



MONROE COUNTY BOARD OF SUPERVISORS

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

AMENDED NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday, November 9, 2021

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of October 12, 2021
4. Child Support
 - a. Student Government Day – Discussion/Action
 - b. Director Report
 - c. 2021 Performance
5. Information Technology
 - a. Director Report
6. Personnel Director
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for December 1, 2021 to March 31, 2022 – COVID-19 Policy – Discussion/Action
 - b. Personnel Policy Revisions – Discussion/Action
 - c. Director Report
7. Review of COVID-19 Emergency Declaration – Discussion/Action
8. County Administrator Report
9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: November 4, 2021

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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7. Review of COVID-19 Emergency Declaration – Discussion/Action
8. Next Month's Agenda Items
9. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: November 3, 2021

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PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee
October 12, 2021

Present: Wallace Habegger, Mary Von Ruden, James Kuhn, Brett Larkin, Mark Halverson
Others: Cedric Schnitzler, Diane Erickson, Deb Brandt, Remy Gomez, Ed Smudde, Nathan Martin, Rick Folkedahl, Hannah Olsen, Adrian Lockington

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, November 9, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Brett Larkin second by Mark Halverson to approve the September 14, 2021 minutes. Carried 5-0.
- Corporate Counsel, Credit Card Approval - Motion by James Kuhn second by Mark Halverson to approve credit card. Assistant Corporation Counsel credit card request in the amount of \$1,000.00. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Covid-19 Personnel Policy Revisions – Ed Smudde explained that the Covid-19 Personnel Policy was extended by the board until November 30, 2021. The board had concern and asked to have the committee review employee vaccinated vs not fully vaccinated sections. Discussion.
Suggestions:
 - *Remove the complete sections: Employees who are fully vaccinated and Employees who are not fully vaccinated
 - *Encourage staff to wear facemasks and to be vaccinated
 - *Remove the bullet point under the employees who are fully vaccinated section "can remove masks when at their workstations or working with fellow vaccinated employees that are comfortable with the removal of masks "
 - *Remove the bullet point under the employees who are fully vaccinated section "employees who are fully vaccinated are welcome to continue wearing masks in accordance with their comfort zone"
 - *Remove all bullet points under the employees who are not fully vaccinated section with the exception of keeping the last bullet point "some departments may have additional requirements above and beyond the requirements of the emergency order #1, which stated face coverings are required (example: Rolling Hills)"
 - b. Personnel Policy Revisions – Ed Smudde explained that the Personnel Department is looking to revise the Personnel Policy Manual. Personnel will be reviewing policies and bringing forth suggestions for revisions. Supervisors should review the policy and bring back any questions or suggestions. It was a consensus of the committee to prioritize requested areas and complete the review by April of 2022.
 - c. Health Insurance – Ed Smudde provided a general overview of the current Monroe County Health Insurance Plan. Recommended changes are as follows: family full time monthly premium \$290.00 and single full time monthly premium \$119.64. Deductibles recommended to be set at \$2,000.00 for single and \$4,000.00 family. Supervisor Brett Larkin left the meeting at 10:09 a.m. Discussion. Motion by Mark Halverson second by James Kuhn to approve the above recommended 2022 health insurance rates and deductibles. Carried 4-0.
 - d. Wage Study Update – Ed Smudde explained that questionnaires are currently being filled out by staff. Market data will be analyzed. McGrath will be here in December with findings.
 - e. Director Report – Ed Smudde provided the monthly Personnel Directors report.

- Review of COVID-19 Emergency Declaration – County Board Chair Cedric Schnitzler explained the Emergency Declaration was put into place for virtual attendance and the payment of per-diems. It is recommended to let the resolution set at this point.
- Potential Special Recall Election(s) – Shelley Bohl, Monroe County Clerk explained that two notifications of recount were filed with the Sparta School District on September 9, 2021. Signatures would need to be filed with the school district within 60 days of the initial filing. The school district would have 31 days to review the petition for sufficiency. If the signatures would be sufficient, an election would be held the 6th Tuesday following the date the school district deemed the petition sufficient. A primary election would be needed if more than two candidates would run per position. Shelley also noted that if petitions would be filed on separate dates, it could create separate election calendars with the potential of up to four separate elections. The school district will have to pick up the entire cost of the election.
- Next Month's Agenda Items: Review of COVID-19 Emergency Declaration, Personnel Policy Revisions, Covid-19 Personnel Policy.
- Chair Wallace Habegger adjourned the meeting at 10:38 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

CHILD SUPPORT PERFORMANCE

PERFORMANCE FISCAL YEAR (10/1 to 9/30)

