



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 MONROE COUNTY BOARD AGENDA

Wednesday, June 23, 2021

American Legion Post #100

1116 Angelo Road Sparta, WI 54656

Public, due to the COVID-19 Pandemic, you may access the meeting **remotely**

Meeting Information

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 146 971 9817

Password: Monroe

Join by phone

+1-404-397-1516 United States Toll

Access code: 146 971 9817

IT Point of Contact

Rick Folkedahl

608-633-2700

6:00 p.m.

Call to Order/Roll Call

Pledge of Allegiance

Moment of Silence / County Board District #14 Recognition, Sharon Folcey

County Board District #10 Recognition, Rod Sherwood

Appointments

Monroe County Board Supervisor District #10

Monroe County Board Supervisor District #14

Zoning Board of Adjustment for a term ending 06/30/2024, Douglas Moskonas

Monroe County Economic Development Citizen Member for a term ending 05/22, Maila Kuhn

Mississippi River Regional Planning for a term ending 07/15/24, Toni Wissestad

Redistricting Committee; Adam Balz, Nodji VanWycken, Wallace Habegger, John Christy,

Julie Hanson, Becki Weyer, Shelley Bohl, James Kuhn, Keith Radke; Ex Officio: Jeremiah Erickson

Highway Committee Member Election

Approval of Minutes – May 20 & May 26, 2021

Public Comment Period

Chairman's Report

Budget Adjustments

Sheriff's Office

Health Department

Monroe County 2020 Audit Presentation – Brian Anderson

Monthly Treasurers Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrators Report – Tina Osterberg, County Administrator

Resolution(s) – Discussion/Action (listed on separate sheet)

Adjournment

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet, masks and hand sanitizers will be on location. We ask that if you are running a temperature or are not feeling well, please do not place others at risk.

The May Special meeting of the County Board of Supervisors convened in the Sparta American Legion Post 100 in the City of Sparta, Wisconsin, on Thursday, May 20, 2021 at 5:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 13 Supervisors present; Supervisor Folcey joined the meeting at 5:03 p.m.; Supervisor Gomez joined the meeting at 5:05 p.m.; Supervisor Larkin Absent. The Pledge of Allegiance was recited.

WebEx Attendance: Supervisor Folcey, Supervisor Luethe

Supervisor Folcey joined the meeting at 5:03 p.m.

Motion to move into closed session by Supervisor Sherwood second by Supervisor Cook. A roll call vote was taken with all 14 Supervisors present voting yes. Supervisors Gomez and Larkin absent.

Supervisor Gomez joined the meeting at 5:05 p.m.

Closed Session per Wisconsin Statute Sec. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Discussion of the Projected Costs and Funding Needs of the Nursing Home and Senior Living Facility. Closed Session may be used to prevent bidders from anchoring to our projected costs when calculating their bid proposals.

Motion to return to open session by Supervisor Gomez second by Supervisor Cook. A roll call vote was taken with all 15 Supervisors present voting yes. Supervisor Larkin absent.

Chair Schnitzler announced that no motions were made in closed session.

RESOLUTION 05s-21-01

RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$4,000,000 FOR A NURSING HOME AND SENIOR LIVING FACILITY

The foregoing resolution was moved for adoption by Supervisor Halverson second by Supervisor McCoy. Brad Viegut, Baird explained. Tina Osterberg, County Administrator further explained. Discussion. Motion by Supervisor Gomez to amend the resolution by adding the formation of a special committee to evaluate the 30 skilled nursing beds being removed to remain within the county. The motion was ruled out of order. Discussion. A roll call vote was taken. The resolution passed with all 15 Supervisors present voting yes.

RESOLUTION 05s-21-02

RESOLUTION AUTHORIZING APPROVING BID FOR MONROE COUNTY NURSING HOME AND SENIOR CARE FACILITY PROJECT

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Gomez. Supervisor Wissestad explained. Brent Flaten and Tom Roepke of Kraus-Anderson further explained. A roll call vote was taken. The resolution passed with all 15 Supervisors present voting yes.

RESOLUTION 05s-21-03

RESOLUTION SETTING CHANGE ORDER LEVELS FOR A NEW NURSING HOME AND SENIOR LIVING FACILITY PROJECT

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Sherwood. Supervisor Wissestad explained. Discussion. Motion by Supervisor VanWychen second by Supervisor Von Ruden to amend resolution by adding a 4th point on the change order levels: Change order total listing not to exceed \$1,000,000. Discussion. A roll call vote was taken on the amendment. The amendment passed with all 15 Supervisors present voting yes. A roll call vote on the original resolution as amended was taken. The original resolution as amended passed with all 15 Supervisors present voting yes.

Chair Schnitzler adjourned the meeting at 6:17 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the May Special meeting of the Monroe County Board of Supervisors held on May 20, 2021.

The May meeting of the County Board of Supervisors convened in the Sparta American Legion Post 100 in the City of Sparta, Wisconsin, on Wednesday, May 26, 2021 at 6:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 13 Supervisors present; Supervisors VanWychen and Folcey absent; Supervisor District 10 seat is vacant. The Pledge of Allegiance was recited.

A moment of silence was taken for past Board Member, Leo Seitz.

Motion by Supervisor McCoy second by Supervisor Luethe to approve the April 28, 2021 minutes. Carried by voice vote.

Public Comment Period – Eleven members of the public addressed the board.

Appointments:

Motion by Supervisor Pierce second by Supervisor Larkin to approve the appointment of the 911 Communication Systems Administrator, Michael Thompson. Tina Osterberg, County Administrator provided the qualifications of Michael Thompson. The appointment carried by voice vote.

Motion by Supervisor Pierce second by Supervisor Gomez to approve the following appointments. Housing Authorizing for a term ending 03/31/26, Kevin McCoy; Community Action Planning for a term ending 10/01/22, Mary Von Ruden and Theresa Burns-Gilbert. The appointments carried by voice vote.

Chairman's General Comments:

Chair Schnitzler thanked the American Legion for hosting the Rolling Hills groundbreaking reception. A special thank you was given to Rolling Hills Committee Chair, Toni Wissestad for her hard work and dedication to the building project and today's groundbreaking ceremony.

Chair Schnitzler reminded supervisors to register for the Annual Wisconsin Counties Association Annual Conference, September 26-28, 2021.

Budget Adjustments:

Land Conservation – Motion by Supervisor Pierce second by Supervisor Luethe to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2021 budget adjustment in the amount of \$4,750.00 for donated monies to be used for the hiring of two interns. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Health – Motion by Supervisor Gomez second by Supervisor Schmitz to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$1,893.83 from the WI Division of Public Health for training. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Debra Carney, Treasurer provided the monthly Treasurers report and answered questions.

Diane Erickson, Finance Director provided the monthly Finance Director's report and answered questions.

Tina Osterberg provided the monthly Administrator's report and answered questions.

RESOLUTION 05-21-01

RESOLUTION SUPPORTING MONROE COUNTY MEDICARE FOR ALL

The foregoing resolution was moved for adoption by Supervisor Larkin second by Supervisor Schmitz. Discussion. A roll call vote was taken. The resolution failed (2 Y - 11 N - 2 Absent – 1 Vacant).

McCoy voted: N
Habegger voted: N
Luethe voted: N
Gomez voted: N

Pierce voted: N
Wissestad voted: N
District #10: Vacant
Folcey was Absent

VanWychen was Absent
Von Ruden voted: N
Balz voted: Y
Schmitz voted: Y

Schnitzler voted: N
Halverson voted: N
Larkin voted: N
Cook voted: N

RESOLUTION 05-21-02

RESOLUTION ESTABLISHING 2022 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

The foregoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Halverson. Tina Osterberg, County Administrator explained. Discussion. A roll call vote was taken. The resolution passed with all Supervisors voting yes.

Motion by Supervisor Gomez second by Supervisor Von Ruden to adjourn the meeting at 7:15 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the May meeting of the Monroe County Board of Supervisors held on May 26, 2021.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 19, 2021
 Department: Health
 Amount: \$534,726.00
 Budget Year Amended: 2021

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

Epidemiology and Laboratory Capacity (ELC) enhancing Detection Supplement award to support broad range COVID-19 response related totesting, surveillance, disease investigation and follow, and vaccination efforts.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435527	HD191	ELC COVID	\$214,474.00	\$534,726.00	\$749,200
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 534,726.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$672,969.00	\$ 534,726.00	\$ 1,207,695.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 534,726.00	

Department Head Approval: Tiffany E. Gieser
 Date Approved by Committee of Jurisdiction: David A. Pucin
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 06-16-21
 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: _____

TREASURER'S REPORT
For the period of May 1, 2021 to May 31, 2021
Debra J Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ -
Outstanding Checks	\$ (5,018,788.72)
Outstanding Deposits	\$ 18,025.46
General Fund Investments	\$ 31,915,664.98
Totals	\$ 26,914,901.72

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 10,048,919.57
Wires & Disbursements for Current Month:	\$ 14,759,453.09

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 9,811,725.33	none	0.35%
State Investment Pool		\$ 37,820.54	none	0.05%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,526.45	none	0.05%
Citizens First Bank MM		\$ 5,416,249.05	none	0.30%
River Bank MM		\$ 16,406,839.58	none	1.00%
TOTAL GENERAL FUND =		\$ 31,915,664.98		

TOTAL GENERAL FUND AS OF MAY 2020 WAS:	\$ 24,645,739.56
DIFFERENCE FROM ONE YEAR AGO:	\$ 7,269,925.42

Delinquent Taxes in May 2021 were:	\$ 773,998.46
Delinquent Taxes in May 2020 were:	\$ 843,006.23
Delinquent Taxes are down from one year ago:	\$ (69,007.77)

TREASURER'S REPORT
 For the period of April 1, 2021 to April 30, 2021
 Debra J Carney, County Treasurer

GENERAL FUND BALANCES

Month End Balance	\$ -
Outstanding Checks	\$ (374,207.49)
Outstanding Deposits	\$ 83,977.75
General Fund Investments	\$ 28,404,352.92
Totals	\$ 28,114,123.18

RECEIPTS & DISBURSEMENTS

Receipts for Current Month:	\$ 7,071,957.67
Wires & Disbursements for Current Month:	\$ 7,327,472.73

INVESTMENTS - GENERAL FUND

Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 10,814,420.75	none	0.25%
State Investment Pool		\$ 37,818.99	none	0.05%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,517.15	none	0.05%
Citizens First Bank MM		\$ 916,175.19	none	0.30%
River Bank MM		\$ 16,392,916.81	none	1.00%
TOTAL GENERAL FUND =		\$ 28,404,352.92		

TOTAL GENERAL FUND AS OF APRIL 2020 WAS:	\$ 24,953,317.17
DIFFERENCE FROM ONE YEAR AGO:	\$ 3,451,035.75

Delinquent Taxes in April 2021 were:	\$ 814,019.87
Delinquent Taxes in April 2020 were:	\$ 872,488.52
Delinquent Taxes are down from one year ago:	\$ (58,468.65)

TREASURER'S REPORT
For the period of May 1, 2021 to May 31, 2021
Debra J Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 80,739.51	None	0.03%
Bremer Bank-History Room MMII		\$ 25,510.62	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,968,021.31	None	
Bremer Bank-Wegner Grotto Trust		\$ 217,416.93	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 383,114.70	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2021	0.75%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 33,731.55	None	0.03%
Jail Assessment				
Bank First MM		\$ 408,222.73	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 113,719.71	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,776.36	12/2/2021	0.39922%
		\$ 222,162.81	12/2/2021	0.39922%
		\$ 207,418.81	12/2/2021	0.39922%
		\$ 209,711.77	12/2/2021	0.39922%
		\$ 208,651.68	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,976.48	None	0.35000%
Section 125 Plan				
State Bank of Sparta		\$ 24,358.65	None	0.35000%
Worker's Comp				
State Bank of Sparta		\$ 1,870,508.34	None	0.35000%
CCF Bank of Tomah		\$ 579,906.36	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 422,912.53	None	0.43900%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative		\$ 287.70	None	
River Bank MM		\$ 16,671,960.91	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 4,492,048.50	None	
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 28,357,157.96		

