



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

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, August 21, 2019

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

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval July 8, 2019 and July 17, 2019
4. Public Comment
5. Request for Line Item Transfer – Discussion/Action
 - a. Health Department
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Sheriff's Office
7. Request for Credit Card Approval – Discussion/Action
 - a. Human Services
 - b. Land Records
8. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Veterans Services
 - c. Local History Room
 - d. Dispatch
 - e. Information Systems
 - f. Human Services(3)
 - g. Workers' Compensation
9. Fiscal Note on Resolutions(s) – Discussion/Action
 - a. Resolution Approving the Monroe County Forest Annual Work Plan - 2020
 - b. Resolution Authorizing ADRC Home Delivered Meal Driver Position Increase to Part Time
 - c. Resolution Authorizing Psychiatric Advanced Practice Nurse Prescriber (PAPNP) Position in Monroe County
 - d. Resolution Authorizing the Establishment of a Patrol Officer Position in the Monroe County Sheriff's Department in 2020
 - e. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 21, 2020
 - f. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 21, 2020

**FINANCE MEETING
August 21, 2019 Agenda**

10. Resolution Establishing Ho Chunk Funds Allocation for 2020 Budget – Discussion/Action
11. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. 2020 Budget Review
12. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. 2020 Budget Review
 - d. Resolution Authorizing Purchase of Revolving Loan Fund – Discussion/Action
 - e. CDBG Close Program Project Options – Discussion/Action
13. Finance Committee Duties – Discussion/Action
14. 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
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: August 14, 2019

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
July 8, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Tina Osterberg, Ellie Bradford, Diane Erickson, David Pawlisch, Rob Conroy, Ed Smudde, Andrew Kaftan, Lynn Kloety, Press

The meeting was called to order in the Monroe County Board Assembly Room at 1:30 p.m. by Chair Cedric Schnitzler

- Revolving Loan Fund Close – Chair Cedric Schnitzler explained the revolving loan fund close. The following topics were discussed: information regarding the Revolving Loan Fund program close and whether or not the county wishes to take part, options, proposed projects and timeline. January 31, 2021 is the buyout deadline. Qualifying low, middle income municipalities are the Village of Kendall, Norwalk and Wyeville; the City of Tomah; and the Town of Clifton and Wilton. Current Revolving Loan Fund information was provided to members. Proposed projects discussed were the Drug Court new position, Case Manager; Highway Project, County Highway N from CTH W to Kirkwood Avenue in the Town of Clifton; and the Village of Norwalk Fire Station. Other counties have used an RFP process for interested projects. From there, the board would then determine the future projects to accept. The biggest decision right now is whether or not to take part in the buyout. Once applications are sent to the state, it takes 30-60 days for review. This item will be revisited at the next regular Finance meeting on July 17, 2019.
- Future New Position Request Process – Tina Osterberg, Administrator provided members with next year's new position request requirements and timeline. The process would lay out directly to departments and board members the steps needed in order to request a new position. There was discussion on the step for the approval of the fiscal note. It was noted that the Finance Committee duty is only to look at the fiscal note of a resolution as to its accuracy. The Finance Committee cannot stop a resolution but it can however amend the fiscal note or vote the fiscal note up or down. The new position request will be presented at the Administrative and Personnel Committee.
- Finance Committee Duties – Line #16 of the Finance Committee Duties was discussed in detail. "Evaluate all requests for an increase in hours to an approved county position or requests for a new employee position and recommend to the County Board of Supervisors in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved." This item will be re-visited once the Administrative and Personnel Committee finalizes the future new positions request process.
- 2020 Budget Process – Tina Osterberg, Administrator provided the budget process and timeline to members. The budget kickoff began with Department Heads on June 27th. The Administrator will have the preliminary budget approved for publication on October 7, 2019.
- Motion by Mark Halverson second by Douglas Path to adjourn the meeting at 3:17 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee

July 17, 2019

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path; Wallace Habegger absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Wes Revels, Mary Von Ruden, David Ohnstad, Jeremiah Erickson, David Tauscher, Ellie Bradford, Levi Helgren-Village of Norwalk President

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 – August 21, 2019 Meeting at the Monroe County Assembly Room at 9:00 a.m.

Future Dates to remember:	September 12	Regular Meeting
	October 7	Budget Publication Approval
	October 16	Regular Meeting
	October 21	Budget Meeting
	October 22	Budget Meeting
	November 6	Annual Board Meeting

- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 06/19/19 minutes. Carried 4-0.
- Public Comment – None.
- Credit Card Approvals –
 - a. Human Services – Motion by Mark Halverson second by Pete Peterson to approve credit card request. Diane Erickson explained. Motion by Pete Peterson second by Doug Path to postpone approval until a Human Services representative is present for explanation. Carried 4-0.
 - b. Sheriff's Office – Motion by Pete Peterson second by Mark Halverson to approve credit card request. Wes Revels, Sheriff explained \$1,000.00 credit card for Patrol Deputy. Carried 4-0.
- Sheriff's Office Re-Purpose of Funds – Motion by Pete Peterson second by Douglas Path to approve Re-Purpose of funds. Wes Revels explained the 2019 re-purpose of funds in the amount of \$38,000.00 for two vehicles. Discussion. Carried 4-0.
- Budget Adjustments -
 - a. Sheriff's Office – Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$1,382.42 for grant revenue from Auto Motion in Lake Delton. Carried 4-0. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$15,000.00 for purchase of vehicles. Carried 4-0.
 - b. Land Records – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Jeremiah Erickson explained the 2019 budget adjustment in the amount of \$1,800.00 for online tax payment service to our GCS Web Portal. Carried 4-0.
 - c. Highway – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment pending Highway Committee Approval. David Ohnstad explained the 2019 budget adjustment in the amount of \$75,000.00 for sand pit improvement to accommodate a new DOT scale platform. Discussion. Carried 4-0.
 - d. Human Services – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. David Tauscher explained the 2019 budget adjustment in the amount of \$407.00 for Trishaw bike. Carried 4-0.
- Credit Card Approvals –
 - a. Human Services – Motion by Douglas Path second by Mark Halverson to reconsider credit card request. David Tauscher explained credit card request for Disability Benefit Specialist. Carried 4-0.

- Budget Adjustment –
Libraries – Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Shelley Bohl, County Clerk explained the 2019 budget adjustment in the amount of \$18,413.00 for incorrect out of county circulation rates. Discussion. Carried 4-0.
- Fiscal Note of Resolutions –
 - a. Resolution Authorizing the Establishment of a Patrol Officer Position in the Monroe County Sheriff's Department in 2020 – Motion by Pete Peterson second by Douglas Path to approve fiscal note. Wes Revels explained the Patrol Officer request and options for external funding opportunities. Wes asked members to consider changing their position of only approving the position contingent upon external funding outside of the county levy. Discussion. Carried 4-0.
 - b. Resolution Creating a Monroe County 2020 Census Complete Count Committee - Motion by Pete Peterson second by Mark Halverson to approve fiscal note. The resolution will authorize additional county board per diem expenditures. Discussion. Carried 3-1.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- Revolving Loan Fund Close -
Cedric Schnitzler recapped what the committee is charged with:
 - 1 – Recommend whether or not to move forward with buyout of the revolving loan fund
 - 2 – If moving forward, completing up to 3 projects within the next 2 years

Levi Helgren, Village of Norwalk President was present and provided members with information on the new Fire Station for the fire district. Levi explained that funds would be beneficial to county and services that they provide. The funds would accelerate the timeline of the Fire Station project. The Finance Committee would like to see figures of the project. Also the committee will need to take a look at the surrounding areas for low to moderate income qualification. Areas included would be portion of the Town of Sheldon, Wells and Ridgeville.

The committee discussed other projects of potential use such as highways and the new drug court. It was a consensus of the committee to move forward for use of the entire funds. Letters will be sent out to low to moderate income municipalities for potential projects.

Motion by Pete Peterson second by Mark Halverson to draft a resolution for next meeting for a total buyout in the amount of \$897,491.30; funds to come out of the general fund and as loan payments are turned back in, funds to go back into the general fund. Discussion. Carried 4-0.

