



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
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www.co.monroe.wi.us

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday, December 8, 2020

****PUBLIC:** Due to the COVID-19 Pandemic, you may access this meeting remotely:

Tuesday, Dec. 8, 2020 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)

<https://monroecountywi.webex.com/> or Join by phone: +1-404-397-1516 United States Toll

Meeting Number: 146 087 0977 Access Code: 146 087 0977

Password: Admin

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of November 10, 2020
4. Request for Line Item Transfer(s) – Discussion/Action
 - a. Register of Deeds
 - b. Child Support
 - c. Land Records
 - d. Personnel
5. Information Technology
 - a. Director Report
6. Personnel Director
 - a. Resolution – COVID-19 Policy and Procedure 2021 – Discussion/Action
 - b. Resolution – Personnel Policy – Insurance – Discussion/Action
 - c. Personnel Director Report
7. COVID-19/Board Rules, Per-diems and Virtual Attendance During a Pandemic – Discussion/Action
8. County Administrator Report
9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: December 2, 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
November 10, 2020

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden

Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Adrian Lockington, Pam Pipkin, Rick Folkedahl, Wes Revels, Andy Kaftan

Excused Absent: Mark Halverson, Brett Larkin

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, December 8, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the October 13, 2020 minutes. Carried 3-0.
- Resolution in Support of Lynxx Networks Application for Broadband Expansion Grant for North Tomah Fiber Project – Tina Osterberg, County Administrator explained that the resolution is in support of the project for the Grant. Motion by Sharon Folcey second by Mary Von Ruden to adopt resolution. Carried 3-0.
- Information Technology -
 - a. Rick Folkedahl provided the IT Director report.
Provides update on the transfer of CenturyLink to Lynxx. After this is complete will bring in the State to help finalize the piece within the Child Support Department and Reports.
Overview of Routes to Recovery and purchases. Getting equipment installed and laptops up and running. Website has gone live and makes note that Adrian is documenting all incoming calls and obtaining feedback.
- Child Support
 - a. Resolution in Support of Increased County Child Support Funding – Pam Pipkin, provides funding history and current numbers. Motion by Sharon Folcey second by Mary Von Ruden to adopt resolution. Carried 3-0.
 - b. Pamela Pipkin provided the Child Support Director Report.
- County Clerk/Election – Tina Osterberg, County Administrator speaks on behalf of Shelley Bohl, for the additional Election machine. Motion by Mary Von Ruden second by Sharon Folcey to approve the budget adjustment. 2020 budget adjustment in the amount of \$6,600.00 for one additional new election machine. Carried 3-0.
- Personnel –
 - a. Resolution – COVID-19 Policy and Procedure 2021 – Handout Informational and for Review Only. Further discussion at next month's meeting. Ed Smudde provides overview of handout and explanation of what is to expire at the end of year. Hoping to have further guidance and information available at next month's meeting.
 - b. Ed Smudde provided the monthly Personnel Director Report. Updates on the Health Insurance Open Enrollment period and training sessions.
- COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Tina Osterberg, County Administrator provides update, is still currently under review. Administrator, Corporation Counsel and County Board Chair have met and are currently awaiting information back from the WCA.
- County Administrator –
 - a. Request for Line Item Transfer – Tina Osterberg, County Administrator explained the line item transfer for Veridesk. Describes the functions of use. Motion by Sharon Folcey second by Mary Von Ruden to approve the line item transfer. Carried 3-0.
 - b. Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – Personnel- Resolution-COVID-19 Policy and Procedure 2021- Discussion/Action, Personnel Policy Update Resolution Discussion/Action, COVID-19/Board Rules, Per- diems and Virtual attendance During a Pandemic-Discussion/Action.
- Wallace Habhegger adjourned the meeting at 1:14 p.m. Carried 3-0 .

Adrian Lockington/Administrative Office Specialist
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 12/8/2020
Department: Register of Deeds
Amount: \$ 1,350.00
Budget Year Amended: 2020

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11710000	533010		CONFERENCES/SEMINARS	\$ 2,459.00	\$ 1,350.00	\$ 493.04	\$ 1,109.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,350.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11710000	521415		COMPUTER OPERATIONS	\$ 31,800.00	\$ 1,350.00	\$ 13,150.00	\$ 33,150.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,350.00		

Explanation for Transfer: Indexing data and recorded digitized image repository is being stored off site by Fidar Technologies through Bastion. The size of the repository has reached the next tier resulting in an increase in the cost of storage. Excess unspent funds are available in department's conference/seminars account due to COVID related cancellations. A line item transfer is being requested to move funds from the CONFERENCE/SEMINARS expense account to the COMPUTER OPERATIONS expense account since these accounts are not in the same roll up code.

Department Head Approval

Deb Brandt

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

REQUEST FOR LINE ITEM TRANSFER

Date: 12/1/2020
Department: child support
Amount: \$ 400.00
Budget Year Amended: 2020

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	533010		Conference/Seminars	\$ 2,700.00	\$ 400.00	\$ 532.00	\$ 2,300.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 400.00		

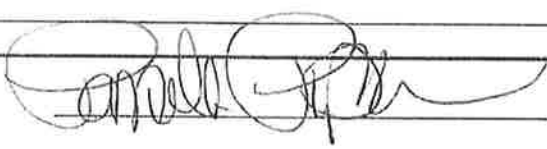
To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	521040		Court Related	\$ 3,000.00	\$ 400.00	\$ 2,966.64	\$ 3,400.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 400.00		

Explanation for Transfer:

Cost to serve court papers on parties was higher than anticipated this year.

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

REQUEST FOR LINE ITEM TRANSFER

Date: _____ 11/16/2020
Department: _____ land records
Amount: \$ _____ 34.00
Budget Year Amended: _____ 2020

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	533200		Mileage	\$ 633.00	\$ 34.00	\$ 174.99	\$ 599.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 34.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	531000		Office Supplies	\$ 66.00	\$ 34.00	\$ 33.59	\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 34.00		

Explanation for Transfer:

Earlier Late this summer I had an expensive part that needed to be replaced on my plotter. My plotter despite being badged with a Loffler ID was not included in the final maintenance contract so it was an expense that I was not anticipating. The Print Head was very expensive, \$327 and it maxed out the rollup code. So despite having money left in my line item the LR200 Office Administrative Costs code has been used up.

Department Head Approval _____ *Jeremiah Erickson*

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 _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Personnel
 Budget Year Amended: _____ 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-515750	Recruitment Costs	\$ 11,500.00	\$ 530.00	\$ 3,457.71	\$ 10,970.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 530.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-522025	Telephone	\$ 656.23	\$ 500.00	\$ 759.52	\$ 1,156.23
11432000-519100	Employee Assistance Prog.	\$ 6,000.00	\$ 30.00	\$ 6,030.00	\$ 6,030.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 530.00		

Explanation for Transfer:

Due to the need for office cell phones for the Director and Coordinator position due to COVID-19 we have had additional costs in our telephone line that were not budgeted for in 2020.

Due to the increase in our population for the reporting for our quote for the annual fees for our EAP program it has gone up \$30.00 higher than budgeted for in 2020.

With the restructuring to our recruiting format we have seen significant savings this year without loss of interest or applications, so we have more funding available to offset the costs associated with our Telephone and EAP programs.

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