



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday April 12, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of March 8, 2022
4. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Information Systems/Human Services
 - b. Personnel
5. Information Technology Director Report
6. Personnel Director
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual– Compensation Plan – Discussion Only
 - b. Resolution(s) – Discussion/Action
 - Resolution Authorizing the Establishment of a Full Time Medical Examiner Position
 - Resolution Authorizing the Establishment of a Part Time Chief Deputy Medical Examiner Position
 - c. Long Term Infectious Disease Policy – Discussion
 - d. Director Report
7. Review of COVID-19 Emergency Declaration – Discussion/Action
8. Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules – Discussion
9. County Administrator Report
10. Next Month's Agenda Items
11. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: April 5, 2022

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

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

Administration & Personnel Committee
March 8, 2022

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

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Adrian Lockington, Chris Weaver, Wes Revels, Lynn Kloety, Laura Endres, Debbie Carney, Natalie Likely, Bobbi Moore, Charles Weaver, Cedric Schnitzler, Toni Wissestad, Pam Pipkin, Lisa Aldinger-Hamblin, David Kuderer

WebEx: Malayna Halvorson Maes

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, April 12, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Jim Kuhn to approve the February 16, 2022 minutes. Carried 4-0.
- Request for Credit Card Approval-
 - a. Veteran Service Office Motion by Jim Kuhn second by Mary VonRuden to approve credit card. Charles Weaver explained the need for a \$2,500 limit credit card for the Assistant CVSO. Carried 4-0.
- Notice of Budgetary Adjustments-
 - a. Child Support/Corporation Counsel Notice of Budgetary Adjustment- Motion by Mark Halverson second Mary Van Ruden to approve budget adjustment. Pam Pipkin and Lisa Aldinger-Hamblin explained the 2022 budget adjustment in the amount of \$33,976.00 for half time Assistant Corporation Counsel/Child Support Attorney. Discussion. Carried 4-0.
 - b. Land Records Notice of Budgetary Adjustment- Motion by Mark Halverson second Mary VonRuden to approve budget adjustment. Jeremiah Erickson explained the 2022 budget adjustment in the amount of \$ 456.36 for Land Records Cell Phone Data plan for the GPS Unit. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director

Agenda Order Modified-

- a. Resolutions -
 - Resolution Authorizing Establishment of One Additional Economic Support Specialist Position in the Human Services Department – Ron Hamilton, Human Services Director explained position. Motion by Mark Halverson second by Jim Kuhn to approve resolution and forward to the full board for approval. Discussion. Carried 4-0.
 - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for March 31, 2022 to September 30, 2022 -COVID 19 Policy - Motion by Mark Halverson second by Mary Von Ruden. Carried. 4-0.
 - Motion to amend Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for March 31, 2022 to September 30, 2022 by Jim Kuhn second by Mark Halverson to change date from September 30, 2022 to June 30, 2022 in all aspects. Motion by Jim Kuhn second by Mary Von Ruden. Carried 4-0.
- b. McGrath Wage Study Presentation Malayna Halvorson Maes provides presentation. Questions Answered.

