



# 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, July 12, 2016**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – May 10, 2016
4. Veteran's Service Officer Report
5. Veteran Service Cemetery Funding – Discussion/Action
6. Land Records Budget Adjustment – Discussion/Action
7. Resolution Amending the Policy on Remnant Parcels – Discussion/Action
8. Human/Health/Senior Services Committee Ordinance Updates – Discussion/Action
9. Ordinance Updates Due to Board Size and Committee Structure Change – Discussion/Action
10. Resolution Format & Process Discussion
11. Committee Report's at County Board Meetings Discussion
12. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
13. Personnel Director Report
14. New Position Requests – Discussion/Action
  - a. Highway – Public Works Laborer
  - b. Human Services – Social Worker
  - c. Maintenance – Maintenance Technician
15. Monthly Expenditure Review
16. Next Month's Agenda Items
17. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 07/05/2016

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.

Administration & Personnel Committee  
May 10, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden  
Others: Catherine Schmit, Andrew Kaftan, John Mehtala, Deb Brandt, Charles Weaver, Andrew Kaftan, Pamela Pipkin, Ed Smudde, Ken Kittleson

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

- Election of Vice Chair – Motion by Mary Von Ruden second by Pete Peterson to nominate Sharon Folcey as Vice-Chair. Wallace Habegger called three times for anymore nominations. Carried 5-0.
- Set Future Month's Meeting Date/Time – The committee will meet the 2<sup>nd</sup> Tuesday of the month at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 04/08/16 Administrative/Executive minutes and the 03/09/16 Personnel & Bargaining minutes. Carried 5-0.
- Administrative & Personnel Staff Introductions.
- Resolution on Non-Violent Policy – Catherine Schmit, County Administrator explained the resolution would establish a policy to meet criteria for participation by local governments in the community development block grant housing program. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
- Human/Health/Senior Services Committee Ordinance Updates – Andrew Kaftan, Corporation Counsel explained the configuration of the new Health & Human Services Committee and the relevant state statutes. Discussion. It was a consensus of the committee to have Andy update the ordinance and a draft resolution be brought forward to the committee.
- Ordinance updates due to board size and committee structure change – Andrew Kaftan explained the configuration of the standing committees.
- Resolution Format & Process Discussion – Andrew Kaftan, Corporation Counsel explained some examples of resolution formats used by other counties in regards to increasing efficiencies for board proceedings. Discussion. Andy will provide sample resolutions to the committee.
- Catherine Schmit provided the monthly County Administrator Report.
- Sharon Folcey attended the WCA Regional meeting on May 9, 2016.
- County Administrator Conference/Training Requests – None.

Sharon Folcey was excused from the meeting at 10:44 a.m.

- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – June 14, 2016 at 9:00 a.m.
- Items for next month's agenda – Veteran's Service Office Regionalization Resolution, Health & Human Services Committee Ordinance Update, Resolution Format and Process, Personnel Director Report, County Board Committee Report Discussion, County Administrator Report.
- Motion by Mary Von Ruden second by Carol Las to adjourn at 11:00 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 27, 2016  
 Department: Land Records  
 Amount: \$1,000.00  
 Budget Year Amended: 2016

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

I did not budget for incoming funds via address application fees in 2016. I would like to use that extra income to offset greater expenses in office supplies than anticipated. At this time I have taken in around \$500 in application fees and I would like to adjust my office supplies line so that I have the ability to pay for supply costs and unforeseen expenses related to providing this service.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 462900	OTHER PUBLIC SAFETY	\$ -	\$ 1,000.00	\$ 1,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 531000	OFFICE SUPPLIES	\$ 500.00	\$ 1,000.00	\$ 1,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

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.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

RESOLUTION NO.

RESOLUTION AMENDING THE POLICY ON REMNANT PARCELS

WHEREAS, the former Real Property Lister brought the issue of remnant parcels being foreclosed upon to the attention of the Administrative/Executive Committee, his committee of jurisdiction and the county board approved the policy as resolution no. 01-15-05;

WHEREAS, the former real property lister is now in a different position with the county and in order to best serve the public it is requested by the County Treasurer that we amend the policy so that any references to the Real Property Lister or Real Property Coordinator read "Real Property Coordinator or designated Land Information Officer"; and

WHEREAS, the attached, Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels is recommended as amended by the Administrative/Executive Committee for approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the policy is approved and adopted.

