



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, September 21, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of August 17, 2022
4. Public Comment
5. Request for Line Item Transfer – Discussion/Action
 - a. County Clerk
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Rolling Hills
 - b. Health Department
 - c. Solid Waste
7. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing a Children and Family Services Supervisor Position
 - b. Resolution Approving the Monroe County Forest Annual Work Plan – 2023
 - c. Resolution Authorizing Funds for a NESHAP Inspection Related to Demolition of Building A and Tunnel
 - d. Resolution Creating Non-Lapsing Account for Use of Southwest ITBEC Funds
8. Resolution(s) – Discussion/Action
 - a. Resolution Updating Public Depositories and Investments for Monroe County
 - b. Resolution for Cancellation of Outstanding 2020 Checks
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Properties
 - d. Banking Services RFP – Discussion/Action
 - e. Assessment Appeal Process Update
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
11. General Fund Balance Policy / Bond Payments
12. TIF Districts

**FINANCE MEETING
September 21, 2022 Agenda**

13. Loffler Printer/Copier Equipment Service Contract Renewal – Discussion/Action
14. Justice Center and Radio Tower Bond Expenditure Funding – Discussion
15. Securitization of Opioid Funds – Discussion/Action
16. Planned Use of Opioid Settlement Funds – Discussion/Action
17. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
18. Items for next month's agenda
19. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: September 15, 2022

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

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



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

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, September 21, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of August 17, 2022
4. Public Comment
5. Request for Line Item Transfer – Discussion/Action
 - a. County Clerk
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Rolling Hills
 - b. Health Department
7. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing a Children and Family Services Supervisor Position
 - b. Resolution Approving the Monroe County Forest Annual Work Plan – 2023
 - c. Resolution Authorizing Funds for a NESHAP Inspection Related to Demolition of Building A and Tunnel
 - d. Resolution Creating Non-Lapsing Account for Use of Southwest ITBEC Funds
8. Resolution(s) – Discussion/Action
 - a. Resolution Updating Public Depositories and Investments for Monroe County
 - b. Resolution for Cancellation of Outstanding 2020 Checks
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Properties
 - d. Banking Services RFP – Discussion/Action
 - e. Assessment Appeal Process Update
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
11. General Fund Balance Policy / Bond Payments
12. TIF Districts

**FINANCE MEETING
September 21, 2022 Agenda**

13. Loffler Printer/Copier Equipment Service Contract Renewal – Discussion/Action
14. Justice Center and Radio Tower Bond Expenditure Funding – Discussion
15. Securitization of Opioid Funds – Discussion/Action
16. Planned Use of Opioid Settlement Funds – Discussion/Action
17. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
18. Items for next month's agenda
19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: September 13, 2022

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

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

Finance Committee
August 17, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Debbie Carney, Pamela Pipkin, Tiffany Giesler, Wes Revels, Tracy Thorsen, Chris Weaver, Stan Hendrickson, Lisa Aldinger Hamblin

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

- Next Meeting Date – Wednesday, September 21, 2022 in the Monroe County Assembly Room at 9:00 a.m.

Future Budget Meetings to Note:

Oct 7, 2022 – Budget Publication

October 24 & 25, 2022 – Department Budget Meetings

November 2, 2022 Annual Budget Meeting

- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 07/20/2022 minutes. Carried 5-0.
- Public Comment – None.
- Request for a Line Item Transfer(s)
 - a. Child Support – Motion by James Kuhn second by David Pierce to approve line item transfer. Pamela Pipkin, Child Support Director explained the 2022 line item transfer in the amount of \$39,531.00 for contracted services. Carried 5-0.
 - b. Rolling Hills - Motion by Toni Wissestad second by Wallace Habegger to approve line item transfer. Toni Wissestad, County Board Supervisor explained the 2022 line item transfer in the amount of \$5,500.00 for van repairs and fuel costs. Carried 5-0.
 - c. Finance - Motion by James Kuhn second by David Pierce to approve line item transfer. Diane Erickson, Finance Director explained the 2022 line item transfer in the amount of \$30.00 for Post-Employment Benefits Actuarial Study. Carried 5-0.
- Credit Card(s) –
 - a. Human Services - Motion by David Pierce second by Wallace Habegger to approve credit card request. Tracy Thorsen, Human Services Director explained credit card request for the Crisis Social Worker I in the amount of \$1,000.00. Carried 5-0.
 - b. Health Department - Motion by David Pierce second by Toni Wissestad to approve credit card requests. Tiffany Giesler, Health Director explained credit card requests for three Community Health Educators in the amount of \$1,000.00 each and Health Director increase to \$5,000.00. Discussion. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. WIC - Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 budget adjustment in the amount of (\$17,225.00) for DHS funding. Carried 5-0.
 - b. Economic Development & Tourism - Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$11,955.65 for Southwest ITBEC funds. Discussion. Carried 5-0.
 - c. Maintenance/Sheriff's Office - Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2022 budget adjustment in the amount of \$9,200.00 for two Sheriff vehicle trades to the Maintenance Department. Carried 5-0.
 - d. Jail - Motion by James Kuhn second by David Pierce to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2022 budget adjustment in the amount of \$1,880.00 for SCAAP funding. Carried 5-0. Motion by Toni Wissestad second by David Pierce

to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2022 budget adjustment in the amount of \$60,000.00 for jail medical expenses. Discussion. Carried 5-0.

