



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, March 23, 2022

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: 2498 295 1211

Password: Monroe

Join by phone

+1-404-397-1516 United States Toll

Access code: 2498 295 1211

IT Point of Contact, Rick Folkedahl 608-633-2700

6:00 p.m.

Call to Order/Roll Call

Pledge of Allegiance

Recognition of Supervisors not Seeking Next Term of Office

District 1 Alan McCoy

District 8 Mark Halverson

District 9 Ron Luethe

District 10 Mark Nicholson

Approval of Minutes – February 23, 2022

Public Comment Period

Budget Adjustments

Child Support/Corporation Counsel

Land Records

Dog Control

Jail

Human Services (2)

Health Department (2)

Rolling Hills Building Update – Rolling Hills Committee Chair, Toni Wissestad

Rolling Hills Building Project Change Order Request – Discussion/Action

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)

Chairman's Report

Adjournment

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. 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.

>Supervisors: Do wear your name tags, it helps visitors

>Agenda order may change



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>Agenda order may change

The February meeting of the Monroe County Board of Supervisors convened at the Sparta American Legion Post #100 in the City of Sparta, Wisconsin, on Wednesday, February 23, 2022 at 6:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 15 Supervisors present, Supervisor Halverson absent. The Pledge of Allegiance was recited.

Motion by Supervisor McCoy second by Supervisor Von Ruden to approve the January 26, 2022 minutes. Carried by voice vote.

Public Comment Period – Two members of the public signed up to speak to the board.

Budget Adjustments:

Land Conservation – Motion by Supervisor Luethe second by Supervisor Gomez to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2021 budget adjustment in the amount of \$5,165.00 for donations and salary/fringe benefits. Discussion. The budget adjustment passed with all Supervisors voting yes.

District Attorney/Victim Witness – Motion by Supervisor Balz second by Supervisor Cook to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 budget adjustment in the amount of \$8,557.00 for health insurance. The budget adjustment passed with all Supervisors voting yes.

Health – Motion by Supervisor Pierce second by Supervisor Schmitz to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 budget adjustment in the amount of \$5,000.00 for donation. The budget adjustment passed with all Supervisors voting yes.

County Board – Motion by Supervisor Gomez second by Supervisor Kuhn to approve budget adjustment. Chair Schnitzler explained the 2021 budget adjustment in the amount of \$11,235.52 for salaries and building rent. The budget adjustment passed with all Supervisors voting yes.

Finance – Motion by Supervisor Pierce second by Supervisor Schmitz to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 budget adjustment in the amount of \$495,359.53 for stop loss reimbursements. Discussion. The budget adjustment passed with all Supervisors voting yes.

Sheriff – Motion by Supervisor Wissestad second by Supervisor Nicholson to approve budget adjustment. Sheriff Wes Revels explained the 2022 budget adjustment in the amount of \$43,000.00 for a UTV for patrol. The budget adjustment passed with all Supervisors voting yes.

Sheriff – Motion by Supervisor Gomez second by Supervisor Devine to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2022 budget adjustment in the amount of \$19,950.00 for night vision goggles. Discussion. The budget adjustment passed with all Supervisors voting yes.

Rolling Hills – Motion by Supervisor Gomez second by Supervisor Luethe to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$183,782.91 to roll forward remaining funds from the 2021 building project. The budget adjustment passed with all Supervisors voting yes.

Re-Purpose of Funds:

Sheriff – Motion by Supervisor Nicholson second by Supervisor Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained the 2022 re-purpose of funds in the amount of \$151,548.00 for SUV's. Discussion. The re-purpose of funds passed with all Supervisors voting yes.

Rolling Hills Building Update, Rolling Hills Committee Chair, Toni Wissestad.

Monroe County Broadband Expansion Presentation, Broadband Committee Co-Chair's, Ron Luethe and Jen Schmitz.

Debbie Carney, Treasurer provided the monthly Treasurer's report and answered questions.

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

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

RESOLUTION 02-22-01

RESOLUTION APPROVING MONROE COUNTY AMERICAN RECOVERY PLAN ACT "ARPA" CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS USE

The foregoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Luethe. Tina Osterberg, County Administrator explained. Discussion. The resolution passed with 14 Supervisors voting yes; Supervisor Nicholson voting no; Supervisor Halverson absent.

RESOLUTION 02-22-02

RESOLUTION APPROVING PUBLIC PRIVATE PARTNERSHIP AGREEMENT BY AND BETWEEN THE COUNTY OF MONROE, WISCONSIN AND VERNON COMMUNICATIONS COOPERATIVE

The foregoing resolution was moved for adoption by Supervisor Luethe second by Supervisor Schmitz. Tina Osterberg, County Administrator explained. Discussion. The resolution passed with all Supervisors voting yes.

RESOLUTION 02-22-03

MONROE COUNTY RESOLUTION ON CLEAN WATER

Supervisor VanWychen pulled Resolution 02-22-03 from the agenda. The resolution will be sent back to the Natural Resources and Extension Committee.

RESOLUTION 02-22-04

RESOLUTION APPROVING FINAL CLEANING AND WALKING PATH BIDS FOR MONROE COUNTY NURSING HOME AND SENIOR FACILITY PROJECT

The foregoing resolution was moved for adoption by Supervisor Von Ruden second by Supervisor Wissestad. Tina Osterberg, County Administrator explained. Discussion. The resolution passed with all Supervisors voting yes.

Chairman's Report – Chair Schnitzler announced that the Annual WCA Conference is September 18-20, 2022 at Wisconsin Dells.

Motion by Supervisor Kuhn second by Supervisor Pierce to adjourn the meeting at 8:12 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the February meeting of the Monroe County Board of Supervisors held on February 23, 2022.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 8, 2022
 Department: Child Support
 Amount: \$33,976.00
 Budget Year Amended: 2022

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

This Budget Adjustment addresses a full-time Assistant Corporation Counsel/Child Support Attorney position that was approved for the 2022 budget but it was not funded during the budget process. Upon further review, we have funding to consider the position at half-time.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	435180		Indirect Cost Share	\$ 63,800.00	\$ (8,784.00)	\$ 55,016.00
10000000	499999		GF Rev Transfer	\$ -	\$ 8,784.00	\$ 8,784.00
21330000	435600		State Revenue	\$ 613,979.00	\$ 17,365.00	\$ 631,344.00
21330000	493000		Child Support Fund Balance	\$ -	\$ 16,611.00	\$ 16,611.00
Total Adjustment					\$ 33,976.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
21330000	521340	CS220	Cont Servcies-Corp Counsel	\$ 42,000.00	\$ (8,784.00)	\$ 33,216.00
21300000	599999		CS Exp Transfer	\$ -	\$ 8,784.00	\$ 8,784.00
21330000	511000	CS110	Salaries	\$ 179,529.00	\$ 31,200.00	\$ 210,729.00
21330000	515010	CS110	FICA	\$ 11,259.00	\$ 1,935.00	\$ 13,194.00
21330000	515015	CS110	Medicare	\$ 2,637.00	\$ 453.00	\$ 3,090.00
21330000	515040	CS110	Work Comp	\$ 106.00	\$ 18.00	\$ 124.00
21330000	532500		Dues	\$ 700.00	\$ 50.00	\$ 750.00
21300000	533010		Conferences	\$ 2,700.00	\$ 320.00	\$ 3,020.00
Total Adjustment					\$ 33,976.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  3-8-22

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

Date Approved by Finance Committee: 03-16-22

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 17, 2022
 Department: Land Records
 Amount: \$456.36
 Budget Year Amended: 2022

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

The land conservation office has been paying for the cell plan used by one of the county's survey grade GPS units. They no longer are interested in paying for it because we had to go to a more expensive plan to ensure that the unit would work properly. I am increasing my budget to cover the costs because Land Conservation could not afford to continue to pay for the cell plan with the increased cost which has approximately doubled since we went to an unlimited data plan.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC BAL APPLIED	\$ 76,318.00	\$ 456.36	\$ 76,774.36
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 456.36	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 522025	TELEPHONE	\$ 36.00	\$ 456.36	\$ 492.36
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 456.36	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: Wallace Mathezzo 3-8-22

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

Date Approved by Finance Committee: 03-16-22

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.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 21, 2022
 Department: Dog Control
 Amount: \$5,000.00
 Budget Year Amended: 2022

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

Record budget for confiscated dogs and other animals that are held as evidence for criminal cases
Until the case is resolved, the owners are charged for their care.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14190000	452100		Confiscated Animal Fees	\$ -	\$ 5,000.00	\$ 5,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14190000	539240		Confiscated Animal Expenses	\$ -	\$ 5,000.00	\$ 5,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 2-21-22



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

Date Approved by Finance Committee: 03-10-22

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 14, 2022
 Department: Jail
 Amount: \$13,600.00
 Budget Year Amended: 2022

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

Sheriff's Office is seeking a budget adjustment to roll funds from 2021 budget (Board Prisoners) to 2022 budget (Capital Equipment Jail) for the purpose of purchasing sound proofing panels for several areas of the jail.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appli	\$ 257,283.00	\$ 13,600.00	\$ 270,883.00
						\$ -
Total Adjustment					\$ 13,600.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17270270	581000		Capital Equipment-Jail	\$0.00	\$13,600.00	\$13,600.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 13,600.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2022
 Department: Human Services
 Amount: \$80,000.00
 Budget Year Amended: 2021

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

Wisconsin Medicaid Cost Report (WIMCR) funds received above amount that was budgeted.
Expenses at Winnebago and Trempealeau Health Care Center are higher than budgeted.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24900500	435603		WIMCR	\$ 2,603,002.00	\$ 80,000.00	\$ 2,683,002.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 80,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950560	525005	HS530	Mendota/Winnebago MH Inst.	\$ 200,000.00	\$ 40,000.00	\$ 240,000.00
24950560	525005	HS520	Trempealeau Cty Health Care C	\$ 174,838.00	\$ 40,000.00	\$ 214,838.00
Total Adjustment					\$ 80,000.00	

HS613
HS613

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A. Bue 3-1-22

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

Date Approved by Finance Committee: 03-16-21

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2022
 Department: Human Services
 Amount: \$1,342,986.58
 Budget Year Amended: 2021

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

Additional revenue and expense for the CLTS (Children's Long Term Support) program due to State initiative to eliminate wait lists and higher cost needs of consumers enrolled in the program.
These are services that pass through the Third Party Administrator (TPA) and this adjustment is to record the revenues and expenses on the County books. No levy dollars.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24900500	435603		State Social Services Revenue	\$ 2,603,002.00	\$ 1,342,986.58	\$ 3,945,988.58
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,342,986.58	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24910510	527105	HS220	Children's Waiver Costs	\$ 190,000.00	\$ 1,342,986.58	\$ 1,532,986.58
Total Adjustment					\$ 1,342,986.58	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Carol A. Pauer 3-1-22

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

Date Approved by Finance Committee: 03-16-22

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2022
 Department: Health
 Amount: \$3,500.00
 Budget Year Amended: 2022

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

Received a donation from Kindness Community for purchase of Cribs and SAK PAK Items to distribute to Monroe County Families.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	HD140	Cribs For Kids	\$ -	\$ 1,750.00	\$ 1,750.00
24110000	485000	HD420	SAK Pack	\$ -	\$ 1,750.00	
Total Adjustment					\$ 3,500.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 18,450.00	\$ 3,500.00	\$ 21,950.00
Total Adjustment					\$ 3,500.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2022
 Department: Health
 Amount: \$450.00
 Budget Year Amended: 2022

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

Received a donation from United Piece Makers. Donation will be put towards books and other washable items to assist in holding childrens attention while waiting and/or receiving services.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	465900		Misc.	\$ 11,500.00	\$ 450.00	\$ 11,950.00
Total Adjustment					\$ 450.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 18,000.00	\$ 450.00	\$ 18,450.00
Total Adjustment					\$ 450.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Tiffany S. J.
Carol A. Quinn 3-1-22

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

Date Approved by Finance Committee: _____

03-16-22

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 February 1, 2022 to February 28, 2022
Debbie Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ (112,278.31)
Outstanding Checks	\$ (2,274,660.81)
Outstanding Deposits	\$ 7,005,537.02
General Fund Investments	\$ 22,400,606.95
Totals	\$ 27,019,204.85

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 33,388,849.90
Wires & Disbursements for Current Month:	\$ 26,831,946.57

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 2,180,047.88	none	0.25%
State Investment Pool		\$ 1,038,109.66	none	0.09%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,618.16	none	0.05%
Citizens First Bank MM		\$ 5,418,580.67	none	0.30%
River Bank MM		\$ 13,520,746.55	none	1.00%
TOTAL GENERAL FUND =		\$ 22,400,606.95		

TOTAL GENERAL FUND AS OF FEBRUARY 2021 WAS:	\$ 31,860,476.19
DIFFERENCE FROM ONE YEAR AGO:	\$ (9,459,869.24)

Delinquent Taxes in February 2022 were:	\$ 1,916,036.02
Delinquent Taxes in February 2021 were:	\$ 2,012,596.05
Delinquent Taxes are down from one year ago:	\$ (96,560.03)

TREASURER'S REPORT
 For the period of January 1, 2022 to January 31, 2022
 Debbie Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ (176,049.54)
Outstanding Checks	\$ (1,887,579.88)
Outstanding Deposits	\$ 124,323.99
General Fund Investments	\$ 27,731,215.25
Totals	\$ 25,791,909.82

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 12,682,841.75
Wires & Disbursements for Current Month:	\$ 14,597,331.40

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 8,521,352.77	none	0.25%
State Investment Pool		\$ 38,025.86	none	0.07%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,608.85	none	0.05%
Citizens First Bank MM		\$ 5,418,341.33	none	0.30%
River Bank MM		\$ 13,510,382.41	none	1.00%
TOTAL GENERAL FUND =		\$ 27,731,215.25		

TOTAL GENERAL FUND AS OF January 2021 WAS:	\$ 26,749,416.95
DIFFERENCE FROM ONE YEAR AGO:	\$ 981,798.30

Delinquent Taxes in January 2022 were:	\$ 856,763.80
Delinquent Taxes in January 2021 were:	\$ 959,936.03
Delinquent Taxes are down from one year ago:	\$ (103,172.23)

TREASURER'S REPORT- AMENDED
For the period of February 1, 2022 to February 28, 2022
Debbie Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 88,312.15	None	0.03%
Bremer Bank-History Room MMII		\$ 30,048.19	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,026,040.98	None	
Bremer Bank-Wegner Grotto Trust		\$ 236,115.35	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 393,742.61	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,002.72	None	0.09990%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 26,451.83	None	0.03%
Jail Assessment				
Bank First MM		\$ 376,241.17	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 165,484.58	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 212,306.41	12/1/2022	0.19979%
		\$ 222,718.86	12/1/2022	0.19979%
		\$ 207,937.96	12/1/2022	0.19979%
		\$ 210,236.67	12/1/2022	0.19979%
		\$ 209,069.98	1/26/2023	0.39922%
State Bank - Facility Reserve-MM		\$ 3,983.93	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 47,426.06	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,743,406.06	None	0.25000%
CCF Bank of Tomah		\$ 582,996.96	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 633,652.24	None	0.24960%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative (PMA)		\$ 287.70	None	
River Bank MM		\$ 10,459,196.96	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 4,502,487.87	None	0.24960%
Bond Holding Account				
State Bank of Sparta		\$100,023.25	None	0.24960%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 22,479,170.49		

SALES & USE TAX	
Sales Tax Received in January thru February 2022 Sales tax received is for the month of Nov thru Dec 2021	\$ 747,018.86
Sales Tax Received in January thru February 2021 Sales tax received is for the month of Nov thru Dec 2020	\$ 688,443.95
Sales tax received is up from one year ago	\$ 58,574.91

TREASURER'S REPORT
For the period of January 1, 2022 to January 31, 2022
Debbie Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 89,757.47	None	0.03%
Bremer Bank-History Room MMII		\$ 29,955.95	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,046,564.93	None	
Bremer Bank-Wegner Grotto Trust		\$ 236,109.92	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 401,722.72	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,002.64	None	0.09990%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 26,451.22	None	0.03%
Jail Assessment				
Bank First MM		\$ 378,226.74	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 154,486.49	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 212,273.87	12/1/2022	0.19979%
		\$ 222,684.73	12/1/2022	0.19979%
		\$ 207,906.09	12/1/2022	0.19979%
		\$ 210,204.45	12/1/2022	0.19979%
		\$ 209,005.96	1/26/2023	0.39922%
State Bank - Facility Reserve-MM		\$ 3,983.17	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 49,656.20	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,855,555.77	None	0.25000%
CCF Bank of Tomah		\$ 582,679.54	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 494,411.72	None	0.24156%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative (PMA)		\$ 287.70	None	
River Bank MM		\$ 10,455,186.76	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 4,501,625.93	None	0.24960%
Justice Center 2013 Bond Refinance				
River Bank MM		\$ 4,709,186.75	None	0.50%
Bond Holding Account				
State Bank of Sparta		\$100,004.10	None	0.12887%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 27,176,930.82		

SALES & USE TAX	
Sales Tax Received in January 2022 Sales tax received is for the month of Nov 2021	\$ 326,204.52
Sales Tax Received in January 2021 Sales tax received is for the month of Nov 2020	\$ 307,391.02
Sales tax received is up from one year ago	\$ 18,813.50

2022 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 27,731,215.25	\$ 326,204.52 Sales Tax for Nov. 2021	\$ 856,763.80 *
February	\$ 22,400,606.95	\$ 420,814.34 Sales for Tax Dec. 2021	\$ 1,916,036.02 *
March		Sales for Tax Jan. 2022	*
April		Sales Tax for Feb. 2022	*
May		Sales Tax for Mar. 2022	*
June		Sales Tax for April 2022	*
July		Sales Tax for May 2022	*
August		Sales Tax for June 2022	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2022	
October		Sales Tax for Aug. 2022	
November		Sales Tax for Sept. 2022	
December		Sales Tax for Oct. 2022	

\$ 747,018.86 ← Sales Tax Received in 2022

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2021

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	\$ 27,182,057.51	\$ 422,521.20 Sales Tax for April 2021	\$ 701,920.48 *
July	\$ 33,755,564.85	\$ 380,559.34 Sales Tax for May 2021	\$ 648,949.41 *
August	\$ 28,516,288.43	\$ 377,426.96 Sales Tax for June 2021	\$ 1,375,731.67
September	\$ 26,869,387.18	\$ 438,914.08 Sales Tax for July 2021	\$ 1,171,356.59
October	\$ 23,965,266.07	\$ 406,875.08 Sales Tax for Aug. 2021	\$ 1,089,975.81
November	\$ 25,050,444.89	\$ 362,117.38 Sales Tax for Sept. 2021	\$ 972,293.21
December	\$ 20,987,336.80	\$ 407,529.59 Sales Tax for Oct. 2021	\$ 915,146.03

NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

\$ 4,462,762.27 ← Sales Tax Received in 2021

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

NURSING HOME PROJECT FUNDING PLAN

Estimated as of January 31, 2022

2020 (Resolution 09-20-02)	General Fund	\$	765,567.00
2020 (RH Repurpose of Funds)	Repurpose Capital Outlay	\$	69,000.00
2021 (Bond Premium-State Bank)	Bond Proceeds	\$	16,000,000.00
2021 (RH Repurpose of Funds)	COVID for HVAC System	\$	200,000.00
2021 (Bond Premium-State Bank)	Bond Proceeds	\$	4,000,000.00
2021 (RH Repurpose of Funds)	COVID for HVAC System	\$	15,530.00
2021 (ITP Funds)	Additional ITP Funds in 2021	\$	250,000.00
2022 (ARPA Funds)	General Fund - ARPA	\$	2,437,852.00
			23,737,949.00
<i>Total Interest on Investments</i>		\$	58,511.76
Total Funding Revenue Approved:		\$	23,796,460.76
<i>Total interest on Investments not adjusted</i>		\$	4,010.20
Total Funding Revenue Available:		\$	23,800,470.96
<i>Total Building Invoices Approved & Paid</i>		\$	13,421,892.06
<i>Total Debt Service Invoices Approved & Paid</i>		\$	120,768.26
<i>Total Invoices - Pending Approval</i>		\$	1,990,663.79
<i>Total Debt Service Invoices - Pending Approval</i>		\$	-
Total Estimated Rolling Hills Expenditures		\$	15,533,324.11
Estimated Funding Available		\$	8,263,136.65

