



MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656

DATE: Wednesday, June 15, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of May 18, 2022
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
 - a. Human Services
6. Notice of Re-Purpose of Funds - Discussion/Action
 - a. Maintenance
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Circuit Court
 - b. Health Department
 - c. Land Conservation
 - d. Solid Waste
8. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Increasing the Fee Assessed for a Cremation Permit by the Monroe County Medical Examiner's Office Effective July 1, 2022
 - b. Resolution Authorizing the Establishment of a Full-time Community Health Educator in the Monroe County Health Department
9. Resolution Creating Restricted Opioid Settlement Non-Lapsing Account for Future Opioid Abatement Uses – Discussion/Action
10. Securitization of Opioid Funds – Discussion/Action
11. Planned Use of Opioid Settlement Funds - Discussion
12. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Investment Policy
 - d. Bank RFPs
 - e. Cancelled Checks
 - f. Tax Delinquent Properties

**FINANCE MEETING
June 15, 2022 Agenda**

13. Self-Insurance Balance Update
14. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. RFP Audit Contract – Discussion/Action
 - d. RFP Cost Allocation Contract – Discussion/Action
 - e. RFP OPEB Contract – Discussion/Action
15. Human Services Reserve Fund/Cash Reserve Policy – Discussion
16. IRS Mileage Rate
17. Fuel Costs
18. Treasurer Support Staff
19. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
20. Items for next month's agenda
21. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 8, 2022

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

Finance Committee
May 18, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, Toni Wissestad, David Pierce
Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Chris Weaver, Wes Revels, Chad Ziegler, Ed Smudde, Alison Elliott, David Hesper, Debbie Carney

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

- Motion by Supervisor Pierce to nominate Wallace Habegger for Vice Chair. Motion by David Pierce second by Toni Wissestad to cast a unanimous ballot. Carried 5-0.
- Monthly Meeting Date/Time – The committee established its monthly meeting the 3rd Wednesday at 9:00 a.m.
- Next Meeting Date – Wednesday, June 15, 2022 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 04/16/2022 minutes. Carried 5-0.
- Public Comment – None.
- Line Item Transfer(s) –
 - a. Forestry & Parks – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Chad Ziegler, Forestry & Parks Administrator explained the 2022 line item transfer in the amount of \$5,850.00 for security system at McMullen Park. Carried 5-0.
 - b. Administrator – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$755.00 for portable PA system. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Land Records - Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2022 budget adjustment in the amount of \$10,000.00 for Strategic Initiative Grant. Carried 5-0.
 - b. Sheriff – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2022 budget adjustment in the amount of \$52,870.00 to move Justice Center CCTV upgrade funding from 2021 to 2022. Discussion. Carried 5-0.
 - c. Solid Waste – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. David Hesper explained the 2022 budget adjustment in the amount of \$28,000.00 for mobile fencing. Discussion. Carried 5-0.
- Maintenance Repurpose of Funds. Motion by David Pierce second by Wallace Habegger to approve Repurpose of Funds. Chair Cedric Schnitzler explained the 2022 budget adjustment in the amount of \$45,000.00 for HVAC repairs to the ADRC building. Carried 5-0.
- Human Services Credit Cards – Motion by David Pierce second by Toni Wissestad to approve credit card request. Ron Hamilton, Human Services Director explained need for 5 credit cards. ADRC Social Worker in the amount of \$1,000.00; two Social Worker's in the amount of \$1,000.00 each; Accountant I in the amount of \$5,000.00; Human Services Director in the amount of \$5,000.00. Carried 5-0.
- Fiscal Note on Resolution(s) –
 - a. Resolution Authorizing One Children's Long Term Support Services (CLTS) Social Worker Position in Monroe County. Motion by David Pierce second by Toni Wissestad to approve fiscal note. Ron Hamilton explained that position is to be covered by Medical Assistance Case Management Billing. Discussion. Motion by Wallace Habegger second by David Pierce to add to the fiscal note: If Federal or State funding ceases for this position, this position will be reviewed. Discussion. The amendment passed 5-0. The fiscal note as amended carried 5-0.

