



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, April 21, 2021

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

Wednesday, April 21, 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: 187 804 7275 Access Code: 187 804 7275

Password: Finance

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of March 10, 2021 and March 17, 2021
4. Public Comment
5. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Maintenance
6. Request for Credit Card Approval – Discussion/Action
 - a. Sheriff's Office
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Jail
 - b. Health Department
 - c. Health Department - WIC
 - d. Human Services / Information Technology
 - e. Finance
8. Rolling Hills Bonding Update/Baird - Discussion
9. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing Treatment Court Donation Policy, Non-Lapsing Account and Budget
 - b. Resolution Approving AIA Document B132-2009 Standard Form Agreement Between Owner and Architect, Construction Manager as Adviser
 - c. Resolution Approving AIA Document C132-2009 Standard Form Agreement Between Owner and Construction Manager as Adviser
 - d. Resolution Approving AIA Document A132-2009 Standard Form Agreement Between Owner and Contractor, Construction Manager as Adviser
 - e. Resolution Approving AIA Document A232-2009 General Conditions of the Contract for Construction, Construction Manager as Adviser
 - f. Resolution Approving Committee for Broadband Assessment Advisory Team for Monroe County

**FINANCE MEETING
April 21, 2021 Agenda**

10. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Resolution Authorizing a Programs Accountant I Position in Monroe County – Discussion/Action
 - d. Audit
12. Federal COVID Bill Money – Discussion/Action
13. Per-Diem Payments
14. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: April 19, 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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Cedric Schnitzler, Committee Chair

Date notices mailed: April 16, 2021

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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.

Finance Committee
March 10, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Linda Smith, Garlynn Brookshaw, Andrew Kaftan, Mary Cook,
Nodji VanWychen, Adam Balz

The meeting was called to order at the Sparta American Legion at 4:45 p.m. by Chair Cedric Schnitzler.

- Fiscal Notes on Resolution(s) – Motion by Toni Wissestad second by Wallace Habegger to approve the fiscal notes from all of the four below resolutions. Cost to be determined at bid acceptance. Funding through \$16,000,000.00 bonding and other budget funds. Carried 5-0.
 - a. Resolution Approving of 50/24/0 Bed Allocation for Rolling Hills Senior Living Facility
 - b. Resolution Approving of 50/24/24 Bed Allocation for Rolling Hills Senior Living Facility
 - c. Resolution Approving of 62/12/0 Bed Allocation for Rolling Hills Senior Living Facility
 - d. Resolution Approving of 62/12/24 Bed Allocation for Rolling Hills Senior Living Facility
- Rolling Hills Budgetary Adjustment – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Linda Smith, Nursing Home Administrator explained the 2021 budget adjustment in the amount of \$200,000.00 for HVAC upgrade for the new Rolling Hills building project from COVID provider relief funds. Carried 5-0.
- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 4:47 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
March 17, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Tiffany Giesler, Wes Revels, Stan Hendrickson, Adrian Lockington, Rick Folkedahl, Garry Spohn, David Ohnstad, Debra Carney, Andrew Kaftan

WebEx: Ron Hamilton, Bob Micheel, Press

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

- Next meeting date – Wednesday, April 21, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Mark Halverson second by David Pierce to approve the February 10 and February 17, 2021 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Human Services – Motion by David Pierce second by Toni Wissestad to approve two credit card requests. Ron Hamilton, Human Services Director explained credit card request for RN and Social Worker positions in the amount of \$1,000.00 each. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Mark Halverson to approve three credit card requests. Tiffany Giesler, Health Director explained credit card request for Public Health Nurse Supervisor, Public Health Nurse and Community Health Educator positions in the amount of \$1,000.00 each. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
 - a. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$9,754.00 for WI Division of Public Health grant. Carried 5-0. Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Tiffany Giesler explained the 2021 budget adjustment in the amount of \$800.00 for radon testing kits. Carried 5-0.
 - b. District Attorney – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Wallace Habegger, County Board Vice-Chair explained the 2020 budget adjustment in the amount of \$11,156.63 for employee health insurance. Carried 5-0.
 - c. Land Conservation – Motion by Mark Halverson second by David Pierce to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2021 budget adjustment in the amount of \$2,936.00 for Federal funding for intern hire. Carried 5-0. Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Bob Micheel explained the 2021 budget adjustment in the amount of \$58,250.00 for DATCP grant funding. Carried 5-0.
 - d. Sheriff/Information Technology – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Wes Revels, Sheriff explained the 2021 budget adjustment in the amount of \$414,266.00 for replacement and upgrading of existing video system. Carried 5-0.
 - e. Capital Outlay/Data Processing – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 budget adjustment in the amount of \$26,895.31 for work order financial software implementation project. Discussion. Carried 5-0.
- Line Item Transfer
 - a. County Board Line Item Transfer – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Shelley Bohl, Monroe County Clerk explained the 2020 line item transfer in the amount of \$2,600.00 for County Board Salaries. Carried 5-0.
 - b. Solid Waste Line Item Transfer – Motion by Mark Halverson second by David Pierce to approve line item transfer pending Committee of Jurisdiction approval. Tina Osterberg, County Administrator explained the 2020 line item transfer in the amount of \$38,491.00 for recurring 4th quarter fees. Carried 5-0.

- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- Payment of Special Assessments – Garry Spohn, Property Manager explained that the county in the past was paying special assessments for tax delinquent parcels. Resolution 2-07-1 in February 2007 was passed which terminated the long standing practice of paying all the delinquent special assessments and special charges in full to the local treasurers. When tax delinquent parcels are sold, the county recommends that the bidders have a title search completed.
- Sparta TIF District Funds – Tina Osterberg, County Administrator explained that the county received payments for finalization of two TID districts from the City of Sparta at approximately \$450,000.00. The money has been placed in the TID revenue account. Discussion. Committee members recommended to place the funds into the Contingency Fund. A budget adjustment will follow next month.
- Long Term Callable Bonds – Information was provided to members on Monroe County's bonds. Callable bonds were discussed.
- Minimum Fund Balance – The minimum fund balance policy was provided to members. The minimum fund balance is located under the Finance Director's report monthly.
- Federal Covid Bill Money – Chair Cedric Schnitzler explained that Federal Covid aid to Monroe County is anticipated at over \$9 million dollars. In addition, funds may also be available for our nursing home, Human Services, Emergency Management and Municipalities. There is a 60 day window. Discussion. The Finance Committee will be the Committee of Jurisdiction on the handling of the funds. The Administrator suggested that a plan needs to be developed.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by Mark Halverson to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Supervisor Schmitz claimed three meetings for weekly virtual WCA meetings. These meetings were not pre-approved by committee of jurisdiction nor the County Board Chairman and therefore will not be paid. Discussion. Carried 5-0.
- Items for next month's agenda – Finance Budget Adjustment; Long Term Callable Bonds; Federal Covid Bill Money; Per-Diem Payments.
- Vice-Chair Wallace Habegger adjourned the meeting at 10:15 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 4/13/2021
 Department: Maintenance
 Amount: \$ 7,200.00
 Budget Year Amended: 2021

Explanation/Reason funds are being re-purposed and affect on Program:
 (If needed attached separate brief explanation.)

I am looking to use money from this account to pay the difference in price of a vehicle that I have and a vehicle from another department.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-581100	NON LAPS MAINT VEHICLE	VEHICLE	VEHICLE	\$ 7,200.00
Total Adjustment				

Department Head Approval: 

Date Approved by Committee of Jurisdiction: April 14, 2021

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 Credit Card Approval



Department: Sheriff

Committee: Public Safety

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Nicole Ginter - #16	Patrol Deputy	\$1,000

Justification for Credit Card(s):

Office Supplies / Training and Education

Department Head Approval: 
Date Approved by Committee of Jurisdiction: 

4-12-21

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 12, 2021
 Department: Jail
 Amount: \$54,633.00
 Budget Year Amended: 2021

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



Grant for Coronavirus Emergency Supplemental funding for \$54,633.00 was awarded after the 2021 budget cycle.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	435529		DOJ CORONA EMERGENCY SUPP	\$ -	\$ 54,633.00	\$ 54,633.00
						\$ -
Total Adjustment					\$ 54,633.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579100		DOJ CORONA EMERGENCY SUPP	\$ -	\$ 54,633.00	\$ 54,633.00
						\$ -
						\$ -
Total Adjustment					\$ 54,633.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  4-12-21
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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 6, 2021
 Department: PH
 Amount: \$200.00
 Budget Year Amended: 2021

