

MONROE COUNTY BOARD COMMITTEES COMPOSITION AND DUTIES

Administration/Personnel
Economic Development
Finance
Health & Human Services
Highway
Natural Resources & Extension
Property & Maintenance
Public Safety & Justice
Rolling Hills
Sanitation & Zoning
Solid Waste

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

Revised 2019

ADMINISTRATION & PERSONNEL COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Administration/Personnel Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board Chairperson or Vice Chairperson. 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 issues referred by other County Board of Supervisors Committees or the County Board of Supervisors as a whole.
 - (2) Review issues referred by the County Board of Supervisors Chairperson 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 of Supervisors action.
 - (4) Serve as liaison between the County Board of Supervisors and the County Clerk, the Register of Deeds 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 following departments: Child Support, Corporation Counsel, County Administrator, Information Systems, Real Property Coordinator/Land Information, Personnel, Surveyor, and Veterans Service.
 - (6) Review and make recommendations on legislation and administrative rules affecting counties.
 - (7) Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
 - (8) 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.
 - (9) 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.

- (10) Conduct all labor negotiations and recommend results to County Board.
- (11) Recommend any changes in employee health, dental and life insurance coverage or other employee benefits.
- (12) Develop training and education plans for County employees.
- (13) 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, motion or as delegated by the Chairperson of the Monroe County Board of Supervisors or County Administrator.

ECONOMIC DEVELOPMENT COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Economic Development Committee shall consist of three (3) County Board Supervisors, three (3) Citizen members along with Advisory members that will participate in an advisory capacity on the standing committee. The Citizen & Advisory members shall not have voting rights on financial matters and shall not be compensated by the County for their participation. All non-financial matters, the Citizen and Advisory members will have voting rights on.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Coordinate a countywide effort that includes all Monroe County municipalities to maximize economic development initiatives, promote an environment friendly to commercial expansion and job creation, facilitate and encourage entrepreneurship.
 - (2) Work with UWEX CNRED Agent to develop initiative for facilitating economic and commercial development, promoting tourism and educating internal, external, local and regional partners in collaborative efforts.
 - (3) Actively promote benefits and utilization of Monroe County Revolving Loan Fund to benefit economic development, expanded commerce and tourism as well as job creation.
 - (4) Establish close working relationships with government and civic organizations to promote and expand tourism and commerce in the County.
 - (5) Develop short term and long range plans for promoting and facilitating economic development, commerce and tourism. Establish measurable outcomes. Report annually to the Monroe County Board on the outcomes and plans on an annual basis as part of the annual budget process.
 - (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 or Resolution, motion or as delegated by the Chairperson of the Monroe County Board of Supervisors or County Administrator.

FINANCE COMMITTEE COMPOSITION AND DUTIES

- 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) Serve as committee of jurisdiction for the following departments County Treasurer, Finance Department and Library Planning/Funding.
 - (2) Review and approve County Administrator's Annual Budget and the Tax Levy for publication.
 - (3) Review and approve modifications to the annual adopted budget through Budget Adjustments, Line Item Transfers or Re-Purpose of Funds.
 - (4) Review and/or amend any proposed fiscal notes of a resolution on how funding for the request should be handled if the resolution is approved.
 - (5) Recommend the designated depositories for County Board of Supervisors approval and assist the Treasurer with the investment of county funds.
 - (6) Review and recommend approval of cancellation of outstanding checks annually.
 - (7) Review and recommend financing plans for capital projects that require Debt Service Funding.
 - (8) Be responsible for the appraisal and updating of County buildings and contents and approve County property and liability insurance protection.
 - (9) Forwards denial of liability claims against the County to the full board for approval.
 - (10) Serve as the oversight committee for Worker's Compensation policies, procedures and activities.
 - (11) Set the self-funded Workers' Compensation rates for annual budget.
 - (12) Review and grant or deny approval of all County credit card requests. The Finance Committee will review any failures to comply with the County Credit Card Policy and determine if it warrants cancellation of an employee's credit card.

- (13) Serve as the oversight committee for Accounting and Financial policy and procedures.
- (14) Review and approve all expense vouchers for County Board Supervisors.
- (15) Review and approve all County department disbursement journal.
- (16) 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 of Supervisors in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved.
- (17) Ensure that all departments are audited and audit recommendations are reviewed and necessary action taken.
- (18) 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 Chairman of the Monroe County Board of Supervisors and County Administrator.