YEAR	monroe cases	state wide cases	monroe PATERNITY %	statewide paternity %	monroe court order %	statewide court order %	monroe current support %	statewide current support %	monroe ARREARS %	statewide arrears %	monroe TOTAL IVD COLLECTED	monroe TOTAL IVD AND NIVD COLLECTED
top \$			90		80		80		80			
2007	2509		113.4		82.82		75.35		70.82		\$ 5,893,541.76	\$ 7,362,505.49
2008	2442		116.03		90.58		76.06		72.64		\$ 6,074,705.31	\$ 7,670,602.57
2009	2545		115.73		91.47		75.65		76.73		\$ 5,964,501.61	\$ 7,569,503.64
2010	2660		115.41		91.62		76.72		77.38		\$ 6,022,849.08	\$ 7,545,728.69
2011	2699		110.83		92.7		77.21		80.53		\$ 6,142,333.85	\$ 7,481,879.01
2012	2831		113.86		91.49		78.05		79.28		\$ 6,392,831.98	
2013	2924	361177	110.2	104.64	90.8	87.35	77.92	72.5	77.29	65.15	\$ 6,293,255.60	\$ 7,711,934.83
2014	2966	365631	110.07	105.43	91.2	86.98	78.06	73.01	78.82	66.02	\$ 6,402,115.18	\$ 7,751,922.51
2015	2979	363152	113.22	104.89	91.21	87.14	78.5	74.15	79.76	67.63	\$ 6,517,891.10	\$ 7,593,032.14
2016	2992	361169	110.5	104.84	92.61	87.18	78.14	74.48	80.15	69.05	\$ 6,381,002.16	\$ 7,546,822.31
2017	2977	361406	107.58	100.52	92.91	87.03	77.92	74.63	80.3	69.04	\$ 6,213,240.79	\$ 7,504,971.00
2018	3004	361623	109.19	102.61	92.88	86.84	77.98	74.71	79.76	69.61	\$ 6,212,295.46	\$ 7,685,416.98
2019	2954	357182	107.54	101.64	93.26	86.99	79.41	75.09	79.54	69.44	\$ 6,332,043.85	\$ 7,678,923.67
2020	2939	345855	107.31	100.11	92.07	86.21	77.59	74.1	79.1	73.58	\$ 6,512,417.55	\$ 7,748,742.55
2021	2780	339845	103.84	98.46	94.35	85.95	77.5	74.54	78.71	72.06	\$ 6,416,220.40	\$ 7,517,806.44

This is based on fiscal year 10/1 to 9/30

STATE OF WISCONSIN
BUREAU OF CHILD SUPPORT
CSA PERFORMANCE MEASURE SUMMARY
REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 1			PERFORMANCE MEASURE 2			
	IVD CASES	CASES W/ORDER ESTAB	COURT ORDER RATE	PATERNITY CHILD AS OF 09/30/2020	PATERNITY CHILD	CHILD W/PATERNITY ESTABLISHED	FEDERAL PATERNITY RATE
ADAMS	981	925	94.29%	698	685	754	108.02%
ASHLAND	1,306	1,188	90.96%	1,013	1,014	1,060	104.64%
BARRON	2,220	2,091	94.19%	1,747	1,649	1,898	108.64%
BAYFIELD	413	382	92.49%	318	293	348	109.43%
BROWN	14,013	12,418	88.62%	11,191	11,144	11,606	103.71%
BUFFALO	477	444	93.08%	342	344	389	113.74%
BURNETT	830	788	94.94%	693	673	800	115.44%
CALUMET	1,497	1,351	90.25%	1,332	1,300	1,380	103.60%
CHIPPEWA	3,025	2,885	95.37%	2,339	2,239	2,503	107.01%
CLARK	1,058	966	91.30%	881	861	979	111.12%
COLUMBIA	2,544	2,350	92.37%	1,837	1,719	1,885	102.61%
CRAWFORD	814	739	90.79%	616	630	665	107.95%
DANE	29,031	25,899	89.21%	21,194	21,290	20,717	97.75%
DODGE	3,757	3,572	95.08%	2,799	2,813	2,985	106.65%
DOOR	1,017	955	93.90%	716	727	769	107.40%
DOUGLAS	2,777	2,496	89.88%	2,072	2,038	2,221	107.19%
DUNN	1,844	1,672	90.67%	1,326	1,297	1,439	108.52%
EAU CLAIRE	5,098	4,789	93.94%	3,880	3,757	4,052	104.43%
FLORENCE	184	166	90.22%	135	129	157	116.30%
FOND DU LAC	5,124	4,643	90.61%	3,872	3,749	4,016	103.72%
FOREST	553	491	88.79%	389	391	430	110.54%
GRANT	1,823	1,693	92.87%	1,521	1,488	1,700	111.77%
GREEN	1,454	1,377	94.70%	1,103	1,129	1,215	110.15%
GREEN LAKE	874	774	88.56%	708	673	715	100.99%
IOWA	775	723	93.29%	552	540	609	110.33%
IRON	232	189	81.47%	153	149	175	114.38%
JACKSON	1,193	1,084	90.86%	910	891	952	104.62%
JEFFERSON	3,718	3,520	94.67%	2,734	2,566	2,867	104.86%
JUNEAU	1,769	1,641	92.76%	1,355	1,332	1,429	105.46%
KENOSHA	11,405	10,124	88.77%	9,356	9,570	9,748	104.19%
KEWAUNEE	648	603	93.06%	439	440	488	111.16%
LACROSSE	4,793	4,345	90.65%	3,757	3,781	3,928	104.55%
LAFAYETTE	631	591	93.66%	486	484	536	110.29%
LANGLADE	1,562	1,449	92.77%	1,163	1,140	1,174	100.95%
LINCOLN	1,517	1,405	92.62%	1,065	1,044	1,144	107.42%
MANITOWOC	3,978	3,539	88.96%	2,946	2,987	3,047	103.43%
MARATHON	5,193	4,529	87.21%	3,713	3,659	4,024	108.38%
MARINETTE	2,700	2,456	90.96%	1,937	1,934	1,986	102.53%
MARQUETTE	847	663	78.28%	571	580	551	96.50%
MILWAUKEE	114,342	88,503	77.40%	93,674	93,275	82,885	88.48%
MONROE	2,780	2,623	94.35%	2,055	1,959	2,134	103.84%
OCONTO	1,616	1,439	89.05%	1,224	1,151	1,222	99.84%
ONEIDA	1,847	1,700	92.04%	1,287	1,304	1,384	107.54%
OUTAGAMIE	8,228	7,435	90.36%	6,241	6,101	6,361	101.92%
OZAUKEE	1,883	1,727	91.72%	1,245	1,215	1,243	99.84%
PEPIN	260	241	92.69%	186	198	216	116.13%