SALES & USE TAX	
Sales Tax Received in January thru May 2021 Sales tax for the month of Nov 2020 thru March 2021	\$ 1,666,818.64
Sales Tax Received in January thru May 2020 Sales tax for the month of Nov 2019 thru March 2020	\$ 1,424,299.08
Sales tax received is up from one year ago	\$ 242,519.56

TREASURER'S REPORT
For the period of April 1, 2021 to April 30, 2021
Debra J Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 81,456.78	None	0.03%
Bremer Bank-History Room MMII		\$ 25,509.97	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,936,757.33	None	
Bremer Bank-Wegner Grotto Trust		\$ 217,411.39	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 374,700.47	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2021	0.75%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 33,730.70	None	0.03%
Jail Assessment				
Bank First MM		\$ 406,000.99	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 106,571.61	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,704.56	12/2/2021	0.39922%
		\$ 222,087.50	12/2/2021	0.39922%
		\$ 207,348.49	12/2/2021	0.39922%
		\$ 209,640.67	12/2/2021	0.39922%
		\$ 208,607.44	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,975.30	None	0.13990%
Section 125 Plan				
State Bank of Sparta		\$ 20,461.33	None	0.28618%
Worker's Comp				
State Bank of Sparta		\$ 1,997,344.27	None	0.43900%
CCF Bank of Tomah		\$ 579,559.98	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 594,623.50	None	0.43900%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative		\$ 287.70	None	
River Bank MM		\$ 16,664,884.06	None	0.50%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 24,103,664.04		

SALES & USE TAX	
Sales Tax Received in January thru April 2021 Sales tax for the month of Nov 2020 thru Feb 2021	\$ 1,268,504.97
Sales Tax Received in January thru April 2020 Sales tax for the month of Nov 2019 thru Feb 2020	\$ 1,126,278.03
Sales tax received is up from one year ago	\$ 142,226.94

2021 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 26,749,416.95	\$ 307,391.02 Sales Tax for Nov. 2020	\$ 959,936.03 *
February	\$ 31,860,476.19	\$ 381,052.93 Sales for Tax Dec. 2020	\$ 923,639.07 *
March	\$ 28,688,241.00	\$ 234,997.56 Sales for Tax Jan. 2021	\$ 837,934.28 *
April	\$ 28,404,352.92	\$ 345,063.46 Sales Tax for Feb. 2021	\$ 814,019.87 *
May	\$ 31,915,664.98	\$ 398,313.67 Sales Tax for Mar. 2021	\$ 773,998.46 *
June		Sales Tax for April 2021	*
July		Sales Tax for May 2021	*
August		Sales Tax for June 2021	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2021	
October		Sales Tax for Aug. 2021	
November		Sales Tax for Sept. 2021	
December		Sales Tax for Oct. 2021	

\$ 1,666,818.64 ← Sales Tax Received in 2021

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2020

2020 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 23,531,176.98	\$ 309,903.08 Sales Tax for Nov. 2019	\$ 1,180,671.02 *
February	\$ 26,090,630.60	\$ 283,313.44 Sales for Tax Dec. 2019	\$ 1,074,833.05 *
March	\$ 25,111,208.87	\$ 255,231.93 Sales for Tax Jan. 2020	\$ 916,090.84 *
April	\$ 24,953,317.17	\$ 277,829.58 Sales Tax for Feb. 2020	\$ 872,488.52 *
May	\$ 24,645,739.56	\$ 298,021.05 Sales Tax for Mar. 2020	\$ 843,006.23 *
June	\$ 23,203,776.42	\$ 289,680.05 Sales Tax for April 2020	\$ 810,983.19 *
July	\$ 32,440,891.55	\$ 357,599.49 Sales Tax for May 2020	\$ 756,293.39 *
August	\$ 27,155,737.71	\$ 372,610.73 Sales Tax for June 2020	\$ 1,616,317.16
September	\$ 25,775,359.70	\$ 350,396.67 Sales Tax for July 2020	\$ 1,325,662.48
October	\$ 24,324,103.78	\$ 363,470.46 Sales Tax for Aug. 2020	\$ 1,204,440.06
November	\$ 24,563,718.93	\$ 287,403.45 Sales Tax for Sept. 2020	\$ 1,125,054.82
December	\$ 23,313,514.45	\$ 312,099.05 Sales Tax for Oct. 2020	\$ 1,039,081.03

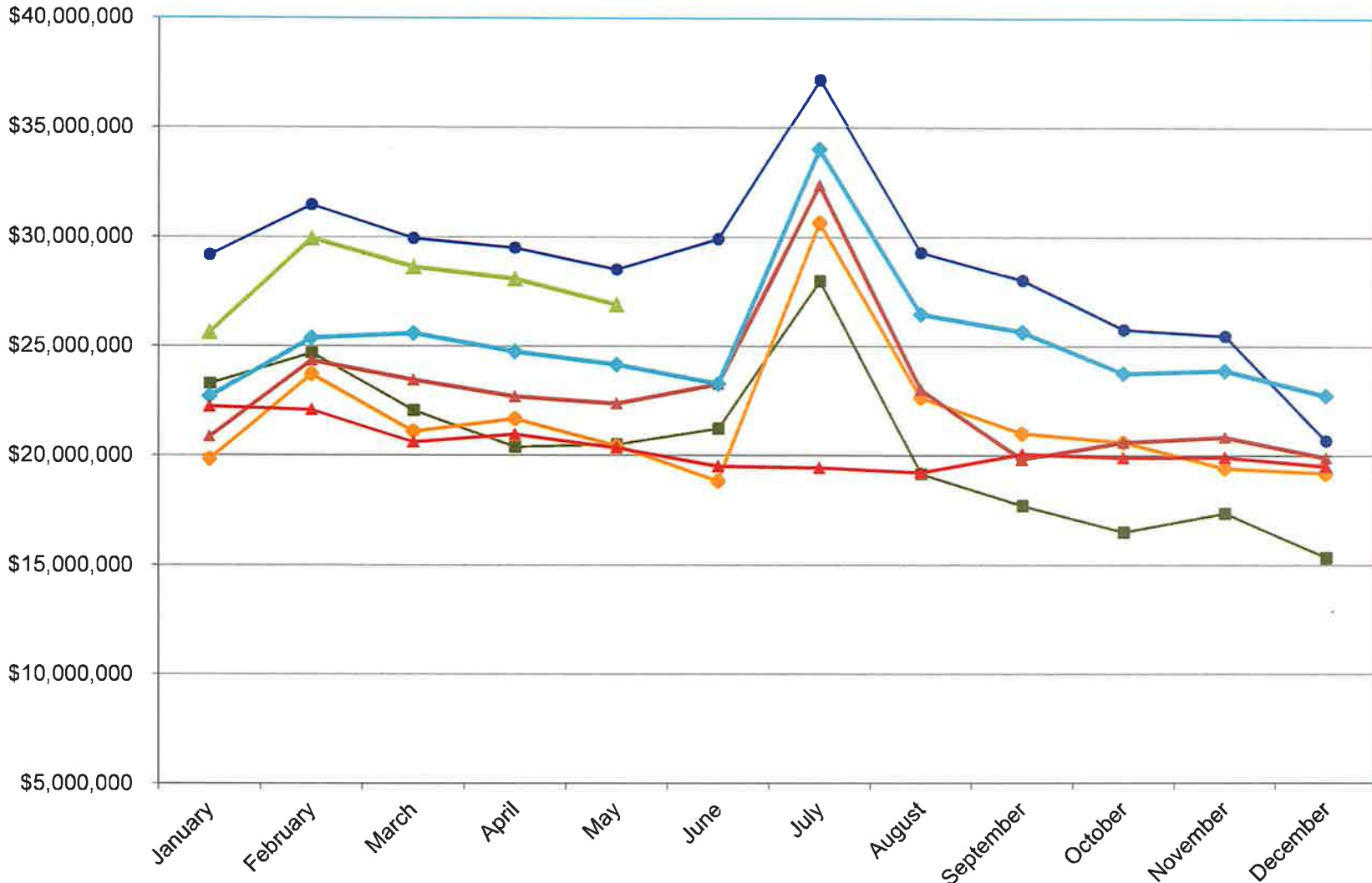
NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

\$ 3,757,558.98 ← Sales Tax Received in 2020

* THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2019

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM

County Total General Fund Cash Balance



6/14/2021

2016 2017 2018 2019 2020 2021 20 Reserve

Diane Erickson

Minimum Fund Balance Reserve + Restricted/Committed Fd Balance

Monroe County Finance Director

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MONROE COUNTY MINIMUM FUND BALANCE POLICY

May 2021

Fund Balance in Excess of General and Special Revenue Fund Cash Reserves

General and Special Fund Balance MM/ICS -	\$	26,914,901.72	
General Fund CD's	\$	-	
Total General Fund	\$	26,914,901.72	
Less Employer FICA deferred due to COVID-19	\$	942,607.57	Began with 4/9/2020 paydate
Less Human Services Prepay	\$	172,936.25	Prepay due back to state 12/31/2021 - \$415,047
Total General Fund Cash Balance-Less FICA deferred & Prepay	\$	25,799,357.90	1/12 each month is approximately \$34,587.25

General and Special Revenue Fund Cash Balance 5/31/2021 **\$ 11,278,186.40**

General Fund Restricted Total	\$	681,677.91	
General Fund Committed Total	\$	224,864.16	
General Fund Assigned Total	\$	1,545,466.27	
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,452,008.34	

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 8,826,157.06**

Proprietary, Debt & Internal Service Funds Cash: **\$ 15,636,715.32**

Proprietary, Debt & Internal Service Funds Committed: **\$ 3,719,052.64**

Proprietary, Debt & Internal Service Funds Cash Less Committed: **\$ 11,917,662.68**

Actual 2021 total General & Special revenue budgeted operating expenses \$ 36,390,765.00

Minimum Fund Balance % (X) 20%

Minimum Fund Balance Amount **\$ 7,278,153.00**

General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount **\$ 1,548,004.06**

6/14/2021

Diane Erickson Monroe County Finance Director

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Restricted, Committed and Assigned Funds

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	912.92
Child Support - Designated Fund Balance	\$	26,333.13
Software/computers 21300000 342100 E2200		
WEDCS Election Exp. Fund 11421000 579100	\$	673.03
Redaction Fees 11715000 461390/521350	\$	14,211.55
K-9 Donations 12116000 485000/579200	\$	10,328.26
Dog Control 14195000 485000/579200	\$	38,350.55
Justice Dept Donations 1295000 485000/579200	\$	89.00
Veterans Service 14700000 485000/579200	\$	1,892.00
Park Donations 15200000 485000/579200	\$	5,706.40
Crep Program 16140000	\$	35,382.43
Forestry Maint. Land Acq. 16919000 580100	\$	49,254.58
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13
Wildlife Habitat 16913000 435800/534050	\$	351.03
Land Cons. CCTF Donations 16942200 485000/579200	\$	10,723.65
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	910.06
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	146,820.89
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	48,267.30
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	290,000.00

Committed Funds

Farm Proceeds-Ed Fd 10000000 342400 E4050-11970	\$	15,037.59
Nonlapsing Capital Parks 17620620 582500	\$	154,474.41 (\$89,884.93 + \$64,589.48 for 2020)Res 03-19-04
Cloud-Based ERP Financial Software 17100151	\$	26,895.31
Angelo Wayside Improvement-17620620 582000	\$	527.19

Extension

Leadership Prog. Exp. 15620611 579100	\$	6,318.98
Family Living Agent 15620613 579100	\$	3,322.48
Agriculture Agent 15620614 579100	\$	12,403.63
Youth Development Agent 15620615 579100	\$	3,357.85
Pesticide Certification 15620616 579100	\$	2,526.72