- 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 4-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Pete Peterson to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Work Comp Budget Adjustment, Finance Budget, Treasurer Budget, Revolving Loan Fund Close Resolution, Finance Committee Duties
- Motion by Mark Halverson second by Pete Peterson to adjourn the meeting at 11:09 a.m. Carried 4-0.

Shelley Bohl, County Clerk - Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 6-Aug-19
Department: Health Department
Amount: \$4,650.00
Budget Year Amended: 2019

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000	511000		Salaries	\$ 477,551.00	\$ 4,650.00	\$ 233,376.09	\$ 472,901.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 4,650.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
24110000	522025		Telephone	\$ 2,708.00	\$ 650.00	\$ 2,184.23	\$ 3,358.00
24110000	521520		Preventive Programs	\$ 35,000.00	\$ 4,000.00	\$ 5,200.74	\$ 39,000.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 4,650.00		

Explanation for Transfer:

The \$650.00 transfer to Telephone is due to staff not allowed to use personal cell phones for work per implementation of county policy. Purchase of county cell phones needed for Public Health Nurses/Community Health Educator for required work duties.
 The \$4000.00 transfer to Preventive Programs is due to an increase demand for Hepatitis A vaccine, Hepatitis B vaccine and upcoming flu season, which is more than was anticipated. This will allow the invoices to be paid upon receipt.

Department Head Approval

Maura Nelson

Governing Committee Approval

David A. Reeves

8-6-19

 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

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 7/15/2019
 Department: Sheriff's Office
 Amount: \$ 22,572.00
 Budget Year Amended: 2019

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

Request to Re-Purpose Funds within Capital Equipment- Sheriff in the amount of \$22,572.00 for 2nd Year Axon Lease that was left out of 2019 budget.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17210210	581000		Capital Equipment-Sheriff	Radios, Lasers, & SCBA's	Axon Lease-Year 2	\$22,572.00
Total Adjustment						\$ 22,572.00

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 8-12-19 
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 Credit Card Approval

Department: Human Services

Committee: Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Taylor Martin	CFS Social Worker	\$ 1,000.00
Erikka Ashwell	CFS Social Worker	\$ 1,000.00
Ashly Dieckman	CLTS Social Worker	\$ 2,500.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.
Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.
The CLTS program, which Ashly works with, often involves purchasing adaptive aids that are approved by the State. The current credit limit of \$1,000 is not adequate when purchasing the higher cost items for clients.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: David A. Quinn 8-6-19

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Land Records

Committee: Administrative Committee

Name of Card Holder	Title of Postion	Credit Card Limit
Jeremiah Erickson	GIS Specialist / Land Information Officer	1,000.00

Justification for Credit Card(s):

I travel multiple times per year to conferences and have been using my credit card to reserve rooms etc.
I often need to secure W-9s from hotels and it isnt always simple to get the person at the front desk to follow up.
It will simplify my procedures for preparing to go to conferences because I will no longer have to verify that the check is in the mail or have to bring the check with me to the event.

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: _____

EMPLOYEE AGREEMENT

I, (employee name) Jeremiah Erickson, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges without proper documentation.
- I agree to use this card exclusively for legitimate approved purchases only and agree not to charge personal purchases. I understand that the Finance Department will audit the use of this card and report and take appropriate action on any discrepancies.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- ***I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.***
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: Jeremiah Erickson

Date: 8/1/19

Department: Land Records

Card # Issued: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 1, 2019
 Department: Land Records
 Amount: \$1,800.00
 Budget Year Amended: 2019

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

This budget adjustment is in order to allow us to add an additional seat license. We have added an employee in the Land Conservation office and if all users are utilizing our ESRI Software we will be short the number of licenses necessary for all people to use the software. Even though that is not a common situation for all to be using the program at once the chances are increasing all the time. If we have a license get checked out for use on a laptop that will also become an issue without this.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND RECORD FUND BAL A	\$ 63,462.04	\$ 5,950.00	\$ 69,412.04
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,950.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521415	COMPUTER OPERATION	\$ 33,990.00	\$ 5,950.00	\$ 39,940.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,950.00	

Department Head Approval: 
 Jeremiah Erickson

Date Approved by Committee of Jurisdiction: 08/13/19

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.



Quotation # Q-392516

Date: July 18, 2019

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Customer # 20714 Contract # 2008MPA2644

County of Monroe
Zoning
14345 County Highway B Ste 5
Sparta, WI 54656-4312

*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 7/18/2019 To: 10/16/2019*

ATTENTION: Jeremiah Erickson
PHONE: (608) 269-8698
EMAIL: jeremiah.erickson@co.monroe.wi.us

Material	Qty	Unit Price	Total
86353	1	\$5,950.00	\$5,950.00
ArcGIS Desktop Standard Concurrent Use License			

Subtotal:	\$5,950.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$5,950.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Michelle DeBoves

Email:
mdeboves@esri.com

Phone:
(909) 793-2853 x2679

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

DEBOVESM

This offer is limited to the terms and conditions incorporated and attached herein.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 15, 2019
 Department: Veterans Services
 Amount: \$1,500.00
 Budget Year Amended: 2019

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

I would like to use the additional \$1500 dollars granted by the State for Veteran Services to be utilized in procuring Varidesk for office personnel. There is no additional cost to tax payers.

These funds must be utilized by the Veterans Services Office IAW State Statute 45.82

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	435500		Veterans Service Officer Grt	\$ 10,000.00	\$ 1,500.00	\$ 11,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,500.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
1470000	531000		Office Supplies	\$ 750.00	\$ 1,500.00	\$ 2,250.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,500.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 08-13-19

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: August 6, 2019
 Department: Local History Room
 Amount: \$1,576.64
 Budget Year Amended: 2019

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


This budget adjustment would cover the costs to send the Local History Room Director to Philadelphia to receive the 2019 American Assciation for State and Local History (AASLH) Award of Excellence for the "Monroe County A to Z" exhibit.

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
10010000	539200		Contingency Fund	\$ 229,251.60	\$ (1,576.64)	\$ 227,674.96
15120000	533010		LHR - Conference/Seminars	\$ -	\$ 1,576.64	\$ 1,576.64
						\$ -
						\$ -
						\$ -
						\$ -
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: August 5, 2019
 Department: DISPATCH
 Amount: \$2,126.18
 Budget Year Amended: 2019

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

TRAVEL COST FOR NG 911 PROJECT WENT OVER BY \$2,126.18 DUE TO A SECOND GO
LIVE DUE TO EQUIPMENT ERROR BETWEEN CENTRAL SQUARE AND CENTURYLINK.
REQUEST TO TRANSFER FUNDS FROM DISPATCH TRAINING BUDGET TO NG 911
PROJECT.

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
12930000	515700		DISPATCH-EMP. EDUCATION	\$ 4,690.00	\$ (2,126.16)	\$ 2,563.84
71490000	599000		TECHNOLOGY POOL	\$ 674,695.63	\$ 2,126.16	\$ 676,821.79
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval:  8/12/19

Date Approved by Committee of Jurisdiction: 8-12-19 

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: August 13, 2019
 Department: Information Systems
 Amount: \$11,934.00
 Budget Year Amended: 2019

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

This budget adjustment will move funds from the Contingency Fund to the Information Systems Computer Operations account for a 3 year subscription for e-mail security software.
The subscription is for 3 years and was missed when budgeting for 2019 expenses.