- b. Resolution Authorizing the Establishment of a Park Manager Position in the Forestry and Parks Department. Motion by Toni Wissestad second by David Pierce to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained costs to be covered through revenue generated from user fees. Discussion. Carried 5-0.
 - c. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County. Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained portion of the costs to be covered by an increase in fees. Discussion. Carried 5-0.
 - d. Resolution Authorizing the Establishment of Personal Care Assistant Positions within Rolling Hills Senior Living – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Toni Wissestad explained that Personal Care Assistant positions would take the place of Certified Nursing Assistant Positions that have already been budgeted. The positions would be a lower cost option. Discussion. Carried 5-0.
- Treasurer Report –
 - a. Debbie Carney provided the Monthly Treasurers Report. Debbie noted that an amendment was made to March reports as they did not include the current year amount.
 - b. Treasurer Department Monthly Report Review
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
- Cancelled Checks – Debbie Carney explained that her deputy is currently working on cancelled checks. Debbie noted that her deputy is leaving employment and it is uncertain when they will be completed. Discussion. The committee recommended an update next month.
- Tax Delinquent Parcels –
 - a. Foreclosure – Debbie Carney explained that a parcel list has been provided to the abstract company to begin the foreclosure process. There are approximately 60 taxpayers. The foreclosure process will include 2015 through 2018 years. Discussion. The committee asked for a listing of the parcels.
 - b. New Laws – Debbie Carney explained that Senate Bill 829 passed and stated that the county would probably not be making any money on delinquent parcels. Any net proceeds would be used to pay off any liens, the remaining proceeds then would be returned to the property owner. The county would be able to recover its expenses. Discussion.
- Mileage Reimbursement Rate – Diane Erickson, Finance Director explained that a staff member had reached out to her in regards to the 90% IRS rate that is set July 1st each year. It is a concern of the employee who travels often for her job. The committee discussed the current IRS rate. This item will be revisited next month.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by David Pierce second by Wallace Habhegger to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by Wallace Habhegger to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by Wallace Habhegger second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Items for next month's agenda – Investment Policy, Bank RFP's, Cancelled Checks, Tax Delinquent Properties, IRS Mileage Rate, Fuel Costs, Treasurer Support Staff
- Motion by Toni Wissestad second by Wallace Habegger to adjourn the meeting at 10:30 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval


Department: Human Services

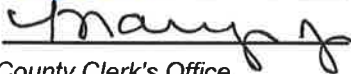
Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Christina Krajefska	CFS Social Worker I	\$ 1,000.00

Justification for Credit Card(s):

Credit card requests are for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval:  6/7/2022

Date Approved by Committee of Jurisdiction:  CROK

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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 13, 2022
 Department: Circuit Court
 Amount: \$1,932.00
 Budget Year Amended: 2022

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

Our Branch I Judicial Assistant will be going on maternity leave on July 18, 2022. This will cover an LTE for 20 to 23 hours per week for up to six weeks. A plan is being developed for staff and other departments to assist with this scheduled absence such that an LTE for this number of hours will be sufficient to keep court running efficiently.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000	461430	CC270	Attorney/Gal Reimbursement	\$ 10,000.00	\$ 1,932.00	\$ 11,932.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,932.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000	511000		Salaries	\$ 231,928.00	\$ 1,793.00	\$ 233,721.00
11210000	515010		Social Security	\$ 14,383.00	\$ 112.00	\$ 14,495.00
11210000	515015		Medicare	\$ 3,366.00	\$ 26.00	\$ 3,392.00
11210000	515040		Workers Comp	\$ 137.00	\$ 1.00	\$ 138.00
						\$ -
						\$ -
Total Adjustment					\$ 1,932.00	

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: June 7, 2022
 Department: Health
 Amount: \$28,424.00
 Budget Year Amended: 2022

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

Rollover from State (CARS- Coummity Aids Reproting System) for the Preparedness Grant not used last year (2021).