MONROE COUNTY 2021 YEAR-END BALANCES

PRELIMINARY

FUND / DEPT	Revenues			Expenditures			2021 Year-end Standing	Nonlapsing Rollover 2021	2021 Final Standing	2021 Rollovers/Information
	Total Annual 2021 Budget	Actual YTD 2021	Revenue (Under) / Over	Total Annual 2021 Budget	Actual YTD 2021	Expenditure Under / (over)				
100 - GENERAL FUND										
00000 - GENERAL GOVERNMENT	\$ 17,716,893	\$ 19,980,126	\$ 2,263,233	\$ 33,366	\$ 25,909	\$ 7,457	\$ 2,270,691	\$ 54,370	\$ 2,216,321	Farm Procs (\$1,143,796 fnd bal appld)
11100 - COUNTY BOARD	\$ -	\$ -	\$ -	\$ 118,860	\$ 118,859	\$ 1	\$ 1	\$ -	\$ -	
11210 - CIRCUIT COURT / FAMILY COURT	\$ 257,395	\$ 298,598	\$ 41,203	\$ 729,216	\$ 657,979	\$ 71,237	\$ 112,440	\$ -	\$ 112,440	Atty. costs less; reimb more than budg
11220 - CLERK OF COURT	\$ 532,550	\$ 615,189	\$ 82,619	\$ 781,181	\$ 681,868	\$ 99,313	\$ 181,932	\$ -	\$ 181,932	Atty. jury costs less; fees collect more than budg.
11270 - MEDICAL EXAMINER	\$ 41,300	\$ 42,000	\$ 700	\$ 169,701	\$ 169,587	\$ 20,114	\$ 20,814	\$ -	\$ 20,814	autopsies, labs less than budget
11310 - DISTRICT ATTORNEY	\$ 36,200	\$ 36,991	\$ 791	\$ 544,345	\$ 534,564	\$ 9,781	\$ 10,573	\$ -	\$ 10,573	
11311 - VICTIM WITNESS	\$ 32,531	\$ 20,703	\$ (11,828)	\$ 85,853	\$ 84,609	\$ 1,244	\$ (10,584)	\$ -	\$ (10,584)	more Rev due
11320 - CORPORATION COUNSEL	\$ -	\$ -	\$ -	\$ 286,735	\$ 283,299	\$ 3,436	\$ 3,436	\$ -	\$ 3,436	
11410 - ADMINISTRATOR	\$ -	\$ -	\$ -	\$ 227,888	\$ 222,699	\$ 5,189	\$ 5,189	\$ -	\$ 5,189	
11420 - COUNTY CLERK / ELECTIONS	\$ 72,745	\$ 56,030	\$ (16,715)	\$ 469,528	\$ 453,602	\$ 15,927	\$ (789)	\$ 673	\$ (1,462)	WEDCS grant
11430 - PERSONNEL	\$ -	\$ -	\$ -	\$ 440,304	\$ 263,636	\$ 176,667	\$ 176,667	\$ 94,816	\$ 81,851	Retirement/Fringe Pool
11510 - FINANCE DEPARTMENT	\$ 663,238	\$ 662,953	\$ (285)	\$ 1,064,135	\$ 1,055,083	\$ 9,052	\$ 8,767	\$ -	\$ 8,767	
11520 - TREASURER	\$ 13,000	\$ 4,947	\$ (8,053)	\$ 313,384	\$ 282,868	\$ 30,526	\$ 22,473	\$ -	\$ 22,473	
11605 - MAINTENANCE	\$ -	\$ 1,050	\$ 1,050	\$ 816,006	\$ 758,932	\$ 57,074	\$ 57,074	\$ -	\$ 57,074	Staffing
11710 - REGISTER OF DEEDS	\$ 343,538	\$ 442,283	\$ 98,745	\$ 304,408	\$ 284,780	\$ 19,627	\$ 118,373	\$ 14,212	\$ 104,161	Redaction fees
11720 - SURVEYOR	\$ 2,300	\$ 1,800	\$ (500)	\$ 27,556	\$ 27,288	\$ 268	\$ (232)	\$ -	\$ (232)	
11750 - LAND RECORDS	\$ 195,308	\$ 178,874	\$ (16,434)	\$ 195,448	\$ 184,682	\$ 10,766	\$ (7,668)	\$ -	\$ (7,668)	waiting on 2024 funds
11930 - INSURANCE	\$ -	\$ -	\$ -	\$ 514,000	\$ 572,892	\$ (58,892)	\$ (58,892)	\$ -	\$ (58,892)	
12110 - SHERIFF ADMINISTRATION	\$ 134,413	\$ 167,871	\$ 33,458	\$ 3,263,906	\$ 3,010,416	\$ 253,490	\$ 286,948	\$ 73,939	\$ 213,009	K-9; UTV, Night vision goggles
12700 - JAIL ADMINISTRATION	\$ 158,303	\$ 253,254	\$ 96,951	\$ 3,122,387	\$ 2,765,958	\$ 356,429	\$ 453,379	\$ 49,789	\$ 403,590	Sound proofing panels (requested at Mar Mtg)
12900 - EMERGENCY MANAGEMENT	\$ 71,206	\$ 48,138	\$ (23,068)	\$ 164,233	\$ 130,703	\$ 33,530	\$ 10,462	\$ -	\$ 10,462	
12930 - DISPATCH	\$ -	\$ 712	\$ 712	\$ 1,309,873	\$ 1,222,322	\$ 87,551	\$ 88,262	\$ -	\$ 88,262	Staffing; more OT, On-call
12950 - JUSTICE DEPARTMENT	\$ 377,761	\$ 289,560	\$ (88,201)	\$ 1,013,389	\$ 932,015	\$ 81,374	\$ (6,827)	\$ 339	\$ (7,166)	Donations; \$17,075.56 more rev due
13680 - SANITATION	\$ 145,835	\$ 107,199	\$ (38,636)	\$ 187,622	\$ 138,956	\$ 48,666	\$ 10,030	\$ -	\$ 10,030	
14190 - DOG CONTROL	\$ 165,512	\$ 170,926	\$ 5,413	\$ 245,482	\$ 177,718	\$ 67,764	\$ 73,178	\$ 60,269	\$ 12,903	Donations
14700 - VETERANS SERVICE	\$ 12,153	\$ 12,153	\$ -	\$ 166,843	\$ 141,969	\$ 24,874	\$ 24,874	\$ 1,645	\$ 23,229	Donations
15110 - LIBRARY	\$ -	\$ -	\$ -	\$ 456,430	\$ 456,430	\$ -	\$ -	\$ -	\$ -	
15120 - LOCAL HISTORY ROOM	\$ 83,801	\$ 28,653	\$ (55,148)	\$ 208,510	\$ 148,993	\$ 61,517	\$ 6,389	\$ -	\$ 6,389	LHR trust reimbursement
15200 - PARKS	\$ 202,625	\$ 235,559	\$ 32,934	\$ 133,182	\$ 112,527	\$ 20,655	\$ 123,032	\$ 123,032	\$ -	to reserve acct & Donations-no levy used
15300 - SNOWMOBILE	\$ 200,000	\$ 131,140	\$ (68,861)	\$ 200,000	\$ 163,428	\$ 36,572	\$ (32,289)	\$ -	\$ (32,289)	funds due
15600 - LW-EXTENSION	\$ 18,739	\$ 18,575	\$ (165)	\$ 233,746	\$ 193,191	\$ 40,555	\$ 40,390	\$ 32,074	\$ 8,316	Agent accounts-user fees
16140 - CONSERV RESERVE ENHANCE PI	\$ -	\$ (12,036)	\$ (12,036)	\$ 35,382	\$ -	\$ 35,382	\$ 23,346	\$ 23,346	\$ 0	CREP
16702 - ECONOMIC DEVELOPEMENT	\$ -	\$ -	\$ -	\$ 31,821	\$ 21,884	\$ 9,937	\$ 9,937	\$ 14,187	\$ (4,250)	\$4,250 rev to be received, roll to Broadband
16910 - FORESTRY	\$ 151,929	\$ 150,482	\$ (1,447)	\$ 179,397	\$ 103,273	\$ 76,124	\$ 74,677	\$ 51,076	\$ 23,601	Land Acq./Reforestation
16940 - LAND CONSERVATION	\$ 432,564	\$ 292,082	\$ (140,482)	\$ 1,166,870	\$ 620,368	\$ 546,503	\$ 406,020	\$ 447,036	\$ (41,016)	Donat/Nonlapsing Conservation, CCTF, rev due
16980 - ZONING	\$ 1,893,198	\$ 784,775	\$ (1,108,425)	\$ 1,973,538	\$ 844,417	\$ 1,129,121	\$ 20,695	\$ -	\$ 20,695	PEMA Grant in budget
17100 - CAPITAL OUTLAY	\$ 14,500	\$ -	\$ (14,500)	\$ 1,589,217	\$ 433,092	\$ 1,156,125	\$ 1,141,625	\$ 895,419	\$ 246,206	Man & Vehicle Cap
Total General Fund	23,967,537	25,018,564	\$ 1,051,027	22,823,742	18,278,786	\$ 4,544,956	\$ 5,641,030	1,848,900	\$ 3,728,154	

MONROE COUNTY 2021 YEAR-END BALANCES

PRELIMINARY

FUND / DEPT	Total Annual 2021 Budget	Actual YTD 2021	Revenue (Under) / Over	Total Annual 2021 Budget	Actual YTD 2021	Expenditure Under / (over)	2021 Year-end Standing	Rollover 2021	2021 Final Standing	Information
100 - GENERAL FUND	\$ 23,967,537	\$ 25,018,584	\$ 1,051,027	\$ 22,823,742	\$ 18,278,786	\$ 4,544,956	\$ 5,641,030	\$ 1,848,900	\$ 3,728,154	
213 - CHLD SUPPORT	\$ 605,724	\$ 601,572	\$ (4,152)	\$ 605,724	\$ 585,494	\$ 20,230	\$ 18,078	\$ -	\$ 18,078	Return to Gen Fund, more Rev due
241 - HEALTH DEPARTMENT	\$ 1,716,419	\$ 1,231,961	\$ (484,457)	\$ 1,716,419	\$ 1,137,448	\$ 578,971	\$ 94,514	\$ -	\$ 94,514	Return to Gen Fund
249 - HUMAN SERVICES	\$ 14,678,827	\$ 13,978,528	\$ (702,299)	\$ 14,878,827	\$ 14,187,876	\$ 490,951	\$ (211,348)	\$ -	\$ (211,348)	Reserve Fund then back to General Fund; more rev due
633 - SOLID WASTE	\$ 2,704,000	\$ 2,982,926	\$ 278,926	\$ 2,704,000	\$ 2,042,405	\$ 861,595	\$ -	\$ -	\$ 840,521	Not final
642 - ROLLING HILLS	\$ 30,356,865	\$ 28,908,107	\$ (1,550,758)	\$ 30,356,865	\$ 18,397,885	\$ 11,958,980	\$ 10,408,222	\$ -	\$ 10,408,222	Incl bonding funds for build
714 - INFORMATION SYSTEMS	\$ 1,819,224	\$ 1,808,890	\$ (12,234)	\$ 1,819,224	\$ 1,827,897	\$ 291,327	\$ -	\$ -	\$ 279,093	To Gen Fund
715 - INFORMATION TECHNOLOGY POOL	\$ 646,568	\$ 71,796	\$ (574,772)	\$ 846,568	\$ 79,341	\$ 567,227	\$ (7,545)	\$ 567,227	\$ (574,772)	Non Lapsing account
717 - SELF FUNDED EMPL INSURANCE	\$ 7,366,779	\$ 7,508,068	\$ 141,289	\$ 7,366,779	\$ 7,338,458	\$ 28,321	\$ 189,810	\$ -	\$ 189,810	Few 2021 claims outstanding
719 - WORKERS COMPENSATION	\$ 333,820	\$ 128,572	\$ (207,248)	\$ 333,820	\$ 225,201	\$ 108,619	\$ (98,629)	\$ -	\$ (98,629)	Used prior year funds
732 - HIGHWAY	\$ 14,989,257	\$ 9,705,962	\$ (5,283,305)	\$ 14,989,257	\$ 8,868,042	\$ 6,021,215	\$ 737,911	\$ 168,000	\$ 569,911	non lapsing road sign account; truck purchase 2022
Total General Operating	\$ 99,165,019	\$ 91,737,037	\$ (7,447,982)	\$ 98,041,224	\$ 72,768,834	\$ 25,272,391	\$ 17,889,456	\$ 2,584,127	\$ 15,221,353	
310 - DEBT SERVICE	\$ 7,038,820	\$ 4,813,051	\$ (2,126,869)	\$ 7,039,820	\$ 2,372,572	\$ 4,667,348	\$ 2,540,479	\$ 1,340,228	\$ 1,200,250	
410 - CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
820 - JAIL ASSESSMENT	\$ 142,700	\$ 81,822	\$ (60,878)	\$ 142,700	\$ 122,584	\$ 20,116	\$ (40,781)	\$ -	\$ (40,781)	Prior year funds
830 - LOCAL HISTORY ROOM	\$ 83,801	\$ 425,075	\$ 341,274	\$ 83,801	\$ 28,653	\$ 55,148	\$ 396,422	\$ -	\$ 396,422	
856 - M.M. HAMEY TRUST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
880 - REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 108,451,440	\$ 97,156,986	\$ (9,294,455)	\$ 105,307,845	\$ 75,292,843	\$ 30,015,002	\$ 20,765,595	\$ 3,924,356	\$ 16,777,283	

Contingency Fund: \$459,570 was received from closing of TID #3 & #5 in City of Sperts

Contingency Fund Uses

Self Funded Health Insurance	300,000	(Also, \$200,000 from General Fund)
Deliberators for County buildings	9,000	
MyEvolv software implementation-HS	169,275	
Security Camera system upgrade-Sheriff	903	
Wage & Benefit Study	79,908	
County Board overages	7,574	
Total Contingency Fund Uses	566,660	
Remaining Balance	7,910	

**MONROE COUNTY MINIMUM FUND BALANCE POLICY
DECEMBER 2021**

PRELIMINARY

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

General and Special Fund Balance MM/ICS -	\$	20,963,521.02	
General Fund CD's	\$	-	
Total General Fund	\$	20,963,521.02	
Less Employer FICA deferred due to COVID-19	\$	471,304.60	Began with 4/9/2020 payday
Less Human Services Prepay	\$	-	Prepay due back to state 12/31/2021 - \$415,047
Total General Fund Cash Balance-Less FICA deferred & Prepay	\$	20,492,216.42	1/12 each month is approximately \$34,587.25

General and Special Revenue Fund Cash Balance 12/31/2021 **\$ 9,388,510.05**

General Fund Restricted Total	\$	673,731.56
General Fund Committed Total	\$	312,997.52
General Fund Assigned Total	\$	1,174,639.61
Budget Adjustments approved to roll funds to 2022	\$	112,738.00

General Fund Restricted, Committed and Assigned FundsTotal: **\$ 2,274,106.69**

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 7,114,382.36**

Proprietary, Debt & Internal Service Funds Cash: **\$ 11,575,010.97**

Proprietary, Debt & Internal Service Funds Committed: **\$ 3,104,476.81**

Proprietary, Debt & Internal Service Funds Cash Less Committed: **\$ 8,470,534.16**

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 **\$ (163,770.64)**

3/15/2022

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2021\2021 General Fund Reserved-Committed-20%

**HISTORIC YEAR COMPARISON
2021 - Not Final**

PRELIMINARY

Account Type	Revenue						
	2018 Actual	2019 Actual	2020 Actual	2021 Total Annual Budget	2021 Actual	2020 Actual to Annual Budget %	
100 - GENERAL FUND							
0000 - UNDEFINED	660,614	138,670	466,157	0	0	100.00%	
1000 - GENERAL GOVERNMENT	15,065,145	14,603,467	14,496,197	17,716,893	19,980,126	112.77%	
1110 - COUNTY BOARD	0		4,365	0	0	0.00%	
1121 - CIRCUIT COURT	215,033	226,661	353,154	252,075	293,578	116.46%	
1122 - CLERK OF COURT	646,986	594,959	556,087	532,550	615,169	115.51%	
1124 - FAMILY COURT COMMISSIONER	5,500	5,180	4,860	5,320	5,020	94.36%	
1127 - MEDICAL EXAMINER	32,008	35,302	39,597	41,300	42,000	101.69%	
1131 - DISTRICT ATTORNEY	78,075	88,845	59,246	68,731	57,695	83.94%	
1132 - CORPORATION COUNSEL	0	0	775	0	0	100.00%	
1141 - ADMINISTRATOR	0		19,381	0	0	100.00%	
1142 - COUNTY CLERK	23,338	25,417	203,213	72,745	56,030	77.02%	
1143 - PERSONNEL	0	0	7,514	0	0	100.00%	
1151 - FINANCE DEPARTMENT	580,049	593,106	619,254	663,238	662,953	99.96%	
1152 - TREASURER	12,974	10,684	9,350	13,000	4,947	38.06%	
1160 - MAINTENANCE	2,064	3,560	73,694	1	1,050	105000.00%	
1171 - REGISTER OF DEEDS	306,048	314,965	385,949	343,538	442,283	128.74%	
1172 - SURVEYOR	1,470	2,400	2,060	2,300	1,800	78.26%	
1175 - LAND RECORDS	149,997	260,872	257,450	195,308	176,874	90.56%	
1210 - SHERIFF DEPARTMENT	121,900	124,195	123,648	134,413	167,871	124.89%	
1270 - JAIL	166,375	235,180	306,794	156,303	253,254	162.03%	
1290 - EMERGENCY MANAGEMENT	78,085	88,639	89,528	71,206	48,138	67.60%	
1293 - DISPATCH CENTER	555	1,483	40,598	0	712	100.00%	
1295 - JUSTICE DEPARTMENT	261,615	267,191	364,852	377,761	289,560	76.65%	
1368 - SANITATION	108,301	138,245	158,703	145,835	107,199	73.51%	
1419 - DOG CONTROL	138,850	153,393	165,548	165,512	170,926	103.27%	
1470 - VETERANS SERVICE	11,842	11,850	14,901	12,153	12,153	100.00%	
1512 - LOCAL HISTORY ROOM	51,912	45,993	43,766	83,801	28,653	34.19%	
1520 - PARKS	201,167	208,957	157,799	202,625	235,559	116.25%	
1530 - SNOWMOBILE	83,609	153,721	158,207	200,000	131,140	65.57%	
1560 - UW-EXTENSION	14,859	16,821	13,073	18,739	18,575	99.12%	
1614 - CONSERV RESERVE ENHANCE PROGR	2,343	0	11,086	0	- 12,036	100.00%	
1670 - ECON DEV COMMERCE & TOURISM	2,000			0	0	100.00%	
1691 - FORESTRY	186,662	524,766	158,013	151,929	150,482	99.05%	
1694 - LAND CONSERVATION	251,797	444,201	401,752	432,564	292,082	67.52%	
1698 - ZONING	22,342	24,521	30,851	1,893,198	784,773	41.45%	
1700 - CAPITAL OUTLAY	72,500	69,475	278,124	14,500	0	0.00%	
100 - GENERAL FUND Total	19,556,012	19,412,720	20,075,547	23,967,538	25,018,565	104.39%	
213 - CHILD SUPPORT	528,632	537,673	584,853	605,724	601,572	99.31%	
241 - HEALTH DEPARTMENT	912,887	900,784	1,485,827	1,716,419	1,231,961	71.78%	
249 - HUMAN SERVICES	11,787,356	12,874,478	14,159,834	14,678,827	13,976,528	95.22%	
310 - DEBT SERVICE	3,305,998	5,795,370	1,897,379	7,039,920	4,913,051	69.79%	
410 - CAPITAL PROJECTS	0	0	0	0	0	100.00%	
633 - SOLID WASTE	2,277,461	2,181,451	2,335,851	2,704,000	2,882,926	106.62%	
642 - ROLLING HILLS	7,372,819	7,745,153	8,660,844	30,356,865	28,806,107	94.89%	
714 - INFORMATION SYSTEMS	1,536,194	1,471,372	1,385,130	1,819,224	1,281,241	70.43%	
715 - INFORMATION TECHNOLOGY POOL	121,936	127,545	125,081	646,568	71,796	11.10%	
717 - SELF FUNDED EMPLOYEE INSURANCE	0		42	7,366,779	7,508,068	101.92%	
719 - WORKERS COMPENSATION	230,407	250,981	235,953	333,820	126,572	37.92%	
732 - HIGHWAY	9,543,703	9,530,615	9,371,048	14,989,257	9,705,952	64.75%	
820 - JAIL ASSESSMENT	76,497	93,971	69,576	142,700	81,822	57.34%	
830 - LOCAL HISTORY ROOM	209,192	327,704	493,791	83,801	425,075	507.24%	
856 - M.M. HANEY TRUST	2	0	0	0	0	100.00%	
860 - REVOLVING LOAN FUND	16,970	29,828		0	0	100.00%	
Grand Total	57,476,066	61,279,647	60,880,755	106,451,441	96,631,237	90.77%	

