



MONROE COUNTY BOARD OF SUPERVISORS

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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, December 14, 2021

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of November 9, 2021
4. Request for Credit Card Approval – Discussion/Action
 - a. Veteran Services
5. Notice of Budgetary Adjustment – Discussion/Action
 - a. Corporation Counsel / Child Support
6. Request for Line Item Transfer(s) – Discussion/Action
 - a. Personnel (3)
7. Corporation Counsel - Ethics Updates
8. Information Technology Director Report
9. Personnel Director
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Floating Holiday and Family Sick Leave – Discussion/Action
 - b. Wage Study Update – Discussion Only
 - c. Director Report
10. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habhegger, Committee Chair
Date notices mailed: December 8, 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.

Present: Wallace Habhegger, Mary Von Ruden, James Kuhn, Mark Halverson

Absent: Brett Larkin

Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Ed Smudde, Hannah Olsen, Pamela Pipkin, Wes Revels, Chris Weaver, Lisa Aldinger Hamblin, Judge Ziegler

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, December 14, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by James Kuhn to approve the October 12, 2021 minutes. Carried 4-0.
- Child Support –
Pamela Pipkin provided a performance overview from the 2021 year.

Pamela Pipkin provided the Child Support Director Report.

Student Government Day – Pamela Pipkin explained that 2019 was the last year that the county held Student Government Days. Josh Goede will be taking over student government days and reporting to the Extension Committee. It is anticipated that the next Student Government days will be held in May of 2022. Students will be brought in from local high schools.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for December 1, 2021 to March 31, 2022, Covid-19 Policy. Ed Smudde, Personnel Director explained ratification of Personnel Policies to address COVID-19. Motion by James Kuhn second by Mark Halverson to approve resolution and forward to the full board for approval. Carried 4-0.
 - b. Personnel Policy Revisions – Ed Smudde, Personnel Director explained that County Mutual has resources to review our policy. Ed explained employee concerns regarding time off for family sick and floating holiday. Discussion included but not limited to: Floating holiday to alleviate blocks and for use in ½ hour increments. Increasing family sick to 40 hours. Discussion. A resolution will be drafted for policy updates.
 - c. Director Report – Ed Smudde provided the monthly Personnel Directors report.
- Review of COVID-19 Emergency Declaration – Chair Habhegger explained that he will be meeting with the Chairman of the Board and the Administrator for review/discussion of the Emergency Declaration.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Review of the COVID-19 Emergency Declaration; Wage Study Presentation; Personnel Policy Revision Resolution; Personnel Line-Item Transfer.
- Chair Wallace Habhegger adjourned the meeting at 10:07 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: Veteran Services

Committee: Administration & Personnel

Name of Card Holder	Title of Position	Credit Card Limit
John Blackdeer	Assistant CVSO	\$1,500.00

Justification for Credit Card(s):

The Assistant CVSO is required to attend training conferences of which he will have to utilize the card to purchase accommodations. May also be needed for other county business. I.e. assistance to needy veterans, purchasing office supplies and etc.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 14, 2021
 Department: Corporation Counsel/Child Support
 Amount: \$13,500.00
 Budget Year Amended: 2021

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

A transfer of funds is needed from Corporation Counsel to Child Support to cover the expense of a contracted attorney to cover child support hearings until a new Assistant Corporation Counsel can be hired.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11320000	511000		Salaries	\$ 219,248.00	\$ (13,500.00)	\$ 205,748.00
10000000	599999		General Fund Transfer Out	\$ 1,054,645.00	\$ 13,500.00	\$ 1,068,145.00
21330000	499999		Child Support Transfer In	\$ -	\$ 13,500.00	\$ 13,500.00
21330000	521340		Contracted Services	\$ -	\$ 13,500.00	\$ 13,500.00
						\$ -
						\$ -
Total Adjustment					\$	27,000.00

Department Head Approval: *Lisa Cheryl Hamblin*

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Budget Adjustment

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel - 2.0
 Budget Year Amended: 2021

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-531000	Office Supplies	\$ 850.00	\$ 200.00	\$ 489.55	\$ 650.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 200.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-553100	Equipment Service Contracts	\$ 1,800.00	\$ 200.00	\$ 1,492.06	\$ 2,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 200.00		

Explanation for Transfer:

With increased printing costs we will need this adjustment to cover the overage due to additional print costs. We will have an additional requisition for \$439.71, that will put us \$131.77 over budget. This adjustment would provide us with enough to cover and allow to cover any potential extra charges.

Within Office Supplies we have some extra left over that would offset this increase for the Equipment Service Contracts line.