c. Resolutions –

- Resolution Authorizing Revised Compensation Plan Structure Recommended by McGrath Human Resources Group – Motion by Mark Halverson second by Mary Von Ruden to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained further detail. Discussion. Carried. 4-0.
- Resolution Authorizing Revised Compensation Plan Wage Adjustments Recommended by McGrath Human Resources Group – Motion by Mark Halverson second by Jim Kuhn to approve resolution and forward to the full board for approval. Tina Osterberg explained further detail. Discussion. Carried 4-0.
- Resolution Authorizing Changes to the Monroe County Personnel Policy Manual- Compensation Plan – Ed Smudde, Personnel Director asked to have resolution pulled from the agenda to continue to finalize information. Tina Osterberg comments to this. Request to be on agenda for Discussion only April, May and Discussion/Action June.
- Resolution Authorizing Clerk of Courts and Sheriff's Salary Rates for the Next Term of Office in 2023-2026 – Motion by Mark Halverson second by Jim Kuhn to approve resolution and forward to the full board for approval. Laura Endres Clerk of Courts explains comparable and suggestions. Wes Revels, Sheriff explains comparable and suggestions. Carried 3-1.
 - Motion by Wallace Habhegger second by Mark Halverson to set the wage for Sheriff at \$100,000 for 2023. Yes 3 / No 1 Carried. 3-1.
 - Motion by Wallace Habhegger second by Mark Halverson to set the wage for Clerk of Courts at \$80,000 for 2023. Yes 3 / No 1 Carried. 3-1.
 - Motion by Jim Kuhn second by Mark Halverson to set years 2023-2026 with a 3% increase from year 2023. Yes 3 / No 1 Carried 3-1.

POSITION	CURRENT	2023	2024	2025	2026
Clerk of Courts	\$66,399	\$ 80,000	\$82,400	\$84,872	\$87,418.
Sheriff	\$87,651	\$100,000	\$103,000	\$106,090	\$109, 272

d. Director Report – Ed Smudde provided the monthly Personnel Directors report.

- Review of COVID-19 Emergency Declaration- Discussion/Action
Cedric Schnitzler comments to this and currently working on this with Corporation Counsel.
- Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules- Discussion Only. Cedric Schnitzler provides update and will provide copies of the 3 declarations to present at next month's meeting. Discussion.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual-Compensation Plan, Discussion; Long Term Infectious Disease Policy, Discussion; Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules, Discussion.

- Motion by Mary Von Ruden second by Mark Halverson to move into closed session. Wallace Habegger, Mary Von Ruden, James Kuhn, Mark Halverson all voting yes. All present minus Eric Devine. Entered closed session at 11:38 a.m.
 - Closed Session per WI Statutes 19.85(1)(c), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation- Mary Von Ruden left meeting at 12:00 p.m.
- Motion to return to open session by Mark Halverson second by Jim Kuhn. Wallace Habegger, James Kuhn, Mark Halverson and all voting yes. All present minus Eric Devine and Mary Von Ruden. Returned to open session at 12:02 p.m.
- Chair Wallace Habegger adjourned the meeting at 12:02 p.m.

Adrian Lockington, Administrative Office Specialist
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 5, 2022
 Department: Human Services/Information Systems
 Amount: \$520.00
 Budget Year Amended: 2022

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

Increase of annual fee to Netsmart for MyEvolv software due to AMA CPT Subscription fee

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	474600		IS Rev - Human Svs Fees	\$ 44,180.00	\$ 520.00	\$ 44,700.00
						\$ -
Total Adjustment					\$ 520.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Comp Ops-Human Svcs	\$ 44,148.00	\$ 520.00	\$ 44,668.00
24900500	521415		Computer Operations	\$ 40,788.00	\$ 520.00	\$ 41,308.00
24900500	515700		Education & Training	\$ 11,000.00	\$ (520.00)	\$ 10,480.00
Total Adjustment					\$ 520.00	

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: April 12, 2022
 Department: Personnel
 Amount: \$73,908.00
 Budget Year Amended: 2022

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

This budget adjustment is to carryover the funding for McGrath Consulting Group to 2023 as this is when the invoices were actually received as they relate directly to the receipt of the draft and final reports from McGrath, which were received in 2022.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
100000001	493000		Genl Fund Balance Applied	\$ 6,708,676.88	\$ 73,908.00	\$ 6,782,584.88
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 73,908.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11430000	521000		Personnel Prof Svcs	\$ -	\$ 73,908.00	\$ 73,908.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 73,908.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL TIME
MEDICAL EXAMINER POSITION**

WHEREAS, the Monroe County Public Safety and Justice Coordinating Committee and Administrative & Personnel Committee request the establishment of a full-time Medical Examiner position in the Medical Examiner's Office effective June 1, 2022; and

