



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

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, July 14, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – June 16, 2015 (enclosure)
3. Assistant Corporation Counsel Credit Card Approval – Discussion/Action
4. Child Support
 - a. Line Item Transfer – Discussion/Action
 - b. Director's Report
5. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
6. County Administrator Rating Process and Contract Review Discussion/Action
7. 2016 County Board Reduction - Process and Procedure Discussion/Action
8. County Board Evaluation Feedback – Discussion/Action
9. Monthly Expenditure Review
10. Next Month's Meeting Date/Time
11. Next Month's Agenda Items
12. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 07/06/15

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
June 16, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Paul Steele
Absent: Pete Peterson - Excused
Others: Andy Kaftan, Jeremiah Erickson, Randy Williams

The meeting was called to order in the Rolling Hills Activity Room at 2:30 p.m.

- Minutes Approval – Motion by Humphrey second by Steele to approve the 05/13/2015 minutes. Motion carried 4.-0.
- Land Information GIS/E911 Addressing Position -
Jeremiah Erickson presented a request for a new GIS Specialist position to be funded by Land Records Modernization Retained Fees & WILP Grants. (Estimated to be approx. \$100K annually). The intent is to reinstate the Land Information Office and potentially designate this individual as the County Land Information Officer (LIO). There are numerous duties required in regard to property addressing, State reporting requirements, updated to schema, streamlining of technology that can be accomplished through centralizing the duties that have been scattered to various staff/departments throughout the county (IS, Emergency Management, Treasurer, Land Conservation) and critically affects others such as Dispatch.

Motion by Steele, second by Kuhn to approve the new position request as presented. Position to be funded by Land Records Modernization Retained Fees and WILP Grant funds. Should fund be reduced or eliminated the position is to be reviewed. Motion carried 4-0.
To be forwarded on to Personnel Committee, Finance Committee and County Board for further consideration and action.
- County Clerk Petty Cash Account Closure –
Motion by Humphrey, second by Kuhn to approve the closure of the County Clerk Petty Cash Account in the amount of \$50. Motion carried 4-0.
- County Administrator Report –
County Administrator Cathy Schmit provided her monthly report.
- Administrator Conferences/Training Requests – None.
- County Administrator Rating Process and Contract Review Discussion –
County Board Survey documents were due back to the County Clerk by June 9th. Responses were not available for review at this meeting. Will take up this discussion at the next monthly meeting.
- 2016 County Board Reduction, Process and Procedure Discussion –
The County Board Rating Questionnaire was distributed for review. To be distributed to the county board members at the next monthly meeting. Responses due back by August 1st. This will assist the Administrative/Executive Committee in its planning for size reduction and future committee operations.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – July 14, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – 2016 County Board Reduction, County Board Evaluation Process & Results, County Administrator Rating Process and Contract Review Discussion
- Adjournment - Motion by Humphrey, second by Kuhn to adjourn at 4 p.m. Carried 4-0.

Cathy Schmit, County Administrator
Recorder

Request for Credit Card Approval


Department: Corporation Counsel

Committee: Administrative/Executive

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Lisa Aldinger Hamblin	Assistant Corporation Cousnel	\$1,000.00

Justification for Credit Card(s):

Seminars, hotel resevations, or other budgeted costs for the position.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Child Support
 Budget Year Amended: 2015

No. _____
Date: _____

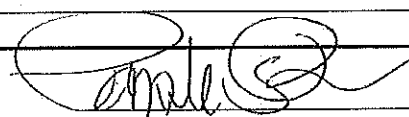
From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000531050	postage	\$ 12,000.00	\$ 1,000.00	\$ 383.79	\$ 11,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000521040	court related expenses	\$ 2,000.00	\$ 1,000.00	\$ 1,870.27	\$ 3,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

Explanation for Transfer:
 We have had to serve more people out of County than I anticipated this year. We also had three people's notary's come up for renewal. Also had a transcript that cost us \$118.00 that we had to get from a child support hearing.

Department Head Approval 

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