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 System	\$ 494,418.86	\$ 11,934.00	\$ 506,352.86
10010000	539200		Contingency Fund	\$ 229,251.60	\$ (11,934.00)	\$ 217,317.60
						\$ -
						\$ -
Total Adjustment					\$	-

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 08-13-19

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: August 6, 2019
 Department: Human Services
 Amount: \$169,088.00
 Budget Year Amended: 2019

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

Additional funding received from DHS for another Case Manager/Social Worker
in the Childrens Long Term Support Waiver (CLTS) program to assist with the
enrollment of children on the wait-list. The State has issued a wait-list elimination directive.
Funding for expenses of having more children enrolled in the program is also provided.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24900500	435603		STATE AID SOC SERVICES	\$ 1,474,570.00	\$ 169,088.00	\$ 1,643,658.00
Total Adjustment					\$ 169,088.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24910510	511000		CH IN HOME SALARIES	\$ 572,640.00	\$ 19,385.00	\$ 592,025.00
24910510	515005		RETIREMENT	\$ 37,248.00	\$ 1,270.00	\$ 38,518.00
24910510	515010		SOC SOC	\$ 35,504.00	\$ 1,202.00	\$ 36,706.00
24910510	515015		MEDICARE	\$ 8,307.00	\$ 282.00	\$ 8,589.00
24910510	515020		HEALTH INS	\$ 90,296.00	\$ 6,359.00	\$ 96,655.00
24910510	515025		DENTAL INS	\$ 4,982.00	\$ 308.00	\$ 5,290.00
24910510	515030		LIFE INS	\$ 171.00	\$ 8.00	\$ 179.00
24910510	515040		WORK COMP	\$ 7,462.00	\$ 274.00	\$ 7,736.00
24910510	525005	HS225	CONT PROV SHELTER CARE	\$ 150,000.00	\$ 140,000.00	\$ 290,000.00
Total Adjustment					\$ 169,088.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A. Price 8-6-19

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: August 6, 2019
 Department: Human Services
 Amount: \$24,283.00
 Budget Year Amended: 2019

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

Additional funding received from DHS allowing the Disability Benefit Speciliast (DBS)
at the ADRC to increase hours to full time and to do some improvements to the ADRC lobby.

This budget adjustment records the records the increased cost from the part-time position without
benefits becoming full-time with benefits and the cost of the improvements.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24970595	435603		ADRC SOC SERVICE REV	\$ 460,002.00	\$ 24,283.00	\$ 484,285.00
Total Adjustment					\$ 24,283.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24970595	511000		ADRC SALARIES	\$ 231,234.00	\$ 10,490.00	\$ 241,724.00
24970595	515005		ADRC RETIREMENT	\$ 13,904.00	\$ 1,384.00	\$ 15,288.00
24970595	515010		ADRC SOC SOC	\$ 14,340.00	\$ 650.00	\$ 14,990.00
24970595	515015		ADRC MEDICARE	\$ 3,357.00	\$ 152.00	\$ 3,509.00
24970595	515020		ADRC HEALTH INS	\$ 53,414.00	\$ 7,630.00	\$ 61,044.00
24970595	515025		ADRC DENTAL INS	\$ 2,709.00	\$ 370.00	\$ 3,079.00
24970595	515030		ADRC LIFE INS	\$ 68.00	\$ 9.00	\$ 77.00
24970595	515040		ADRC WORK COMP	\$ 2,623.00	\$ 148.00	\$ 2,771.00
24970595	525005		ADRC CONTRACT PROV	\$ 21,806.00	\$ 3,450.00	\$ 25,256.00
Total Adjustment					\$ 24,283.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A Price 8-6-19

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: August 6, 2019
 Department: Human Services
 Amount: \$24,782.00
 Budget Year Amended: 2019

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

Purchase of technology items funded by the WREA Consortia using RMS funding.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24990400	435601		ESS CONSORT REVENUE	\$ 656,771.00	\$ 24,782.00	\$ 681,553.00
Total Adjustment					\$ 24,782.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24990400	527105	HS805	ESS MISC EXPENSE	\$ 5,470.00	\$ 24,782.00	\$ 30,252.00
Total Adjustment					\$ 24,782.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: David A. Price 8-6-19

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: August 21, 2019
 Department: Workers' Compensaton
 Amount: \$100,000.00
 Budget Year Amended: 2019

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

This budget adjustment is for estimated workers' compensation claims thru the end of 2019.
We currently have expense thru June 2019 of \$158,095.81

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	493000		Work Comp Funds Applied	\$ 93,993.00	\$ 100,000.00	\$ 193,993.00
Total Adjustment					\$ 100,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	573010		Insurance Claims	\$ 150,000.00	\$ 100,000.00	\$ 250,000.00
Total Adjustment					\$ 100,000.00	

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: _____

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RESOLUTION APPROVING THE MONROE COUNTY FOREST ANNUAL WORK PLAN - 2020

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 this 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 2020 for the Monroe County Forest.

Dated this 28th of August 2019.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Purpose: To approve this Annual Forest Work Plan for the calendar year of 2020; 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 \$46,000.00.

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>August 13 2019</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent Committee Chair: <u>Nodji Vanduyghe</u> <u>James L. Schroeder</u> <u>Mon & McKey</u>
Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	
<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	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 - 2020

REFERENCES:

1. Annual Planning Meeting (once per year with minutes)
2. Fifteen Year Comprehensive Plan (2006-2020)

INTRODUCTION:

This work plan is intended to give a general overview of the accomplishment goals for 2020, not be a blueprint of what will or will not be done. Issues such as funding, weather, harvesting activity and workload will ultimately impact what will be accomplished. Due to unforeseen circumstances it may be 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 four 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 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 2020 are:

- Approximately 133 acres of timber will be set up and sold.
- Ninety eight acres will be even-aged harvests with reserve trees and reserve pockets of trees.
- 35 acres will be swamp hardwood 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 2020 is 354 acres.
- Reconnaissance of completed timber sales will be done as they are closed out.
- Regeneration surveys will be performed on stands recently harvested.

TIMBER STAND IMPROVEMENT:

- Invasive treatments with herbicides will be performed on timber sale areas before they are sold.

REFORESTATION:

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

FISH AND WILDLIFE MANAGEMENT ACTIVITIES:

The normal activities associated with the Karner blue butterfly program and the maintenance of wildlife openings will continue during 2020.

A one acre prescribed burn will be completed to promote native grasses and forbs.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADRC HOME DELIVERED MEAL DRIVER POSITION INCREASE TO PART TIME

1 **WHEREAS**, ADRC currently has an On-Call Home Delivered Meals Driver and the Human
2 Service Board recommends increase of the position to part-time status; and
3

4 **WHEREAS**, the On-Call Driver has been working from 10-15 hours per week on a scheduled
5 basis for over twelve months with regularly scheduled hours Monday thru Friday; and
6

7 **WHEREAS**, the On-Call Driver is responding to a need of the department to transport meals to
8 the ADRC's clients on a regular basis, it no longer meets the criteria of an on-call or an "as needed"
9 basis as the hours and demand are continuous for the Tomah area; and
10

11 **WHEREAS**, if an employee is working regularly scheduled hours between 10-19 hours they are
12 classified as a quarter time employee. These employees are not eligible for any benefits other than the
13 annual wage increase.
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
16 they do hereby authorize the increase from on-call to part-time hours for the ADRC Home Delivered
17 Meal Driver position effective January 1, 2020.
18

19 Dated this 28th day of August, 2019.
20

21 Offered by the Administration & Personnel Committee
22

23 Purpose: To change the ADRC Home Delivered Meal Driver position from on-call to part-time status
24 effective January 1, 2020.
25

26 Fiscal note: This change in status from on-call to part-time will have no effect on the budget for the
27 ADRC as they have an on-call line item that covers these salaries cost that will offset the change. No
28 County Levy to be allocated.

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: <u>August 13</u> , 20 <u>19</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent
Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel	Committee Chair: <u>Pete Peterson</u> <u>Sharon Folcey</u> <u>Mary VanRuden</u> <u>Max Osborn</u>
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.

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: Human Services - ADRC Date: 8/5/2019

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 is requesting to add a Part-Time Driver position effective 9/1/2019. Our current On-Call driver has been working consistent and regular hours and therefore no longer meets the On-Call status but rather is working approximately 15 hours per week as a Part-Time Driver. This request is perfunctory as we are required to follow wage and hour requirements. This driver performs the task of Home Delivered Meals Monday through Friday and thus has regular hours. It is certainly advantageous for the ADRC to have a consistent driver performing this duty. This position is cost neutral as we are currently incurring these costs related to the On-Call driver. The 2020 ongoing costs are estimated to be \$8,974 but will not require new county levy.

Suggested Title: ADRC Driver Full Time Part Time 15 /hrs

Personnel Director's Recommended Classification: Grade 20

Projected Start Date: ~~9/1/2019~~ 01/01/2020 (SB)

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: Driver's License with satisfactory driving record.