- Fiscal Note on Resolution(s) –
 - a. Resolution Amending Dog License Fees – Motion by Toni Wissestad second by James Kuhn to approve fiscal note pending committee of jurisdiction approval. James Kuhn, County Board Supervisor explained increase in revenue for dog license fees. Carried 5-0.
 - b. Resolution Authorizing the Establishment of an Additional Full-Time Bailiff within the Sheriff's Department - Motion by Toni Wissestad second by Wallace Habhegger to approve fiscal note. Chair Cedric Schnitzler explained that this position replaces the Per Mar contract. Chief Deputy Chris Weaver and Sheriff Wes Revels further explained. Discussion. Carried 5-0.
- Resolution Establishing Ho Chuck Funds Allocation for 2023 Budget - Motion by James Kuhn second by Wallace Habhegger to approve resolution. Tina Osterberg, County Administrator explained funding to be used for wireless upgrade. Carried 5-0.
- Treasurer Report –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Properties – Debbie explained that title work is anticipated to be completed the 1st week of September. Then the foreclosure process can begin.
 - d. Investment Policy – Debbie explained that this resolution will be brought forward next month.
 - e. Bank RFP's – Tina Osterberg, County Administrator explained that no bids were sealed, this would mean that no bids can be accepted. Only one bid was received. The committee could send out a new RFP or send it back to the only bidder to have the RFP sealed. Discussion. Motion by David Pierce second by James Kuhn to send back the bid and have it sealed by the sender, with no other pursuit of banks. Discussion. Carried 3-2.
 - f. Cancelled Checks – Debbie explained that it is anticipated that a resolution should be brought forth next month.
 - g. Assessment Appeal Process – Debbie explained that there are no new updates from last month.
 - h. 2023 Budget Presentation – Debbie explained the 2023 Treasurer budget and answered questions.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. 2023 Budget Presentation – Diane Erickson explained the 2023 Finance budget and answered questions.
- Monroe County Cell Phone Policy – Motion by James Kuhn second by David Pierce to adopt Monroe County Cell Phone Policy. Tina Osterberg, County Administrator explained the need to update the Monroe County Cell Phone Policy. Discussion. Sheriff Wes Revels suggested to add the following verbiage to the end of the Picture Devices section: Unless required for Monroe County official business. Motion by David Pierce second by Toni Wissestad to amend the policy by adding "unless required for Monroe County official business" following the Picture Devices Section. Discussion. The amendment carried 5-0. The cell phone policy as amended carried 5-0.
- Securitization of Opioid Funds – Chair Cedric Schnitzler explained that there are no new updates at this time.
- Planned Use of Opioid Settlement Funds – Tina Osterberg, County Administrator explained that the first funding amount was received in the amount of \$51,118.00.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.

- b. Monthly Disbursement Journal – Motion by Wallace Habegger second by James Kuhn to approve disbursement journal. Carried 5-0.
- c. Monthly Per Diems and Vouchers – Motion by David Pierce second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Tax Delinquent Properties, Investment Policy Resolution, Bank RFP's, Cancelled Check Resolution, Assessment Appeal Process, General Fund Balance Policy/Bond Payments, Securitization of Opioid Funds, Planned Use of Opioid Settlement Funds, TIF Districts.
- Motion by James Kuhn second by David Pierce to adjourn the meeting at 10:26 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2022

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 531000	Election Office Supplies	\$ 7,000.00	\$ 939.24	\$ 1,146.44	\$ 6,060.76
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 939.24		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531000	Office Supplies	\$ 800.00	\$ 939.24	\$ 1,363.47	\$ 1,739.24
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 939.24		

Explanation for Transfer:
Marriage License scanner had to be updated immediately due to technology upgrades

Department Head Approval

Shelley Bohl 08/20/2022

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/20/2014

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 19, 2022
 Department: Rolling Hills
 Amount: \$15,609.62
 Budget Year Amended: 2022

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

This budget adjustment increases the Rolling Hills building project budget to allow for the use of the interest earned on the bonds during construction. The funds will be used to finalize the building project in 2022.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
64750990	481000		Interest on Investments	\$ 5,200.42	\$ 15,609.62	\$ 20,810.04
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 15,609.62	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
64750990	521480		Construction	\$ 8,294,540.76	\$ 14,623.60	\$ 8,309,164.36
64750990	531065		Advertising	\$ 258.00	\$ 986.02	\$ 1,244.02
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 15,609.62	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 6, 2022
 Department: Health
 Amount: \$35,000.00
 Budget Year Amended: 2022

