



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

MONROE COUNTY BOARD AGENDA

Wednesday, June 22, 2022

Monroe County Justice Center

County Board Assembly Room – 1st Floor, Room #1200

112 South Court Street Sparta, WI 54656

(Please use South Side/Oak Street Entrance)

Public Remote Meeting Information

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 2497 230 8533

Password: Monroe

Join by phone

+1-404-397-1516 United States Toll

Access code: 2497 230 8533

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

The County Board will be taking a tour of the Rolling Hills Building Project beginning at 4:30 p.m.

A quorum of the County Board or other committees may be present.

The gathering is for the purposes of a tour. No business of the County Board will be conducted.

The County Board meeting will begin at 6:00 p.m. in the Monroe County Board Assembly Room.

4:30 p.m.

Tour: Monroe County Rolling Hills Building Project

14400 County Highway B Sparta, WI 54656

**Please use the 1st driveway and meet under the covered entrance....*

Supervisors, if you have vests or hats please bring them

6:00 p.m.

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes – May 25, 2022

Public Comment Period

Budget Adjustments

Circuit Court

Land Conservation

Health Department

Solid Waste

Maintenance Re-Purpose of Funds

Committee Appointments –

Zoning Board of Adjustment – David Hall for a term ending 06/30/25

Zoning Board of Adjustment – Bob Grabitske, Alternate

Housing Authority – Carrie Rand for a term ending 03/31/27

Monroe County 2021 Audit Presentation - Brian Anderson

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

Monthly Treasurer's Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrator's 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.

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

The May meeting of the Monroe County Board of Supervisors convened in the Monroe County Board Assembly Room in the City of Sparta, Wisconsin, on Wednesday, May 25, 2022 at 6:00 p.m. Chair **Cedric Schnitzler** presiding. Roll Call was called with 14 Supervisors present; Supervisors **VanWychen** and **Kuhn** absent. The Pledge of Allegiance was recited.

Chair Schnitzler recognized past Supervisors, District 7 - Mary Von Ruden and District 15 - Jen Schmitz.

Acknowledgement to the County Board by Colonel Poss, Fort McCoy

Kelsey Hanson, Public Health Nurse Supervisor, Tiffany Giesler, Health Director and Jared Tessman, Emergency Management Coordinator recognized Joe Protz and Dan Murphy from Tomah Parks & Rec for their outstanding public health response.

Motion by Supervisor Rogalla second by Supervisor Balz to approve the April 19, 2022 minutes. **Carried** by voice vote.

Public Comment Period – No members of the public signed up to speak to the board

Budget Adjustments:

Land Records – Motion by Supervisor Gomez second by Supervisor Wissestad to approve budget adjustment. Jeremiah Erickson, GIS Specialist/LIO explained the 2022 budget adjustment in the amount of \$10,000.00 for strategic initiative grant. The budget adjustment passed with all Supervisors voting yes.

Sheriff – Motion by Supervisor Pierce second by Supervisor Jandt to approve budget adjustment. **Wes Revels**, Sheriff explained the 2022 budget adjustment in the amount of \$52,870.00 to roll funds from 2021 to 2022 for the Justice Center CCTV upgrade. The budget adjustment passed with all Supervisors voting yes.

Solid Waste – Motion by Supervisor Kuderer second by Supervisor Gomez to approve budget adjustment. Dave Hesel, Solid Waste Director explained the 2022 budget adjustment in the amount of \$28,000.00 for mobile fencing. Discussion. The budget adjustment passed with all Supervisors voting yes.

Maintenance Repurpose of Funds – Motion by Supervisor Balz second by Supervisor Gomez to approve maintenance repurpose of funds. Garry Spohn, Property Manager explained the 2022 repurpose of funds in the amount of \$45,000.00 for HVAC replacement in the Aging Disability Resource Center building. Discussion. The repurpose of funds passed with all Supervisors voting yes.

Tina Osterberg, County Administrator recommended the appointment of Bob Smith, Medical Examiner effective 06/01/2022 - Motion by Supervisor Wissestad second by Supervisor Rogalla to approve Medical Examiner appointment. Carried by voice vote.

Committee Appointments – Motion by Supervisor Cook second by Supervisor Jandt to approve below appointments. Carried by voice vote.

Hidden Valley Tourism - Rob Wilson for a term ending 05/24;

Village of Warrens and Monroe County Sewer Commission - Nodji VanWychen, Monroe County Board for a term ending 04/2024, City of Tomah Public Works Director for a term ending 04/2025;

Health and Human Services Committee, Citizen Appointments - Emma Ledbetter, Kristy Brown, Cyndi Wise and Shelly Egstad for a term ending 05/24;

Economic Development & Tourism, Citizen Appointments - Tucker Gretebeck, Maila Kuhn, Sean Truskowski for a term ending 05/24;

Aging and Disability Resource Center of Monroe County Advisory - Kristi Brown, Mary Cook, Tim Fuhrmann, Emma Ledbetter, Tonya Olson, Gary Nelson, Larry Tichenor and Mary Von Ruden for a term ending 03/31/2024;

Nutrition Advisory Committee - Patricia Hanson, Gina Trepes, Joyce Schreier, Judy Schure, Pearl Lake, Alyce Johnson, Barb Akers, Patti Abbott for a term ending 03/31/2024;

Coordinated Services Team Committee - Alicia Darling, Erica Brandau, Amber Kulig, Ashley Brown, Jesana Denter-Eckelberg, Paul Skofronic, Bridget Kimpel, Tracy Thorsen, Vacant Parent Member, and Michelle Larson for a term ending 03/31/2024.

Ed Smudde, Personnel Director and Garrett Jerue of the Insurance Center presented an overview of Monroe County's Health Insurance.

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

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.

DECLARATION ENDING EXTRAORDINARY CIRCUMSTANCES

The foregoing declaration was moved for adoption by Supervisor Rogalla second by Supervisor Zebell to adopt. Chair Schnitzler explained. Discussion. The declaration passed with all Supervisors voting yes.

RESOLUTION 05-22-01

RESOLUTION APPROVING THE MONROE COUNTY OUTDOOR RECREATION PLAN 2022-2026

The foregoing resolution was moved for adoption by Supervisor Balz second by Supervisor Pierce. Chad Ziegler, Forest and Parks Administrator explained. Discussion. A roll call vote was taken. The resolution passed with all Supervisors voting yes.

RESOLUTION 05-22-02

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF PERSONAL CARE ASSISTANT POSTIONS WITHIN ROLLING HILLS SENIOR LIVING

The foregoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Jandt. Linda Smith, Nursing Home Administrator explained. A roll call vote was taken. The resolution passed with all Supervisors voting yes.

RESOLUTION 05-22-03

RESOLUTION AMENDING BOARD RULES FOR IN PERSON MEETING ATTENDANCE CLARIFICIATION AND EMERGENCY DECLARATIONS

The foregoing resolution was moved for adoption by Supervisor Jandt second by Supervisor Devine. Discussion. Motion by Supervisor Gomez second by Supervisor Rogalla to amend section 3.j, to read: County Board members shall attend meetings in person "or virtual" for a determination of a quorum, voting, and per diems. Discussion. A roll call vote was taken. The amendment failed due to a tie vote (7 Y - 7 N - 2 Absent)

Schnitzler voted: N	Pierce voted: N	VanWychen was Absent	Jandt voted: N
Habhegger voted: N	Kuderer voted: Y	Wissestad voted: Y	Zebell voted: N
Sparks voted: N	Cook voted: N	Balz voted: Y	Devine voted: Y
Gomez voted: Y	Kuhn was Absent	Esterline voted: Y	Rogalla voted: Y

A roll call vote was taken on the original resolution. The resolution passed (8 Y - 6 N - 2 Absent)

Schnitzler voted: Y	Pierce voted: Y	VanWychen was Absent	Jandt voted: Y
Habhegger voted: Y	Kuderer voted: Y	Wissestad voted: N	Zebell voted: Y
Sparks voted: Y	Cook voted: Y	Balz voted: N	Devine voted: N
Gomez voted: N	Kuhn was Absent	Esterline voted: N	Rogalla voted: N

RESOLUTION 05-22-04

AMENDMENT OF CHAPTER 38, ARTICLE 38, ARTICLE VI. ALL-TERRAIN AND UTILITY TERRAIN VEHICLES OF THE MONROE COUNTY CODE

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Gomez. David Ohnstad, Highway Commissioner explained. Discussion. A roll call vote was taken. The resolution passed with all Supervisors voting yes.

Chairman's Report – The July board meeting will be moved to Tuesday, July 26 due to the Monroe County Fair. The August meeting may contain a tour before the regular scheduled meeting. Chair Schnitzler asked members if they wanted to continue receiving monthly reports from the County Treasurer, Finance Director and County Administrator. Treasurer, Debra Carney requested to be removed from monthly meeting report, there were no objections from the board.

Chair Schnitzler adjourned the meeting at 8:26 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the May meeting of the Monroe County Board of Supervisors held on May 25, 2022.

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: 06/13/2022 Adam Bill
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 06/15/2022

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 Reprotng 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:

06/15/2022

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: Nedje VanWycken 6/7/22
Following this approval please forward to the County Clerk's Office.
 Date Approved by Finance Committee: 06/15/22
 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: 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: 6-8-2022

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

Date Approved by Finance Committee: 06-15-2022

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/8/2022
 Department: Maintenance
 Amount: \$ 24,566.95
 Budget Year Amended: 2022

Explanation/Reason funds are being re-posed and affect on Program:
 (If needed attached separate brief explanation.)

This re-purpose is to allow money in the electrical long range fund to be used to add the remaining portion of the Justice Center to the gener circuit. This is needed to maintain all electrical circuits in operation during a power outage. We hope to receive a cost reduction for power fr our provider.

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>New Purpose</u>	<u>Amount to Re-Purpose</u>
17100169-580570	Electrical Long Range	Long Range Improvements	Generator 100% Load	\$ 24,566.95
Total Adjustment				\$ 24,566.95

Department Head Approval: *Dorey L. John*
 Date Approved by Committee of Jurisdiction: 6/8/2022

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

Date Approved by Finance Committee: 6/15/2022
 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 May 1, 2022 to May 31, 2022
Debbie Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ -
Outstanding Checks	\$ (308,701.77)
Outstanding Deposits	\$ 51,965.28
General Fund Investments	\$ 27,987,502.62
Totals	\$ 27,730,766.13

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 7,872,656.48
Wires & Disbursements for Current Month:	\$ 8,243,184.38

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 7,731,095.73	none	0.25%
State Investment Pool		\$ 1,039,050.22	none	0.62%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,672.60	none	0.16%
Citizens First Bank MM		\$ 5,419,325.11	none	0.30%
River Bank MM		\$ 13,554,854.93	none	1.00%
TOTAL GENERAL FUND =		\$ 27,987,502.62		

TOTAL GENERAL FUND AS OF MAY 2021	\$ 31,915,664.98
General fund is down from a year ago:	\$ (3,928,162.36)

Delinquent Taxes in May 2022 were:	\$ 725,094.55
Delinquent Taxes in May 2021 were:	\$ 773,998.46
Delinquent Taxes are down from one year ago:	\$ (48,903.91)

SALES & USE TAX	
Sales tax received January 2022 to May 2022 Sales tax is for the months of November 2021 thru March 2022	\$ 1,721,777.23
Sales tax received January 2021 to May 2021 Sales tax is for the months of November 2020 thru March 2021	\$ 1,666,818.64
SALES TAX IS UP FROM ONE YEAR AGO:	\$ 54,958.59