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

Donation from 1st UMC United Piecemakers, to purchase supplies for our RED Program.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	HD423	Red Program	\$ 500.00	\$ 200.00	\$ 700.00
Total Adjustment					\$ 200.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grants	\$ 25,804.00	\$ 200.00	\$ 26,004.00
						\$ -
Total Adjustment					\$ 200.00	

Department Head Approval: _____

Tiffany E. Hiser
David A. Pucci

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: _____

Rev 2/18

Budget Adjustment

Purpose

To comply with State Statue 65.90 (5)

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 2, 2021
 Department: WIC
 Amount: \$2,000.00
 Budget Year Amended: 2021

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

New partnership between Health Dept and ADRC to provide registered dietitian nutritionist consultation services for meal sites.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	461900		WIC Other	\$ -	\$ 2,000.00	\$ 2,000.00
Total Adjustment					\$ 2,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 158,699.00	\$ 1,368.00	\$ 160,067.00
24120000	515005		Retirement	\$ 10,344.00	\$ 92.00	\$ 10,436.00
24120000	515010		Social Security	\$ 9,841.00	\$ 85.00	\$ 9,926.00
24120000	515015		Medicare	\$ 2,304.00	\$ 20.00	\$ 2,324.00
24120000	515020		Health Insurance	\$ 15,516.00	\$ 200.00	\$ 15,716.00
24120000	515025		Dental Insurance	\$ 506.00	\$ 20.00	\$ 526.00
24120000	515040		Work Comp	\$ 121.00	\$ 5.00	\$ 126.00
24120000	531200		Mileage	\$ 750.00	\$ 210.00	\$ 960.00
Total Adjustment					\$2,000.00	

Department Head Approval: _____

Tiffany E. Mises
Carol A. Pucci

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: _____

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	\$ 564,570.00	\$ (169,275.00)	\$ 395,295.00
71475000	521415	19790	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: _____



 Administrative & Personnel Committee

4/6/2021

Date Approved by Committee of Jurisdiction: _____

4/6/2021

Following this approval please forward to the County Clerk's Office. 04/13/21
Shelley Bohle

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 17, 2021
 Department: Finance
 Amount: \$458,570.00
 Budget Year Amended: 2021

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

The City of Sparta closed TID's #3 & #5 in 2021. The county received \$458,570 in distributions from closing the TID's. These distributions were not accounted for in the 2021 budget. This budget adjustment moves these funds to the Contingency Fund.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	411140		TID District Revenue	\$ -	\$ 458,570.00	\$ 458,570.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 458,570.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency	\$ 106,000.00	\$ 458,570.00	\$ 564,570.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 458,570.00	

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 NO. _____

RESOLUTION AUTHORIZING TREATMENT COURT
DONATION POLICY, NON-LAPSING ACCOUNT AND BUDGET

1 WHEREAS, the Monroe County Justice Programs Office is requesting that an non-lapsing
2 account be set up to hold donated funds until the funds are used for Monroe County Drug
3 Court, Monroe County OWI Treatment Court, or Monroe County Family Treatment
4 Reunification Court; and
5

6 WHEREAS, treatment courts are an opportunity for participants to receive intensive wrap-
7 around services which help participants address their court appearances, fines, fees and
8 treatment, and assists participants with job searches and finding housing, food, shelter and
9 support group meetings, as well as monitoring use of drugs thru random urine screens; and
10

11 WHEREAS, the donors will be informed that the donated items and funds will be used to
12 further the mission of the Monroe County Treatment Courts which is to assist participants in
13 being successful in the treatment court in which they are participating.
14

15 WHEREAS, the Justice Programs shall have the responsibility of managing the Treatment
16 Courts Donation Policy for the county under the oversight of the treatment court; and
17

18 WHEREAS, once donated for a specific purpose the items or funds are to be used only for the
19 donated purposes; and
20

21 WHEREAS, the Public Safety and Justice Coordinating Committee recommends
22 approval of the attached Treatment Courts Donation Policy.
23

24 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors
25 approves the attached Treatment Courts Donation Policy; and
26

27 FURTHER BE IT RESOLVED by the Monroe County Board of Supervisors that the Finance
28 Department shall establish a non-lapsing account to hold the funds collected as donations; and
29

30 FURTHER BE IT RESOLVED that the Justice Programs Office shall establish a budget to
31 administer the donations pursuant to the Treatment Courts Donation Policy.
32

33 Offered by the Public Safety and Justice Coordinating Committee this 28th day of April, 2021.
34

35 Statement of Purpose: This resolution will authorize a non-lapsing account and budget to
36 receive and disburse donations under the Treatment Courts Donation Policy.
37

38 Fiscal note: Per Wisconsin Statute, §65.90, this resolution will require a 2/3 vote of the entire
39 membership of the Monroe County Board of Supervisors for approval. No levy dollars to be
40 used as the program will be funded by donations.

