



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE

**TIME:** 12:00 p.m.

**PLACE:** Monroe County Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656

**DATE:** Tuesday, November 10, 2020

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of October 13, 2020
4. Resolution in Support of Lynxx Networks Application for Broadband Expansion Grant for North Tomah Fiber Project – Discussion/Action
5. Information Technology
  - a. Director Report
6. Child Support
  - a. Resolution in Support of Increased County Child Support Funding – Discussion/Action
  - b. Director Report
7. County Clerk/Election - Notice of Budgetary Adjustment – Discussion/Action
8. Personnel Director Report
  - a. Resolution – COVID-19 Policy and Procedure 2021 – Discussion/Action
  - b. Personnel Director Report
9. COVID-19/Board Rules, Per-diems and Virtual Attendance During a Pandemic – Discussion/Action
10. County Administrator
  - a. Request for Line Item Transfer – Discussion/Action
  - b. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: November 5, 2020

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.*

*We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

**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  
October 13, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden  
Others: Tina Osterberg, Rick Folkedahl, Hannah Olsen, Ed Smudde, Adrian Lockington, Sharon Nelson, Pamela Pipkin, Andrew Kaftan

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, November 10, 2020 at 12:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the September 8, 2020 minutes. Carried 5-0.
- Information Technology -
  - a. Website Go-Live – Rick Folkedahl, IT Director explained the Go-Live date is October 26, 2020. Departments have been working hard on individualizing their pages.
  - b. Rick Folkedahl provided the IT Director report.
- Child Support
  - a. Line Item Transfer – Pamela Pipkin explained the 2020 line item transfer in the amount of \$4,900.00 for scanner. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 5-0.
  - b. Pamela Pipkin provided the Child Support Director Report.
- Personnel –
  - a. New Position Request – Resolution for Approval to Establish a Full-Time Community Health Educator Position in the Monroe County Health Department. Motion by Mark Halverson second by Mary Von Ruden to approve the Full-Time Community Health Educator Position. Sharon Nelson, Health Director explained request for new Health Educator position. Funding is available for 2021 and 2022 through the Coronavirus Preparedness and Response Supplemental Appropriations Act. Discussion. Carried 5-0.
  - b. Self-Funded Health Insurance Plan Update – Ed Smudde provided the 2021 health insurance rates under a self-funded plan. The deductible is \$1,500.00 for single and \$3,000.00 for family. There is a slight increase in premiums for both single and family rates. Discussion. Motion by Mark Halverson second by Brett Larking to affirm moving forward with self-funding of insurance. Carried 5-0.
  - c. Dental Insurance Update – Ed Smudde provided the 2021 dental insurance rates. Delta Dental provided a 0% increase for 2021. Discussion. Motion by Mark Halverson second by Mary Von Ruden to continue with Delta Dental in 2021. Carried 5-0.
  - d. Ed Smudde provided the monthly Personnel Director Report.
- COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Andrew Kaftan, Corporation Counsel explained thoughts on considerations for emergency orders to make sure Monroe County Board operations are identified for virtual or phone meetings. Topics covered but not limited to:
  - Emergency Rules vs Board Rules
  - Virtual Attendance
  - Voting
  - Point of Order
  - Meeting Materials
  - Request to Speak
  - Distractions through virtual attendance

It was a consensus of the committee to have the Administrator and Corporation Counsel draft guidelines for future emergency orders and bring back to the committee for further review.

- Ethics Code Review – Andrew Kaftan, Corporation Counsel explained that the Ethic Board Rules and Ethics Code are out of date and need updates. The current Ethics Code is dated June 4, 1997 and the current rules of the Monroe County Ethics Board are dated January 1999. It was a consensus of the committee for the Ethics Board to meet, review and revise the policies. Discussion. Motion by Mary Von

Ruden second by Sharon Folcey to have the Ethics Board to meet, review and revise the policies. Carried 5-0.

- Broadband Expansion Grant – Tina Osterberg, County Administrator explained that the county is looking at a broadband expansion grant application. This project would create a loop to expand broadband. Discussion. Motion by Mark Halverson second by Brett Larkin to approve broadband expansion grant project. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – County Clerk/Election Budget Adjustment; Child Support Director Report; COVID-19/Board Rules, Per-Diems and Virtual Attendance during a Pandemic; Broadband Expansion Grant Resolution.
- Wallace Habhegger adjourned the meeting at 1:36 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

