



MONROE COUNTY BOARD OF SUPERVISORS

AMENDED NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
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, April 13, 2021

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

Tuesday, April 13, 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: 187 594 5732

Access Code: 187 594 5732

Password: Admin

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of March 9, 2021
4. Information Technology
 - a. Notice of Budgetary Adjustment – Discussion/Action
 - b. Director Report
5. Personnel Director
 - a. Director Report
6. County Administrator Report
7. PTO Policy – Discussion/Action
8. Next Month's Agenda Items
9. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility - to complete County Administrator's Performance Evaluation – Discussion/Action
10. CLOSED SESSION under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
11. Adjournment

Wallace Habhegger, Committee Chair

Date notices mailed: April 9, 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.



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10. CLOSED SESSION under 19.82(1) of the Bargaining Subcommittee at approximately 10:00 a.m. to discuss bargaining strategy with the Monroe County Professional Policy Association
11. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: April 7, 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
March 9, 2021

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Mary Von Ruden, Brett Larkin
Others: Tina Osterberg, Rick Folkedahl, Ed Smudde, Charles Weaver, Adrian Lockington, Hannah Olsen, Pamela Pipkin, Wes Revels, Cedric Schnitzler, Lisa Aldinger Hamblin
WebEx:

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, April 13, 2021 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 February 9, 2021 minutes. Carried 5-0.
- Resolution for Proclamation Recognizing the Vietnam War and honoring those who served during the Vietnam Era – Charles Weaver, Veteran's Service Officer explained proclamation recognizing the Vietnam War and honoring those who served during the Vietnam era. March 29, 2021 will be proclaimed as Monroe County Vietnam Veteran's Day. A ceremony will be held and the Pow MIA flag will be flown. Discussion. Motion by Mary Von Ruden second by Mark Halverson to approve resolution and forward to the full board for approval. Carried 5-0.
- Pamela Pipkin provided the Child Support Director Report.
- County Board Request for Line Item Transfer – Motion by Mark Halverson second by Brett Larkin to approve line item transfer. Shelley Bohl, County Clerk explained 2020 line item transfer in the amount of \$2,600.00 for County Board salaries. Carried 5-0.
- Sheriff/Information Technology Budget Adjustment – Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Rick Folkedahl, IT Director explained 2021 budget adjustment in the amount of \$414,266.00 for video system replacement and upgrades. Wes Revels, Sheriff further explained. Discussion. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel –
 - a. Ed Smudde provided the monthly Personnel Director Report.
 - b. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for April 2021, Covid-19 Policy – Motion by Mark Halverson second by Brett Larkin to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained changes to the Covid policy. Discussion. Carried 4-1.
 - c. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Paid Time off (PTO) - Motion by Mark Halverson second by Brett Larkin to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained the PTO system and revisions to the policy since last month's meeting. Survey results were provided. Discussion. Carried 3-2.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – None.
- Motion by Mark Halverson second by Sharon Folcey to move into closed session. Supervisors Habegger, Folcey, Halverson, Von Ruden and Larkin all voting yes.
- Closed Session per WI Statutes 19.85(1)(c), considering employment promotion compensation or performance evaluation data of any public employee which is the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation.
- Motion by Mark Halverson second by Mary Von Ruden to move into open session. Supervisors Habegger, Folcey, Halverson, Von Ruden and Larkin all voting yes.

- Wallace Habegger adjourned the meeting at 11:11 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 6, 2021
 Department: Human Svcs/Information Technology
 Amount: \$169,275.00
 Budget Year Amended: 2021

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

Consultant charges for implementation of the Netsmart myEvolv software for the Clinical, Crisis AODA (Alcohol & Other Drug Abuse) and APS (Adult Protective Services) Programs at Human Services. This was not anticipated at Budget time as Human Services was in an agreement with other County to utilize their software for these programs. Notice was given at the end of 2020 that after 2021 Monroe County will no longer be able to share the other software. Human Services and the Justice Department are currently using the myEvolv software and we are looking to expand that software for these additional programs.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71400000	499999		Gen Fund Transfer In	\$ 414,266.00	\$ 169,275.00	\$ 583,541.00
						\$ -
Total Adjustment					\$ 169,275.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 564,700.00	\$ (169,275.00)	\$ 395,425.00
71475000	521415	I9790	Computer Operations - HS	\$ 28,211.00	\$ 169,275.00	\$ 197,486.00
10000000	599999		Gen Fund Transfer Out	\$ 414,266.00	\$ 169,275.00	\$ 583,541.00
Total Adjustment					\$ 169,275.00	

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: _____