Finance Vote (If required):

___ Yes ___ No ___ Absent

Approved as to form on 4-15-21

Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: April 12, 2021

VOTE: 4 Yes 0 No 0 Absent

Committee Chair: Walker DelPezzo Rod Sheard
Adam Balz Loni Wisniewski

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.

TREATMENT COURTS DONATION POLICY

Acceptance and Use of Donations and Gifts by Justice Systems Office for the benefit of Monroe County OWI Treatment, Drug Treatment, and Family Reunification Treatment Court Participants

Approved by Monroe County Resolution No. _____

This policy is created under §59.52(19) Wis. Stats. to allow the acceptance and use of monetary and non-monetary donations and grants for the public governmental purpose of furthering the goals of the Monroe County OWI Treatment Court, Monroe County Drug Court, and Monroe County Family Reunification Treatment Court.

§59.52(19) Wis. Stats. DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.

Monroe County Justice Programs Office may receive monetary and non-monetary donations which that will be used to assist participants in being successful in the treatment court in which they are participating. The Justice Programs Office may accept unsolicited donations from the community, donations from programs offer to the public at large or from grants.

The Justice Programs Office and county personnel involved with the treatment courts are authorized to manage and oversee this donation policy as part of their work for the county.

DONATIONS

Donations must be accounted for thru use of the Justice Systems Office budget. Receipt and disbursement of donated monies and items must be managed according to county policies or under rules created by the Finance Department to ensure proper accounting.

Listed below are the types of gifts that may be accepted by the Monroe County Justice Programs Office for use in any of the Monroe County Treatment Courts:

- *Monetary Gifts/Donations:* Monetary gifts are acceptable in the form of cash, check, or money order.
- *Gift Cards*
- *Gas Vouchers*
- *Cab/Transportation Vouchers*
- *Toiletry and Hygiene Items:* Items that are toiletry or hygiene related must be unopened, unused, and in new condition.
- *Food/Beverage Donations:* Items that are food or beverage related must be unopened, unused, and in new condition.
- *Clothing Donations:* Any clothing for donation must be in new or gently used condition.
- *Temporary Housing Vouchers*
- *Miscellaneous appropriate donations or gifts that contribute to the success of any of the Monroe County Treatment Courts.*
 - *For example: Vouchers for gym and health clubs, yoga classes or other exercise classes, movie tickets, phone cards, planners/calendars, school supplies, picture frames, serenity*

stones or sobriety tokens, admissions to amusement parks or sporting events, bowling passes, etc.

In the case of monetary donations, these funds may be used to purchase the following items related to any of the Treatment Courts:

- Cab or Transportation Vouchers for participants
- Emergency Housing Vouchers for participants
- Toiletry/Hygiene Items for participants
- Treatbox incentive items
 - Examples: Items ranging \$1-\$2 such as candy, chips, key chains, chap sticks, pet toys, hygiene items, etc.
- Large “fishbowl” incentive prizes
 - Examples: Items approximately \$25.00 or less such as, small appliances, fishing pole, emergency roadside kit, art supplies, items for home décor, etc.
- Gift Cards for participant incentives
- Miscellaneous supplies or incentives to be used by the Treatment Courts

SOLICITATION

The appearance of inappropriate influence must be avoided

Donations are monies or other property given as an unsought gift, which is to be distinguished from soliciting or fundraising of funds. The county cannot solicit or fundraise funds. The county may apply for grants or donations through programs open to municipalities at large.

No county employee or official, individually or on behalf of the county, shall receive or offer to receive, either directly or indirectly, any gift, gratuity or other thing of value if it could reasonably be expected to influence the carrying out of duties, responsibilities activities of the county, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the county which he is not authorized to receive from any person who has or is seeking to obtain contractual or other business or financial relationships with the county or County Board; or conducts operations or activities which are regulated by the county or County Board; or has interests which may be substantially affected by the county or County Board.