WHEREAS, Monroe County has an established on-call Medical Examiner that works on a case by case basis, and due to the consistent increase in calls and more expectations of Medical Examiner's Office, the County has deemed the need for this position to be established on a full-time basis as it is unfeasible to sustain on an on-call basis; and

WHEREAS, this full time position would be able to have oversight of the Medical Examiner's Office on a consistent basis and still meet the needs of the necessary calls for 24/7 response to the public as needed, while managing the budget, and other associated staff within the department; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of full-time Medical Examiner position in place of the current On-Call position in the Medical Examiner's Office, effective June 1, 2022.

FURTHER BE IT RESOLVED that \$33,739 be transferred from the Contingency Fund account 10010000 539200 to cover to following Medical Examiner Department increased/ (decreased) costs with the establishment of a full time Medical Examiner:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
• 11270000 511000	Salary	\$31,846
• 11270000 515005	Retirement	\$1,485
• 11270000 515010	Social Security	\$1,978
• 11270000 515015	Medicare	\$468
• 11270000 515020	Health Insurance	(\$2,634)
• 11270000 515025	Dental Insurance	(\$33)
• 11270000 515040	Workers Compensation	\$629

Dated this 19th day of April, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve creating a full-time Medical Examiner to replace the On-Call position currently established effective June 1, 2022.

Fiscal Note: This resolution will authorize a transfer of \$33,739 from the 2022 Contingency Fund to the 2022 Medical Examiner budget to cover increased costs of a full time Medical Examiner position This resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors for approval.

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

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
____ Yes ____ No ____ Absent

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

Committee Chair: _____

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: 03/28/2022	Department: Medical Examiner
Department Head Name: Robert Smith	

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

The Medical Examiner's Office averages 2.47 calls per day. At an average of 3.45 hours per call we are unable to meet the demands with On Call staff. The increased reporting and the daily operating of the office are not included in the call average. In the past 2 years alone calls are up over 125 calls. Cases have increased from 387 in 2018, 391 in 2019, 468 in 2020, to 519 in 2021.

The Medical Examiner position is currently an On Call position. The reporting and case load has increased to a point where it is unfeasible to continue to operate the Medical Examiners Office with a part time Administrative Associate and On Call staff. At this time the part time Administrative Associate position is vacant. This request would eliminate the part time Administrative Associate position and create a full time Medical Examiner position.

The full time Medical Examiner would supervise staff, schedule 24-hour coverage of duties, manage the annual budget, process bills, pay invoices, purchase and maintain supplies and equipment, stay current on trainings, investigate deaths and maintain corresponding document reports, collect, maintain and dispose of evidence, prepare and provide cremation authorizations, disinterment permits and death certificates.

Suggested Title: Medical Examiner			
Personnel Director's Recommended Classification:	Grade: R	FLSA Class: Exempt-Administrative	
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 06/01/2022	

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

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
35.48	43,428	2,823	2,693	630	514	12,469	457	11

1. Where will the funds for this position come from?
 Current budget and contingency fund

2. What equipment will need to be purchased for this position (desk, etc.)?
 Updated desk and chair, computer monitor.
 a. Is office space presently available? Yes _____ Where? Justice Center
 b. Estimated cost of needed equipment? \$1,000
 c. Is the cost of needed equipment in the department budget? Yes _____
3. What is the grand total cost of all items this fiscal year? 64,025
4. What is the annual cost of salary and fringes, thereafter? 107,293

Supervisory Responsibility (if applicable):

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

Oversee the Department as the Department head. Supervise the Chief Deputy and 2-3 deputies.