TREASURER'S REPORT
 For the period of April 1, 2022 to April 30, 2022
 Debbie Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ -
Outstanding Checks	\$ (516,611.38)
Outstanding Deposits	\$ 630,402.79
General Fund Investments	\$ 27,709,267.20
Totals	\$ 27,823,058.61

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 11,834,752.71
Wires & Disbursements for Current Month:	\$ 11,339,260.40

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 7,465,163.86	none	0.25%
State Investment Pool		\$ 1,038,505.45	none	0.30%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,639.36	none	0.06%
Citizens First Bank MM		\$ 5,419,102.16	none	0.30%
River Bank MM		\$ 13,543,352.34	none	1.00%
TOTAL GENERAL FUND =		\$ 27,709,267.20		

TOTAL GENERAL FUND AS OF APRIL 2021 WAS:	\$ 28,404,352.92
DIFFERENCE FROM ONE YEAR AGO:	\$ (695,085.72)

Delinquent Taxes in April 2022 were:	\$ 769,442.30
Delinquent Taxes in April 2021 were:	\$ 814,019.87
Delinquent Taxes are down from one year ago:	\$ (44,577.57)

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

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 84,501.85	None	0.03%
Bremer Bank-History Room MMII		\$ 10,003.42	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,005,001.25	None	
Bremer Bank-Wegner Grotto Trust		\$ 231,985.17	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 371,902.80	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,000.42	None	0.09990%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 39,163.31	None	0.03%
Jail Assessment				
Bank First MM		\$ 363,475.81	None	0.16%
Monroe County Land Information Board				
Bank First MM		\$ 87,394.50	None	0.16%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 212,413.35	12/1/2022	0.19979%
		\$ 222,831.05	12/1/2022	0.19979%
		\$ 208,042.71	12/1/2022	0.19979%
		\$ 210,342.56	12/1/2022	0.19979%
		\$ 209,280.47	1/26/2023	0.39922%
State Bank - Facility Reserve-MM		\$ 3,986.45	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 37,148.21	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,736,098.44	None	0.25000%
CCF Bank of Tomah		\$ 584,041.14	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 820,127.73	None	0.24970%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative (PMA)		\$ 287.86	None	
River Bank MM		\$ 5,658,230.14	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 2,066,968.24	None	0.24970%
Bond Holding Account				
State Bank of Sparta		\$ -	None	0.09990%
Highway Bonds				
River Bank MM		\$ 5,209,850.27	None	0.50%
Revolving Loan Fund				
State Bank of Sparta		\$ -	None	0.00%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 20,374,077.15		

TREASURER'S REPORT
For the period of April 1, 2022 to April 30, 2022
Debbie Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 86,998.98	None	0.03%
Bremer Bank-History Room MMII		\$ 10,003.17	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,972,308.16	None	
Bremer Bank-Wegner Grotto Trust		\$ 236,957.41	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 364,380.77	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,000.34	None	0.09990%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 39,162.31	None	0.03%
Jail Assessment				
Bank First MM		\$ 387,075.90	None	0.06%
Monroe County Land Information Board				
Bank First MM		\$ 81,318.86	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 212,377.31	12/1/2022	0.19979%
		\$ 222,793.24	12/1/2022	0.19979%
		\$ 208,007.41	12/1/2022	0.19979%
		\$ 210,306.88	12/1/2022	0.19979%
		\$ 209,209.52	1/26/2023	0.39922%
State Bank - Facility Reserve-MM		\$ 3,984.78	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 37,114.59	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,741,282.61	None	0.25000%
CCF Bank of Tomah		\$ 583,688.03	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 716,385.75	None	0.24969%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative (PMA)		\$ 287.70	None	
River Bank MM		\$ 6,247,432.69	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 2,321,108.16	None	0.24969%
Bond Holding Account				
State Bank of Sparta		\$0.00	None	0.09990%
Highway Bonds				
River Bank MM		\$5,207,638.81	None	0.50%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 21,094,823.38		

SALES & USE TAX	
Sales Tax Received in January thru April 2022 Sales tax received is for the month of Nov thru Feb 2022	\$ 1,390,038.42
Sales Tax Received in January thru April 2021 Sales tax received is for the month of Nov thru Feb 2021	\$ 1,268,504.97
Sales tax received is up from one year ago	\$ 121,533.45

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	\$ 841,523.50 *
March	\$ 28,492,684.93	\$ 289,326.42 Sales for Tax Jan. 2022	\$ 795,327.02 *
April	\$ 27,709,267.20	\$ 353,693.14 Sales Tax for Feb. 2022	\$ 769,442.30 *
May	\$ 27,987,502.62	\$ 331,738.81 Sales Tax for Mar. 2022	\$ 725,094.55 *
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	

\$ 1,721,777.23 ← 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

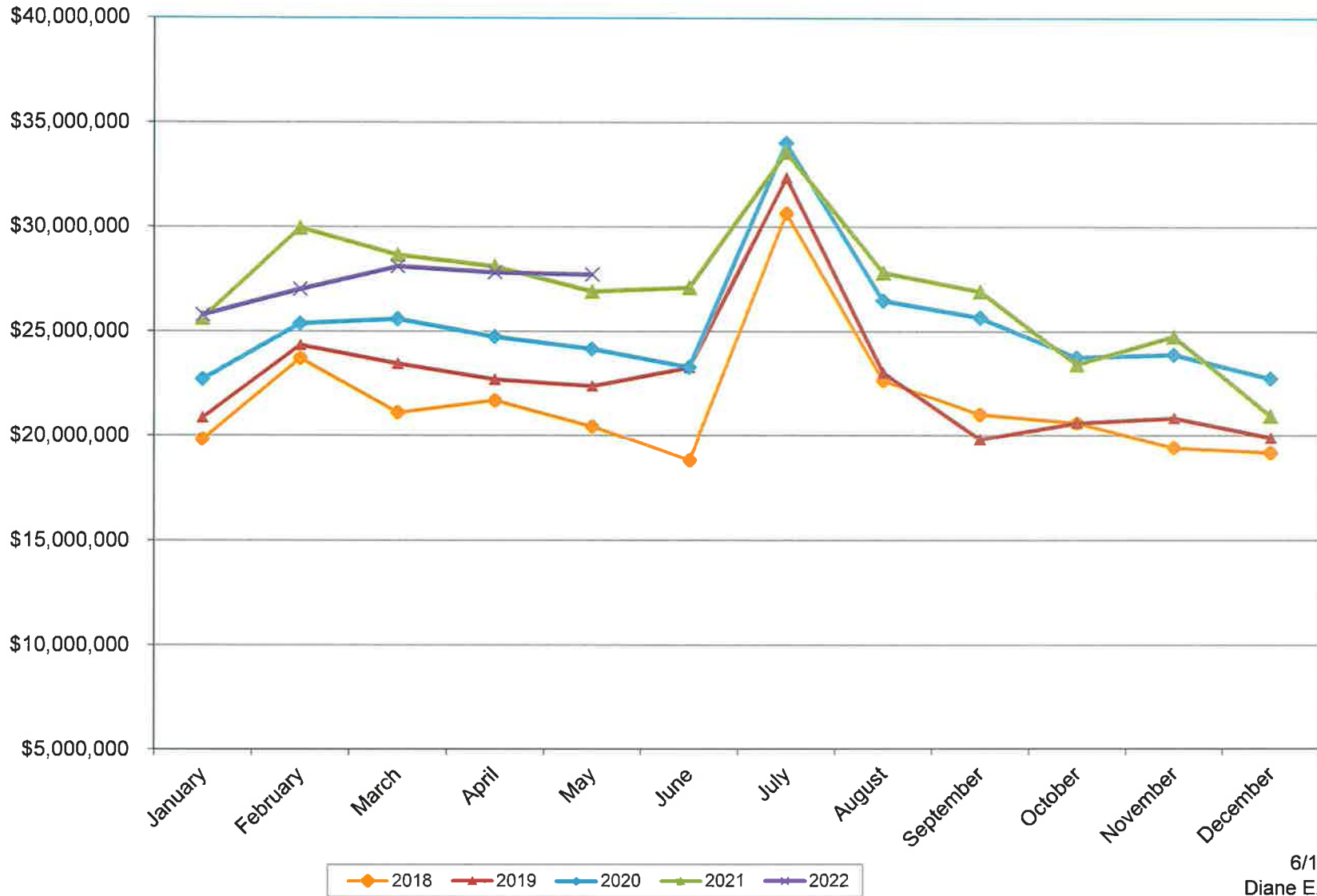
NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

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

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

County Total General Fund Cash Balance

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



MONROE COUNTY MINIMUM FUND BALANCE POLICY

May 2022

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

General and Special Fund Balance MM/ICS -	\$	27,730,585.29	
General Fund CD's	\$	-	
Total General Fund	\$	27,730,585.29	
Less Employer FICA deferred due to COVID-19	\$	471,304.60	Began with 4/9/2020 paydate
Less Human Services Prepay	\$	172,936.25	Prepay due back to state 12/31/2022 - \$415,047
Total General Fund Cash Balance-Less FICA deferred & Prepay	\$	27,730,766.13	1/12 each month is approximately \$34,587.25

General and Special Revenue Fund Cash Balance 5/31/2022 **\$ 13,913,090.27**

General Fund Restricted Total	\$	666,995.33	
General Fund Committed Total	\$	316,137.86	
General Fund Assigned Total	\$	1,637,407.77	
General Fund Restricted, Committed and Assigned FundsTotal:	\$	2,620,540.96	

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 11,292,528.31**

Proprietary, Debt & Internal Service Funds Cash:	\$	13,817,675.86	
Proprietary, Debt & Internal Service Funds Committed:	\$	986,724.19	
Proprietary, Debt & Internal Service Funds Cash Less Committed:	\$	12,830,951.67	

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 **\$ 3,665,144.11**

6/14/2022

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2022\2022 General Fund Reserved-Committed-20%

NURSING HOME PROJECT FUNDING PLAN

Estimated as of June 13, 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>		\$	12,466.50
Total Funding Revenue Available:		\$	23,808,927.26
Total Building Invoices Approved & Paid		\$	18,501,665.07
Total Debt Service Invoices Approved & Paid		\$	120,768.26
Total Invoices - Pending Approval		\$	1,222,092.62
Total Debt Service Invoices - Pending Approval		\$	-
Total Estimated Rolling Hills Expenditures		\$	19,844,525.95
Estimated Funding Available		\$	3,951,934.81

Restricted, Committed and Assigned Funds

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	915.47	
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	\$	10,551.64	
Dog Control 14195000 485000/579200	\$	65,877.05	
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	\$	863.50	
Crep Program 16140000	\$	21,346.61	
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	\$	10,751.47	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	2,280.06	
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
<u>Extension</u>			
Leadership Prog. Exp. 15620611 579100	\$	6,318.98	
Family Living Agent 15620613 579100	\$	3,462.64	
Agriculture Agent 15620614 579100	\$	13,473.85	
Youth Development Agent 15620615 579100	\$	7,530.54	
Pesticide Certification 15620616 579100	\$	4,426.72	

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	194,047.14	update for 2021 after audit
Contingency Fund Balance 10010000 539200	\$	83,265.00	
Retirement/Fringe Pool 11435000 515200	\$	109,326.23	
Nonlapsing Capital Pool 17100169	\$	568,200.66	
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	682,568.74	

General Fund Total **\$ 2,620,540.96**

Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	193,665.05	
Nonlapsing Technology Pool 71490000 599000	\$	625,059.14	
Town Road Sign Replacement-73360470 536005	\$	168,000.00	Resolution 08-20-12 \$168,000 (12/2023)
Proprietary, Debt & Internal Service Funds	\$	<u><u>986,724.19</u></u>	

6/10/2022

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2022\2022 General Fund Reserved-Committed-20%

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	\$	28,110,984	\$ (541,542)
April	\$	28,113,123	\$	27,823,059	\$ (290,065)
May	\$	26,914,902	\$	27,730,766	\$ 815,864
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.