Experience: Prior work experience with elderly is a plus but not required.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
20	\$10.44	\$8143	\$0	\$623	\$0	\$0	\$0	\$208

1. Where will the funds for this position come from: County Levy that we currently paying as an on-call Driver

2. What equipment will need to be purchased (desk, etc.)?
N/A

Is office space presently available? N/A Where? _____

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: \$8974

4. Thereafter, annual cost of salary and fringes: \$8974

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 Home Delivered Meal Driver	Department:	ADRC
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta, WI 54656	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Manager	Salary Grade:	20
Supervision Exercised:	None.	Position Type:	Part-time

Basic Functions and Responsibilities

Under Supervision of the ADRC Nutrition Site Manager, the Nutrition Program Driver delivers meals to the Homebound participants and assists at the meal site with various duties.

Job Description

ROLE AND RESPONSIBILITIES

- Using own vehicle delivers meals to the homebound and assists in opening food containers if needed
- Checks for unusual circumstances in the home environment and with the participants' appearance. Reports any concerns to the Nutrition Site Manager.
- Establishes routes to accommodate changes in participation
- Periodically checks meal temperature to ensure food temperature safety
- Picks up meal site supplies from the office when needed
- Serves as site manager substitute when requested
- Assists at meal site as needed
- Returns participant's meal containers to meal site.
- Maintains cleanliness of hot totes and coolers. Reports equipment failure to Nutrition Site Manager.
- For Meal Sites with transportation to the site this position may include driving participants to and from the meal site and assisting them in and out of van using wheelchair lifts and tie downs, ensuring participants get into their home safely, performing daily vehicle safety checks and reporting any equipment failure to the Nutrition Site Manager.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must hold valid Wisconsin driver's license, one year related driving experience, good driving record, prefer high school graduation, and experience working with the older population.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, handling, using near and far vision, lifting up to 40 pounds, exposed to extreme weather, traveling to and moving about homes and sites. Walks, stands, stoops, climbs, balances, bends, reaches, lifts, carries up to 40 pounds, pushes/pulls up to 40 pounds 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 AUTHORIZING PSYCHIATRIC ADVANCED PRACTICE NURSE PRESCRIBER (PAPNP) POSITION IN MONROE COUNTY

1 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee have
2 reviewed the attached New Position Analysis and request the establishment of a Psychiatric Advanced Practice
3 Nurse Prescriber (PAPNP) position in the Department of Human Services; and
4

5 **WHEREAS**, direct services to our Behavioral Health Clinic, Community Support Program (CSP),
6 Comprehensive Community Services Program, and Crisis Program must be provided by a Psychiatric Advanced
7 Practice Nurse Prescriber; and
8

9 **WHEREAS**, this PAPNP position would serve 105 consumers through the Clinic and additional 20-30 through
10 CSP with Monroe and Jackson County, and an additional 5-10 residents at Rolling Hills Nursing Home
11 providing psychiatric assessments, formulate treatment plans, prescribe medications, and other duties in
12 accordance with the Psychiatrist; and
13

14 **WHEREAS**, the position that was previously supplied through the WRIC consortia will be discontinued at the
15 end of 2019, Monroe County is in need of this position to provide the required services through the Monroe
16 County Behavioral Health Clinic while remaining cost effective; and
17

18 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does hereby
19 authorize the establishment of a Psychiatric Advanced Practice Nurse Prescriber position in the Department of
20 Human Services with start date of December 1, 2019.
21

22 Dated this 28th day of August, 2019.

23 Offered by the Administration & Personnel Committee

24 **Fiscal note:** The 2019 budget would be offset by the costs already set aside for the PAPNP role with WRIC at
25 no additional funding. The 2020 budget for this position (wages, benefits and equipment) is approximately
26 \$189,933 which will be covered by funding that was previously set aside for these services to be handled
27 through the WRIC consortia. This will include an offset of an estimated \$165,502 of revenue and the remaining
28 difference will continue to be county levy.
29
30
31

32 **Purpose:** To approve budgeting for one Psychiatric Advanced Practice Nurse Prescriber position.

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

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: August 13, 2019
4 Yes 0 No 1 Absent
Committee Chair: Kate Peterson
Mike Helmer Spiky von Ruden
Sharon Falcey

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.

Dear Health and Human Services Committee member,

I am including this letter to inform you that the current Advanced Practice Nurse Prescriber which has been contracted with LaCrosse through WRIC, has accepted another position out of state. LaCrosse has indicated that this position will not be continued through them beyond 2019. Therefore we need to create and fill this position or contract with an individual or another entity for the Clinical and prescribing services. We did research two options which were considerably more expensive than direct employment. Two LaCrosse staff, our outgoing APNP and our Clinic Medical Director were able to reach out and connect us with a Psychiatric APNP. LaCrosse has agreed to hire this person with the knowledge that we would pursue this as a position in Monroe County by years end. Without this connection we could have gone many months without a long term solution and would have had to pay whatever rate a contractor would have presented.

This occurred very quickly and therefore was not addressed in the previous Committee meeting or through past position requests. We will have the Position Analysis and Resolution prepared for the Committee meeting next Tuesday and will provide specific detail as to expenditures and revenues related to this position. I apologize for the very rapid pace at which this has occurred. Our County Administrator and Personnel Director were involved as early as possible when considering this option.

Thank you for your continued involvement and commitment to the Human Services Committee.

Ron Hamilton

Director

PAPNP Costs and Revenues

	Clinic	CCS	CSP	CSP Jackson	RH	
% of Time	44.50%	30%	13.50%	10.00%	2%	100.00%
Total Hours	926	624	281	208	41	2080
Costs	\$ 84,298	\$ 56,830	\$ 25,573	\$ 18,944	\$ 3,788	\$ 189,433
Revenue	\$ 65,273	\$ 56,830	\$ 18,773	\$ 20,838	\$ 3,788	\$ 165,502
Funding Source	MA/Ins	MA	MA	Contract	Contract	

The Chart above are the Projected Employee Costs and Revenues related to the Psychiatric Advanced Practice Nurse Prescriber.

- The Clinic revenue is based on a 60% billable rate of the potential revenue as we do serve individuals who do not have Insurance or Medical Assistance.
- CCS is 100% reimbursable through MA and WIMCR
- CSP revenue is estimated on 75% billable rate of the potential revenue as not all services within CSP are billable
- CSP with Jackson County contract will cover PAPNP and minimal administration fee
- Rolling Hills contract will cover PAPNP

The difference in Revenue and Cost will use a reallocation of current funds which are directed to pay for the APNP through WRIC.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

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: Human Services Date: 8/28/2019

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 requesting to create a new Psychiatric Advanced Practice Nurse Prescriber position. This is a position which previously had been contracted from LaCrosse through the Western Region Integrated Care Consortium but will not be not be continued beyond 2019. This position will provide direct services to our Behavioral Health Clinic, Community Support Program, Comprehensive Community Services Program, and Crisis Program. This position will also provide consultant services to staff in all programs as well. Some primary duties are as follows:

- Performs psychiatric assessments, formulates diagnoses and treatment plans, and selects and initiates treatment modalities for a wide range of mental illnesses and substance abuse issues.
- Prescribes medications, provides education to patient and families, and monitors client's response to medications and documents all of these activities in the electronic health record.
- Performs clinical screens if needed, orders and monitors selected laboratory or routine diagnostic tests and educates patient and families to the findings.
- Provides consultation to other mental health therapists within the clinic, clients and their families, other community agencies and/or health care providers.
- Provides education and support to MCDHS staff.

The proposed position cost will be at \$\$91.07/hr. (Including Fringes). This is a unique and highly specialized position for which we would utilize an employee contract to spell out obligations and responsibilities of both parties. We have an individual that has accepted this position in LaCrosse County with the knowledge that we would be seeking approval of this position in Monroe County. Without this opportunity it could have taken many months to locate someone to meet these requirements. Prior to this option we explored alternatives to contract for these services. Two alternatives considered were one Psychiatrist at \$500.00/hr. and another Psychiatrist at \$400/hr. These were options we may have had to consider if this opportunity had not arisen. Funding will be a combination of Medical Assistance billing, insurance, contracts and reallocation of funding

We currently serve 105 Mental Health consumers through the Clinic, 20 through CSP and another 10 with Jackson County CSP. Rolling Hills currently utilizes the APNP for 4 residents. The Behavioral Health Clinic could not exist without a prescriber. This would put some of our most vulnerable individuals at risk for high cost placements in hospital, residential and group home settings and be contrary to the welfare of our consumers.