HEALTH AND HUMAN SERVICES COMMITTEE COMPOSITION AND DUTIES

A. COMPOSITION. The Health and Human Services Committee shall consist of five (5) County Committee Supervisors, plus additional four citizen members under Wisconsin Statutes to act as the Committee of Health, Human Services and Aging and Disability Resource Center.

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

Human Services

- (1) The Human Services Committee shall have all of the powers and duties designated and assigned under Wis. Stats. §46.22, §51.42 and §51.437.
- (2) The Committee goals shall be the following statement of purpose and shall carry out its functions in accordance therewith:
 - a. The improvement of the social condition and mental health of residents of the County.
 - b. The improvement of the accessibility, acceptability, continuity and quality of the total human services program available in the County.
 - c. The restraint of increases in the cost of the total human services program.
 - d. The prevention of unnecessary duplication of services and facilities.
 - e. The study of the feasibility of integrating other human service programs into the human services department.
- (3) The Committee shall prepare, subject to the provisions of Wis. Stats. §46.23(5)(b) and (c) and the conditions established in Wis. Stats. §46.031, an annual county plan for the delivery of human services, inclusive of an inventory of all existing resources, identification of new resources and services and a plan for meeting the mental health and social needs of individuals and families in the County.
- (4) The Committee shall have the further powers, duties and responsibilities cited in Wis. Stats. §46.23(5)(d), (e) and (f). The County Board of Supervisors does hereby elect to require by separate resolution the approval of service contracts during the budget process, budget hearing and at the County Board of Supervisors meeting when the budget is adopted. The County Board of Supervisors does authorize the Human Services Committee to change, alter, amend, renegotiate and otherwise enter into additional service contracts contemplated within such approved resolution and within the total approved line item budget for service contracts for the appropriate fiscal year.

- (5) The Human Services Committee shall have the following additional powers, duties and responsibilities:
 - a) It shall determine which services and facilities shall be directly provided and which shall be purchased.
 - b) It shall evaluate the performance of the program.
 - c) It shall perform such other functions, not enumerated herein, as may be required to administer the program.
- (6) The Committee shall advise the County Board of Supervisors on policy matters affecting the Department of Human Services, shall administer policies established by the County Board of Supervisors and shall annually submit a report of its activities to the County Board of Supervisors.
- (7) The Committee shall establish standing committees to conduct necessary Committee actions between regularly scheduled monthly meetings. Actions of all standing committees are subject to the approval of the full Human Services Committee at the next regularly scheduled meeting.
- (8) The Committee shall appoint one or more advisory committees in accordance with the provisions of Wis. Stats. §46.23(8), such appointment to be subject to approval of the County Board of Supervisors Chairperson for a term of two years. Such advisory committees shall actively participate in the formulation of the annual plan provided in subsection (c) of this section for development, implementation and operation of programs and services and shall make formal recommendations, annually or more often if the chairperson deems it necessary, concerning the Human Services Committee's annual budget and the implementation of the plan during the ensuing year.
- (9) The Committee shall have the power to adopt administrative regulations to enforce its duties under this article, subject to the approval of the district attorney as to the conformity, thereof, with applicable state and federal statutes and rules, and county ordinances and resolutions.

Health

- (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. §251.046(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)

Aging and Disability Resource Center

- (1) Receive, disburse and administer funds for services per the Older Americans Act, Chapter 46.80, State Benefit Specialist and county policy.
- (2) Develop and implement an annual coordinated county aging plan and budget.
- (3) Monitor and conduct an assessment on funded programs and services to insure maximum coordination and cost efficiency.
- (4) Promote the expression of the views, needs and concerns of the elderly in public and private decisions.

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 Chairman of the Monroe County Board of Supervisors and County Administrator.

HIGHWAY COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Highway Committee shall consist of five (5) County Board Supervisors elected at large per chapter §83.015 of the Wisconsin State Statutes.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Administer and make recommendation in all matters in reference to the construction and maintenance of highways and bridges in Monroe County per statutes.
 - (2) Make annual reports and recommendation 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) 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.
 - (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 or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors and County Administrator.