6/14/2022

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2022\2022 General Fund Reserved-Committed-20%

FINANCIAL DATA THROUGH MAY 31, 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%	8,784	0	100.00%
1000 - GENERAL GOVERNMENT	17,716,893	14,351,914	81.01%	21,960,571	9,470,120	43.12%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	252,075	88,544	35.13%	262,225	89,485	34.13%
1122 - CLERK OF COURT	532,550	227,628	42.74%	577,250	212,561	36.82%
1124 - FAMILY COURT COMMISSIONER	5,320	1,260	23.68%	5,180	1,860	35.91%
1127 - MEDICAL EXAMINER	41,300	13,700	33.17%	43,300	16,400	37.88%
1131 - DISTRICT ATTORNEY	68,731	9,415	13.70%	78,711	10,479	13.31%
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	30,027	41.28%	23,310	15,327	65.75%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	663,238	236,997	35.73%	729,697	237,305	32.52%
1152 - TREASURER	13,000	2,463	18.95%	13,000	1,263	9.72%
1160 - MAINTENANCE	1	0	0.00%	1	0	0.00%
1171 - REGISTER OF DEEDS	343,538	181,812	52.92%	411,814	161,250	39.16%
1172 - SURVEYOR	2,300	510	22.17%	2,300	750	32.61%
1175 - LAND RECORDS	195,308	69,709	35.69%	227,031	100,328	44.19%
1210 - SHERIFF DEPARTMENT	134,413	48,109	35.79%	88,170	43,971	49.87%
1270 - JAIL	156,303	103,452	66.19%	127,910	33,978	26.56%
1290 - EMERGENCY MANAGEMENT	71,206	8,086	-11.36%	82,938	13,221	-15.94%
1293 - DISPATCH CENTER	0	150	100.00%	0	0	100.00%
1295 - JUSTICE DEPARTMENT	377,761	80,918	21.42%	300,731	88,027	29.27%
1368 - SANITATION	145,835	34,703	23.80%	139,500	27,580	19.77%
1419 - DOG CONTROL	165,512	90,557	54.71%	145,715	97,679	67.03%
1470 - VETERANS SERVICE	12,153	11,900	97.92%	12,650	12,650	100.00%
1512 - LOCAL HISTORY ROOM	83,801	11,525	13.75%	84,128	15,252	18.13%
1520 - PARKS	202,625	87,041	42.96%	213,700	78,156	36.57%
1530 - SNOWMOBILE	200,000	25,697	12.85%	238,915	231,467	96.88%
1560 - UW-EXTENSION	18,739	1,734	9.25%	11,856	13,142	110.85%
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	64,727	42.60%	425,100	141,099	33.19%
1694 - LAND CONSERVATION	432,564	44,701	10.33%	511,499	40,456	7.91%
1698 - ZONING	1,893,198	547,337	28.91%	2,662,9	8,728	32.77%
1700 - CAPITAL OUTLAY	14,500	0	0.00%	103,955	52,500	50.50%
100 - GENERAL FUND Total	23,967,538	16,358,445	68.25%	26,856,571	11,188,593	41.66%
213 - CHILD SUPPORT	605,724	148,739	24.56%	648,965	169,268	26.08%
241 - HEALTH DEPARTMENT	1,716,419	670,227	39.05%	1,366,217	603,490	44.17%
249 - HUMAN SERVICES	16,101,814	5,805,543	36.06%	14,835,166	5,908,822	39.83%
310 - DEBT SERVICE	7,039,920	107,765	1.53%	7,012,646	32,270	0.46%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,704,000	908,380	33.59%	2,704,625	557,190	20.60%
642 - ROLLING HILLS	30,356,865	19,948,366	65.71%	21,640,091	4,641,819	21.45%
714 - INFORMATION SYSTEMS	1,819,224	1,250,605	68.74%	1,311,301	1,197,941	91.36%
715 - INFORMATION TECHNOLOGY POOL	646,568	71,796	11.10%	630,401	63,174	10.02%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,366,779	2,613,997	35.48%	5,910,734	2,748,466	46.50%
719 - WORKERS COMPENSATION	333,820	49,972	14.97%	333,820	68,871	20.63%
732 - HIGHWAY	14,989,257	5,678,284	37.88%	20,057,381	11,854,154	59.10%
820 - JAIL ASSESSMENT	142,700	30,514	21.38%	80,000	29,201	36.50%
830 - LOCAL HISTORY ROOM	83,801	269,320	321.38%	84,128	178,030	-211.62%
856 - M.M. HANEY TRUST	0	0	100.00%	0	3	100.00%
860 - REVOLVING LOAN FUND	0	0	100.00%	0	0	100.00%
Grand Total	107,874,428	53,911,953	49.98%	103,472,045	38,885,231	37.58%

This is 5 out of 12 months

These Revenue numbers include the tax appropriations for 2022

58.33%

FINANCIAL DATA THROUGH MAY 31, 2022

Account Type	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						
0000 - UNDEFINED	1,068,145	0	0.00%	2,490,722	2,437,852	100.00%
1000 - GENERAL GOVERNMENT	7,910	0	0.00%	2,145,131	0	0.00%
1110 - COUNTY BOARD	118,860	37,343	31.42%	119,729	35,308	29.49%
1121 - CIRCUIT COURT	688,416	217,778	31.63%	665,974	204,824	30.76%
1122 - CLERK OF COURT	781,181	213,182	27.29%	799,435	229,737	28.74%
1124 - FAMILY COURT COMMISSIONER	40,800	13,600	33.33%	40,800	13,600	33.33%
1127 - MEDICAL EXAMINER	189,701	48,773	25.71%	245,438	55,441	22.59%
1131 - DISTRICT ATTORNEY	630,198	227,779	36.14%	699,330	255,213	36.49%
1132 - CORPORATION COUNSEL	286,735	120,833	42.14%	299,623	81,846	27.32%
1141 - ADMINISTRATOR	227,888	83,416	36.60%	237,855	78,457	32.99%
1142 - COUNTY CLERK	469,528	114,790	24.45%	343,045	115,073	33.54%
1143 - PERSONNEL	440,304	107,648	24.45%	453,500	148,964	32.85%
1151 - FINANCE DEPARTMENT	1,064,135	389,533	36.61%	1,156,513	391,858	33.88%
1152 - TREASURER	313,384	115,181	36.75%	320,789	97,798	30.49%
1160 - MAINTENANCE	891,657	323,966	36.33%	892,280	305,081	34.19%
1171 - REGISTER OF DEEDS	304,408	102,916	33.81%	316,581	95,822	30.27%
1172 - SURVEYOR	27,556	11,660	42.31%	27,556	13,735	49.84%
1175 - LAND RECORDS	195,448	100,557	51.45%	227,181	62,697	27.60%
1190 - CNTY INS/MRRPC/SMRT/FARM ED	539,456	385,614	71.48%	539,805	386,522	71.60%
1210 - SHERIFF DEPARTMENT	3,263,906	1,102,152	33.77%	3,422,943	1,164,165	34.01%
1270 - JAIL	3,122,387	1,020,442	32.68%	3,122,519	1,036,994	33.21%
1290 - EMERGENCY MANAGEMENT	164,233	38,177	23.25%	173,246	64,337	37.14%
1293 - DISPATCH CENTER	1,309,873	499,437	38.13%	1,247,436	458,296	36.74%
1295 - JUSTICE DEPARTMENT	1,013,389	352,137	34.75%	1,038,597	308,947	29.75%
1368 - SANITATION	187,622	47,896	25.53%	196,026	53,330	27.21%
1419 - DOG CONTROL	245,482	68,627	27.96%	246,491	64,308	26.09%
1470 - VETERANS SERVICE	166,843	69,956	41.93%	181,289	52,981	29.22%
1511 - LIBRARY	456,430	456,430	100.00%	388,328	388,328	100.00%
1512 - LOCAL HISTORY ROOM	208,510	55,557	26.64%	214,562	63,153	29.43%
1520 - PARKS	133,182	28,829	21.65%	146,346	32,741	22.37%
1530 - SNOWMOBILE	200,000	40,000	20.00%	238,915	0	0.00%
1560 - UW-EXTENSION	233,746	73,772	31.56%	232,783	33,000	14.18%
1614 - CONSERV RESERVE ENHANCE PROGR	35,382	0	0.00%	21,347	0	0.00%
1670 - ECON DEV COMMERCE & TOURISM	31,821	14,927	46.91%	41,523	12,643	30.45%
1691 - FORESTRY	179,397	65,326	36.41%	183,974	65,514	35.61%
1694 - LAND CONSERVATION	1,166,870	215,681	18.48%	1,156,874	210,714	18.21%
1698 - ZONING	1,973,538	733,644	37.17%	1,172,233	43,875	37.43%
1700 - CAPITAL OUTLAY	1,589,217	201,263	12.66%	2,464,852	281,481	11.42%
100 - GENERAL FUND Total	23,967,538	7,698,823	32.12%	26,856,571	9,344,635	34.79%
213 - CHILD SUPPORT	605,724	223,162	36.84%	648,965	251,641	38.78%
241 - HEALTH DEPARTMENT	1,716,419	426,184	24.83%	1,366,217	422,683	30.94%
249 - HUMAN SERVICES	16,101,814	4,794,181	29.77%	14,835,166	4,546,452	30.65%
310 - DEBT SERVICE	7,039,920	2,143,666	30.45%	7,012,646	6,861,814	97.85%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,704,000	272,665	10.08%	2,704,625	405,766	15.00%
642 - ROLLING HILLS	30,356,865	3,241,350	10.68%	21,640,091	10,469,582	48.38%
714 - INFORMATION SYSTEMS	1,819,224	441,748	24.28%	1,311,301	488,396	37.25%
715 - INFORMATION TECHNOLOGY POOL	646,568	25,757	3.98%	630,401	5,341	0.85%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,366,779	2,223,120	30.18%	5,910,734	1,624,480	27.48%
719 - WORKERS COMPENSATION	333,820	128,012	38.35%	333,820	160,927	48.21%
732 - HIGHWAY	14,989,257	2,395,625	15.98%	20,057,381	2,293,223	11.43%
820 - JAIL ASSESSMENT	142,700	23,461	16.44%	80,000	38,466	48.08%
830 - LOCAL HISTORY ROOM	83,801	11,525	13.75%	84,128	15,252	18.13%
860 - REVOLVING LOAN FUND	0	0	100.00%	0	0	100.00%
Grand Total	107,874,428	24,049,279	22.29%	103,472,045	36,928,660	35.69%