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

Grant from the National Association of County and City Health Officials (NACCHO). This grant will provide local health departments with training and technical assistance to draft preparedness plans. The grant runs from April 2022 through December 2022. This will enhance the programmatic activities of a needs assessment and development of an administrative preparedness plan

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435527	HD199	COVID NACCHO Grant	\$ -	\$35,000	\$ 35,000.00
Total Adjustment					\$ 35,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$803,581.00	\$35,000	\$ 838,581.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 35,000.00	

Department Head Approval: *Liffany E. Gieser*
 Date Approved by Committee of Jurisdiction: *David [Signature]* 9-6-22
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 14, 2022
 Department: SOLID WASTE
 Amount: \$35,000.00
 Budget Year Amended: 2022

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

We have had an unprecedented amount of tires brought to the landfill already this year for recycling. We will need to increase our tire revenue and disposal accounts to reflect the predicted amount remaining this year.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63670000	464900		SW CLEAN SWEEP REVENUE	\$ (31,000.00)	\$ (35,000.00)	\$ (66,000.00)
						\$ -
						\$ -
Total Adjustment					\$ (35,000.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63670000	521340		CONTRACTED SERVICES	\$ 40,000.00	\$ 35,000.00	\$ 75,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 35,000.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

RESOLUTION AUTHORIZING A CHILDREN AND FAMILY SERVICES SUPERVISOR POSITION

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

WHEREAS, Monroe County Health & Human Services Committee and the Administrator/Personnel Committee request the establishment of a Children and Family Services Supervisor position in the Children & Family Services (CFS) unit of the Human Services Department at the pay grade Q effective November 1, 2022; and

WHEREAS, it has become apparent that an additional supervisor position is a greater necessity to the CFS unit in order to meet the requirements related to changes brought on by the Federal Families First Act rather than to fill the vacant CFS Social Worker position that was approved in the 2022 budget; and

WHEREAS, the Families First Act will require more significant evidence-based community interventions and services from our CFS staff. With the majority of the child protective services workforce being entry-level social workers, there is a need for more significant supervisory support and guidance so staff are better equipped to accurately and quickly identify danger threats, implement appropriate safety plans, and effectively work with families in the community; and

WHEREAS, funds that were earmarked in the 2022 budget for the vacant CFS Social Worker position, will be redirected to cover the costs of the CFS Supervisor Position. The vacant position will not be filled. Expanded Targeted Safety Support funding from the State will cover the additional cost of a supervisor position. No additional tax levy will be required; and

WHEREAS, by creating this CFS Supervisor position to oversee the direct supervision and support of staff, it will also allow the CFS Manager to focus on developing policies that conform with Family First, pursue new funding opportunities, ensuring compliance with state requirements, collaborating with community partners, and continuing overall management of the very large CFS Unit that includes Child Protective Services, Youth Justice Services, the Foster Care Program, Children's Long-Term Support Program, and the Birth to Three Program.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Children and Family Services Supervisor position in the Children and Family Services unit of the Human Services Department effective November 1, 2022.

Dated this 28th day of September 2022.

Offered by the Administration/Personnel Committee.

Purpose: Approve a new Children & Family Services Supervisor position for 2022.

Fiscal Note: Position will be paid through existing budgeted funds for 2022 with no additional tax levy at a cost of \$18,773 in 2022 and \$96,898 annually thereafter.

Reviewed as to form on _____
Lisa Aldinger Hamblin, Corporation Counsel

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

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

Committee of Jurisdiction Forwarded on: September 6 20 22
9 Yes 0 No 0 Absent
Committee Chair: Carol A. Preece
Mary J. Cook Jason
Jerry Estelita

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 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: 8/10/2022	Department: Human Services
Department Head Name: 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):

Rather than fill the vacant CFS Social Worker position that was approved in the 2022 budget, it has become apparent that an additional supervisor position is a greater necessity in order to meet the requirements related to changes brought on by the Federal Families First Act. The Families First Act will require more significant evidence-based community interventions and services from our CFS staff. With the majority of the child protective services workforce being entry-level social workers, there is a need for more significant supervisory support and guidance so staff are better equipped to accurately and quickly identify danger threats, implement appropriate safety plans, and effectively work with families in the community. The vacant CFS Social Worker position will not be filled and the funds that were earmarked for that position will be redirected to cover the costs of the CFS Supervisor Position. Greater supervisory support will also insure our ability to capture expanded funding from the state for these safety support activities which will cover the additional cost of a supervisor position. Also, by creating this CFS Supervisor position to oversee the direct supervision and support of staff, it will allow the CFS Manager to focus on developing policies that conform with Family First, expanding pursuit of new funding opportunities, ensuring compliance with state requirements, collaborating with community partners, and continuing overall management of the very large CFS Unit that includes Child Protective Services, Youth Justice Services, the Foster Care Program, Children's Long-Term Support Program, and the Birth to Three Program.

