

MONROE COUNTY BOARD OF SUPERVISORS

AMENDED - NOTICE OF MEETING

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

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Wednesday, May 15, 2019

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval April 17, 2019
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
 - a. Sheriff Dept.
 - b. Human Services
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Health Department
 - b. WIC
 - c. Highway
 - d. Land Records
 - e. Information Systems(3)**
7. Request For Line Item Transfer – Discussion/Action
 - a. Administrator
8. Fiscal Note on Resolutions(s) – Discussion/Action
 - a. Resolution Establishing 2020 Annual Budgeted Allocation For Pay For Performance
 - b. Resolution Authorizing Establishment of a Full-Time Community Health Educator Position in the Monroe County Health Department
 - c. Resolution Authorizing Establishment of a Full-Time Telecommunicator Position in the Monroe County 9-1-1 Communications Center
 - d. Resolution Authorizing Establishment of a Full-Time Disability Benefit Specialist Position in the Monroe County Human Services-ADRC Department
 - e. Resolution Authorizing Establishment of a Full-Time Nutrition Program Coordinator Position in the Monroe County Human Services-ADRC Department
 - f. Resolution Authorizing Establishment of a Full-Time Paralegal Position in the Monroe County District Attorney's Office
 - g. Resolution Authorizing Establishment of a Full-Time Legal Secretary Position in the Monroe County District Attorney's Office
 - h. Resolution Authorizing Establishment of an Additional Patrol Officer Position in 2019 in the Monroe County Sheriff's Department
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. RFP Discussion Regarding Banking

**FINANCE MEETING
May 15, 2019 Agenda**

10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Audit – Discussion
 - d. Staff Updates
11. Revolving Loan Fund
12. County Board Lawsuit Costs – Discussion
13. 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
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: May 13, 2019

MONROE COUNTY BOARD OF SUPERVISORS



NOTICE OF MEETING

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

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

**PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656**

DATE: Wednesday, May 15, 2019

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval April 17, 2019
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
 - a. Sheriff Dept.
 - b. Human Services
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Health Department
 - b. WIC
 - c. Highway
 - d. Land Records
 - e. Information Systems(2)
7. Request For Line Item Transfer – Discussion/Action
 - a. Administrator
8. Fiscal Note on Resolutions(s) – Discussion/Action
 - a. Resolution Establishing 2020 Annual Budgeted Allocation For Pay For Performance
 - b. Resolution Authorizing Establishment of a Full-Time Community Health Educator Position in the Monroe County Health Department
 - c. Resolution Authorizing Establishment of a Full-Time Telecommunicator Position in the Monroe County 9-1-1 Communications Center
 - d. Resolution Authorizing Establishment of a Full-Time Disability Benefit Specialist Position in the Monroe County Human Services-ADRC Department
 - e. Resolution Authorizing Establishment of a Full-Time Nutrition Program Coordinator Position in the Monroe County Human Services-ADRC Department
 - f. Resolution Authorizing Establishment of a Full-Time Paralegal Position in the Monroe County District Attorney's Office
 - g. Resolution Authorizing Establishment of a Full-Time Legal Secretary Position in the Monroe County District Attorney's Office
 - h. Resolution Authorizing Establishment of an Additional Patrol Officer Position in 2019 in the Monroe County Sheriff's Department
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. RFP Discussion Regarding Banking

**FINANCE MEETING
May 15, 2019 Agenda**

10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Audit – Discussion
 - d. Staff Updates
11. Revolving Loan Fund
12. County Board Lawsuit Costs – Discussion
13. 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
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: May 10, 2019

Finance Committee
April 17, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Diane Erickson, Annette Erickson, Debra Carney, Garry Spohn, Sharon Nelson, Darlene Pintarro, Stan Hendrickson, Mary Von Ruden, Tim Johnson, Members of the public, Press

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

- Next meeting date – May 15, 2019 at the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Wallace Habegger to approve the 03/20/19 minutes. Carried 5-0.
- Public Comment – None.
- Maintenance Department Repurpose of Funds - Motion by Pete Peterson second by Mark Halverson to approve repurpose of funds. Garry Spohn explained 2019 request in the amount of \$2,000.00 for parking lot located at 206 South K Street. Carried 5-0.
- Budget Adjustments -
 - a. Health Department – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Sharon Nelson explained the 2019 budget adjustment in the amount of \$5,000.00 for Remembering Jesse Parker grant. Carried 5-0.
 - b. Human Services/ADRC – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Diane Erickson explained the 2019 budget adjustment in the amount of \$3,045.00 for bus repair. Carried 5-0.
 - c. Human Services – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Diane Erickson explained the 2019 budget adjustment in the amount of \$380,000.00 for Comprehensive Community Support vendor expenses and additional revenue/expenses for the Children's Long Term Support program. Carried 5-0.
 - d. Emergency Management – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Darlene Pintarro explained the 2019 budget adjustment in the amount of \$27,768.98 for pre-disaster mitigation plan project. Discussion. Carried 5-0.
 - e. Jail – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Stan Hendrickson explained the 2019 budget adjustment in the amount of \$752.08 for SCAAP grant award. Carried 5-0.
 - f. Information Systems – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$20,023.48 for phone implementation project. Carried 5-0.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. Credit Card approval – Debra Carney explained credit card request in the amount of \$2,000.00 for her new position, Monroe County Treasurer. Motion by Pete Peterson second by Wallace Habegger to approve credit card. Carried 5-0.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Cost Allocation Plan Contract Extension – Tina Osterberg explained current cost allocation plan. Discussion. Motion by Pete Peterson second by Mark Halverson to approve three year contract extension with Maximus. Carried 5-0.

d. Audit Contract Extension – Tina Osterberg explained current audit contract. Discussion. Motion by Douglas Path second by Pete Peterson to place audit out for bids. Carried 5-0.

- Revolving Loan Fund – Tina Osterberg explained that there is not a requirement to form a separate committee. The committee has two years to determine how to move forward with fund. Ellie Bradford has been training on how to report spending. Discussion. Tina Osterberg and Ellie Bradford will bring forward information to next month's meeting.
- Non-Lapsing Account Review – Tina Osterberg explained that \$550.00 is sitting in non-lapsing funds for the Justice Department in donations. This fund was used for community service. With community service no longer existing, the funds have potential to be moved. Discussion. Motion by Douglas Path second by Wallace Habegger to send to the Public Safety Committee to come up with a recommendation for funds. Carried 5-0.
- County Board Lawsuit Costs/Potential Settlement Resolution – Chair Schnitzler explained that county lawsuit costs are currently at \$33,798.32. In addition, the plaintiff fees are \$24,000.00. On the fiscal side of things, when should the county move forward with a resolution.