Private citizens who wish to further county programs can donate their money, time and efforts. If county personnel wishes to support a program or fundraising effort, they can donate their private time, effort and money.

TERMINATION

If the treatment courts cease to operate, the funds monetary and non-monetary donations and grants will be disbursed pursuant to County Board determination.

AIA Documents Summary

On construction projects, contractual relationships are created between owners, architects, architects' consultants, contractors, subcontractors, sub-subcontractors, and others down through the multiple tiers of participants. If custom-crafted agreements were written in isolation for each of those contractual relationships, the problems of overlaps and gaps in the numerous participants' responsibilities could lead to mass confusion and chaos. To prevent and solve this problem, the construction industry commonly uses standardized general conditions, such as AIA Document, to coordinate those many relationships.

Four AIA documents, A132–2009, B132-2009, C132–2009 and A232–2009, are being presented to the County Board for approval.

A232–2009: A general conditions form, is considered the keystone document of the AIA Construction Manager as Adviser Family of Documents because it provides the terms and conditions under which the Owner, Construction Manager as Adviser, Contractor and Architect will work together during the building construction process.

C132–2009: Provides the agreement between the owner and the construction manager, a single entity who is separate and independent from the architect and the contractor, and who acts solely as an adviser to the owner throughout the course of the project.

B132–2009: A standard form of agreement between Owner and Architect intended for use on projects where an Owner employs a Construction Manager as an adviser to the Owner to work cooperatively with the Architect through the customary five phases of the Project: Schematic Design, Design Development, Construction Documents, Bidding or Negotiation, and Construction.

A132–2009: A standard form of agreement between owner and contractor or multiple prime contractors for use on projects where the basis of payment is either a stipulated sum (fixed price) or cost of the work plus a fee, with or without a guaranteed maximum price. In addition to the contractor and the architect, a construction manager assists the owner in an advisory capacity during design and construction.

RESOLUTION No. _____

**RESOLUTION APPROVING AIA DOCUMENT B132-2009 STANDARD FORM AGREEMENT
BETWEEN OWNER AND ARCHITECT, CONSTRUCTION MANAGER AS ADVISER**

1 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 07-17-02, approved moving
 2 forward with planning a new nursing home and senior living facility; and
 3
 4 **WHEREAS**, with Resolution 08-17-02, the county board approved working with Community Living
 5 Solutions, LLC for the concept phases of the project; and
 6
 7 **WHEREAS**, to provide services through the design and construction phases the architect requests a
 8 contract that addresses roles and responsibilities of those phases; and
 9
 10 **WHEREAS**, the Monroe County Rolling Hills Committee recommends approval of the attached
 11 contract.
 12
 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors hereby
 14 approves the attached contract with Community Living Solutions, LLC and authorizes the County Board
 15 Chair to sign the contract.
 16
 17 Offered by the Monroe County Rolling Hills Committee dated this 28th day of April, 2021.
 18
 19 **Purpose:** To approve the contract with Community Living Solutions, LLC to provide architect services.
 20
 21 **Fiscal Note:** Resolution 09-20-02 authorized a budget for design and construction documents; therefore a
 22 simple majority is required for approval of this resolution.

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Drafted by and 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 APPROVING AIA DOCUMENT C132-2009 STANDARD FORM AGREEMENT
BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER

1 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 07-17-02, approved moving
 2 forward with planning a new nursing home and senior living facility; and
 3
 4 **WHEREAS**, Kraus-Anderson Construction Company and Saul Glazer, outside counsel for the County,
 5 have reviewed and approved the attached contract AIA Document C132-2009 Standard Form
 6 Agreement between Owner and Construction Manager as Adviser; and
 7
 8 **WHEREAS**, this is an agreement between Monroe County and the Construction Manager, who is
 9 separate and independent from the architect, and acts as an Adviser to Monroe County; and
 10
 11 **WHEREAS**, the Monroe County Rolling Hills Committee recommends approval of the attached
 12 contract.
 13
 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors hereby
 15 approves the attached contract AIA Document C132-2009, Standard Form of Agreement between
 16 Owner and Construction Manager as Adviser and authorizes the County Board Chair to sign the
 17 contract.
 18
 19 Offered by the Monroe County Rolling Hills Committee dated this 28th day of April, 2021.
 20
 21 **Purpose:** To approve the contract AIA Document C132-2009 Standard Form Agreement between
 22 Owner and Construction Manager as Adviser.
 23
 24 **Fiscal Note:** Funding provided under Resolution 12-17-01 which authorized the issuance of a general
 25 obligation bond in the amount of \$16 million.