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435525		Preparednes	\$ 36,986.00	\$ 28,424.00	\$ 65,410.00
				\$ -		
Total Adjustment						

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$ 798,928.00	\$ 4,875.00	\$ 803,803.00
24110000	534050		Block Grant Supplies	\$ 22,750.00	\$ 23,549.00	\$ 46,299.00
Total Adjustment					\$ 28,424.00	

Department Head Approval: *Liffany E. Dion*
 Date Approved by Committee of Jurisdiction: *Mary J. Cook*
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: June 2, 2022
 Department: Land Conservation
 Amount: \$1,512.00
 Budget Year Amended: 2022

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

The LCD tree sales program sold more trees than originally anticipated, which increased plant material cost.

No increase in levy dollars.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16940000	468120		Tree Sales	\$ 12,000.00	\$ 1,439.50	\$ 13,439.50
16940000	468200		Nonmetallic Mining Fees	\$ 18,000.00	\$ 72.50	\$ 18,072.50
						\$ -
						\$ -
Total Adjustment					\$ 1,512.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16940000	521705		Tree Sales	\$ 10,000.00	\$ 1,512.00	\$ 11,512.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,512.00	

Department Head Approval: Bob Michal 6/2/22

Date Approved by Committee of Jurisdiction: Judge VanWychen 6/7/22
 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: June 1, 2022
 Department: Solid Waste
 Amount: \$4,502.42
 Budget Year Amended: 2022

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

Additional monitoring done to include surrounding resident wells near the interim site. These residents had concerns after the media coverage concerning pfos and groundwater contamination. 1502 dollars needed to cover the shortfall in the account due to the additional monitoring. 3000 dollars added to the account to cover the shortfall that will occur when the fall testing occurs. Cash balance is \$955,941 so there is plenty of cash to cover the transfer. The Future Capital Project account is simply a place holder for additional revenue.

Revenue Budget Lines Amended:

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

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63690000	521830		Sand Creek Monitoring	\$ 5,000.00	\$ 4,502.42	\$ 9,502.42
63630000	582900		Future Capital Projects	\$458,052	(\$4,502)	\$ 453,549.58
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

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 INCREASING THE FEE ASSESSED FOR A CREMATION PERMIT
BY THE MONROE COUNTY MEDICAL EXAMINER'S OFFICE
EFFECTIVE JULY 1, 2022**

1 **WHEREAS**, the Chief Medical Examiner for Monroe County is recommending an increase in
2 the fee assessed for a cremation permit by the Monroe County Medical Examiner's Office, in
3 accordance with Wis. Stat. § 59.365(2) and 979.10; and

4 **WHEREAS**, Wis. Stat. § 59.365(2) states that fees may be increased based on the most recent
5 U.S. Consumer Price Index, which is 7 percent for the period ending December 31, 2021; and

6 **WHEREAS**, there needs to be a process in place to increase this fee on an annual basis; and

7 **WHEREAS**, the Public Safety Committee has determined that the proposed fee of \$107.00, an
8 increase of \$7.00, is appropriate for 2022; and

9 **WHEREAS**, the cremation fee shall be adjusted each year on January 15th per the U.S.
10 Consumer Price Index as of December 31st of the prior year.

11 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that
12 the fee assessed for a cremation permit by the Medical Examiner's Office be and is hereby established at
13 \$107.00 effective July 1, 2022.

14 **NOW, THEREFORE, BE IT FURTHER RESOLVED** Starting on January 15, 2023 and on
15 each subsequent January 15th, the cremation permit fee shall increase based U.S. Consumer Price Index
16 as of December 31st of the year prior.

Dated this 22nd day of June, 2022.

Offered By: The Public Safety and Justice Committee:

Fiscal note: This resolution does not require an appropriation from the county general fund. The increase is based on the U.S. Consumer Price Index as of December 31st of the year prior to the increase and for this year the increase will start July 1, 2022 and then on January 15th each year starting in January, 2023.

Statement of purpose: To adjust the cremation permit fee according to the U.S. Consumer Price Index.