HISTORIC YEAR COMPARISON

PRELIMINARY

Account Type	Expense					
	2021 - Not Final					
	2018 Actual	2019 Actual	2020 Actual	2021 Total Annual Budget	2021 Actual	2020 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,546,230	4,829,327	2,612,017	1,068,145	542,396	100.00%
1000 - GENERAL GOVERNMENT	0	0	0	7,910	0	0.00%
1110 - COUNTY BOARD	95,792	86,274	101,769	118,860	118,859	100.00%
1121 - CIRCUIT COURT	535,039	576,528	679,973	688,416	617,179	89.65%
1122 - CLERK OF COURT	682,279	674,550	666,808	781,181	681,868	87.29%
1124 - FAMILY COURT COMMISSIONER	40,800	40,800	40,800	40,800	40,800	100.00%
1127 - MEDICAL EXAMINER	153,455	169,575	156,124	189,701	169,587	89.40%
1131 - DISTRICT ATTORNEY	466,596	485,935	564,943	630,198	619,173	98.25%
1132 - CORPORATION COUNSEL	259,593	269,339	289,783	286,735	283,299	98.80%
1141 - ADMINISTRATOR	169,550	199,864	207,244	227,888	222,699	97.72%
1142 - COUNTY CLERK	265,783	205,033	305,343	469,528	453,602	96.61%
1143 - PERSONNEL	559,517	575,168	529,740	440,304	263,636	59.88%
1151 - FINANCE DEPARTMENT	976,795	1,012,428	1,029,681	1,064,135	1,055,083	99.15%
1152 - TREASURER	288,138	317,453	276,432	313,384	282,858	90.26%
1160 - MAINTENANCE	945,398	812,914	838,009	891,657	824,214	92.44%
1171 - REGISTER OF DEEDS	234,743	262,458	265,610	304,408	284,780	93.55%
1172 - SURVEYOR	27,442	27,087	26,745	27,556	27,288	99.03%
1175 - LAND RECORDS	175,392	366,726	290,135	195,448	184,682	94.49%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	467,406	518,204	462,471	539,456	598,801	111.00%
1210 - SHERIFF DEPARTMENT	2,887,054	2,930,821	2,948,138	3,263,906	3,010,416	92.23%
1270 - JAIL	2,861,302	2,896,943	2,726,143	3,122,387	2,765,958	88.58%
1290 - EMERGENCY MANAGEMENT	120,161	151,885	130,778	164,233	130,703	79.58%
1293 - DISPATCH CENTER	1,140,779	1,206,869	1,222,845	1,309,873	1,222,322	93.32%
1295 - JUSTICE DEPARTMENT	809,699	862,659	971,217	1,013,389	932,015	91.97%
1368 - SANITATION	149,426	175,190	170,877	187,622	138,956	74.06%
1419 - DOG CONTROL	153,193	158,185	160,240	245,482	177,718	72.40%
1470 - VETERANS SERVICE	132,467	145,626	143,174	166,843	141,969	85.09%
1511 - LIBRARY	429,176	430,958	442,676	456,430	456,430	100.00%
1512 - LOCAL HISTORY ROOM	165,861	163,149	156,218	208,510	146,993	70.50%
1520 - PARKS	104,726	105,034	93,162	133,182	112,527	84.49%
1530 - SNOWMOBILE	83,609	153,721	158,207	200,000	163,428	81.71%
1560 - UW-EXTENSION	198,050	190,058	162,697	233,746	193,191	82.65%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	35,382	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	103,042	104,511	21,993	31,821	21,884	68.77%
1691 - FORESTRY	77,666	85,515	100,483	179,397	103,273	57.57%
1694 - LAND CONSERVATION	338,832	620,478	628,696	1,166,870	620,368	53.17%
1698 - ZONING	88,970	92,041	100,671	1,973,538	844,417	42.79%
1700 - CAPITAL OUTLAY	587,601	774,176	569,772	1,589,217	433,092	27.25%
100 - GENERAL FUND Total	18,321,563	22,677,481	20,251,614	23,967,538	18,886,464	78.80%
213 - CHILD SUPPORT	528,632	537,673	584,853	605,724	585,494	96.66%
241 - HEALTH DEPARTMENT	912,887	900,784	1,485,827	1,716,419	1,137,448	66.27%
249 - HUMAN SERVICES	11,625,858	13,047,268	13,981,699	14,678,827	14,187,876	96.66%
310 - DEBT SERVICE	2,332,258	2,340,408	2,337,758	7,039,920	2,372,572	33.70%
410 - CAPITAL PROJECTS	105,753	0	0	0	0	100.00%
633 - SOLID WASTE	2,099,774	2,307,949	2,335,110	2,704,000	2,042,405	75.53%
642 - ROLLING HILLS	7,390,049	7,978,639	7,578,973	30,356,865	18,397,885	60.61%
714 - INFORMATION SYSTEMS	1,462,126	1,638,822	1,385,130	1,819,224	1,452,259	79.83%
715 - INFORMATION TECHNOLOGY POOL	143,360	166,692	60,439	646,568	79,341	12.27%
717 - SELF FUNDED EMPLOYEE INSURNCE			0	7,366,779	7,338,458	99.62%
719 - WORKERS COMPENSATION	468,323	612,476	122,071	333,820	225,201	67.46%
732 - HIGHWAY	9,353,618	7,945,138	7,377,953	14,989,257	8,968,042	59.83%
820 - JAIL ASSESSMENT	35,662	64,088	59,026	142,700	122,584	85.90%
830 - LOCAL HISTORY ROOM	48,209	44,193	35,179	83,801	28,653	34.19%
860 - REVOLVING LOAN FUND	727	903,531		0	0	100.00%
Grand Total	54,828,799	61,165,140	57,595,631	106,451,441	75,824,684	71.23%

HISTORIC YEAR COMPARISON

PRELIMINARY

Account Type

Salary & Fringe Expense

	2018 Actual	2019 Actual	2020 Actual	2021 Total Annual Budget	2021 Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	51,119	50,581	62,875	81,185	81,185	100.00%
1121 - CIRCUIT COURT	299,776	304,603	318,808	344,146	344,063	99.98%
1122 - CLERK OF COURT	498,732	471,252	482,278	522,374	486,142	93.06%
1127 - MEDICAL EXAMINER	88,104	91,938	115,648	114,266	124,847	109.26%
1131 - DISTRICT ATTORNEY	449,784	467,476	549,433	602,275	602,254	100.00%
1132 - CORPORATION COUNSEL	252,749	263,637	283,483	279,420	278,414	99.64%
1141 - ADMINISTRATOR	161,329	190,239	199,552	220,129	217,611	98.86%
1142 - COUNTY CLERK	168,722	172,642	183,735	188,902	187,734	99.38%
1143 - PERSONNEL	182,572	175,090	187,610	202,262	202,253	100.00%
1151 - FINANCE DEPARTMENT	922,251	951,982	983,012	1,016,775	1,008,818	99.22%
1152 - TREASURER	237,436	241,981	235,721	243,694	242,820	99.64%
1160 - MAINTENANCE	296,474	294,711	315,338	328,945	318,739	96.90%
1171 - REGISTER OF DEEDS	200,851	211,032	211,643	230,325	226,071	98.15%
1175 - LAND RECORDS	67,798	69,880	72,248	73,752	73,718	99.95%
1210 - SHERIFF DEPARTMENT	2,408,078	2,456,597	2,568,103	2,781,805	2,586,284	92.97%
1270 - JAIL	2,109,765	2,151,921	2,081,999	2,333,548	2,041,873	87.50%
1290 - EMERGENCY MANAGEMENT	90,945	101,385	108,547	128,262	108,222	84.38%
1293 - DISPATCH CENTER	957,686	1,013,298	1,010,054	1,043,324	989,991	94.89%
1295 - JUSTICE DEPARTMENT	507,721	542,810	672,902	700,985	691,106	98.59%
1368 - SANITATION	109,325	112,622	118,974	127,059	126,595	99.63%
1419 - DOG CONTROL	116,841	119,182	123,440	139,412	134,546	96.51%
1470 - VETERANS SERVICE	118,286	131,021	127,972	141,334	126,502	89.51%
1512 - LOCAL HISTORY ROOM	106,098	114,117	114,031	123,820	122,640	99.05%
1520 - PARKS	70,727	71,842	69,070	78,921	76,336	96.73%
1560 - UW-EXTENSION	152,146	142,549	142,559	155,202	150,419	96.92%
1691 - FORESTRY	47,777	49,604	51,798	54,464	54,463	100.00%
1694 - LAND CONSERVATION	234,365	308,583	342,869	348,155	348,153	100.00%
1698 - ZONING	84,543	87,378	90,539	99,835	98,409	98.57%
100 - GENERAL FUND Total	10,992,001	11,359,952	11,824,239	12,704,576	12,050,208	94.85%
213 - CHILD SUPPORT	411,462	451,342	452,651	492,164	483,798	98.30%
241 - HEALTH DEPARTMENT	755,595	720,336	1,096,691	1,593,008	1,026,500	64.44%
249 - HUMAN SERVICES	4,008,918	4,356,557	5,107,852	5,280,121	5,243,876	99.31%
633 - SOLID WASTE	153,848	163,973	160,040	150,563	150,287	99.82%
642 - ROLLING HILLS	5,606,384	5,810,419	5,809,954	6,452,430	5,513,244	85.44%
714 - INFORMATION SYSTEMS	316,242	366,269	364,925	364,686	277,099	75.98%
732 - HIGHWAY	3,275,593	3,542,949	3,523,447	3,681,123	3,604,726	97.92%
Grand Total	25,520,043	26,771,797	28,339,799	30,718,671	28,349,739	92.29%

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

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	\$	11,121.45	
Dog Control 14195000 485000/579200	\$	63,986.58	
Justice Dept Donations 1295000 485000/579200	\$	339.00	
Veterans Service 14700000 485000/579200	\$	1,644.50	
Park Donations 15200000 485000/579200	\$	6,158.80	
Human Services Donations 24900500 485000/579200	\$	918.00	
Crep Program 16140000	\$	23,346.71	
Broadband Restricted Funds 16702100 485000/579100	\$	14,187.10	Resolution 01-22-04
Forestry Maint. Land Acq. 16919000 580100	\$	49,254.58	
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13	
Wildlife Habitat 16913000 435800/534050	\$	350.86	
Land Cons. CCTF Donations 16942200 485000/579200	\$	10,749.50	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	910.06	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	109,951.75	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	39,834.10	
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	\$	265,887.54	(\$154,474.41 + \$111,413.13 for 2021)Res 08-21-03

Extension

Leadership Prog. Exp. 15620611 579100	\$	6,318.98	
Family Living Agent 15620613 579100	\$	3,462.64	
Agriculture Agent 15620614 579100	\$	13,751.07	
Youth Development Agent 15620615 579100	\$	8,174.88	
Pesticide Certification 15620616 579100	\$	4,356.72	

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	194,047.14	update for 2021 after audit
Contingency Fund Balance 10010000 539200	\$	117,004.00	
Retirement/Fringe Pool 11435000 515200	\$	102,503.23	
Nonlapsing Capital Pool 17100169	\$	569,963.46	
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	735,179.53	

General Fund Total	\$	<u>2,702,041.53</u>	
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Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	2,369,250.29	
Nonlapsing Technology Pool 71490000 599000	\$	621,854.56	
Town Road Sign Replacement-73360470 536005	\$	168,000.00	Resolution 08-20-12 \$168,000 (12/2023)
Proprietary, Debt & Internal Service Funds	\$	<u>3,159,104.85</u>	

3/14/2022

Diane Erickson Monroe County Finance Director

General Fund Balances

	2019		2020		
January	\$	20,868,214	\$	22,711,767	\$ 1,843,553
February	\$	24,345,318	\$	25,386,603	\$ 1,041,285
March	\$	23,447,707	\$	25,609,602	\$ 2,161,895
April	\$	22,696,536	\$	24,778,942	\$ 2,082,406
May	\$	22,383,043	\$	24,183,414	\$ 1,800,371
June	\$	23,279,922	\$	23,314,454	\$ 34,533
July	\$	32,361,641	\$	34,031,682	\$ 1,670,041
August	\$	23,022,337	\$	26,500,992	\$ 3,478,655
September	\$	19,821,399	\$	25,685,674	\$ 5,864,275
October	\$	20,613,637	\$	23,782,519	\$ 3,168,882
November	\$	20,848,570	\$	23,908,747	\$ 3,060,177
December	\$	19,915,953	\$	22,768,894	\$ 2,852,940

	2020		2021		
January	\$	22,711,767	\$	25,647,464	\$ 2,935,697
February	\$	25,386,603	\$	29,967,952	\$ 4,581,349
March	\$	25,609,602	\$	28,652,526	\$ 3,042,925
April	\$	24,778,942	\$	28,113,123	\$ 3,334,181
May	\$	24,183,414	\$	26,914,902	\$ 2,731,488
June	\$	23,314,454	\$	27,102,154	\$ 3,787,700
July	\$	34,031,682	\$	33,597,902	\$ (433,779)
August	\$	26,500,992	\$	27,826,159	\$ 1,325,167
September	\$	25,685,674	\$	26,918,527	\$ 1,232,853
October	\$	23,782,519	\$	23,420,672	\$ (361,846)
November	\$	23,908,747	\$	24,788,823	\$ 880,076
December	\$	22,768,894	\$	20,963,521	\$ (1,805,372)

	2021		2022		
January	\$	25,647,464	\$	25,791,910	\$ 144,446
February	\$	29,967,952	\$	27,019,205	\$ (2,948,747)
March	\$	28,652,526			
April	\$	28,113,123			
May	\$	26,914,902			
June	\$	27,102,154			
July	\$	33,597,902			
August	\$	27,826,159			
September	\$	26,918,527			
October	\$	23,420,672			
November	\$	24,788,823			
December	\$	20,963,521			

These numbers include the Outstanding checks, deposits, and check account balance at month-end.

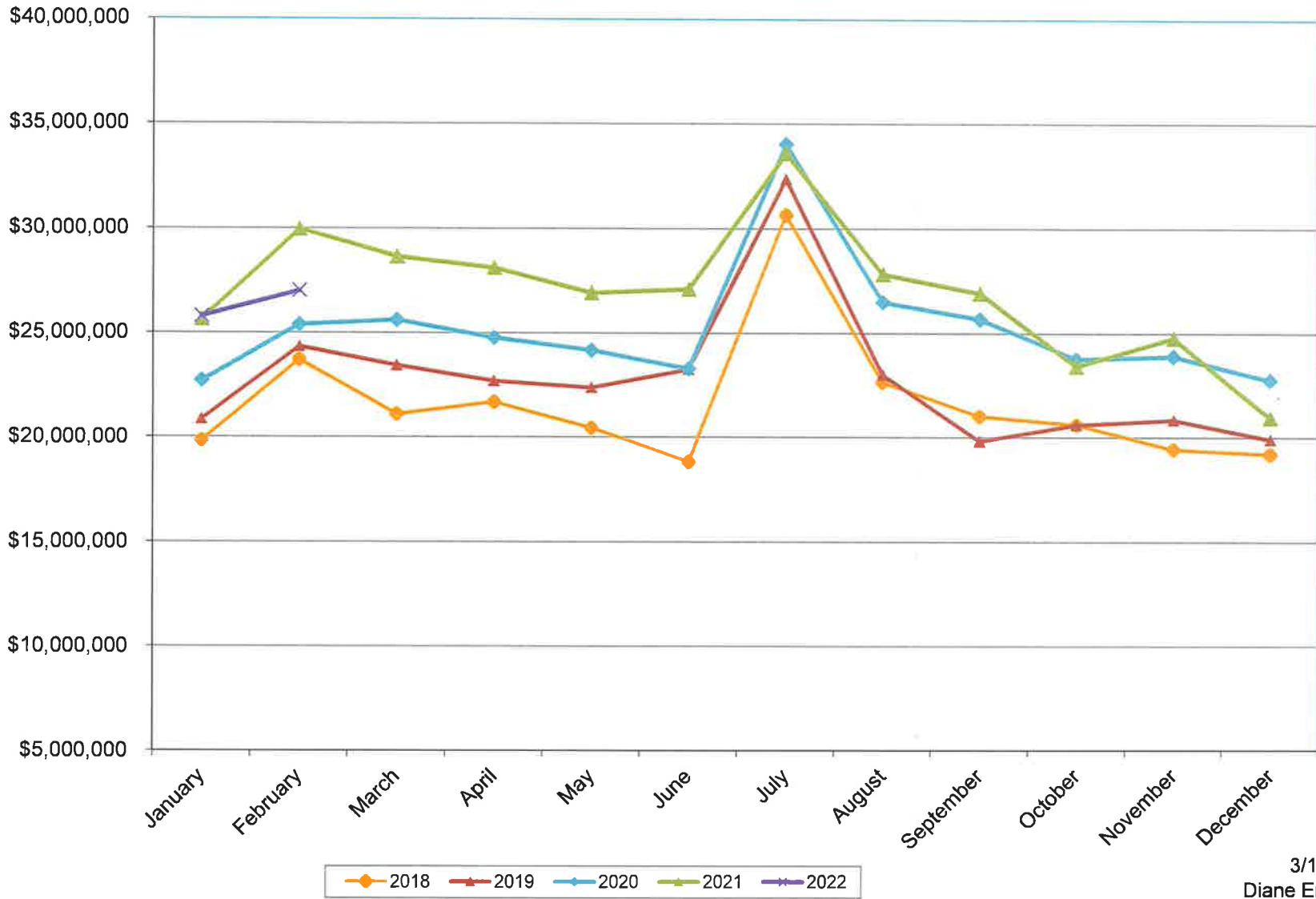
3/14/2022

Diane Erickson Monroe County Finance Director

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County Total General Fund Cash Balance

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



MONROE COUNTY MINIMUM FUND BALANCE POLICY

February 2022

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

General and Special Fund Balance MM/ICS -	\$	27,019,204.85	
General Fund CD's	\$	-	
Total General Fund	\$	27,019,204.85	
Less Employer FICA deferred due to COVID-19	\$	471,304.60	Began with 4/9/2020 paydate
Less Human Services Prepay	\$	69,174.50	Prepay due back to state 12/31/2021 - \$415,047
Total General Fund Cash Balance-Less FICA deferred & Prepay	\$	26,478,725.75	1/12 each month is approximately \$34,587.25

General and Special Revenue Fund Cash Balance 2/28/22 **\$ 14,727,732.23**

General Fund Restricted Total	\$	666,354.75
General Fund Committed Total	\$	316,989.42
General Fund Assigned Total	\$	1,718,697.36
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,702,041.53

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 12,025,669.70**

Proprietary, Debt & Internal Service Funds Cash:	\$	12,291,472.62
Proprietary, Debt & Internal Service Funds Committed:	\$	3,159,104.85
Proprietary, Debt & Internal Service Funds Cash Less Committed:	\$	9,132,367.77

Actual 2022 total General & Special revenue budgeted operating expenses	\$	38,136,921.00
Minimum Fund Balance %	(X) 20%	
Minimum Fund Balance Amount	\$	7,627,384.20

General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount **\$ 4,398,285.50**

3/16/2022

Diane Erickson Monroe County Finance Director

FINANCIAL DATA THROUGH FEBRUARY 28, 2022

Account Type	Revenue					
	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %	2022 Total Annual Budget	2022 Month Actual	2022 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	0	0	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	17,716,893	8,904,424	50.26%	21,553,443	8,443,075	39.17%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	252,075	68,512	27.18%	262,225	66,929	25.52%
1122 - CLERK OF COURT	532,550	81,370	15.28%	577,250	80,821	14.00%
1124 - FAMILY COURT COMMISSIONER	5,320	360	6.77%	5,180	560	10.81%
1127 - MEDICAL EXAMINER	41,300	6,100	14.77%	43,300	6,400	14.78%
1131 - DISTRICT ATTORNEY	68,731	109	0.16%	78,711	1,314	1.67%
1132 - CORPORATION COUNSEL	0	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	0	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	72,745	22,179	30.49%	23,310	15,225	65.32%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	663,238	88,986	13.42%	729,697	87,806	12.03%
1152 - TREASURER	13,000	1,356	10.43%	13,000	1,023	7.87%
1160 - MAINTENANCE	1	0	0.00%	1	0	0.00%
1171 - REGISTER OF DEEDS	343,538	74,838	21.78%	411,814	60,190	14.62%
1172 - SURVEYOR	2,300	150	6.52%	2,300	90	3.91%
1175 - LAND RECORDS	195,308	14,845	7.60%	216,575	11,298	5.22%
1210 - SHERIFF DEPARTMENT	134,413	33,202	24.70%	88,150	15,184	17.22%
1270 - JAIL	156,303	53,947	34.51%	127,910	3,751	2.93%
1290 - EMERGENCY MANAGEMENT	71,206	0	0.00%	82,938	1,563	1.88%
1293 - DISPATCH CENTER	0	66	100.00%	0	0	100.00%
1295 - JUSTICE DEPARTMENT	377,761	18,699	4.95%	300,731	43,122	14.34%
1368 - SANITATION	145,835	5,903	4.05%	139,500	5,715	4.10%
1419 - DOG CONTROL	165,512	23,642	14.28%	134,950	27,120	20.10%
1470 - VETERANS SERVICE	12,153	0	0.00%	12,650	0	0.00%
1512 - LOCAL HISTORY ROOM	83,801	8,360	9.98%	84,128	3,865	4.59%
1520 - PARKS	202,625	217	0.11%	213,700	310	0.15%
1530 - SNOWMOBILE	200,000	0	0.00%	238,915	46,305	19.38%
1560 - UW-EXTENSION	18,739	1,329	7.09%	3,229	5,425	167.99%
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	151,929	12,386	8.15%	425,100	79,764	18.76%
1694 - LAND CONSERVATION	432,564	30,126	6.96%	471,199	27,455	5.83%
1698 - ZONING	1,893,198	236,448	12.49%	26,629	5,444	20.44%
1700 - CAPITAL OUTLAY	14,500	0	0.00%	103,955	52,500	50.50%
100 - GENERAL FUND Total	23,967,538	9,687,555	40.42%	26,370,490	9,092,253	34.48%
213 - CHILD SUPPORT	605,724	348	0.06%	614,989	114	0.02%
241 - HEALTH DEPARTMENT	1,716,419	538,763	31.39%	1,363,034	486,585	35.70%
249 - HUMAN SERVICES	14,678,827	4,082,302	27.81%	14,824,967	4,192,433	28.28%
310 - DEBT SERVICE	7,039,920	10,220	0.15%	7,012,646	11,869	0.17%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,704,000	183,689	6.79%	2,704,625	19,395	-0.72%
642 - ROLLING HILLS	30,356,865	1,490,334	4.91%	21,662,785	389,711	1.80%
714 - INFORMATION SYSTEMS	1,819,224	1,224,109	67.29%	1,256,574	1,196,604	95.23%
715 - INFORMATION TECHNOLOGY POOL	646,568	71,796	11.10%	630,401	63,174	10.02%
717 - SELF FUNDED EMPLOYEE INSURANCE	(7,366,778.78)	1,330,043		(\$5,910,734.00)	(\$888,349.16)	15.03%
719 - WORKERS COMPENSATION	333,820	20,902	6.26%	333,820	28,219	8.45%
732 - HIGHWAY	14,989,257	5,192,472	34.64%	14,850,752	4,823,187	32.48%
820 - JAIL ASSESSMENT	142,700	6,682	4.68%	80,000	6,928	8.66%
830 - LOCAL HISTORY ROOM	83,801	43,234	51.59%	84,128	35,391	-42.07%
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	106,451,441	23,882,449	22.44%	97,699,945	21,124,640	21.62%