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel - 3.0
 Budget Year Amended: 2021

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-533010	Conference/Seminars	\$ 900.00	\$ 600.00	\$ 229.95	\$ 300.00
11430000-533200	Mileage	\$ 780.00	\$ 500.00	\$ 186.16	\$ 280.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,100.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-511000	Salaries	\$ 133,334.00	\$ 1,100.00	\$ 123,162.57	\$ 134,434.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,100.00		

Explanation for Transfer:
 Salaries will be over the original budget as the Personnel Department got approval and offered a counter offer to the Personnel Coordinator to remain with Monroe County as an employee in January of 2021. The offer was made and accepted and the staff remained in there full-time position.
 Within the Conference/Seminars and Mileage lines, their was reduced travel and conferences in 2021 due to the pandemic, and this savings can be moved to offset the overage in salaries allowing us to keep the staff member at the higher wage rate.

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – FLOATING HOLIDAY AND FAMILY SICK LEAVE

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.30(1)(b) Benefits-Holidays,
3 section 4.76(2)(a)(5) Part-Time Employee Benefits, section 4.40(2)(c)(3) Leaves of Absence – Sick leave, as
4 referenced on the attached document; and
5

6 **WHEREAS**, to remove the language referencing “The one day and the one half day shall each be taken
7 in full and the hours may not be split up” and “the one day or the one half day,” in section 4.30(1)(b); and
8

9 **WHEREAS**, to remove the language referencing “in blocks of time with the hours of each not split,” in
10 section 4.76(2)(a)(5); and
11

12 **WHEREAS**, to replace that language with more commonly used practices within the county and provide
13 flexibility for staff when requesting floating holiday off to be used in the same increments of all other accruals not
14 less than one-half hour; and
15

16 **WHEREAS**, to remove the language referencing “24” listed in 4.40(2)(c)(3) and replace it with “forty
17 (40),” to allow staff greater access to care for family members outside of other methods of extended leave or
18 FMLA.
19

20 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this
21 date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document
22 adjusting the language in sections 4.30(1)(b) Benefits – Holidays, 4.76(2)(a)(5) Part-Time Employee Benefits, and
23 4.40 (2)(c)(3) Leaves of Absence – Sick Leave to go into effect January 1, 2022.
24

25 Dated this 21st day of December 2021.

26 Offered by the Administration & Personnel Committee.

27 Purpose: Approve changes to Personnel Policy Manual in sections 4.30(1)(b) Benefits – Holidays, 4.76(2)(a)(5)
28 Part-Time Employee Benefits, and 4.40 (2)(c)(3) Leaves of Absence – Sick Leave effective January 1, 2022.
29

30 Fiscal note: No direct costs.
31
32

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

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED

 OTHER _____

County Board Vote on: _____ 20____
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

December 2021 Proposed Personnel Policy Manual Changes:

BENEFITS – HOLIDAYS - 4.30(1)(b) – Page 20

- (b) One and one-half floating holidays are authorized annually. Floating holiday shall not be used in increments of less than one-half hour. ~~The one day and the one-half day shall each be taken in full and the hours may not be split up.~~ Prior authorization is required before using any floating holiday for time off ~~the one day or the one-half day.~~ Department heads shall govern whether requests are approved. The day and the one-half day floating holiday may be used any time after the hire date. New employees are entitled to one day and one half-day floating holiday in the year of hire according to the following schedule: hired January 1 to June 30, one day and one-half day floating holiday; hired July 1 to October 31, one-half day and one-fourth day floating holiday; hired November 1 or after, no floating holidays. If this floating holiday time is not used in the calendar year, it is lost. There is no payout of floating holiday upon termination. <6/94>

PART-TIME EMPLOYEE BENEFITS

BENEFITS – 4.76 (2)(a)(5) – Page 60

5. Part-time employees shall have one and one-half floating holidays to be used, ~~in blocks of time with the hours of each not split,~~ i.e. 30 to 39 hours-six hours and three hours; and 20 to 29 hours-four hours and two hours. The usage of floating holiday time shall be with prior supervisory approval and without creating a disruption in departmental services. Floating holiday shall not be used in increments of less than one-half hour.

LEAVES OF ABSENCE

SICK LEAVE 4.40 (2)(c)(3) – Page 28

3. Is required to give care and attendance to a member of the immediate family (spouse, child, or other relative who is a member of the employee's immediate household) <1/95> up to a maximum of ~~24~~ forty (40) hours per year.<12/99> The hours, if used, shall be taken from the annual accrual of sick leave of the employee.