Dated this            day of July, 2016.

OFFERED BY THE ADMINISTRATIVE/EXECUTIVE COMMITTEE:

_____	_____
_____	_____
_____	_____

Vote: \_\_\_\_\_ yes; \_\_\_\_\_ no.

Purpose: To authorize action by the county personnel pursuant to the policy.

Fiscal Note: Undetermined cost savings for the county.

Drafted and Approved by:  
Corporation Counsel, Andrew C. Kaftan

Property & Purchasing Committee:    yes /    no

## **Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels.**

### BACKGROUND

In Monroe County there are situations that arise in which remnant tax parcels with nominal taxes become tax delinquent and the County Treasurer eventually has to take the parcels via the in rem foreclosure process. The process of foreclosure for such parcels has a cost that is not recouped if the property is not subsequently sold. There are remnant parcels that clearly have no practical value and will not have a buyer if the County forecloses. As it would pertain to this policy a remnant parcel would be defined as a tax parcel that is owned by a party who has no adjacent tax parcels and a portion of that parcel lies under road right-of-way or may be landlocked or is substandard under local zoning.

These parcels typically have nominal annual real estate taxes and there are usually limited reasons, if any, for owners to continue to pay taxes on the parcel aside from keeping their names off the tax delinquent list. Remnant tax parcels subject to these circumstances are, in general, not marketable. In some cases owners in this position have expressed a desire to give their land to Monroe County.

If the owner pays the real estate taxes, the County has no incentive to act. If the owner does not pay the real estate taxes the County will encounter direct and indirect costs when foreclosing. This policy is to address those circumstances.

Regardless of how it came to be, the owners have a parcel with no identified market value. Even if they could find someone to take the parcel, a neighbor perhaps, they face a cost for production of a deed (minimum of \$75 but likely more under this complex set of facts) and a recording fee of \$30. In addition, even if they pay the real estate taxes through their lifetime, the County may eventually get the property as it is unlikely that an heir will accept the parcel and continue to pay the taxes. Often it is only a matter of time before the parcel becomes subject to in rem foreclosure.

When a tax parcel in Monroe County is the subject of delinquent payment of real estate taxes the County may choose to proceed to foreclose on tax liens by an action in rem under WI §75.521. As part of proceeding to foreclosure, Monroe County hires a local title company to do title work on the parcels to identify parties to be notified of the foreclosure. Title work charges are \$75 per parcel at a minimum. In addition to the title work cost there are publication fees, certified mailings and copy charges of at least \$200 per parcel. In addition to direct monetary costs a large amount of employee time is invested in dealing with the foreclosure process.

Due to these costs and ongoing time spent determining how to proceed with parcels it would be advantageous to Monroe County to prepare and accept these parcels via a Quit

claim deed and write off the back taxes rather than incur the costs involved with the In Rem Foreclosure process.

## POLICY

The County shall be passive in implementing this policy and will not seek opportunities to acquire lands but rather use this as an option to save tax payer money when the County would have ended up foreclosing on the property anyway. Upon discussion or inquisition should a property owner with delinquent taxes share that they are not going to continue paying the taxes or would rather just give the property to the County. A County officer or employee may direct the party to the Real Property Coordinator or the designated Land Information Officer who may inform the property owner of this policy and determine the suitability of the delinquent tax parcel in question based on the circumstances.

Monroe County deems the following criteria shall be met before accepting remnant tax parcels via a Quit claim deed.

- The property has nominal taxes.
- The property has no improvements.
- The owner(s) attests that the owners of adjoining properties to the parcel in question are not interested in the property.
- The cost of foreclosing on the property will exceed the costs associated with acquiring it via quit claim deed.
- The owner(s) has or expresses a clear willingness to let payment of real estate taxes go delinquent.

The County Treasurer is in a position to identify parcels with nominal amounts of taxes as they become delinquent. With the assistance of the Real Property Coordinator or designated Land Information Officer, parcels that are true remnants can be identified. The Real Property Coordinator or designated Land Information Officer are also in a unique position to draft a legal description for the parcel by using existing descriptions to describe the parcel. The Real Property Coordinator or designated Land Information Officer will provide a form to the owner and will identify the neighbors and the local municipality for the owner to approach and otherwise gather the information for creating the deed. Risk of error will be minimal with properly done work and thus the County shall accept a quit claim deed without any form of title work.