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	-
Contingency Fund Balance 10010000 539200	\$	395,295.00
Retirement/Fringe Pool 11435000 515200	\$	129,729.79
Nonlapsing Capital Pool 17100169	\$	553,100.58
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	467,340.90

General Fund Total	\$	2,452,008.34
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Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	2,369,250.34
Nonlapsing Technology Pool 71490000 599000	\$	620,810.64
Town Road Sign Replacement-73360470 536005	\$	168,000.00 Resolution 08-20-12 \$168,000 (12/2023)
Bid Documents RH 64750990 589000	\$	560,991.66 Resolution 09-20-02 \$765,567

Proprietary, Debt & Internal Service Funds	\$	3,719,052.64
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6/14/2021

Diane Erickson Monroe County Finance Director

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FINANCIAL DATA THROUGH MAY 31

Account Type	Revenue					
	2020 Total Annual Budget	2020 Month Actual	2020 Actual to Annual Budget %	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	53,699	1,287	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	19,318,742	9,054,562	46.87%	17,305,456	14,334,787	82.83%
1110 - COUNTY BOARD	4,365	0		0	0	0.00%
1121 - CIRCUIT COURT	280,607	81,074	28.89%	252,075	88,544	35.13%
1122 - CLERK OF COURT	553,829	199,586	36.04%	532,550	227,628	42.74%
1124 - FAMILY COURT COMMISSIONER	5,400	1,300	24.07%	5,320	1,260	23.68%
1127 - MEDICAL EXAMINER	42,597	13,900	32.63%	41,300	13,700	33.17%
1131 - DISTRICT ATTORNEY	74,230	8,743	11.78%	68,731	9,416	13.70%
1132 - CORPORATION COUNSEL	775	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	19,381	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	250,135	2,137	0.85%	26,545	30,027	113.12%
1143 - PERSONNEL	7,514	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	604,142	230,375	38.13%	647,673	236,997	36.59%
1152 - TREASURER	18,542	2,148	11.59%	13,000	2,463	18.95%
1160 - MAINTENANCE	70,106	199	0.28%	1	0	0.00%
1171 - REGISTER OF DEEDS	311,511	123,734	39.72%	343,538	181,812	52.92%
1172 - SURVEYOR	1,500	890	59.33%	2,300	510	22.17%
1175 - LAND RECORDS	295,558	91,033	30.80%	195,208	69,704	35.71%
1210 - SHERIFF DEPARTMENT	132,750	40,691	30.65%	94,518	45,207	47.83%
1270 - JAIL	282,570	69,153	24.47%	156,303	97,659	62.48%
1290 - EMERGENCY MANAGEMENT	80,384	14,904	-18.54%	69,206	8,086	-11.68%
1293 - DISPATCH CENTER	39,209	116	100.00%	0	150	100.00%
1295 - JUSTICE DEPARTMENT	492,487	70,044	14.22%	417,422	80,918	19.39%
1368 - SANITATION	188,304	25,570	13.58%	139,500	34,703	24.88%
1419 - DOG CONTROL	151,903	95,069	62.59%	135,836	90,557	66.67%
1470 - VETERANS SERVICE	14,901	11,900	79.86%	11,900	11,900	100.00%
1512 - LOCAL HISTORY ROOM	95,829	6,816	7.11%	83,801	11,525	13.75%
1520 - PARKS	197,677	36,034	18.23%	202,100	87,041	43.07%
1530 - SNOWMOBILE	200,000	69,097	34.55%	200,000	25,697	12.85%
1560 - UW-EXTENSION	12,852	5,847	45.50%	2,584	1,734	67.09%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	0	0	100.00%	0	0	100.00%
1691 - FORESTRY	161,091	80,564	50.01%	150,300	64,727	43.07%
1694 - LAND CONSERVATION	462,598	63,584	13.74%	425,373	44,701	10.51%
1698 - ZONING	1,888,886	10,082	0.53%	1,887,673	547,337	29.00%
1700 - CAPITAL OUTLAY	285,033	100,439	35.24%	14,500	0	0.00%
100 - GENERAL FUND Total	26,599,104	10,481,071	39.40%	23,424,713	16,332,618	69.72%
213 - CHILD SUPPORT	574,555	144,211	25.10%	592,224	148,739	25.12%
241 - HEALTH DEPARTMENT	1,576,852	623,080	39.51%	1,182,653	670,227	56.67%
249 - HUMAN SERVICES	14,542,032	5,802,735	39.90%	14,133,359	5,805,542	41.08%
310 - DEBT SERVICE	4,101,367	1,793,007	43.72%	2,334,408	93,954	4.02%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,772,545	452,898	16.34%	2,704,000	908,046	33.58%
642 - ROLLING HILLS	9,902,043	3,508,704	35.43%	26,217,354	19,429,935	74.11%
714 - INFORMATION SYSTEMS	1,473,896	1,349,704	91.57%	1,848,120	1,222,766	66.16%
715 - INFORMATION TECHNOLOGY POOL	635,211	94,870	14.94%	646,568	71,796	11.10%
717 - SELF FUNDED EMPLOYEE INSURANCE	0.00	0		5,170,064	2,608,604	50.46%
719 - WORKERS COMPENSATION	312,718	94,960	30.37%	333,820	49,054	14.69%
732 - HIGHWAY	11,965,177	6,037,102	50.46%	14,989,257	5,678,209	37.88%
820 - JAIL ASSESSMENT	133,699	24,690	18.47%	80,000	30,498	38.12%
830 - LOCAL HISTORY ROOM	87,241	164,522	188.58%	83,801	229,633	274.02%
856 - M.M. HANEY TRUST	0	0	100.00%	0	0	100.00%
860 - REVOLVING LOAN FUND	0	0	100.00%	0	0	100.00%
Grand Total	74,676,441	30,571,554	40.94%	93,740,340	53,279,621	56.84%

This is 5 out of 12 months

These Revenue numbers include the tax appropriations for 2021

25.00%

FINANCIAL DATA THROUGH MAY 31

Account Type	Expense					
	2020 Total Annual Budget	2020 Month Actual	2020 Actual to Annual Budget %	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	3,033,966	1,763,609	58.13%	414,266	0	100.00%
1000 - GENERAL GOVERNMENT	28,777	0	0.00%	564,570	0	0.00%
1110 - COUNTY BOARD	113,121	29,244	25.85%	111,286	37,342	33.55%
1121 - CIRCUIT COURT	746,541	207,019	27.73%	688,416	217,778	31.63%
1122 - CLERK OF COURT	790,037	218,434	27.65%	781,181	213,212	27.29%
1124 - FAMILY COURT COMMISSIONER	40,800	13,600	33.33%	40,800	13,600	33.33%
1127 - MEDICAL EXAMINER	177,376	54,870	30.93%	189,701	48,773	25.71%
1131 - DISTRICT ATTORNEY	581,526	208,749	35.90%	621,641	227,779	36.64%
1132 - CORPORATION COUNSEL	296,213	109,889	37.10%	300,235	120,833	40.25%
1141 - ADMINISTRATOR	233,347	74,370	31.87%	227,888	83,426	36.61%
1142 - COUNTY CLERK	526,284	125,015	23.75%	251,728	114,790	45.60%
1143 - PERSONNEL	712,986	182,316	25.57%	397,093	107,656	27.11%
1151 - FINANCE DEPARTMENT	1,033,942	385,687	37.30%	1,021,430	388,322	38.02%
1152 - TREASURER	306,710	105,241	34.31%	313,384	115,181	36.75%
1160 - MAINTENANCE	1,022,068	321,982	31.50%	891,657	324,095	36.35%
1171 - REGISTER OF DEEDS	299,118	96,618	32.30%	304,408	102,930	33.81%
1172 - SURVEYOR	27,556	13,405	48.65%	27,556	11,660	42.31%
1175 - LAND RECORDS	295,558	98,864	33.45%	195,448	100,557	51.45%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	539,618	366,437	67.91%	539,456	385,614	71.48%
1210 - SHERIFF DEPARTMENT	3,293,568	1,069,622	32.48%	3,219,981	1,102,376	34.24%
1270 - JAIL	3,049,394	1,060,491	34.78%	3,127,387	1,020,670	32.64%
1290 - EMERGENCY MANAGEMENT	155,856	45,247	29.03%	162,233	38,102	23.49%
1293 - DISPATCH CENTER	1,264,092	501,200	39.65%	1,309,873	499,537	38.14%
1295 - JUSTICE DEPARTMENT	1,122,919	329,597	29.35%	1,013,050	343,636	33.92%
1368 - SANITATION	233,924	46,153	19.73%	181,287	47,896	26.42%
1419 - DOG CONTROL	224,473	59,554	26.53%	215,806	68,627	31.80%
1470 - VETERANS SERVICE	160,961	47,877	29.74%	166,590	69,983	42.01%
1511 - LIBRARY	442,676	442,676	100.00%	456,430	456,430	100.00%
1512 - LOCAL HISTORY ROOM	212,785	51,697	24.30%	208,510	55,580	26.66%
1520 - PARKS	131,959	23,968	18.16%	132,718	28,831	21.72%
1530 - SNOWMOBILE	200,000	64,352	32.18%	200,000	40,000	20.00%
1560 - UW-EXTENSION	231,378	71,698	30.99%	217,591	73,772	33.90%
1614 - CONSERV RESERVE ENHANCE PROGR	24,297	0	0.00%	35,382	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	28,656	9,532	33.26%	31,821	14,927	46.91%
1691 - FORESTRY	176,740	57,374	32.46%	177,768	65,328	36.75%
1694 - LAND CONSERVATION	1,220,638	158,930	13.02%	1,159,679	215,681	18.60%
1698 - ZONING	1,967,023	40,300	2.05%	1,968,013	733,644	37.28%
1700 - CAPITAL OUTLAY	1,652,221	211,063	12.77%	1,558,448	201,262	12.91%
100 - GENERAL FUND Total	26,599,104	8,666,679	32.58%	23,424,711	7,689,830	32.83%
213 - CHILD SUPPORT	574,555	198,657	34.58%	592,224	223,162	37.68%
241 - HEALTH DEPARTMENT	1,576,852	344,475	21.85%	1,182,653	426,184	36.04%
249 - HUMAN SERVICES	14,542,032	4,700,519	32.32%	14,133,359	4,763,993	33.71%
310 - DEBT SERVICE	4,101,367	2,127,666	51.88%	2,334,408	2,143,666	91.83%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,772,545	584,884	21.10%	2,704,000	272,665	10.08%
642 - ROLLING HILLS	9,902,043	2,978,372	30.08%	26,217,354	3,217,617	12.27%
714 - INFORMATION SYSTEMS	1,473,896	506,547	34.37%	1,848,120	441,748	23.90%
715 - INFORMATION TECHNOLOGY POOL	635,211	19,028	3.00%	646,568	25,757	3.98%
717 - SELF FUNDED EMPLOYEE INSURNCE	0	0		5,170,064	1,620,855	31.35%
719 - WORKERS COMPENSATION	312,718	215,935	69.05%	333,820	128,012	38.35%
732 - HIGHWAY	11,965,177	1,845,772	15.43%	14,989,257	2,395,862	15.98%
820 - JAIL ASSESSMENT	133,699	19,551	14.62%	80,000	23,598	29.50%
830 - LOCAL HISTORY ROOM	87,241	9,748	11.17%	83,801	10,006	11.94%
860 - REVOLVING LOAN FUND	0	0	100.00%	0	0	100.00%
Grand Total	74,676,441	22,217,834	29.75%	93,740,339	23,382,956	24.94%