<p>Finance Vote (If required): _____ Yes _____ No _____ Absent</p> <p>.....</p> <p>Drafted & Approved as to form:</p> <p>_____</p> <p>Lis Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: _____ Yes _____ No _____ Absent</p> <p>Committee Chair: _____</p> <p>_____</p> <p>_____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>_____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____</p> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH EDUCATOR IN THE MONROE COUNTY HEALTH DEPARTMENT

WHEREAS, the Monroe County Health and Human Services Board and Administration & Personnel Committee request the establishment of a full-time Community Health Educator position in the Health Department; and

WHEREAS, Monroe County Health Department's goal is to protect, promote and improve the health of the community; and

WHEREAS, the Monroe County Health Department's role is to assess the needs, resources, and capacity of individuals and communities; and

WHEREAS, the Monroe County Health Department plans, implements, and conducts evaluation and research related to health education and promotion; and

WHEREAS, education of the public is a key factor for preventing, promoting, and protecting the health of communities; and

WHEREAS, a Community Health Educator would bring a level of expertise and focus to meet the objectives as set forth in the American Rescue Plan Act; and

WHEREAS, a Community Health Educator would bring additional grant-writing skills to Monroe County, further supporting the health of Monroe County residents in a cost-effective manner; and

WHEREAS, public health is a rapidly evolving area of public service requiring ongoing education for public health workers and continued development of approaches to public health issues; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a full-time Community Health Educator position in the Health Department effective July 1, 2022.

Dated this 22nd day of June, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve a new Community Health Educator full-time position for July 1, 2022.

Fiscal Note: Funding for the position (\$41,417 in the first year and \$82,368 years thereafter) will be through grants. If grant funding ceases for this position, this position will be reviewed.

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: May 23, 2022	Department: Health
Department Head Name: Tiffany Giesler	

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 COVID-19 pandemic brought to light the lack of emergency response infrastructure within the health department. All efforts were focused on COVID-19 response, and we were unable to continue other public health programming at the same level. Many initiatives and programs were paused which greatly impacts our community. Through the pandemic we were able to identify gaps in care that our community experiences, especially as a rural county. To increase capacity of our department and to better serve our community, we are requesting a full-time Community Health Educator position. Having an additional full-time staff member would help us to build our programs, improve our preparedness efforts, and help us to move past working in crisis mode.

According to a study conducted by the National Association of City and County Health Officials, for a county with a population of our size (up to 50,000), our department should have the equivalent of 21.6 FTE's. The Health Department currently has 11.5 FTE's. (12.5 including current contact tracer time)

The role of this position is to reestablish a foundation for the health department and help to identify how we can better serve and meet the needs of our community. This work will be guided by data collected from our Community Health Assessment, statutory requirements from Wisconsin Department of Health Services, and the 10 essential services of public health. We currently have funding slated to build our workforce and implement recovery efforts through AARPA and workforce development funds.

Suggested Title: Community Health Educator		
Personnel Director's Recommended Classification:	Grade: 12	FLSA Class: Exempt-Professional
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: July 1, 2022

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$25.09	\$52,187	\$3,393	\$3,236	\$757	\$617	\$21,376	\$784	\$18

1. Where will the funds for this position come from?
 ARPA and Worforce Development grant dollars

2. What equipment will need to be purchased for this position (desk, etc.)?
 none
 - a. Is office space presently available? yes Where? Community Services Building
 - b. Estimated cost of needed equipment? None
 - c. Is the cost of needed equipment in the department budget? none
3. What is the grand total cost of all items this fiscal year? \$41,417
4. What is the annual cost of salary and fringes, thereafter? \$82,368

Supervisory Responsibility (if applicable):

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

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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? Director/Health Officer

County Administrator – Action:

Date: May 23, 2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

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

Job Title:	Community Health Educator	Department:	Health Department
Location:	315 West Oak Street, Suite B, Sparta, WI	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Health Department Director/Health Officer	Salary Grade:	12
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under direction of the Director, The Community Health Educator (CHE) is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is performed independently and as part of an interdisciplinary team.