2. Number of employees Directly supervised: 3-5 Indirectly: _____

List the position titles that will report to this position:

Cheif Deputy Medical Examiner		
Deputy Medical Examiner		

3. What position title will this position report to? County Administrator

County Administrator – Action:

Date: _____ Position Approved: Position Denied:

Committee of Jurisdiction: _____ – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Administration & Personnel Committee – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Finance Committee – Action on Fiscal Note:

Date: _____ Funds Approved: Funds Denied: by a vote of: _____

County Board – Action:

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

Job Title:	Medical Examiner (Non-Pathologist)	Department:	Medical Examiner
Location:	Monroe County Justice Center	FLSA Category:	Exempt- Administrative
Immediate Supervisor:	County Administrator	Salary Grade:	R
Supervision Exercised:	Administrative and functional supervision of a part-time Chief Deputy and number of Deputies as determined by the Medical Examiner.	Position Type:	Full-time;

Basic Functions and Responsibilities

Under the guidance of the Public Safety and Justice Coordinating Committee, the Medical Examiner directs and administers the operations and personnel of the Medical Examiner's Office in providing death investigations, cremation authorizations and disinterment permits for Monroe County. The Medical Examiner shall perform the duties required under the law including those outlined in Wis. Stats. Chapter 979, 59.34, 30.67 (6) and the Wisconsin Administrative Code. Further, it is the Medical Examiners responsibility to administer the operations and personnel of the Monroe County Medical Examiner's Office.

Job Description

ROLE AND RESPONSIBILITIES

- Investigates deaths in accordance with Wisconsin State Statutes, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and establishes initial assessment of cause and manner of death, as natural, suicidal, accidental, homicidal or undetermined.
- Determines need for autopsy, toxicology, radiology, etc.; involvement from other agencies/departments such as law enforcement/detective, crime lab, District Attorney, pathologist, etc.; obtains appropriate records from law enforcement, health care establishments, etc. to coordinate a comprehensive, multidisciplinary investigation.
- Prepares and maintains reports documenting the facts and findings of all death investigations and other activities pertinent to the investigation.
- Determines positive identification of the decedent.
- Collects, maintains and disposes of evidence; obtains bodily specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides
- Appoints and supervises Chief Deputy and Deputy Medical Examiners; selects new employees; coordinates, assigns and reviews work activities; acts on problems and concerns; maintains standards and oversees department operations.
- Prepares and administers department annual budget; monitors, oversees and authorizes expenditures; processes and pays invoices. Purchases and maintains supplies and equipment.
- Provides direction and feedback to staff and recommends salary increases as appropriate.
- Attends training meetings and seminars; participates in task forces and review teams; maintains current training, in-service seminars and public speaking as needed.
- Provides court testimony as needed.
- Prepares and provides cremation authorizations, disinterment permits and death certificates. Prepares and submits reports, documentation and correspondence including medical examiners reports, traffic fatality reports, statistics, firearm death reports, etc.
- Prepares on-call schedules to provide 24-hour coverage of duties.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate degree in nursing, chemistry, biology, medicine, pre-med, forensic science, criminal justice, or a paramedic, EMT, or a combination of education and experience that provides the necessary knowledge, skills and abilities may be considered.
- Prefer minimum of three years' experience with progressively responsible supervisory and budget experience
- Approved training in death investigation within one (1) year of job commencement and
- Possession of a valid Wisconsin Driver's license is also required.
- Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses highly preferred.
- Must be available 24 hours/day, 7 days/week unless proper replacement is available and reported to Police/Sheriff Department for dispatching.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, stooping, kneeling, climbing, bending, reaching, talking, hearing, handling, using near and far vision, judgment, lifting, carrying, pushing/pulling 100 pounds or more. Is exposed to extreme weather, hazardous working conditions intermittently. A lesser amount of time is spent traveling to and moving about incident sites.