FINANCIAL DATA THROUGH MAY 31

Account Type

Salary & Fringe Expense

Account Type	2020			2021		
	Total Annual Budget	Month Actual	2020 Actual to Annual Budget %	Total Annual Budget	Month Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	62,919	11,528	18.32%	69,999	20,295	28.99%
1121 - CIRCUIT COURT	323,845	120,239	37.13%	333,493	124,563	37.35%
1122 - CLERK OF COURT	517,067	182,178	35.23%	521,451	181,294	34.77%
1127 - MEDICAL EXAMINER	115,698	46,411	40.11%	114,266	43,844	38.37%
1131 - DISTRICT ATTORNEY	559,326	201,991	36.11%	592,145	220,574	37.25%
1132 - CORPORATION COUNSEL	286,615	106,296	37.09%	293,830	118,973	40.49%
1141 - ADMINISTRATOR	218,489	71,923	32.92%	217,954	81,286	37.29%
1142 - COUNTY CLERK	183,809	68,884	37.48%	188,594	70,916	37.60%
1143 - PERSONNEL	197,066	72,204	36.64%	198,391	75,292	37.95%
1151 - FINANCE DEPARTMENT	983,665	366,682	37.28%	964,118	368,760	38.25%
1152 - TREASURER	248,369	94,458	38.03%	244,126	94,744	38.81%
1160 - MAINTENANCE	391,707	124,336	31.74%	328,460	124,742	37.98%
1171 - REGISTER OF DEEDS	226,546	82,386	36.37%	230,598	86,718	37.61%
1175 - LAND RECORDS	72,292	26,802	37.07%	73,612	26,928	36.58%
1210 - SHERIFF DEPARTMENT	2,830,664	940,656	33.23%	2,780,925	970,038	34.88%
1270 - JAIL	2,332,324	766,025	32.84%	2,330,017	759,671	32.60%
1290 - EMERGENCY MANAGEMENT	125,332	43,418	34.64%	128,068	36,718	28.67%
1293 - DISPATCH CENTER	1,039,696	373,839	35.96%	1,042,872	378,883	36.33%
1295 - JUSTICE DEPARTMENT	717,669	250,328	34.88%	699,597	257,308	36.78%
1368 - SANITATION	119,380	43,775	36.67%	120,943	44,543	36.83%
1419 - DOG CONTROL	137,313	44,890	32.69%	139,356	49,853	35.77%
1470 - VETERANS SERVICE	138,888	45,117	32.48%	143,076	59,969	41.91%
1512 - LOCAL HISTORY ROOM	123,849	42,585	34.38%	123,404	45,865	37.17%
1520 - PARKS	78,098	20,166	25.82%	78,754	22,687	28.81%
1560 - UW-EXTENSION	160,031	62,468	39.04%	154,937	66,644	43.01%
1691 - FORESTRY	52,291	19,712	37.70%	53,846	20,580	38.22%
1694 - LAND CONSERVATION	352,850	120,430	34.13%	343,809	131,147	38.15%
1698 - ZONING	94,926	34,103	35.93%	95,045	34,468	36.26%
100 - GENERAL FUND Total	12,690,724	4,383,829	34.54%	12,605,686	4,517,304	35.84%
213 - CHILD SUPPORT	473,919	167,629	35.37%	492,164	180,686	36.71%
241 - HEALTH DEPARTMENT	1,313,097	322,813	24.58%	1,062,048	391,656	36.88%
249 - HUMAN SERVICES	5,365,216	1,861,576	34.70%	5,491,231	1,971,403	35.90%
633 - SOLID WASTE	173,402	64,747	37.34%	150,563	56,551	37.56%
642 - ROLLING HILLS	6,304,007	2,215,210	35.14%	6,444,042	2,108,469	32.72%
714 - INFORMATION SYSTEMS	422,058	137,618	32.61%	366,029	98,631	26.95%
732 - HIGHWAY	3,608,774	1,314,904	36.44%	3,675,844	1,349,014	36.70%
Grand Total	30,351,196	10,468,326	34.49%	30,287,607	10,673,714	35.24%

This is 5 out of 12 months Insurance and 10/26 Payrolls

RESOLUTIONS AND ORDINANCES – JUNE 23, 2021

1. RESOLUTION APPROVING BID PACKAGE #2 FOR MONROE COUNTY NURSING HOME AND SENIOR CARE FACILITY PROJECT

Offered by the Rolling Hills Committee

2. RESOLUTION AUTHORIZING AN ADDITIONAL ROLLING HILLS PART-TIME RECEPTIONIST/OFFICE CLERK I POSITION

Offered by the Administration & Personnel Committee

3. RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

4. RESOLUTION AUTHORIZING ESTABLISHMENT OF A SECOND ASSISTANT CORPORATION COUNSEL POSITION

Offered by the Administration & Personnel Committee

5. RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE

Offered by the Administration & Personnel Committee

6. RESOLUTION AUTHORIZING THE INCREASE OF THE ADRC NUTRITION COORDINATOR TO FULL TIME IN MONROE COUNTY

Offered by the Administration & Personnel Committee

7. RESOLUTION AUTHORIZING TWO CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS) SOCIAL WORKER POSITIONS IN MONROE COUNTY

Offered by the Administration & Personnel Committee

8. RESOLUTION AUTHORIZING COMPREHENSIVE COMMUNITY SERVICES (CCS) SOCIAL WORKER POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

9. RESOLUTION AUTHORIZING A CFS SOCIAL WORKER I INITIAL ASSESSMENT POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

10. RESOLUTION AUTHORIZING A PROGRAMS ACCOUNTANT I POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

RECONSIDERATION OF 02-2021

DECLARATION OF EXTRAORDINARY CIRCUMSTANCES

RESOLUTION NO. 06-21-01

RESOLUTION APPROVING BID PACKAGE #2 FOR MONROE COUNTY NURSING HOME AND SENIOR CARE FACILITY PROJECT

1 WHEREAS, the Monroe County Board of Supervisors approved Resolution 12-17-01, which authorized the
2 issuance of a general obligation bonds in an amount not to exceed \$16,000,000 for the purpose of constructing a
3 nursing home and senior care facility and authorized the letting of bids for the project; and
4

5 WHEREAS, Resolution 07-17-02 approved moving forward with planning for a nursing home and senior care
6 facility for Monroe County and bids were advertised with a response deadline and bid opening of May 18, 2021;
7 and
8

9 WHEREAS, the Rolling Hills Committee reviewed the proposals and bidder's proof of responsibilities findings;
10 and
11

12 WHEREAS, the Monroe County Board of Supervisors approved Resolution 05s-21-02, which authorized
13 approval of 19 recommended bids in an amount of \$14,957,960 from bid package #1 for the Monroe County
14 nursing home and senior care facility project.
15

16 WHEREAS, the lowest reasonable and responsive bidder for each work scope in bid package #2 is listed in the
17 attached addendum.
18

19 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors approves the list of lowest
20 reasonable and responsive bids offered in bid package #2 as described in the attached addendum for a total costs
21 of \$ _____.
22

23 FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors directs the Board Chair to enter
24 into such contracts as necessary to enact this approval; subject to confirmation that all qualifications are met and
25 documents are in order.
26

27 Offered by the Rolling Hills Committee this 23rd day of June, 2021.
28

29 Purpose: The resolution approves the nursing home and senior care facility bid package #2 bids as listed in the
30 attached addendum as the lowest reasonable and responsive bidder.
31

32 Fiscal Note: Funding provided under Resolution 09-20-02 allocating use of general fund reserves of \$765, 567 for
33 design, Resolution 12-17-01 which authorized the issuance of a general obligation bond to not exceed \$16,000,000,
34 Resolution 05s-21-01 authorizing the issuance of a general obligation bond to not exceed \$4,000,000, and multiple
35 budget adjustments.

Finance Vote (If required):

____ Yes ____ No ____ Absent

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: _____, 20____

VOTE: ____ Yes ____ No ____ Absent

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.

RESOLUTION NO. 06-21-02

RESOLUTION AUTHORIZING AN ADDITIONAL ROLLING HILLS PART-TIME RECEPTIONIST/OFFICE CLERK I POSITION

1 **WHEREAS**, the Monroe County Rolling Hills Committee and Administration & Personnel
2 Committee have reviewed the attached New Position Analysis and request the establishment of a part-
3 time Receptionist/Office Clerk I position for Rolling Hills; and
4

5 **WHEREAS**, the increased screening and documentation that is required for staff and members
6 of the public upon entry has elevated the minimal hours of needed coverage from a temporary or on-call
7 staff to part-time staff to ensure the additional work is not detrimental to other staff's day to day
8 operations; and
9

10 **WHEREAS**, due to COVID-19 it is important to have one person available to ensure that the
11 proper screening standards and documentation are met to provide potential risk mitigation to the
12 residents and staff within Rolling Hills; and
13

14 **WHEREAS**, the current budget for the on-call hours in addition to the general staffing budget
15 would not require any additional funding, keeping this position off of the county levy;
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
18 hereby authorize the establishment of a part-time Rolling Hills Receptionist/Office Clerk I position.
19

20 Offered by the Administration & Personnel Committee dated this 23rd day of June, 2021.
21

22 **Fiscal note:** The 2021 budget for this position (wages, benefits and equipment) is already within the
23 budget parameters, estimated to be \$38,834 for future years with no additional impact to the county
24 levy.
25

26 **Purpose:** To approve budgeting for one part-time Rolling Hills Receptionist/Office Clerk I position.

Finance Vote (If required):
 5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: May 11 , 20 21
 4 Yes 0 No 1 Absent

Approved as to form on 5/18/21
 Andrew G. Kaffan
Andrew G. Kaffan, Corporation Counsel
 Lisa Aldinger
Lisa Aldinger, Clerk

Committee Chair: Shelley R. Bohl
 Mary VonRuden
 Beth Berris

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.



New Position Analysis

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

Date: 04/07/2021	Department: Rolling Hills
Department Head Name: Linda Smith	

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):

We currently have an "On Call" receptionist with scheduled hours of up to 20 hours per week. The COVID outbreak in 2020 shut down our facility to all visitors except those for compassionate or end of life. We have since opened up to visits with many required safety protocols in place. This is putting a strain on staff and pulls them away from patient care and other duties. We are needing additional hours for the receptionist to help with screening of visitors in addition to the usual job duties. Prior to COVID we did have the receptionist working up to 30 hours in on call position per week. The hours were reduced in 2020 to allow for an increase in wage (\$10.50 to \$12.00) to find qualified applicants. This was how we stayed within our budget. We are requesting that the position move from an on call position to a part time, benefitted position of up to 32 hours per week.

Suggested Title: Receptionist / office clerk 1			
Personnel Director's Recommended Classification:		Grade: 18	FLSA Class: Non-Exempt Clerical
Full-time:	Part-time: 30 /hours	Projected Start Date: 7/1/2021	

* 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.
\$12.50	\$20,875	\$1410	\$1598	Inc in ss	247	14,103.12	588	13.44

1. Where will the funds for this position come from?
 These duties would have to be done by other dept staff resulting in an increase in other staff hours.
 We will be using funds from our general staffing budget
2. What equipment will need to be purchased for this position (desk, etc.)?
 None
 - a. Is office space presently available? yes Where? reception desk
 - b. Estimated cost of needed equipment? 0
 - c. Is the cost of needed equipment in the department budget? 0
3. What is the grand total cost of all items this fiscal year? \$13871
4. What is the annual cost of salary and fringes, thereafter? \$38,834.56

Supervisory Responsibility (if applicable):

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

None

2. Number of employees Directly supervised: 0 Indirectly: 0

List the position titles that will report to this position:

3. What position title will this position report to? Rolling Hills Business Service Administrator

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<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

Job Title:	Receptionist/Office Clerk I	Department:	Rolling Hills
Location:	14345 Co Hwy B, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	Assistant Finance Director/RH Business Services Administrator	Salary Grade:	18
Supervision Exercised:	None.	Position Type:	Part-Time

Basic Functions and Responsibilities

Under supervision of the Assistant Finance Director/RH Business Services Administrator, the Receptionist/Office Clerk I serves as receptionist and performs various clerical duties.