Suggested Title: Children and Family Services Supervisor			
Personnel Director's Recommended Classification:		Grade: Q	FLSA Class: Exempt
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 11/1/2022	

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: *Using 2022 Salary Schedule*

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$29.88	\$62,150.40	\$4,226.23	\$3,853.32	\$901.18	\$714.73	\$21,376.08	\$783.96	\$18.00

1. Where will the funds for this position come from?
 Using existing funds in the 2022 Budget that were earmarked for the vacant Children and Family Social Worker position which will not be filled. Funding sources include Wisconsin DCF Children & Families Aids Allocation, DCF Targeted Safety Support Funds, and County Levy.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer and cell phone
 - 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? Yes _____
3. What is the grand total cost of all items this fiscal year? (Assuming costs for 9 weeks in 2022) \$16,273 + \$2,500 = \$18,773
4. What is the annual cost of salary and fringes, thereafter? \$64,636 (using 2023 anticipated wage rate) + \$32,261 (fringe) = \$96,897 (annual cost)

Supervisory Responsibility (if applicable):

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

This position will provide direct supervision, workload assignments, and annual performance evaluations to approximately 6 - 8 social workers in the Children and Family Unit of Human Services (primarily child protective services and foster care staff and possibly youth justice staff).

2. Number of employees Directly supervised: 6 - 8 Indirectly: 4 - 6

List the position titles that will report to this position:

CFS Social Worker Staff		

3. What position title will this position report to? Children and Family Services Manager

County Administrator – Action:

Date: 8/1/2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
----------------	--	---

Committee of Jurisdiction: Health and Human Services – Action:

Date: 9/6/2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: <u>9-0</u>
----------------	--	---	--------------------------

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

Job Title:	Children and Family Services Supervisor	Department:	Human Services
Location:	112 S. Court Street, Room 3000, Sparta	FLSA Category	Exempt- Administrative
Immediate Supervisor:	Children and Family Services Manager	Salary Grade	Grade Q
Supervision Exercised:	Quasi-administrative and functional supervision of designated Human Services Social Worker positions.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Children and Family Services Manager, the Children and Family Services Supervisor assists in the overall leadership, supervision and management of the unit; provides direction and development of social workers and evaluates performance; designs and evaluates program development; coordinates services with various community agencies.

Job Description

ROLE AND RESPONSIBILITIES

- Assumes responsibility for and provides staff and program supervision for specific program areas as delegated
- Reviews referrals and assigns cases, authorizes financial client payments, coordinates internal agency activity, develops and monitors case records and manages caseloads for contracted services
- Assumes primary program responsibility as coordinator of services with contract agencies, develops formal relationships and referral network
- Serves as liaison to contracted and community agencies and related committees and boards (i.e., circuit court, schools, and law enforcement services)
- Conducts quality assurance review of cases
- Establishes intake policies and procedures
- Establishes service provision policies and procedures
- Participates as administrative team member in program development and planning, in-service, budget development, recruitment, training and evaluation
- Reports to and serves as resource person for Human Services Board, sub-committees and the advisory committee on intake/assessment and youth/family related services
- Serves as resource person in state and community planning process
- Participates in interviews for positions in unit
- Directs, monitors, and establishes agency on-call, crisis services on a 24- hour rotational schedule
-
- Directs, monitors, and evaluates foster/group home placements and rate setting

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of bachelor's degree (prefer Master's Degree) in area closely related to Human Services.
- Minimum of three years in a social work-type working situation including a minimum of one year in a supervisory capacity or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