This is 2 out of 12 months

These Revenue numbers include the tax appropriations for 2022

58.33%

FINANCIAL DATA THROUGH FEBRUARY 28, 2022

Account Type

Expense

Account Type	2021			2022		
	Total Annual Budget	Month Actual	2021 Actual to Annual Budget %	Total Annual Budget	Month Actual	2022 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,068,145	0	0.00%	2,437,852	0	100.00%
1000 - GENERAL GOVERNMENT	7,910	0	0.00%	2,178,870	0	0.00%
1110 - COUNTY BOARD	118,860	19,027	16.01%	119,729	19,060	15.92%
1121 - CIRCUIT COURT	688,416	71,967	10.45%	664,599	61,783	9.30%
1122 - CLERK OF COURT	781,181	76,592	9.80%	799,684	82,030	10.26%
1124 - FAMILY COURT COMMISSIONER	40,800	3,400	8.33%	40,800	3,400	8.33%
1127 - MEDICAL EXAMINER	189,701	18,536	9.77%	211,699	20,483	9.68%
1131 - DISTRICT ATTORNEY	630,198	88,602	14.06%	695,881	95,090	13.66%
1132 - CORPORATION COUNSEL	286,735	41,056	14.32%	301,448	33,937	11.26%
1141 - ADMINISTRATOR	227,888	31,008	13.61%	236,854	28,622	12.08%
1142 - COUNTY CLERK	469,528	42,622	9.08%	342,730	29,788	8.69%
1143 - PERSONNEL	440,304	51,104	11.61%	371,890	46,634	12.54%
1151 - FINANCE DEPARTMENT	1,064,135	138,912	13.05%	1,155,573	144,694	12.52%
1152 - TREASURER	313,384	54,150	17.28%	320,315	35,702	11.15%
1160 - MAINTENANCE	891,657	108,481	12.17%	892,705	129,281	14.48%
1171 - REGISTER OF DEEDS	304,408	40,064	13.16%	317,385	40,228	12.67%
1172 - SURVEYOR	27,556	4,065	14.75%	27,556	9,490	34.44%
1175 - LAND RECORDS	195,448	48,727	24.93%	216,575	43,816	20.23%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	539,456	303,137	56.19%	539,805	273,901	50.74%
1210 - SHERIFF DEPARTMENT	3,263,906	423,402	12.97%	3,421,525	454,487	13.28%
1270 - JAIL	3,122,387	414,339	13.27%	3,125,787	394,819	12.63%
1290 - EMERGENCY MANAGEMENT	164,233	14,708	8.96%	172,322	31,600	18.34%
1293 - DISPATCH CENTER	1,309,873	233,337	17.81%	1,251,181	213,079	17.03%
1295 - JUSTICE DEPARTMENT	1,013,389	113,526	11.20%	1,039,910	117,119	11.26%
1368 - SANITATION	187,622	18,025	9.61%	195,552	20,356	10.41%
1419 - DOG CONTROL	245,482	20,846	8.49%	235,580	21,432	9.10%
1470 - VETERANS SERVICE	166,843	25,359	15.20%	181,024	20,429	11.29%
1511 - LIBRARY	456,430	443,715	97.21%	388,328	388,328	100.00%
1512 - LOCAL HISTORY ROOM	208,510	20,375	9.77%	214,175	21,575	10.07%
1520 - PARKS	133,182	7,690	5.77%	140,266	8,371	5.97%
1530 - SNOWMOBILE	200,000	40,000	20.00%	238,915	0	0.00%
1560 - UW-EXTENSION	233,746	9,667	4.14%	224,021	11,928	5.32%
1614 - CONSERV RESERVE ENHANCE PROGR	35,382	0	0.00%	35,382	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	31,821	9,705	30.50%	27,336	6,678	24.43%
1691 - FORESTRY	179,397	10,153	5.66%	183,747	11,371	6.19%
1694 - LAND CONSERVATION	1,166,870	64,584	5.53%	1,115,393	64,225	5.76%
1698 - ZONING	1,973,538	284,078	14.39%	1,16,882	16,695	14.28%
1700 - CAPITAL OUTLAY	1,589,217	145,329	9.14%	2,191,215	70,034	3.20%
100 - GENERAL FUND Total	23,967,538	3,440,289	14.35%	26,370,490	2,970,464	11.26%
213 - CHILD SUPPORT	605,724	92,580	15.28%	614,989	98,170	15.96%
241 - HEALTH DEPARTMENT	1,716,419	168,555	9.82%	1,363,034	159,196	11.68%
249 - HUMAN SERVICES	14,678,827	1,528,397	10.41%	14,824,967	1,515,134	10.22%
310 - DEBT SERVICE	7,039,920	2,143,666	30.45%	7,012,646	6,861,616	97.85%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,704,000	22,160	0.82%	2,704,625	37,569	1.39%
642 - ROLLING HILLS	30,356,865	1,211,607	3.99%	21,662,785	3,916,333	18.08%
714 - INFORMATION SYSTEMS	1,819,224	255,764	14.06%	1,256,574	200,128	15.93%
715 - INFORMATION TECHNOLOGY POOL	646,568	22,357	3.46%	630,401	4,646	0.74%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,366,779	375,329		5,910,734	394,347	6.67%
719 - WORKERS COMPENSATION	333,820	44,346	13.28%	333,820	112,486	33.70%
732 - HIGHWAY	14,989,257	873,669	5.83%	14,850,752	1,023,395	6.89%
820 - JAIL ASSESSMENT	142,700	2,741	1.92%	80,000	1,049	1.31%
830 - LOCAL HISTORY ROOM	83,801	8,360	9.98%	84,128	3,865	4.59%
860 - REVOLVING LOAN FUND	0	0	100.00%	0	0	100.00%
Grand Total	106,451,441	10,189,821	9.57%	97,699,945	17,298,397	17.71%

FINANCIAL DATA THROUGH FEBRUARY 28, 2022

Account Type	Salary & Fringe Expense					
	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %	2022 Total Annual Budget	2022 Month Actual	2022 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	81,185	5,798	7.14%	80,782	6,075	7.52%
1121 - CIRCUIT COURT	344,146	47,108	13.69%	351,392	48,868	13.91%
1122 - CLERK OF COURT	522,374	71,812	13.75%	543,565	75,166	13.83%
1127 - MEDICAL EXAMINER	114,266	16,680	14.60%	125,289	18,432	14.71%
1131 - DISTRICT ATTORNEY	602,275	83,341	13.84%	668,730	90,370	13.51%
1132 - CORPORATION COUNSEL	279,420	40,589	14.53%	293,782	33,379	11.36%
1141 - ADMINISTRATOR	220,129	30,440	13.83%	227,984	27,778	12.18%
1142 - COUNTY CLERK	188,902	26,976	14.28%	199,751	27,879	13.96%
1143 - PERSONNEL	202,262	27,739	13.71%	211,764	29,035	13.71%
1151 - FINANCE DEPARTMENT	1,016,775	138,608	13.63%	1,103,540	143,236	12.98%
1152 - TREASURER	243,694	37,317	15.31%	254,504	33,566	13.19%
1160 - MAINTENANCE	328,945	48,887	14.86%	337,894	49,201	14.56%
1171 - REGISTER OF DEEDS	230,325	33,117	14.38%	242,457	34,156	14.09%
1175 - LAND RECORDS	73,752	10,044	13.62%	75,446	9,983	13.23%
1210 - SHERIFF DEPARTMENT	2,781,805	384,249	13.81%	2,947,779	406,915	13.80%
1270 - JAIL	2,333,548	304,335	13.04%	2,273,789	282,029	12.40%
1290 - EMERGENCY MANAGEMENT	128,262	14,213	11.08%	137,989	29,276	21.22%
1293 - DISPATCH CENTER	1,043,324	144,037	13.81%	1,032,213	117,752	11.41%
1295 - JUSTICE DEPARTMENT	700,985	98,462	14.05%	725,561	94,974	13.09%
1368 - SANITATION	127,059	16,569	13.04%	135,064	18,406	13.63%
1419 - DOG CONTROL	139,412	18,492	13.26%	145,999	17,786	12.18%
1470 - VETERANS SERVICE	141,334	22,912	16.21%	161,672	13,765	8.51%
1512 - LOCAL HISTORY ROOM	123,820	17,574	14.19%	129,485	17,598	13.59%
1520 - PARKS	78,921	7,355	9.32%	85,654	7,757	9.06%
1560 - UW-EXTENSION	155,202	6,676	4.30%	158,028	6,952	4.40%
1691 - FORESTRY	54,464	8,474	15.56%	57,903	8,497	14.68%
1694 - LAND CONSERVATION	348,155	51,391	14.76%	376,179	52,929	14.07%
1698 - ZONING	99,835	12,825	12.85%	108,319	14,936	13.79%
100 - GENERAL FUND Total	12,704,576	1,726,019	13.59%	13,192,514	1,716,696	13.01%
213 - CHILD SUPPORT	492,164	69,243	14.07%	508,303	74,191	14.60%
241 - HEALTH DEPARTMENT	1,593,008	160,815	10.10%	1,245,517	154,611	12.41%
249 - HUMAN SERVICES	5,280,121	761,616	14.42%	5,820,161	729,559	12.54%
633 - SOLID WASTE	150,563	20,919	13.89%	159,964	20,839	13.03%
642 - ROLLING HILLS	6,452,430	813,475	12.61%	6,190,895	733,936	11.86%
714 - INFORMATION SYSTEMS	364,686	45,088	12.36%	372,342	49,034	13.17%
732 - HIGHWAY	3,681,123	529,237	14.38%	3,797,988	488,377	12.86%
Grand Total	30,718,671	4,126,413	13.43%	31,287,684	3,967,242	12.68%

This is 2 out of 12 months Insurance and 4/26 Payrolls

RESOLUTIONS AND ORDINANCES – MARCH 23, 2022

1. MONROE COUNTY RESOLUTION ON CLEAN WATER

Offered by the Natural Resources & Extension Committee

2. RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 47

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

**3. RESOLUTION UNDER §59.69 WIS. STATS. TO AMEND AN ORDINANCE
PERTAINING TO ZONING IN THE TOWN OF SPARTA**

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

**4. RESOLUTION AUTHORIZING ESTABLISHMENT OF ONE ADDITIONAL
ECONOMIC SUPPORT SPECIALIST POSITION IN THE HUMAN
SERVICES DEPARTMENT**

Offered by the Administration & Personnel Committee

**5. RESOLUTION AUTHORIZING CLERK OF COURTS AND SHERIFF'S
SALARY RATES FOR THE NEXT TERM OF OFFICE IN 2023-2026**

Offered by the Administration & Personnel Committee

**6. RESOLUTION AUTHORIZING REVISED COMPENSATION PLAN
STRUCTURE RECOMMENDED BY MCGRATH HUMAN RESOURCES
GROUP**

Offered by the Administration & Personnel Committee

**7. RESOLUTION AUTHORIZING REVISED COMPENSATION PLAN WAGE
ADJUSTMENTS RECOMMENDED BY MCGRATH HUMAN RESOURCES
GROUP**

Offered by the Administration & Personnel Committee

**8. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR MARCH 31, 2022 TO JUNE 30, 2022
COVID-19 POLICY**

Offered by the Administration & Personnel Committee

RESOLUTION NO.

03-22-01

MONROE COUNTY RESOLUTION ON CLEAN WATER

WHEREAS, the Natural Resources & Extension Committee met on February 9, 2022 and March 9, 2022 to review the Clean Water Resolution and make possible changes; and

WHEREAS, Corporation Counsel provided a draft to the Natural Resources and Extension Committee; and

WHEREAS, there are numerous issues regarding surface & ground water that the citizens of Monroe County are concerned with, including, but not limited to: contamination from nitrates, bacteria, PFAS, lead in drinking water, toxic algae blooms, flooding, an excess sediment & nutrients; and

WHEREAS, the Land Conservation Department is directly involved in local and regional discussions focusing on surface and groundwater issues and is statutorily charged with addressing issues related to these topics.

NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Board of Supervisors establish a right to clean water to protect human health, the environment, and the diverse cultural and natural heritage of Wisconsin for the citizens of Monroe County; and

BE IT FURTHER RESOLVED, in recognition of this right to clean water, that actions, policies, plans and procedures of the County of Monroe will reflect the intent to conserve, protect and restore clean water.

BE IT FURTHER RESOLVED, Monroe County expects that the Governor of the State of Wisconsin and the members of the Wisconsin Legislature, especially those representing Monroe County, financially support, to the fullest, programs and staff funding to allow Monroe County to protect surface and ground water for current and future citizens.

BE IT FURTHER RESOLVED, that the Monroe County Clerk is directed to send a copy of this resolution and the voting results, if approved, to the Governor of the State of Wisconsin, the Wisconsin Counties Association, all Wisconsin County Boards, and to members of the State Legislature representing Monroe County and Monroe County Municipalities and Townships.

Fiscal Note: No direct fiscal impact.

Statement of Purpose: Review Clean Water Resolution.

Dated the 23rd day of March, 2022.

Offered by the Natural Resources & Extension Committee.

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>.....</p> <p>Approved as to form: 3/16/22  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>March 9th</u>, 20<u>22</u></p> <p>VOTE: <u>5</u> Yes <u>0</u> No <u>1</u> Absent</p> <p>Committee Chair: <u>Neddy Van Wyck</u>    <u>Paul A. Rose</u> <u>Paul A. Rose</u></p>
--	---

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. 03-22-02

1 RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 47

2
3 WHEREAS, the Monroe County Sanitation, Planning & Zoning and Dog Control Committee has
4 met and considered changes and revision to Chapter 47 entitled Zoning of the Monroe County
5 General Code; and

6
7 WHEREAS, a public hearing was held on these changes on March 21, 2022, at which time all of
8 the below outlined Ordinance changes were publicly discussed; and

9
10 WHEREAS, action was taken on these proposed zoning amendments and the Monroe County
11 Sanitation, Planning & Zoning and Dog Control Committee does to recommend to the Monroe
12 County Board of Supervisors that the proposed amendments to Chapter 47 of the Monroe County
13 General Code entitled Zoning be adopted.

14
15 NOW, THEREFORE, BE IT RESOVED by the Monroe County Board of Supervisors that the
16 General Code for Monroe County, specifically, Chapter 47, shall be amended as follows:

17
18 **In Sec. 47-7., add the following definitions:**

19
20 **Agribusiness** in this Chapter means a retail or manufacturing business which supports the
21 production operations of a farm, the manufacture and distribution of farm equipment and
22 supplies, and the processing, storage, and distribution of farm commodities.

23
24 **Backyard chickens** means a place where chickens are kept for the use and enjoyment of those
25 living on the premises, but not for commercial purposes. The sale of a chicken as part of a 4-H or
26 similar educational project shall not be considered a commercial purpose.

27
28 **Livestock** means bovine animals, equine animals, goats, poultry, sheep, swine, farm-raised deer,
29 farm-raised game birds, camelids, ratites, and farm-raised fish. Does not include "backyard
30 chickens".

31
32 **Solar collector, private** means a device, structure or a part of a device or structure a primary
33 purpose of which is to transform solar energy into thermal, mechanical, chemical or electrical
34 energy for use primarily by the solar collector owner.

35
36 **Under Division 2 – R-1 Urban Residential**

37 **Replace Sec. 47-91. - Purpose., with:**

38 The purpose of this division is to identify those areas where predominantly residential
39 development has occurred or will be likely to occur, in accordance with the general plan; to
40 protect residential neighborhoods by prohibiting uses which will not mix well with the homes;
41 and to identify only those areas with central, public sewers. The harboring or raising of
42 livestock is prohibited.

43
44

45 **Under Division 3 – R-2 Suburban Residential**

46 **Replace Sec. 47-127. - Purpose., with:**

47 The purpose of this division is to identify nonfarm residential areas not served by public sewer
48 and to protect residential neighborhoods by prohibiting uses which will not mix well with the
49 homes. *The harboring or raising of livestock is prohibited.* This division shall be applied only
50 to two or more lots when considering rezoning.

51 **Under Division 4 – R-3 Rural Residential**

52 **Replace Sec. 47-154. - Purpose., with:**

53
54 The purpose of this division is to identify nonfarm residential areas not served by a public
55 sewer which are located in predominantly rural areas and to permit mixing of houses and
56 mobile homes. *The harboring or raising of livestock is prohibited.*

57 **In Sec. 47-196. - Conditional uses., add:**

58 (24) Agribusiness

59 **In Sec. 47-292. - Conditional uses., add:**

60 (25) Agribusiness

61 **In Sec. 47-430. - Conditional uses., add:**

62 (22) Agribusiness

63 **In Sec. 47-584 –Procedure add:**

64 (i) Pending violations or arrears. A conditional use permit may not be issued for any property
65 upon which there are:

66 (1) Pending violations of chapters 35, 41, 47, 50 or 53 of the Monroe County Code; or

67 (2) Delinquent real estate taxes for the property as determined by the Monroe County
68 Treasurer.

69 **Under Article V Division 1 add:**

70 **Sec. 47-607. - Backyard chickens.** Backyard chickens is a place where chickens are kept for
71 the use and enjoyment of those living on the premises, but not for commercial purposes. The sale
72 of a chicken as part of a 4-H or similar educational project shall not be considered a commercial
73 purpose.

74 (1) No more than 6 chickens may be kept.

75 (2) The keeping of roosters is prohibited.

76 (3) Slaughter of chickens prohibited. The slaughter of chickens on the premises is prohibited.

77 (4) Enclosure requirements. Chickens shall be provided with a covered enclosure and must be
78 kept in the covered enclosure or a fenced enclosure at all times.

79 (5) Setback requirements. The enclosure housing chickens shall be located at least 25 feet from
80 any residential structure on an adjacent lot and shall conform to the yard setbacks of the zoning
81 district in which it is located when applicable.

82 (6) Registration required. The owner, operator, or tenant shall register the premise where
83 chickens are kept with the Wisconsin Department of Agriculture, Trade and Consumer
84 Protection as required by state law and maintain such registration for so long as may be required.

85
86
87
88
89
90

91 (7) Backyard chickens are allowed in the following districts: GA, EA, AO, C, GF, EF, R-2 & R-
92 3

93
94 **Sec. 47-608. Private Solar Collector.**

95 A private solar collector shall conform to the following standards:

- 96 (1) Installation of a roof mounted solar collector does not require a permit if the collector panels
- 97 do not extend beyond the edge of the roof and the structure to which it is mounted was
- 98 issued a zoning permit or is a legal non-conforming structure.
- 99 (2) Installation of standalone solar collector shall require a zoning permit and be setback at least
- 100 10 feet from all property lines.


101
102 **Delete Sec. 47-854 (b):**

103
104 Offered this 23rd day of March, 2022 by the Sanitation, Planning & Zoning and Dog Control
Committee.

Fiscal note: Estimated increase in revenue from zoning permits of \$7,800.

Statement of purpose: To amend the General Zoning Code Chapter 47 to clarify which districts
allow livestock, to allow a reduced setback for private solar arrays, to allow retail and
manufacturing type businesses that support agriculture to operate in the same zoning districts
where agriculture is a principle use, to retain all zoning fees collected by the county, to prohibit
issuance of new conditional use permits for parcels in violation of County Ordinances or that are
tax delinquent.

Drafted by: Zoning Department

Finance Vote (If required): <u>5</u> Yes <u>0</u> No <u>0</u> Absent <hr style="border-top: 1px dashed black;"/> Approved as to form: <u>3/16/2022</u>  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. <hr/> SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

RESOLUTION NO. 03-22-03

Resolution Under § 59.69 Wis. Stats. to Amend an Ordinance
Pertaining to Zoning in the Town of Sparta

WHEREAS, The Sanitation/Planning and Zoning/Dog Control Committee held a public hearing on March 21, 2022 on a petition from Linda Reed (aka Evenson) and Ted Evenson to rezone the real property described below from GA- General Agriculture to R3- Rural Residential; and

WHEREAS, The Town of Sparta submitted a favorable recommendation on the petition; and

WHEREAS, The primary reason for the rezoning is to comply with the Town of Sparta requirements pertaining to new parcels under three acres in size; and

WHEREAS, This resolution serves as written recommendation from the Sanitation/Planning and Zoning/Dog Control Committee for approval of adoption of the petition request changing county zoning as described in this resolution.

NOW, THEREFORE, BE IT RESOLVED the zoning of the real property described below shall now be designated as R3-Rural Residential and the official zoning map of the General Code of the County of Monroe, Wisconsin is hereby amended accordingly.

Lots 1 & 2 of 30CSM084 recorded as document #706295.

Dated this 23rd day of March, 2022

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

Purpose: To rezone to comply with the Town of Sparta requirements pertaining to new parcels under three acres in size.

Fiscal Note: None

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

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

Approved as to form on 3/16/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

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 AUTHORIZING ESTABLISHMENT OF ONE ADDITIONAL ECONOMIC SUPPORT SPECIALIST POSITION IN THE HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Human Services Board and Administrative & Personnel Committee request the establishment of one additional Economic Support Specialist position in the Human Services Department effective May 1, 2022; and

WHEREAS, the Western Region Economic Assistance Consortia (WREA) has allocated a new Economic Support Specialist position to Monroe County. The Economic Support Specialists work in an eight county consortia to assist consumers from diverse backgrounds having social/economic problems and determine eligibility for public assistance; and

WHEREAS, the additional position will allow the Consortia to better meet state requirements for accuracy and timeliness. Keeping this position in Monroe County will allow for 50% recovery of AMSO costs, \$15,080 annually and will not increase current fixed county tax levy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one new Economic Support Specialist position in the Economic Support Unit of the Human Services Department, effective May 1, 2022.

Dated this 23th day of March, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve one additional Economic Support Specialist position in the Human Services Department effective May 1, 2022.

Fiscal Note: Cost for the one position for one year in 2022 is \$43,032, annual cost thereafter is \$63,118. WREA Consortia Funding is county levy based from eight counties, in addition to state and federal funding. The additional one position will not increase Monroe County levy. If Federal or State Funding ceases for this position, this position will be reviewed.

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

Committee of Jurisdiction Forwarded on: March 8TH, 2022
4 Yes 0 No 1 Absent
Committee Chair: *Walter McHenry*
Mark Hill

Drafted & Approved as to form on 3/16/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

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: 3/23/2022	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 Western Region Economic Assistance Consortia (WREA) has allocated a new Economic Support Specialist position to Monroe County. The Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance. This additional position will allow the Consortia to better meet state requirements for accuracy and timeliness. This will bring Monroe County to within .07 staffing to Consortia caseload proportion. Keeping this positions in Monroe County will allow for 50% recovery of AMSO costs, \$15,080 annually and will not increase current fixed county tax levy. We propose that this position will begin on 5/1/2022.