Job Description

ROLE AND RESPONSIBILITIES

- Answers and directs incoming calls.
- Assists individuals in depositing and withdrawing money from resident trust accounts.
- Maintains and updates resident trust fund agreements.
- Greets and directs visitors and vendors.
- Conducts COVID symptom screening for visitors and vendors.
- Ensures people entering the building are wearing proper PPE and provides education on safety protocols.
- Sorts and processes incoming mail.
- Maintains and updates mail routing lists for resident mail.
- Reconciles cash drawers daily.
- Prepares daily deposit of direct care funds, vending funds, and resident trust funds.
- Makes packets for resident admissions and employee orientations.
- Assists other departments with clerical jobs as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Prefer high school graduation and receptionist/clerical experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, stooping, reaching, talking, hearing, handling, keyboarding, using near vision, lifting, carrying, pushing/pulling up to 10 pounds. Walks, stands, lifts, carries, pushes/pulls up to 40 pounds.

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:** _____

RESOLUTION NO. 06-21-03

RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY

1 **WHEREAS**, the Monroe County Sanitation & Zoning Committee and Administration &
2 Personnel Committee have reviewed the attached New Position Analysis and request the establishment
3 of another Sanitation & Zoning Officer position in the Sanitation, Planning, Zoning, and Dog Control
4 Department; and

5
6 **WHEREAS**, the field work load has increased in amount and complexity requiring more time to
7 be allocated at each site with the current two staff who complete these duties;

8
9 **WHEREAS**, more review and research time is needed to complete new permitting processes and
10 to follow up correctly with violations and complaints in a timely manner;

11
12 **WHEREAS**, proposed increase in fees will cover a portion of the additional cost for this
13 position, the remainder of the position would be covered by county levy funding;

14
15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
16 hereby authorize the establishment of a Sanitation & Zoning Officer position in the Sanitation, Planning,
17 Zoning and Dog Control Department with start date of January 1, 2022.

18
19 Dated this 23rd day of June, 2021.

20
21 Offered by the Administration & Personnel Committee

22
23 **Fiscal note:** The 2022 budget for this position (wages, benefits and equipment) is approximately
24 \$81,716 which a portion will be covered by an increase in fees requiring the estimated remaining \$
25 being funded by County tax levy.

26
27 **Purpose:** To approve budgeting for one Sanitation & Zoning Officer position.

Finance Vote (If required):
 5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: June 9 , 2021
 4 Yes 0 No 0 Absent 1 Absent

Approved as to form on 6/9/21
 Lisa Aldinger Humblin
Andrew C. Keenan, Corporation Counsel
 Lisa Aldinger Humblin

Committee Chair: Walter J. Hoyer
 Mary Von Rueden Brett Sackin
 Mark Staker

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.

New Position Analysis



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

Date: 3-22-2021	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

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):

Field work load has increased and become more complex. Taking more time at each site. Paperwork supporting this field work has also become more complex, taking more time to review and research. Current staffing can keep up with new permits but does not have time to investigate, research and follow up on complaints and violations such that they can be resolved in a timely manner.

Suggested Title: Sanitation & Zoning Officer			
Personnel Director's Recommended Classification:		Grade: 11	FLSA Class:
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2022

* 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.
25.09	\$52,183	\$3,523	\$3,236	\$757	\$411	\$18,804	\$784	\$18

1. Where will the funds for this position come from?
 Proposed increase in fees will cover a portion of this position. General fund will be utilized to cover the remainder.
 Special tax could be placed on each property with septic. \$5 per year per parcel with septic would generate about \$45,000 per year.
2. What equipment will need to be purchased for this position (desk, etc.)?
 desk, computer, hand auger, munsell color book, tape measure, tripod, story stick & sensor
 - a. Is office space presently available? NO Where? Department will be relocating in the next couple of years
 - b. Estimated cost of needed equipment? \$2,000
 - 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? \$79,716 + \$2,000 = \$81,716
4. What is the annual cost of salary and fringes, thereafter? \$79,716

Supervisory Responsibility (if applicable):

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

NA

2. Number of employees Directly supervised: NA Indirectly: NA

List the position titles that will report to this position:

3. What position title will this position report to? Sanitation & Zoning Administrator

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<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	

Job Title:	Sanitation and Zoning Officer	Department:	Sanitation, Planning, and Zoning
Location:	14345 Co Hwy B, Sparta	FLSA Category:	Exempt- Administrative/Professional
Immediate Supervisor:	Sanitation and Zoning Administrator	Salary Grade:	Grade 11
Supervision Exercised:	None	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Sanitation and Zoning Administrator, the Sanitation and Zoning Officer promotes and protects the environmental health, safety and general welfare of county citizens through regulation of private sewage disposal systems.

Job Description

ROLE AND RESPONSIBILITIES

- Provides information and assistance to the public concerning code and ordinance requirements
- Administers and enforces county utilities ordinance and SPS381-SPS385 Wis. Administrative Code
- Assists with administration of county zoning floodplain, shoreland and subdivision ordinance
- Reviews ordinances and proposes changes when necessary
- Investigates violations of private sewage systems ordinances and issues special orders directing and requiring compliance with the rules and standards including issuing citations when necessary
- Investigates complaints concerning private onsite waste treatment systems
- Reviews and verifies Soil and Onsite Evaluation Reports prepared by Certified Soil Testers
- Reviews and approves plans for private onsite waste treatment systems as authorized by SPS383 Wis. Administrative Code and county private onsite waste treatment ordinance
- Reviews sanitary permit applications and issues permits
- Conducts site inspections according to established procedure
- Performs plumbing compliance inspections according to SS145.20 and SPS383
- Gives technical design assistance to plumbing contractors
- Conducts inspections and provides information related to Wisconsin Fund Program (SS145.245 and SPS387)
- Inspects failing systems
- Files reports and conducts surveys
- Investigates and attempts to resolve complaints referred by the Health Director/Officer
- Assists the Health Director/Officer in townships and villages
- Conducts educational seminars for plumbers and certified soil testers
- Conducts inspections for zoning compliance and investigates zoning violations
- Maintain Zoning Code Layer using ARC GIS

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in soil science, natural resources, sanitation, environmental health or related field.
- Certified Soil Tester-Morphological Evaluator and Plumbing II On-Site within six months of hire.
- Minimum of two years "hands on" experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Valid Wisconsin Driver's license.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, talking, hearing, using near and far vision, judgment, working outdoors, exposed to extreme weather, noise, vibrations, and mechanical hazards. Stoops, bends, handles, fingers, lifts up to 40 pounds, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about sites.

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.

RESOLUTION AUTHORIZING ESTABLISHMENT OF A
SECOND ASSISTANT CORPORATION COUNSEL POSITION

1 WHEREAS, there has been a steady increase in work load in the Office of Corporation Counsel with the
2 with three circuit court branches; and
3

4 WHEREAS, the Monroe County Child Support Agency would benefit from dedicated Assistant
5 Corporation Counsel to directly assist them in their case management; and
6

7 WHEREAS, the Monroe County Administration & Personnel Committee requests the establishment of a
8 second Assistant Corporation Counsel position in the Office of Corporation Counsel; and
9

10 WHEREAS, it is anticipated that the Child Support Agency shall receive additional funding due to the
11 additional attorney hours spent on the child support cases and it is projected that the Monroe County
12 Child Support Agency will receive \$70,000.00; and
13

14 WHEREAS, it is anticipated that the Child Support Agency shall receive additional General Purpose
15 Revenue that will cover the remaining cost for the position; and
16

17 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do
18 hereby authorize the establishment of a second Assistant Corporation Counsel position in the Office of
19 Corporation Counsel effective January 1, 2022.
20

21 FURTHER BE IT RESOLVED that this position is contingent on the additional funding for Child
22 Support Agencies being approved in the State budget.
23

24 Offered by the Personnel & Bargaining Committee this 25th day of May, 2021.
25

26 Purpose: To approve establishing and budgeting for a second Assistant Corporation Counsel position for
27 the 2022 budget.
28

29 Fiscal note: The 2022 budget for this position is approximately \$109,947.00. This position is
30 contingent on the additional funding being approved in the State budget.

Finance Vote (If required):

5 Yes 0 No 0 Absent

Drafted by and approved as to form:

Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

- ADOPTED FAILED AMENDED
- OTHER _____

County Board Vote on: _____ 20__

____ Yes _____ No _____ Absent

Committee of Jurisdiction Forwarded on: May 11,
20 21

VOTE: 4 Yes 0 No 1 Absent

Committee Chair:

Walter M. Hoyer
Mary Von Ruden Mark H. Hoyer
Brett Schirer

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.

New Position Analysis



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

Date: 5/3/21	Department: Corporation Counsel
Department Head Name: Lisa Aldinger Hamblin	

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):

SEE ATTACHED.

Suggested Title: Assistant Corporation Counsel/Child Support Attorney		
Personnel Director's Recommended Classification:	Grade: 6	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/22

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.
\$36.07	\$75,009.00	\$5,064.00	\$4,651.00	\$1,088.00	\$29.00	\$18,804.00	\$784.00	\$18.00

1. Where will the funds for this position come from?
 The Child Support Agency shall have funding for this position.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Desk, Computer, Monitors.
 - a. Is office space presently available? Yes Where? Conference Room in Child Support Agency
 - b. Estimated cost of needed equipment? \$4,500.00
 - c. Is the cost of needed equipment in the department budget? Yes
3. What is the grand total cost of all items this fiscal year? \$109,947.00
4. What is the annual cost of salary and fringes, thereafter? \$105,447.00

Supervisory Responsibility (if applicable):

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

None

2. Number of employees Directly supervised: 0 Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? Child Support Director and Corporation Counsel

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <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

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:

Currently there are two attorneys in the Corporation Counsel office. They handle many matters, some of which are: County Board, Human Services (many divisions), and Child Support, Zoning and Animal Control issues. They also review most County Contracts and all County Board Resolutions.

Many of these duties are very time sensitive and have time limits on them that create the need to prioritize resulting in other matters being delayed.

Currently over 30% of their time is spent on child support matters. The Child Support Agency has the ability to keep a full-time attorney very busy. In 2019, the Office of State Courts started E-filing all Court documents which transferred many duties to Attorneys. Child Support Staff are currently handling many of these duties for the Attorneys such as drafting and filing documents and processing over 1,000 emails per month.

By creating an additional Assistant Corporation Counsel Position that would handle child support and be placed in their office this would transfer the e-filing requirements child support is currently performing to the Attorney. A Child Support Attorney would be also be able to utilize the Child Support Programs such as KIDS; WiKids; CARES; DIHLR; DOT. They would be able to continually review and research evolving case law and changes in State Statutes, federal regulations and policies. They would be able to review child support cases for possible criminal non-support referral. They would have time to meet with Child Support Clients to offer procedural guidance to help them in their family matters.

An additional position would allow the Corporation Counsel Office the ability to devote the time necessary to assist County Departments and County Board in a timelier manner and allow them to be present at more meetings and review all County Contracts. This means that the County will have representation as needed and will help mitigate risk.

Job Title:	Assistant Corporation Counsel-Child Support	Department:	Corporation Counsel
Location:	Justice Center	FLSA Category:	Exempt- Executive
Immediate Supervisor:	Corporation Counsel	Salary Grade:	6
Supervision Exercised:	Administrative and functional supervision of Corporation Counsel Department operations in absence of the Corporation Counsel, including an office manager.	Position Type:	Full-time

Basic Functions and Responsibilities

Under direction of the Corporation Counsel, this position is primarily responsible for representing and advising the Child Support Department on legal matters; responding to legal inquiries, rendering legal assistance and opinions; litigating cases; drafting policies, procedures and legal documents; managing records, files, and preparing cases for court.