Attorney Tim Johnson was present. The legal process was explained to include both settlement and trial. Discussion. It is a recommendation to not bring a resolution forth until an advisory opinion is sought regarding ethical equation through our Corporation Counsel or Attorney.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Revolving Loan Fund, County Board Lawsuit Costs/Potential Settlement Resolution
- Chair Cedric Schnitzler adjourned the meeting at 10:43 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
David Tauscher	Business Administrator	\$ 5,000.00

Justification for Credit Card(s):

\$5000 limit for large client purchases

Department Head Approval:



Date Approved by Committee of Jurisdiction:



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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 7, 2019
 Department: Health
 Amount: \$18,000.00
 Budget Year Amended: 2019

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

Received a second year grant from Bader Philanthropies, Inc, to build a dementia specific crisis team, implement Project Lifesaver programs with Sparta and Tomah Police departments and offer dementia crisis education trainings for Dementia Friendly Coalition members as well as dementia crisis gaps with a table top exercise. According to a 2018 survey conducted by WI Dementia Care System Redesign Plan, "improving assistance available for a person with dementia experiencing a crisis", is a top priority for those with dementia, caregivers and dementia professionals. Project Lifesaver, a program that allows law enforcement to quickly locate those with dementia who wander will allow city police departments to respond in their service area as well as educate officers on dementia and how to interact with those with dementia. In 2105, 16% of county residents were age 65 or older. By 2020, it is estimated that the 65+ population will makeup 25.1-30% of the population. With an increase in aging population, the number of county residents with dementia is expected to increase as well. This is an important public health issue that is now being addressed with this grant.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	HS425	Bader Philanthropies	\$ -	\$ 18,000.00	\$ 18,000.00
Total Adjustment					\$ 18,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salary	\$ 470,282.00	\$ 7,800.00	\$ 478,082.00
24110000	515010		Socail Security	\$ 28,685.00	\$ 484.00	\$ 29,169.00
24110000	515015		Medicare	\$ 6,712.00	\$ 114.00	\$ 6,826.00
24110000	515040		Workman Comp	\$ 3,754.00	\$ 4.00	\$ 3,758.00
24110000	531060		Printing	\$ 150.00	\$ 600.00	\$ 750.00
24110000	515700		Employee Ed	\$ 500.00	\$ 848.00	\$ 1,348.00
24110000	534050		Block Grant Supplies	\$ 12,350.00	\$ 8,150.00	\$ 20,500.00
Total Adjustment					\$ 18,000.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A. Ricci

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.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 7, 2019
 Department: WIC
 Amount: \$23,090.00
 Budget Year Amended: 2019

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

Received the 2019 WIC and Farmers Market Nutrition Program Grant funding allocation from USDA, through the Department of Health Services, Division of Public and SNAP funding for our Fit Families programming in April.
 We will increase hours of two staff members, other line items are for program expenses. There is not any county levy with this program.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 163,613.00	\$ 4,148.00	\$ 167,761.00
24120000	435555		WIC Fit Families	\$ -	\$ 11,142.00	\$ 11,142.00
24120000	465900		WIC Other	\$ -	\$ 3,000.00	\$ 3,000.00
24120000	435505		WIC Interpreters		\$ 4,800.00	\$ 4,800.00
Total Adjustment					\$ 23,090.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 119,753.00	\$ 11,978.00	\$ 131,731.00
24120000	515005		Retirement	\$ 7,845.00	\$ 390.00	\$ 8,235.00
24120000	515010		Social Security	\$ 7,426.00	\$ 741.00	\$ 8,167.00
24120000	515015		Medicare	\$ 1,738.00	\$ 173.00	\$ 1,911.00
24120000	531000		Office Supplies	\$ 715.00	\$ 2,340.00	\$ 3,055.00
24120000	531060		Printing Expense	\$ 100.00	\$ 400.00	\$ 500.00
24120000	522025		Telephone	\$ 520.00	\$ 280.00	\$ 800.00
24120000	534150		Nutrition Ed Supplies	\$ 2,230.00	\$ 1,270.00	\$ 3,500.00
24120000	534250		Medical Supplies	\$ 5,337.00	\$ 2,163.00	\$ 7,500.00
24120000	539070		Program Outreach	\$ -	\$ 3,355.00	\$ 3,355.00
					\$ 23,090.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A. Puccio

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: May 6, 2019
 Department: Highway
 Amount: \$52,000.00
 Budget Year Amended: 2019

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

Bid results and upfitting costs will exceed the budgeted amounts for certain Capital Machinery units; a State Patrol Truck, increase of \$15,000.00; two Emergency Response Trailers, increase of \$17,000.00; and a Tractor/Mower, increase of \$25,000.00; while a County Patrol Truck resulted in a \$5,000.00 decrease; for a net increase of \$52,000.00. To offset this increase, we propose to transfer budget of \$52,000.00 from County Routine Maintenance, resulting in a nominal decrease in that budget line.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73330311	534005		Cty Routine Maintenance	\$1,315,000.00	\$52,000.00	\$1,263,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281	581000		Capital Outlay	\$650,000.00	\$52,000.00	\$ 702,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,000.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 6, 2019
 Department: Land Records
 Amount: \$320.00
 Budget Year Amended: 2019

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

I WAS USING A MIFI HOTSPOT THAT WAS PROVIDED BY THE IT DEPARTMENT. WITH THE PLAN I WILL NO LONGER BE ABLE TO DO SO. BEGINNING IN MAY I WILL PAY FOR THE MIFI USED TO OPERATE ONE OF OUR GNSS GPS UNITS. I HAVE INCREASED MY LAND RECORDS INTEREST TO ACCOUNT FOR THIS. I HAD BEEN BUDGETING \$387 PER YR BUT LAST YR IT EARNED OVER \$2892 SO HERE I WILL INCREASE TO \$707.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 481000	LAND RECORDS INTEREST	\$ 387.00	\$ 320.00	\$ 707.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 320.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521415	TECHNOLOGY & EQUIPMEN	\$ 23,870.00	\$ 320.00	\$ 24,190.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 320.00	

Department Head Approval: Jeremiah Erickson

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: May 1, 2019
 Department: Information Systems
 Amount: \$64,412.02
 Budget Year Amended: 2019

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

This budget adjustment will move the Zuercher Public Safety (CAD, Mapping, Mobile, Jail) Software System designated funds from the IT Pool to the IS Capital Equipment/Software account in the IS budget with the remainig project funds that were budgeted for 2019. The original \$64,412.02 were Re-Purposed within the IT Pool account in 2018.