Suggested Title: Psychiatric Advanced Professional Nurse Prescriber
Full Time X__ Part Time ___/hrs

Personnel Director's Recommended Classification: Grade Contract Specific

Projected Start Date: 12/1/2019

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: Master's Degree in Nursing with specialization in Mental health Nursing. Board Certified as an Advanced Practice Psychiatric -Mental Health Nurse. Licensed to practice as an Advanced Practice Nurse Prescriber

Experience: Prior work experience as an APNP with individuals with Mental Health Diagnosis

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
Open	\$72.12	\$150,000	\$9825	\$11,475	\$15260	\$740	\$18	\$2115

1. Where will the funds for this position come from: Medical Assistance billing/ reallocation of funding directed to Lacrosse/ Insurance / Self-Pay/ Jackson County

2. What equipment will need to be purchased (desk, etc.)? _____
cell phone

Is office space presently available? X Where? Human Services

Estimated equipment cost: \$500

Is this cost in the department budget? All revenues and expenditures related to this position will be incorporated in the 2020 budget

3. Grand total cost, all items, this fiscal year: \$16,892 which is offset by a reduction in the cost to LaCrosse for the contracted position

4. Thereafter, annual cost of salary and fringes: \$189,433

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? MCDHS Director - Ron Hamilton

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:	Psychiatric Advanced Practice Nurse Prescriber (PAPNP)	Department:	Human Services
Location:	112 S. Court Street, Sparta, WI	FLSA Category	Exempt- Administrative
Immediate Supervisor:	Human Services Director	Salary Grade	Contract
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Human Services Director this position is to provide diagnostic, treatment and medication management services to clients in the Monroe County Human Services Behavioral Health Clinic. This position would work in collaboration with the Psychologist.

Job Description

ROLE AND RESPONSIBILITIES

- Performs psychiatric assessments, formulates diagnoses and treatment plans, and selects and initiates treatment modalities for a wide range of mental illnesses and substance abuse issues.
- Prescribes medications, provides education to patient and families, and monitors client's response to medications and documents all of these activities in the electronic health record.
- Performs clinical screens if needed, orders and monitors selected laboratory or routine diagnostic tests and educates patient and families to the findings.
- Provides consultation to other mental health therapists within the clinic, clients and their families, other community agencies and/or health care providers.
- Conducts medication groups, administers medication, if needed. Initiates patient assistance programs for medications as needed.
- Reviews medication information and consents with clients/guardians to ensure an understanding of the risk benefit of medications and that clients know their rights.
- Receives phone calls from client and triages concerns within scope of practice.
- Collaborates with clients' other treatment providers to assure appropriate response to crisis/emergencies.
- Assesses health status and coordinates mental health services with primary care physicians.
- Participates in collaboration with the Psychologist.

Additional Tasks and Responsibilities

- Compiles with practice standards of the Clinic and compiles with policies and procedures in order to ensure Clinic certification.
- Communicates with managed care companies and/or other payers as needed.
- Participates in treatment planning conferences including Dual Diagnoses Staffing.
- Collaborates with staff in other departments in order to facilitate the continuum of services for clients.
- Documents all client related activities in the medical record.
- Provide education and consultation to other departments, nursing, or staff.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Masters of Science Degree in Nursing, preferably with specialization in Mental Health Nursing
- Must be Board Certified by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners as an Advanced Practice Psychiatric-Mental Health Nurse
- Have passed a jurisprudence examination for advanced practice nurse prescriber
- Licensed to practice as both a professional nurse and Advanced Practice Nurse Prescriber in the State of Wisconsin
- Two to four years' work experience in a psychiatric setting preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A large percentage of time is spent sitting, talking, hearing, typing, and using near/far vision and judgment. The employee may also be required to stand; walk; run; handle objects; lift, carry, and push/pull up to 40 pounds; stoop; kneel; bend; reach; crouch; crawl; climb; balance; taste and smell; be exposed to extreme weather, be at risk of physical attack and adverse atmospheric conditions; and travels to and move about homes intermittently.

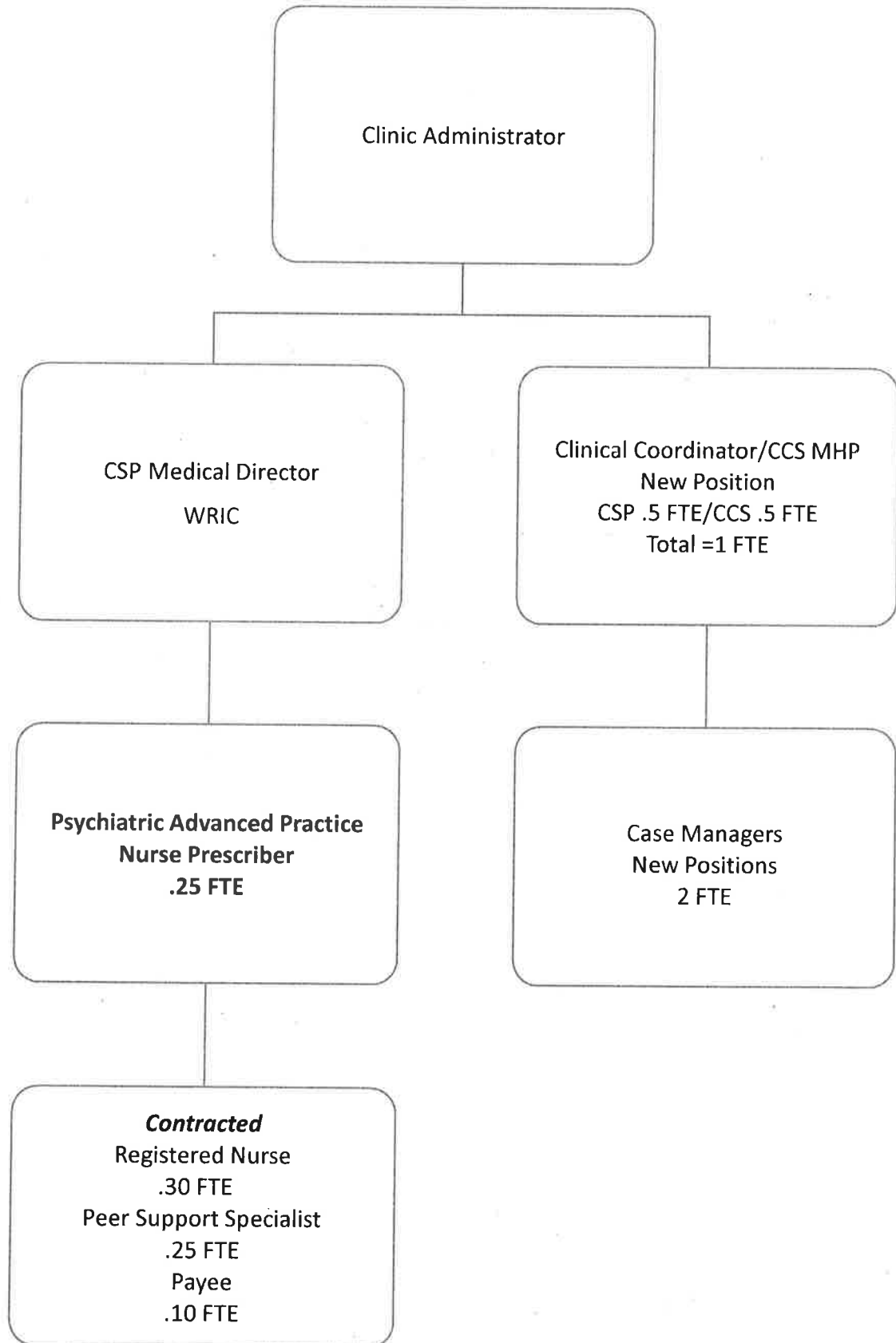
ADDITIONAL NOTES

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.