FINANCIAL DATA THROUGH MAY 31, 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	20,295	25.00%	80,782	18,177	22.50%
1121 - CIRCUIT COURT	344,146	124,563	36.19%	352,767	130,817	37.08%
1122 - CLERK OF COURT	522,374	181,264	34.70%	543,316	194,150	35.73%
1127 - MEDICAL EXAMINER	124,849	43,844	35.12%	159,028	43,195	27.16%
1131 - DISTRICT ATTORNEY	602,275	220,574	36.62%	672,179	242,638	36.10%
1132 - CORPORATION COUNSEL	279,420	118,973	42.58%	291,957	80,140	27.45%
1141 - ADMINISTRATOR	220,129	81,276	36.92%	228,985	75,401	32.93%
1142 - COUNTY CLERK	188,902	70,916	37.54%	200,066	74,072	37.02%
1143 - PERSONNEL	202,262	75,292	37.23%	212,643	78,703	37.01%
1151 - FINANCE DEPARTMENT	1,016,775	369,980	36.39%	1,104,480	377,529	34.18%
1152 - TREASURER	243,694	94,744	38.88%	254,978	92,697	36.35%
1160 - MAINTENANCE	328,945	124,614	37.88%	337,469	126,092	37.36%
1171 - REGISTER OF DEEDS	230,325	86,703	37.64%	241,653	81,408	33.69%
1175 - LAND RECORDS	73,752	26,928	36.51%	75,596	27,315	36.13%
1210 - SHERIFF DEPARTMENT	2,781,805	969,814	34.86%	2,949,177	1,021,939	34.65%
1270 - JAIL	2,333,548	759,443	32.54%	2,270,521	759,815	33.46%
1290 - EMERGENCY MANAGEMENT	128,262	36,718	28.63%	138,913	60,097	43.26%
1293 - DISPATCH CENTER	1,043,324	378,783	36.31%	1,028,468	327,299	31.82%
1295 - JUSTICE DEPARTMENT	700,985	257,304	36.71%	724,248	227,285	31.38%
1368 - SANITATION	127,059	44,543	35.06%	135,538	49,831	36.77%
1419 - DOG CONTROL	139,412	49,853	35.76%	146,145	48,779	33.38%
1470 - VETERANS SERVICE	141,334	59,942	42.41%	161,937	45,735	28.24%
1512 - LOCAL HISTORY ROOM	123,820	45,825	37.01%	129,872	47,575	36.63%
1520 - PARKS	78,921	22,685	28.74%	85,884	24,123	28.09%
1560 - UW-EXTENSION	155,202	66,644	42.94%	158,227	18,716	11.83%
1691 - FORESTRY	54,464	20,579	37.78%	58,130	22,144	38.09%
1694 - LAND CONSERVATION	348,155	131,147	37.67%	377,360	142,356	37.72%
1698 - ZONING	99,835	34,468	34.52%	108,670	40,298	37.08%
100 - GENERAL FUND Total	12,715,159	4,517,715	35.53%	13,228,989	4,478,327	33.85%
213 - CHILD SUPPORT	492,164	180,686	36.71%	541,909	197,078	36.37%
241 - HEALTH DEPARTMENT	1,593,008	391,656	24.59%	1,243,950	393,822	31.66%
249 - HUMAN SERVICES	5,280,121	1,971,358	37.34%	5,830,342	1,940,288	33.28%
633 - SOLID WASTE	150,563	56,551	37.56%	159,964	57,902	36.20%
642 - ROLLING HILLS	6,452,430	2,108,598	32.68%	6,168,201	1,938,304	31.42%
714 - INFORMATION SYSTEMS	364,686	98,631	27.05%	373,679	132,120	35.36%
732 - HIGHWAY	3,681,123	1,348,777	36.64%	3,801,172	1,336,034	35.15%
Grand Total	30,729,254	10,673,972	34.74%	31,348,206	10,473,875	33.41%

This is 6 out of 12 months Insurance and 10/26 Payrolls

RESOLUTIONS AND ORDINANCES – JUNE 22, 2022

1. DESIGNATION OF PURPLE HEART DAY

Offered by the Highway Committee

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

Offered by the Public Safety Committee

3. RESOLUTION ADDING NICOTINE PRODUCTS TO MONROE COUNTY CODE SECTIONS ON CIGARETTES AND TOBACO PRODUCTS

Offered by the Public Safety Committee

4. RESOLUTION FOR THE CREATION OF A CRIME PREVENTION FUNDING BOARD

Offered by the Public Safety Committee

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

Offered by the Administration & Personnel Committee

6. RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

7. RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PARK MANAGER POSITION IN THE FORESTRY & PARKS DEPARTMENT

Offered by the Administration & Personnel Committee

8. RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS) SOCIAL WORKER POSITION IN MONROE COUNTY

Offered by the Administration & Personnel Committee

9. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COMPENSATION PLAN

Offered by the Administration & Personnel Committee

10. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL TO ADD SECTION 4.583 INFECTIOUS DISEASE POLICY

Offered by the Administration & Personnel Committee

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

Offered by the Finance Committee

DESIGNATION OF PURPLE HEART DAY

1 **WHEREAS**, On Veterans Day 2021, Wisconsin Governor Tony Evers signed into
2 law Senate Bill 345 which designates State Trunk Highway (STH) 21 between Sparta
3 and Oshkosh as a “Purple Heart Memorial Highway”; and

4 **WHEREAS**, Senate Bill 345 and a corresponding House bill was sponsored,
5 among others, by Monroe County legislators Senator Howard Marklein, Senator
6 Patrick Testin, Senator Brad Pfaff, Representative Tony Kurtz, Representative Nancy
7 VanderMeer and Representative Loren Oldenburg; and

8 **WHEREAS**, STH 21 begins at the intersection with STH 27 / STH 71 and STH
9 16 in Sparta and ends at ends at U.S. Highway 45 in Oshkosh, a total of 123.37
10 miles across Monroe, Juneau, Adams, Waushara and Winnebago counties; and

11 **WHEREAS**, STH 21 is only the second highway so designated in Wisconsin,
12 U.S. Highway 14 between the Minnesota / Wisconsin state line and Richland Center
13 being the other; and

14 **WHEREAS**, Memorial signs will be erected on STH 21 in Sparta and near
15 Shennington to mark the Purple Heart Memorial Highway in Monroe County, and

16 **WHEREAS**, National Purple Heart Day 2022 will be recognized on Sunday,
17 August 07; and

18 **WHEREAS**, August 07, 2022 will also mark the 240th anniversary of what
19 would become known as the Purple Heart, established on August 07, 1782 as the
20 “Badge of Merit” by General George Washington; and

21 **WHEREAS**, The Order of the Purple Heart is bestowed in the name of the
22 President of the United States upon men and women of all United States military
23 services who have been wounded or killed in action against an enemy of the United
24 States;

25 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of
26 Supervisors to designate Sunday, August 07, 2022 as PURPLE HEART DAY in
27 Monroe County; and

28 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors
29 calls upon all Monroe County residents to recognize and reflect upon the sacrifice
30 and service of those Monroe County citizens who through their selfless service, honor
31 and dedication to the United States of America and the State of Wisconsin have been
32 awarded membership in the Order of the Purple Heart.

Offered this 21st day of June, 2022 by the Highway Committee.

Fiscal note: None. The Sparta American Legion Post 100 is paying for signs and installation.

Statement of purpose: To designate August 07, 2022 as Purple Heart Day in Monroe County.

Finance Vote (If required):
____ Yes ____ No ____ Absent
.....
Approved as to form:

Lisa Aldinger Hamblin, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: June 21, 2022

VOTE: ____ 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.

**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.

Finance Vote (if required):

5 Yes 0 No 0 Absent

Drafted & Approved as to form: 6/15/2022

Lis Aldinger Hamblin
Lis Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: June 13, 2022

VOTE: 3 Yes 0 No 2 Absent

Committee Chair: Adam Bate

[Signature] [Signature]

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. 06-22-03

RESOLUTION ADDING NICOTINE PRODUCTS TO MONROE COUNTY CODE SECTIONS
ON CIGARETTES AND TOBACO PRODUCTS

1 WHEREAS, the Sheriff's Office has been encountering use of nicotine products by minors and
2 the County Code had not been updated when state statutes were updated to include nicotine
3 products with the laws for cigarettes and tobacco products; and
4

5 WHEREAS, The Monroe County Public Safety Committee recommends amendment of Sections
6 20-20 and 20-21 of the Monroe County Code to include nicotine products with the ordinances
7 governing cigarettes and tobacco products.
8

9 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they
10 do hereby ordain the following additions and amendments to the Monroe County Code:
11

12 ADD to Sec. 20-20 (a) Definitions: *Nicotine Products* has the meaning given in Wis. Stats.
13 §134.66 (1) (f).
14

15 AMEND Sec. 20-20 (b) (1) to read: Except as provided in subsection (c) of this section, buy or
16 attempt to buy or possess any cigarette, nicotine product, or tobacco product.
17

18 AMEND Sec. 20-20 (b) (2) to read: Falsely represent his age for the purpose of receiving
19 any cigarette, nicotine product, or tobacco product.
20

21 AMEND Sec. 20-20 (c) to read: *Exception.* A child may purchase or possess cigarettes,
22 nicotine products, or tobacco products for the sole purpose of resale in the course of
23 employment during his working hours if employed by a retailer licensed under Wis. Stats. §
24 134.65(1). A person under 18 years of age, but not under 15 years of age, may purchase,
25 attempt to purchase or possess cigarettes, nicotine products, or tobacco products in the
26 course of his participation in an investigation under Wis. Stats. § 254.916 that is conducted in
27 accordance with Wis. Stats. § 254.916(3).
28

29 AMEND Sec. 20-20 (d) to read: *Seizure of cigarettes, nicotine products, or tobacco products*
30 *from minors.* A public safety officer shall seize any cigarette, nicotine product, or tobacco
31 product that has been sold to and is in the possession of a person under 18 years of age.
32

33 AMEND Sec. 20-20 (f) to read: *Purchasing cigarettes, nicotine products, or tobacco products*
34 *for minors prohibited; penalty.* No person may purchase cigarettes, nicotine products, or
35 tobacco products on behalf of, or to provide to, any person who is under 18 years of age. Any
36 person who violates this subsection may be required to forfeit not more than \$500.00 if the
37 person has not committed a previous violation within 30 months of the violation.
38

39 ADD to Sec. 20-21 (a) Definitions: *Nicotine Products* has the meaning given in Wis. Stats.
40 §134.66 (1) (f).
41

42 AMEND Sec. 20-21 (b) (1) to read: *Sale to underage persons prohibited.* No retailer, direct
43 marketer, manufacturer, distributor, jobber or subjobber, no agent, employee or independent
44 contractor of a retailer, direct marketer, manufacturer, distributor, jobber or subjobber and no
45 agent or employee of an independent contractor may sell or provide for nominal or no

46 consideration cigarettes, nicotine products, or tobacco products to any person under 18 years
47 of age, except as provided in Wis. Stats. § 254.92(2)(a). A vending machine operator is not
48 liable under this subsection for the purchase of cigarettes, nicotine products, or tobacco
49 products from his vending machine by the person under 18 years of age if the vending
50 machine operator was unaware of the purchase.

51

52 AMEND Sec. 20-21 (b) (2) to read: *Nominal or no consideration cigarettes*. No retailer, direct
53 marketer, manufacturer, distributor, jobber, subjobber, no agent, employee or independent
54 contractor of a retailer, direct marketer, manufacturer, distributor, jobber or subjobber and no
55 agent or employee of an independent contractor may provide for nominal or no consideration
56 cigarettes, nicotine products, or tobacco products to any person except in a place where no
57 person younger than 18 years of age is present or permitted to enter unless the person who
58 is younger than 18 years of age is accompanied by his parent or guardian or by his spouse
59 who has attained the age of 18 years.