Suggested Title: Economic Support Specialist		
Personnel Director's Recommended Classification:	Grade: 15	FLSA Class: Hourly
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 5/1/2022

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.
17.00	23,664	1,539	12469	344	280	12,469	457	11

1. Where will the funds for this position come from?
 WREA Consortia Funding, which is county levy base from 8 counties and State and federal funding
 The additional position will not increase Monroe County fixed levy.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer/monitors/cell phone
 - a. Is office space presently available? X Where? Human Services/Telework
 - b. Estimated cost of needed equipment? \$2,800
 - c. Is the cost of needed equipment in the department budget? 2022 Revenues and Expenses will be adjusted after approval
3. What is the grand total cost of all items this fiscal year? 2022 year: \$40,232 + \$2,800 = \$43,032
4. What is the annual cost of salary and fringes, thereafter? \$63,118

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? Economic Support Services Supervisor

County Administrator – Action:

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

Committee of Jurisdiction: _____ – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
-------	--------------------	--------------------------	------------------	--------------------------	---------------

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 Economic Support Specialist	Department:	Human Services
Location:	112 South Court Street, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	WREA Economic Support Supervisor	Salary Grade:	Grade 15
Supervision Exercised:	None.	Position Type:	Full-time

Basic Functions and Responsibilities

Under general supervision of the WREA Economic Support Supervisor and the Director of Human Services, the Human Services Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance.

Job Description

ROLE AND RESPONSIBILITIES

- Refers potential fraud cases to the WREA Benefit Recovery Team, as determined appropriate using verbally reported information and policy analysis
- Receives change reports over the phone, online or by mail and predetermines eligibility based on policy and change reported.
- Determines what verification items are needed for each program requested, interpret documents received, and enter correctly into state database system (CWW)
- Determines Wisconsin Child Care Subsidy eligibility for the eight county consortia including foster parents.
- Calculates number of authorized hours for Wisconsin Child Care Subsidy recipients through the eight county consortia and accurately enters the authorized hours into the State Child Care database system (CSAW)
- Calculates average monthly Child Support income using the KIDS System
- Uses federal tax forms (1040 form, Schedule C, Schedule F, Schedule E, 4797 form, etc.) to determine eligibility for IM and Child Care Programs for self-employed applicants (sole proprietor, partnerships, corporations, farming business, etc.).
- Act on all cases by the verification due date to maintain a 95% timeliness score for Health Care and Food Share applications.
- Interpret multiple State and Federal data exchange systems to determine income received and Medicare eligibility of the applicant.
- Researches, interprets and explains federal, state and local policies governing eligibility, legal rights and responsibilities of applicants & participants
- Refers applicants and recipients to other community resources (food pantries, WHEAP, Dept. of Vocational Rehabilitation, ADRC, etc.) as appropriate
- Performs or reviews the eligibility determination for public assistance services including, but not limited to, Foodshare, Badger Care Plus, Medical Assistance, Caretaker Supplement, and Wisconsin Child Care Subsidy
- Handles incoming phone calls. Gathers data from caller and enters data quickly and accurately by typing and tabbing on computerized programs via the internet, using several programs simultaneously. Works on a computer most of the day, using internet-based processes by logging into internet sites, reading screens and tabbing to enter information
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Two year associate degree in bookkeeping, accounting, financial management or related area.
- Minimum of two years related experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Computer proficiency
- Valid driver's license, reliable transportation and sufficient driver liability insurance.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, using near vision, judgment. Walks, stands, stoops, climbs, reaches, lifts, carries 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:** _____

RESOLUTION AUTHORIZING CLERK OF COURTS AND SHERIFF'S SALARY RATES FOR THE NEXT TERM OF OFFICE IN 2023-2026

WHEREAS, Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office (first day of taking out papers in April 15 and positions for the next term include Clerk of Court and Sheriff); and

WHEREAS, the Administration & Personnel Committee met on February 16, 2022 and March 8, 2022, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered projected increases for Monroe County Employees and recommends the following salary rates for the Monroe County elected official positions set out below:

POSITION	2023	2024	2025	2026
Clerk of Courts	\$80,000	\$82,400	\$84,872	\$87,418
Sheriff	\$100,000	\$103,000	\$106,090	\$109,272

WHEREAS, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors to set the salary for the Clerk of Courts, and Sheriff at the rates shown above for the term of 2023-2026.

Dated this 23rd day of March 2022.

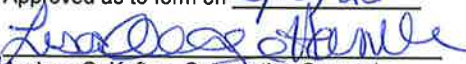

Offered by the Administration & Personnel Committee



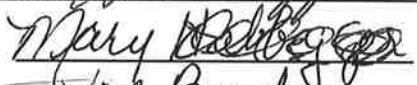


Purpose: Set salary rates for 2023-2026 term for Clerk of Courts, and Sheriff.

Fiscal note: No fiscal impact for 2022, to be budgeted for 2023-2026.

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

Committee of Jurisdiction Forwarded on: March 8TH, 2022
3 Yes 1 No 1 Absent

Approved as to form on 3/16/22

 Andrew C. Kaftan, Corporation Counsel

 Lisa Aldinger Hamblin

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.



Compensation and Benefits Study
Executive Report

for

Monroe County, Wisconsin



March 2022



McGrath Consulting Group, Inc.
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Executive Summary

The intent of an Executive Summary is to provide an overview of the most important issues and opportunities identified by the Consulting team during the Study. Recipients of this Report are highly encouraged to read the document in its entirety to gain an understanding of the recommendations presented within the Report. This introduction alone does not provide enough context or information upon which to base decisions or to judge the recommendations provided.

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by Monroe County, Wisconsin to conduct a comprehensive Compensation and Classification Study. The Consultants utilized the following steps to make these compensation recommendations:

- Discussions with County Administration, Personnel, and Department Directors and Managers.
- External market data was solicited from 16 comparable organizations, selected jointly between the Consulting team and the County.
- Internal position analysis based upon extensive information provided by incumbent employees describing job responsibilities, skills, and various competencies of the position, in addition to a review of job descriptions, and 1-2 meetings with each Department Head.
- Feedback on recommendations by Department Heads and an appeal process provided to individual employees.
- Analysis of the current salary schedule, compression, and current compensation policies.
- Discussion with Administration and Oversight Committees of current and future needs and the ability to assist with the recruitment and retention of the County's human capital to manage the current level of programs and services.

The following recommendations have been developed as a result of the Study.

Compensation Recommendations

In order for Monroe County to gain a competitive edge with recruitment and retention, it is recommended the County establish its compensation philosophy that aligns with the average market. This compensation strategy will help facilitate candidates who have multiple employment options, increase selection rates of qualified applicants, maintain productivity, and decrease unwanted employee turnover. Because of the current labor market, it is

extremely important that the County have a competitive salary schedule in order to be competitive.

The County desires to continue its range model compensation system for flexibility in recruitment and continuation of its performance/merit program. The market rate is set at 12% above the minimum rate of each pay range so an employee can attain the average market within a reasonable period of 3-5 years. Each pay range is currently held to 30% to maintain financial sustainability over time. The County will also be able to slow down salary adjustments once the market point is reached, to be cognizant of fiscal constraints. This range model, coupled with the County's performance management/merit program, should continue to be a performance motivator and a tool for professional growth and development, so the County can develop succession opportunities internally as well.

Overall, the updated compensation system will guide the County in providing average market compensation and maintains internal alignment of positions.

Other Opportunities

The County is analyzing and reviewing all facets of compensation and benefits to ensure success for the County now and into the future. As a result, other opportunities for the County related to wages and benefits have been provided in the following areas:

- ❖ Review of Classification Structure (Job Titles)
- ❖ Recommended review of On-Call/Call-in Pay and Specialty Pay
- ❖ FLSA
- ❖ Paid Time-Off Benefits

These recommendations provide a roadmap for the County Administration to utilize best practices going forward ensuring compliance and positioning itself to attract and retain a highly qualified workforce.

The Consultants would like to extend appreciation to the County Administrator, Personnel Department, Department Heads, and employees for their time, cooperation, and sharing of information and perceptions with McGrath Human Resources Group.

Methodology

Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved the gathering of data that pertains to current compensation practices within Monroe County. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with the County Administrator, Personnel Director, Department Heads, and other management personnel within each Department. The purpose of these meetings was to first, gain an understanding of the County's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the County that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities.

At the first site visit, employees were provided an introduction session to the project and the Position Questionnaire process. Employees from each Job Classification were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the positions. The Consultants utilized the Position Questionnaires completed by the employees, which had been reviewed by supervisory employees, to gain a better understanding of the job responsibilities, skills, and various competencies of the position.

During the second site visit, the Consultants met with the Administrative Committee and Finance Committee to provide a summary of the County against the comparable market. The type of compensation models and compensation philosophy for the County were also discussed. A summary of this site visit was discussed at an employee update session. Also, during this site visit, a second meeting was held with a number of Department Heads who were considering changes to titles and/or classifications within their department. Productive discussions to clarify levels were held, and those ideas have been incorporated into the recommended compensation schedule.

Finally, upon completion of the draft compensation schedule, the Consultants met with Administration, in addition to each Department Head separately to review the recommended Salary Schedule and gain the County's perspective. Any recommendations and feedback provided was reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact to internal equity within the entire Compensation System.

A final Salary Schedule draft was introduced to the Administration Committee and employees. Employees had an opportunity to appeal their job title and pay grade placement

before the Salary Schedule was put into form. All appeals were reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact to internal equity within the entire Compensation System.

Labor Market

In order to gain information from the external market, through interviews with the Department Directors and County Administration, a list of comparable organizations was established. Each of the comparable organizations were contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

Table 1: Comparable Organizations

COMPARABLE ORGANIZATIONS
Adams
Buffalo (Economic Support)
City of Sparta
City of Tomah
Clark
Crawford
Jackson
Juneau
La Crosse
Pepin (Economic Support)
Richland (Did not Participate)
Sauk
Taylor (Economic Support)
Trempealeau
Vernon
Wood

Local private comparable data was also collected, when provided. The collection of this compensation data was utilized to analyze the average Market Minimum, Midpoint and Maximum Rates per defined benchmark positions. A comparison of the average salary of the positions to the salary of incumbents within the County was also performed. When necessary, evaluation of the comparable organization’s job description, when available online, was utilized to resolve conflicts.

Market Data Solicited

The market survey gathered the following 2022 information: Minimum, Midpoint, and Maximum salary for the positions as well as the average salary of the incumbents. Upon

examination, salaries were eliminated if statistically too high or too low as to not skew the average (typically within one-two standard deviations). Then, a new percentile amount was calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure that each position was examined based on the data available and how the responsibilities of each position align within the County.

Market Analysis

It is standard compensation practice to establish a range around the Minimum or Market Rate to determine if employee compensation is in line with the comparable market. Employees can mistakenly assume that if the average Market Rate is \$25,000, then their salary should align to the Market Rate, not realizing many factors attribute to being above or below a Market Rate. Compensation practices look at a range around the average Market Rate where an employee should be by the time the employee is fully functioning within his/her position. Traditionally, organizations establish a 5%-10% range around the Market Rate.

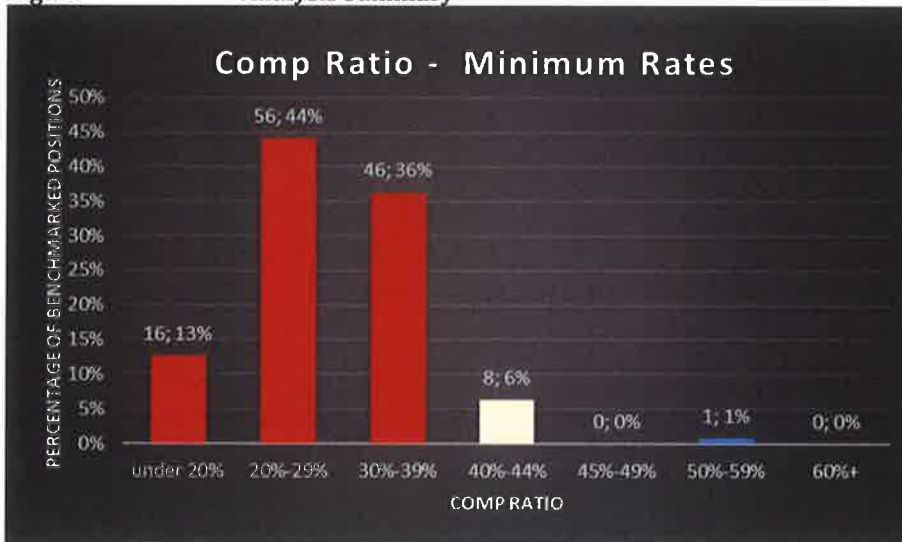
In order to analyze the salaries, a Comp Ratio is used. This is a ratio of the County's salary in relation to the external market data. A 50% Comp Ratio would mean that it is in line with the external Market. Again, the +/-10% range is utilized. Thus, if an employee has a Comp Ratio of 40%-60%, the employee is considered fairly compensated, although positions with lower 40% Comp Ratios may be facing challenges with recruitment/retention due to the current labor market.

Minimum Salary Comparison

The analysis of the Minimum Salary Range gives the initial indication if starting salaries are within an acceptable Market Range. When building a salary schedule, consideration of this information will ensure the County's Minimums are within an acceptable range to the average Market Minimum; however, this analysis is only the beginning in the development of a Compensation Schedule.

Approximately 93% of the benchmarked job titles are below the average Market Minimums. There are an additional 6% of the positions that are in the lower 40% Comp Ratio that are still within the acceptable range; however, the positions are at risk of falling below the market in the near future. Overall, 7% of the positions are within the acceptable average Market Minimum. It would appear the County's minimum hiring salaries are insufficient against the average market. The Figure and Table below provides a summary of findings.

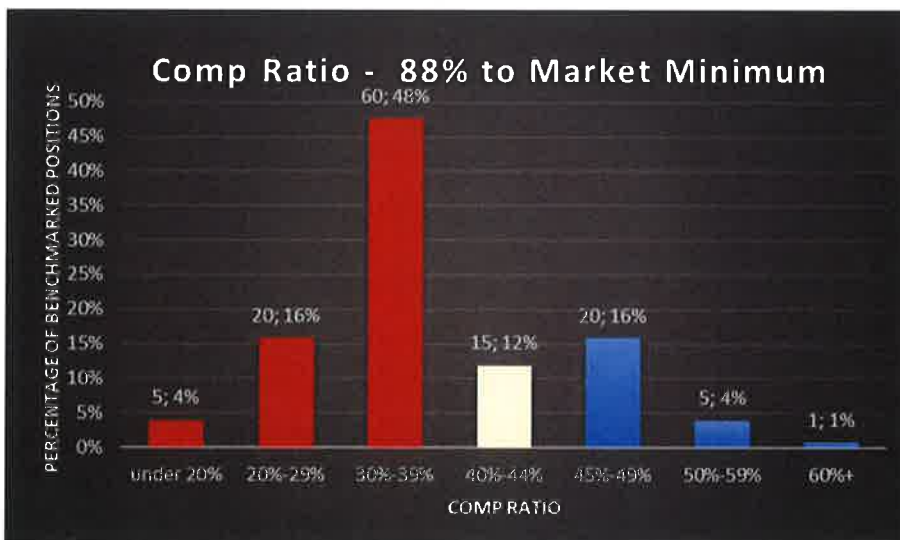
Figure 1: Minimum Analysis Summary



88% Rate Comparison

Because the County has been struggling with hiring rates, the County has approached using the 88% rate within the existing Range, which is 12% under the Midpoint, as more competitive hiring placement. The Consultants wanted to know if the 88% rate was aligned with the average Market Minimum to ascertain if this was a better comparison of the Average Market. Approximately 67% of the benchmarked positions at their 88% rate have a Comp Ratio of less than 40%, meaning this position in the current salary range is an improved starting point, but still leaves only 33% of positions aligned or closely aligned to the average Market Minimum. The following is a summary of findings.

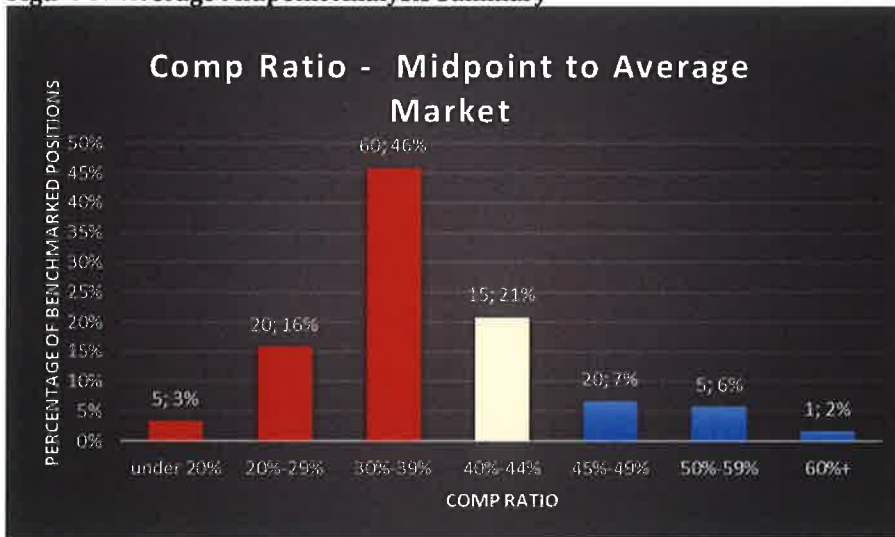
Figure 2: 88% Rate Analysis Summary



Average Midpoint Salary Analysis

The Consultants wanted to know if the Midpoint was aligned with the average Market. Therefore, a Midpoint analysis between the County's true midpoint and the Market average was conducted. Again, a Comp Ratio less than 40% would indicate the Salary Ranges may not be in line. Approximately 65% of the midpoint of benchmarked positions is lower than the average incumbent market. There are an additional 21% of the positions that are in the lower 40% Comp Ratio that are at risk of falling below the market in the near future. Overall, 36% of the positions are within the acceptable average market at the midpoint, meaning the market for each position varies within each range. The following is a summary of findings.

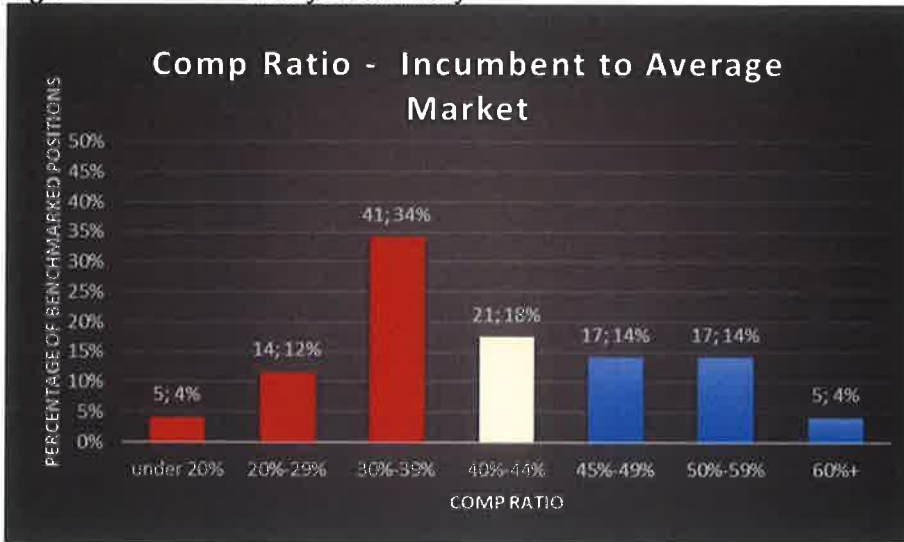
Figure 3: Average Midpoint Analysis Summary



Average Market Salary Analysis

The next step is to compare the County's current incumbent salaries to the average Market Rate to assess how competitive incumbent wages are within the market. For this purpose, positions where there are more than one (1) incumbent, an *average* of the current employees is utilized. Overall, 50% of the positions are below the average Market Rate. There are another 18% of positions in the lower 40% Comp Ratio that are at risk of falling below the market in the near future. In total, 50% of the positions within the County are at or above the average Market Rate. In summary, the County has not fared well when employee salaries are compared to the average Market Rate of employee salaries, although one needs to consider tenure of employees. The Figure and Table below provides a summary of findings.

Figure 4: Incumbent Analysis Summary



Market Data Summary

Overall, the County has not kept pace with the external market. The current Salary Schedule has fallen behind in the comparable market, with most positions needing some adjustment. There needs to be an adjustment of the Ranges to identify and capture the average market rates of comparable incumbents, and realign some positions once placed on the Pay Grades.

Current Compensation System

The general employee schedule is currently made up of 21 Pay Grades, although three (3) are not in use. Each Pay Grade has an identified Minimum, 88% Rate, Midpoint, and Maximum. The difference between Pay Grades is 7.5%. The spread between Minimum and Maximum is 50%. It is presumed the midpoint is the market point, but because the market has changed, it is unknown how long an employee must work in each position before they attain market competitive wages.

The County has not updated the salary ranges since 2018. This is likely a contributing factor to the salary schedule as a tool losing its competitiveness. Employees progress through the current range based on annual merit adjustments. The County does monitor employee progression through the range to ensure staff who are adequately performing at very close to the midpoint within five (5) years. This is commendable because the County desires to pay competitive wages. However, because the ranges themselves are not being adjusted to meet market changes annually, merit alone is not keeping individual employee wages market competitive.

Compression

Compression is when salaries of job classifications of a higher rank or authority are paid less than positions of a lower rank or authority. There are several reasons this may occur.

Compression Due to Schedule Structure

Given the County has an estimated 171 Job Classifications, some of which is a job series, the limited number of Pay Grades within the System has caused the current Schedule to be compressed; thus, there is insufficient space needed between positions in the various Pay Grades. Additionally, when analyzing positions in relation to their degrees of complexity and judgment (for example), these are placed in the same pay range with positions that have less job competencies.

Although the methodology for position placement used by the previous Consultants is not known, what is known is there is not enough distance between positions to allow for market adjustments in specific areas of the Salary Schedule without impacting positions that do not need adjustment. This results in certain positions not aligning closely with the Market. The recommended Salary Schedule will have an increased number of pay grades to allow for additional adequate distance between varying positions to alleviate this type of compression, and fewer classifications.

Compression Due to Overtime

Compression due to salary plus overtime of lower ranks exceeding the higher command ranks most commonly occurs in Public Safety departments and Public Works departments. When this occurs, it stifles an individual's willingness to promote as it often results in a reduction in pay. Due to this issue, the Consultants asked for salary information (base, overtime, and special pays) for a 12-month period for all job classifications.