ADDITIONAL NOTES

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

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PART TIME
CHIEF DEPUTY MEDICAL EXAMINER POSITION**

WHEREAS, the Monroe County Public Safety and Justice Coordinating Committee and Administrative & Personnel Committee request the establishment of a part-time Chief Deputy Medical Examiner position in the Medical Examiner’s Office effective June 1, 2022; and

WHEREAS, the current part-time Administrative Assistant position within the Medical Examiner would be replaced with a part-time Chief Deputy Medical Examiner position, as the county has seen an increase from 387 cases per year in 2018 to 519 cases in 2021 and the need for the previously clerical position to have the ability to take calls has become a necessity for this department;

WHEREAS, the structure of this department already has a number of on-call positions to handle calls, but this will not be sustainable due to the consistent increase in call volume, and with the Medical Examiner position within the office this position would be able to provide additional support with all of the tasks currently completed by the Administrative Assistant position, and also take calls; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of part-time Chief Deputy Medical Examiner position in place of the current part-time Administrative Assistant position in the Medical Examiner’s Office, effective June 1, 2022.

Dated this 19th day of April, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve creating a part-time Chief Deputy Medical Examiner to replace the part-time Administrative Assistant position currently established effective June 1, 2022.

Fiscal Note: Current funding exists in the 2022 Medical Examiner departmental budget for a part time Chief Deputy Medical Examiner position. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

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

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

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

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

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

New Position Analysis



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

Date: 03/28/2022	Department: Medical Examiner
Department Head Name: Robert Smith	

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

The Medical Examiner's Office averages 2.47 calls per day. At an average of 3.45 hours per call we are unable to meet the demands with On Call staff. The increased reporting and the daily operating of the office are not included in the call average. In the past 2 years alone calls are up over 125 calls. Cases have increased from 387 in 2018, 391 in 2019, 468 in 2020, to 519 in 2021.

This position will assist with administrative tasks as well as Chief Deputy Medical Examiner duties. This will be a part time position from 10-40 hours per week depending on need. The Deputy position will not be benefit eligible due to not maintaining at least 20 hours consistently each week.

The part time Chief Deputy will assist with providing 24 hour availability, Investigate deaths and maintain corresponding document reports, collect, maintain and dispose of evidence, prepare and provide cremation authorizations, disinterment permits and death certificates, and assist with invoices and bill processing in the absence of the Medical Examiner.

Suggested Title: Chief Deputy Medical Examiner		
Personnel Director's Recommended Classification:	Grade: N	FLSA Class: Non-Exemp-Administrative
Full-time: <input type="checkbox"/>	Part-time: Variable hours	Projected Start Date: 06/01/2022

Current or newly created Job Description in current County format must be attached.
A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	23,033	1,498	1,429	334	273	0	0	0

1. Where will the funds for this position come from?
 Current budget and contingency fund. _____
2. What equipment will need to be purchased for this position (desk, etc.)?
 None _____
 - a. Is office space presently available? Yes Where? Justice Center
 - b. Estimated cost of needed equipment? 0
 - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? 26,567
4. What is the annual cost of salary and fringes, thereafter? 45,143

Supervisory Responsibility (if applicable):

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

Assist in supervision of 2-3 deputies. Assist in absence of Medical Examiner

2. Number of employees Directly supervised: 2-3 Indirectly: _____

List the position titles that will report to this position:

Deputy Medical Examiner		

3. What position title will this position report to? Medical Examiner

County Administrator – Action:

Date: _____ Position Approved: Position Denied:

Committee of Jurisdiction: _____ – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Administration & Personnel Committee – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Finance Committee – Action on Fiscal Note:

Date: _____ Funds Approved: Funds Denied: by a vote of: _____

County Board – Action:

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

Job Title:	Chief Deputy Medical Examiner (Non-Pathologist)	Department:	Medical Examiner
Location:	Monroe County Justice Center	FLSA Category:	Non-Exempt- Administrative
Immediate Supervisor:	Medical Examiner	Salary Grade:	N
Supervision Exercised:	Administrative and functional supervision of number of Deputies as determined by the Medical Examiner.	Position Type:	Part-Time (varied 10-40 hrs.)