The Property and Purchasing Committee shall have authority to approve acquisition of the property under this policy. Monroe County will, by its Corporation Counsel, prepare a quit claim deed and the Treasurer shall pay for the recording of said quit claim deed as a cost saving/avoidance mechanism.

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to budget process for the next year.

(a) The department head and/or committee of jurisdiction are required to consult with the Personnel Director prior to considering new position requests. The committee must analyze the need for the new position, and shall officially act to recommend the position or increase in hours at a scheduled committee meeting. Minutes reflecting this decision will be attached to the analysis form.

(b) The requesting committee shall present the completed analysis form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will determine the grade for the new position that is consistent with similar positions in Monroe County or other counties, if no similar position exists in Monroe County. If denied, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. A request for a position may come to the committee only once in a calendar year, and this must be before the budget process begins.

(c) If approved by the Personnel and Bargaining Committee, the request shall be presented to the Finance Committee. The Finance Committee shall determine if funds are available and the appropriate account(s) to fund the position or increase in hours. If approved, this determination will be included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below.

(d) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.



NEW POSITION ANALYSIS

\_\_\_\_\_ New position

\_\_\_\_\_ Increased part-time

ONE Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Highway Date: 06/14/2016

Department Head: Jack Dittmar

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

For 2014 the Department cautiously proposed increasing personnel by two employees based on estimated increased WDOT maintenance funding. The two positions in the 08/12/2013 Highway Department New Position Analysis were approved and the explanation predicted 1-2 more new state positions again in 2015 due to another anticipated WDOT Routine Maintenance Agreement (RMA) funding increase for 2015. Proceeding cautiously was wise as the WDOT created a new maintenance program (Performance based Maintenance - PbM) and the majority of the originally estimated RMA increases were used to fund this new program which started in 2015. Monroe County's resulting increased total maintenance funding (both RMA & PbM) over the past 3 years has been slightly less than originally estimated, but due to proceeding cautiously total funding increases have been more than enough for the two additional positions approved in 2013. 2015 & 2016 actual total increased WDOT maintenance funding was \$739K & \$602K respectively (base = 2013 RMA) which funds 4.9 to 3.3 Public Works Laborer positions. For 2017 the Department again cautiously proposes one additional position based on actual total WDOT increased maintenance funding over the last two years being more than enough for 3 full time positions.

The Highway Department's critical mission is winter maintenance service. Winter maintenance dictates our minimum staffing level with interstate highway winter maintenance being the most crucial. Because the WDOT has not fully funded state highway maintenance in the past, we are close to bare minimum staffing necessary to provide interstate winter maintenance. This additional year round new position will bring us closer to the WDOT fully funding their requirements for 24/7 interstate service. The Department has also been strained over the last few years getting our County project work completed due to lack of personnel and this increased WDOT maintenance work. The position will be terminated if WDOT maintenance funding is reduced.



G. Supervisory responsibility (if applicable):

- 1. In brief detail, explain the supervisory authority this position will have: None
- 2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:  
None

H. Who will this person be responsible to? Highway Supervisor (in charge of state highway work)

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SUPERVISING COMMITTEE Action:

Approval date: 06/17/2016 by a vote of Yes, No

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

**RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZATION TO ESTABLISH ONE ADDITIONAL STATE-FUNDED PUBLIC WORKS  
LABORER POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT**

WHEREAS, the Monroe County Highway Committee and Administrative & Personnel Committee request the establishment of one additional State-funded Public Works Laborer position in the Highway Department at no additional cost to the county; and

WHEREAS, under the State of Wisconsin 2016-2017 Biennial Budget the actual total WDOT increased maintenance funding will cover three positions; two positions having been added in 2014.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one additional Public Works Laborer position in the Highway Department effective January 1, 2017. Said authorization for this position ceasing when the State no longer funds the position.

Dated this 27th day of July 2016.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Highway Committee vote:  
Administrative & Personnel Committee vote:  
Finance Committee vote:  
County Administrator approval:  
Approved as to form: Andrew Kaftan \_\_\_\_\_

Fiscal note: No cost to the county, all costs to be paid by State funding. Annual cost for the position is \$57,433 in 2017. The authorization for this position shall cease when the State no longer funds the position unless an opening becomes available through attrition.

PURPOSE: Establish one additional Public Works Laborer position in the Highway Department through state funding and at no cost to Monroe County.