Job Description

ROLE AND RESPONSIBILITIES

- Advises and represents the Child Support Department in child support and paternity cases
- Appears in Court on behalf of the State of Wisconsin for establishment/revision hearings, pro-se motion hearings, contempt hearings, paternity establishment hearings, and warrant hearings
- Prepares legal documents in cases involving establishment, revision, and enforcement
- Act to enforce, establish, and revise support orders in divorce, paternity, action to compel, foster care, and interstate cases
- Provides guidance to the child support staff as it relates to legal procedures in the establishment and enforcement of child support-related matters in relationship to Federal regulations and State statutes
- Consults and collaborates with the Director of Child Support concerning changes in Federal regulations and State statutes affecting child support policies and their interpretations and implications for the Child Support Department
- Reviews legal documents prepared by support staff to ensure accuracy and completeness
- Prepares referral documents to the District Attorney's office to prosecute criminal non-support cases and provides support during criminal prosecutions
- Provides information to custodial/non-custodial parents on procedures concerning establishment and enforcement of child support orders
- Consults with other legal counsels, out of state child support agencies, and private attorneys regarding child support issues
- Maintains current knowledge of the law by continual review and research of evolving case law and changes in State statutes, federal regulations and policies as it relates to child support matters
- Advise staff in establishing, revising, and enforcing support orders, and interviewing/providing information to parents
- Maintain proper e-filing records and emails required for legal action taken with the Corporation Counsel and Child Support offices
- Provides legal representation in all manner of legal matters and lawsuits involving the county
- Provides case management for the county by drafting petitions, citations, complaints, orders, resolutions, briefs, opinion letters, ordinances, contracts, deeds, judgments, easements and other legal documents as required
- Coordinates defense of the county with insurance providers and acts as liaison between the county and insurance companies
- Works with Department of Human Services (DHS) social workers with intake and ongoing case management questions
- Represents and advises the DHS in Child in Need of Protection and Services (CHIPS) cases which may include detention hearings, draft petitions and other documents, Initial appearances, pretrial negotiations, motions, jury trials and trial preparation
- Represent and advise DHS on termination of parental rights, guardianship of minors and adoption cases
- Represent and advise DHS (and Tomah Veterans Medical Center) in regards to vulnerable adults and mental health and alcohol commitments which may include guardianships, protective services and protective placements, involuntary medication orders and commitments and extensions of commitments
- Prosecutes county ordinances which are not based on criminal state statutes. These generally involve zoning, sanitation, animal control and truancy
- Provides guidance to the Sheriff Department on civil issues that law enforcement officers and jail staff encounter
- Practices law in real estate, tax, collection, trial, appellate, and labor law areas on behalf of the county

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree from recognized, certified school of law.
- License to practice law in State of Wisconsin.
- Three years in the practice of law preferred or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

REQUIRED JOB COMPTENCIES

- Preferred knowledge and/or ability to enter and/or retrieve data in the State of Wisconsin Kids Information Data System (KIDS), and other systems, such as, but not limited to, CARES/CWW, DOT, CCAP, CCAP e-Filing, DIHLR, WIKIDS, and various state department policy and procedures.
- Preferred knowledge of law/legal principles related to the establishment of paternity and the enforcement, establishment and revision of child support in divorce, paternity, action to compel, foster care, and interstate cases.
- Knowledge of judicial procedures and rules of evidence.
- Ability to analyze appraise and organize facts, evidence, testimony and law and to present such material in clear and logical form.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively both in written and verbal form

PHYSICAL DEMANDS

Large percentage of time is spent sitting, standing, talking, hearing, using near and far vision, judgment. Walks, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about the various county departments and work sites.

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:** _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE

1 WHEREAS, Monroe County Public Safety & Justice Committee and the Administrator & Personnel Committee
2 request the establishment of a Paralegal position in the District Attorney's Office at pay grade 12 effective January 1, 2022;
3 and

4
5 WHEREAS, due to the continued rise in caseload and lack of additional prosecutors the District Attorney's office is
6 in need of a position that can take duties from the prosecutors as well as current staff to ensure that the office doesn't
7 violate statutory deadlines and to ensure the backlog of cases is kept at an acceptable level; and

8
9 WHEREAS, the Monroe County District Attorney's Office has continued to strive for the most effective responses
10 to criminal behavior and addiction, as opposed to the easiest ones, and those responses, including participating in the
11 Monroe County Drug Court, the Monroe County OWI Court and working to develop further programs that will best serve
12 the citizens of Monroe County, are more time consuming than many traditional responses to criminal behavior and
13 addiction; and

14
15 WHEREAS, this paralegal position would conduct legal research, compile and gather information/documentation
16 for motion hearings and jury trials beyond the enumerated duties of the current office staff.


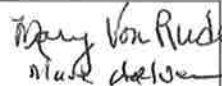
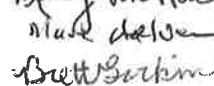
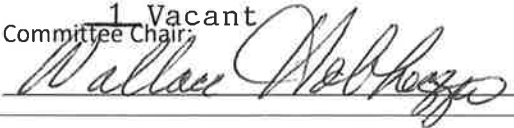
17
18 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the
19 establishment of a Paralegal position in the District Attorney's Office effective January 1, 2022.

20
21 Offered by the Administration & Personnel Committee this 23rd day of June 2021.

22
23 Purpose: Approve a new Paralegal position for 2022.

24
25 Fiscal Note: Position will be paid through County levy and budgeted for 2022 at a cost of \$75,355 (est \$1,149 increase from
26 current classification in 2022 with annual adjustments thereafter.

27
28 Drafted by Lynn Kloety, Office Manager, District Attorney's Office.

<p>Finance Vote (If required): <u>5</u> Yes <u>0</u> No <u>0</u> Absent</p> <p>*****</p> <p>Approved as to form:  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on:  <u>June 9</u>, 2021 </p> <p>VOTE: <u>4</u> Yes <u>0</u> No <u>0</u> Absent</p> <p><u>1</u> Vacant 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> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>



New Position Analysis

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

Date: 05/11/2021	Department: District Attorney's Office
Department Head Name: Kevin Croninger	

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):

RECLASSIFICATION of Legal Secretary to Paralegal ~
 Due to the continued rise in serious caseload and the inadequate funding of prosecutors we need to have one of our current legal secretary positions handle the duties of prepping cases for jury trials, court trials and motion hearings. This work involves a complete case review, statute research to determine necessary witnesses and potential arguments the prosecutors need in order to obtain just outcomes in court proceedings for the protection of Monroe County residents.
 This work should be performed by a paralegal and is currently being completed by a legal secretary. This position needs to be re-classified to adequately compensate for duties being performed.

Suggested Title: Paralegal			
Personnel Director's Recommended Classification:		Grade: 12	FLSA Class:
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 01/01/2022

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.
12	\$48,714	\$3,288	\$3,021	\$707	\$19	\$18,804	\$784	\$18

1. Where will the funds for this position come from?
 Levy funds _____
2. What equipment will need to be purchased for this position (desk, etc.)?
 none, current position to be reclassified
 a. Is office space presently available? _____ Where? _____
 b. Estimated cost of needed equipment? _____
 c. Is the cost of needed equipment in the department budget? _____
3. What is the grand total cost of all items this fiscal year? \$75,355 (est \$1,149 increase from current classification)
4. What is the annual cost of salary and fringes, thereafter? \$75,355 (est \$1,149 increase from current classification)

Supervisory Responsibility (if applicable):

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

none

2. Number of employees Directly supervised: 0 Indirectly: 0

List the position titles that will report to this position:

3. What position title will this position report to? Adm Asst/Off Mngr

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <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

Job Title:	District Attorney Paralegal	Department:	District Attorney
Location:	Courthouse	FLSA Category:	Non-Exempt
Immediate Supervisor:	Office Manager	Salary Grade:	Grade 12
Supervision Exercised:	None. May provide functional supervision other personnel	Position Type:	Full-time:

Basic Functions and Responsibilities

Under general supervision of the Administrative Assistant/Office Manager the Legal Secretary maintains and coordinates criminal and juvenile/traffic case loads.

Job Description

ROLE AND RESPONSIBILITIES

- Performs complex legal research. Reviews State Statutes and case law regarding pending cases. Prepares research reports and submits information to assigned attorney;
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, and legal codes;
- Investigates facts and law of case to determine causes of action, to prepare cases accordingly, and to take appropriate action;
- Shepardize cases;
- Drafts legal documents such as briefs, pleadings, affidavits, orders and other legal papers;
- Acts as Trial Assistant by researching, compiling discovery materials, organizing file contents, assisting in the courtroom on major cases;
- Maintains communication with law enforcement personnel, victim/witness personnel, witnesses, human service personnel, district attorney staff, clerk of court personnel, court personnel, public defenders and other attorneys regarding pending cases and proceedings;
- Composes and drafts correspondence relative to criminal and juvenile/traffic cases;
- Assists attorneys in investigation of cases, obtaining additional information, running record checks, checking into habitual criminal status;
- Coordinates criminal and juvenile/traffic cases with Victim/Witness Program;
- Initiates and receives calls and correspondence from attorneys, judges, clerks of court, citizens, other departments, etc., concerning case status, disposition, scheduling, etc.;
- Schedules prep meetings for witnesses and law enforcement
- Subpoenas witnesses for jury trials and ensures returns or service is completed
- Assists with any departmental work as workload demands.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Possess a paralegal certification from an accredited institution.
- Minimum of two years legal office experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, stooping, reaching, talking, hearing, handling, keyboarding, lifting, and carrying up to 10 pounds. Stands, crouches, and is exposed to potential for physical attack 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.

RESOLUTION AUTHORIZING THE INCREASE OF THE ADRC NUTRITION COORDINATOR
POSITION TO FULLTIME IN MONROE COUNTY

1 WHEREAS, the Aging and Disabilities Resource Center (ADRC) Nutrition Coordinator is responsible
2 for all aspects of the six Congregate Meal sites and Home Delivered Meals operations and compliance
3 with all state requirements; and
4

5 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
6 have reviewed the attached New Position Analysis and request to increase the Nutrition Coordinator
7 position from 0.75 to full time in the ADRC; and
8

9 WHEREAS, the current Nutrition Programs:

- 10 1. has six Congregate meal sites; and
 - 11 2. all sites will be re-opened in 2021;
 - 12 3. all site staff need to be trained in and sites monitored under Serv Safe;
 - 13 4. currently 130 participants are receiving home delivered meals; and
 - 14 5. all Home Delivered Meals participants must receive an annual visit from the Nutrition
15 Coordinator; and
 - 16 6. full-time hours will enhance recruitment and retention.
- 17

18 WHEREAS, there is Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) funding and Meal
19 Fees which will reduce the County Levy allocation to approximately 35% of the position cost which for
20 the position (wages, benefits and equipment) is approximately \$57,487. Then \$20,120 is the remaining
21 uncovered amount and the 2022 additional County Levy allocation is \$10,000.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the increase of a full-time Nutrition Coordinator position in the ADRC with start date
25 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 will require an additional County Levy allocation of \$10,000.
30

31 Purpose: To approve budgeting to increase the Nutrition Coordinator position from 0.75 to full-time.

Finance Vote (If required):

5 Yes 0 No 0 Absent

Approved as to form on 5/18/21

Lisa Aiding Hamblin
Andrew C. Kaffan, Corporation Counsel
Lisa Aiding Hamblin

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 11, 2021

VOTE: 4 Yes 0 No 1 Absent

Committee Chair: Nellie Holmquist
Mary Von Rueden Mark Noller
Brett Sarkin

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.

