



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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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, February 9, 2021

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

Tuesday, Feb. 9, 2021 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: 146 065 0776

Access Code: 146 065 0776

Password: Admin

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of January 12, 2021
4. Information Technology Director Report
5. Personnel Director
 - a. Request for Line Item Transfer – Discussion/Action
 - b. Notice of Budgetary Adjustment – Discussion/Action
 - c. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Paid Time Off (PTO) – Discussion/Action
 - d. COVID Policy – Discussion Only
 - e. Personnel Director Report
6. County Administrator Report
7. Next Month's Agenda Items
8. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: February 3, 2021

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
January 12, 2021

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Mary Von Ruden

Excused Absent: Brett Larkin

Others: Tina Osterberg, Cedric Schnitzler, Adrian Lockington, Jeremiah Erickson, Pamela Pipkin, Wes Revels, Rick Folkedahl, Ed Smudde, Hannah Olsen, Andrew Kaftan

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, February 9, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the November 19 and December 8, 2020 minutes. Carried 4-0.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2021 budget adjustment in the amount of \$7,000.00 for GIS server and configuration, ESRI seat license and GPS tablet screen. Discussion. Motion by Mark Halverson second by Sharon Folcey to amend the adjustment to read a total amount of \$7,000.00. Carried 4-0. Motion by Mark Halverson second by Mary Von Ruden to approve the budget adjustment as amended. Carried 4-0.
- Request for Line Item Transfer(s) –
 - a. Land Records - Jeremiah Erickson explained the 2020 line item transfer in the amount of \$10,594.52 for GPS units, ESRI seat license and imagery placed on website. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 4-0.
 - b. Corporation Counsel - Andrew Kaftan explained the 2020 line item transfer in the amount of \$400.00 for printing costs. Motion by Mark Halverson second by Mary Von Ruden to approve line item transfer. Carried 4-0.
 - c. Child Support – Pamela Pipkin explained the 2020 line item transfer in the amount of \$1,500.00 for router. Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Carried 4-0.
 - d. County Clerk – Shelley Bohl explained the 2020 line item transfer in the amount of \$2,050.00 for salaries, copier expenses and mileage. Motion by Mary Von Ruden second by Mark Halverson to approve line item transfer. Carried 4-0.
- Resolution(s) Discussion/Action -
 - a. Proclamation Recognizing the Municipal Clerk's, Deputy Clerks and all of the Election Officials throughout Monroe County – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Shelley Bohl explained the proclamation to commend Municipal Clerks, Deputy Clerks and all Election Officials for outstanding service and dedication to Monroe County. Carried 4-0.
 - b. Rule 5 Petition, Resolution in Support of the TCMC Passenger Rail Project Funding – Motion by Mary Von Ruden second by Mark Halverson to approve resolution and forward to the full board for approval. Andrew Kaftan explained that Supervisor Balz brought forward the resolution for support of the TCMC passenger rail project and ask that the Joint Committee on Finance to support the project. Discussion. Carried 4-0.
 - c. Resolution Creating Extraordinary County Board Rules – Motion by Mary Von Ruden second by Mark Halverson to approve resolution and forward to the full board for approval. Andrew Kaftan, Corporation Counsel explained that the Administrator and Board Chair met with him to review Board Rules. The resolution will adopt extraordinary County Board Rules which will authorize temporary virtual attendance at meetings. Discussion. Carried 4-0.
- Pamela Pipkin provided the Child Support Director Report.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel –
 - a. Personnel Policy Update, PTO – Ed Smudde, Personnel Director updated members regarding the discussion of the personnel policy and the idea of PTO. Department Heads and staff will provide feedback into the plan. A draft plan will be provided in the future to committee members.
 - b. Ed Smudde provided the monthly Personnel Director Report.

- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – PTO Policy, Covid Policy.
- Wallace Habegger adjourned the meeting at 10:43 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

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	\$ 10,970.00	\$ 120.00	\$ 3,659.82	\$ 10,850.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 120.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11433000-515080	Section 125 Expense	\$ 3,600.00	\$ 120.00	\$ 3,720.00	\$ 3,720.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 120.00		

Explanation for Transfer:

Due to the removal of the HRA for 2021 there were small additional administrative costs we incurred above what was originally budgeted based on the administrative costs from 2019.

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 Section 125 admin costs.

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2021
 Department: Personnel
 Amount: \$3,861.00
 Budget Year Amended: 2021

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

During the compiling of the 2021 budget a decision to be come self-insured for Health Insurance was made. As part of that decision, the budget for the HRA Reimbursement Program was removed from the budget. Unfortunately, we did not take into consideration that employees have three months after the end of the fiscal year to turn in any reimbursable expenses. For this reason, we are requesting to rollforward \$3,861.00 to pay the required administrative costs for processing of these claims. Funds are available to cover these expenses from the 2020 HRA Reimb. Expense account due to lower than anticipated claims.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Gen Fund Balance Applied	\$ 60,985.00	\$ 3,861.00	\$ 64,846.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,861.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11434000	515770		HRA Reimbursements	\$ -	\$ 3,861.00	\$ 3,861.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,861.00	

Department Head Approval: _____

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: _____

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – PAID TIME OFF (PTO)

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends
2 approval of the Personnel Policy Manual changes proposed by the Personnel Director to sections 4.31
3 Vacations, 4.40 Sick Leave as set out below; and
4

5 **WHEREAS**, to create section 4.315 Paid Time Off (PTO) to create significant changes from the
6 previous employee accruals to an alternative plan that keeps all accruals in one accrual bank offering
7 staff greater flexibility and autonomy regarding their leave accruals and how they are used; and
8

9 **WHEREAS**, this would convert all of Monroe County employee’s, excluding Wisconsin
10 Professional Police Association (WPPA) employees under contract, vacation and floating holiday into
11 PTO, and 25% of employees current sick leave balance into PTO based on amount of time in
12 employee’s accrual banks as of the 3/27/2021 pay day.
13

14 **WHEREAS**, the remaining 75% of sick leave balance will be retained in a frozen sick leave
15 bank for staff to use if they qualify for a Family Medical Leave Act (FMLA) qualified leave of absence;
16 and
17

18 **WHEREAS**, the accrual methods and all language referencing vacation, sick leave and floating
19 holiday are to be amended based on the attached document to reflect PTO vs. the previous accrual
20 system; and
21

22 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
23 effective this date they do hereby approve the proposed Personnel Policy Manual changes as set out in the
24 attached document adjusting the language in sections 4.31 Vacation and 4.40 Sick Leave, and the addition
25 of section 4.315 Paid Time Off (PTO).
26

27 Dated this 24th day of February.

28
29 Offered by the Administration & Personnel Committee
30

31 Purpose: Approve changes to Personnel Policy Manual sections 4.31 Vacation, 4.40 Sick Leave, and all
32 references of vacation, sick leave, and floating holiday, and the addition of 4.315 Paid Time Off (PTO).
33

34 Fiscal note: No direct costs.
35

36 Drafted by: Personnel Director, Ed Smudde

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

Committee Chair: _____

ADOPTED FAILED AMENDED
 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
A raised seal certifies an official document.