NATURAL RESOURCES & EXTENSION COMMITTEE COMPOSITION AND DUTIES

A. COMPOSITION. The Natural Resources & Extension Committee shall consist of five (5) County Board Supervisors plus members under §92.06 Wis. Stat., to act as the Agriculture and Extension Committee, Land Conservation Committee and Forestry & Parks Committee. One (1) of which, shall be a member of the Sanitation & Zoning Committee, one (1) shall be a member of the Solid Waste Committee; and the Chairperson of the County Farm Services Agency (FSA) Committee or other County FSA Committee as per Chapter 92.06.

B. DUTIES.

The duties of the Committee for Land Conservation 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.

The duties of the Committee for Agriculture and Extension 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 operation and expenditures of the County Farm and the Wegner Grotto.

The duties of the Committee for the Forestry/Parks shall be to:

- (1) Direct and supervise the development and maintenance of County parks and forests, per state statutes §28.10 and §28.11 and Chapter 23 (County Code of Ordinances).
- (2) Establish policy and guidance relating to Forestry and Parks and Recreation.
- (3) Approve the Snowmobile Trails Grant payments

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 Chairman of the Monroe County Board of Supervisors and County Administrator.

PROPERTY AND MAINTENANCE COMMITTEE COMPOSITION AND DUTIES

- 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 unless a special committee has been appointed by the Chair of the Board. 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). Coordinates sale of County owned depreciable property with appropriate Committee of Jurisdiction on all sales outside the jurisdiction of Property & Maintenance Committee.
 - (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 following safety and ADA policies. 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 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 fixed assets owned or leased by the County.

- (9) 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.
- (10) Works with other County functions (non-enterprise fund) to rent or lease property used for County operations.
- (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 Chairman of the Monroe County Board of Supervisors and County Administrator.

PUBLIC SAFETY AND JUSTICE COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Public Safety and Justice Coordinating Committee shall consist of (5) County Board Supervisors.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Oversee, review and authorize policies, procedures, and budgets of the following departments, except as limited by law: Clerk of Courts; Circuit Court Branch I, II, & III (Juvenile, Probate & Family Court Commissioner); 911 Communication Center; District Attorney; Emergency Management 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 listed above.
 - (5) Approve vouchers/expenditures and overtime of all departments listed above 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 Chairman of the Monroe County Board of Supervisors and County Administrator.

ROLLING HILLS COMMITTEE COMPOSITION AND DUTIES

- A. COMPOSITION. The Rolling Hills Committee shall consist of five (5) County Board Supervisors.
- B. DUTIES. The duties of the Committee for Rolling Hills Committee shall be to:
- (1) Act as trustee for the assets and investments of Rolling Hills.
 - (2) Act as liaison officer to the County Board.
 - (3) Provide continuity of management of good quality and depth to achieve and maintain high standards of care and services.
 - (4) Select and advise the nursing home administrator.
 - (5) Provide direction for the total affairs of the home which will insure its growth, development and services to meet the needs of current and future residents.
 - (6) Participate in and comply with the Rolling Hills Compliance and Ethics program. (Rolling Hills Committee members are subject to OIG screening. Persons excluded from participation in federal or state reimbursement programs may not serve on the Rolling Hills Committee.)
 - (7) Responsible and accountable for ensuring that a Quality Assurance and Performance Improvement program is in place and has appropriate resources to be effective per Federal Nursing home regulations section 483.75.
 - (8) Perform and/or execute other additional work or duties as may from time to time be required or authorized by federal or state regulatory requirements, state law, County Board Ordinance or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors and County Administrator.

SANITATION AND ZONING COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Sanitation and Zoning Committee shall consist of five (5) County Board Supervisors.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Serve as Committee of Jurisdiction for the following departments: Animal Shelter, Animal Control, Sanitation and Zoning.
 - (2) The Committee addresses land use, plan and zoning policy for the County.
 - (3) Act as the official Committee of the County per County Zoning Ordinances and Chapters 59.69 and 87.30.
 - (4) Administer the County Sanitary Ordinance, County Dog Control Ordinance, County Floodplain and Shoreland Zoning Ordinances, and County Subdivision 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 or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors and County Administrator.

SOLID WASTE COMMITTEE COMPOSITION AND DUTIES

- A. **COMPOSITION.** The Solid Waste Committee 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. Four (4) County Board of Supervisors in which one (1) is a Tomah Representative and one (1) is a 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 or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors and County Administrator.