New Position Analysis



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

Date: 6/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

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):

We are proposing the ADRC Nutrition Program Coordinator position be increased from .75 to fulltime to be effective 1/1/22. The additional 10 hours will allow us better meet our requirements of timely annual visits with home delivered meals participants. We are currently serving approximately 130 home delivered meals per day. This position will take on additional duties such as providing more ongoing Serv Safe training to meal site managers. Additionally they will, oversee any issues with food service provider, meal site locations or home delivered meals and will keep the ADRC Manager informed of any such issues. The Coordinator will work with meal site managers to promote the dining sites and coordinate activities to increase and maintain adequate attendance. They will also attend regional trainings and facilitate the quarterly Nutrition Committee meeting and the bi-annual meal site manager meetings. The Coordinator will continue to do SAMS data entry to create the GWAAR report. Fulltime status of this position will also assist in the recruitment, retention and stability for the Nutrition Coordinator position and therefore the Nutrition Program in the future.

The current annual cost is \$28,540 the proposed annual cost would be \$57,487. The benefits of health and dental insurance and WI retirement are the primary cost differentials. The additional \$28,947 will be funded through GWAAR, fees collected and County Levy. These percentages change annually. Based on the past three years percentage along with the increased budget cost it would be reasonable to estimate that the additional cost allocated to County Levy would be \$10,000 or about 35% of the additional cost.

Suggested Title: Nutrition Coordinator			
Personnel Director's Recommended Classification:		Grade: 16	FLSA Class: Hourly
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

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.
15.75	32,886	2,220	2039	477	259	18,804	784	18

1. Where will the funds for this position come from?
 Funding will be a combination of GWAAR allocation, fees collected and County Levy.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Equipment currently exists
 - a. Is office space presently available? Yes Where? ADRC
 - b. Estimated cost of needed equipment? N/A
 - c. Is the cost of needed equipment in the department budget? N/A

3. What is the grand total cost of all items this fiscal year? 57,487 of which 28,540 is currently budgeted

4. What is the annual cost of salary and fringes, thereafter? 57,487

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

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

Date: 5/4/2021	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 8 - 0 - 1
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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

Job Title:	Nutrition Program Coordinator	Department:	ADRC
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Manager	Salary Grade:	16
Supervision Exercised:	Functional supervision of staff and volunteer personnel responsible for home-delivered meals.	Position Type:	Part-time

Basic Functions and Responsibilities

Under supervision of the ADRC Manager, the Nutrition Program Coordinator oversees the home delivered and congregate meal site programs and monitors the service system. Also responsible for data collection and entry for billing and reporting purposes.

Job Description

ROLE AND RESPONSIBILITIES

- Screens referrals and conducts in-home assessments to determine eligibility for meal services
- Discerns clients' needs for other services and refers individuals to appropriate service providers
- Monitors nutrition data and enters the information into the state data collection system
- Contacts medical personnel for special diet prescriptions, sharing the prescription with the kitchen, and updating prescription yearly
- Notifies emergency contacts when concerns over participants arise (as needed)
- Manages the ADRC website and social media pages
- Maintains client files
- Contacts participants when necessary to encourage the giving of donation for meals being received
- Substitutes at nutrition sites and delivers home-delivered meals when necessary
- Enters personal and meal data into nutrition software program
- Reconciles number of meals served with nutrition site records
- Provides program outreach through educational materials
- In consultation with the ADRC Manager, notifies news and radio stations, kitchen and meal transport staff of meal site closures due to inclement weather
- Backs up other office personnel as needed
- Assists in promotion and support of nutrition sites
- Attends all mandatory state trainings
- Oversees meal site manager's mandated trainings. Provides appropriate trainings as able
- Inputs data in state data collection system for caregiver assistance programs, service authorizations, and ADRC customer events and programs

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school and minimum of two years' experience working directly with elderly or with a public agency that handles duties similar to those required of this position or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Strong computer skills necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision. Walks, stands, stoops, climbs, reaches, handles, lifts, carries up to 40 pounds, pushes/pulls up to 80 pounds, is exposed to extreme weather, travels to and moves about homes and sites 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:** _____

HUMAN SERVICES

Summary of Positions Requested

Position Requested	Annual Cost and one Time	Funding Source
CLTS Social Workers (2)	\$ 145,042	State and Federal
CCS Social Worker	\$ 72,521	State and Federal
CFS Initial Assessment SW	\$ 72,521	Additional CFA funding/County Levy
4 FTE positions requested	\$ 290,084	State and Federal/additional CFA/ County Levy
One time cost (Computer, desk, chair, phone)	\$ 10,000	State and Federal/additional CFA/ County Levy
Total 2022 Cost	\$ 300,084	No County Levy Funding requested for the CCS and 2 CLTS Positions.
Potential County Levy cost	\$ 75,021	CFS IA Worker cost will be covered by a combination CFA (+ \$90,000) and County Levy as funder of last resort
<p>John Wooden, UCLA Basketball coach from the 60s-70s "Failing to prepare is preparing to fail"</p>		

CLTS Growth

2013-2021

Effective July 1 2021 the state will manage Children's Long Term Support (CLTS) waitlist and will notify counties when they will be receiving a referral. Counties will no longer manage their own waitlist. CLTS current staff have caseloads of over 35 children, the recommended caseload is 25-30. At the end of 2020 we had 151 children enrolled with 8 children in process for enrollment.

2013 13 children enrolled in CLTS, over 3 year wait for services – 1 Social Worker

2017 47 children enrolled in CLTS, 30 on waitlist – 2.5 Social Workers

2019 99 children enrolled in CLTS, 11 on waitlist – 2.5 Social Workers

2020 151 children enrolled in CLTS, 8 on waitlist – 4 Social Workers

Since Position Analysis we have added 11 children **162 total**

2021 180 projected children enrolled, no waitlist – 6 Social Workers projected.

RESOLUTION NO. 06-21-07

RESOLUTION AUTHORIZING TWO CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS)
SOCIAL WORKER POSITIONS 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; and
3

4 WHEREAS, intervention for identified vulnerable children in our county is a matter of safety and
5 security for the children; and
6

7 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
8 have reviewed the attached New Position Analysis and request the establishment two CLTS Social
9 Worker positions in the Department of Human Services; and
10

11 WHEREAS, the current CLTS program:

- 12 1. has a waitlist of 8 children; and
- 13 2. as of July 1 2021, the state will be managing all County waitlists and will forward new
14 referrals which must be processed in a 60 day time frame; and
- 15 3. there are currently 151 individuals served by a 4 FTE CLTS staff; and
- 16 4. the projected case load will be 180 children by 12/31/2021; and
- 17 5. the 6 FTE staffing would be needed to create caseloads of 30 children per staff position.
18

19
20 WHEREAS, these positions generate revenues through Medical Assistance billing which will cover the
21 costs.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of two CLTS social worker positions in the Department of Human
25 Services with 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
30 \$150,042 which will be covered by Medical Assistance Case Management billing avoiding the need for
31 tax levy funding.
32

33 Purpose: To approve budgeting in 2022 for 2 CLTS social workers.

Finance Vote (If required):
5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: May 11, 2021
4 Yes 0 No 1 Absent

Approved as to form on 5/18/21
Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel
Wise Alderger Hamblin

Committee Chair: Wallace H. Haggren
Mary Lou Ruden
Beth Sachin

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.



New Position Analysis

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

Date: 6/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

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):

Effective July 1 2021 the state will manage Children's Long Term Support (CLTS) waitlist and will notify counties when they will be receiving a referral. CLTS current staff have caseloads of over 35 children, the recommended caseload is 25-30. At the end of 2020 we had 151 children enrolled with 8 children in process for enrollment. We anticipate that we will be serving over 180 children by the end of 2021. We are requesting two Social Worker 1 CFS Designated Service Program positions who would work 100% in CLTS to meet our consumer growth. These positions will allow the additional children, some of the most vulnerable children in our county to begin receiving services throughout 2022. State and federal funding will be available through an allocation pool to Monroe County CLTS based on the number of children in the program. These new positions are able to be supported through Case Management Medical Assistance billing. Our current case management billing is at \$104.60/hr. Billing at approximately 800 hours per staff person will cover the cost of the positions. No additional county tax levy will be requested for these positions

Suggested Title: Social Worker 1 CFS Designated Service Program		
Personnel Director's Recommended Classification:	Grade: 11	FLSA Class: Exempt
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

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.
22.00	45,936	3,101	2,849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 Medical Assistance billing at the rate of \$104.60/hr will cover the cost for the positions

2. What equipment will need to be purchased for this position (desk, etc.)?
 chair, cell phone, computer

 - a. Is office space presently available? Yes Where? Human Services/Telework
 - b. Estimated cost of needed equipment? 2,500 x 2 = 5,000
 - c. Is the cost of needed equipment in the department budget? Will be for the 2022 budget
3. What is the grand total cost of all items this fiscal year? 72,521 x 2 + 5,000 = 150,042 fiscal year 2022
4. What is the annual cost of salary and fringes, thereafter? 72,521 x 2 = 145,042

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

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

Date: 5/4/2021	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 8-0-1
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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

Job Title:	Human Services Social Worker I – CFS – Designated Service Program	Department:	Human Services
Location:	112 S Court Street Rm 3000, Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Social Work Supervisor (Children and Family Services)	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Works with children and families of children with special needs (developmental, severe emotional, and physical disabilities). Screen children for functional eligibility for a designated service program, i.e., Birth-To-Three, Children’s Long Term Support or Family Support.

Job Description

ROLE AND RESPONSIBILITIES

- Screen children for functional and financial eligibility in designated service programs;
- Responsible for overall case management of eligible children and families in designated service program
- Develop, assess, and update Individual Service Plans (ISP) for children
- Provides advocacy, information, and resources to eligible children and families
- Coordination of services provided under the specified guidelines of the designated service program
- Provide direct contact with clients and make appropriate collateral service contacts
- Participate in wrap around service coordination through meeting with children and their families; attend Individual Educational Plan (IEP) meetings in the local school system; meet/consult with other professionals involved in the delivery of services to child and families
- Responsible for balancing the needs of children and families in designated service program with federal and state requirements
- Provide targeted case management for billing
- Provide transitional and relocation assistance for children and families who by age exceed the guidelines for designated service program

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree with major in social work or related degree programs (i.e., sociology, psychology, or guidance and counseling), with a minimum of four years social work in a human services agency with a case manager of support and service coordination;
- Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin §457.08.
- Valid Wisconsin driver’s license, reliable transportation, and sufficient driver liability insurance.
- Computer skills.

PHYSICAL DEMANDS

A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes 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.

RESOLUTION NO. 06-21-08

RESOLUTION AUTHORIZING COMPREHENSIVE COMMUNITY SERVICES (CCS) SOCIAL WORKER POSITION IN MONROE COUNTY

1 WHEREAS, early intervention in mental health and substance abuse issues for adults and children in the
2 community is being promoted at state and federal levels; and
3
4 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
5 have reviewed the attached New Position Analysis and request the establishment of another CCS social
6 worker position in the Department of Human Services; and
7
8 WHEREAS, the current CCS program is in high demand having served 137 consumers in 2020 and has
9 a current participant list of 105 individuals and a wait list of 47 awaiting a screening assessment.
10
11 WHEREAS, addressing mental health on a regular basis is more cost effective than responding to a
12 crisis as medical case assessment billing generates reimbursement revenue for the county and crisis
13 intervention does not.
14
15 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
16 hereby authorize the establishment of a CCS Social Worker position in the Department of Human
17 Services with start date of January 1, 2022.
18
19 Dated this 23rd day of June, 2021.
20
21 Offered by the Administration & Personnel Committee
22
23 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately \$75,021
24 which will be covered by Medical Assistance Case Management billing avoiding the need for County
25 tax levy funding.
26
27 Purpose: To approve budgeting for one CCS Social Worker.

Finance Vote (If required):
5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: May 11, 2021
4 Yes 0 No 1 Absent
Committee Chair: Dallas Holman
Mary You Rueden Mark Hales
Brett Sachin

Approved as to form on 5/18/21
Zsazsa O'Connell
Andrew G. Kalfan, Corporation Counsel
Lisa Aldinger Hamblin

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.