Basic Functions and Responsibilities

Under the guidance of the Medical Examiner, the Assistant Medical Examiner conducts investigations of deaths of an unusual or violent nature or in cases where no physician was in attendance within 30 days preceding death. The Chief Deputy Medical Examiner shall perform duties as outlined in Chapter 979, 30.67(6), 48.981, 59.34 and others as may be amended or required by law.

Job Description

ROLE AND RESPONSIBILITIES

- Investigates deaths in accordance with Wisconsin State Statutes, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and establishes initial assessment of cause and manner of death, as natural, suicidal, accidental, homicidal or undetermined.
- Determines need for autopsy, toxicology, radiology, etc.; involvement from other agencies/departments such as law enforcement/detective, crime lab, District Attorney, pathologist, etc.; obtains appropriate records from law enforcement, health care establishments, etc. to coordinate a comprehensive, multidisciplinary investigation.
- Prepares and maintains reports documenting the facts and findings of all death investigations and other activities pertinent to the investigation.
- Determines positive identification of the decedent.
- Collects, maintains and disposes of evidence; obtains bodily specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides
- In the absence of the Medical Examiner processes and pays invoices. Purchases and maintains supplies and equipment.
- Attends training meetings and seminars; participates in task forces and review teams; maintains current training, in-service seminars and public speaking as needed.
- Provides court testimony as needed.
- Prepares and provides cremation authorizations, disinterment permits and death certificates. Prepares and submits reports, documentation and correspondence including medical examiners reports, traffic fatality reports, statistics, firearm death reports, etc.
- Provides 24 hour availability and reports call changes to Monroe County dispatch

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate degree in nursing, chemistry, biology, medicine, pre-med, forensic science, criminal justice, or a paramedic, EMT, or a combination of education and experience that provides the necessary knowledge, skills and abilities may be considered.
- Approved training in death investigation within one (1) year of job commencement and
- Possession of a valid Wisconsin Driver's license is also required.
- Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses highly preferred.
- Must be available 24 hours/day, 7 days/week unless proper replacement is available and reported to Police/Sheriff Department for dispatching.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, stooping, kneeling, climbing, bending, reaching, talking, hearing, handling, using near and far vision, judgment, lifting, carrying, pushing/pulling 100 pounds or more. Is exposed to extreme weather, hazardous working conditions intermittently. A lesser amount of time is spent traveling to and moving about incident sites.

ADDITIONAL NOTES

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

RESOLUTION NO. 03-20-01

RESOLUTION DECLARING STATE OF EMERGENCY IN MONROE COUNTY
DUE TO THE COVID-19 PANDEMIC

1 WHEREAS, in December of 2019, a novel strain of coronavirus known as COVID-19 was detected,
2 and COVID-19 has continued to spread throughout the world, including to the United States and the
3 State of Wisconsin; and
4

5 WHEREAS, on January 31, 2020 the United States Department of Health and Human Services declared
6 a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a
7 pandemic, and on March 12, 2020, the Governor of the State of Wisconsin declared a Health Emergency
8 in the State; and
9

10 WHEREAS, the federal government, state governments, and local governments are working together to
11 contain the further spread of the disease and to ensure resources for treatment of existing cases; and
12

13 WHEREAS, Chapter 252 of the Wisconsin Statutes sets out authority to address Communicable
14 Diseases and Chapter 323 addresses Emergency Management planning under a disaster or an imminent
15 threat of disaster; and
16

17 WHEREAS, Monroe County has been working to protect the health and well-being of its residents and
18 to prepare for the impacts the disease is likely to have on the County; and
19

20 WHEREAS, the Monroe County Board of Supervisors determines that it is necessary to make all
21 possible resources available to the County in order to protect the health, safety, and welfare of its
22 residents from the threat posed by the continuing spread of COVID-19; and
23

