



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, December 13, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – November 8, 2016 & November 14, 2016
4. Child Support Directors Report
5. Outside Network Access Discussion
6. Personnel Director Report
7. New Position Request – Discussion/Action
Two Economic Support Specialists
8. Personnel Line Item Transfer – Discussion/Action
9. County Administrator Replacement – Discussion/Action
10. Eliminate Position Process Request Discussion
11. Interim County Administrator Monthly Report
12. County Clerk Presidential Recount - Election Budget Discussion/Action
13. Monthly Expenditure Review
14. Next Month's Agenda Items
15. Adjournment

Wallace Habhegger, Committee Chair
Date notices mailed: 12/09/2016

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
November 8, 2016

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent
Others: Catherine Schmit, Cedric Schnitzler, Ken Kittleson, Ed Smudde, Andrew Kaftan, Pamela Pipkin, Tina Osterberg

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

- Next Month's Meeting Date/Time – Discussion. December 13, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Sharon Folcey second by Pete Peterson to approve the 10/11/16 minutes. Carried 4-0.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Resignation – Catherine Schmit's last day as County Administrator is December 3, 2016. The Administrative/Personnel committee will be tasked with moving forward with the replacement of the County Administrator. An interim Administrator was discussed. A special meeting will be held on Monday, November 14, 2016 at 9:00 a.m.
- Monthly Personnel Director's Report – None.
- Pay for Performance – Mary Von Ruden explained concerns over the evaluation process. Ed Smudde explained the Pay for Performance process. Catherine Schmit, County Administrator further explained the process and why the plan was put into place. Discussion.
- Management Resignation – Mary Von Ruden explained concern over resignations. She asked that the committee be briefed so there can be discussion on how to retain employees. Ken Kittleson explained the exit interview and management follow up process. Discussion.
- Veteran's Service Line Item Transfer – Shelley Bohl, County Clerk explained the 2016 line item transfer in the amount of \$170.00 for committee per diem taxes and additional committee meetings not budgeted. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- Pamela Pipkin provided the Child Support Directors Report.
- Election Budget Adjustment – Shelley Bohl, County Clerk explained the 2016 budget adjustment in the amount of \$5,000.00 for election cost overage. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve budget adjustment. Carried 4-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Eliminate Position Process Request, Replacement of County Administrator, Administrator Budget Adjustment.
- Motion by Sharon Folcey second by Mary Von Ruden to adjourn at 10:23 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Administration & Personnel Committee
November 14, 2016

Present: Wallace Habegger, Pete Peterson, Sharon Folcey, Mary Von Ruden arrived at 9:06 a.m.; Carol Las absent
Others: Catherine Schmit, Cedric Schnitzler, Ken Kittleson, Ed Smudde, Jim Bialecki, Tina Osterberg, Andrew Kaftan

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

- Motion by Pete Peterson second by Sharon Folcey to move into closed session. A roll call vote was taken with Habegger, Folcey and Peterson all voting yes.
- Closed session per WI Statute 19.85(1)(c) to Conduct Interim Monroe County Administrator Interview.
- Motion by Mary Von Ruden second by Pete Peterson to return to open session. A roll call vote was taken with Habegger, Folcey, Peterson and Von Ruden all voting yes.
- Motion by Mary Von Ruden second by Pete Peterson to move into closed session. A roll call vote was taken with Habegger, Folcey, Peterson and Von Ruden all voting yes.
- Closed session per WI Statute 19.85(1)(c) to Conduct Compensation Review for Interim Monroe County Administrator
- Motion by Mary Von Ruden second by Sharon Folcey to return to open session. A roll call vote was taken with Habegger, Folcey, Peterson and Von Ruden all voting yes.

Motion by Mary Von Ruden second by Sharon Folcey to hire Jim Bialecki as an Interim Administrator, this position is an LTE position at \$40.00 per hour with flexible hours for an unknown time until a new Administrator is chosen. Carried 4-0.

- Motion by Pete Peterson second by Mary Von Ruden to adjourn at 10:12 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

NEW POSITION ANALYSIS

____ New position
____ Increased part-time
X(2) Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 12/28/2016

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 Western Region Economic Assistance Consortia (WREA) will be hiring 8 new Economic Support Specialist across the region. Monroe County has been allocated two of those positions. The Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance.