Job Description

ROLE AND RESPONSIBILITIES

- Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
- Develop and maintain coalitions, task forces and/or collaborations with local health care providers and other sector agencies and/or individuals involved in similar programs and services
- Prepare and conduct population-based educational programs
- Assure the availability and accessibility of the department programs
- Perform and/or assist a PHN or other staff in clinically-oriented duties
- Facilitate workgroups to determine program goals, objectives, and outcomes
- Record keeping for individually focused programs that assures proper documentation and tracking of information
- Develop and provide information, education and outreach such as newsletters or press releases on various public health and/or grant programs
- Market, develop, deliver and evaluate various programs and services
- Program specific data collection, analysis, and reporting to assure that program goals are met or to identify gaps that need to be addressed
- Involvement in monitoring budgets within each assigned program
- Actively participate in quality improvement/performance management projects and may provide education to staff on QI processes and project results
- Represent the Health Department on applicable coalitions and committees
- Assume responsibility for professional development by participating in continuing education program/training
- Participate in Health Department response during public health emergency
- Complete other duties that may be assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health, or other suitably related field.
- Experience working as a Community Health Educator in health promotion or similar area preferred.
- Certification as Health Education Specialist preferred.
- Valid driver's license and reliable transportation with sufficient liability insurance.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, standing, feeling, talking, hearing, using near vision, judgment. Walks, stoops, climbs, reaches, handles, keyboarding, uses far vision, lifts, carries, pushes/pulls up to 80 pounds intermittently. A lesser amount of time is spent traveling to and moving about the WIC sites.

ADDITIONAL NOTES

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

Employee Signature: _____ Date: _____

Approved by Supervisor: _____ Date: _____

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Health Department

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Grade N (25.09)												
Community Health Educ.	2080 hrs	\$ 52,187		\$ 3,393	\$ 3,236	\$ 757	\$ 21,376	\$ 784	\$ 18	\$ 29,564	\$ 617	\$ 82,368
Full Year												
Community Health Educ.	1048 hrs	\$ 26,294		\$ 1,710	\$ 1,631	\$ 382	\$ 10,688	\$ 392	\$ 9	\$ 14,812	\$ 311	\$ 41,417
Begin July 1, 2022												
Grand Total		\$ 78,482		\$ 5,103	\$ 4,867	\$ 1,139	\$ 32,064	\$ 1,176	\$ 27	\$ 44,376	\$ 928	\$ 123,786

Wisconsin Retirement

General Employee - 0.0650
Protective Employee - 0.1204

2022 Workers Compensation Rate

Street Const. 0.0186
Protective 0.0095
Municipal Oper. 0.0118
Office/Clerical 0.0006

2022 Health Insurance

87% CoShare
Single \$734.96
Family \$1,781.34

2022 Dental Insurance

87% CoShare
Single \$21.01
Family \$65.33

Life Insurance \$1.50

Social Security 0.062
Medicare 0.0145

***Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

RESOLUTION CREATING RESTRICTED OPIOID SETTLEMENT NON-LAPSING ACCOUNT
FOR FUTURE OPIOID ABATEMENT USES

1 **WHEREAS**, in Resolution No. 11a-19-05, the County Board of Supervisors authorized the
2 County to enter into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC
3 and Simmons Hanly Conroy LLC (the “Law Firms”) to pursue litigation against certain manufacturers,
4 distributors, and retailers of opioid pharmaceuticals (the “Opioid Defendants”) in an effort to hold the
5 Opioid Defendants financially responsible for the County’s expenditure of vast money and resources to
6 combat the opioid epidemic; and
7

8 **WHEREAS**, on behalf of the County, the Law Firms filed a lawsuit against the Opioid
9 Defendants; and
10

11 **WHEREAS**, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin counties and
12 all Wisconsin cases were coordinated with thousands of other lawsuits filed against the same or
13 substantially similar parties as the Opioid Defendants in the Northern District of Ohio, captioned *In re:*
14 *Opioid Litigation*, MDL 2804 (the “Litigation”); and
15

