



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, May 10, 2016**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Election of Vice Chair – Discussion/Action
3. Set Future Month's Meeting Date/Time – Discussion/Action
4. Minutes approval – April 8, 2016 (enclosure) Administrative Committee
March 9, 2016 (enclosure) Personnel & Bargaining Committee
5. Administrative & Personnel Staff Introductions
6. Resolution on Non-Violent Policy – Discussion/Action
7. Human/Health/Senior Services Committee Ordinance Updates – Discussion/Action
8. Ordinance Updates Due to Board Size and Committee Structure Change – Discussion/Action
9. Resolution Format & Process Discussion
10. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
11. Monthly Expenditure Review
12. Next Month's Agenda Items
13. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 05/05/2016

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
April 8, 2016

Present: Sharon Folcey, James Kuhn, Pete Peterson, Bruce Humphrey; Paul Steele absent
Others: Catherine Schmit, Deb Brandt, Charles Weaver, Andrew Kaftan

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m. Sharon Folcey explained her appreciativeness to the Administrative Committee for their past two years of work.

- Minutes Approval – Motion by Pete Peterson second by Bruce Humphrey to approve the 03/08/16 minutes. Carried 4-0.
- Deb Brandt provided the Register of Deeds Report.
- Charles Weaver provided the Veteran's Service Report.
- Ordinance updates due to board size and committee structure change – Andrew Kaftan explained that he is currently working with laying out the prerequisites for each committee in order to be helpful to the new Chair while setting up committees. He is continuing work on the table of contents for the ordinances.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – Catherine Schmit requested 2 seminar requests: 2016 Counties Association meeting on May 9; Summer WCMA Conference from June 22-24. Motion to approve attendance at both seminars by Bruce Humphrey second by James Kuhn. Discussion. Carried 4-0. Sharon Folcey also explained to the committee that she may be attending the May 9th Counties Association Meeting.
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – May 10, 2016 at 9:00 a.m.
- Items for next month's agenda – Ordinance updates due to board size and committee structure change.
- Motion by Bruce Humphrey second by James Kuhn to adjourn at 10:20 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Personnel and Bargaining Committee
MINUTES
March 9, 2016

Present: P. Peterson, C. King, B. Humphrey, C. Las, C. Schnitzler
Absent:

Also present: E. Smudde, K. Kittleson, C. Schmit, B. Micheel

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 5:00 P.M.

Roll Call - P. Peterson, C. King, B. Humphrey,

C. Schnitzler - Present

- C. Las - absent

2. Minutes approval- February 9, 2016 -

Motion to approve the February 9, 2016 minutes by C. King,
second by C. Schnitzler and approved on a 4-0 vote.

3. Personnel budget review -

K. Kittleson explained current state of budget.

4. Rule 21 Resolution -

P. Peterson stated this will be addressed at the full county
board.

C. Las arrived at 5:03 pm

5. New Position requests -

a. County Administrator -

C. Schmit explained the need for this position as a means of
centralized purchasing and procurement for the county. The
position's cost would be offset by the half-time

Administrative Assistant position currently in the County
Administrator's office. Discussion ensued regarding the

details of this position and whether the need for this
position was warranted. **Motion** to approve the new position

request of the Purchasing & Procurement Coordinator position
with the County Administrator's office as written in the
resolution by B. Humphrey, second by C. Schnitzler.

Discussion continued on the topic until C. King called to
question, second by C. Las, and approved on a 5-0 vote. **The**

**original motion to approve the position was approved on a 3-2
(Las, King) vote.**

b. Land Conservation -

B. Micheel summaries the need for a full-time clerical position that would allow staff in the Land Conservation office the ability to focus more on there duties and have a quicker response to the public. B. Micheel mentioned that NRCS would be willing to fund 50% of this position.

Motion to approve the new position request for the addition of an Administrative Assistant I to the Land Conservation Department resolution by B. Humphrey, second by C. Schnitzler and approved on a 4-1 (King) vote.

6. Compensation Plan Adjustment -

K. Kittleson explains with the new wage scale that we need to continue to age the rates in the plan to keep it relevant. The recommended rate by the WERC is 0.73%. **Motion** to approve the aging of the compensation plan by 0.73% by B. Humphrey, second by C. Schnitzler, and approved on a 3-2 (King, Las) vote.

5. Topics and meeting date/time for next month's agenda-

Next meeting is scheduled to take place on Friday, April 8, 2016 at 11:00 A.M. in the Rolling Hills Activity Room.

6. Adjournment -

Motion to adjourn by C. Schnitzler, second by C. Las, and approved on a 5-0 vote. Meeting adjourned at 6:05 P.M.