60


61 Recommend for introduction by the Public Safety Committee on this _____ day of June, 2022.

62

63 Purpose: To amend the ordinances to add nicotine products with cigarettes and tobacco products.

64

65 Fiscal Note: The indirect costs of amending county ordinances.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved by: <u>6/15/2022</u>  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>June 13</u>, 20<u>22</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20____ ____ 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>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION FOR THE CREATION OF A CRIME PREVENTION FUNDING BOARD

1 **TO THE MONROE COUNTY BOARD OF SUPERVISORS:**
2

3 **WHEREAS**, a person who commits a crime in the county cost the county taxpayers money with the use
4 of the criminal justice court system, incarceration and treatment; and,
5

6 **WHEREAS**, it is beneficial for a community to prevent crime, which saves the taxpayers money by
7 preventing use of the criminal justice system and improves the quality of life for its citizens; and,
8

9 **WHEREAS**, pursuant to Wisconsin Statute §59.54 (28) (b), Monroe County may create a Crime
10 Prevention Funding Board to assist with crime prevention in the county; and,
11

12 **WHEREAS**, the Crime Prevention Funding Board shall consist of seven members pursuant to Wis. Stat.
13 §59.54 (28)(c), which includes the presiding Judge of the circuit court or his/her designee, the Sheriff or
14 his/her designee, the District Attorney or his/her designee, the County Board Chairperson or his/her
15 designee, the Chief Executive Officer of the largest municipality in the county or his/her designee, a person
16 chosen by the Public Defender's office and a person chosen by a majority vote of the Sheriff and all of
17 the Chiefs of Police Departments that are located within the county; and,
18

19 **WHEREAS**, the funds for the Crime Prevention Funding Board to distribute, will be obtained by the
20 Monroe County Courts by imposing a \$20 surcharge on each misdemeanor or felony count on which a
21 conviction occurs pursuant to Wis. Stat. §973.0455, as amended from time to time, which funds shall be
22 used to fund programs to prevent crime; and,
23

24 **WHEREAS**, for each misdemeanor or felony count on which a conviction occurs the Monroe County
25 Clerk of Court shall determine the amount due and collect said amount on each count, transmitting all
26 amounts collected to the Monroe County Treasurer for distribution as directed by the Crime Prevention
27 Funding Board; and,
28

29 **WHEREAS**, the Crime Prevention Funding Board will serve the community by granting the funds to
30 those entities allowed pursuant to Wis. Stat. §59.54 (28)(d), for the purpose of crime prevention programs;
31 and,
32

33 **WHEREAS**, the Crime Prevention Funding Board shall submit an annual report pursuant to Wis. Stat.
34 §59.54(28) (e) of its activities to the Monroe County Clerk of Courts to be submitted to the Monroe County
35 Board of Supervisors and all the legislative bodies of each municipality located within the county; and,
36

37 **WHEREAS**, the Recipient of a grant of funds from the Crime Prevention Funding Board shall submit an
38 annual report pursuant to Wis. Stat. §59.54(28) (f), of its activities to Monroe County and all of the
39 legislative bodies of each municipality located within the county.
40

41 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors establishes
42 a Crime Prevention Funding Board pursuant to Wis. Stat. §59.54 (28).
43

44 **BE IT FURTHER RESOLVED**, that the Monroe County Courts impose a surcharge on any
45 misdemeanor or felony conviction count on which a conviction occurs in the amount of \$20 or as allowed
46 under Wis. Stat. §973.0455, as amended from time to time.

47
48 **BE IT FURTHER RESOLVED**, that for each misdemeanor or felony count on which a conviction
49 occurs the Monroe County Clerk of Court shall determine the amount due and collect said amount on each
50 count, transmitting all amounts collected to the Monroe County Treasurer for distribution as directed by
51 the Crime Prevention Funding Board.

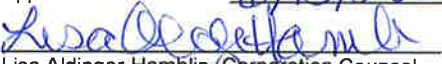
52
53 **BE IT FURTHER RESOLVED**, that the Crime Prevention Funding Board shall submit an annual report
54 pursuant to Wis. Stat. §59.54(28) (e), of its activities to the Monroe County Clerk of Courts to be submitted
55 to the Monroe County Board of Supervisors and all the legislative bodies of each municipality located
56 within the county.

57
58 **BE IT FURTHER RESOLVED, the Recipient of a Grant from the Crime Prevention Funding**
59 **Board shall submit an annual report pursuant to Wis. Stat. §59.54(28) (f), of its activities to**
60 **Monroe County and all of the legislative bodies of each municipality located within the county**

61
62 Offered by the Public Safety and Justice Committee this 22nd day of June, 2022.

63
64 Statement of Purpose: The creation of a Crime Prevention Funding Board that will serve the community
65 by granting funds to appropriate entities for crime prevention programs.

66
67 Fiscal note: No known fiscal impact at this time.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on <u>6/15/2022</u>  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>June 13</u>, 20<u>22</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ____ 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>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

RESOLUTION NO. 06-22-05

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

3
4 **WHEREAS**, the Monroe County Health and Human Services Board and Administration & Personnel
5 Committee request the establishment of a full-time Community Health Educator position in the Health
6 Department; and

7
8 **WHEREAS**, Monroe County Health Department's goal is to protect, promote and improve the health of
9 the community; and

10
11 **WHEREAS**, the Monroe County Health Department's role is to assess the needs, resources, and capacity
12 of individuals and communities; and

13
14 **WHEREAS**, the Monroe County Health Department plans, implements, and conducts evaluation and
15 research related to health education and promotion; and

16
17 **WHEREAS**, education of the public is a key factor for preventing, promoting, and protecting the health
18 of communities; and

19
20 **WHEREAS**, a Community Health Educator would bring a level of expertise and focus to meet the
21 objectives as set forth in the American Rescue Plan Act; and

22
23 **WHEREAS**, a Community Health Educator would bring additional grant-writing skills to Monroe
24 County, further supporting the health of Monroe County residents in a cost-effective manner; and

25
26 **WHEREAS**, public health is a rapidly evolving area of public service requiring ongoing education for
27 public health workers and continued development of approaches to public health issues; and

28
29 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they
30 authorize the establishment of a full-time Community Health Educator position in the Health Department
31 effective July 1, 2022.

32
33 Dated this 22nd day of June, 2022

34
35 Offered by the Administrative & Personnel Committee

36
37 Purpose: Approve a new Community Health Educator full-time position for July 1, 2022.

38
39 Fiscal Note: Funding for the position (\$41,417 in the first year and \$82,368 years thereafter) will be through
40 grants. If grant 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: June 14, 2022
4 Yes 1 No 0 Absent

Drafted & Approved as to form on 6/14/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Wallace Halperger
James B Rubin Jean
Chris Mills Toni Wisvestad

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

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: _____

**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 -
Protective Employee -

0.0650
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
0.0145

Medicare

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

RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY

1 **WHEREAS**, the Monroe County Sanitation & Zoning Committee and Administration &
2 Personnel Committee have reviewed the attached New Position Analysis and request the establishment
3 of another Sanitation & Zoning Specialist position in the Sanitation, Planning, Zoning, and Dog Control
4 Department; and
5

6 **WHEREAS**, the field work load has increased in amount and complexity requiring more time to
7 be allocated at each site with the current two staff who complete these duties;
8

9 **WHEREAS**, more review and research time is needed to complete new permitting processes and
10 to follow up correctly with violations and complaints in a timely manner;
11

12 **WHEREAS**, an increase in fees in will cover a portion of the additional cost for this position,
13 the remainder of the position would be covered by county levy funding;
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
16 hereby authorize the establishment of a Sanitation & Zoning Specialist position in the Sanitation,
17 Planning, Zoning and Dog Control Department with start date of January 1, 2023.
18

19 Dated this 22nd day of June, 2022.

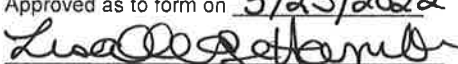
20 Offered by the Administration & Personnel Committee
21

22 **Fiscal note:** The 2023 budget for this position (wages, benefits and equipment) is approximately
23 \$91,589 which approximately \$12,300 will be covered by the increase in fees requiring the estimated
24 remaining \$79,289 being funded by County tax levy.
25

26 **Purpose:** To approve budgeting for one Sanitation & Zoning Officer position.
27

Finance Vote (If required):
 4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: May 17 , 20 22
 4 Yes 0 No 1 Absent

Approved as to form on 5/23/2022

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: 4-6-2022	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

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):

Field work load has increased and become more complex. Taking more time at each site. Paperwork supporting this field work has also become more complex, taking more time to review and research. Current staffing can keep up with new permits but does not have time to investigate, research and follow up on complaints and violations such that they can be resolved in a timely manner.

Suggested Title: Sanitation & Zoning Specialist			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2023	

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.
28.10	58,448	3,800	3,624	848	691	21,376	784	18

1. Where will the funds for this position come from?
 Proposed increase in fees will cover a portion of this position. General fund will be utilized to cover the remainder.
 Special tax could be placed on each property with septic. \$5 per year per parcel with septic would generate about \$45,000 per year.
2. What equipment will need to be purchased for this position (desk, etc.)?
 desk, computer, hand auger, munsell color book, tape measure, tripod, story stick & sensor
 - a. Is office space presently available? NO Where? Department will be relocating in the next years
 - b. Estimated cost of needed equipment? \$2,000
 - c. Is the cost of needed equipment in the department budget? NO
3. What is the grand total cost of all items this fiscal year? \$ 89,589 + \$2,000 = \$91,589
4. What is the annual cost of salary and fringes, thereafter? \$ 89,589

Supervisory Responsibility (if applicable):

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

NA

2. Number of employees Directly supervised: NA Indirectly: NA

List the position titles that will report to this position:

3. What position title will this position report to? Sanitation & Zoning Director

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:
-------	---	---	---------------

Finance Committee – Action on Fiscal Note:

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

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Sanitation & Zoning

*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
Zoning Officer	2080 hrs	\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589
Grade N market (\$28.10)												
				\$ -	\$ -	\$ -					\$ -	
				\$ -	\$ -	\$ -					\$ -	
Grand Total		\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589

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**

Job Title:	Sanitation and Zoning Officer	Department:	Sanitation, Planning, and Zoning
Location:	14345 Co Hwy B, Sparta	FLSA Category:	Exempt- Administrative/Professional
Immediate Supervisor:	Sanitation and Zoning Administrator	Salary Grade:	Grade 11
Supervision Exercised:	None	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Sanitation and Zoning Administrator, the Sanitation and Zoning Officer promotes and protects the environmental health, safety and general welfare of county citizens through regulation of private sewage disposal systems.