STATE OF WISCONSIN
BUREAU OF CHILD SUPPORT
CSA PERFORMANCE MEASURE SUMMARY
REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 1			PERFORMANCE MEASURE 2			
	IVD CASES	CASES W/ORDER ESTAB	COURT ORDER RATE	PATERNITY CHILD AS OF 09/30/2020	PATERNITY CHILD	CHILD W/PATERNITY ESTABLISHED	FEDERAL PATERNITY RATE
PIERCE	1,310	1,156	88.24%	936	938	1,061	113.35%
POLK	1,494	1,229	82.26%	1,292	1,229	1,395	107.97%
PORTAGE	2,689	2,488	92.53%	1,961	1,940	2,148	109.54%
PRICE	517	449	86.85%	365	339	387	106.03%
RACINE	16,228	13,733	84.63%	13,405	13,230	13,147	98.08%
RICHLAND	756	705	93.25%	563	569	625	111.01%
ROCK	10,508	9,453	89.96%	8,878	8,654	9,125	102.78%
RUSK	812	763	93.97%	573	574	638	111.34%
ST. CROIX	3,046	2,812	92.32%	2,156	2,126	2,354	109.18%
SAUK	3,289	3,103	94.34%	2,413	2,370	2,596	107.58%
SAWYER	698	601	86.10%	485	482	525	108.25%
SHAWANO	1,979	1,787	90.30%	1,477	1,544	1,621	109.75%
SHEBOYGAN	5,073	4,409	86.91%	3,916	3,912	4,053	103.50%
TAYLOR	747	708	94.78%	551	555	637	115.61%
TREMPEALEAU	1,284	1,160	90.34%	1,063	1,049	1,168	109.88%
VERNON	888	836	94.14%	722	684	768	106.37%
VILAS	744	654	87.90%	479	469	486	101.46%
WALWORTH	3,848	3,511	91.24%	3,173	3,027	3,403	107.25%
WASHBURN	794	769	96.85%	577	578	637	110.40%
WASHINGTON	4,171	3,804	91.20%	2,737	2,722	2,847	104.02%
WAUKESHA	9,089	8,481	93.31%	6,831	6,797	7,223	105.74%
WAUPACA	1,965	1,794	91.30%	1,579	1,545	1,677	106.21%
WAUSHARA	980	909	92.76%	736	695	788	107.07%
WINNEBAGO	8,794	7,900	89.83%	6,859	6,692	6,992	101.94%
WOOD	3,509	3,304	94.16%	2,830	2,666	3,082	108.90%
STATEWIDE TOTAL	339,845	292,101	85.95%	265,943	263,402	261,838	98.46%