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
71490000	599000		Technology Pool	\$ 739,107.65	\$ (64,412.02)	\$ 674,695.63
71475000	581000		IS-Capital Equipment/Softwa	\$ 327,863.00	\$ 64,412.02	\$ 392,275.02
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 10, 2019
 Department: Information Systems
 Amount: \$48,123.38
 Budget Year Amended: 2019

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

This budget adjustment would move funds from the Contingency Fund to the Information Systems Computer Operations account for current outstanding invoices for the remodel at the old courthouse.

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
71475000	521415	19914	Computer Ops-Info Systems	\$ 409,880.48	\$ 48,123.38	\$ 458,003.86
10010000	539200		Contingency Fund	\$ 295,376.98	\$ (48,123.38)	\$ 247,253.60
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 8, 2019
Department: Information Systems
Amount: \$36,415.00
Budget Year Amended: 2019

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

This budget adjustment would move funds from the Contingency Fund to the Information Systems
Computer Operations account for Response Time & Preventative Maintenance Support for the AV
System in Circuit Court and the Jail.

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
71475000	521415	19914	Computer Ops-Info Systems	\$ 409,880.48	\$ 36,415.00	\$ 446,295.48
10010000	539200		Contingency Fund	\$ 295,376.98	\$ (36,415.00)	\$ 258,961.98
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

REQUEST FOR LINE ITEM TRANSFER

Date: May 7, 2019
Department: Administrator
Amount: \$ 1,397.00
Budget Year Amended: 2019

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	511000		Administrator - Overtime	\$ 1,469.00	\$ 350.00	\$ 29.63	\$ 1,119.00
11410000	553100		Administrator - Equip. Service	\$ 689.00	\$ 539.00	\$ -	\$ 150.00
11410000	533010		Administrator - Conference	\$ 3,289.00	\$ 408.00	\$ 2,368.01	\$ 2,881.00
11410000	532000		Administrator - Books/Pub	\$ 100.00	\$ 100.00	\$ -	\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,397.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	532500		Administrator-Dues	\$ 440.00	\$ 1,057.00	\$ 175.00	\$ 1,497.00
11410000	522025		Administrator-Telephone	\$ 1,016.00	\$ 340.00	\$ 305.11	\$ 1,356.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,397.00		

Explanation for Transfer: This transfer is to cover the Administrator cell phone and dues per contract.

Department Head Approval

Vina Ostulas

Governing Committee Approval

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

44 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note are made a directive of
45 the County Board.

46

47 Dated this 22nd day of May, 2019.

48

49 Offered by the Administration & Personnel Committee

50

51 **Purpose:** To establish the 2020 budget for merit-based pay adjustments and fund the Non-
52 Lapsing Retirement/Fringe Pool.

53

54 **Fiscal Note:** For 2020 the levied general pay increase based on employee performance shall not
55 exceed \$646,488.00. Budgeted proceeds not allocated as a merit increase shall be transferred
56 to the Non-Lapsing Retirement/Fringe Pool (Acct # 11435000.515200) to cover budget
57 variations that occur do to internal position postings, new position hires, retirements, etc. that
58 are unknown variables that impact budgeted salary/fringe benefits for the year.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Approved as to form on _____ _____ Andrew C. Kaftan, 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>

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
41

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

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

WHEREAS, the Health Department Director has assessed the needs of the department and determined that a Community Health Educator position would be advantageous to meeting the department's strategic plan; and

WHEREAS, a Community Health Educator would bring a level of expertise in working with health systems, population-based programs, community needs assessments, providing community-based health education, and evaluating the effectiveness of Public Health programs; and

WHEREAS, a Community Health Educator would bring additional grant-writing skills to Monroe County, further supporting the health of Monroe County residents in a cost-effective manner, of which additional \$38,500 in grant funds in the last sixteen months supporting a dementia friendly community; and

WHEREAS, Public health is rapidly evolving as are the roles and responsibilities of public health workers to address health issues on the population level; and

WHEREAS, Public health threats are constantly changing due to globalization. There is an increased need to address disease outbreaks related to tropical diseases, as well as safety threats.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a full-time Community Health Educator position in the Health Department effective January 1, 2020.

Dated this 22nd day of May.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Community Health Educator position for 2020.

Fiscal Note: Position will be paid for by county levy funds for 2020 at a cost of \$65,367.00 annually thereafter. It is the intent of said position to seek grant funds to offset the cost of this position.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

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

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

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)

NEW POSITION ANALYSIS

- New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Health Department Date: May 7, 2019

Department Head: Sharon Nelson

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Public health is rapidly changing as are the roles and responsibilities of public health workers. As time has gone by, we have seen a population growth and with that comes an increase in communicable disease and other public health threats and concerns. The health issues faced by county residents are increasingly more complex and costly. At one time, communicable diseases were the major health threat, now health issues such as cancer, heart disease and diabetes are the top premature killers of county residents. While there is no simple solution to the three major health threats-no pill or vaccine can prevent cancer, heart disease or diabetes-strategies to address risk factors and lifestyle changes are paramount to decreasing premature death. Communicable diseases, once rather limited, have now expanded to include once unheard of diseases such as Cytosporiasis and Chikungunya; vector borne disease such as babesiosis, anaplasmosis, and Zika; monkey pox,; and latent tuberculosis infection. Foodborne and waterborne outbreaks are on the rise. In addition, we have seen an increase in opiate issues within the county and the need for prevention efforts with collaboration efforts with community partners. Health educators have the skill sets to work to improve health at the individual, community and systems levels. They effectively educate the public as well as assess, plan, implement, evaluate, and write grants (of which the last 16 months \$38,500.00 grant funding success) to fund public health interventions which is critical to public health programming and aligns with the 10 Essential Public Health Services as defined by the Centers for Disease Control. Lastly, planning and policy are also highlights of the CHE skillset which is the direction public health is moving towards.

At this time the health department does not have adequate staffing levels to meet the needs of Monroe County residents. According to **Wisconsin Department of Health Services, Office of Policy and Practice Alignment, 2015**, the state average of public health county levy per capita was \$26.61 whereas \$19.66 was Monroe County's cost per capita. According to the same report, the average state public health staff rate per 10,000 population was 3.9 and Monroe County's public health rate was 2.9. The 2008 annual report presented at the March 9, 2009 Board of Health committee meeting reports staff positions of 19 individuals (FTE 15.9), at the end of 2008 staff positions were reduced accordingly due to phasing out the Home Health skilled nursing program. Four full/part time public health nurses, two full/part time certified nursing assistants and one office support position were eliminated or reduced accordingly at that time. Currently, there are 11 employees in the health department or 9.9 FTE, consisting of: 5 Public Health Nurses, 1 Community Health Educator, 1 Registered Dietician, 1 Nutritionist, and 3 Office Support staff. The last request for

an additional health department staff member was over 25 years ago, January 1, 1992.