Job Description

ROLE AND RESPONSIBILITIES

- Provides information and assistance to the public concerning code and ordinance requirements
- Administers and enforces county utilities ordinance and SPS381-SPS385 Wis. Administrative Code
- Assists with administration of county zoning floodplain, shoreland and subdivision ordinance
- Reviews ordinances and proposes changes when necessary
- Investigates violations of private sewage systems ordinances and issues special orders directing and requiring compliance with the rules and standards including issuing citations when necessary
- Investigates complaints concerning private onsite waste treatment systems
- Reviews and verifies Soil and Onsite Evaluation Reports prepared by Certified Soil Testers
- Reviews and approves plans for private onsite waste treatment systems as authorized by SPS383 Wis. Administrative Code and county private onsite waste treatment ordinance
- Reviews sanitary permit applications and issues permits
- Conducts site inspections according to established procedure
- Performs plumbing compliance inspections according to SS145.20 and SPS383
- Gives technical design assistance to plumbing contractors
- Conducts inspections and provides information related to Wisconsin Fund Program (SS145.245 and SPS387)
- Inspects failing systems
- Files reports and conducts surveys
- Investigates and attempts to resolve complaints referred by the Health Director/Officer
- Assists the Health Director/Officer in townships and villages
- Conducts educational seminars for plumbers and certified soil testers
- Conducts inspections for zoning compliance and investigates zoning violations
- Maintain Zoning Code Layer using ARC GIS

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in soil science, natural resources, sanitation, environmental health or related field.
- Certified Soil Tester-Morphological Evaluator and Plumbing II On-Site within six months of hire.
- Minimum of two years "hands on" experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Valid Wisconsin Driver's license.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, talking, hearing, using near and far vision, judgment, working outdoors, exposed to extreme weather, noise, vibrations, and mechanical hazards. Stoops, bends, handles, fingers, lifts up to 40 pounds, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about 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 PARK MANAGER POSITION IN THE FORESTRY & PARKS DEPARTMENT

WHEREAS, the Monroe County Natural Resource & Extension Committee and Administrative & Personnel Committee request the establishment of Park Manager position in the Forestry & Parks Department effective January 1, 2023; and

WHEREAS, the increased need for additional oversight of the county parks and facilities is needed on an annual basis to keep up with the high utilization of the campground as well as addressing backlogged forestry practices, cleaning up boundary issues, land acquisitions and other duties beyond the current departments ability with only one position; and

WHEREAS, this new position would have consistent oversight over the county day-use park and campground, by maintaining facilities, grounds, collecting park fees, making deposits, assisting campers, and writing grant applications, while having management oversight over other seasonal employees; and

WHEREAS, this position would be funded by annual park revenue generated from user fees; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one new Park Manager position in the Forestry & Parks Department, effective January 1, 2023.

Dated this 22nd day of June, 2022

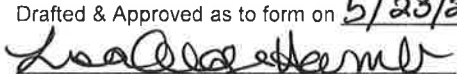
Offered by the Administrative & Personnel Committee

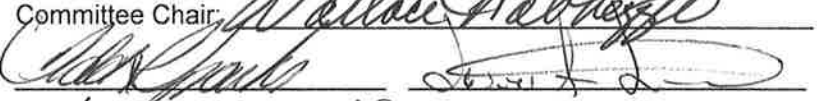

Purpose: Approve one additional Parks Manager position in the Forestry & Parks Department effective January 1, 2023.

Fiscal Note: Cost for the one position for one year in 2023 is \$89,589, with similar costs each year thereafter. The additional one position will not increase Monroe County levy as the costs would be covered under annual park revenue generated from user fees. If funding ceases for this position, this position will be reviewed.

Finance Vote (If required):
4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: May 17, 2022
3 Yes 1 No 1 Absent

Drafted & Approved as to form on 5/23/2022

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: 3/25/2022	Department: Forestry & Parks
Department Head Name: Chad Ziegler	

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):

See attached "Forestry & Park Department Duties"

Suggested Title: Park Manager			
Personnel Director's Recommended Classification:		Grade: 10	FLSA Class:
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 3/1/2023

* 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.
28.10	49006	3186	3039	711	580	17813	653	15

1. Where will the funds for this position come from?

Annual park revenue generated from user fees. Anticipated start date March 1, 2023.

2. What equipment will need to be purchased for this position (desk, etc.)?

Computer or lap top, all in one printer/scanner, cell phone, internet hot spot

a. Is office space presently available? Yes Where? McMullen Park

b. Estimated cost of needed equipment? \$1250

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? \$77,004 [includes \$2,000 equip/cell phone/internet] start date March 1, 2023

4. What is the annual cost of salary and fringes, thereafter? \$89,589

Supervisory Responsibility (if applicable):

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

This position will have supervisory authority over the Camp Host and Park Laborers. These positions are Limited Term Employees.

2. Number of employees Directly supervised: 2-3 Indirectly: 0

List the position titles that will report to this position:

Park Laborer(s)		
Camp Host		

3. What position title will this position report to? Forestry & Parks Administrator

County Administrator – Action:

Date: 3/23/2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
-----------------	--	---

Committee of Jurisdiction: Natural Resources & Extension – Action:

Date: 4/13/2022	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:
-------	---	---	---------------

Finance Committee – Action on Fiscal Note:

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

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Parks

*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
Park Manager	1744 hours	\$ 49,006		\$ 3,186	\$ 3,039	\$ 711	\$ 17,813	\$ 653	\$ 15	\$ 25,418	\$ 580	\$ 75,004
Grade N market (\$28.10)	March 1 start date											
2080 Hours		\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589
				\$ -	\$ -	\$ -					\$ -	
				\$ -	\$ -	\$ -					\$ -	
Grand Total		\$ 107,454		\$ 6,986	\$ 6,663	\$ 1,559	\$ 39,189	\$ 1,437	\$ 33	\$ 55,868	\$ 1,271	\$ 164,593

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 NO. 06-22-08

RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS)
SOCIAL WORKER POSITION IN MONROE COUNTY

1 WHEREAS, early intervention for children with developmental disabilities, severe emotional disturbances,
2 and physical disabilities in the community is being promoted at state and federal levels; and
3

4 WHEREAS, intervention for identified vulnerable children in our county is a matter of safety and
5 security for the children; and
6

7 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
8 have reviewed the attached New Position Analysis and request the establishment one CLTS Social
9 Worker positions in the Department of Human Services; and
10

11 WHEREAS, the current CLTS program:

- 12 1. as of April 1 2021, the state began managing all County waitlists and forward new
- 13 referrals which must be processed in a 60 day time frame; and
- 14 2. there are currently 206 individuals served by a 7 FTE CLTS staff; and
- 15 3. the projected number of individuals served will be over 235 children by 12/31/2022; and
- 16 4. the 8 FTE staffing would be needed to create caseloads of 30 children per staff position.
17
18

19 WHEREAS, these positions generate revenues through Medical Assistance billing which will cover the
20 costs.
21

22 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
23 hereby authorize the establishment of one CLTS social worker positions in the Department of Human
24 Services with start date of January 1, 2023.
25

26 Offered by the Administration & Personnel Committee this 22nd day of June, 2022.
27

28 Fiscal note: The 2023 budget for this position (wages, benefits and equipment) is approximately \$85,101
29 which will be covered by Medical Assistance Case Management billing avoiding the need for tax levy
30 funding.
31

32 Purpose: To approve budgeting in 2023 for one CLTS social worker.

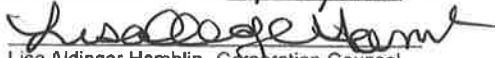
Finance Vote (If required):

4 Yes 0 No 1 Absent

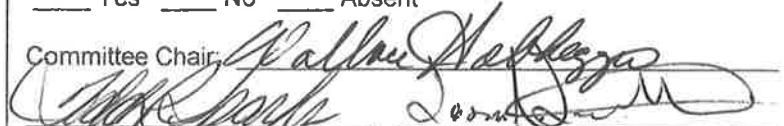

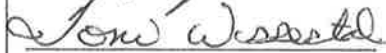
Committee of Jurisdiction Forwarded on: May 17, 2022

4 Yes 0 No 1 Absent

Approved as to form on 5/23/2022


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: 6/22/2022	Department: Human Services
Department Head Name: Ron Hamilton/Tracy Thorsen	

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):

There are currently 7 FT Childrens's Long Term Support Staff, three are recent hires. Experienced staff have caseloads of over 35 children, with the new staff building their caseloads are between 18-25 cases. The recommended caseload is 25-30. We currently have 206 children enrolled with 8 children in process of enrollment as of 4/15/22. We anticipate that we will be serving 235 children by the end of 2022. We are requesting a Social Worker CFS Designated Service Program position who would work 100% in CLTS to meet our consumer growth. This position will allow the additional children, some of the most vulnerable children in our county to begin receiving services throughout 2023. This program is no longer allowed to have a wait list. State and federal funding will be available through an allocation pool to Monroe County CLTS based on the number of children in the program. This new position is able to be supported through Case Management Medical Assistance billing. No additional county tax levy will be requested for this position

Suggested Title: Social Worker CFS Designated Service Program		
Personnel Director's Recommended Classification:	Grade: N	FLSA Class: Exempt
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

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	52,388	3,406	3249	760	620	21,376	784	18

1. Where will the funds for this position come from?
 Medical Assistance billings will cover the cost for the positions. This will come from a State Allocation per child.

2. What equipment will need to be purchased for this position (desk, etc.)?
 chair, cell phone, computer
 - a. Is office space presently available? Yes _____ Where? Human Services/Telework
 - b. Estimated cost of needed equipment? 2,500
 - c. Is the cost of needed equipment in the department budget? Will be for the 2023 budget

3. What is the grand total cost of all items this fiscal year? \$82,601 + 2500 = \$85,101 for fiscal year 2023

4. What is the annual cost of salary and fringes, thereafter? \$82,601

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? _____

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: _____
-------------	---	---	---------------------

Finance Committee – Action on Fiscal Note:

Date: _____	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	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

CLTS 2023

Effective July 1 2021 the state will manage Children's Long Term Support (CLTS) waitlist and will notify counties when they will be receiving a referral. CLTS current staff have caseloads of over 35 children, the recommended caseload is 25-30. As of 4/45/2022 we had 206 children enrolled with 8 children in process for enrollment. We anticipate that we will be serving over 235 children by the end of 2022. We are requesting one Social Worker 1 CFS Designated Service Program position who would work 100% in CLTS to meet our consumer growth. This position will allow the additional children, some of the most vulnerable children in our county to begin receiving services throughout 2023. State and federal funding will be available through an allocation pool to Monroe County CLTS based on the number of children in the program. This new position are able to be supported through Case Management Medical Assistance billing. Our current case management billing is at \$104.60/hr. Billing at approximately 800 hours per staff person will cover the cost of the positions. No additional county tax levy will be requested for these positions.

2013 13 children enrolled in CLTS, over 3 year wait for services – 1 Social Worker

2017 47 children enrolled in CLTS, 30 on waitlist – 2.5 Social Workers

2019 99 children enrolled in CLTS, 11 on waitlist – 2.5 Social Workers

2020 151 children enrolled in CLTS, 8 on waitlist – 4 Social Workers

Since Position Analysis have added 11 children 162 total

2021 180 projected children enrolled, no waitlist – 6 Social Workers projected.

2022 206 children enrolled as of 4/15, 235 projected – 7 Social workers

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COMPENSATION PLAN

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.25 Compensation Plan, section
3 4.26 Format of Compensations Plan, section 4.27 Rules for Administration of the Compensation Plan, and section
4 4.61 Resignation as referenced on the attached document; and
5

6 **WHEREAS**, to remove the language in red on the attached document referencing language for our
7 previous compensation plan in sections 4.25-4.27 and section 4.61; and
8

9 **WHEREAS**, to replace that language with the highlighted text in yellow of the attached document. This
10 language references changes in policy to reflect the McGrath Human Resources Group wage and benefit study
11 that was completed and implemented by a previous resolution; and
12

13 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this
14 date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document
15 adjusting the language in sections 4.25 Compensation Plan, section 4.26 Format of Compensations Plan, section
16 4.27 Rules for Administration of the Compensation Plan, and section 4.61 Resignation to go into effect
17 immediately.
18

19 Dated this 22nd day of June 2022.

20 Offered by the Administration & Personnel Committee.

21 Purpose: Approve changes to Personnel Policy Manual in sections 4.25 Compensation Plan, section 4.26 Format
22 of Compensations Plan, section 4.27 Rules for Administration of the Compensation Plan, and section 4.61
23 Resignation to go into effect immediately to comply with the newly implemented compensation plan as
24 recommended by McGrath Human Resources Group.
25

26 Fiscal note: No direct costs.
27
28

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

Committee of Jurisdiction Forwarded on: June 14, 2022
5 Yes 0 No 0 Absent
Committee Chair: Dallas Halperin
James B. Rubin Jason J. ...
... Joni Wissert

Approved as to form on 6/14/2022
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.