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

X  New position  
  Increased part-time  
  Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department:  Maintenance   
B. Date:  6-24-2016

Department Head:  Garry Spohn

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The position is needed because of increased work load in the department. One of the largest increases in the work load is caused by the new Justice Center. This building is much larger than the previous building and is much more complex. We now have AC in the building and a significant amount of electronics. All doors and water valves are now electronic. This includes sink faucets and toilets. The building has approximately 3 times the number of beds. Our maintenance department has been struggling to keep up with routine maintenance prior to this building. We have evaluated contracting work out to the private sector. This proved to be cost prohibitive.

Suggested Title:  Maintenance Technician  Full Time  X  Part Time   /hrs

Personnel Director's Recommended Classification: Grade  12

Projected Start Date:  January 1, 2017

C. General Description of the Position:  Under the general supervision of the Building Manager, the Maintenance Technician oversees, implements, and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings.

D. Typical Examples of Work to be Performed (in detail):

1.  Diagnose and repair heating, ventilating and air conditioning eq.
2.  Diagnose and repair access controls.
3.  Diagnose and repair electrical circuits as allowed by law.
4.  Operate and adjust building automated controls as needed.
5.  Plumbing with copper, galvanized pipe, pvc, pex, and cast iron.
6.  Service and Operate Generators, Tractors, Trucks, Skid Loader.
7.  Operate, Maintain and repair our water booster station.
8.  Troubleshoot and repair Nurse call systems and alarm systems.

E. Minimum Qualifications of a Candidate:

Education: Two year degree in mechanical, electrical, HVAC or related field. Preference to HVAC.

Experience: Minimum of 5 years directly related "hands on" work experience or equivalent combination of education and experience

F. Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

1. Where will the funds for this position come from: 2017 budget

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Some hand tools and cordless tools.

Is office space presently available? Yes Where? Maintenance Shop

Estimated equipment cost \$500.00

Is this cost in the department budget? Yes

3. Grand total cost, all items, this fiscal year: \$67,358

4. Thereafter, annual cost of salary and fringes: \$66,858

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: At the discretion of the Property Manager the position may direct other maintenance positions.

2. Employees directly supervised: 0 Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Property Manager

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COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF A MAINTENANCE  
TECHNICIAN POSITION IN THE MAINTENANCE DEPARTMENT**

WHEREAS, the Monroe County Property & Maintenance Committee and Administration & Personnel Committee request the establishment of a full-time Maintenance Technician position in the Maintenance Department; and

WHEREAS, this position oversees, implements and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings. The addition of the new Justice Center requires additional maintenance staff.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Maintenance Technician position in the Maintenance Department effective January 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property & Maintenance Committee review:  
Administration & Personnel Committee action:  
Finance Committee review:  
Approved by County Administrator:  
Approved by Corporation Counsel:

Fiscal note: \$67,358 to be budgeted for 2017.

PURPOSE: Approve a Maintenance Technician position in the Maintenance Department effective January 1, 2017.

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

\_\_\_\_\_ New position  
\_\_\_\_\_ Increased part-time  
 X  Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department:  Human Services  Date:  7/5/2016

Department Head:  Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Comprehensive Community Services (CCS) is a key new program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen rapid growth. This program works with both adult and children/youth with a mental health diagnosis. We are projecting maximized caseload capacity in 2017. Optimal caseload range is 15-18 adults or 12-14 children or a combination there of. The assessment process is very comprehensive and requires significant staff time to complete. This causes delays in providing services to individuals with mental health issues in our community. With program growth, there is a need for an additional staff to meet the service demands. We are requesting a Social Worker 1 Community Mental Health position to meet the demands of a flourishing CCS program. We propose to add this position as of 4/1/2017.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. The estimated billable hours rate needed to cover position costs are 35% (BS level). There is no additional request of County tax levy funding for this position.