New Position Analysis

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

Date: 06/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

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):

The Comprehensive Community Services (CCS) is a key program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 with its first consumer and has seen consistent annual growth of the program. This is a voluntary program which works with both adult and children/youth with a mental health diagnosis. We served 137 consumers in 2020. Our current participant list is at 105 with 47 currently waiting for a screening assessment. We have 7 CCS Service Facilitators. As we work through the screening process, we are projecting beyond maximized caseload capacity in 2022. Optimal mixed caseload range is 17-18 adult and children consumers. The assessment process is very comprehensive and requires a significant number of staff hours to complete. This causes delays in providing services to individuals with mental health issues in our community. With the continued program growth, there is a need for additional staff to meet the service demands and more timely entry into the CCS program. We are requesting a Behavioral Health Professional-Social Worker position (CCS Service Facilitator) to meet the demands of a flourishing CCS program. We propose to add this position as of 1/1/2022.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. There is no request of County tax levy funding for this position.

Suggested Title: Behavioral Health Professional - Social Worker			
Personnel Director's Recommended Classification:	Grade: 11	FLSA Class: Exempt	
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022	

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.
22.00	45,936	3,101	2,849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 Through Medical Assistance Case Management billable time at \$85.72/hr. for BS level or \$128.56/hr. for Masters level.
 There is no request for additional County levy funding.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Chair, computer, cell phone
 - a. Is office space presently available? Yes Where? Human Services/Telewok
 - b. Estimated cost of needed equipment? 2,500
 - c. Is the cost of needed equipment in the department budget? Expenditures will be included in the 2022 budget.
3. What is the grand total cost of all items this fiscal year? 72,521 + 2500 = 75,021
4. What is the annual cost of salary and fringes, thereafter? 72,521

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

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: 5/4/2021	Position Approved:	<input checked="" type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of: 8 - 0 - 1
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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

Job Title:	Human Services Behavioral Health Professional	Department:	Human Services
Location:	112 S. Court Street, Rm 3000 , Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Clinical Administrator - Behavioral Health	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under general supervision of the Clinical Administrator, the Behavioral Health Professional provides services to at-risk children and adults, individuals with mental health or substance abuse related issues.

Job Description

ROLE AND RESPONSIBILITIES

- Provides initial and ongoing assessments and serves as a resource person
- Develops case plans, makes arrangements for appropriate services, and monitors individuals receiving Behavioral Health services
- Participate on committees and task forces as assigned
- Complete all required documentation related to job functions within established timelines
- May provide services in the following areas:
 - Adult Protective Services to adults-at-risk and elder adults-at-risk including court and monitoring actions related guardianships and protective placements
 - Crisis Intervention Services including risk assessment, linkage and follow-up activities, crisis planning, and initiating court and monitoring actions related to emergency detentions and civil commitments;
 - Coordinated Services Team
 - Comprehensive Community Services
 - Community Recovery Services
 - Targeted Case Management
 - Any other related services or programs

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of a Bachelor’s degree with major in social work, sociology, psychology, or guidance and counseling; or general college degree with two years professional experience in a human services agency.
- Valid Wisconsin’s driver’s license.
- Credentialed by the Wisconsin Department of Safety and Professional Services as a Certified Social Worker or other advanced credential such as Advance Practice Social Worker, Licensed Clinical Social Worker, Licensed Professional Counselor, and License Marriage and Family Therapist (individuals who can identify a path to licensure may be considered).

PHYSICAL DEMANDS

A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes 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:** _____

RESOLUTION NO. 06-21-09

RESOLUTION AUTHORIZING A CFS SOCIAL WORKER I INITIAL ASSESSMENT
POSITION IN MONROE COUNTY

1 WHEREAS, the Federal Families First Act will be effective October 1, 2021 and the emphasis will be to
2 provide intensive in-home services to allow more children to remain at home; and
3

4 WHEREAS, in the first quarter of 2021 there has been a 13% increase in access reports over the first
5 quarter of any of the previous 4 years; and
6

7 WHEREAS, investigations of abuse and neglect of children require quick response for the safety and
8 wellbeing of the children; and
9

10 WHEREAS, a Child Protective Services Initial Assessment Worker must interview, gather necessary
11 information, assess the situation for safety of the child and propose options to ensure the future safety of
12 the identified child; and
13

14 WHEREAS, when the Families First Act is implemented, each investigation will have added
15 requirements complexity for staff to handle; and
16

17 WHEREAS, the Initial Assessment Social Worker position remains one of the highest turnover positions
18 in Human Services; and
19

20 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
21 have reviewed the attached New Position Analysis and approve with the request.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of CFS Social Worker 1 Initial Assessment position in the
25 Department of Human Services.
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 \$75,021
30 and will be covered thru a combination of Children and Family allocation, grant funding and County
31 Levy with County Levy being the funding of last resort.
32

33 Purpose: To approve budgeting for a CFS Social Worker 1 Initial Assessment position

Finance Vote (if required):

5 Yes 0 No 0 Absent

Approved as to form on 5/18/21

Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel
Lisa Aldinger Hamblin

ADOPTED FAILED AMENDED
 OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 11, 2021

VOTE: 4 Yes 0 No 1 Absent

Committee Chair: Walter Holchauer
Mary Elizabeth Ruden Mike Jahn
Brett Sarkin

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.

New Position Analysis



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

Date: 6/23/2021	Department: Human Services
Department Head Name: Ronald Hamilton	

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):

The Federal Families First Act will be effective 10/1/2021. The emphasis will be to provide intensive in the home services and significantly reduce out of home care. This will be for Child Protective Services as well as Youth Justice Services. This is driven by Federal and State requirements. Many placements start with our Initial Assessment process, we will need to be extremely diligent in establishing alternative services to placement outside of the home. This will require more time and supervision of investigations and ongoing CPS/Youth Justice cases. We are requesting one Initial Assessment Social Work position to be better prepared to address the upcoming changes in 2022. In the first quarter in 2021 we have seen a 13% increase in access reports over the first quarter of any of the past 4 years indicating that we may anticipate a much higher number of cases for investigations in 2021. As we follow Families First requirements, we know each case will involve more time and effort by staff. The Initial assessment Social Worker position remains one of the highest turnover positions in Human Services as it is very intensive and emotionally stressful with caseloads are that generally high and inconsistent. They are determined by screened in CPS reports, response times are determined by safety concerns and there is no waitlist. The state will provide additional Childrens and Family Allocation in 2022 to better meets these anticipated needs. For Monroe County that will be an additional estimated \$90,000. The CFA is not designated to specific use. CPS positions are a non-billable funding position, they are always a combination of CFA, grant funding and County Levy being the funding of last resort. Annual cost of this position is \$72,521

Suggested Title: CFS Social Worker Initial Assessment			
Personnel Director's Recommended Classification:		Grade: 11	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

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.
22.00	45,936	3101	2849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 CPS positions are a non-billable funding position, they are always a combination of CFA, County Levy and a small amount through grant funding. _____
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer/cellphone
 a. Is office space presently available? Yes Where? Human Services/Telework
 b. Estimated cost of needed equipment? 2,500
 c. Is the cost of needed equipment in the department budget? Will be in the 2022 budget
3. What is the grand total cost of all items this fiscal year? 72,521 + 2500 = 75021
4. What is the annual cost of salary and fringes, thereafter? 72,521

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

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: 5/4/2021	Position Approved:	<input checked="" type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of: 8-0-1
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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	

Job Title:	Initial Assessment Social Worker (CFS Unit)	Department:	Human Services
Location:	112 S. Court Street, Room 3000	FLSA Category:	Exempt-Professional
Immediate Supervisor:	Children and Family Services Manager	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the Children's and Family Services Manager, the Human Services Access Social Worker completes comprehensive initial assessments with recommendations for any needed interventions.

Job Description

ROLE AND RESPONSIBILITIES

- Conduct comprehensive initial assessments for screened in CPS reports and submit for approval timely
- Interview family members, collaterals, and referral sources using trauma informed care principles
- Work collaboratively with law enforcement, educators, and other county staff
- Observe home conditions and completes safety assessments, identifying danger threats
- Determine if safety threats can be controlled within the home or if removal is necessary
- Create and monitor safety plans to determine if further intervention is necessary
- Provide information relating to programs and services in the community and make referrals as needed
- Prepare and present information in court
- Fulfill all state required documentation standards and agency policies regarding quality and timeliness of documentation
- Maintain security and confidentiality of records
- Provide on-call access on a rotational basis for after-hours reports of child abuse/neglect and youth justice referrals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree with major in social work or related degree (sociology, psychology, or guidance and counseling), with two years social work experience in a human service agency.
- Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin §457.08.
- Computer proficiency
- Excellent verbal and written communication skills
- Valid driver's license

PHYSICAL DEMANDS

A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

ADDITIONAL NOTES

The ideal applicant will have strong skills in engagement and family assessment, as well as being able to build rapport and compassion for the families that are being served.

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:** _____

RESOLUTION NO. 06-21-10

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. If outside
31 funding ceases to exist, position shall be eliminated.
32

33 Purpose: To approve inclusion of a Programs Accountant I position in the Finance Department Budget
34 for 2022.
35

36 Drafted by Diane Erickson, Finance Director

Finance Vote (If required):
5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: May 11, 2021
4 Yes 0 No 1 Absent

Approved as to form by
[Signature]
Andrew C. Kaftan, Corporation Counsel
Nisa Aldinger Humblin

Committee Chair: [Signature]
Mary Van Ruden Mat Hake
Brett Sarkin

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.



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, compiles 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"/>
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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	

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:** _____

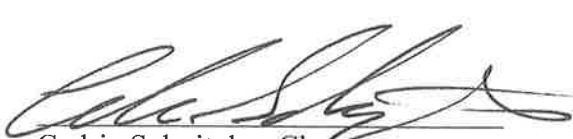
Approved by Supervisor: _____ Date: _____

02-2021


DECLARATION OF EXTRAORDINARY CIRCUMSTANCES

Dated this 17th day of February, 2021

1 WHEREAS, on January 31, 2020 the United States Department of Health and Human Services declared
 2 a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a
 3 pandemic, and on March 12, 2020, the Governor of the State of Wisconsin declared a Health Emergency
 4 in the State; and
 5
 6 WHEREAS, Monroe County has addressed continued operations with safety measures and emergency
 7 policies and resolutions since the start of the pandemic; and
 8
 9 WHEREAS, Monroe County Board of Supervisors in Resolution No. 11-20-09 adopted temporary rules
 10 for 90 days, set to expire February 17, 2021, to allow for virtual meetings for the County Board and
 11 committees, and in Resolution No. 01-21-04 the County Board adopted Extraordinary County Board
 12 Rules; and
 13
 14 WHEREAS, the Monroe County Board of Supervisors has recognized that despite proactive measures,
 15 the impact and dangers of the pandemic have not receded in the short term; and
 16
 17 WHEREAS, the state of emergency continues and requires a more sustained approach to manage the
 18 risks of these extraordinary circumstances.
 19
 20 NOW, THEREFORE, the Monroe County Chair and Vice-Chair hereby sign this Declaration to engage
 21 the Extraordinary County Board Rules as of February 18, 2021 which shall remain in effect until the
 22 next county board meeting.\ when the Monroe County Board of Supervisors shall consider this
 23 Declaration.

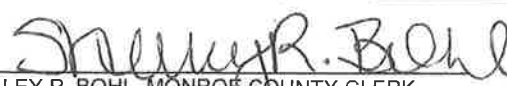


Cedric Schnitzler, Chair



Wallace Habhegger, Vice Chair

Drafted by: Andrew Kaftan, Corporation Counsel

<input checked="" type="checkbox"/> RATIFIED <input type="checkbox"/> FAILED County Board Vote on: <u>February 24 20 21</u> Passed by Voice Vote 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 Declaration # <u>02-2021</u> acted on by the Monroe County Board of Supervisors at the meeting held on <u>February 24, 2021</u>  SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>
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