Monroe County Proposed Personnel Policy Manual Changes regarding Compensation Resolution:

Pages 14 - 19

COMPENSATION PLAN

4.25 INTRODUCTION.

- (1) The compensation plan shall include the schedule of salary grades each consisting of a salary range for each grade. The objective of this plan is to provide an appropriate salary structure to recruit and retain an adequate number of competent employees. The salary schedule is available for reference in Appendix I.
- (2) The Administration and Personnel Committee shall be responsible for the development and administration of the Compensation Plan through periodic reviews and comparative studies of pertinent factors affecting levels of salary. When appropriate, the Personnel Director shall recommend necessary changes to the County Administrator and the Administration and Personnel Committee which shall become effective upon approval of the County Board.
- (3) The Compensation Plan shall be based on the principle of equal pay for equal work. Placement in salary grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure to risks and hazards, and physical effort involved. ~~<12/00> These weighted factors provide a score for positions which determines placement in a salary grade.~~

4.26 FORMAT OF COMPENSATION PLAN.

- (1) SALARY GRADES. Salary grades shall be established to differentiate between positions within the county by providing compensation based on market analysis, internal equity, education and experience required, scope of the duties, level of supervision exercised, exposure to risks, and hazards. ~~providing fair pay differentials between groups with similar weighted factor scores.~~
- (2) RANGES. The salary ranges have been developed around the market rate of the schedule, which is set at average market for each position. 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. ~~Each grade shall have a salary range where the market rate for the position is at 100 percent which is the midpoint, 80 percent is the minimum for the grade, and 120 percent is the maximum for the grade. Wage adjustments shall normally be attained in 12 month intervals providing the employee receives a satisfactory performance review.~~

4.27 RULES FOR ADMINISTRATION OF THE COMPENSATION PLAN.

- (1) AUTHORIZED SALARY GRADES SHALL BE INTERPRETED AND APPLIED AS FOLLOWS.
 - (a) Initial Employment. The hire rate shall be the entrance rate payable to any employee upon appointment to a position. If recruitment difficulties exist, or if a potential appointee possesses unusual qualifications directly related to the requirements of the position, the Personnel

Department may authorize appointment up to eight percent (8%) above the minimum rate ~~88 percent~~ in the grade, as long as the wage remains within the established budget for the department that is hiring. If hiring difficulties still exist after the initial recruitment due to hiring salary range (~~80-88%~~), an appeal may be made to the County Administrator for further consideration which may include approval of a higher rate ~~above 8% above the minimum rate up to the 100-percent midpoint~~ market of the grade or the approval of increased benefit levels on a case-by-case basis. <10/00> In rare recruiting circumstances the County Administrator may exceed the ~~market-midpoint~~ of the salary range with the recommendation of the Personnel Director. New employees may receive salary adjustments in coordination with the performance evaluation process.

- (b) Promotion or Demotion. If an employee is promoted or demoted and the new salary rate is the range minimum, the employee will remain at that rate until the next performance evaluation at which time the rate may be adjusted. Starting salary due to promotion or demotion would be recommended by the Personnel Director, with the approval of the County Administrator.
- (c) Part-time Employment. Unless indicated otherwise, all rates prescribed in the salary grades are the rates authorized for full-time employment. Part-time employees are paid the hire rate which is equivalent to or compatible with the hire rate established for similar full-time positions. Subsequent adjustments shall be in accordance with the performance evaluation process.
- (d) Compensation During Temporary Assignment. An employee who is temporarily assigned to a position in a higher salary grade than the employee's current rate for a period of sixty days or more, shall be paid at the rate in the higher grade which gives the employee an increase for the period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower salary grade, for any period, shall not receive a reduction in salary. ~~No temporary assignment shall exceed six months.~~ In any instance, the salary rate during temporary assignment shall be handled on a case-by-case basis between the department head and the Personnel Director with approval of the County Administrator. The department head is responsible for reporting any temporary assignments to the appropriate committee and the Personnel Director is responsible for reporting any temporary wage rate changes to the Administration and Personnel Committee.
- (e) Establishment of Departmental Work Rules. For any establishment of work rules outside of the scope of the Monroe County Personnel Policy these are to be approved by the County Administrator on a case by case basis.

(2) PAY FOR PERFORMANCE. The Monroe County pay for performance compensation system is designed to link employee work performance to the strategic plan and mission of Monroe County, as well as motivate employees to develop and contribute to the maximum of their ability by compensating those employees based on job performance.

(a) OUTCOMES. The County's pay for performance compensation system will produce the following outcomes:

1. Aligns pay and performance with the County's mission, strategic plan, values, leadership and culture.
2. Differentiates among performers in evaluation and recognizes varying levels of performance through variations in compensation.
3. Directs the focus on outcomes and results that benefit the public, and strengthens public confidence that the County will listen, adapt, and produce results.
4. Maintains the County's competitive position in the labor market in order to attract and retain the best talent possible.
5. Provides incentives for continuous performance improvement and high achievement.

(b) STANDARDS. The County's pay for performance compensation system has the following standards:

1. The pay for performance compensation policy will be understood and accepted by employees.
2. All departments are responsible for establishing operational goals for each of its units and employees that are specific, measurable, attainable, realistic and timely.
3. All employees will be evaluated in an appropriate category for his/her position as outlined by a standard set of core competencies.
4. All departments will be expected to engage in continuous measurement, assessment, coaching and feedback.
5. All departments will use the official evaluation format provided by the Personnel Department for all evaluations ~~to include introductory period and annual reviews.~~
6. All employees' annual performance evaluations shall be reviewed by the Department Head or designated managers, prior to submission to the Personnel Department.
7. The Personnel Director shall review the effectiveness of the County's performance evaluation system upon which pay for performance is based and, in consultation with the County Administrator, make revisions to the program as necessary to encourage employee performance that strives to attain the mission and goals of the County.

(c) FUNDING. Each fiscal year the County Administrator shall recommend an appropriate funding level to be available for pay for performance wage adjustments through the budget process. The County Administrator will take into account the County's overall financial state in establishing a budget for pay for performance, and cost of living adjustment for the wage scale, which is part of the overall budget submitted to the County Board of Supervisors.

(d) SCOPE. The pay for performance compensation system applies to all regular full-time and part-time employees whose pay is not subject to some other pay system, contract or agreement. Exceptions to the pay for performance compensation system include elected officials, union employees, and temporary, on-call and casual call employees. Eligible employees may be considered for pay for performance adjustments only once in each fiscal year. Employees at the maximum of their pay grade are not eligible to be considered for pay for performance adjustments, but the County Administrator may grant an exception for extenuating circumstances.

(3) COMPENSATION RATES FOR POSITIONS. The compensation rate for each position uses the following terms and figures.

- (a) Hourly rate = straight time rate (ST).
- (b) Pay period rate = 80 hours x ST.

- (c) Monthly rate = annual rate divided by 12 or 173 hours x ST.
- (d) Annual rate = 2080 hours x ST.

(4) ESTABLISHMENT AND MAINTENANCE OF COMPENSATION RATES.

- (a) Hourly and annual rates are to be established or maintained according to established procedure on file in the Personnel Department.
- (b) The compensation plan will be updated on a periodic basis so that rates remain current and competitive.

(5) OVERTIME/COMPENSATORY TIME.

- (a) Exempt employees (see 4.18(7)) shall be compensated as follows:
 - 1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not be counted as hours worked. For an hour of overtime, the employee is entitled to an hour of compensatory time. Compensatory time may be accumulated to a maximum of forty hours.<9/90> No excess time less than one-half hour segments thereof (rounded to the nearest one-half hour) in any day shall be considered.
 - 2. Compensatory time may be used with prior approval of the employee's department head or designee. The use of compensatory time shall not conflict with the needs of the department. It is expected that compensatory time be used on an ongoing basis as work loads permit. Compensatory time may be used in segments of one-half hour or increments of same.
 - 3. Exceptions must be approved by the County Administrator.
 - 4. Accumulated time, when an employee is assigned to regular shifts to fill in for other employees, such as Registered Nurses, will not be included in the forty hour maximum accumulation. Full-time Registered Nurses overtime hours will be compensated at the rate of one and one-half times the regular rate of pay when filling in for shifts as assigned. <6/89>
 - 5. The Highway Patrol Superintendent and Highway Supervisor will be compensated at the straight hourly pay rate with one hour for each hour of emergency comp time acquired on weekends and holidays per Resolution 89-84, November 8, 1989.
 - 6. Each department head is responsible to ensure that accumulation of, reasons for, and use of compensatory time by department is being done correctly, and is submitted through the appropriate payroll timekeeping system for review each bi-weekly payroll.
~~Each department head is responsible for maintaining permanent records showing~~

~~accumulation of, reasons for, and use of compensatory time by department staff. Forms for this purpose are available in the Personnel Office.~~ Increments of time should be rounded to the nearest one-half hour. ~~Compensatory time records will be submitted to the Personnel Office on a semi-annual basis, on April 15 for the period October 1 through March 31 and on October 15 for the period April 1 through September 30.~~ <5/90>

7. As stated in 4.27(5)(a)(1), compensatory time accrual/usage must be approved by the employee's department head or designee; in addition, compensatory time accrual/usage by a department head must be approved **bi-weekly** ~~on a monthly basis~~ by the County Administrator. <5/90>
8. Under no circumstances shall employees be permitted to use compensatory time prior to actually earning the time.
9. In all instances, use of compensatory time shall count as time worked.
10. An exempt employee's salary may be reduced for partial day absences for personal reasons or because of illness or injuries when accrued leave is not used by the employee because the employee's accrued leave has been exhausted or the employee chooses to use leave without pay while on state FMLA leave.

This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. §541.710.

(b) Non-exempt employees [see 4.18(7)] shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not count as hours worked. Hours eligible for overtime compensation are any hours worked over forty in a seven day work week (for Sheriff Department officers any hours over 86 in a 14 day work period). These hours must be compensated at time and one-half the regular rate of pay.
2. Employees may be assigned work in excess of eight hours per day without being compensated at time and one-half, if corresponding adjustments are made in the weekly work schedule, providing that the total hours worked do not exceed forty in one week.

(c) Employees covered by a collective bargaining agreement shall be governed by contractual language relative to overtime and/or compensatory time.

(6) PAYROLL TIME SHEETS.

- (a) There shall be 26 two week pay periods annually, **on a typical year, with the potential of 27 pay periods on some years based on the calendar of bi-weekly pay periods.** Employees shall be paid every other Friday (effective July 5, 2019) after a holdback not exceeding two weeks. <5/19>
- (b) Time sheets shall be submitted in the prescribed format to the Finance Department by ~~noon~~

9:00 AM of the ~~Monday~~ Tuesday following each two week period. Each department head is responsible for the accuracy of the information contained on time sheets.