24 WHEREAS, declaring a state of emergency will facilitate timely use of resources to protect individuals
25 from the impacts of the spread of COVID-19 while maintaining continuity of operation in Monroe
26 County; and
27

28 WHEREAS, Monroe County desires to maintain the highest level of services related to the general
29 public, such as Public Safety, Health and Human Services, Emergency Management and those
30 departments directly related to the general welfare of all residents; and
31

32 WHEREAS, the ongoing evolution of federal and state mandates requires administrative flexibility at
33 the local level to manage current policies in the face of measures being mandated throughout this
34 pandemic; and
35

36 WHEREAS, the County Administrator may need to close or limit access to Monroe County government
37 facilities; implement strategic staffing changes to ensure adequate number of healthy staff are in place to
38 carry out necessary and critical services; waive administrative policies regarding health insurance and
39 assist in personnel expenses as a result of implementing staffing changes; and make temporary changes
40 and exceptions to the Monroe County Personnel Policy Manual; and
41

42 WHEREAS, the County Administrator, after implementing necessary actions to meet the mandates,
43 shall inform the Monroe County Board of Supervisors of actions taken and request ratification of the
44 actions; and
45

46 NOW, THEREFORE, BE IT RESOLVED that pursuant to §323.11 of the Wisconsin Statutes the
47 Monroe County Board of Supervisors declares a State of Emergency in Monroe County, Wisconsin.

**48 "See attached page"

49 FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors directs the County
50 Administrator to implement federal and state mandates to ensure the safety and health of the Monroe
51 County staff, residents and those traveling throughout the community.
52

53 FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors authorizes the County
54 Administrator the authority to make necessary temporary changes and exceptions to the existing Monroe
55 County policy.
56



57 FURTHER BE IT RESOLVED that the County Supervisors are hereby authorized to attend meetings of
58 the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance
59 with all other applicable laws.
60

61 FURTHER BE IT RESOLVED that this Resolution remains in effect for six months unless rescinded or
62 extended by further Monroe County Board action.
63

Offered this 19th day of March, 2020 by the Administration and Personnel Committee.

Fiscal note: This resolution authorizes all possible resources necessary and means available in a responsible manner to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

Statement of purpose: Declare State of Emergency in Monroe County to facilitate and expedite the use of resources, direct the County Administrator to strategically implement necessary plans and make necessary temporary changes and exceptions to County policy to protect health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19, and to allow County Supervisors authorization to attend meetings of the Board remotely.

<p>Finance Vote (If required): <u>5</u> Yes <u>0</u> No <u>0</u> Absent ***** Approved as to form:  Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>March 19, 2020</u> VOTE: <u>4</u> Yes <u>1</u> No <u>0</u> Absent Committee Chair: <u>Pete Peterson</u> <u>Sharon Falcey</u></p>
<p><input checked="" type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: <u>Mar 19 20 20</u> <u>16</u> Yes <u>0</u> No <u>0</u> Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # <u>03-20-01</u> acted on by the Monroe County Board of Supervisors at the meeting held on <u>March 19, 2020</u>  SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

RESOLUTION NO. 03-20-01

RESOLUTION DECLARING STATE OF EMERGENCY IN MONROE COUNTY
DUE TO THE COVID-19 PANDEMIC

**Line # 48

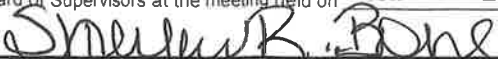
NOW, THEREFORE, BE IT RESOLVED that Nothing within this resolution should be construed in any way which limits the constitutional and statutorily granted powers of the Judiciary, the Sheriff, the District Attorney or any other county office which is granted authority either by the Constitution or Statute.