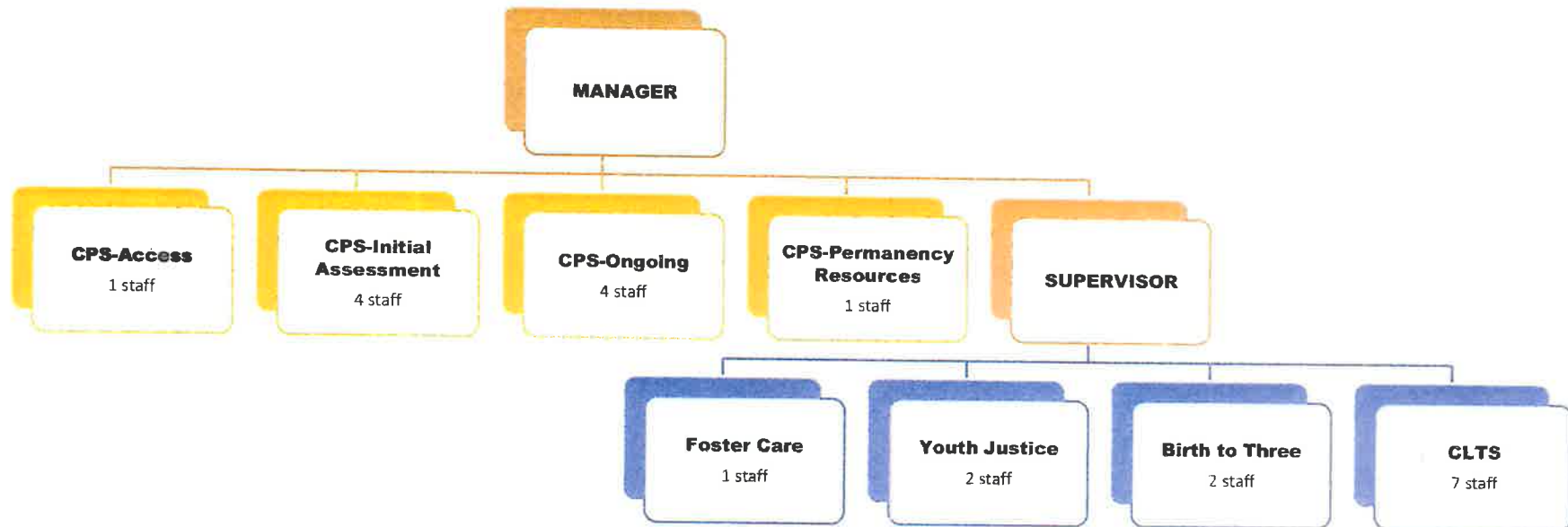
PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision, judgment. Walks, stands, stoops, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 40 pounds, is exposed to extreme weather, potential for physical attack, adverse atmospheric conditions, travels to and moves about homes intermittently.

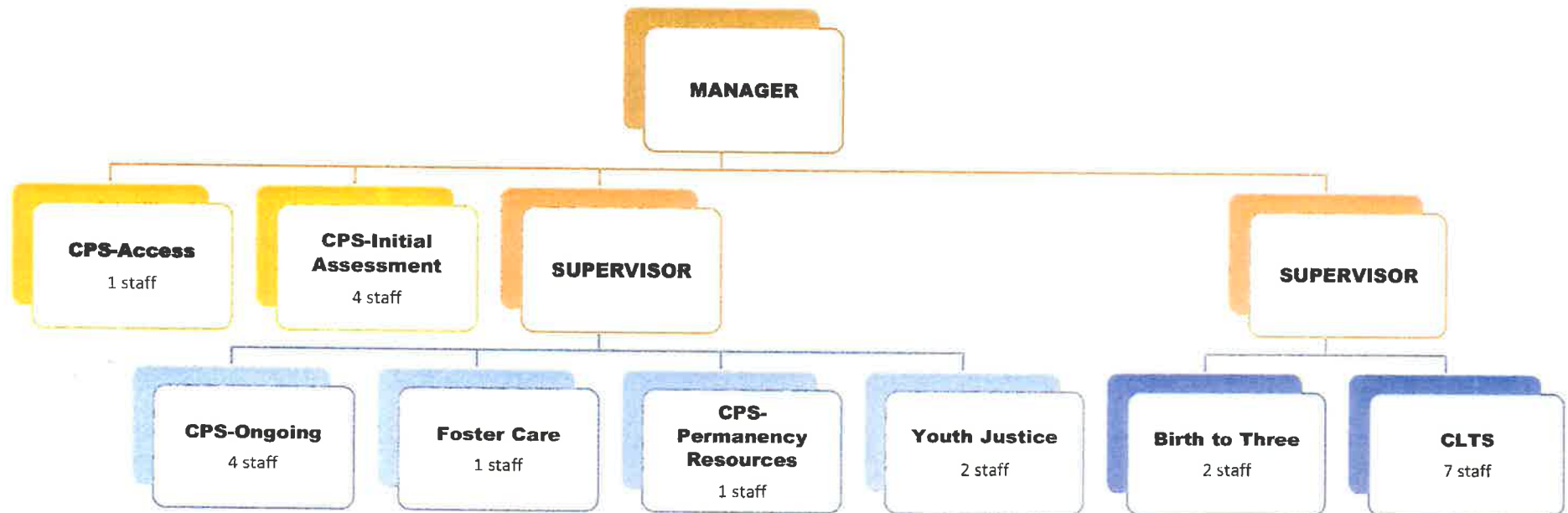
ADDITIONAL NOTES

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

CURRENT CHILDREN AND FAMILY UNIT ORGANIZATION



PROPOSED ORGANIZATION CHANGE WITH ADDITIONAL SUPERVISOR



RESOLUTION APPROVING
THE
MONROE COUNTY FOREST ANNUAL WORK PLAN - 2023

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

WHEREAS, it is required that the Monroe County Board of Supervisors approve the Monroe County Forest Annual Work Plan (see attached); and

WHEREAS, the Monroe County Natural Resources and Extension Committee has reviewed and approved the attached plan.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby approve the attached Annual Work Plan for the calendar year of 2023 for the Monroe County Forest.