STATE OF WISCONSIN
BUREAU OF CHILD SUPPORT
CSA PERFORMANCE MEASURE SUMMARY
REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 3			PERFORMANCE MEASURE 4		
	CSUP DUE	CSUP DISB	CSUP COLLECTION RATE	ARREARS CASES	ARREARS CASES W/PYMT	ARREARS PYMT RATE
ADAMS	\$2,052,303.73	\$1,594,917.24	77.71%	593	470	79.26%
ASHLAND	\$1,972,858.53	\$1,351,149.51	68.49%	914	614	67.18%
BARRON	\$5,099,124.78	\$3,985,540.53	78.16%	1,557	1,184	76.04%
BAYFIELD	\$1,147,445.61	\$872,109.43	76.00%	289	226	78.20%
BROWN	\$27,198,592.62	\$20,933,087.24	76.96%	7,924	5,580	70.42%
BUFFALO	\$1,343,928.91	\$1,105,012.90	82.22%	311	249	80.06%
BURNETT	\$1,977,057.70	\$1,473,484.31	74.53%	636	455	71.54%
CALUMET	\$5,856,622.30	\$4,824,635.76	82.38%	1,057	832	78.71%
CHIPPEWA	\$6,542,026.55	\$5,281,708.38	80.74%	1,828	1,544	84.46%
CLARK	\$3,548,042.26	\$2,958,030.33	83.37%	690	587	85.07%
COLUMBIA	\$5,777,782.68	\$4,746,306.79	82.15%	1,314	1,076	81.89%
CRAWFORD	\$1,878,731.46	\$1,476,836.06	78.61%	490	388	79.18%
DANE	\$69,279,287.28	\$53,467,660.08	77.18%	16,308	10,942	67.10%
DODGE	\$10,143,325.63	\$8,014,647.40	79.01%	2,451	2,019	82.37%
DOOR	\$2,300,627.36	\$1,943,805.99	84.49%	503	413	82.11%
DOUGLAS	\$5,824,482.67	\$4,368,400.25	75.00%	2,168	1,459	67.30%
DUNN	\$3,882,550.19	\$3,013,228.68	77.61%	1,230	917	74.55%
EAU CLAIRE	\$13,130,614.06	\$9,560,352.47	72.81%	3,899	2,821	72.35%
FLORENCE	\$492,763.36	\$403,802.93	81.95%	114	88	77.19%
FOND DU LAC	\$14,246,277.18	\$11,501,751.14	80.74%	3,177	2,581	81.24%
FOREST	\$913,623.61	\$672,193.03	73.57%	332	239	71.99%
GRANT	\$4,647,714.84	\$3,866,531.73	83.19%	956	802	83.89%
GREEN	\$4,165,735.66	\$3,362,169.23	80.71%	955	801	83.87%
GREEN LAKE	\$2,359,598.59	\$1,793,402.79	76.00%	581	441	75.90%
IOWA	\$1,857,925.47	\$1,539,209.66	82.85%	390	332	85.13%
IRON	\$526,353.88	\$437,595.04	83.14%	99	77	77.78%
JACKSON	\$2,706,647.81	\$1,874,792.75	69.27%	837	595	71.09%
JEFFERSON	\$11,028,050.68	\$9,163,074.01	83.09%	2,518	2,089	82.96%
JUNEAU	\$3,385,299.54	\$2,664,753.63	78.72%	1,048	806	76.91%
KENOSHA	\$23,111,051.50	\$16,723,344.39	72.36%	8,501	6,394	75.21%
KEWAUNEE	\$1,763,289.53	\$1,503,292.34	85.25%	343	247	72.01%
LACROSSE	\$10,192,170.83	\$7,647,014.68	75.03%	3,007	2,240	74.49%
LAFAYETTE	\$1,627,808.21	\$1,375,241.56	84.48%	304	266	87.50%
LANGLADE	\$2,601,978.44	\$1,801,938.85	69.25%	1,133	777	68.58%
LINCOLN	\$2,938,263.46	\$2,414,307.01	82.17%	888	717	80.74%
MANITOWOC	\$11,884,508.79	\$8,857,886.08	74.53%	3,067	2,304	75.12%
MARATHON	\$12,602,720.80	\$9,959,904.00	79.03%	3,355	2,651	79.02%
MARINETTE	\$5,379,868.36	\$3,896,085.23	72.42%	1,825	1,311	71.84%
MARQUETTE	\$1,608,568.61	\$1,267,837.03	78.82%	422	336	79.62%
MILWAUKEE	\$124,626,786.82	\$79,593,344.35	63.87%	71,708	46,864	65.35%
MONROE	\$6,624,268.18	\$5,133,699.36	77.50%	1,710	1,346	78.71%
OCONTO	\$3,583,231.64	\$2,810,489.52	78.43%	946	694	73.36%
ONEIDA	\$3,708,762.86	\$2,887,560.55	77.86%	1,094	827	75.59%
OUTAGAMIE	\$26,054,063.56	\$20,180,728.12	77.46%	6,114	4,609	75.38%
OZAUKEE	\$7,652,906.38	\$5,960,666.79	77.89%	1,483	1,165	78.56%
PEPIN	\$692,855.41	\$536,539.73	77.44%	163	127	77.91%

MEASURE 3 MAY BE AFFECTED BY PERCENTAGE EXPRESSED ORDERS.

STATE OF WISCONSIN
BUREAU OF CHILD SUPPORT
CSA PERFORMANCE MEASURE SUMMARY
REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 3			PERFORMANCE MEASURE 4		
	CSUP DUE	CSUP DISB	CSUP COLLECTION RATE	ARREARS CASES	ARREARS CASES W/PYMT	ARREARS PYMT RATE
PIERCE	\$4,122,716.92	\$3,310,283.59	80.29%	780	614	78.72%
POLK	\$4,123,308.99	\$3,206,437.51	77.76%	895	665	74.30%
PORTAGE	\$7,832,573.19	\$6,321,097.02	80.70%	1,917	1,469	76.63%
PRICE	\$1,345,555.64	\$1,101,219.01	81.84%	319	248	77.74%
RACINE	\$33,073,618.06	\$22,792,890.63	68.92%	12,372	9,097	73.53%
RICHLAND	\$1,390,712.77	\$1,152,948.66	82.90%	397	335	84.38%
ROCK	\$22,438,370.30	\$15,549,107.79	69.30%	7,160	5,407	75.52%
RUSK	\$1,668,694.15	\$1,324,683.46	79.38%	502	413	82.27%
ST. CROIX	\$10,114,521.97	\$8,427,692.33	83.32%	1,867	1,507	80.72%
SAUK	\$7,545,393.28	\$6,124,432.40	81.17%	1,825	1,537	84.22%
SAWYER	\$1,476,431.01	\$1,033,333.52	69.99%	512	382	74.61%
SHAWANO	\$5,390,321.25	\$3,767,217.56	69.89%	1,615	1,136	70.34%
SHEBOYGAN	\$13,756,832.74	\$10,180,119.44	74.00%	3,821	2,858	74.80%
TAYLOR	\$2,217,607.87	\$1,852,196.17	83.52%	465	407	87.53%
TREMPEALEAU	\$4,237,562.02	\$3,348,378.04	79.02%	916	707	77.18%
VERNON	\$2,273,807.89	\$1,815,661.66	79.85%	496	389	78.43%
VILAS	\$1,811,956.11	\$1,345,860.46	74.28%	455	347	76.26%
WALWORTH	\$14,133,184.15	\$10,798,060.56	76.40%	3,107	2,381	76.63%
WASHBURN	\$1,466,438.37	\$1,116,151.55	76.11%	475	387	81.47%
WASHINGTON	\$13,745,736.88	\$11,310,254.12	82.28%	2,625	2,054	78.25%
WAUKESHA	\$26,705,714.62	\$21,815,705.61	81.69%	5,793	4,691	80.98%
WAUPACA	\$6,214,357.43	\$5,030,610.32	80.95%	1,356	1,086	80.09%
WAUSHARA	\$3,150,756.79	\$2,472,401.28	78.47%	779	622	79.85%
WINNEBAGO	\$19,523,053.24	\$14,119,003.67	72.32%	6,080	4,423	72.75%
WOOD	\$10,076,097.44	\$8,050,107.66	79.89%	2,498	2,057	82.35%
STATEWIDE TOTAL	\$681,773,821.40	\$508,165,922.90	74.54%	220,259	158,721	72.06%

