2. Develop and implement and annual coordinated county aging plan and budget.**
 - 3. Monitor and conduct assessment on funded programs and service agencies to insure maximum coordination and cost efficiency.**
 - 4. Perform and/or execute other additional work or duties as may, from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.**
 - 5. Promote the expression of the views, needs, and concerns of the elderly in public and private decisions.**

SOLID WASTE MANAGEMENT BOARD

- A. COMPOSITION:** The Solid Waste Management Board shall consist of five (5) members, one (1) of the members shall be the highest elected official of the municipality in which the Solid Waste Disposal site is located, in addition there will be two (2) members of the County Board of Supervisors, and one (1) Tomah representative, and one (1) Sparta representative.
- B. DUTIES:** The duties of the Committee shall be to:
1. Supervise and direct the county solid waste system through the operations of the Solid Waste Department.
 2. Supervise the administration of the county Solid Waste Ordinance.
 3. Direct operation and maintenance of county landfills and establish user fees.
 4. Direct activities of County Responsible Unit Recycling Program.
 5. Investigate and recommend county solid waste practices and procedures.
 6. Promote education of practical solid waste programs.
 7. Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.

MONROE COUNTY RULES OF COUNTY BOARD

The meetings of the Board shall be: the Organizational Meeting on the third Tuesday in April following the spring election, the Annual Meeting on the first Wednesday of November; all other meetings on the fourth Wednesday of each month, unless the date is changed by the Chair or Vice-Chair of the Board.

1. The Board shall be called to order by the Chair at 6:00 p.m. on each day of its meeting, at which time the meeting shall begin with the County Clerk calling roll in numerical order of districts and noting whether a quorum is present; a quorum shall be 60% of the members. If a quorum is present, the business of the Board shall proceed. Should a quorum not be present, the Board shall adjourn until a specified time. In the absence of the Chair, the Vice-Chair shall preside. If both are absent, the Board shall elect a temporary Chair.
2. The order of business shall be as follows: call to order, roll call, Pledge of Allegiance, previous minutes, proclamations, appointments, correspondence, claims, announcements, County Treasurer's report, reports and/or speakers, resolutions, adjournment.
3. Resolutions received by members with the agenda need not be read. Any member may request that a resolution be read. Late resolutions not mailed with the agenda shall be read. All resolutions shall be approved by the Corporation Counsel.
4. Any resolution or motion involving appropriation of money shall include (or as a fiscal note): 1) the actual or anticipated cost; 2) a statement whether sufficient funds are available in the current budget; 3) a note by the Finance Committee that a provision is made for funding. It shall further be determined that there has been compliance with Wisconsin Statute 65.90 (municipal budgets) and any appropriate County Board resolutions.
5. The County Clerk shall, at least four days before each meeting of the Board (except when the Board is in continuous meeting), mail to each member an itemized agenda containing copies of all resolutions and other matters to be considered by the Board. The agenda shall be prepared by the County Clerk subject to the approval of the Board Chair. All resolutions or other matters to be brought before the Board shall be reported to the County Clerk at least six days prior to the Board meeting in order to be placed on the agenda for consideration. Matters not on the agenda shall be referred to the appropriate committee. The Board may, by a two-thirds vote of those members present, suspend the rules and place on the floor any matter that was previously on a meeting agenda. However, if the matter did not appear on an agenda, no discussion or action shall take place on that matter and the matter shall be referred to the appropriate committee or placed on the agenda for discussion at the next Board meeting.
6. Any person not a member, wanting to address the Board on any matter shall first obtain leave, such leave being requested by a member. In case of objection, such person must have a two-thirds vote of those members present. The Chair, without suspension of the rules, shall be permitted to call upon employees of any department for remarks.
7. Every member, previous to speaking, shall indicate a request to speak electronically or show of hands, at the discretion of the Chair. Priority may be given to electronic requests but the Chair retains discretion in choosing whom to recognize. Upon being

recognized by the Chair, a member shall address the Chair and shall not be interrupted except by call to order. No member shall speak more than twice on the same question without leave of the Chair, and a member shall be limited to three minutes for each of their times in addressing the Board. Exempted from this limitation shall be committee chairperson/representative presenting a resolution or answering questions.