Employee Signature: _____ **Date:** _____

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

Community Support Program



RESOLUTION NO. 07-19-01

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PATROL OFFICER POSITION IN THE MONROE COUNTY SHERIFF'S DEPARTMENT IN 2020

1 **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &
2 Personnel Committee request the establishment of one additional Patrol Officer position in the Monroe
3 County Sheriff's Office effective January 1, 2020; and
4

5 **WHERE AS**, this position would work as a school resource deputy and would be split between
6 the Cashton School District, Norwalk-Ontario-Wilton School District, and the Ho-Chunk Head Start
7 Program. This position would promote proactive police measures, respond to incidents, and protect
8 students; and
9

10 **WHEREAS**, these duties are not able to be fulfilled with the current staffing levels while
11 maintaining the minimum required amounts for Monroe County. This position would assure school and
12 public security in addition to the current Patrol Officers, who will continue to provide those services.
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 an additional Patrol Officer Position in the
16 Monroe County Sheriff's Office effective January 1, 2020.
17

18 Dated this 23rd day of July, 2019.

19 Offered by the Administration & Personnel Committee


22 Purpose: Approve one new Patrol Officer Position effective January 1, 2020.

24 Fiscal note: \$164,535 to be budgeted for the position effective January 1, 2020; Contingent upon
25 external funding mechanism outside of county levy.

Finance Vote (If required):

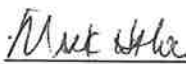
4 Yes 0 No 1 Absent

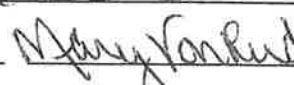
Approved as to form


Andrew C. Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: July 9, 2019

5 Yes 0 No 0 Absent , Chairman





ADOPTED FAILED AMENDED

OTHER Sent back to
committee for review
County Board Vote on: July 23 2019

10 Yes 5 No 1 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 # 07-19-01, acted on by the Monroe
County Board of Supervisors at the meeting held on July 23, 2019


SHELLEY R. BOHL, MONROE COUNTY CLERK

A raised seal certifies an official document.



Monroe County Sheriff's Office
 112 S. Court Street, Rm. 500
 Sparta, Wisconsin 54656
 Phone (608) 269-2117
 Fax (608) 269-8889

Wesley D. Revels, Sheriff

Robert J. Conroy, Chief Deputy

August 8, 2019,

The Monroe County Sheriff's Office in collaboration with the Cashton School District, Norwalk-Ontario-Wilton School District and the Ho-Chunk Nation Head Start Program, are seeking creation and implementation of a School Resource Officer. During the 9 months of the school year this position is projected to work 16 hours per week in each of the two respective school districts. For 8 hours a week throughout the calendar year, this position is projected to work with the Ho-Chunk Nation, and finally during times there is no school, the position would revert back to work within the Sheriff's Patrol schedule.

Initial cost for the implementation of this position includes a larger initial investment. This initial investment would decrease during years 2 -4 and then would require re-evaluation in year 5 in order to take into consideration expected life cycles of equipment purchased during year 1. The initial investment of equipment totals \$32,375 dollars with \$3,980 being continual annual charges.

FY 2020 includes a 2096 hour work year. FY 2021 – FY 2023 each are calculated at a 2080 hour work year with a 3% average salary increase each year. No calculation has been included for inflation. Based on the hours worked in each location a cost share break down for years 1-4 is projected to be:

	Brookwood	Cashton	Ho- Chunk	Monroe County
CY 2020	35570.03	35570.03	23835.59	32147.48
CY 2021	28607.83	28607.83	19170.19	25855.18
CY 2022	29338.43	29338.43	19659.77	26515.49
CY 2023	30090.95	30090.95	20164.04	27195.60

Your support for this important youth program is greatly appreciated. We look forward to working in collaboration with you as a vital partner.

Respectfully,

Wesley D. Revels
 Sheriff
 Monroe County

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RESOLUTION AUTHORIZING INCREASE IN SALARY FOR THE MONROE COUNTY BOARD CHAIRPERSON AND VICE CHAIRPERSON EFFECTIVE APRIL 21, 2020

WHEREAS, the Monroe County Administration & Personnel Committee, at its meeting on August 13, 2019, did review the salary paid to the Monroe County Board Chairperson and Vice Chairperson which were last adjusted in 1997 and 2000 respectively; and

WHEREAS, it was determined by the Monroe County Administration & Personnel Committee, that it would be appropriate to recommend an increase in salary paid to the Monroe County Board Chairperson from \$4,000.00 to \$4,800.00 and Vice Chairperson from \$1,200.00 to \$2,400.00 annually to be effective following the April 2020 election; and

BE IT FURTHER RESOLVED, by the Monroe County Board of Supervisors that pursuant to Monroe County Ordinance Section 2.50, the salary for the Monroe County Board Chairperson be established in the amount of \$4,800.00 and the salary for the Monroe County Board Vice Chairperson be established in the amount of \$2,400.00 annually in addition to committee per diem allowance, effective April 21, 2020.

Dated this 28th day of August, 2019.

Offered by the Administration & Personnel Committee

Purpose: To amend Monroe County Board Chairperson and Vice Chairperson Salaries as of April 21, 2020.

Fiscal Note: The above recommendation will increase the annual County Board Chairperson's salary by \$800.00 and the County Board Vice Chairperson's salary by \$1,200.00. The total salary increase and fringe is \$1,501.05 for 2020; \$2,154.20 annually thereafter. Approval of this resolution will require the increased appropriation of these monies for the budget year of 2020 in the County Board Budget.

Reviewed as to form _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on <u>August 13 2019</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>Pete Peterson</u> <u>Mary Van Ruden</u> <u>Sharon Tolcey</u> <u>Mark H...</u>
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	

RESOLUTION NO. _____

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RESOLUTION AUTHORIZING INCREASE IN PER DIEM PAYMENTS FOR THE MONROE COUNTY BOARD OF SUPERVISORS EFFECTIVE APRIL 21, 2020

WHEREAS, the Monroe County Administration & Personnel Committee, at its meeting on August 13, 2019, did review the current per diem rates paid to the members of the Monroe County Board of Supervisors which were last adjusted in 1997; and

WHEREAS, it was determined by the Monroe County Administration & Personnel Committee, that it would be appropriate to recommend an increase in per diems paid to Monroe County Supervisors; said increase to be from \$40.00 to \$50.00 for Monroe County Committee meetings and from \$50.00 to \$75.00 for Monroe County Board meetings to be effective following the April 2020 election; and

BE IT FURTHER RESOLVED, by the Monroe County Board of Supervisors that pursuant to Monroe County Ordinance Section 2.50, per diems for Monroe County Board Supervisors are to be paid at the rate of \$50.00 for Monroe County Committee meetings and \$75.00 for Monroe County Board meetings effective April 21, 2020.

Dated this 28th day of August, 2019.

Offered by the Administration & Personnel Committee

Purpose: To amend Monroe County per diem rates as of April 21, 2020.

Fiscal Note: The above recommendation will increase the per diem to the Monroe County Board of Supervisors for committee meetings by \$10.00 and for board meetings by \$25.00. The total per diem increase to include salary and fringe is estimated at \$10,132.06 for 2020; \$14,540.85 annually thereafter. Approval of this resolution will require the increased appropriation of these monies for the budget year of 2020 in the County Board Budget.

Reviewed as to form _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>August 13 2019</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>Pete Peters</u> <u>Sharon Falcey</u> <u>Mary VonKuden</u> <u>Mal...</u>
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<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, SHELLY 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 _____ _____ SHELLY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

RESOLUTION NO. _____

1 **RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2020 BUDGET**

2
3 **WHEREAS**, The County and the Ho-Chunk Nation have been good neighbors and desire the
4 spirit of cooperation to continue between the two governments; and
5

6 **WHEREAS**, on November 1, 1994, the United States Secretary of the Interior approved a
7 new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and
8

9 **WHEREAS**, the Ho-Chunk Nation is a federally recognized Indian Tribe, pursuant to the
10 Indian Reorganization Act of 1934; and
11

12 **WHEREAS**, the Nation is a sovereign government possessed of all sovereign powers and
13 rights thereto pertaining; and
14

15 **WHEREAS**, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants the Ho-
16 Chunk Nation Legislature the power to negotiate and enter into treaties, compacts, contracts, and
17 agreements with other governments, organizations, or individuals; and
18

19 **WHEREAS**, the Congress of the United States has enacted into law the *Indian Gaming*
20 *Regulatory Act*, (hereinafter "IGRA") P.L. 100-497, 25 U.S.C. §2701, et seq., which provides in part
21 that a tribal/state compact may be negotiated between a tribe and a state to set forth the rules,
22 regulations and conditions under which a tribe may conduct Class III gaming, as defined in the Act,
23 on Indian lands within a state permitting Class III gaming; and
24