The health department's mission is to protect, promote and improve the health of county residents. By investing in this position we would continue to move forward the mission of the health department, a healthy county where people live, work and play.

Suggested Title: Community Health Educator (CHE) Full Time X

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2020

General Description of the Position: Under the general direction the Director/Health Officer, the community health educator 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. Grant writing and interactions with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities.

C. Typical Examples of Work to be Performed (in detail):

1. Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
2. Develop and maintain coalitions, task forces and or collaborations with local health care providers and other sector agencies in similar programs and services
3. Prepare and conduct population-based educational programs
4. Facilitate workgroups to determine program goals, objectives, and outcomes.
5. Market, develop, deliver and evaluate various programs and services
6. Program specific data collection, analysis and reporting to assure that program goals are met or to identify gaps that need to be addressed
7. Represent the Health Department on applicable coalitions and committees
8. Participate in Health Department response during public health emergency
9. Actively participate in quality improvement (QI)/performance management projects and may provide education to staff on QI processes and project results
10. Conduct communicable disease investigation, surveillance and reporting.

E. Minimum Qualifications of a Candidate:

Education: Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health or similar area preferred. Certification as Health Education Specialist preferred.

Experience: Experience working as a Community Health Educator in health promotion or similar are preferred

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$20.83	\$43,326	\$2838	\$2708	\$15,122	\$749	\$21	\$603

1. Where will the funds for this position come from: 2020 County Budget

2. What equipment will need to be purchased (desk, etc.)? No need for office space/desk as we have available

Is office space presently available? Yes Where? Health Department

Estimated equipment cost: NA

Is this cost in the department budget? 2020 County Budget

3. Grand total cost, all items, this fiscal year: \$65,367.00

4. Thereafter, annual cost of salary and fringes: \$65,367.00

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Director/Health Officer

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

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

Basic Functions and Responsibilities

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

Job Description

ROLE AND RESPONSIBILITIES

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

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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

PHYSICAL DEMANDS

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

ADDITIONAL NOTES

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

Employee Signature: _____ **Date:** _____

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF A FULL-TIME TELECOMMUNICATOR POSITION IN THE MONROE COUNTY 9-1-1 COMMUNICATIONS CENTER

WHEREAS, Monroe County Administration & Personnel Committee request the establishment of a full-time Telecommunicator within the 9-1-1 Communications Center at pay grade 14 effective January 1, 2020 and;

WHEREAS, the Telecommunicator is responsible for answering emergency and non-emergency phone calls, dispatching police, fire and EMS personnel via the radio system, provide support services for police, fire and EMS agencies throughout the call and;

WHEREAS, the Telecommunicator uses the State TIME system to query, enter, and maintain records on people, vehicles, firearms and property, and the dispatcher uses the CAD (Computer Aided Dispatch) record system to document all activities.

WHEREAS, In 2005 a Telecommunicator position was eliminated. Since that time there have been open hours on the schedule that have been filled by overtime. Taking into account the current open shifts plus employees normal days off, vacation, holidays, sick leave and training time, dispatch needs more than the current staffing level of 13 (see new position analysis for details).

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a full-time Telecommunicator position in the 9-1-1 Communications Center effective January 1, 2020.

Dated this 22th day of May 2020.

Offered by the Administration & Personnel Committee

Purpose: Approve a new full-time Telecommunicator position for 2020.

Fiscal Note: Position will be paid through county levy and budgeted for 2020 at a cost of \$57,610 in 2020, plus normal salary and fringe increases annually thereafter.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

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

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

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)

New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: 9-1-1 Communications Center Date: 05/22/2019

Department Head: Randy Williams

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

In 2005 a Telecommunicator position was eliminated. Since that time there have been open hours on the schedule that have been filled by overtime. Like the Sheriff's Department and the District Attorney's office, dispatch has been increasingly busier and more is expected of them with the advancement of technology. Minimum staffing is currently three, but many times four are/would be needed to keep up with call volumes.

For a 24-hour operation and minimal staffing:

24 hours per day

7 days per week

168 hours per week (24x7=168)

With 40 hours per FTE - that is 4.2 FTE's per shift (168/40=4.2)

4.2 FTE's will have 8.4 (or more) weeks of vacation to cover plus sick time so you will need more than 4.2 to cover one position/line

The dispatch center has been short staffed for two years requiring us to go to 12-hour shifts. A huge side effect of this is ordering employees in on their days off to cover open shifts. As a result of being short staffed, we are experiencing much turnover and struggling to retain good employees. This new position will put our staffing at a level where we will be better able reduce stress on the schedule and staff and make it easier to maintain minimal staffing and allow employees to enjoy their days off.

Suggested Title: Telecommunicator Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 14

Projected Start Date: January 1, 2020

C. General Description of the Position: The Telecommunicator is responsible for answering emergency and non-emergency phone calls, dispatching police, fire and EMS personnel via the radio system, provide support services for police, fire and EMS agencies throughout the call. The Telecommunicator uses the State TIME system to query, enter, and maintain records on people, vehicles, firearms and property. The Telecommunicator also uses the CAD (Computer Aided Dispatch) record system to document all activities.

D. Typical Examples of Work to be Performed (in detail):

1. Answer emergency and non-emergency calls and dispatch appropriate public safety agency.
2. Ascertain nature of calls and assures accurate information to determine necessary action to be taken.
3. Provide information to callers and public safety responders; coordinate response efforts when multiple agencies are responding.
4. Use the paging system to dispatch fire and EMS personnel.
5. Input data into Computer-Aided Dispatch (CAD) system to create and maintain accurate records/logs. Forward CAD's and reports to the Administrator and internal/external agencies.
6. Perform searches of in-house as well as state files through Department of Transportation, Department of Correction, etc...for public safety personnel.
Read printed maps and computer mapping program to locate 911
7. Callers and provide coordinates and travel direction to responders.
8. Make numerous calls on behalf of agencies, including but not limited to Human Services, Probation Offices, Hospitals, jails, other agencies, car to car, homes, and businesses.
9. Monitor alarms for the Monroe County Justice Center and Administrative Center.
10. Use the MACH system to communicate with law enforcement personnel and monitor status of responding units to ensure responder safety.
11. Use the TIME system to search driving records, vehicle records, stolen property, firearms, enter warrants and restraining orders, administrative messaging to other agencies across the state of Wisconsin, throughout the United States and Canada.
12. Monitor weather for potential threats to the public; Assist in the determination of when to activate and conduct the activation of the storm sirens for the Cities of Sparta, Tomah, Cashton and Warrens.
13. Performs other related miscellaneous duties as assigned.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma.