8. When a member is called to order, the member shall not proceed to speak, except in explanation, until it is determined whether he/she is in order or not.
9. Roberts Rules of Order shall prevail regarding parliamentary procedure when not in conflict with any rule of the Board.
10. It shall be the duty of all members to vote yes or no, unless the Chair shall excuse a vote for good and sufficient reason before the voting has begun.
11. Every vote upon the levy of a tax or providing an appropriation of money shall be by roll call. All other voting shall be by voice vote, electronic vote, or electronic roll call vote of the majority required, at the discretion of the Chair. Any member may request roll call on any question. All roll call votes shall be electronic unless the Chair rules otherwise. Should the Chair grant an exception to electronic roll call vote, the roll call vote by voice shall be by district numerical order except that the County Clerk shall rotate the order so that the member voting first shall have his/her name called last on the succeeding roll call vote by voice. This sequential rotation shall start with the April Organizational Meeting and continue from meeting to meeting. The Chair shall always vote last.
12. No rule shall be changed, modified, or amended unless it is presented and voted on in resolution form at a regular meeting.
13. Resolution 11-14-02 removed Rule #13
14. Any matter that comes before the Board without a committee recommendation or resolution shall be referred to the appropriate committee by the Chair without motion.
15. The Board Chair, in conjunction with the Vice-Chair, shall select the committee members and the chair of the various committees and boards with the following exception: the Highway Committee shall be elected by the Board at the Organizational Meeting. The committee chairs shall designate a member of the committee as vice-chair. The committee chairs shall select a recorder who shall record and forward a copy of the minutes to the County Clerk and posted on the county website within five business days of the meeting and send an approved copy when approved by the committee. The County Clerk shall keep these minutes on file for five years.
16. The chair of each committee, subcommittee, special committee, standing committee, or board shall have the primary responsibility for complying with Wisconsin Statute Chapter 19, the Open Meeting Law. Each committee chair or designee shall notify the County Clerk how meeting notices are going to be conveyed to the media. Committees shall designate if notification is to be made through the County Clerk's Office; if not done through the County Clerk's Office, notices must be properly conveyed.

17. Special Board meetings may be called at the joint request of the Chair and Vice Chair or upon a written request of a majority of the members to the County Clerk, specifying the time and place of the meeting, with four days notice to the members in either instance.
18. All reimbursement claims of members and other individuals eligible for per diem and other expenses shall be made on the expense sheet. Claims will be reviewed and allowed or denied by the Finance Committee. Expense sheets are to be submitted to the County Clerk's Office no later than the seventh of each month.

Prior approval of the appropriate committee is required for attending conventions, workshops, conferences and training sessions. Approval shall be recorded in committee minutes. The Board Chair is authorized to attend or designate a member or employee to attend special meetings, etc.

Per diem for Board meetings will be paid on a monthly basis. Members who fail to attend some portion of the meeting, unless excused by the Board Chair, shall receive a reduced amount equal to one-half the allowable amount.

If it is recorded in committee minutes that a representative from that committee is to attend a meeting of another committee or a committee-related function, per diem payment shall be allowed. If there is no time to obtain committee approval prior to the other meeting or function, the committee chair shall authorize attendance and it shall be retroactively approved at the next meeting.

If an individual eligible to claim per diem attends two or more meetings on the same date, per diem shall be allowed for each meeting at which the individual is present for roll call and adjournment of each such meeting.

19. All departments shall prepare an annual written report for the Board to include a brief activity report and a financial statement of amount budgeted and expended.
20. The Board Chair and Vice-Chair shall serve as ex-officio members of all committees. The Chair and/or Vice-Chair, as ex-officio members, shall have the power to vote in a committee only in the event that the committee lacks a quorum.
21. Any member who wishes a particular resolution be brought before the entire Board shall do so by petitioning the appropriate committee, in writing, said petition to bear the signatures of at least five members. If said written petition is presented to the appropriate committee, the committee chair shall direct that a resolution be forwarded to the Board to be considered at the next scheduled meeting. Said resolution shall contain the position and/or request of the petitioning members and shall conform to all other requirements provided for in these Rules.
22. Any individual supervisor may introduce a resolution to a Monroe County Board Committee. That supervisor may draft a resolution, and would then forward that resolution to the Corporation Counsel for review and/or formatting. That resolution shall then be given to the Monroe County Clerk, and subsequently forwarded to the Administrative/Executive Committee for review. After that review, said resolution shall then be forwarded to the appropriate Monroe County Board committee for review and/or action.

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Clerk
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 521420	Election Programming	\$ 23,378.00	\$ 6.00	\$ 11,612.75	\$ 23,372.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 6.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 553100	Equipment Service Contract	\$ 3,670.00	\$ 6.00	\$ 3,926.64	\$ 3,676.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 6.00		

Explanation for Transfer:
 This is a clean up from last month's line item transfer for one unforeseen charge of \$5.76 to my telephone line.
 I am balancing to my roll - up code.

Department Head Approval Shelley Baul 02/03/2016

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