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

RESOLUTION IN SUPPORT OF LYNXX NETWORKS APPLICATION FOR BROADBAND EXPANSION GRANT FOR NORTH TOMAH FIBER PROJECT

1 **WHEREAS**, with COVID-19, access to sufficient broadband in rural communities has become  
 2 imperative for residents and businesses; and  
 3  
 4 **WHEREAS**, home-based businesses, teleworking, telemedicine, and virtual schooling increased  
 5 throughout the area, it is vitally important to have increased broadband connectivity for the success of  
 6 rural residents; and  
 7  
 8 **WHEREAS**, increased broadband connectivity will allow rural small businesses to grow along the north  
 9 Tomah fiber project; and  
 10  
 11 **WHEREAS**, with the north Tomah fiber project Lynxx will create a loop system to enhance services to  
 12 the residents and business along the project. With a loop system if the fiber is accidently cut in one  
 13 area the loop system will allow all customers in this area to continue services while the fiber connection  
 14 is fixed.  
 15  
 16 **NOW, THEREFORE, BE IT RESOLVED** the Monroe County Board of Supervisors hereby support  
 17 Lynxx Networks Broadband Expansion Grant application for the north Tomah fiber project.  
 18  
 19 **BE IT FURTHER RESOLVED** Monroe County encourages the Public Service Commission of  
 20 Wisconsin to consider fully funding the proposed north Tomah fiber project request.  
 21  
 22 Offered by the Administrative & Personnel Committee on this 19th day of November, 2020.  
 23  
 24 Purpose: Support Lynxx Networks application for broadband expansion grant for north Tomah fiber  
 25 project.  
 26  
 27 Fiscal Note: None  
 28  
 29 Drafted by Tina Osterberg, County Administrator

Finance Vote (If required): ____ Yes ____ No ____ Absent ..... Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20__ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

RESOLUTION NO: \_\_\_\_\_

**RESOLUTION IN SUPPORT OF INCREASED COUNTY CHILD SUPPORT FUNDING**

- 1 WHEREAS: Monroe County administers the Child Support Enforcement Program on behalf of  
2 the state, providing services to Monroe County residents including paternity  
3 establishment, obtaining child support and health insurance orders for children,  
4 and enforcing and modifying those orders; and  
5
- 6 WHEREAS: Our children's well-being, economic security and success in life are enhanced by  
7 parents who provide financial and emotional support; and  
8
- 9 WHEREAS: County child support agencies collected \$935 Million in child support during 2019  
10 and established 98,405 health insurance orders for Wisconsin children; and  
11
- 12 WHEREAS: Monroe County's Child Support Agency provides services to children as well as  
13 custodial and non-custodial parents that reduce childhood poverty rates, establish  
14 parental rights and promote the involvement of both parents in the lives of their  
15 children; and  
16
- 17 WHEREAS: The economic security and social service programs provided by the Monroe  
18 County Child Support Agency are needed by Wisconsin children and families now  
19 more than ever due to the economic downturn caused by COVID-19; and  
20
- 21 WHEREAS: State funding for county child support services has failed to keep up with county  
22 agency costs, which have steadily increased due to growing caseloads, inflation  
23 and new federal regulations; and  
24
- 25 WHEREAS: Wisconsin's Child Support Enforcement Program has fallen from 2<sup>nd</sup> in the nation  
26 for collecting current support to 5<sup>th</sup>; and  
27
- 28 WHEREAS: Wisconsin's decreased performance has led to the state losing out on an estimated  
29 \$70,000 in potential federal incentive payments between Calendar Year 2019 and  
30 2020; and  
31
- 32 WHEREAS: An abrupt federal interpretation change in June 2019 eliminated \$4.2 million in  
33 federal birth cost recovery matching funds for Wisconsin; and  
34
- 35 WHEREAS: Wisconsin's strong performance in child support is at risk without additional state  
36 funding. Further drops in performance would result in additional reductions to  
37 federal funding for Wisconsin; and  
38
- 39 WHEREAS: Decreased federal funding results in less funding for Monroe County's child  
40 support agency. This could lead to reductions in child support enforcement staff  
41 and services and reduced child support collections; and  
42
- 43 WHEREAS: New state investments in child support are amplified by a generous federal match.  
44 Every \$1 of state GPR invested in the Child Support Program generates roughly  
45 \$2 in federal matching funds; and

46 WHEREAS: Wisconsin's Child Support Enforcement Program is incredibly cost-effective,  
47 collecting an average of \$6.20 in support for every dollar invested in the program.  
48

49 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors  
50 respectfully requests that state funding for county child support agencies be increased by  
51 \$4 million GPR in each fiscal year of the 2021-23 Wisconsin state budget, which will  
52 generate approximately \$7.7 million in additional federal funding each year. This  
53 investment will ensure that Wisconsin counties can continue to effectively provide  
54 economic support to our children.  
55