Experience: Public safety or customer service experience preferred but not necessary.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
14	\$17.50	36,400	2,385	2,257	15,260	740	18	22

1. Where will the funds for this position come from: TAX Levy

2. What equipment will need to be purchased (desk, etc.)? NONE

Is office space presently available? YES Where? COMMUNICATONS CENTER

Estimated equipment cost: \$0

Is this cost in the department budget? NO

3. Grand total cost, all items, this fiscal year: \$57,610

4. Thereafter, annual cost of salary and fringes: \$57,610

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: NONE

2. Employees directly supervised: YES Indirectly: NO

List title of employees reporting to this position: NONE

H. Who will this person be responsible to? 9-1-1 CENTER ADMINISTRATOR

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	Dispatcher	Department:	Communications Center
Location:	Courthouse Annex	FLSA Category:	Non-exempt
Immediate Supervisor:	Communications Center Director	Salary Grade:	Grade 14
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the Communications Center Director the Dispatcher monitors the radio, telephone and TIME System computer for incoming calls.

Job Description

ROLE AND RESPONSIBILITIES

- Monitors the radio, telephone and TIME System computer for incoming calls
- Answers and dispatches personnel on the radio for Police, Fire, Ambulance, First Responders
- Answers and makes telephone calls
- Sends messages on the TIME System terminal
- Records information, including accident reports, messages for investigators, notices, etc.
- Enters warrants and missing persons in the TIME System computer
- Performs monthly TIME Systems validation for state
- A MORE DETAILED LISTING OF SPECIFIC DUTIES IS AVAILABLE IN THE CENTRAL DISPATCH DEPARTMENT UPON REQUEST

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Prefer law enforcement experience and/or education beyond high school graduation.
- Computer literacy.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, bending, reaching, talking, hearing, handling, fingering, using near vision, judgment. Walks, stands, climbs, runs, grapples, balances, uses far vision, lifts, carries up to 10 pounds, pushes/pulls up to 80 pounds, is exposed to adverse environmental and atmospheric conditions, potential for physical attack intermittently.

ADDITIONAL NOTES

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

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADRC DISABILITY BENEFIT SPECIALIST POSITION INCREASE TO FULL TIME

1 **WHEREAS**, ADRC currently has a half-time Disability Benefit Specialist and the Human
2 Service Board recommends increase of the position to a full-time position; and
3

4 **WHEREAS**, the Disability Benefit Specialist has enough clients to work full-time but due to
5 being only half-time has created a waiting list; and
6

7 **WHEREAS**, the Disability benefit Specialist has specialized knowledge in the areas of SSI,
8 SSDI, Medicare and other insurance and benefits for consumers are delayed due to the half time hours.
9

10 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
11 they do hereby authorize the increase from part-time to full time hours for the ADRC Disability Benefits
12 Specialist position effective January 1, 2020.
13

14 Dated this 22nd day of May, 2019.

15
16 Offered by the Administration & Personnel Committee
17

18 Purpose: To change the ADRC Disability Benefits Specialist position from part-time to full-time
19 effective January 1, 2020.
20

21 Fiscal note: The full time position will require a total budget of \$61,859.00 in 2020. This expenditure
22 will be offset by revenues through ADRC allocation and claimed through billable hours. No County
23 Levy to be allocated.

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

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

Approved as to form on _____
Andrew C. Kaftan, 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
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services - ADRC Date: 5/22/2019

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The ADRC and the Senior Services became integrated as of 7/1/2017 under the title of ADRC of Monroe County as a unit within MCDHS. With this integration a .5 FTE Disability Benefit Specialist position was created as a requirement of the state ADRC contract. This position has been very successful in meeting the needs of our consumers, so much so that there is a need to increase the position from .5 to fulltime. Our current DBS is carrying a fulltime caseload as determined by Disability Rights Wisconsin, who provides oversight to the DBS program. Fulltime DBS staff across the state have an active caseload range from 20-45. Our current .5 DBS in 2018 had a caseload of 72 total cases with 32 active cases. Given the 20/hr. week time constraint, there are consumers that are put on a wait list, given a packet of written materials or are referred to other resources. Approximately 10-12 consumers per month are unable to receive services due to limited time and capacity of our DBS. She deals with very complicated cases involving SSI/SSDI, Medicare and insurance. In order to better meet consumer needs, reduce wait times and enhance services a fulltime position is deemed necessary. This will also assist in the recruitment, retention and stability for the DBS position in the future. The 2020 costs are estimated to be \$61,859. This expenditure will be offset by revenues through our state ADRC allocation and claimed through billable hours. This position increase will not impact current County tax levy.

Suggested Title: Disability Benefit Specialist Full Time X Part Time
 /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: 1/1/2020

C. General Description of the Position: See Position Description

D. Typical Examples of Work to be Performed (in detail):

1. See Position description

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Humans Services related area

Experience: Prior work experience with individuals with disabilities.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$19.00	\$39,672	\$2579	\$3035	\$15,260	\$740	\$18	\$555

1. Where will the funds for this position come from: State ADRC Allocation. Allocation funding accessed through billable time
2. What equipment will need to be purchased (desk, etc.)?
No equipment/desk needed as it already exists

Is office space presently available? Yes Where? ADRC

Estimated equipment cost:
N/A

Is this cost in the department budget? All Revenues and Expenditures related to this increased position will be in the 2020 budget.

3. Grand total cost, all items, **2020** fiscal year: \$61859

4. Thereafter, annual cost of salary and fringes: \$61859

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: N/A Indirectly: _____

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? ADRC Manager - Pam Weber

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	Disability Benefit Specialist	Department:	Aging and Disability Resource Center (ADRC)
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Coordinator	Salary Grade:	
Supervision Exercised:		Position Type:	Full-time:

Basic Functions and Responsibilities

Under general supervision of the ADRC Coordinator, the Disability Benefit Specialist will work with the target populations, ages 18 to 59, to access public and private benefits at Aging and Disability Resource Centers.