Individual overtime beyond \$5,000 is hard to accommodate within any Salary Schedule. With that said, there are factors in each Department that will drive overtime, especially in Public Safety, Corrections, and Highway, because the County has no control over critical incidents or weather events and must maintain minimum staffing levels for certain operations. However, overtime that is due to practices within a Department should be contained as it is highly unusual and problematic to find an individual employee earning more than \$30,000 in overtime in a single calendar year.

The County's Administration and these Departments are recommended to analyze the overtime coming from each Department to determine the root cause and options to reduce where possible. The recommended Salary Schedule will include additional distance between

ranks where feasible to assist with overtime compression, and will provide FLSA clarity, when relevant.

Union Schedule Compression

What does not often occur within an organization is the evaluation of how various compensation sources interrelate to one another. When administration must negotiate with one group, the concentration is on that group, not necessarily on how the change to their total compensation affects the compensation of others, including non-union personnel. This impact should not be ignored when determining the Salary Ranges of management personnel in these departments, as it results in insufficient distance between supervisor/subordinate positions. This can also dissuade employees from seeking promotional opportunities if pay increases are minimal or non-existent. Although union positions were not included in this Study, an analysis of wages and overtime did occur. This was considered for management positions in the Sheriff's Department when developing the new Salary Schedule as much as possible.

Compensation Philosophy

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization. First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The County is in business to provide services to the citizens, businesses, and visitors of the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the County would cease to provide infrastructure, safety, human and health services, court services, and other essential services and process the necessary functions to keep those systems in place.

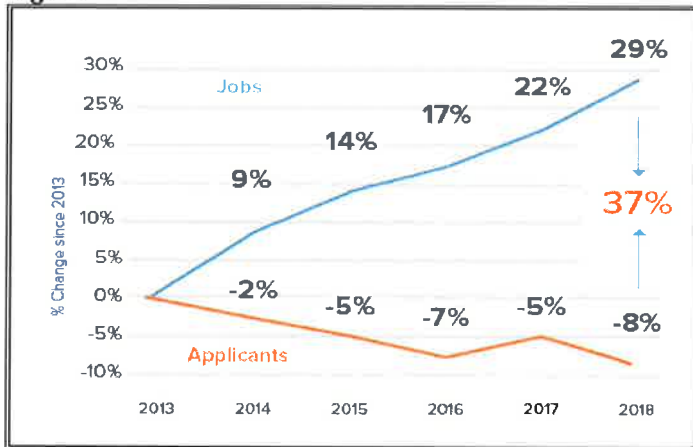
Employees expect a compensation system that pays a competitive wage for the skills, education, and responsibilities of the position, and the County is in close proximity to communities and organizations that lead the market's wages. In order to be competitive for retention of existing personnel and have successful recruitment efforts to replace future turnover, the County needs to be highly competitive with the targeted comparables to allow Monroe County to be an employer of choice.

In order for the County of Monroe to maintain a competitive edge with recruitment and retention, it is recommended the County establish its compensation philosophy to establish a compensation system that is based on average market wages so the County can be competitive in the current labor market. The following sections support this recommendation.

Public Sector Turnover/Recruitment Challenges

According to human resources professionals across the United States, it is becoming progressively harder to hire qualified personnel. Looking at a tight labor market, recruitment and retention of qualified personnel with the necessary skills for public service topped the list of workforce challenges (State and Local Government Workforce: 2017 Trends). Between 2013 and 2018, postings for government jobs have increased by 29% while applicant volume fell by 8%, resulting in a 37% gap (Neogov Job Seeker Report 2019). The figure below illustrates this change.

Figure 5: Public Sector Recruitment Trends



More recently, the Center for State and Local Government Excellence released its State and Local Government Workforces 2021 report. Based on a survey conducted with 300 State and Local government participants across the United States in the first quarter of 2021, nearly 64% of respondents identified police positions as one of their most challenging positions to fill, and 57% identified skilled trades.

This is not a new issue. Public employers have been experiencing ongoing challenges of this nature for almost a decade. Governments historically have had a compelling proposition to offer workers with secure lifetime employment and generous health benefits followed by a robust pension for retirement, which is no longer the case. Public employers are battling for their talent because:

- Long term employment has less appeal to the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Public employers do not feel they can compete with salaries and benefits as benefits erode and the private sector is more competitive.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are 'learn on the job.'
- Public employers are not able to offer the same level of flexible work arrangements to all employees.
- Limitations in technologies prevent efficiencies and automation.
- There are limited financial resources.

The Great Resignation and Private Sector Influence

Compounding the public sector recruitment challenges, in 2021, as the nation re-opened following COVID shutdowns, the country has experienced continued private industry prosperity, record inflation, record retirements, and record turnover from an otherwise qualified workforce, causing all industries, both public and private, to be competing for already limited human resources. This has led employers to escalate wages for all positions to help recruit and retain its talent. The effect has been substantial, and nearly every employer is experiencing recruitment and retention challenges. Many businesses report the lack of available workers and have curtailed their ability to meet current work demands, while raising wages. As a result, all employers, including Monroe County, will need to ensure its wages and benefit package is as competitive as financially possible in order to help mitigate turnover and facilitate recruitment success.

Employee Demographics

In reviewing the County's employee demographics for positions covered in the Study, the tenure of the organization ranges from new hire – 44 years. The overall tenure average of the employees is 8.8 years. The national average in the public sector is currently 6.5 years (*Local Government-Bureau of Labor Statistics, September 2020*), showing the County is *above* average in overall tenure. In order to have a full picture of the County, one needs to explore these demographics further. These findings are in the following Figures.

Figure 6: Employee Demographics by Years of Service

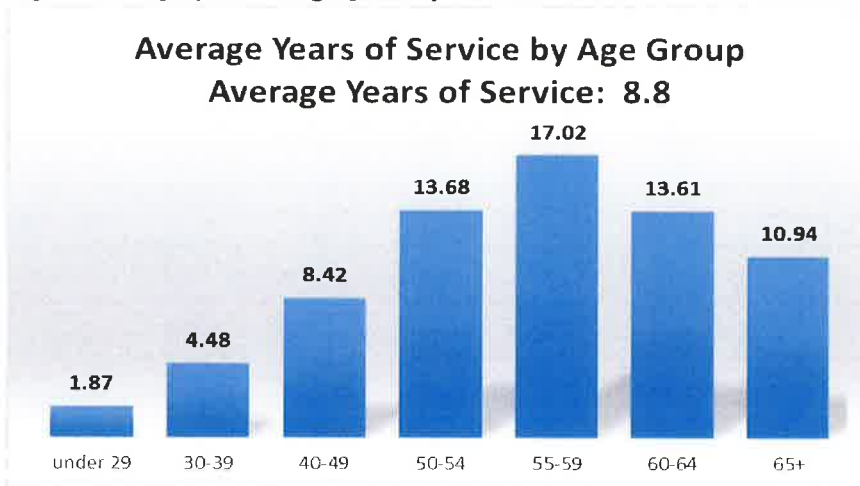
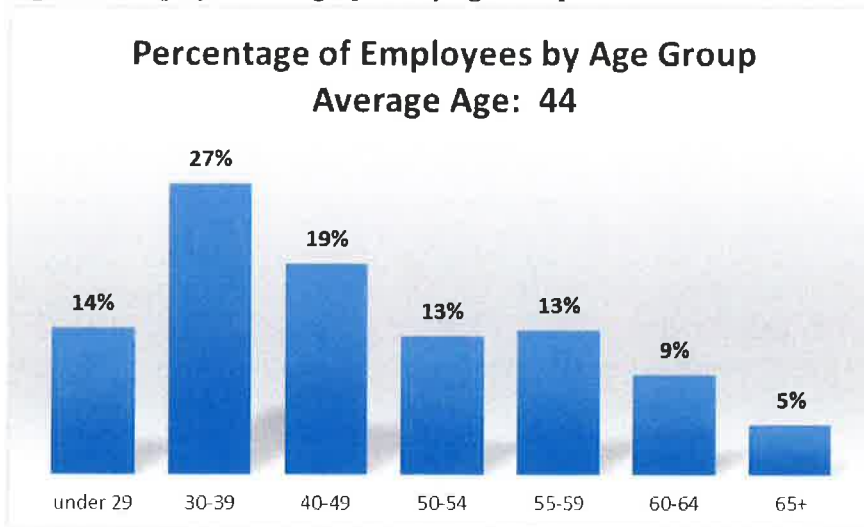


Figure 7: Employee Demographics by Age Group



The above Figures show those in age groups 50 and over have the longest tenure of the organization and represent 40% of all employees. (Employees who are age 55+ represent 27% of the workforce.) This group is age eligible for WRS retirement. The County should expect ongoing steady turnover simply due to retirements over the next decade and beyond. When these employees leave the County, the average tenure of the organization is likely going to decrease, as their tenure is boosting the current average tenure. A turnover 'spike' may be an indication of a decline in job satisfaction, or a wage/benefit issue, so this data should be monitored at least annually.

Another significant finding is the that the County's demographics illustrate that 40% of the workforce is under the age of 40, and this is likely the cross-section of employees who are seen as more mobile in today's workforce, focus heavily on work/life balance, and consider

non-compensatory benefits for the purposes of retention. This group also changes jobs quickly because it results in earning higher wages as opposed to remaining with one organization for a longer period of time, which is notable as average tenure in these age groups range from 1.87-4.48 years of service.

The County is recommended to monitor its demographics periodically to properly respond to shifts within the organization as needed. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the County is recommended to follow the compensation philosophy of average market compensation to ensure the County can stay competitive to support retaining its personnel as long as possible. This analysis will also be relevant in relation to benefit recommendations later in the report.

Recommended Salary Schedule

The recommended 2022 Compensation System continues to be a range system, provided as Appendix B. There are 23 Pay Grades. There is a 12% range between the Minimum and Market Point. The total spread from Minimum to Maximum is 30%. There is 6%-12% between pay grades. The Schedule has been developed around the Market rate of the Schedule, which is set at average Market. The Schedule does have some overlap in ranks in some occupations, which is common. The recommended Salary Schedule, however, will help minimize compression and allows for growth of positions into the future.

Classification Structure

During the course of the Study, there was an opportunity to better align job titles and responsibilities. Numerous job titles were revised to either have consistency throughout the organization, or to become more current with the external market. These changes are summarized in this section and reflected on the recommended Salary Schedule. It should be noted that not all titles will follow the new classification structure if the title needs to be specific for statutory/funding/regulatory reasons, or simply due to local government industry practices. The new Job Classification System has been developed as follows and will be incorporate into the upcoming job description updates.

- Director
- Manager
- Supervisor
- Coordinator
- Specialist
- Technician
- Associate/Assistant/Aide

On-Call and Call-In Pay

The County has extensive on-call and call-in pay provisions specific to each Department. The County may still need on-call and call-back pay, etc., to compensate employees for work required outside normal business hours. However, this type of compensation should be simplified, as there are multiple carve-out provisions for specific personnel within call-in pay alone. The County is recommended to simplify the on-call and call-in compensation to be consistent across the organization and used only for circumstances in which work or availability is required outside normal hours of operation, not as a means to increase compensation unnecessarily. All on-call and call-in pay protocols should be reviewed in their entirety by the Personnel Department to develop a county-wide policy to be incorporated in the County Personnel Policy Manual.

Specialty Pay

There was much discussion about creating lead roles in several departments, or creating stipend pays for specialized work or for positions that have additional credentialing not required for all positions in the same classification. Some of these areas may result in additional specialty pay, or standalone classifications. These will need to be reviewed more carefully between the Personnel Department and each Department in totality with specialty pays. Like on-call and call-in, the Personnel Department is recommended to review all specialty pay for its continued value to the organization and develop a county-wide policy for incorporation into the County Personnel Policy Manual. The following are areas for additional review.

Lead positions were created onto the final salary schedule based on what is currently in existence and recognized in the County, to include a lead role in Dispatch and Maintenance. Other lead roles were identified as opportunities for Economic Support Specialists and Social Workers. These positions have been given a pay grade, or the County may consider a stipend in lieu of a separate classification.

Other positions were discussed having a need for additional compensation based on additional credentialing needed for specific roles within a classification or based on the intensity of specific units without the need to develop a new classification. The Department of Human Services should provide for a stipend for positions that individually require Substance Abuse Certification, and also provide a stipend for those positions assigned to the Children Protective Services Division.

Finally, two areas identified the need for new specialty pay based upon additional work that may occur as assigned. This included specialized equipment operation in the Highway

department and jail officer training within Corrections. Specialty pay should be explored in these areas.

Fair Labor Standards Act

During the Study, it was identified that management-level positions are being compensated hourly when their position would be considered exempt, or salaried. As an employer, the County has the discretion to make any position hourly, which is perceived as more favorable to the employee. The County does need to use caution, however, to ensure exempt/salary designations are correct and defensible. Specific positions and scenarios have been discussed with County Administration for further follow-up.

The County is recommended to review all individual departmental policies and practices that allow exempt level positions to be compensated on an hourly basis to ensure exempt-level positions do not lose their exemption status due to this practice, and place limits on non-exempt work to ensure exemption status is not lost. If that cannot happen, the position placement of these management positions should be re-evaluated based on a re-analysis of responsibilities to include the blended work and placed in a lower pay grade with the opportunity to earn overtime.

The Personnel Department is also recommended to draft county-wide policy for incorporation into the County Personnel Policy Manual related to this matter, that aligns with all State and Federal regulations, in lieu of departmental practices.

Non-Exempt Changes

Specific positions with a current non-exempt designation that qualify as exempt/salaried have been noted to County Administration and placed on the Salary Schedule accordingly. These positions did not identify non-exempt duties in the position analysis but accumulate overtime. If, after a secondary review with the job description process, it is determined the positions are non-exempt, these positions should be re-analyzed for a lower pay grade to include the non-exempt level work the position is doing, that was not originally provided at the start of the Study.

Position Placement

Placement onto the respective Salary Schedule is based upon several criteria:

- Point factor system
- Market analysis

- Compression analysis
- Internal equity

After considering all these elements, placement of some positions on the Salary Schedules have changed, with some positions now being placed in lower or higher pay grades than on the previous Schedule. This is not an indication that any given position is more or less important. Similarly, this is not a "reclassification" process, where a position is being evaluated on changes in responsibility, authority, or decision making that may place the position in a higher or lower pay grade, etc. This process is a complete reset of the Compensation System. This is sometimes difficult for employees, because they look only at where their position is placed on the Schedule and compare themselves to positions that have been placed higher. When this occurs, employees begin to compare their perception of the value of positions within the organization, and do not know, or disregard, the factors the Consultants considered when placing all the positions onto the Schedule.

Employee Placement

For purposes of implementation, employees were placed to the Minimum of the Pay Range if under the new Minimum Rate. Employees already within the Range have no implementation changes.

When market ranges are significantly adjusted to meet changes within the market, employees who are under the Minimum Rate are moved to the new established Minimum. What does not always occur is movement of incumbents within the Range, so newer employees are close in rate of pay to more tenured employees within the Range. This is called in-range compression. During an implementation, this type of placement is challenging, as employees feel that with tenure in a position, they should be placed higher within the Salary Range. The County has been briefed on any recommended adjustments based on an individual employee's years in their current position so they may be placed further in the range. The County will evaluate this possibility prior to implementation.

Elected Official Department Heads

It is understood the salaries of elected official department heads are set by the County Board prior to taking out papers to run for election, and Wisconsin State Statute requires each County set the wages for all four (4) years of the term. These wages may not be changed during the term. These positions are excluded from the recommended Salary Schedule as a result. The County Board currently reviews the salary of the comparable counties to set these wages. The County Board should continue to review the market, in addition to considering the internal alignment of these department head positions as if they were

included on the salary schedule. The County Board should adopt a compensation philosophy to align the elected official department heads on the new Compensation System to utilize those salary ranges for consistency in setting wages in future years.

General Operational Guidelines

Maintenance of Salary Schedule

It is important for the County to have a standardized procedure to adjust the Salary Schedules for consistency and for budgetary forecasting. It is the Consultant's recommendation that on a set date each year, the Salary Schedules be increased by the national Consumer Price Index – Urban (CPI -U) percentage or by a local economic indicator, if preferred. For example, since budgeting is done at approximately the same time each year, the County should establish a specific month in which to capture the average of the previous twelve (12) months of the selected economic indicator for a recommended adjustment. The County will still maintain control if conditions and finances fluctuate in a specific year. It is recommended the adjustment to the Salary Schedules be done on a date other than salary increases, so employees understand there are two (2) separate adjustments per year. The following are the types of increases recommended:

Salary Schedule Adjustments

Annually, the Salary Schedules should be adjusted for economic reasons. Without maintaining the Salary Schedule, it will fall below the Market and the County will end up spending dollars to get it updated. Annual Salary Schedule adjustments will keep a competitive, fair, and fiscally sound Salary Schedule. It is important the County also budget dollars for increases to the overall Schedule each year. There may be years when the economy cannot support such increases; however, that should be the exception, not the norm.

Annual Performance Adjustments

The Salary Schedule is based on a premise of annual salary adjustments. Each year, employees can receive the salary increase set by County Administration with acceptable performance unless an employee is on a Performance Improvement Plan.

Market Adjustments

Each budget cycle, Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment into the range. The County is

recommended to exercise caution in its use however, because this option is not intended to be a means to simply increase the wages of any employee. In order for the County to offer this, there should be written parameters in place, because this should only be used in a controlled manner for positions that have been verified by the Personnel Department as having challenges with recruitment/retention based on market fluctuations. These parameters would include:

1. A documented and verified review of local comparables by the Personnel Department or a third-party consultant.
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the Personnel Department.

Compensation Policy Recommendations

With the updated Salary Schedule, the County now has a competitive Compensation System for recruitment and retention purposes. A comprehensive summary of recommended compensation guidelines has been provided to County Administration. Administration is recommended to consider these established guidelines and update the County's compensation policy accordingly.

Metrics

Salary Schedules need to be balanced between what is competitive for recruitment/retention, as well as what is affordable and financially sustainable long term. The County should monitor metrics as an internal indicator to identify if there is a possible concern with the County's placement in the market. Internally, metrics are standards of measurement used to assess what is occurring within an organization. Metrics tell an organization how well or poorly they are doing, allowing an organization to review, assess, problem solve, and adjust processes, as well as identify challenges or stressors to the organization that may be having a negative impact. Specific metrics may help identify where dollars are being expended that can be costly, including turnover. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the County is advised to follow the recommended compensation philosophy to ensure it can stay competitive to support retaining its personnel. Metrics will help identify that success. It is recommended that the Personnel Department compile these metrics for ongoing review.

Table 2: Metrics Recommendations

METRIC	FORMULA TO CALCULATE	PURPOSE
Applicant Tracking	Total number of applications received	Assessing for reduced application stream
Turnover	Number of separations ÷ Number of approved FTE	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Early Turnover	Number of employees leaving the job in the first 12 months of employment ÷ average actual # of employees in the job for same time period	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Offer Acceptance	The number of employment offers accepted ÷ number of employment offers made	Effectiveness of compensation package
Employee Demographics	Percentage of employees in age categories and years of service categories	Assess work demographic for trends in lower tenure and higher percentage of employees in mobile generation groups (under 40)
Exit Interviews Metrics	NA	Documenting reasons for turnover for trends in compensation package

Market Updates

One of the main concerns in any Salary Schedule is the ability to keep it current. Often, an organization spends time and resources to review and reevaluate their Salary Schedule, resulting in providing employees or Pay Grades significant increases because either the positions or the Schedule is not in line with the external market. A Salary Schedule has a typical life span of three (3) to five (5) years, at which time market conditions typically necessitate a review. The County can strive to prolong the life of their Schedule if it continues to commit to maintaining its competitiveness with the external market by ensuring market updates occur. Given the current competitive market, the County is recommended to initially conduct a market update in three (3) years. In addition, maintaining metrics should help indicate if an external market update is required sooner, or can be pushed back a year.

Benefit Analysis

In addition to compensation, the County asked that a comparison of major benefits be completed. The following is a summary of these comparisons. It should be noted the recommendations contained in the Benefit Analysis will take time to evaluate with a benefits broker, and most cannot be quickly changed. This allows the County to understand their insurance benefit among the comparable market and is independent of the compensation recommendations.

Health Insurance

Plan Design Overview

The County offers a single health plan design. The health plan is summarized as follows:

Table 3: Health Plan Summary

PLAN DESCRIPTION	DEDUCTIBLE AMOUNTS	EMPLOYER CONTRIBUTION (S/F)
Allegiance	\$2,000/\$4,000	\$119.64/\$290.00

Most organizations have been forced to add higher deductibles and coinsurance limits onto health plans to push costs back onto the end users/consumers, which is now a standard across the nation. Monroe County is no exception. Employers that do not offer the State sponsored health plan are offering multiple plan options to allow employees the opportunity to select from the coverage that best matches their personal situation. This is something Monroe County should explore. With that said, Monroe County is in a geographical location where many counties carry the State sponsored plan through the Employee Trust Fund, which has a lower deductible plan, and the cost is based on the provider network, so the region is not consistently offering multiple plan designs.

Premiums

It is extremely difficult to compare health insurance, as the number of plans and the plan designs are significantly different among organizations. What can be compared is the amount the employee contributes toward the cost of that insurance. As the County is aware, the cost of health insurance is a large budget item for any organization. Health insurance is also often the single largest benefit looked at by potential new hires with the County, so a review of employee contributions to this benefit is imperative for offering a comprehensive benefit package.

The Consultants compared Monroe's 2022 health plan with the comparable organization's health plan for a more accurate reflection of insurance in this geographical region. Comparables that provided only 2021 data are noted. The following are the results from comparable entities that provided benefit data, broken down into single and family coverage. Wellness incentives and HSA/HRA deposits are also excluded.