Suggested Title:  Social Worker  Full Time  X  Part Time  /hrs

Personnel Director's Recommended Classification: Grade  11

Projected Start Date:  4/1/2017

C. General Description of the Position:  See attached job description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Typical Examples of Work to be Performed (in detail):

- 1.  See attached job description
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date.**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

1. Where will the funds for this position come from: \_\_\_\_\_

State/Federal funding through M.A.billing of Comprehensive  
Community Services which is billable at 100% of billed time

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Computer, desk, chair, phone, etc. \_\_\_\_\_

Is office space presently available? X Where? Anticipated  
space in Human Services \_\_\_\_\_

Estimated equipment cost: \$2,800 \_\_\_\_\_

Is this cost in the department budget? Yes in 2017 Budget \_\_\_\_\_

3. Grand total cost, all items, 2017 fiscal year: \$49,413 \_\_\_\_\_

4. Thereafter, annual cost of salary and fringes: \$65,351 \_\_\_\_\_

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position  
will have: N/A \_\_\_\_\_

2. Employees directly supervised: N/A Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Clinic Administrator \_\_\_\_\_

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

\*\*\*\*\*

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I  
POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, Comprehensive Community Services (CCS) is a key new program within Human Services and the WRIC consortia. CCS began in late 2014 and works with both adults and children with a mental health diagnosis and, with program growth, there is a need for additional staff to meet the service demands.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective April 1, 2017. If State funding ceases, the position will be reviewed.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health & Human Services Committee review:  
Administration & Personnel Committee action:  
Finance Committee review:  
Approved by County Administrator:  
Approved by Corporation Counsel:

Fiscal note: The position will be funded by Medical Assistance Case Management billing with no additional Monroe County tax levy. Cost of the position is \$49,413 for 2017 and \$65,351 on an annual basis.

PURPOSE: Approve a Social Worker position in the Human Services Department at no increase in County levy.

NEW POSITION ANALYSIS

         New position  
         Increased part-time  
  x   Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department:   Human Services   Date:   7/5/2016  

Department Head:   Ron Hamilton  

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Monroe County DHS Children's Long Term Support Services (CLTS) has a current wait list of 15 children. CLTS will transition into the program 10-14 Autism Waiver children between 7/1/16 and 11/30/16. This service had previously been contracted with a private vendor by the state. This will put our current CLTS staff above caseload capacity therefore not allowing us to reduce the number of children from the waitlist. The Monroe County DHS Birth to Three Program is currently serving over 60 children, approximately 15-20 more than caseload capacity. This program does not allow for a waitlist therefore services must be provided timely. We are requesting a Social Worker 1 CFS Designated Service Program position who would work approximately 70% in CLTS and 30% in Birth to Three. Time may vary based on need of these two programs. This position will allow for 12-14 additional children, some of the most vulnerable children in our county to begin receiving CLTS services in 2017. The goal would be to eliminate the CLTS waitlist by the end of 2017. Additionally, we would be able to better adjust to the fluctuation of caseload numbers in Birth to Three. This new position is able to be supported through Case Management Medical Assistance billing. The current CLTS Case Management billing is at \$86.32/hr. The Targeted Case Management (Birth to Three) is at \$24.00/hr. Billing at a 35% rate will cover 80% the cost of the position. This additional position will allocate \$9,700 to 2017 county tax levy.

Suggested Title: Social Worker          Full Time   X   Part Time         /hrs

Personnel Director's Recommended Classification: Grade   11  

Projected Start Date:   4/1/2017  

C. General Description of the Position:   See attached job description  

D. Typical Examples of Work to be Performed (in detail):

1.   See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

1. Where will the funds for this position come from: Medical Assistance billing and Targeted Case Management and County Levy

2. What equipment will need to be purchased (desk, etc.)?  
Desk, Chair, Computer, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services

Estimated equipment cost: \$2,800

Is this cost in the department budget? This will be incorporated in 2017 budget

3. Grand total cost, all items, 2017 fiscal year: \$49,413

4. Thereafter, annual cost of salary and fringes: \$65,351

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_



List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? \_\_\_\_\_

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

\*\*\*\*\*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, Children's Long Term Support Services (CLTS) has a current waiting list of 15 children, and an additional 10-14 Autism Waiver children will transition into the program later this year. An additional position is needed to work 70% in CLTS and 30% in the Birth to Three program, which is also over caseload capacity. Billing will cover 80% of the cost of this position, with the additional \$9,700 provided by County levy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective January 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health & Human Services Committee review:  
Administration & Personnel Committee action:  
Finance Committee review:  
Approved by County Administrator:  
Approved by Corporation Counsel:

Fiscal note: The position cost of \$65,351 will be funded 80% by billing and \$9,700 by Monroe County tax levy.

PURPOSE: Approve a Social Worker position in the Human Services Department at a cost of \$9,700 in County levy.