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Drafted by and 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 APPROVING AIA DOCUMENT A132-2009 STANDARD FORM AGREEMENT
BETWEEN OWNER AND CONTRACTOR, CONSTRUCTION MANAGER AS ADVISER**

1 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 07-17-02, approved moving
 2 forward with planning a new nursing home and senior living facility; and
 3
 4 **WHEREAS**, Kraus-Anderson Construction Company and Saul Glazer, outside counsel for the County,
 5 have reviewed and approved the attached contract AIA Document A132-2009 Standard Form
 6 Agreement between Owner and Contractor, Construction Manager as Adviser; and
 7
 8 **WHEREAS**, this is an agreement that sets the contract sums and costs of work between Monroe
 9 County and the contractor for use on a project to provide services through construction; and
 10
 11 **WHEREAS**, the Monroe County Rolling Hills Committee recommends approval of the attached
 12 contract.
 13
 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors hereby
 15 approves the attached contract AIA Document A132-2009 Standard Form Agreement between Owner
 16 and Contractor, Construction Manager as Adviser and authorizes the County Board Chair to sign the
 17 contracts.
 18
 19 Offered by the Monroe County Rolling Hills Committee dated this 28th of April, 2021.
 20
 21 **Purpose:** To approve the contract AIA Document A132-2009 Standard Form Agreement between
 22 Owner and Contractor, Construction Manager as Adviser.
 23
 24 **Fiscal Note:** Funding is under Resolution 12-17-01 authorized the issuance of a general obligation bond in
 25 an amount not to exceed \$16 million and through other sources as necessary and to be determined by the
 26 County Board in approving the project budget.

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Drafted by and 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 APPROVING AIA DOCUMENT A232-2009 GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, CONSTRUCTION MANAGER AS ADVISER

1 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 07-17-02, approved moving
 2 forward with planning a new nursing home and senior living facility; and
 3
 4 **WHEREAS**, Kraus-Anderson Construction Company and Saul Glazer, outside counsel for the County,
 5 have reviewed and have proposed the attached contract AIA Document A232-2009 General Conditions
 6 of the Contract for Construction; and
 7
 8 **WHEREAS**, keystone document of the Construction Manager as Adviser Family of Documents
 9 because it provides the terms and conditions under which the Owner, Construction Manager as
 10 Adviser, Contractor and Architect will work together during the building construction process; and
 11
 12 **WHEREAS**, the Monroe County Rolling Hills Committee recommends approval of the attached
 13 contract.
 14
 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors hereby
 16 approves the attached contract AIA Document A232-2009 General Conditions of the Contract for
 17 Construction, Construction Manager as Adviser and authorizes the County Board Chair to sign the
 18 contract.
 19
 20 Offered by the Monroe County Rolling Hills Committee dated this 28th day of April, 2021.
 21
 22 **Purpose:** To approve the contract AIA Document A232-2009 General Conditions of the Contract for
 23 Construction, Construction Manager as Adviser.
 24
 25 **Fiscal Note:** Funding is under Resolution 12-17-01 authorized the issuance of a general obligation bond in
 26 an amount not to exceed \$16 million and through other sources as necessary and to be determined by the
 27 County Board in approving the project budget. .

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Drafted by and 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 AUTHORIZING A PROGRAMS ACCOUNTANT I POSITION IN
MONROE COUNTY

1 WHEREAS, early intervention for children with developmental disabilities, severe emotional disturbances,
2 and physical disabilities in the community is being promoted at state and federal levels; intervention for
3 identified vulnerable children in our county is a matter of safety and security for the children; and
4

5 WHEREAS, the Department of Health Services (DHS) will be managing the enrollment of new
6 participants to the Children's Long Term Support Waiver (CLTSW) program; and
7

8 WHEREAS, the Monroe County Human Services Department is requesting to hire 2 additional CLTSW
9 social workers to meet the needs of the increased number of participants; and
10

11 WHEREAS, Finance Department staff provide support to the CLTSW program staff; and
12

13 WHEREAS, another fiscal staff is required to manage the increase in fiscal support services due to
14 expansion of the CLTSW program; and
15

16 WHEREAS, the Monroe County Finance Committee and Administration & Personnel Committee have
17 reviewed the attached New Position Analysis and request the establishment of a Programs Accountant I
18 position in the Finance Department; and
19