Table 4: Single Plan Premium Comparison

COMPARABLE	PLAN DESCRIPTION	SINGLE MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Crawford County	Medical Associates	\$32.06	\$500.00

COMPARABLE	PLAN DESCRIPTION	SINGLE MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Vernon County (2021)	PPO Plan 2	\$53.89	\$2,500.00
Jackson County	Option 3 – HMO HSA PLAN	\$59.88	
Sauk County (2021)	HMO Co-Pay	\$81.74	\$500.00
Jackson County	Option 1 – HMO PLAN	\$82.16	
Crawford County	Dean Health Insurance	\$84.44	\$500.00
La Crosse County		\$93.00	\$1,350.00
Trempealeau County	Quartz West	\$100.67	\$500.00
Adams County	WCA Group Health Trust	\$102.52	\$3,000.00
City of Tomah	Quartz West	\$111.53	\$500.00
Sauk County (2021)	POS	\$114.90	\$500.00
Sauk County (2021)	HMO No Co-Pay	\$117.66	\$500.00
Monroe County	Allegiance	\$119.64	\$2,000.00
Vernon County (2021)	PPO Plan 1	\$127.10	\$1,500.00
Clark County (2021)		\$136.99	\$100.00
Crawford County	Quartz West	\$142.34	\$500.00
Wood County	HDHP	\$144.17	\$1,500.00
Jackson County	Option 4 POS/PPO HSA PLAN	\$183.39	
Wood County	PPO	\$188.07	\$500.00
Jackson County	Option 2 POS/PPO PLAN	\$209.13	
Trempealeau County	HealthPartners Health Plan	\$310.13	\$500.00
Trempealeau County	WEA Trust - NW Mayo Clinic	\$327.73	\$500.00
City of Tomah	HealthPartners Health Plan	\$339.21	\$500.00
Crawford County	HealthPartners Health Plan	\$351.80	\$500.00
City of Tomah	WEA Trust - NW Mayo Clinic	\$358.33	\$500.00
Crawford County	WEA Trust - NW Mayo Clinic	\$369.40	\$500.00
City of Tomah	Local IYC Access Plan	\$436.89	\$500.00

Table 5: Family Plan Premium Comparison

COMPARABLE	PLAN DESCRIPTION	FAMILY MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Crawford County	Medical Associates	\$75.24	\$1,000.00
Vernon County (2021)	PPO Plan 2	\$113.34	\$5,000.00
Jackson County	Option 3 – HMO HSA PLAN	\$136.49	
Jackson County	Option 1 – HMO PLAN	\$187.27	
Crawford County	Dean Health Insurance	\$206.18	\$1,000.00
Sauk County (2021)	HMO Co-Pay	\$210.90	\$1,000.00
La Crosse County		\$228.00	\$2,700.00
Trempealeau County	Quartz West	\$247.44	\$1,000.00
Adams County	WCA Group Health Trust	\$271.68	\$6,000.00
City of Tomah	Quartz West	\$274.58	\$1,000.00
Vernon County (2021)	PPO Plan 1	\$276.32	\$3,000.00

COMPARABLE	PLAN DESCRIPTION	FAMILY MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Monroe County	Allegiance	\$290.00	\$4,000.00
Sauk County (2021)	POS	\$296.44	\$1,000.00
Sauk County (2021)	HMO No Co-Pay	\$303.56	\$1,000.00
Wood County	HDHP	\$330.76	\$5,600.00
Crawford County	Quartz West	\$350.94	\$1,000.00
Clark County (2021)		\$375.76	\$200.00
Jackson County	Option 4 POS/PPO HSA PLAN	\$418.03	
Wood County	PPO	\$431.43	\$2,800.00
Jackson County	Option 2 POS/PPO PLAN	\$476.69	
Trempealeau County	HealthPartners Health Plan	\$771.08	\$1,000.00
Trempealeau County	WEA Trust - NW Mayo Clinic	\$815.08	\$1,000.00
City of Tomah	HealthPartners Health Plan	\$843.78	\$1,000.00
Crawford County	HealthPartners Health Plan	\$874.58	\$1,000.00
City of Tomah	WEA Trust - NW Mayo Clinic	\$891.58	\$1,000.00
Crawford County	WEA Trust - NW Mayo Clinic	\$918.58	\$1,000.00
City of Tomah	Local IYC Access Plan	\$1,087.98	\$1,000.00

The above information indicates that Monroe is in the middle of the comparable market in terms of premium only.

Expected Employee Cost

Because premiums and deductibles are varied in the region, when considering the cost of the monthly premium plus the deductible, this is a truer look at the expected employee cost. This calculation shows the County's true position in the market as shown in the Tables below.

Table 6: Single Plan Comparable Review

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	ANNUAL RISK TO EMPLOYEE
Crawford County	Medical Associates	\$384.72	\$500.00	\$884.72
Sauk County (2021)	HMO Co-Pay	\$980.88	\$500.00	\$1,480.88
Crawford County	Dean Health Insurance	\$1,013.28	\$500.00	\$1,513.28
Trempealeau County	Quartz West	\$1,208.04	\$500.00	\$1,708.04
Clark County (2021)		\$1,643.88	\$100.00	\$1,743.88
City of Tomah	Quartz West	\$1,338.36	\$500.00	\$1,838.36
Sauk County (2021)	POS	\$1,378.80	\$500.00	\$1,878.80
Sauk County (2021)	HMO No Co-Pay	\$1,411.92	\$500.00	\$1,911.92
Crawford County	Quartz West	\$1,708.08	\$500.00	\$2,208.08
La Crosse County		\$1,116.00	\$1,350.00	\$2,466.00

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	ANNUAL RISK TO EMPLOYEE
Wood County	PPO	\$2,256.80	\$500.00	\$2,756.80
Vernon County (2021)	PPO Plan 1	\$1,525.16	\$1,500.00	\$3,025.16
Vernon County (2021)	PPO Plan 2	\$646.62	\$2,500.00	\$3,146.62
Wood County	HDHP	\$1,730.04	\$1,500.00	\$3,230.04
Monroe County	Allegiance	\$1,435.68	\$2,000.00	\$3,435.68
Trempealeau County	HealthPartners Health Plan	\$3,721.56	\$500.00	\$4,221.56
Adams County	WCA Group Health Trust	\$1,230.24	\$3,000.00	\$4,230.24
Trempealeau County	WEA Trust - NW Mayo Clinic	\$3,932.76	\$500.00	\$4,432.76
City of Tomah	HealthPartners Health Plan	\$4,070.52	\$500.00	\$4,570.52
Crawford County	HealthPartners Health Plan	\$4,221.60	\$500.00	\$4,721.60
City of Tomah	WEA Trust - NW Mayo Clinic	\$4,299.96	\$500.00	\$4,799.96
Crawford County	WEA Trust - NW Mayo Clinic	\$4,432.80	\$500.00	\$4,932.80
City of Tomah	Local IYC Access Plan	\$5,242.68	\$500.00	\$5,742.68

*Plans that did not report a deductible excluded

Table 7: Family Plan Comparable Review

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	ANNUAL RISK TO EMPLOYEE
Crawford County	Medical Associates	\$902.88	\$1,000.00	\$1,902.88
Crawford County	Dean Health Insurance	\$2,474.16	\$1,000.00	\$3,474.16
Sauk County (2021)	HMO Co-Pay	\$2,530.80	\$1,000.00	\$3,530.80
Trempealeau County	Quartz West	\$2,969.28	\$1,000.00	\$3,969.28
City of Tomah	Quartz West	\$3,294.96	\$1,000.00	\$4,294.96
Sauk County (2021)	POS	\$3,557.28	\$1,000.00	\$4,557.28
Sauk County (2021)	HMO No Co-Pay	\$3,642.72	\$1,000.00	\$4,642.72
Clark County (2021)		\$4,509.12	\$200.00	\$4,709.12
Crawford County	Quartz West	\$4,211.28	\$1,000.00	\$5,211.28
La Crosse County		\$2,736.00	\$2,700.00	\$5,436.00
Vernon County (2021)	PPO Plan 1	\$3,315.78	\$3,000.00	\$6,315.78
Vernon County (2021)	PPO Plan 2	\$1,360.06	\$5,000.00	\$6,360.06
Monroe County	Allegiance	\$3,480.00	\$4,000.00	\$7,480.00
Wood County	PPO	\$5,177.12	\$2,800.00	\$7,977.12
Adams County, WI	WCA Group Health Trust	\$3,260.16	\$6,000.00	\$9,260.16
Wood County	HDHP	\$3,969.16	\$5,600.00	\$9,569.16
Trempealeau County	HealthPartners Health Plan	\$9,252.96	\$1,000.00	\$10,252.96
Trempealeau County	WEA Trust - NW Mayo Clinic	\$9,780.96	\$1,000.00	\$10,780.96
City of Tomah	HealthPartners Health Plan	\$10,125.36	\$1,000.00	\$11,125.36
Crawford County	HealthPartners Health Plan	\$10,494.96	\$1,000.00	\$11,494.96
City of Tomah	WEA Trust - NW Mayo Clinic	\$10,698.96	\$1,000.00	\$11,698.96
Crawford County	WEA Trust - NW Mayo Clinic	\$11,022.96	\$1,000.00	\$12,022.96
City of Tomah	Local IYC Access Plan	\$13,055.76	\$1,000.00	\$14,055.76

*Plans that did not report a deductible excluded

Looking at plan design with premium cost, the County continues to be in the middle of the comparable market. If the County has the opportunity to strengthen any part of their health plan, it should try to do so, without compromising the recommended salary adjustments.

Time-Off Benefits

Work-life balance, flexibility, and paid time-off topics are becoming more important to the total compensation package, so the Consultants explored adjusting the County's entire paid time program to shift away from traditional vacation/sick leave programs to a more flexible program called Paid Time-Off (PTO). Having the rules and variations for each of the traditional methods of time off may be confusing and frustrating for employees and managers, and it is likely a significant administrative burden to the administrative staff who setup and monitor the use of these forms of leave. Many organizations add stringent rules for the use of benefits to help the employees manage their personal situations, but that often makes programs more difficult to manage, so considering an alternative time-off program option may be beneficial to the County.

PTO is a single bank of time-off, which is then used for sick, vacation, and bereavement time, instead of having different banks of time for different purposes. Generally, PTO has a larger overall rate than vacation, but less than vacation and sick time combined as a tradeoff for the increased flexibility provided under a PTO program, and there is an overall payout on the benefit. The benefit has administrative ease, simplification, and new flexibility for employees, which makes it an ideal benefit, although it is not widely administered in the public sector. Often times the biggest challenge is transitioning accumulated sick and vacation hours into a new program, but this can be done successfully. Organizations that have done this are satisfied with the end result, once the transition is complete. Although not all comparable organizations identify PTO as a program they offer, the County should consider PTO to offer more flexibility within their benefit structure.

When discussing what the County's PTO program could look like, it was discovered PTO was considered by the County as recently as 2021, but the program was not adopted by the County, even though the majority of employees supported the new program. A review of the proposed PTO program was conducted.

Although there is a concern by some employees on the 'loss' of sick time, it appears that all accumulated and unused sick time would remain available for use by current employees. Sick time is not guaranteed time, and may only be used based on specific criteria, whereas PTO provides a higher level of flexibility for both new and existing employees. The County should also introduce a voluntary Short Term Disability and Long Term Disability benefit so

employees with lower balances have an income protection option. The advantages of PTO outweigh any perceived disadvantages, and the County, as an organization, needs to consider its long term human capital needs and strategy to recruit and retain a qualified workforce.

The Consultants highly recommend the County revisit the PTO program for reconsideration.

Payout Provisions

Currently, the County's payout provision is in the form of cash. This payment is then considered taxable to the employee, and the County pays related employment taxes on these amounts. Further, these payments need to be recorded as liabilities on the County's financial statements. The County could consider enhancing the payout provisions in a way that will assist employees with their future health care needs since the main reason employees choose not to retire is because they financially are not able to or cannot afford to continue health care coverage. These payouts could be developed to create a post-employment medical trust for the employee in which deposits are tax-free for both the employee and employer, is not considered income to the employee, and is to be used for medical expenses by the employee/qualified beneficiaries.

Appendix A: Recommended Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
C			\$13.21	\$14.79	\$17.17
			\$27,476.80	\$30,763.20	\$35,713.60
	Dietary Aide	Rolling Hills			
	Laundry Aide	Rolling Hills			
D			\$14.00	\$15.68	\$18.20
			\$29,120.00	\$32,614.40	\$37,856.00
	Driver	Human Services - ADRC			
	Meal Site Manager	Human Services - ADRC			
	Activity Aide	Rolling Hills			
	Driver	Rolling Hills			
	Housekeeper/Laundry Aide	Rolling Hills			
E			\$14.84	\$16.62	\$19.29
			\$30,867.20	\$34,569.60	\$40,123.20
	Central Supply Aide	Rolling Hills			
	Cook	Rolling Hills			
F			\$15.73	\$17.62	\$20.45
			\$32,718.40	\$36,649.60	\$42,536.00
	Program Assistant - WIC	Health			
	Beautician	Rolling Hills			
G			\$16.68	\$18.68	\$21.68
			\$34,694.40	\$38,854.40	\$45,094.40
	Museum Services Associate	Local History Room			
	Certified Nursing Assistant	Rolling Hills			
	Head Cook	Rolling Hills			
H			\$17.68	\$19.80	\$22.98
			\$36,774.40	\$41,184.00	\$47,798.40
	Administrative Assistant	Clerk Of Court			
	Administrative Assistant	District Attorney			
	Administrative Assistant	Health			
	Administrative Assistant	Human Services			
	Administrative Assistant	Human Services - ADRC			
	Administrative Assistant	Justice			
	Facility Maintenance Worker	Maintenance			
	Administrative Assistant	Rolling Hills			
	Coder/Medical Records Clerk	Rolling Hills			
	Unit Clerk/Scheduler	Rolling Hills			
	Administrative Assistant	Sanitation			
	Administrative Assistant	Sheriff			
I			\$18.74	\$20.99	\$24.36
			\$38,979.20	\$43,659.20	\$50,668.80
	Fiscal Assistant	Child Support			
	Deputy County Clerk	County Clerk			
	Program Associate - Health	Health			
	Fiscal Assistant	Highway			
	Program Associate - HS	Human Services			
	Nutrition Program Coordinator	Human Services - ADRC			
	Transportation Program Coordinator	Human Services - ADRC			
	Administrative Associate	Land Conservation			
	Administrative Associate	Medical Examiner			
	Deputy Register of Deeds	Register of Deeds			
	Medical Records Coordinator	Rolling Hills			
	Deputy Treasurer	Treasurer			
	Administrative Associate	UW Extension Office			
	Administrative Associate	Veteran Services			
J			\$19.87	\$22.25	\$25.83
			\$41,329.60	\$46,280.00	\$53,726.40
	Child Support Specialist	Child Support			
	Juvenile Court Clerk	Circuit Court			
	Deputy Court Clerk	Clerk of Court			
	Legal Assistant	District Attorney			
	Legal Assistant - Victim/Witness	District Attorney			
	Account Technician	Finance			
	Highway Operations Assistant	Highway			
	Economic Support Specialist	Human Services			
	Justice Programs Specialist	Justice			

	Chief Deputy Register of Deeds Account Technician Chief Deputy County Treasurer	Register of Deeds Sanitation Treasurer			
K			\$21.06	\$23.59	\$27.38
			\$43,804.80	\$49,067.20	\$56,950.40
	Judicial Assistant Chief Deputy Clerk of Court Chief Deputy County Clerk Telecommunicator Account Specialist Billing Specialist Facilities Maintenance Technician Section Leader Facilities Maintenance Technician Licensed Practical Nurse	Circuit Court Clerk Of Court County Clerk Dispatch Finance Finance Highway Highway Maintenance Rolling Hills			
L			\$22.33	\$25.01	\$29.03
			\$46,446.40	\$52,020.80	\$60,382.40
	Judicial Assistant/Office Coordinator Telecommunicator - Lead Paralegal Heavy Equipment Operator Highway Operations Specialist Inventory Specialist Mechanic Welding/Fabricating Technician Dementia Care Specialist Disability Benefit Specialist Elder Benefit Specialist Facilities Maintenance Technician - Lead Activities Supervisor/Volunteer Coordinator Shelter Coordinator/Humane Officer Solid Waste Coordinator	Circuit Court Dispatch District Attorney Highway Highway Highway Highway Highway Human Services - ADRC Human Services - ADRC Human Services - ADRC Maintenance Rolling Hills Sanitation Solid Waste			
M			\$23.67	\$26.51	\$30.77
			\$49,233.60	\$55,140.80	\$64,001.60
	Executive Assistant Register in Probate Office Coordinator Financial Systems Coordinator Payroll Specialist Highway Operations Coordinator Case Manager Social Worker In Training Case Manager Jailer Assistant Veterans Services Officer	Administrator Circuit Court Corporation Counsel Finance Finance Highway Human Services Human Services Justice Sheriff Veteran Services			
N			\$25.09	\$28.10	\$32.62
			\$52,187.20	\$58,448.00	\$67,849.60
	Community Health Educator Social Worker Social Worker IT Specialist Soil & Water Conservation Specialist Sanitation & Zoning Specialist Real Property Lister	Health Human Services Human Services - ADC Information Technology Land Conservation Sanitation Treasurer			
O			\$26.60	\$29.79	\$34.58
			\$55,328.00	\$61,963.20	\$71,926.40
	Investigator Office Manager - District Attorney Office Manager - Highway Office Manager - HHS Clinical Substance Abuse Professional Human Resources Coordinator Food Service Manager Land Information Officer/GIS Coordinator Office Manager - Sheriff	District Attorney District Attorney Highway Human Services Human Services Personnel Rolling Hills Sanitation Sheriff			
P			\$28.20	\$31.58	\$36.66
			\$58,656.00	\$65,686.40	\$76,252.80
	WIC Nutritionist CSP Clinical Coordinator/MHP Human Services Manager - Economic Support	Health Human Services Human Services			

	Mental Health Professional RCAC Manager/Social Worker Jail Sergeant	Human Services Rolling Hills Sheriff			
Q			\$29.88	\$33.47	\$38.84
			\$62,150.40	\$69,617.60	\$80,787.20
	Mental Health Nurse Public Health Nurse WIC & Nutritionist Manager Fleet and Facilities Manager Human Services Supervisor - CFS IT Analyst History Room Director CBRF & Activities Manager Social Services Manager Staff Nurse Emergency Management Coordinator Jail Lieutenant Veterans Services Officer	Health Health Health Highway Human Services Information Technology Local History Room Rolling Hills Rolling Hills Rolling Hills Sheriff Sheriff Veteran Services			
R			\$31.68	\$35.48	\$41.18
			\$65,894.40	\$73,798.40	\$85,654.40
	Child Support Director Accounting Manager Forestry & Parks Administrator Highway Operations Manager Human Services Manager - ADRC Justice Programs Manager Land Use Planner Infection Preventionist Resident Care Coordinator RN Supervisor Solid Waste Director	Child Support Finance Forestry Highway Human Services - ADRC Justice Land Conservation Rolling Hills Rolling Hills Rolling Hills Solid Waste			
S			\$34.21	\$38.32	\$44.47
			\$71,156.80	\$79,705.60	\$92,497.60
	Communications Center Director Public Health Nurse Manager Human Services Manager - CFS Justice Programs Director Land Conservation Director Facilities & Property Director Captain - Administration Captain - Jail	Dispatch Health Human Services Justice Land Conservation Maintenance Sheriff Sheriff			
T			\$36.96	\$41.39	\$48.05
			\$76,876.80	\$86,091.20	\$99,944.00
	Assistant Corporation Counsel Mental Health /Clinic Manager Zoning & Sanitation Director Captain - Patrol	Corporation Counsel Human Services Sanitation Sheriff			
U			\$39.91	\$44.70	\$51.88
			\$83,012.80	\$92,976.00	\$107,910.40
	Director of Nursing Chief Deputy	Rolling Hills Sheriff			
V			\$43.11	\$48.28	\$56.04
			\$89,668.80	\$100,422.40	\$116,563.20
	Finance Director Health Director/Health Officer Highway Commissioner Information Technology Director Human Resources Director	Finance Health Highway Information Technology Personnel			
W			\$46.55	\$52.14	\$60.52
			\$96,824.00	\$108,451.20	\$125,881.60
	Human Services Director Rolling Hills/Senior Living Administrator	Human Services Rolling Hills			
X			\$49.35	\$55.27	\$64.16
			\$102,648.00	\$114,961.60	\$133,452.80
	Corporation Counsel	Corporation Counsel			
Y			\$55.27	\$61.90	\$71.85
			\$114,961.60	\$128,752.00	\$149,448.00
	County Administrator	Administrator			

Annual Salaries calculated based on 2080 hours

Appendix B: Definitions

The following are definitions that helped guide the development of the Compensation System for Monroe County.

Benchmark Position: A job that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.

Classifications: Job titles.

Compensation System: A system developed to compensate employees. This system includes a balance between internal equity and external competitiveness.

Compensation Data: Data derived from information regarding the salary range and the rate of pay of the incumbent(s) holding a benchmark position of the identified labor market.

Comp Ratio: The ratio of an actual pay range to the established position point (or average market rate). The Comp Ratio is used to measure and monitor an individual's actual rate of pay to the Position Point of the established pay range.

Compression: Pay differentials too small to be considered equitable. The term may apply to differences between (1) the pay of supervisors and subordinates; (2) the pay of experienced and newly hired personnel of the same job; and (3) pay range midpoints in successive job grades or related grades across pay structures.

CPI-U: Consumer Price Index – Urban: A measure of the average change over time in the prices paid by urban consumers for a market of consumer goods and services. It reflects the spending pattern for three population groups: all urban consumers, urban wage earners, and clerical workers. This group represents approximately 87% of the total U.S. population.

Demotion: The (re)assignment of an employee to a position in a lower pay grade or range in the organization's salary structure.

Labor Market: A location where labor is exchanged for wages. These locations are identified and defined by a combination of the following factors: geography; industry; education, experience and licensing or certification required; and job responsibilities.

Market Data: The technique of creating the financial value of a position based on the "going rate" for benchmark positions in the relevant labor markets.

Minimum Salary Range (Minimum): The minimum amount of compensation the organization has deemed appropriate for a position.

Maximum Salary Range (Maximum): The highest amount of compensation the organization has deemed appropriate for a position.