Job Description

ROLE AND RESPONSIBILITIES

- Provide accurate information on public and private benefits and programs
- Provide assistance in accessing public and private benefits and programs
- Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate
- Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records
- Provide information and assistance with grievance and appeal rights and processes
- Adhere to confidentiality standards
- Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification
- Consult regularly with program attorney regarding individual cases and general caseload
- Make referrals to other agencies and services, when appropriate
- Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Human Services related area, and experience working directly with the public in an agency that handles similar duties preferred.
- Must have valid Wisconsin driver's license and reliable vehicle and ability to travel to consumers' homes when necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, handling, keyboarding, using near vision, judgment. Walks, stands, stoops, climbs, reaches, uses far vision, lifts, carries up to 40 pounds, is exposed to adverse weather and atmospheric conditions, travels to and moves about homes and sites 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.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADRC NUTRITION PROGRAM COORDINATOR POSITION INCREASE TO FULL TIME

1 **WHEREAS**, ADRC currently has a three quarter-time Nutrition Program Coordinator and the
2 Human Service Board recommends increase of the position to a full-time position as of May 1, 2020;
3 and
4

5 **WHEREAS**, the current Nutrition Program Coordinator has indicated a plan of retirement as of
6 May 1, 2020; and
7

8 **WHEREAS**, the change in staff for the Nutrition Program Coordinator position will be an
9 optimal time to focus the duties of the coordinator to timely annual visits with home delivery
10 participants, and to add Serv Safe training for meal site managers, further oversight of food service
11 providers, meal site locations and home delivered meals as well as promote the services offered at
12 dining sites to ensure those in need will take advantage of the services.
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 they do hereby authorize increasing the Nutrition Program Coordinator to full time hours effective May
16 1, 2020.
17

18 Dated this 22nd day of May, 2019.
19

20 Offered by the Administration & Personnel Committee
21

22 Purpose: To change the ADRC Nutrition Program Coordinator position to full-time hours as of May 1,
23 2020.
24

25 Fiscal note: The full time position will require a total budget of \$51,991.00, an increase of \$16,475 in
26 2020. The total annual cost will be \$55,366.00, an increase of \$19,850 plus annual increases for years
27 thereafter.

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

Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel
--

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

<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent

STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services - ADRC Date: 05/22/2019

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are proposing the ADRC Nutrition Program Coordinator position be increased from .75 to fulltime to be effective 5/1/2020. The current Nutrition Program Coordinator will be retiring in May of 2020 and therefore we are proposing the implementation of fulltime status at that time. The additional 10 hours will allow us better meet our requirements of timely annual visits with home delivered participants. This position will take on additional duties such as provide more ongoing Serv Safe training to meal site managers. Additionally they will, oversee any issues with food service provider, meal site locations or home delivered meals and will keep the ADRC Manager informed of any such issues. This position will work with meal site managers to promote the dining sites and coordinate activities to increase and maintain adequate attendance. They will also attend regional trainings and facilitate the quarterly Nutrition Committee meeting and the bi-annual meal site manager meetings.

Fulltime status of this position will also assist in the recruitment, retention and stability for the Nutrition Coordinator position in the future.

The current annual cost is \$35,516 the proposed annual cost would be \$55,366. The benefits of health and dental insurance and WI retirement are the primary cost differentials. The prorated costs of 4 months part-time and 8 months fulltime would bring to 2020 cost at \$51,991

Suggested Title: Nutrition Program Coordinator Full Time X Part Time
 /hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 05/01/2020

C. General Description of the Position:
 See Position Description

D. Typical Examples of Work to be Performed (in detail):

1. See Position description

E. Minimum Qualifications of a Candidate:

Education: _____

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$16.50	\$34,452	\$2239	\$2636	\$15,260	\$740	\$18	\$21

1. Where will the funds for this position come from: Funding will be a combination of GWAAR allocation and County Levy.

2. What equipment will need to be purchased (desk, etc.)? _____
No equipment/desk needed as it already exists

Is office space presently available? X Where? ADRC

Estimated equipment cost: No equipment/desk needed as it already exists

Is this cost in the department budget? All Revenues and Expenditures related to this increased position will be in the 2020 budget.

3. Grand total cost, all items, **2020** fiscal year: \$51,991

4. Thereafter, annual cost of salary and fringes: \$55,366

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: N/A Indirectly: _____

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? ADRC Manager-Pam Weber

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	ADRC Nutrition Program Coordinator	Department:	ADRC
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Manager	Salary Grade:	16
Supervision Exercised:	Functional supervision of staff and volunteer personnel responsible for home-delivered meals.	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the ADRC Manager, the Nutrition Program Coordinator oversees the home delivered and congregate meal site programs and monitors the service system. Also responsible for data collection and entry for billing and reporting purposes.

Job Description

ROLE AND RESPONSIBILITIES

- Screens referrals and conducts in-home assessments to determine eligibility for meal services
- Discerns clients' needs for other services and refers individuals to appropriate service providers
- Monitors nutrition data and enters the information into the state data collection system
- Contacts medical personnel for special diet prescriptions, sharing the prescription with the kitchen, and updating prescription yearly
- Notifies emergency contacts when concerns over participants arise (as needed)
- Manages the ADRC website and social media pages.
- Maintains client files
- Contacts participants when necessary to encourage the giving of donation for meals being received
- Substitutes at nutrition sites and delivers home-delivered meals when necessary
- Enters personal and meal data into nutrition software program
- Reconciles number of meals served with nutrition site records
- Provides program outreach through educational materials
- In consultation with the ADRC Manager, notifies news and radio stations, kitchen and meal transport staff of meal site closures due to inclement weather
- Backs up other office personnel as needed
- Assists in promotion and support of nutrition sites
- Attends all mandatory state trainings
- Oversees meal site manager's mandated trainings. Provides appropriate trainings as able.
- Inputs data in state data collection system for caregiver assistance programs, service authorizations, and ADRC customer events and programs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school and minimum of two years' experience working directly with elderly or with a public agency that handles duties similar to those required of this position or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Strong computer skills necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision. Walks, stands, stoops, climbs, reaches, handles, lifts, carries up to 40 pounds, pushes/pulls up to 80 pounds, is exposed to extreme weather, travels to and moves about homes and sites 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.