Dated this 28th of September 2022.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Purpose: To approve the Annual County Forest Work Plan for the calendar year of 2023; which will allow Monroe County to apply for the County Forest Administrator Grant.

Fiscal Note: Revenue from the County Forest Administrator Grant from the WDNR will be approximately \$54,000.00 and be incorporated into the annual budget.

Drafted by Chad Ziegler.

Reviewed as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: 9/14 2022
5 Yes 0 No 0 Absent
Committee Chair: Noddy Van Wyck
David Puc Mark Spink
Rogala Joey Estelone

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 County
Board of Supervisors at the meeting held on _____

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

MONROE COUNTY FOREST ANNUAL WORK PLAN - 2023

REFERENCES:

1. Annual Planning Meeting (once per year with minutes)
2. Fifteen Year Comprehensive Plan (2021-2035)

INTRODUCTION:

This work plan is intended to give an overview of the accomplishment goals for 2023, not be a blueprint of what will or will not be completed. Issues such as funding, weather, harvesting activity and workload will impact what will be accomplished. Due to unforeseen circumstances it maybe expedient and prudent to perform more of one activity at the expense of another, with the understanding that at another time the situation may be reversed.

TIMBER SALE ADMINISTRATION:

There are eleven active timber sale contracts on the county forest. Normal administrative procedures for timber sales include:

- Advertising the sale and negotiating the contract.
- Meeting with the purchaser before the job is started to go over the sale requirements.
- Routinely inspecting the sale once the harvest has started to confirm contract compliance.
- Collecting load tickets, scaling forest products and tracking the volume and type of wood being harvested.
- Making sure landing and road repair is done properly following the harvest.
- Balancing the sale ledger and completing the cutting report at sale close out.

TIMBER SALE PLANNING AND ESTABLISHMENT:

The goals for timber sale establishment and sale in 2023 are:

- Approximately 250 acres of timber will be set up and sold.
- One hundred twenty four acres will be even-aged harvests with reserve trees and reserve pockets of trees.
- Forty six acres will be red pine final harvests.
- Eighty acres will be red and white pine thinning.

Normal sale establishment procedures include:

- Consulting the compartment reconnaissance to determine harvest needs for the year.
- Inspecting the scheduled stands to determine if a harvest is appropriate.
- Marking the timber to be sold in a manner appropriate for the type of sale.
- Preparing a sale prospectus and completing the cutting notice.

FOREST RECONNAISSANCE:

- The goal for compartment reconnaissance in 2023 is 664 acres.
- Reconnaissance of completed timber sales will be done as they are closed out.
- Regeneration surveys will be performed on stands 2-4 years after harvest.

TIMBER STAND IMPROVEMENT:

- Invasive treatments with herbicides will be performed on timber sale areas.

REFORESTATION:

Natural regeneration is anticipated on the mature sites that will be harvested.

BOUNDARY ESTABLISHMENT:

- Ten miles of boundary maintenance.
- Survey missing corners as needed.

FISH AND WILDLIFE MANAGEMENT ACTIVITIES:

- Karner blue butterfly:
 - maintenance of wildlife openings
 - nectar plant site (New Lyme)

RESOLUTION AUTHORIZING FUNDS FOR A NESHAP INSPECTION RELATED TO DEMOLITION OF BUILDING A AND TUNNEL

1 WHEREAS, the Property and Maintenance Committee has authorized the drafting of Request for
 2 Proposal (RFPs) for the demolition of Building A and part of the attached utility tunnel; and
 3
 4 WHEREAS, there is a recommendation that a NESHAP Inspection be completed to reduce the expense
 5 of the demolition bids as there is little to no information on the level of lead or asbestos or where those
 6 issues are located in the building; and
 7
 8 WHEREAS, with the uncertainty of the levels and location of lead or asbestos, the concern is this will
 9 likely result in greatly elevated bid amounts so that contractors can ensure that they encompass the
 10 expense of these possible issues based on the age of the building and tunnel; and
 11
 12 WHEREAS, there are currently no funds budgeted to cover the expense of a NESHAP Inspection of
 13 Building A or the tunnel which is estimated to costs under \$20,000.
 14
 15 NOW THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby
 16 authorize a NESHAP Inspection to be paid for out of the contingency fund up to \$20,000.
 17
 18 Offered this 28th day of September, 2022 by the Property & Maintenance Committee.
 19
 20 Fiscal note: Up to \$ 20,000 of funds are authorized to be used from the contingency fund to pay for the
 21 NESHAP Inspection. There needs to be a two-thirds vote of the County Board to pass this resolution.
 22
 23 Statement of purpose: Approval of this resolution allows for A NESHAP Inspection to identify the
 24 amount and location of lead or asbestos in Building A and adjoining utility tunnel.