20 WHEREAS, the cost of the position will be covered by revenues received through Medical Assistance
21 billing.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of a Programs Accountant I position in the Finance Department with
25 start date of January 1, 2022.
26

27 Offered by the Administration & Personnel Committee this 23rd day of June 2021.
28

29 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately \$64,126
30 which will be covered by Medical Assistance billing avoiding the need for tax levy funding.
31

32 Purpose: To approve inclusion of a Programs Accountant I position in the Finance Department Budget
33 for 2022.
34

35 Drafted by Diane Erickson, Finance Director

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

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

Approved as to form by

Andrew C. Kaftan, Corporation Counsel

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.

Job Title:	Programs Accountant I	Department:	Finance
Location:	112 South Court St. Room 3000, Sparta, WI	FLSA Category:	Non-exempt
Immediate Supervisor:	Assistant Finance Director/Human Services Business Administrator	Salary Grade:	15
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under general supervision of the Business Administrator the Programs Accountant I provides fiscal support services for Human Service Department programs and other Finance Department duties as may be assigned.

Job Description

ROLE AND RESPONSIBILITIES

- Purchase of items as authorized by Program Supervisors and according to Purchasing policies
- Complies documentation for purchases made by Agency credit cards
- Troubleshoot and resolve concerns with items ordered
- Assist with preparing reports for internal staff to assist with managing of programs
- Prepare billing files for third party payers
- Review and resubmit denied claims
- Complete required State reporting for Human Services Programs
- Reconcile State reports monthly
- Processes departmental deposits
- Prepare journal entries as needed
- Produces appointed audit documentation
- Maintains & orders general office supplies
- Completes other assignments and special projects as assigned by the Human Services Business Administrator

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Two year degree in accounting or business related field, Bachelors preferred.
- Minimum of two years of financial experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Must be proficient in Microsoft office products.

Skills and Abilities

- Demonstrate strong attention to detail
- Ability to organize and prioritize tasks and maintain confidentiality
- Effective interpersonal communication skills
- Handle multiple projects simultaneously within established time constraints
- Work independently as well as in a team environment
- Analytical and problem solving skills

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keying, using near and far vision. Walks, stands, stoops, kneels, crouches, crawls, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ Date: _____

New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

Date: 4-21-2021	Department: Finance
Department Head Name: Diane Erickson	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Early intervention for children with developmental disabilities, severe emotional disturbances, and physical disabilities in the community is being promoted at state and federal levels; intervention for identified vulnerable children in our county is a matter of safety and security for the children. The Department of Health Services (DHS) will be managing the enrollment of new participants to the Children's Long Term Support Waiver (CLTSW) program; and

In 2013, Monroe County had 13 children enrolled in CLTSW, 151 children enrolled at the end of 2020 and projected to have an enrollment of 180 children by the end of 2021. The Monroe County Human Services Department is requesting to hire 2 additional CLTSW social workers to meet the needs of the increased number of participants that will be enrolled in the CLTS program.

With the increase in program participants, fiscal support services provided by Finance Department staff will also increase. Finance Department staff order items that are approved by Program staff, compile credit card documentation for items purchased, prepares internal program reports and completes required State reports. An additional Accountant I is needed to manage the increased workload.

Suggested Title: Programs Accountant I			
Personnel Director's Recommended Classification:		Grade: 15	FLSA Class: Non-Exempt
Full-time:		Part-time: /hours	Projected Start Date:

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
18.00	37,584	2,537	2,331	545	23	18,804	784	18

1. Where will the funds for this position come from?
 Medical Assistance billing

2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer, Monitors

 - a. Is office space presently available? Yes Where? Human Services Department
 - b. Estimated cost of needed equipment? \$1,500
 - c. Is the cost of needed equipment in the department budget? No
3. What is the grand total cost of all items this fiscal year? \$64,126
4. What is the annual cost of salary and fringes, thereafter? \$62,626

Supervisory Responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

n/a

2. Number of employees Directly supervised: none Indirectly: none

List the position titles that will report to this position:

3. What position title will this position report to? Assistant Finance Director/Human Services Business Administrator

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	<input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Administration & Personnel Committee – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved:	<input type="checkbox"/>	Funds Denied:	<input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
By a vote of:	aye	nay	absent/abstention	