MEASURE 3 MAY BE AFFECTED BY PERCENTAGE EXPRESSED ORDERS.

STATE OF WISCONSIN
BUREAU OF CHILD SUPPORT
CSA PERFORMANCE MEASURE SUMMARY
REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 5		
	CASES W/HEAI ORDERED	CASES W/HEAI ORDERED & PROVIDED	MEDICAL SUPPORT RATE
ADAMS	816	308	37.75%
ASHLAND	959	537	56.00%
BARRON	1,725	535	31.01%
BAYFIELD	318	148	46.54%
BROWN	10,821	5,401	49.91%
BUFFALO	382	193	50.52%
BURNETT	652	201	30.83%
CALUMET	1,196	619	51.76%
CHIPPEWA	2,546	1,084	42.58%
CLARK	816	359	44.00%
COLUMBIA	2,044	963	47.11%
CRAWFORD	634	311	49.05%
DANE	21,345	8,903	41.71%
DODGE	3,154	1,639	51.97%
DOOR	849	486	57.24%
DOUGLAS	1,951	617	31.62%
DUNN	1,377	539	39.14%
EAU CLAIRE	3,803	1,482	38.97%
FLORENCE	142	59	41.55%
FOND DU LAC	4,029	2,239	55.57%
FOREST	393	163	41.48%
GRANT	1,564	760	48.59%
GREEN	1,229	613	49.88%
GREEN LAKE	681	346	50.81%
IOWA	652	326	50.00%
IRON	175	45	25.71%
JACKSON	872	361	41.40%
JEFFERSON	2,948	1,786	60.58%
JUNEAU	1,415	638	45.09%
KENOSHA	8,198	3,365	41.05%
KEWAUNEE	505	265	52.48%
LACROSSE	3,758	1,577	41.96%
LAFAYETTE	548	269	49.09%
LANGLADE	1,157	481	41.57%
LINCOLN	1,224	581	47.47%
MANITOWOC	2,818	1,535	54.47%
MARATHON	3,585	2,043	56.99%
MARINETTE	2,113	952	45.05%
MARQUETTE	578	226	39.10%
MILWAUKEE	61,238	18,231	29.77%
MONROE	2,255	1,091	48.38%
OCONTO	1,246	599	48.07%
ONEIDA	1,470	519	35.31%
OUTAGAMIE	6,092	3,001	49.26%
OZAUKEE	1,454	660	45.39%
PEPIN	204	96	47.06%

STATE OF WISCONSIN
 BUREAU OF CHILD SUPPORT
 CSA PERFORMANCE MEASURE SUMMARY
 REPORT PERIOD 10/01/2020 THROUGH 09/30/2021

COUNTY	PERFORMANCE MEASURE 5		MEDICAL SUPPORT RATE
	CASES W/HEAI ORDERED	CASES W/HEAI ORDERED & PROVIDED	
PIERCE	983	452	45.98%
POLK	1,034	305	29.50%
PORTAGE	2,042	990	48.48%
PRICE	384	182	47.40%
RACINE	9,884	4,078	41.26%
RICHLAND	635	301	47.40%
ROCK	7,764	3,353	43.19%
RUSK	647	202	31.22%
ST. CROIX	2,405	1,070	44.49%
SAUK	2,770	1,122	40.51%
SAWYER	435	113	25.98%
SHAWANO	1,389	545	39.24%
SHEBOYGAN	3,518	1,785	50.74%
TAYLOR	636	360	56.60%
TREMPEALEAU	1,013	528	52.12%
VERNON	745	363	48.72%
VILAS	553	189	34.18%
WALWORTH	2,890	1,209	41.83%
WASHBURN	665	219	32.93%
WASHINGTON	3,336	1,784	53.48%
WAUKESHA	7,366	3,668	49.80%
WAUPACA	1,549	785	50.68%
WAUSHARA	759	355	46.77%
WINNEBAGO	6,634	3,170	47.78%
WOOD	2,809	1,074	38.23%
STATEWIDE TOTAL	230,776	95,354	41.32%



Monroe County Personnel Department

124 North Court Street
Sparta, WI 54656
(608) 269-8719

Monroe County Personnel's COVID-19 Response Policy

Purpose

The purpose of this plan is to provide guidance to Monroe County Department Heads and employees on Monroe County's plan for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This plan will be reviewed by the Monroe County Administrator and Personnel Director weekly or more often as needed.