16 **WHEREAS**, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and
17 Walworth) hired separate counsel and joined the Litigation; and
18

19 **WHEREAS**, since the inception of the Litigation, the Law Firms have coordinated with counsel
20 from around the country (including counsel for Milwaukee, Dane, Waukesha, and Walworth Counties) to
21 prepare the County’s case for trial and engage in extensive settlement discussions with the Opioid
22 Defendants; and
23

24 **WHEREAS**, the settlement discussions with McKesson Corporation, Cardinal Health, Inc.,
25 AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-
26 Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. (the “Settling Defendants”) resulted in a
27 tentative agreement as to settlement terms pending agreement from the County and other plaintiffs
28 involved in the Litigation; and
29

30 **WHEREAS**, copies of the Distributors Settlement Agreement and Janssen Settlement Agreement
31 (collectively “Settlement Agreements”) representing the terms of the tentative settlement agreements with
32 the Settling Defendants have been provided with this Resolution; and
33

34 **WHEREAS**, the Settlement Agreements provide, among other things, for the payment of certain
35 sums to Participating Subdivisions (as defined in the Settlement Agreements) upon the occurrence of
36 certain events detailed in the Settlement Agreements; and
37

38 **WHEREAS**, the County is a Participating Subdivision in the Settlement Agreements and has the
39 opportunity to participate in the benefits associated with the Settlement Agreement provided the County
40 (a) approves the Settlement Agreements; (b) approves the Memorandum of Understanding allocating
41 proceeds from the Settlement Agreements among the various Wisconsin Participating Subdivisions, a
42 copy of which is attached to this Resolution (the “Allocation MOU”); (c) approves the Memorandum of
43 Understanding with the Wisconsin Attorney General regarding allocation of settlement proceeds, a copy
44 of which is attached to this Resolution (the “AG MOU”); and (d) the Legislature’s Joint Committee on
45 Finance approves the terms of the Settlement Agreements and the AG MOU; and

46 WHEREAS, 2021 Wisconsin Act 57 created Section 165.12 of the Wisconsin Statutes relating to
47 the settlement of all or part of the Litigation; and
48

49 WHEREAS, pursuant to Wis. Stat. § 165.12(2), the Legislature's Joint Committee on Finance is
50 required to approve the Settlement Agreements and the AG MOU; and
51

52 WHEREAS, pursuant to Wis. Stat. § 165.12(2), the proceeds from any settlement of all or part of
53 the Litigation are distributed 70% to local governments in Wisconsin that are parties to the Litigation and
54 30% to the State; and
55

56 WHEREAS, Wis. Stat. § 165.12(4)(b)2. provides the proceeds from the Settlement Agreement
57 must be deposited in a segregated account (the "Opioid Abatement Account") and may be expended only
58 for approved uses for opioid abatement as provided in the Settlement Agreements; and
59

60 NOW, THEREFORE, BE IT RESOLVED: by the Monroe County Board of Supervisors that the
61 Finance Department shall establish a non-lapsing account in the _____ section with ORG
62 _____ to hold the funds received for Opioid Abatement.
63

64 FURTHER BE IT RESOLVED: that such funds shall be accepted in trust and restricted for use of
65 Opioid Abatement. Non-lapsing revenue and expenditure lines would be created in ORG _____
66 for the acceptance and use of restricted funds. Use of funds would be approved by the Economic
67 Development and Tourism Committee.
68

69 Offered this 22nd day of June, 2022 by the Finance Committee.
70

71 Fiscal note: This resolution will create Monroe County non-lapsing Opioid Abatement accounts. This
72 resolution will require a simple majority vote of the entire membership of the Monroe County Board of
73 Supervisors for approval.
74

75 Statement of purpose: This Resolution will authorize the creation of non-lapsing revenue and
76 expenditure line item accounts in ORG _____ to receive funds restricted to use as established
77 by this resolution.
78

79 Drafted by Tina Osterberg, County Administrator

Finance Vote (If required): ____ Yes ____ No ____ Absent Approved as to form: _____ 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 _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.