RESOLUTION NO. _____

1 RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN
2 THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE
3

4 WHEREAS, Monroe County Public Safety & Justice Committee and the
5 Administrator & Personnel Committee request the establishment of a Paralegal position in the
6 District Attorney's Office at pay grade 12 effective January 1, 2020; and
7

8 WHEREAS, due to the continued rise in caseload and lack of additional prosecutors
9 the District Attorney's office is in need of a position that can take duties from the prosecutors
10 as well as current staff to ensure that the office doesn't violate statutory deadlines and to
11 ensure the backlog of cases is kept at an acceptable level.
12

13 WHEREAS, Monroe County has three Judges and only three prosecutors, compared
14 to most counties in the state of Wisconsin that have 25% more prosecutors than judges due
15 to the amount of prep work necessary to prepare most cases for Court.
16

17 WHEREAS, this position would conduct legal research, compile and gather
18 information/documentation for motion hearings and jury trials beyond the duties and abilities
19 of the current office staff.
20

21 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors
22 that they authorize the establishment of a Paralegal position in the District Attorney's Office
23 effective January 1, 2020.
24

25 Dated this 22nd day of May 2019.

26 Offered by the Administration & Personnel Committee

27 Purpose: Approve a new Paralegal position for 2020.
28

29 Fiscal Note: Position will be paid through County levy and budgeted for 2020 at a cost of
30 \$71,682 in 2021 and \$71,682 annually thereafter.
31
32

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ 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)
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	

NEW POSITION ANALYSIS

- X New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: District Attorney's Office Date: May 1, 2019

Department Head: Kevin D. Croninger

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the continued rise in caseload and the lack of additional prosecutors we need to have a position that can take duties from the prosecutors as well as current staff so that our office can continue to protect the citizens from criminal behavior. The workload is such that our office is at significant risk of violating statutory deadlines much less keep the backlog of cases at an acceptable level. Monroe County has three Judges and only three prosecutors, this is extremely rare in counties across Wisconsin. In most places there are at least 25 percent more prosecutors than Judges. This is because the amount of prep work necessary to prepare most cases for Court. Without adequate prep time cases cannot be handled appropriately. Adding this position will lessen some of the prep time burden on attorneys and place that burden on the paralegal.

Suggested Title: Paralegal Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2020

- C. General Description of the Position:

This position will conduct legal research, compile and gather information/documentation for motion hearings and jury trials, compile offender's criminal history, provide AV support in court. The position will provide general assistance to the prosecutors in the office in completing all legal duties.

- D. Typical Examples of Work to be Performed (in detail):

- Compile offender's criminal history
Repeater status, misd vs felony charges, charge or no charge determination, validate number of same offense (OWI)
- Legal research to assist prosecutors with motion and jury trial arguments
- Research case law and draft motions
- Obtain information/documentation in support of prosecutors motion or to rebut defense motions

5. Provide AV support during jury trials and all other hearings as needed
6. Prepare and assist prosecutors with jury trial exhibits and AV
7. Compile charges and complaint language for low level offenses
8. Assists with any departmental work as workload demands

E. Minimum Qualifications of a Candidate:

Education: Paralegal Degree

Experience: 2 years of legal research or in a closely related career

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$23.33	\$48,714	\$3,191	\$3,021	\$15,261 Family	\$740 Family	\$18	\$30

Medicare \$707

Annual cost thereafter:

12	\$23.33 + increases	\$48,714	\$3,191	\$3,021	\$15,261 Family	\$740 Family	\$18	\$30
----	---------------------------	----------	---------	---------	--------------------	-----------------	------	------

Medicare \$707

- Where will the funds for this position come from: Levy Funds
- What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

- Grand total cost, all items, this fiscal year: \$0.00
- Thereafter, annual cost of salary and fringes: \$71,682

G. Supervisory responsibility (if applicable):

- In brief detail, explain the supervisory authority this position will have: None
- Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

SUPERVISING COMMITTEE Action: approved

Approval date: _____ by a vote of _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of: _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

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

**RESOLUTION AUTHORIZING ESTABLISHMENT OF A LEGAL SECRETARY POSITION
WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE**

WHEREAS, Monroe County Public Safety & Justice Committee and the Administrator & Personnel Committee request the establishment of a Legal Secretary position in the District Attorney's Office at pay grade 13 effective July 1, 2020 contingent on the state of Wisconsin appointing another Assistant District Attorney to Monroe County; and

WHEREAS, due to the continued rise in caseload with the appointment of an additional prosecutor the District Attorney's office is in need of a position that can offset the increase in workload to ensure that the office doesn't violate statutory deadlines and to ensure the backlog of cases is kept at an acceptable level; and

WHEREAS, this position would perform caseload management duties for their assigned prosecutor, to include, preparing and filing documents with the court, scheduling hearings, preparing discovery for defense and other duties necessary; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a Legal Secretary position in the District Attorney's Office effective July 1, 2020 contingent on the state of Wisconsin appointing an additional Assistant District Attorney.

Dated this 22nd day of May 2019.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Legal Secretary position for July 1, 2020 contingent on the state appointing an additional Assistant District Attorney for Monroe County.

Fiscal Note: Position will be paid through County levy and budgeted for 2020 at a cost of \$34,195 in 2021 and \$67,792 annually thereafter.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

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

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

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 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 part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: District Attorney's Office Date: May 1, 2019

Department Head: Kevin D. Croninger

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the continued rise in caseload and the high potential of Monroe County receiving an additional prosecutor effective July 1, 2020, a legal secretary position is necessary to manage and assist with the caseload of this new prosecutor so that our office can continue to protect the citizens from criminal behavior.

Suggested Title: Legal Secretary Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 13

Projected Start Date: July 1, 2020

C. General Description of the Position:

Maintain and coordinates criminal and juvenile/traffic caseload for their assigned prosecutor.

D. Typical Examples of Work to be Performed (in detail):

1. See attached current Legal Secretary job description

E. Minimum Qualifications of a Candidate:

Education: legal secretarial or equivalent technical school training

Experience: 2 years legal secretary or closely related career

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
13	\$21.70	\$22,916	\$1,501	\$1,421	\$7,631 Family	\$370 Family	\$9	\$14

Medicare \$333

Annual cost thereafter:

13	\$21.70 + increases	\$45,310	\$2,968	\$2,810	\$15,261	\$740	\$18	\$28
----	---------------------------	----------	---------	---------	----------	-------	------	------

Medicare \$657

- Where will the funds for this position come from: Levy Funds
- What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

- Grand total cost, all items, this fiscal year: \$0.00
- Thereafter, annual cost of salary and fringes: \$34,195 in 2020; 67,792 in 2021

G. Supervisory responsibility (if applicable):

- In brief detail, explain the supervisory authority this position will have: None
- Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

SUPERVISING COMMITTEE Action: approved

Approval date: _____ by a vote of _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of: _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

Title: District Attorney Legal Secretary
Department: District Attorney (work site: Courthouse, 2nd floor)
Title of Immediate Supervisor: Administrative Assistant/Office Manager

Basic Functions and Responsibilities

Under general supervision of the Administrative Assistant/Office Manager the Legal Secretary maintains and coordinates criminal and juvenile/traffic case loads.