These additional positions will allow the Consortia to better meet state requirements for accuracy and timeliness. Keeping these two positions in Monroe County will allow for 50% recovery of AMSO costs, \$17,752 each for a total of \$35,504 annually and will not increase current county tax levy.

Suggested Title: Economic Support Specialist Full Time X Part Time
 /hrs

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 3/1/2017

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. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E. Minimum Qualifications of a Candidate:

Education: See attached Job description

Experience: See attached Job description

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$14.75	\$30,680	\$2086	\$2347	\$14,173	\$779	\$18	\$37

1. Where will the funds for this position come from:
WREA Consortia Funding, which is county levy base from 8 counties and State and federal funding. The additional two positions will not increase Monroe County levy.

2. What equipment will need to be purchased (desk, etc.)?
\$2,500x2=\$5,000 for computer, desk, chair, etc.

Is office space presently available? x Where? Human Services

Estimated equipment cost: see above

Is this cost in the department budget?
2017 Revenues and Expenses will be adjusted after approval

3. Grand total cost, all items, 2017 fiscal year:
2 employees (for 10 months) x \$41,762 + \$5,000 = \$88,524 in 2017

4. Thereafter, annual cost of salary and fringes:
\$50,120 x 2 = \$100,240

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? ESS Supervisor _____

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

Title: Human Services Economic Support Specialist
Department: Human Services (work site: 14301 Co Hwy B, Community Services Center, Sparta) in conjunction with Western Region Economic Assistance Consortia (WREA)
Title of Immediate Supervisor: WREA Economic Support Supervisor

Basic Functions and Responsibilities

Under general supervision of the WREA Economic Support Supervisor and the Director of Human Services, the Human Services Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance.

Essential Duties and Responsibilities

- Refers potential fraud cases to the WREA Benefit Recovery Team, as determined appropriate using verbally reported information and policy analysis.
- Receives change reports over the phone, online or by mail and predetermines eligibility based on policy and change reported.
- Determines what verification items are needed for each program requested, interpret documents received, and enter correctly into state database system (CWW).
- Determines Wisconsin Child Care Subsidy eligibility for the eight county consortia including foster parents.
- Calculates number of authorized hours for Wisconsin Child Care Subsidy recipients through the eight county consortia and accurately enters the authorized hours into the State Child Care database system (CSAW).
- Calculates average monthly Child Support income using the KIDS System.
- Uses federal tax forms (1040 form, Schedule C, Schedule F, Schedule E, 4797 form, etc.) to determine eligibility for IM and Child Care Programs for self-employed applicants (sole proprietor, partnerships, corporations, farming business, etc.).
- Act on all cases by the verification due date to maintain a 95% timeliness score for Health Care and Food Share applications.
- Interpret multiple State and Federal data exchange systems to determine income received and Medicare eligibility of the applicant.
- Researches, interprets and explains federal, state and local policies governing eligibility, legal rights and responsibilities of applicants & participants.
- Refers applicants and recipients to other community resources (food pantries, WHEAP, Dept. of Vocational Rehabilitation, ADRC, etc..) as appropriate.
- Performs or reviews the eligibility determination for public assistance services including, but not limited to, Foodshare, Badger Care Plus, Medical Assistance, Caretaker Supplement, and Wisconsin Child Care Subsidy.
- Handles incoming phone calls. Gathers data from caller and enters data quickly and accurately by typing and tabbing on computerized programs via the internet, using several programs simultaneously. Works on a computer most of the day, using internet-based processes by logging into internet sites, reading screens and tabbing to enter information.
- Other duties as assigned

Physical demands: A large percentage of time is spent sitting, talking, hearing, using near vision, judgment. Walks, stands, stoops, climbs, reaches, lifts, carries up to 10 pounds intermittently.

Supervision Exercised
None.

Qualifications

1. Two year associate degree in bookkeeping, accounting, financial management or related area.
2. Minimum of two years related experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Computer proficiency
4. Valid driver's license, reliable transportation and sufficient driver liability insurance.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category
Non-exempt.

employee

approved by supervisor: _____
date: _____

revised: 12/93, 3/06, 11/15
hss