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 # 03-20-01 acted on by the County

Board of Supervisors at the meeting held on March 19, 2020


SHELLEY R. BOHL, MONROE COUNTY CLERK

(A raised seal certifies an official document)

RESOLUTION NO. 11-20-09

RESOLUTION AUTHORIZING TEMPORARY
VIRTUAL MEETING PROCEDURES

1 WHEREAS, COVID-19 has continued to spread throughout the world, the United States, the State of
2 Wisconsin, and the County of Monroe; and
3

4 WHEREAS, the Monroe County Board of Supervisors recognizes, with Covid-19, not all emergency
5 events are momentary and some require alternative extraordinary measures for continued safe operations
6 of the County; and
7

8 WHEREAS, the Monroe County Board of Supervisors has previously adopted personnel policies to
9 address the ongoing impact of Covid-19; and
10

11 WHEREAS, the County Administrator has worked with the Board, Committees and Departments to
12 ensure continued County functions; and
13

14 WHEREAS, the Monroe County Board of Supervisors has determined that it is necessary to adopt
15 Extraordinary County Board Rules to allow for continued operation of the County Board in the face of
16 the continuing and escalating pandemic.
17

18 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ratify the
19 actions reported by the County Administrator in regards to measure taken for Monroe County to address
20 the pandemic; and
21

22 FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors does hereby adopt for 90
23 days the following virtual meeting rules for the County Board and committees:
24

- 25 1. Meetings may be held virtually, in full or in part. In calling a virtual meeting to order, a Chair may
26 do so, provided the public has been properly notified of the virtual meeting option.
27
- 28 2. A roll call and determination of a quorum shall include members that appear virtually.
29
- 30 3. If any member appears virtually, all votes shall be by roll call with sequential rotation of tallying
31 votes.
32
- 33 4. Members attending virtually shall receive per diems pursuant to the rules as if they physically
34 attended the meeting.
35

36 These rules are to be read in conjunction with the Monroe County Board and Committee Rules; and
37


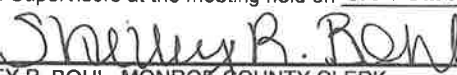
38 LASTLY BE IT RESOLVED that the Monroe County Board of Supervisors does direct the
39 Administration & Personnel Committee, County Board Chair and County Administrator to develop
40 Extraordinary County Board Rules for long-term emergency events and a procedure for declaring and
41 ratifying use of those rules.
42

Offered this 19th day of November, 2020 by the Administration and Personnel Committee.

Fiscal note: No direct budgetary impact.

Statement of purpose: To ratify the County Administrator's work in regards to Covid-19; to authorize temporary virtual attendance at meetings and to direct drafting of rules for the County Board to use during extraordinary times.

Drafted by: Andrew Kaftan, Corporation Counsel


<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>.....</p> <p>Approved as to form:  Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>November 19</u>, 20<u>20</u> VOTE: <u>3</u> Yes <u>0</u> No <u>2</u> Absent</p> <p>Committee Chair: <u>Walter Habegger</u> <u>Musick</u> <u>Mary VonBuden</u></p>
<p><input checked="" type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: <u>Nov 19</u> 20<u>20</u> <u>12</u> Yes <u>0</u> No <u>4</u> Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # <u>11-20-09</u> acted on by the Monroe County Board of Supervisors at the meeting held on <u>November 19, 2020</u></p> <p> SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

02-2021


DECLARATION OF EXTRAORDINARY CIRCUMSTANCES

Dated this 17th day of February, 2021

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

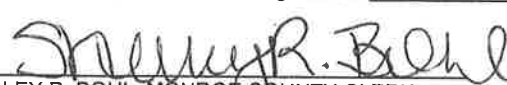


Cedric Schnitzler, Chair



Wallace Habhegger, Vice Chair

Drafted by: Andrew Kaftan, Corporation Counsel

<input checked="" type="checkbox"/> RATIFIED <input type="checkbox"/> FAILED County Board Vote on: <u>February 24, 2021</u> Passed by Voice Vote _____ Yes _____ No _____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Declaration # <u>02-2021</u> acted on by the Monroe County Board of Supervisors at the meeting held on <u>February 24, 2021</u>  SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>
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