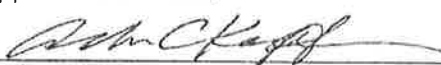
56 IT IS FURTHER RESOLVED that a copy of this resolution be forwarded by the County Clerk  
57 to the Governor of the State of Wisconsin, State Senators and State Representatives  
58 representing Monroe County the Secretary of the Wisconsin Department of Administration,  
59 and the Wisconsin Counties Association for consideration.  
60

61 Offered by the Administration & Personnel Committee this 19th day of November, 2020.  
62

63 Purpose: Monroe County Board statement of support for increased funding for county child support  
64 agencies.  
65

66 Fiscal Note: None  
67

68 Drafted by: Pamela Pipkin, Child Support Director

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:  _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

CHILD SUPPORT PERFORMANCE

PERFORMANCE FISCAL YEAR (10/1 to 9/30)

YEAR	monroe cases	state wide cases	monroe PATERNITY %	statewide paternity %	monroe court order %	statewide court order %	monroe current support %	statewide current support %	monroe ARREARS %	statewide arrears %	monroe TOTAL IVD COLLECTED	monroe TOTAL IVD AND NIVD COLLECTED
top \$			90		80		80					
2007	2509		113.4		82.82		75.35		70.82		\$ 5,893,541.76	\$ 7,362,505.49
2008	2442		116.03		90.58		76.06		72.64		\$ 6,074,705.31	\$ 7,670,602.57
2009	2545		115.73		91.47		75.65		76.73		\$ 5,964,501.61	\$ 7,569,503.64
2010	2660		115.41		91.62		76.72		77.38		\$ 6,022,849.08	\$ 7,545,728.69
2011	2699		110.83		92.7		77.21		80.53		\$ 6,142,333.85	\$ 7,481,879.01
2012	2831		113.86		91.49		78.05		79.28		\$ 6,392,831.98	
2013	2924	361177	110.2	104.64	90.8	87.35	77.92	72.5	77.29	65.15	\$ 6,293,255.60	\$ 7,711,934.83
2014	2966	365631	110.07	105.43	91.2	86.98	78.06	73.01	78.82	66.02	\$ 6,402,115.18	\$ 7,751,922.51
2015	2979	363152	113.22	104.89	91.21	87.14	78.5	74.15	79.76	67.63	\$ 6,517,891.10	\$ 7,593,032.14
2016	2992	361169	110.5	104.84	92.61	87.18	78.14	74.48	80.15	69.05	\$ 6,381,002.16	\$ 7,546,822.31
2017	2977	361406	107.58	100.52	92.91	87.03	77.92	74.63	80.3	69.04	\$ 6,213,240.79	\$ 7,504,971.00
2018	3004	361623	109.19	102.61	92.88	86.84	77.98	74.71	79.76	69.61	\$ 6,212,295.46	\$ 7,685,416.98
2019	2954	357182	107.54	101.64	93.26	86.99	79.41	75.09	79.54	69.44	\$ 6,332,043.85	\$ 7,678,923.67
2020	2939	345855	107.31	100.11	92.07	86.21	77.59	74.1	79.1	73.58	\$ 6,512,417.55	\$ 7,748,742.55

This is based on fiscal year 10/1 to 9/30

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 10, 2020  
 Department: County Clerk - Elections  
 Amount: \$6,600.00  
 Budget Year Amended: 2020

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

Monroe County is Upgrading Election Machines due to the increase in Absentee Ballots during the COVID-19 Pandemic. Municipalities will be reimbursing Monroe County for the entire cost of the Election Machines.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 473300	Elections Town, Cities, Villages	\$ 211,200.00	\$ 6,600.00	\$ 217,800.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,600.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 539500	Election Equipment	\$ 211,200.00	\$ 6,600.00	\$ 217,800.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,600.00	

Department Head Approv: Shelley Borel

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: \_\_\_\_\_



## REQUEST FOR LINE ITEM TRANSFER

**Date:** 11/10/2020  
**Department:** Administrator  
**Amount:** \$ 400.00  
**Budget Year Amended:** 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	553100		Equipment Service	\$ 400.00	\$ 400.00	\$ -	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 400.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	531000		Office Supplies	\$ 1,009.96	\$ 400.00	\$ 1,409.92	\$ 1,409.96
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 400.00</b>		

**Explanation for Transfer:** At this time funds remain available in the Equipment Service account designated for toner for the backup printer in the Executive Center. The toner is budgeted in the Administrator's budget for the purchase of any toner needs for printers. I do not anticipate these funds being needed for the printer toner in 2020. We would like to transfer these unused funds to Office Supplies for a varidesk purchase for the Administrative Office Specialist position.

Department Head Approval



Governing Committee Approval

\_\_\_\_\_

-----  
 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

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

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date