- (c) Pay checks shall be direct deposit with pay stubs distributed to employees on the Friday (effective July 5, 2019) following a Monday submission of time sheets. If a pay day falls on a holiday, pay checks will be issued the day before the holiday. <1/95><1/98><5/19>
- (7) ROLLING HILLS REGISTERED NURSE SUPERVISORY PAYMENT. The hire rate for Nursing Supervisor shall be paid to a Registered Nurse assigned a full eight hour shift as a Supervising Nurse, providing the nurse does all supervisory duties normally associated with the supervisory position.
- (8) UNIVERSITY OF WISCONSIN EXTENSION AGENTS. Monroe County and the University of Wisconsin-Extension have entered into a "133" contract ~~assuring the equity in the 40/60 salary and benefits arrangement~~. Monroe County may decide on an annual basis to continue, modify, or discontinue the "133" contract. <Resolution 62-90, November 14, 1990>.
- (9) SHERIFF DEPARTMENT LIEUTENANTS. Lieutenants shall receive the established uniform allowance; and emergency comp time payout as provided for certain Highway Department administrative employees. <Resolution 147-91, August 7, 1991>
- (10) ON-CALL AVAILABILITY. Departments that require on-call availability (e.g., Human Services, Maintenance, Information Technology, Highway, Health Department, Medical Examiner) a coverage and compensation plan specific to the department's needs, with approval of the County Administrator prior to implementation.

Page 44

4.61 RESIGNATION.

(1) WRITTEN NOTICE. An employee deciding to leave County employment shall submit a resignation in writing stating the last working day for Monroe County. This notice shall be given to the employee's department head. It is expected that employees will give as much notice as possible to facilitate the hiring and orientation of new staff members. Paid time off (i.e., vacation, sick leave, floating holiday) may not be used to extend the last day worked. The County reserves the right to determine the last day of employment once notice is given. <12/98> Failure to give the required notice of termination shall cause forfeiture of payout of any accumulated benefits, including vacation <6/94>, unless required by law or applicable collective bargaining agreement provisions. Exempt employees who terminate without giving the required notice shall also forfeit accumulated compensatory time.<3/99> The final pay check shall include payment of hours actually worked since the last pay check.

- (a) Employees in classification grades ~~18 A~~ through ~~20 F~~, as seen in Appendix I, shall give notice in writing at least two weeks in advance of the planned departure. <1/96><1/01>
- (b) Employees who are not department heads in classification grades ~~6 G~~ through ~~17 Q~~, as seen in Appendix I, shall give notice in writing at least three weeks in advance of the planned

departure. <1/96><1/01>

- (c) Employees in classification grades R-Z, , as seen in Appendix I, ~~All-recognized~~ County department heads, and Rolling Hills individual Department Managers/Coordinator, and Registered Nursing Staff as listed below, ~~including and all registered nurses,~~ shall give notice in writing at least thirty days in advance of the planned departure.

Rolling Hills/Senior Living Administrator
Director of Nursing
Social Services Manager
Food Service Manager
Medical Records Coordinator
CBRF & Activities Manager
Registered Nurse/Staff Nurse (any position requiring an RN)

- (d) Employees failing to give the required advance notification of termination shall not be considered for reemployment except for unusual reasons and with the consent of the Personnel Director.

Appendix - I

	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		Deputy Register of Deeds	REGISTER OF DEEDS			
54		Medical Records Coordinator	ROLLING HILLS			
55		Deputy Treasurer	TREASURER			
56		Administrative Associate	UW EXTENSION OFFICE			
57		Administrative Associate	VETERAN SERVICES			

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

	A	B	C	E	F	G
114	N			\$ 25.09	\$ 28.10	\$ 32.62
115				\$ 52,187.20	\$ 58,448.00	\$ 67,849.60
116		Chief Deputy Medical Examiner	MEDICAL EXAMINER			
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		Medical Examiner	MEDICAL EXAMINER			
168		Infection Preventionist	ROLLING HILLS			
169		Resident Care Coordinator	ROLLING HILLS			
170		RN Supervisor	ROLLING HILLS			
171		Solid Waste Director	SOLID WASTE			

	A	B	C	E	F	G
172	S			\$ 34.21	\$ 38.32	\$ 44.47
173				\$ 71,156.80	\$ 79,705.60	\$ 92,497.60
174		Communicatons Center Director	DISPATCH			
175		Public Health Nurse Manager	HEALTH			
176		Human Services Manager - CFS	HUMAN SERVICES			
177		Justice Programs Director	JUSTICE			
178		Land Conservation Director	LAND CONSERVATION			
179		Facilities & Property Director	MAINTENANCE			
180		Captain - Administration	SHERIFF			
181		Captain - Jail	SHERIFF			
182	T			\$ 36.96	\$ 41.39	\$ 48.05
183				\$ 76,876.80	\$ 86,091.20	\$ 99,944.00
184		Assistant Corporation Counsel	CORPORATION COUNSEL			
185		Mental Health /Clinic Manager	HUMAN SERVICES			
186		Zoning & Sanitation Director	SANITATION			
187		Captain - Patrol	SHERIFF			
188	U			\$ 39.91	\$ 44.70	\$ 51.88
189				\$ 83,012.80	\$ 92,976.00	\$ 107,910.40
190		Director of Nursing	ROLLING HILLS			
191		Chief Deputy	SHERIFF			
192	V			\$ 43.11	\$ 48.28	\$ 56.04
193				\$ 89,668.80	\$ 100,422.40	\$ 116,563.20
194		Finance Director	FINANCE			
195		Health Director/Health Officer	HEALTH			
196		Highway Commissioner	HIGHWAY			
197		Information Technology Director	INFORMATION TECHNOLOGY			
198		Human Resources Director	PERSONNEL			
199	W			\$ 46.55	\$ 52.14	\$ 60.52
200				\$ 96,824.00	\$ 108,451.20	\$ 125,881.60
201		Human Services Director	HUMAN SERVICES			
202		Rolling Hills/Senior Living Administrator	ROLLING HILLS			
203	X			\$ 49.35	\$ 55.27	\$ 64.16
204				\$ 102,648.00	\$ 114,961.60	\$ 133,452.80
205		Corporation Counsel	CORPORATION COUNSEL			
206	Y			\$ 55.27	\$ 61.90	\$ 71.85
207				\$ 114,961.60	\$ 128,752.00	\$ 149,448.00
208		County Administrator	ADMINISTRATOR			
209				<i>Annual Salaries calculated based on 2080 hours</i>		
210						
211						
212						

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL TO ADD SECTION 4.583 INFECTIOUS DISEASE POLICY

1 **WHEREAS**, the Monroe County Board adopted numerous resolutions over the past three years
2 to address a Monroe County COVID-19 Response Policy, this resolution is to adapt a long-term solution
3 and permanent policy manual language; and
4

5 **WHEREAS**, the need to have an established long-term policy that would address any potential
6 serious health concern or public health emergency, the attached language in section 4.583 Infectious
7 Disease Policy addresses this in a manner to provide guidance for employees of Monroe County; and
8

9 **WHEREAS**, this gives Monroe County the ability to adopt and have clear guidance in times of a
10 public health emergency; and
11

12 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as
13 of June 22, 2022, they do hereby establish section 4.583 Infectious Disease Policy as a matter of the full
14 Monroe County Personnel Policy Manual; and
15

16 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be
17 construed to limit the constitutional and statutorily granted powers of the Judiciary, the Sheriff, the
18 District Attorney or any other county office which is granted authority under the Constitution or
19 Wisconsin Statutes; and
20

21 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the
22 authority of the County Administrator and Personnel Department to adopt the Personnel Policies in
23 accordance with evolving state and federal rules, regulations and policies and directs that substantive
24 changes shall be presented to the Administration and Personnel Committee and County Board for
25 consideration for ratification.
26

27 Offered by the Administration & Personnel Committee this 22nd day of June, 2022
28

29 Purpose: To ratify Personnel Policies created to address the county operations and health, safety and
30 welfare concerns for the county employees and residents..
31

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

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

Committee of Jurisdiction Forwarded on: June 14, 2022
5 Yes 0 No 0 Absent

Approved as to form on 6/14/2022
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Wallace M. Heagerty
James B. Kuhn
John W. Wiest

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 Policy Manual – Infectious Disease Policy

4.583 Infectious Disease 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 any public health emergency. In order for this policy language to be put into action a serious health concern must be determined by the Monroe County Health Director in accordance with the County Administrator.

Administration of Infection Disease Policy:

- Once a determination has been made and approved by the Monroe County Health Officer and County Administrator an official announcement will be given to all Monroe County employees as to what the expectations and guidelines will be for the public health emergency.
- All communication will be sent by the Monroe County Personnel Department.
- Any requirements of social distancing, face coverings or masking, or any other precautionary matters will be outlined in detail to assist all staff with expectations and compliance in reference to this policy.

This plan is to provide clarity and guidance regarding taking time off during the 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.

What does this mean for Monroe County Employees?

Employees are expected to follow the guidance listed below:

- Any staff that may be experiencing one or more of the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, chills and fatigue should remain home until cleared by a medical provider or the Monroe County Health Department.
- If a mask or face-covering requirement for certain buildings is put in place, 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 this 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 public health emergency 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 public health emergency related circumstances whether it be personal illness or child care will have the following options to consider.

Compensation during any public health emergency 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 the public health emergency, whether it is a quarantine order, positive test result, own serious illness, 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.

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 appropriate Personnel Leave Request Form as maintained by the Monroe County Personnel Department.

When to Stay Home from Work

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness, including Family & Medical Leave Act leave, and leave without pay.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing one or more of the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

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 or any other designated ailment per the public health emergency?

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 or other designated ailment per the public health emergency.

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.

In these circumstances, dates of time frames could vary on a case by case basis and will be reviewed with the Personnel Department under the advisement of the Monroe County Health Department. 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.

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)
- 1) County travel must be approved by department head prior to any travel for conducting County business or operations.
 - 2) 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 section 1.

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 if leave is in direct relation to the public health emergency.

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 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) **Employees who fail to come to work without supervisor approval in a public health emergency will be treated as if they failed to come to work at any other time and may be subject to disciplinary action.**
- 3) Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions in this section of the Monroe County Personnel Manual. 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.
- 4) 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.

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 Infectious Disease Policy may be considered and approved by the County Administrator on a case by case basis.

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 non-lapsing revenue and expenditure accounts in ORG 10000001 to
62 hold the funds received for Opioid Abatement.
63

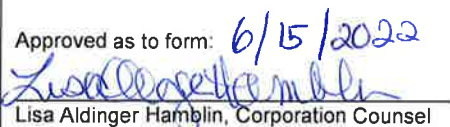


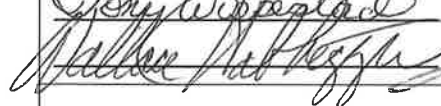
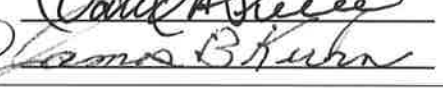
64 FURTHER BE IT RESOLVED: that such funds shall be accepted in trust and restricted for use of
65 Opioid Abatement. Use of funds would be approved by the Finance Committee.
66

67 Offered this 22nd day of June, 2022 by the Finance Committee.
68

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

73 Statement of purpose: This Resolution will authorize the creation of non-lapsing revenue and
74 expenditure line item accounts in ORG 10000001 to receive funds restricted to use as established by this
75 resolution.
76

77 Drafted by Tina Osterberg, County Administrator

Finance Vote (If required): ___ Yes ___ No ___ Absent	Committee of Jurisdiction Forwarded on: <u>June 15</u> , 20 <u>22</u> VOTE: ⁵ ___ Yes ⁰ ___ No ⁰ ___ Absent
Approved as to form: <u>6/15/2022</u>  Lisa Aldinger Hamblin, Corporation Counsel	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>