Be respectful of others:

- Monroe County encourages everyone to get vaccinated and to follow CDC guidelines, but at the same time respects everyone's decisions regarding their personal health. If there is a business need to inquire about vaccine status, please keep in mind that this question could be perceived and interpreted by an individual as calling them out and making them uncomfortable to a degree. If there is a need to determine vaccine status, please do so with a deep understanding of the question's impact on people and handle with sensitivity, respect, and care.
- Also, keep in mind just because someone is wearing a mask, the reason isn't necessarily because they are not vaccinated. Some vaccinated employees may feel more comfortable to continue, in some instances, to wear a mask.

How to Obtain a Vaccination:

- Monroe County encourages everyone to get vaccinated. For information on where to go to get vaccinated visit the Monroe County Health Department COVID-19 Vaccine webpage at <https://healthymonroecowi.org/vaccine/>.

This plan is to provide clarity and guidance regarding taking time off during the COVID-19 public health emergency. With new laws enacted we are looking to give our staff a few options to help them navigate through this difficult time.

COVID-19 is a communicable, respiratory disease that can cause severe illness in some people. COVID-19 is easily transmitted from person to person in close contact through the respiratory droplets and aerosol particles released by infected persons during coughing, sneezing, singing, talking, and breathing. As a precautionary measure in response to the COVID-19 pandemic the following updated rules will be in effect as of **Wednesday, December 1, 2021:**

What does this mean for Monroe County Employees?

Employees are expected to follow the guidance listed below:

- Are asked to continue to wear a mask when interacting with the public.
- Can remove masks when at their workstations or working with fellow employees that are comfortable with the removal of masks.
- Masks and social distancing along with other required PPE should continue to be used by all people in health care settings, correctional facilities, and on buses, trains, and planes.
- Employees are welcome to continue wearing masks in accordance with their comfort zone.
- Staff that have been around someone who has COVID-19 may need to quarantine or get tested after a known exposure even if they do not have symptoms. **We recommend contacting the Monroe County Health Department directly at 608.269.8666 to receive the proper and most up to date guidance.** If they work in a correctional facility or Healthcare setting, they should get tested after a known exposure, even if you don't have symptoms.
- Any staff that may be experiencing symptoms should get tested.
- Monroe county staff who work at or provide services in Rolling Hills will be asked about vaccination status and the employee must provide this information.
- Staff working outdoors with the ability to social distance from other individuals will not be required to wear a mask.
- Those who fail to comply with the masking policy will be subject to discipline per the Monroe County Personnel Policy.
- Some departments and buildings may have additional requirements above and beyond this policy, which may state face coverings are required (example: Rolling Hills). Department Heads would have the authority to implement these requirements.

Staffing

- Department Heads that wish to continue with the alternate scheduling are authorized to do so. Due to these measures staff may still be working rotating schedules with a combination of telework and office time. It is recommended that you contact the Personnel Department regarding the need to take any of the leave due to COVID-19 related circumstances.

Employee – defined as a Monroe County staff member that works full-time (40 hrs. /wk.) or at least part-time status (20 hrs. /wk. or more) that are currently benefit eligible per Monroe County's Personnel Policy Manual.

Leave Options

For those who have to take time off due to COVID-19 related circumstances whether it be personal illness or child care will have the following options to consider.

Compensation during any COVID-19 related leave will be through the use of earned vacation, **sick leave**, floating holiday, comp time or leave without pay. Employee's will have the choice of the accrual bank or leave without pay during any circumstances directly related to COVID-19, whether it is a quarantine order, positive test result, or care for an immediate family member. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility. ****Dates of quarantine time frames could be reduced under advisement of Monroe County Health Department.****

Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

1. Vacation
2. Floating Holiday
3. Sick Leave
4. Comp Time (if applicable)
5. Leave without pay (LWOP)

Process

All requests for any leave options must be completed on the attached COVID-19 Personnel Leave Request Form (revised 10/1/2021).

To access the form please visit the Monroe County Personnel Department webpage:

<https://www.co.monroe.wi.us/departments/personnel>

All forms and COVID materials are listed under COVID-19 Response Plan and Policies.

Vaccination Information

During 2021 members of the public and staff will be eligible for the COVID-19 vaccines. Our Monroe County Health Department encourages all staff to take part in this process and get vaccinated. If you have any questions regarding this process or resources on where you can find more information or where Monroe County has vaccination clinics being held please use the following links:

<http://healthymonroecowi.org/vaccine>

<https://www.dhs.wisconsin.gov/covid-19/vaccine.htm>

<https://www.dhs.wisconsin.gov/covid-19/vaccine-map.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

To contact the Monroe County Health Department directly you can call 608.269.8666.

When to Stay Home from Work

Anticipating the spread of COVID-19 to Monroe County, we will have staff who will need to stay home; either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to continue to provide necessary, and in some cases, life-saving services to our clients at a time we anticipate potential staffing shortages, the last action we want you to take is to come to work ill and potentially spread COVID-19 to your co-workers and clients.

To help manage the distribution of staffing resources county-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track staff that are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you or a member of your household traveled to a state or country with "community spread/transmission" in the past 15 days?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for additional guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head, in consultation with the Monroe County Health Department may send an employee home who reports to work exhibiting signs of illness as described below.