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

RESOLUTION CREATING NON-LAPSING ACCOUNT FOR USE OF SOUTHWEST ITBEC FUNDS

1 WHEREAS, Monroe County was the only remaining partner in the Southwest Wisconsin
2 International Trade, Business & Economic Development Council (ITBEC); and
3

4 WHEREAS, The Wisconsin Counties Association (WCA) had oversight of the Southwest
5 ITBEC. The WCA Board voted in June 2022 to return all remaining funds in the Southwest ITBEC
6 account to Monroe County as the single remaining partner; and
7

8 WHEREAS, The Monroe County Economic Development and Tourism Committee wishes for
9 these funds in the amount of \$11,955.65 to be set aside in a non-lapsing Economic Development and
10 Tourism account to be approved by the Committee for future use.
11

12 NOW, THEREFORE, BE IT RESOLVED: by the Monroe County Board of Supervisors that
13 the Finance Department Shall establish a non-lapsing account in the Economic Development and
14 Tourism accounts 16700000 section to hold the funds received from Southwest ITBEC.
15

16 FURTHER BE IT RESOLVED: Use of non-lapsing funds will be approved for future
17 expenditure by the Economic Development and Tourism Committee.
18

19 Offered this 28th day of September, 2022 by the Economic Development and Tourism Committee.
20

21 Fiscal note: This resolution will create a Monroe County non-lapsing Economic Development and
22 Tourism account for future use of the funds received from Southwest ITBEC. This resolution will
23 require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for
24 approval.
25

26 Statement of purpose: This resolution will authorize the creation of a non-lapsing Economic
27 Development and Tourism expenditure line item in ORG 16700000 to hold funds as established by this
28 resolution.
29

30 Drafted by Tina Osterberg, County Administrator

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>September 8, 2022</u> VOTE: <u>3</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

RESOLUTION NO. _____

RESOLUTION UPDATING PUBLIC DEPOSITORIES AND
INVESTMENTS FOR MONROE COUNTY

1 WHEREAS, the Monroe County Board of Supervisors has previously passed resolutions which
2 did provide for various financial institutions as public depositories; and

3
4 WHEREAS, certain financial institutions on the list of public depositories changed their names;
5 and

6
7 WHEREAS, there is a need to add financial institutions to the public depository list.

8
9 NOW, THEREFORE, BE IT RESOLVED BY THE Monroe County Board of Supervisors that
10 they do provide the following comprehensive list of preferred financial institutions to be utilized
11 by Monroe County, as public depositories for investments:

12
13 American Deposit Management Co, Delafield, WI F & M Bank of Kendall, Kendall, WI
14 Local Government Investment Pool, Madison, WI Associated Bank, La Crosse, WI
15 Bank First, Tomah, WI Park Bank, Sparta, WI
16 Bank of Cashton, Cashton, WI PMA Financial Network, Inc., Milwaukee, WI
17 Bremer Bank, Onalaska, WI River Bank, Sparta, WI
18 Citizens Community Bank Corp Inc. State Bank Financial, Sparta, WI
19 a/k/a CCF Bank, Tomah, WI Union Bank, Sparta & Tomah, WI
20 Citizens First Bank, Sparta, WI U.S. Federal Government

21
22 BE IT FURTHER RESOLVED, that should any one or more of the following conditions occur,
23 the County Treasurer is authorized to utilize depository institutions outside the environs of
24 Monroe County with the stipulation that such depository institutions and associated instruments
25 meet the provisions of Wis. Stat. §34.09 and the Monroe County Investment Policy as approved
26 and adopted by the Monroe County Board:

- 27
28 1. There is not an adequate number of approved depository institutions within Monroe
29 County to accommodate the deposits/investments of Monroe County while meeting
30 the provisions of the Monroe County Investment Policy.
31 2. The approved depository institutions within Monroe County decline acceptance of
32 Monroe County deposits/investments.
33 3. The approved depository institutions within Monroe County are unable to
34 collateralize the deposits/investments of Monroe County as required per the Monroe
35 County Investment Policy.
36 4. Depository institution(s) outside of Monroe County offer a return on investment
37 greater than 1% or more of the rate that can be earned with a depository within
38 Monroe County.

39
40 Offered this 28th day of September, 2022 by the Finance Committee.

41
42 Fiscal Note: There is no known fiscal impact.