Essential Duties and Responsibilities

- Drafts and prepares legal documents to initiate and prosecute criminal and juvenile/traffic cases, including complaints, warrants, discovery, informations and other acts motions;
- Logs in worthless checks, determines prosecution criteria, organizes and coordinates handling;
- Drafts and files worthless check summons, complaints, and all other related paperwork;
- Responds to questions from businesses and/or defendants;
- Coordinates criminal and juvenile/traffic caseloads, including maintaining and monitoring case files, filing correspondence, documents, and incident reports;
- Composes and drafts correspondence relative to criminal and juvenile/traffic cases;
- Assists attorneys in investigation of cases, obtaining additional information, running record checks, checking into habitual criminal status;
- Schedules detention/traffic hearings, criminal hearings and appointments;
- Coordinates criminal and juvenile/traffic cases with Victim/Witness Program;
- Coordinates criminal and juvenile/traffic cases with Clerk of Court and Juvenile/Traffic Clerk including cancelling warrants;
- Initiates and receives calls and correspondence from attorneys, judges, clerks of court, citizens, other departments, etc., concerning case status, disposition, scheduling, etc.;
- Supervises CIB/NIC disposition form reporting;
- May compile yearly statistics on juvenile/traffic cases;
- Assists with any departmental work as workload demands.

Physical Demands: A large percentage of time is spent sitting, walking, stooping, reaching, talking, hearing, handling, fingering, lifting, carrying up to 10 pounds. Stands, crouches, is exposed to potential for physical attack intermittently.

Supervision Exercised

None. May provide functional supervision of the Receptionist and clerical on-call personnel.

Qualifications

1. One to two years legal secretarial technical school training beyond high school graduation.
2. Minimum of two years legal office experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

revised: 3/92, 10/93, 11/94, 8/97, 4/99, 6/99, 1/02, 10/03, 2/13
dals

**MONROE COUNTY
PERSONNEL COSTS
2020 BUDGET**

DEPARTMENT: District Attorney

*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
Paralegal	New Position (1/1/2020)	\$ 48,714		\$ 3,191	\$ 3,021	\$ 707	\$ 15,261	\$ 740	\$ 18	\$ 22,938	\$ 30	\$ 71,682
Legal Secretary	New Position (7/1/2020)	\$ 22,916		\$ 1,501	\$ 1,421	\$ 333	\$ 7,631	\$ 370	\$ 9	\$ 11,265	\$ 14	\$ 34,195
Legal Secretary	New Position (1/1/2020)	\$ 45,310		\$ 2,968	\$ 2,810	\$ 657	\$ 15,261	\$ 740	\$ 18	\$ 22,454	\$ 28	\$ 67,792
Grand Total		\$ 116,940		\$ 7,660	\$ 7,252	\$ 1,697	\$ 38,153	\$ 1,850	\$ 45	\$ 56,657	\$ 72	\$ 173,669

Wisconsin Retirement
 General Employee - 0.0655
 Protective Employee - 0.1093

Social Security 0.062
 Medicare 0.0145

2019 Workers Compensation Rate
 Street Const. 0.0225
 Protective 0.0095
 Municipal Oper. 0.0141
 Office/Clerical 0.0006

2019 Health Insurance
 87% CoShare
 Single \$565.48
 Family \$1,271.70

2019 Dental Insurance
 87% CoShare
 Single \$19.82
 Family \$61.63

Life Insurance \$1.50

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING MODIFICATION OF RESOLUTION NO. 07-18-05

1 **WHEREAS**, on the 24th of July, 2018 the Monroe County Board passed Resolution 07-18-05
2 which authorized the establishment of two Patrol Deputy positions in the Monroe County Sheriff's
3 Office; one effective January 1, 2019 and one effective January 2020.
4

5 **WHEREAS**, so far in 2019, lengthy military deployment, FMLA and workman's compensation
6 of Monroe County Sheriff's Office Deputies have reduced and will continue to reduce the number of fit
7 and able personnel available to fill requisite staffing levels thereby creating an immediate need for fit
8 and able deputies; and
9

10 **WHEREAS**, starting the patrol deputy position as of June 1, 2019 rather than January 1, 2020
11 will ensure that there are adequate available personnel to fill patrol staffing levels for effective service
12 for the citizens of Monroe County and to ensure community safety.
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 Resolution 07-18-05 is amended to change the start date from January 1, 2020 to June 1, 2019 for that
16 approved Patrol Deputy Position.
17

18 Dated this 22nd day of May, 2019.

19
20 Offered by the Administration & Personnel Committee

21
22 Purpose: To move up, by 7 months, the start date for a previously approved Patrol Deputy Position.
23

24 Fiscal note: The current appropriated budget for the Sheriff's Office will absorb the costs of the earlier
25 start date. \$165,150 will be budgeted for the position in 2020.

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

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

Approved as to form on _____

Andrew C. Kaftan, 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.

RESOLUTION THAT PASSED IN JULY OF 2018

RESOLUTION NO. 07-18-05

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF ONE PATROL DEPUTY POSITION IN THE MONROE COUNTY SHERIFF'S OFFICE IN 2019 AND A SECOND POSITION IN 2020 IF FUNDING IS AVAILABLE

1 **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &
2 Personnel Committee request the establishment of one additional Patrol Division position in the Monroe
3 County Sheriff's Office effective January 1, 2019, if funds are available a second position effective
4 January 1, 2020; and

5
6 **WHEREAS**, studies have shown a steady increase over the past three years of calls requiring
7 office assistance and the removal of the Village of Warrens Police Department in 2017 has required
8 current staff to handle more calls over a larger area of the county; and

9
10 **WHEREAS**, the addition of one patrol deputy position in 2019 and a second to be added in 2020
11 will ensure that there are adequate patrol staffing levels to effectively serve the citizens of Monroe
12 County and to ensure their safety; and

13
14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 effective this date they do hereby authorize the establishment of one additional Patrol Deputy Position in
16 the Monroe County Sheriff's Office. Position effective January 1, 2019. If funds are available a second
17 position effective January 1, 2020.

18
19 Dated this 24th day of July, 2018

20
21 Offered by the Administration & Personnel Committee

22
23 Purpose: Approve one new Patrol Deputy Position. Effective January 1, 2019. If funds are available, a
24 second position effective January 1, 2020.

25
26 Fiscal Note: \$164,535 for the position effective January 1, 2019. \$164,535 to be budgeted for the
27 position effective January 1, 2020. The positions are contingent upon funding in 2019 and 2020.

Finance Vote (If required):

5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: July 10, 2018

4 Yes 0 No 1 Absent

Approved as to form on 7-17-18


Andrew C. Kaftan, 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.