- The employee is exhibiting flu-like symptoms.
- Someone in the employee's family or household is exhibiting flu-like symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the County Personnel Department to determine FMLA eligibility.

If staff are sent home by a supervisor they will have the option to use earned vacation, sick leave, floating holiday, comp time or leave without pay.

Travel Restrictions

- 1) Those who choose to travel are strongly encouraged to monitor their symptoms before, during, and upon return from travel, to ensure their safety as well as those around them during travel and their coworkers upon return to the workplace. Prior to traveling anywhere we recommend you check the travel regulations at <https://www.cdc.gov/travel> to ensure you're adhering to all laws and guidelines established.
- 2) Staff will be required to self-quarantine should they meet the requirements listed on the next page with the chart titled **Self-Monitoring Questionnaire**.
 - a. Based on the answers to the guide staff may be required to remain out of the office for up to 14 calendar days. Telework alternative options may be allowed with department head's approval if staff are required to self-quarantine.
 - b. Please review the questionnaire below if you or anybody in your immediate household are traveling.

Self-Monitoring Questionnaire

<p>#1) In the past 24 hours have you experienced:</p> <p>If employee has experienced any of the symptoms listed, they should <u>NOT</u> go to work.</p> <p>Restrictions include:</p> <ul style="list-style-type: none"> • Self-quarantine for up to 10 calendar days and must remain symptom free for the last 24 hrs. before returning to work. • Recommend employee to contact health care provider for further guidance. <p>Accrual banks required to supplement work time if telework options are unavailable.</p>	<ul style="list-style-type: none"> • Fever • Cough • Feeling Feverish • Sore throat • Loss of sense of taste/smell • Chills • Muscle/body aches • Congestion/runny nose • Shortness of breath/difficulty breathing • Diarrhea/abdominal pain • Nausea/vomiting
POTENTIAL CONTACT: If employee answers “yes” to #2, and are not fully vaccinated, will be sent home and required to self-quarantine for up to 14 calendar days and potentially longer under guidance of your local Health Department.**	
<p>#2) Have you had close contact with a confirmed COVID-19 patient while that person was ill and are not fully vaccinated?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

In these circumstances, self-quarantine means remaining away from work and other public areas, typically in one’s home, for a minimum of 10 calendar days. If employee remains symptom free for the last 72 hours they will be eligible to return to work. Compensation during the 10 day self-quarantine period will be through the use of earned vacation, **sick leave**, floating holiday, comp time or leave without pay. Employee’s will have the choice of the accrual bank or leave without pay during any of the circumstances listed on pg. 4. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility. ****Dates of quarantine time frames could be reduced under advisement of Monroe County Health Department. ****

Employees shall notify their manager of any leave being taken. All employees taking leave as a result of travel outside of the country must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

- | | | |
|------------------------------|-----------------------------|---------------|
| 1. Vacation | 2. Floating Holiday | 3. Sick Leave |
| 4. Comp Time (if applicable) | 5. Leave without pay (LWOP) | |
- 3) County travel must be approved by department head prior to any travel for conducting County business or operations.

- 4) County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction under "Travel Restrictions".

School or Daycare Closure

Any employee that must miss work due to school or daycare closures will be required to use their accrued vacation, sick leave, floating holiday, comp time, or leave without pay within the guidelines established within this policy.

Taking leave without pay under this section will not affect accruals of benefits provided by the county.

For tracking purposes, the Department Head or Supervisor shall have the employee complete the proper form and report the time on the timesheet accordingly for approval.

We are asking departments to be flexible, if possible, with hours of work for staff members to continue to complete tasks. We ask all staff to be in communication and ensure approval through their manager before taking time off.

Reporting to Work

- 1) Employees should continue to report to work unless directed otherwise as reflected in the Monroe County Personnel Policy Manual. A copy of the Personnel Policy Manual can be found on the Monroe county website at <http://www.co.monroe.wi.us/departments/personnel/>. As county employees, we have obligations to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplace.
- 2) If an employee is confirmed to have COVID-19, the Health Department will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Vaccinated employees exposed to a co-worker with confirmed COVID-19 do not need to quarantine or get tested after a known exposure unless they have symptoms. If they work in a correctional facility or Healthcare setting, they should get tested after a known exposure, even if you don't have symptoms. Unvaccinated employees should refer to CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>.
- 3) **Employees who fail to come to work without supervisor approval in a pandemic will be treated as if they failed to come to work at any other time and may be subject to disciplinary action.**
- 4) Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions in the Monroe County Personnel Manual and listed above in this document. In general, our objective is to ensure the health and safety of our county employees while continuing the County's critical services. At this time, our goal is to encourage healthy employees that are able, to report to work.
- 5) Employees must work as assigned unless granted leave. Employees may be required to assist in performing work for absent or ill co-workers to ensure that the County is able to provide essential services. The County will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that would put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities.

Social Distancing

Social distancing includes any action to limit contact with others. General actions we are directing departments to take:

- Limiting face-to-face meetings: To the greatest extent possible, you should be considering how to limit face-to-face meetings, including using email, phone conferences, or videoconferencing when possible. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. Our default position should be that in-person meetings will be cancelled unless there is a compelling need. If additional technology conferencing tools are needed please reach out to the IT Director and County Administrator for approval of such need.