43
44 Purpose: To update and add financial institutions to the list of public depositories.
45

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ 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 _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION NO. _____

RESOLUTION FOR CANCELLATION OF OUTSTANDING 2020 CHECKS

1 WHEREAS, the checks listed on the attachment, 2020 Outstanding Checks, are outstanding and
2 demand special accounting and extra work listing them as outstanding due to not being timely presented;
3 and
4

5 WHEREAS, the checks, previously mailed or delivered to the party, read "VOID 90 DAYS FROM DATE
6 OF ISSUE" and more than 90 days have passed since the checks were issued; and
7

8 WHEREAS, the auditors for the county recommend a policy and practice of canceling outstanding
9 checks.
10

11 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Treasurer, in accordance with Wis.
12 Stat. §59.64(4)(e) of the Wisconsin Statutes, is instructed to:
13

- 14 1. Cancel the attached list of checks issued in the calendar year 2020; and
- 15 2. Credit the amount of the outstanding checks to the General Fund; and
- 16 3. If a listed check is presented at a later date and within six years of the date of the check, issue
17 a new check in payment thereof.
18

19 Offered this 28th day of September, 2022 by the Finance Committee.
20

21 Fiscal note: Passage would increase the General Fund by the amount of \$2,520.34
22

23 Statement of purpose: The cancellation of outstanding checks from 2020.
24

25 Drafted by Debbie Carney, Monroe County Treasurer

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 2022 VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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: _____ 2022 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

2020 Outstanding Checks

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT
1045535	01/03/2020	ERIC MATHISON	320.00
1046089	01/31/2020	ANDREW THOMAS STAHL	37.24
1046255	02/07/2020	CHARLES ARTHUR SIEKERT	25.65
1046259	02/07/2020	CODY CHARLES ANDERSON	19.02
1046279	02/07/2020	JESSE DANIEL JOHNSON	33.30
1046291	02/07/2020	LARRY DALE BEAVER	20.55
1046468	02/14/2020	DRYKE BROWN	50.00
1046928	03/06/2020	JOSH AND JESSICA HANDY	8.41
1047436	04/03/2020	BRADLEY JOHN PLUEGER	26.16
1047557	04/09/2020	APRIL RENEE ALBRECHT	250.00
1047623	04/09/2020	JOSE G ALCANTAR	5.78
1047706	04/17/2020	GUNDERSEN LUTHERAN ADMINISTRATIVE SERVICES INC	191.00
1047882	04/24/2020	AARON DOWNING	33.11
1048461	06/05/2020	JUDITH LUKASZEWSKI	12.08
1048657	06/19/2020	MELANIE GODFREY	16.80
1049432	08/07/2020	JARED LEIS	3.53
1049730	08/21/2020	KYM MELTESEN	9.35
1049904	09/04/2020	DERRICK JAMES AMUNDSON	19.53
1049921	09/04/2020	MATTHEW BRIAN SCHATZKE	36.36
1049925	09/04/2020	PABLO A TORRES RIVERA	19.53
1049934	09/04/2020	TURNER JOHN SUND	51.02
1049968	09/04/2020	STEVEN P SMITH	3.56
1050161	09/18/2020	ANDREW JOHN ANDERSON	21.06
1050177	09/18/2020	JOLYNN MARIE SCHMIDT	38.40
1050183	09/18/2020	MARION B HENRY	37.38
1050257	09/18/2020	KATHY GIRAUD	21.20
1050258	09/18/2020	MARK A. GIRAUD	17.20
1050285	09/18/2020	DANIELLE RAE PINCKNEY	508.00
1050502	10/09/2020	ALEXANDER JORDAN SCOTT	18.51
1050694	10/16/2020	JOSHUA EDGERTON	100.00
1050802	10/23/2020	KYLE M SPOHN	21.57
1050807	10/23/2020	NAVARONE KAZIMIERZ NEMEC	101.00
1050812	10/23/2020	SHANNON M OLSON	52.04
1050894	10/23/2020	WYLLIS JAY LUND	18.00
1051709	12/18/2020	KATHY LYNN TRUDEL	254.00
1051833	12/23/2020	KIMBERLY ABBS	120.00
TOTAL			2,520.34

JUSTICE CENTER AND RADIO TOWER BOND EXPENDITURE FUNDING

		Gen Fund	State Prisoner		
	Taxed	Relief		Bond Preium	Total
2023	2,261,689	56,682	155,000	-	2,473,371
2022	-	2,373,433	135,000	-	2,508,433
2021	-	2,209,408	125,000	-	2,334,408
2020	-	2,215,195	122,563	-	2,337,758
2019	949,671	1,340,229	50,508	-	2,340,408
2018	1,881,206	451,052	-	-	2,332,258
2017	-	2,332,972	-	-	2,332,972
2016	1,358,406	985,561	-	199,859	2,543,826
2015	2,135,985	-	-	158,411	2,294,396
2014	2,046,721	3,722	-	131,142	2,181,585
	10,633,678	11,968,254	588,071	489,412	23,679,415

Does not include the refinancing numbers