Market Average: Employee pay based upon the 'average' market rate; or the 'average' prevailing wage rate in the external market.

Market Rate (Market): The organization's best estimate of the wage rate that is prevailing in the external market for a given position.

Market Average Range: A pay range in which the minimum and maximum of the range is established around the Average Market Rate.

Pay Grade: The grade, or placement of a position, within the salary structure.

Pay Grade Evaluation: The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.

Performance Increase: An adjustment to an individual's base pay rate based on performance or some other individual measure.

Promotion: The (re)assignment of an employee to a position in a higher pay grade or range in the organization's salary structure.

Red Circle: The freezing of a rate of pay until such time that the salary schedule catches up to the pay rate. This is commonly used when implementing a new pay schedule when a tenured employee is above the range maximum or when an employee is placed on a lower pay grade that is not related to performance issues.

Salary Schedule Adjustment: An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.

Salary Schedule: The hierarchy of job grades and pay ranges established within an organization.

Spread: The range of pay rates, from minimum to maximum.

	A	B	C	E	F	G
2	Pay			SALARY RANGE		
3	Grade	Recommended Title	Department	Minimum	Market	Maximum
4					1.12	1.30
5	C			\$ 13.21	\$ 14.79	\$ 17.17
6				\$ 27,476.80	\$ 30,763.20	\$ 35,713.60
7		Dietary Aide	ROLLING HILLS			
8		Laundry Aide	ROLLING HILLS			
9	D			\$ 14.00	\$ 15.68	\$ 18.20
10				\$ 29,120.00	\$ 32,614.40	\$ 37,856.00
11		Driver	HUMAN SERVICES - ADRC			
12		Meal Site Manager	HUMAN SERVICES - ADRC			
13		Activity Aide	ROLLING HILLS			
14		Driver	ROLLING HILLS			
15		Housekeeper/Laundry Aide	ROLLING HILLS			
16	E			\$ 14.84	\$ 16.62	\$ 19.29
17				\$ 30,867.20	\$ 34,569.60	\$ 40,123.20
18		Central Supply Aide	ROLLING HILLS			
19		Cook	ROLLING HILLS			
20	F			\$ 15.73	\$ 17.62	\$ 20.45
21				\$ 32,718.40	\$ 36,649.60	\$ 42,536.00
22		Program Assistant - WIC	HEALTH			
23		Beautician	ROLLING HILLS			
24	G			\$ 16.68	\$ 18.68	\$ 21.68
25				\$ 34,694.40	\$ 38,854.40	\$ 45,094.40
26		Museum Services Associate	LOCAL HISTORY ROOM			
27		Certified Nursing Assistant	ROLLING HILLS			
28		Head Cook	ROLLING HILLS			
29	H			\$ 17.68	\$ 19.80	\$ 22.98
30				\$ 36,774.40	\$ 41,184.00	\$ 47,798.40
31		Administrative Assistant	CLERK OF COURT			
32		Administrative Assistant	DISTRICT ATTORNEY			
33		Administrative Assistant	HEALTH			
34		Administrative Assistant	HUMAN SERVICES			
35		Administrative Assistant	HUMAN SERVICES - ADRC			
36		Administrative Assistant	JUSTICE			
37		Facility Maintenance Worker	MAINTENANCE			
38		Administrative Assistant	ROLLING HILLS			
39		Coder/Medical Records Clerk	ROLLING HILLS			
40		Unit Clerk/Scheduler	ROLLING HILLS			
41		Administrative Assistant	SANITATION			
42		Administrative Assistant	SHERIFF			
43	I			\$ 18.74	\$ 20.99	\$ 24.36
44				\$ 38,979.20	\$ 43,659.20	\$ 50,668.80
45		Fiscal Assistant	CHILD SUPPORT			
46		Deputy County Clerk	COUNTY CLERK			
47		Program Associate - Health	HEALTH			
48		Fiscal Assistant	HIGHWAY			
49		Program Associate - HS	HUMAN SERVICES			
50		Nutrition Program Coordinator	HUMAN SERVICES - ADRC			
51		Transportation Program Coordinator	HUMAN SERVICES - ADRC			
52		Administrative Associate	LAND CONSERVATION			
53		Administrative Associate	MEDICAL EXAMINER			
54		Deputy Register of Deeds	REGISTER OF DEEDS			
55		Medical Records Coordinator	ROLLING HILLS			
56		Deputy Treasurer	TREASURER			
57		Administrative Associate	UW EXTENSION OFFICE			
58		Administrative Associate	VETERAN SERVICES			

	A	B	C	E	F	G
59	J			\$ 19.87	\$ 22.25	\$ 25.83
60				\$ 41,329.60	\$ 46,280.00	\$ 53,726.40
61		Child Support Specialist	CHILD SUPPORT			
62		Juvenile Court Clerk	CIRCUIT COURT			
63		Deputy Court Clerk	CLERK OF COURT			
64		Legal Assistant	DISTRICT ATTORNEY			
65		Legal Assistant - Victim/Witness	DISTRICT ATTORNEY			
66		Account Technician	FINANCE			
67		Highway Operations Assistant	HIGHWAY			
68		Economic Support Specialist	HUMAN SERVICES			
69		Justice Programs Specialist	JUSTICE			
70		Chief Deputy Register of Deeds	REGISTER OF DEEDS			
71		Account Technician	SANITATION			
72		Chief Deputy County Treasurer	TREASURER			
73	K			\$ 21.06	\$ 23.59	\$ 27.38
74				\$ 43,804.80	\$ 49,067.20	\$ 56,950.40
75		Judicial Assistant	CIRCUIT COURT			
76		Chief Deputy Clerk of Court	CLERK OF COURT			
77		Chief Deputy County Clerk	COUNTY CLERK			
78		Telecommunicator	DISPATCH			
79		Account Specialist	FINANCE			
80		Billing Specialist	FINANCE			
81		Facilities Maintenance Technician	HIGHWAY			
82		Section Leader	HIGHWAY			
83		Facilities Maintenance Technician	MAINTENANCE			
84		Licensed Practical Nurse	ROLLING HILLS			
85	L			\$ 22.33	\$ 25.01	\$ 29.03
86				\$ 46,446.40	\$ 52,020.80	\$ 60,382.40
87		Judicial Assistant/Office Coordinator	CIRCUIT COURT			
88		Telecommunicator - Lead	DISPATCH			
89		Paralegal	DISTRICT ATTORNEY			
90		Heavy Equipment Operator	HIGHWAY			
91		Highway Operations Specialist	HIGHWAY			
92		Inventory Specialist	HIGHWAY			
93		Mechanic	HIGHWAY			
94		Welding/Fabricating Technician	HIGHWAY			
95		Dementia Care Specialist	HUMAN SERVICES - ADRC			
96		Disability Benefit Specialist	HUMAN SERVICES - ADRC			
97		Elder Benefit Specialist	HUMAN SERVICES - ADRC			
98		Facilities Maintenance Technician - Lead	MAINTENANCE			
99		Activities Supervisor/Volunteer Coordinator	ROLLING HILLS			
100		Shelter Coordinator/Humane Officer	SANITATION			
101		Solid Waste Coordinator	SOLID WASTE			
102	M			\$ 23.67	\$ 26.51	\$ 30.77
103				\$ 49,233.60	\$ 55,140.80	\$ 64,001.60
104		Executive Assistant	ADMINISTRATOR			
105		Register in Probate	CIRCUIT COURT			
106		Office Coordinator	CORPORATION COUNSEL			
107		Financial Systems Coordinator	FINANCE			
108		Payroll Specialist	FINANCE			
109		Highway Operations Coordinator	HIGHWAY			
110		Case Manager	HUMAN SERVICES			
111		Social Worker In Training	HUMAN SERVICES			
112		Case Manager	JUSTICE			
113		Jailer	SHERIFF			
114		Assistant Veterans Services Officer	VETERAN SERVICES			

	A	B	C	E	F	G
115	N			\$ 25.09	\$ 28.10	\$ 32.62
116				\$ 52,187.20	\$ 58,448.00	\$ 67,849.60
117		Community Health Educator	HEALTH			
118		Social Worker	HUMAN SERVICES			
119		Social Worker	HUMAN SERVICES - ADRC			
120		IT Specialist	INFORMATION TECHNOLOGY			
121		Soil & Water Conservation Specialist	LAND CONSERVATION			
122		Sanitation & Zoning Specialist	SANITATION			
123		Real Property Lister	TREASURER			
124	O			\$ 26.60	\$ 29.79	\$ 34.58
125				\$ 55,328.00	\$ 61,963.20	\$ 71,926.40
126		Investigator	DISTRICT ATTORNEY			
127		Office Manager - District Attorney	DISTRICT ATTORNEY			
128		Office Manager - Highway	HIGHWAY			
129		Office Manager - HHS	HUMAN SERVICES			
130		Clinical Substance Abuse Professional	HUMAN SERVICES			
131		Human Resources Coordinator	PERSONNEL			
132		Food Service Manager	ROLLING HILLS			
133		Land Information Officer/GIS Coordinator	SANITATION			
134		Office Manager - Sheriff	SHERIFF			
135	P			\$ 28.20	\$ 31.58	\$ 36.66
136				\$ 58,656.00	\$ 65,686.40	\$ 76,252.80
137		WIC Nutritionist	HEALTH			
138		CSP Clinical Coordinator/MHP	HUMAN SERVICES			
139		Human Services Manager - Economic Support	HUMAN SERVICES			
140		Mental Health Professional (LMFT, LPC)	HUMAN SERVICES			
141		RCAC Manager/Social Worker	ROLLING HILLS			
142		Jail Sergeant	SHERIFF			
143	Q			\$ 29.88	\$ 33.47	\$ 38.84
144				\$ 62,150.40	\$ 69,617.60	\$ 80,787.20
145		Mental Health Nurse	HEALTH			
146		Public Health Nurse	HEALTH			
147		WIC & Nutritionist Manager	HEALTH			
148		Fleet and Facilities Manager	HIGHWAY			
149		Human Services Supervisor - CFS	HUMAN SERVICES			
150		IT Analyst	INFORMATION TECHNOLOGY			
151		History Room Director	LOCAL HISTORY ROOM			
152		CBRF & Activities Manager	ROLLING HILLS			
153		Social Services Manager	ROLLING HILLS			
154		Staff Nurse	ROLLING HILLS			
155		Emergency Management Coordinator	SHERIFF			
156		Jail Lieutenant	SHERIFF			
157		Veterans Services Officer	VETERAN SERVICES			
158	R			\$ 31.68	\$ 35.48	\$ 41.18
159				\$ 65,894.40	\$ 73,798.40	\$ 85,654.40
160		Child Support Director	CHILD SUPPORT			
161		Accounting Manager	FINANCE			
162		Forestry & Parks Administrator	FORESTRY			
163		Highway Operations Manager	HIGHWAY			
164		Human Services Manager - ADRC	HUMAN SERVICES - ADRC			
165		Justice Programs Manager	JUSTICE			
166		Land Use Planner	LAND CONSERVATION			
167		Infection Preventionist	ROLLING HILLS			
168		Resident Care Coordinator	ROLLING HILLS			
169		RN Supervisor	ROLLING HILLS			
170		Solid Waste Director	SOLID WASTE			

	A	B	C	E	F	G
171	S			\$ 34.21	\$ 38.32	\$ 44.47
172				\$ 71,156.80	\$ 79,705.60	\$ 92,497.60
173		Communications Center Director	DISPATCH			
174		Public Health Nurse Manager	HEALTH			
175		Human Services Manager - CFS	HUMAN SERVICES			
176		Justice Programs Director	JUSTICE			
177		Land Conservation Director	LAND CONSERVATION			
178		Facilities & Property Director	MAINTENANCE			
179		Captain - Administration	SHERIFF			
180		Captain - Jail	SHERIFF			
181	T			\$ 36.96	\$ 41.39	\$ 48.05
182				\$ 76,876.80	\$ 86,091.20	\$ 99,944.00
183		Assistant Corporation Counsel	CORPORATION COUNSEL			
184		Mental Health /Clinic Manager	HUMAN SERVICES			
185		Zoning & Sanitation Director	SANITATION			
186		Captain - Patrol	SHERIFF			
187	U			\$ 39.91	\$ 44.70	\$ 51.88
188				\$ 83,012.80	\$ 92,976.00	\$ 107,910.40
189		Director of Nursing	ROLLING HILLS			
190		Chief Deputy	SHERIFF			
191	V			\$ 43.11	\$ 48.28	\$ 56.04
192				\$ 89,668.80	\$ 100,422.40	\$ 116,563.20
193		Finance Director	FINANCE			
194		Health Director/Health Officer	HEALTH			
195		Highway Commissioner	HIGHWAY			
196		Information Technology Director	INFORMATION TECHNOLOGY			
197		Human Resources Director	PERSONNEL			
198	W			\$ 46.55	\$ 52.14	\$ 60.52
199				\$ 96,824.00	\$ 108,451.20	\$ 125,881.60
200		Human Services Director	HUMAN SERVICES			
201		Rolling Hills/Senior Living Administrator	ROLLING HILLS			
202	X			\$ 49.35	\$ 55.27	\$ 64.16
203				\$ 102,648.00	\$ 114,961.60	\$ 133,452.80
204		Corporation Counsel	CORPORATION COUNSEL			
205	Y			\$ 55.27	\$ 61.90	\$ 71.85
206				\$ 114,961.60	\$ 128,752.00	\$ 149,448.00
207		County Administrator	ADMINISTRATOR			
208				<i>Annual Salaries calculated based on 2080 hours</i>		
209						
210						
211						

**RESOLUTION AUTHORIZING REVISED COMPENSATION PLAN STRUCTURE
RECOMMENDED BY MCGRATH HUMAN RESOURCES GROUP**

1 **WHEREAS**, Monroe County adopted its previous compensation plan in February of 2013, and due to the
2 nature of the ever-changing employment market, needed to reassess new methods of recruitment and retention in
3 order to provide quality services to the members of the public. The next step would be to integrate the
4 compensation plan which will replace the current structure for non-union employees, excluding elected officials;
5 and
6

7 **WHEREAS**, the Administration & Personnel Committee on July 13, 2021, selected McGrath Human
8 Resources Group, and on July 28, 2021 the Monroe County Board approved the selection, to complete a
9 compensation and benefit study using public and private sector wage information, and develop a new
10 compensation plan for Monroe County;
11

12 **WHEREAS**, McGrath met with all department heads from September 8, 2022 – September 10, 2022 to
13 review details on every position and to get clarification on questions from job descriptions. McGrath also
14 provided a presentation too all staff during this time frame informing them of what this process would entail and
15 this was recorded and provided to all staff to view;
16

17 **WHEREAS**, each county employee was requested to fill out a position questionnaire to clarify actual
18 work performed to be provided to McGrath for further clarification;
19

20 **WHEREAS**, in January McGrath was back on site and met with the Administration & Personnel
21 Committee to give them an update on the market data gathered regarding the current wage scale by comparison to
22 the competitive market. McGrath then met individually with the larger departments to discuss details on positions
23 for points of clarification. McGrath then provided all Monroe County staff an update through an online webinar,
24 which was recorded and provided to all staff to view;
25

26 **WHEREAS**, on February 14, 2022 and February 15, 2022, McGrath met with all department heads to
27 discuss the structure and placement of all positions. After this review McGrath made a presentation to the
28 Administration & Personnel Committee releasing the first draft of the wage scale for review. An all staff meeting
29 was held in the afternoon of February 16, 2022, which was recorded and distributed to all staff in addition to the
30 draft wage scale and directions on the appeal process. The appeal process finalized at 4:00 PM Friday, February
31 25, 2022;
32

33 **WHEREAS**, the final proposed wage scale and report from McGrath was distributed to the
34 Administration & Personnel Committee on Tuesday, March 8, 2022 for review and consideration of adoption
35 through this resolution.
36

37 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this
38 date they do hereby authorize the adoption of the revised compensation plan for Monroe County employees, with the
39 exception of union employees and elected officials, effective June 26, 2022.
40

41 Dated this 23rd day of March 2022.
42

43 Offered by the Administration & Personnel Committee.
44

45 Purpose: Approve pay grade placement of all non-union staff, excluding elected officials, on the revised
46 compensation plan schedule by McGrath Human Resources Group effective immediately.
47

48 Fiscal note: No direct costs.

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

Committee of Jurisdiction Forwarded on: March 8TH, 2022
4 Yes 0 No 1 Absent

Approved as to form on 3/16/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Wallace H. Abbezzo
James B. Kuhn Nancy Van Ruden
Mark H. ...

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 AUTHORIZING REVISED COMPENSATION PLAN WAGE ADJUSTMENTS
RECOMMENDED BY MCGRATH HUMAN RESOURCES GROUP**

1 **WHEREAS**, Monroe County adopted its previous compensation plan in February of 2013 and given the
2 nature of the ever changing employment market needed to reassess new methods of recruitment and retention in
3 order to provide quality services the members of the public. The next step would be to integrate the compensation
4 plan to replace the current structure for non-union employees by applying to appropriate wage adjustment
5 recommendations; and
6

7 **WHEREAS**, the Administration & Personnel Committee reviewed the suggested wage adjustments on
8 February 16, 2022 and March 8, 2022 from McGrath Human Resources Group based on the review of private and
9 public sector wage and benefit data and made recommendations to adjust current employees to be properly
10 aligned within the structure adopted with a previous resolution; and
11

12 **WHEREAS**, the primary source of the funding to make these adjustments within the current budget
13 structure is approved by Resolution 02-22-01 allocating American Recovery Plan Act "ARPA" funds. The use of
14 the ARPA funding would offset the budgetary impact in 2022, 2023, and part or all of the year of 2024; and
15

16 **WHEREAS**, all part and full time staff below the minimum pay for their classification will be brought up
17 to the minimum rate of pay, and in addition using the table below, staff will be credited with an additional wage
18 increase based on the years of service within their current position as of June 26, 2022:
19

20 **Table – Years of Service Wage Increase Factor**
21

Years of Service in Current position as of 6/26/22	Factor	Example Using Pay Grade C
Below Minimum (Less than 1 year)	Minimum on pay scale	\$13.21
One Year	2.5% above Minimum on pay scale	\$13.54
Two Years	5% above Minimum on pay scale	\$13.87
Three Years	7.5% above Minimum on pay scale	\$14.20
Four Years	10 % above Minimum on pay scale	\$14.53
Five Years	Brought to Market Rate of pay scale	\$14.79
6 to 8 Years	2% above Market on pay scale	\$15.09
9 to 11 Years	4% above Market on pay scale	\$15.38
12 to 14 Years	6% above Market on pay scale	\$15.68
15 years or more of service	8% above Market on pay scale	\$15.97

22
23 **WHEREAS**, those staff who have a wage higher than the factored amount on the table above will not
24 receive any increase as part of the adoption of the wage scale as recommended by McGrath.
25

26 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective June
27 26, 2022 they do hereby authorize the recommended wage adjustments for current non-union employees and elected
28 officials by the McGrath Human Resources group, while using the approved application of the ARPA funding.
29

30 Dated this 23rd day of March 2022.
31

32 Offered by the Administration & Personnel Committee.
33

34 Purpose: Approve wage adjustments of all non-union employees and elected officials on the revised
35 compensation plan schedule by McGrath Human Resources Group effective June 26, 2022.
36

37 Fiscal note: ARPA funding approved by resolution 22-02-01 will cover 2022, 2023, and part or all of the year of
38 2024 budgetary impact, however potential fiscal impact may exist for each budget year going forward.

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

Committee of Jurisdiction Forwarded on: March 8TH, 2022
4 Yes 0 No 1 Absent

Approved as to form on 3/16/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Wallace Haldegg
James B. Kuhn Mary Von Ruden
Mark

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 AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR MARCH 31, 2022 TO JUNE 30, 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, Resolution No. 09-21-
5 03 Authorizing Changes to the COVID-19 Policy, and Resolution No. 11-21-01 Authorizing Changes to
6 the COVID-19 Policy; and
7

8 **WHEREAS**, the pandemic continues and polices created under Resolution No. 03-20-01,
9 Resolution No. 09-20-04, Resolution No. 12-20-01, Resolution No. 03-21-01, Resolution No. 09-21-03,
10 and Resolution No. 11-21-01, are set to expire on March 31, 2022, Monroe County wants to ensure
11 personnel are given a proper policy in response to COVID-19 related events; and
12

13 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends the
14 County approve the revisions to the Monroe County Personnel’s COVID-19 Response Policy as
15 proposed by the Personnel Director as referenced by the attached document; and
16

17 **WHEREAS**, in addition, the Monroe County Administration and Personnel Committee
18 recommends flexibility to address changes coming from the state or federal administrations.
19

20 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as
21 of December 1, 2021, they do hereby extend the current Personnel Policies created pursuant to
22 Resolution No. 03-20-01, Resolution No. 09-20-04, Resolution No. 12-20-21, Resolution No. 03-21-01,
23 Resolution 09-21-03, and Resolution No. 11-21-01, through June 30, 2022; and
24

25 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be
26 construed to limit the constitutional and statutorily granted powers of the Judiciary, the Sheriff, the
27 District Attorney or any other county office which is granted authority under the Constitution or
28 Wisconsin Statutes; and
29

30 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the
31 authority of the County Administrator and Personnel Department to adopt the Personnel Policies in
32 accordance with evolving state and federal rules, regulations and policies and directs that substantive
33 changes shall be presented to the Administration and Personnel Committee and County Board for
34 consideration for ratification.
35

36 Offered by the Administration & Personnel Committee this 23rd day of March, 2022.
37

38 Purpose: To ratify Personnel Policies created to address the Covid-19 county operations and health,
39 safety and welfare concerns for the county employees and residents for March 31, 2022 – June 30, 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

Committee of Jurisdiction Forwarded on: March 8, 2022

4 Yes 0 No 1 Absent

Approved as to form on 3/16/2022

Lisa Aldinger Hamblin
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.



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
<p>POTENTIAL CONTACT: If employee answers “yes” to #2, and are not fully vaccinated, will be sent home and required to self-quarantine <u>for up to 14 calendar days and potentially longer under guidance of your local Health Department.**</u></p>	
<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.