Emergency Declaration

As a result, all department heads shall begin tracking all expenses relating to COVID-19 planning and preparedness. This declaration has since expired at the county level, but all departments are still recommended to track expenses for potential reimbursement.

Office Closure

Complete county department/office closure will only be authorized by the County Administrator, with the guidance of Public Health Officials.

Exceptions to Monroe County Policies and Procedures and this COVID-19 Plan may be considered and approved by the County Administrator on a case by case basis.

Response Coordination

The Public Health Director for Monroe County shall be responsible for coordinating Monroe County's response to COVID-19. The scope of that coordination shall include, but is not limited to:

- 1) Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- 2) Distributing official communications concerning the virus, its spread, and the County's response to it;
- 3) Providing recommendations on office closures, and travel limitations and restrictions; and
- 4) Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.

Communication Protocol

- 6) External Communication: All e-mails, public health bulletins, and press releases concerning the County's overall response to the pandemic shall be issued by the Health Director.
- 7) Internal Communication: Communication to the County employees shall be through County Administration or Personnel in consultation with the Health Department.

- 8) With the exception of the Health Director and Emergency Management Coordinator, all employees shall refrain from distributing group e-mails, notices, pamphlets, brochures or other forms of correspondence concerning the pandemic so as not to confuse, contradict or in any other way interfere with official communications issued by Health or County Administration. Employees concerned with receiving the most recent and credible information concerning the pandemic should go to the CDC website: <http://cdc.gov/coronavirus/2019-NCOV/cases-in-us.html>.
- 9) At the department level, Department Heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of the pandemic.
- 10) Communication to clients, vendors and other business partners regarding changes to business practices, due to the response to a pandemic, will be at the Department Head level.
- 11) Employees are urged to remain vigilant for e-mail scams related to pandemic.
 - a. Avoid clicking on links in unsolicited emails and be wary of email attachments;
 - b. Use trusted sources – such as legitimate, government websites – for up-to-date, fact-based information about the pandemic;
 - c. Do not reveal personal or financial information in emails, and do not respond to email solicitations for this information.

Cleaning and Disinfecting

- 1) Monroe County Maintenance is primarily responsible for cleaning and disinfecting all county facilities utilizing standards proven effective against COVID-19, and for coordinating with custodians on the proper cleaning and disinfecting standards related to COVID-19.
- 2) To the extent that employees are capable of doing so safely, they shall assist maintenance and housekeeping staff with disinfecting porous and non-porous surfaces.
- 3) Maintenance and/or housekeeping personnel shall provide soap and water and alcohol-based hand rubs in the workplace, ensure that adequate supplies are maintained, and place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

Future Communications

Given the extent of the COVID-19 pandemic and the fluidity of the situation, this plan may be revised and/or updated frequently. Please ensure you are referring to the most recent version of this plan.

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR DECEMBER 1, 2021 TO MARCH 31, 2022 – COVID-19
POLICY**

1 **WHEREAS**, the Monroe County Board adopted Resolution No. 03-20-01, Resolution Declaring
2 State of Emergency in Monroe County due to the Covid-19 Pandemic; Resolution No; 09-20-04
3 Adopting Covid-19 Personnel Policies; Resolution No. 12-20-21 Authorizing Changes to the COVID-19
4 Policy, Resolution No. 03-21-01, Authorizing Changes to the COVID-19 Policy, and Resolution No.
5 09-21-03 Authorizing Changes to the COVID-19 Policy; and
6

7 **WHEREAS**, the pandemic continues and polices created under Resolution No. 03-20-01,
8 Resolution No. 09-20-04, Resolution No. 12-20-01, Resolution No. 03-21-01, and Resolution No. 09-
9 21-03 are set to expire on November 30, 2021, Monroe County wants to ensure personnel are given a
10 proper policy in response to COVID-19 related events; and
11

12 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends the
13 County approve the revisions to the Monroe County Personnel’s COVID-19 Response Policy as
14 proposed by the Personnel Director as referenced by the attached document; and
15

16 **WHEREAS**, in addition, the Monroe County Administration and Personnel Committee
17 recommends flexibility to address changes coming from the state or federal administrations.
18

19 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as
20 of December 1, 2021, they do hereby extend the current Personnel Policies created pursuant to
21 Resolution No. 03-20-01, Resolution No. 09-20-04, Resolution No. 12-20-21, Resolution No. 03-21-01,
22 and Resolution 09-21-03 through March 31, 2022; and
23

24 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be
25 construed to limit the constitutional and statutorily granted powers of the Judiciary, the Sheriff, the
26 District Attorney or any other county office which is granted authority under the Constitution or
27 Wisconsin Statutes; and
28

29 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the
30 authority of the County Administrator and Personnel Department to adopt the Personnel Policies in
31 accordance with evolving state and federal rules, regulations and policies and directs that substantive
32 changes shall be presented to the Administration and Personnel Committee and County Board for
33 consideration for ratification.
34

35 Offered by the Administration & Personnel Committee this 23rd day of November 2021.
36

37 Purpose: To ratify Personnel Policies created to address the Covid-19 county operations and health,
38 safety and welfare concerns for the county employees and residents for December 1, 2021 – March 31,
39 2022.
40

41 Fiscal note: No direct budget impact. Any budget impact will be addressed by a separate action or
42 resolution.

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: _____, 20____
____ 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.