25 **WHEREAS**, pursuant to IGRA, the Nation and the State of Wisconsin entered into a
26 Compact on June 11, 1992; and
27

28 **WHEREAS**, the Nation and State subsequently amended the Compact three times; and
29

30 **WHEREAS**, in relevant part the Third Amendment to the Compact with the State of
31 Wisconsin provides:

32 Payment to Counties. Commencing May 1, 2010, to make the Annual Payment, the Nation
33 shall deduct from its Annual Payment One Thousand Dollars (\$1,000.00) paid to each county for
34 every acre of land owned by the United States of America in trust for the Nation as of the effective
35 date of this Compact and the Second Amendment which is located within the county's jurisdiction;
36 and
37

38 **WHEREAS**, the effective date of the Compact and the Second Amendment was July 3,
39 2003; and
40

41 **WHEREAS**, Patricia Olby, Realty Officer of the Midwest Regional Office of the Bureau of
42 Indian affairs, sent a letter dated July 29, 2009 to Sheena Schoen, Department of Heritage
43 Preservation, Division of Natural Resources of the Ho-Chunk Nation. The July 29, 2009 letter from
44 Ms. Olby provides that pursuant to documents of record retained in the Bureau of Indian Affairs and
45 approved by the Secretary of Interior of the United States government had taken title to land on
46 behalf of the Ho-Chunk Nation geographically located within the borders of twelve Wisconsin
47 Counties as of July 3, 2003; and

48 **WHEREAS**, the Ho-Chunk Nation and the State of Wisconsin through the Wisconsin
49 Administrator of Gaming for the Department of Administration have agreed the amount and location
50 of acreage held in trust that qualifies for this credit is set out in the July 29, 2009 letter from Patricia
51 Olby, Realty Officer for the Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen,
52 Department of Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and
53

54 **WHEREAS**, the County was one of the twelve Wisconsin Counties that the United States
55 government had taken title to land geographically located within the borders of the County on behalf
56 of the Ho-Chunk Nation; and
57

58 **WHEREAS**, according to the Midwest Regional Office of the Bureau of Indian Affairs, as
59 of July 3, 2003 the Department of Interior had taken title to 52.5 acres of land in trust for the Ho-
60 Chunk Nation, which were located within the geographic boundaries of the County of Monroe; and
61

62 **WHEREAS**, pursuant to the terms of the Compact the Nation may provide \$52,500 to the
63 County and, if it makes this payment, the Nation beginning with its payment due on May 1, 2010
64 will receive a corresponding reduction in the amount that is owed by the Nation to the State; and
65

66 **WHEREAS**, pursuant to Wis. Stat. § 59.01, the County “is a body corporate, authorized to
67 sue and be sued,...to make such contracts and to do such other acts as are necessary and proper to
68 the exercise of the powers and privileges granted and the performance of the legal duties charged
69 upon it”; and
70

71 **WHEREAS**, in order to clarify the terms and conditions associated with the County’s receipt
72 of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter
73 into an Intergovernmental Agreement (“Agreement”); and
74

75 **WHEREAS**, that consistent with the terms of Monroe County Resolution
76 04-10-06 the Treasurer is authorized to accept money from the Nation pursuant to the Agreement
77 and to be used in a manner consistent with the Agreement; and
78

79 **WHEREAS**, that consistent with the terms of the Agreement upon the Nation providing the
80 payment, the County shall provide written notification to the State of Wisconsin of the amount of
81 any payment received in order to ensure that the State has the written notification no later than April
82 2nd, and
83

84 **WHEREAS**, the County may use the money for any purpose as determined by the County in
85 its sole discretion, except that the County cannot use any of the funds paid to it in a manner that
86 would diminish the Nation’s governmental jurisdiction or have an adverse financial impact on the
87 Nation; and
88

89 **WHEREAS**, consistent with the Agreement, the County shall report to the Nation by March
90 1 of each year of the Agreement, how it intends to use the money provided by the Nation and
91 explain, if applicable, how the County believes its proposed use of the money benefits either the Ho-
92 Chunk Nation or Ho-Chunk Nation Tribal Members.
93

94 **NOW, THEREFORE BE IT RESOLVED**, that for the fiscal year 2020 the County will use
95 the money provided by the Nation for the following purpose:

96 Dated this 28th day of August, 2019.

97
98 Offered by the Finance Committee.

99
100 **Purpose:** Acquisition of mobile radios in the Sheriff's Department. The current mobile radios have
101 exceeded their life expectancy and require an upgrade for the safety of officers and the public.

102
103 **Fiscal Note:** Will provide \$52,500 of non-levy funding for 2020 fiscal year capital needs

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent ***** Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ 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: _____ 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 <i>A raised seal certifies an official document.</i></p>

08/13/2019 19:40
8516dcar

Monroe County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20201 2020 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

TREASURER	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 DEPT	COMMENT
11520000 TREASURER							
11520000 461900							
11520000 511000							
11520000 511200							
11520000 515005							
11520000 515010							
11520000 515015							
11520000 515020							
11520000 515025							
11520000 515030							
11520000 515040							
11520000 521405							
11520000 522025							
11520000 531000							
11520000 531020							
11520000 531050							
11520000 532000							
11520000 533010							
11520000 533200							
11520000 533210							
11520000 553100							
11520000 556000							
11520000 556100							
11520000 599000							
TOTAL TREASURER	261,516.00	276,048.00	277,708.00	156,066.59	277,708.00	34,930.00	

1. Ordering 2 new office chairs for 2 employees (old chairs are 20+ years old)
2. Mileage up slightly. Rates are up, some meetings further away and more days to conference for Real Property Lister
3. Projected copy charges up from last year & equipment maintenance contract up slightly
4. Chargeback of rescinded/refunded taxes paid out to municipalities - This is if a municipality has to pay out a correction of a previous years value that was incorrect. The County has to pay a share of that tax difference. So, far I've been told about \$3,800.00 worth that needs to be paid back. But, there may be more. The municipalities have not all had their Board of Reviews yet and they don't have to file the form with the State, saying they may have a chargeback, until Oct. 1st and we are not notified until later than that if there is a chargeback.



08/13/2019 19:40
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Monroe County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20201 2020 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

TREASURER		2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 DEPT	COMMENT
11521000	TAX DEEDS							
11521000	418900 TX DEED R	-9,850.00	-10,000.00	-10,000.00	-5,400.00	-10,000.00	-10,000.00	
11521000	539200 TX DEED EX	23,497.71	22,900.00	22,900.00	58,379.03	22,900.00	20,000.00	
	TOTAL TAX DEEDS	13,647.71	12,900.00	12,900.00	52,979.03	12,900.00	10,000.00	
	TOTAL REVENUE	-673,587.41	-13,000.00	-13,000.00	-6,981.47	-13,000.00	-13,000.00	
	TOTAL EXPENSE	1,834,367.09	301,948.00	5,070,441.38	4,898,322.09	4,985,903.00	57,930.00	
	GRAND TOTAL	1,160,779.68	288,948.00	5,057,441.38	4,891,340.62	4,972,903.00	44,930.00	

** END OF REPORT - Generated by DEB CARNEY **

08/13/2019 20:54
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Monroe County
NEXT YEAR BUDGET DETAIL REPORT

P 2
bgnyrpts

PROJECTION: 20201 2020 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

	VENDOR	QUANTITY	UNIT COST	2020 DEPT
11520000 TREASURER				
11520000 461900 -		1.00	3,000.00	-3,000.00 *
				-3,000.00
11520000 521405 -		1.00	7,500.00	7,500.00 *
BANK FEES - W/ POSITIVE PAY				7,500.00
11520000 522025 -		4.00	24.00	520.00 *
4 PHONE LINES @\$2 EACH / MO				96.00
1 FAX LINE @ \$27 / MO		12.00	27.00	324.00
ANNUAL ESTIMATED LONG DISTANCE		1.00	100.00	100.00
11520000 531000 -		1.00	3,000.00	3,000.00 *
MISC OFFICE SUPPLIES				3,000.00
11520000 531020 -		1.00	700.00	5,000.00 *
ASSESSMENT ROLL BINDERS & INDEXES				700.00
STATEMENT OF PERSONAL PROPERTY CARDS		1.00	200.00	200.00
LABELS FOR ASSESSORS		1.00	100.00	100.00
APPRAISAL CARDS FOR THE ASSESSORS		1.00	800.00	800.00
PRE-PRINTED AND PERFORATED TAX BILLS		1.00	150.00	150.00
PRE-PRINTED AND PERFORATED TAX BILLS		1.00	850.00	850.00
PRINTING DOG LICENSE FORMS AND CHANGE OF ADDRESS FORMS FOR TAX TIME WHICH INCLUDES COLORED PAPER		1.00	1,300.00	1,300.00
REAL ESTATE & PERSONAL PROPERTY TAX ENVELOPES		1.00	900.00	900.00

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Monroe County
NEXT YEAR BUDGET DETAIL REPORT

P 3
bgnyrpts

PROJECTION: 20201 2020 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

	VENDOR	QUANTITY	UNIT COST	2020 DEPT
11520000 531050 -				
		1.00	5,000.00	5,000.00 *
				5,000.00
	POSTAGE COST FOR MAILING DELINQUENT NOTICES AND NOTICE OF ISSUANCE OF TAX CERTIFICATE LETTERS			
11520000 533010 -				
		1.00	250.00	1,150.00 *
				250.00
	WRPLA CONFERENCE IN SEPTEMBER 2020 AT LA CROSSE, WI - REGISTRATION & DUES			
		1.00	500.00	500.00
	WCTA CONFERENCE IN JUNE 2020 AT APPLETON, WI - HOTEL STAY, REGISTRATION & MEMBERSHIP			
		1.00	400.00	400.00
	WCTA CONFERENCE IN OCTOBER 2020 AT GREEN COUNTY IN WI (SITE UNKNOWN AS OF NOW) HOTEL ROOM & REGISTRATION			
11520000 533200 -				
		3.00	30.00	590.00 *
				90.00
	EST 168 MI @ \$.52/MI WRPLA CONFERENCE IN LA CROSSE, WI SEPTEMBER 2020 (3 DAYS) PROPERTY LISTER			
		1.00	182.00	182.00
	EST 350 MILES @ \$.52/MILE WCTA CONFERENCE IN APPLETON, WI JUNE 2020 TREASURER			
		1.00	192.00	192.00
	EST 368 MILES @ \$.52/MILE WCTA CONFERENCE IN GREEN COUNTY, WI OCTOBER 2020 TREASURER			
		2.00	63.00	126.00
	EST 120 MILES @ \$.52/MILE SPRING AND FALL DISTRICT MEETINGS @ JACKSON CO. FOR TREASURER			

PROJECTION: 20201 2020 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

	VENDOR	QUANTITY	UNIT COST	2020 DEPT
11520000 533210 -		1.00	500.00	500.00 *
ESTIMATE BASED ON # OF MONROE COUNTY ASSESSORS THAT ATTEND THE ASSESSORS TRAINING IN EAU CLAIRE OR MADISON.				
11520000 553100 -		1.00	4,700.00	6,990.00 *
PRINT MANAGEMENT				
		1.00	900.00	4,700.00
ANNUAL MAINTENANCE CHECK FOLDER/SEALER				
		1.00	250.00	900.00
ANNUAL MAINTENANCE CURRENCY COUNTER				
		1.00	1,140.00	250.00
FOLDER				
11520000 556000 -		1.00	5,000.00	1,140.00
REFUNDED TAXES				
11520000 556100 -		1.00	1,500.00	5,000.00 *
UNCOLLECTED PERSONAL PROPERTY BY MUNICIPALITIES				
11520000 599000 -		1.00	1,180.00	1,500.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.				
TOTAL TREASURER				34,930.00

08/13/2019 20:54
8516dcar

Monroe County
NEXT YEAR BUDGET DETAIL REPORT

P 5
bgnyrpts

PROJECTION: 20201 2020 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER
11521000 TAX DEEDS

	VENDOR	QUANTITY	UNIT COST	2020 DEPT
11521000 418900 -		1.00	10,000.00	-10,000.00 *
				-10,000.00
11521000 539200 -		1.00	20,000.00	20,000.00 *
				20,000.00
TOTAL TAX DEEDS				10,000.00
TOTAL REVENUE				-13,000.00
TOTAL EXPENSE				57,930.00
GRAND TOTAL				44,930.00

** END OF REPORT - Generated by DEB CARNEY **

RESOLUTION AUTHORIZING PURCHASE OF REVOLVING LOAN FUND

1 **WHEREAS**, related to Monroe County’s participation in the Community Development Block Grant Program
2 (CDBG); and
3

4 **WHEREAS**, the Wisconsin Department of Administration (DOA) is closing all CDBG Economic
5 Development Revolving Loan Funds; and
6

7 **WHEREAS**, Monroe County will pay all current Revolving Loan Funds on hand; and
8

9 **WHEREAS**, these funds will be made available to Monroe County to complete up to (2) Low to Moderate
0 income eligible projects within Monroe County; and
1

2 **WHEREAS**, projects that meet the requirements of WI DOA will be presented to the Monroe County Board for
3 approval at a later date; and
4

5 **WHEREAS**, federal monies are available under the CDBG program for up to (2) years once a project has been
6 approved by DOA; and
7

8 **NOW, THEREFORE BE IT RESOLVED**, by the Monroe County Board of Supervisors that it does hereby
9 direct that at the time the WI DOA approves Monroe County’s buyout, that Revolving Loan Funds on hand at
0 that time (approximately \$675,000) be returned to the State; and
1

2 **BE IT FURTHER RESOLVED**, funds received from the State of WI as the projects are completed will be
3 returned to the corresponding department where the expenses were allocated.
4

5 Dated this 28th day of August, 2019.
6

7 Offered by the Finance Committee.
8

9 **Fiscal note:** Funds on hand have no fiscal impact as those funds are held in a separate account.
0

1 **Purpose:** To approve repayment of current funds on hand.

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

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

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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

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

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

RESOLUTION AUTHORIZING PURCHASE OF REVOLVING LOAN FUND

1 **WHEREAS**, related to Monroe County's participation in the Community Development Block Grant Program
2 (CDBG); and
3

4 **WHEREAS**, the Wisconsin Department of Administration (DOA) is closing all CDBG Economic
5 Development Revolving Loan Funds; and
6

7 **WHEREAS**, Monroe County will pay all current Revolving Loan Funds on hand and purchase the portfolio of
8 locally held revolving funds; and
9

0 **WHEREAS**, these funds will be made available to Monroe County to complete up to (3) Low to Moderate
1 income eligible projects within Monroe County; and
2

3 **WHEREAS**, projects that meet the requirements of WI DOA will be presented to the Monroe County Board for
4 approval at a later date; and
5

6 **WHEREAS**, federal monies are available under the CDBG program for up to (2) years once a project has been
7 approved by DOA; and
8

9 **NOW, THEREFORE BE IT RESOLVED**, by the Monroe County Board of Supervisors that it does hereby
0 direct that at the time the WI DOA approves Monroe County's buyout, that Revolving Loan Funds on hand at
1 that time (approximately \$675,000) be returned to the State along with the purchase of the outstanding loan
2 portfolio (not to exceed \$240,000) from the General Fund Reserve; and
3

4 **BE IT FURTHER RESOLVED**, funds received from the State of WI as the projects are completed will be
5 returned to the corresponding department where the expenses were allocated; and
6

7 **BE IT FURTHER RESOLVED**, funds received from re-payments of current loans will be returned to the
8 General Fund Reserve.
9

0 Dated this 28th day of August, 2019.
1

2 Offered by the Finance Committee.
3

4 **Fiscal note:** The 2020 budget will utilize up to \$240,000 from the General Fund Reserve to purchase the
5 current portfolio of locally held loans. Funds from the loan re-payments will be returned to the General Fund
6 Reserve. The loans are scheduled to be completely re-paid by May 2030. Funds on hand have no fiscal impact
7 as those funds are held in a separate account.
8

9 **Purpose:** To approve repayment of current funds on hand and to buyout local revolving loan portfolio.

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

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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

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

Committee Chair: _____

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
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