



MONROE COUNTY BOARD OF SUPERVISORS

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SPECIAL NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 8:00 a.m.
PLACE: Monroe County 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 November 16, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Resolution Authorizing the Restructuring of the Monroe County Communications Center – Discussion/Action
3. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: November 10, 2022

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.

RESOLUTION AUTHORIZING THE RESTRUCTURING OF THE MONROE COUNTY COMMUNICATIONS CENTER

1 **WHEREAS**, the Monroe County Public Safety Committee and Administrative & Personnel Committee propose
2 restructuring the Communications Center Department under the supervision of the Monroe County Sheriff's
3 Office; and
4

5 **WHEREAS**, to establish two full-time Telecommunicator Supervisor positions effective November 22, 2022;
6 and
7

8 **WHEREAS**, the current Communications Center Director and Lead Telecommunicator positions would be
9 removed and replaced with two full-time Telecommunicator Supervisor positions that would each have direct
10 oversight over each rotation in the twelve hour schedule; and
11

12 **WHEREAS**, the cost for salary and fringe benefits for a full-time Communications Center Director and Lead
13 Telecommunicator position would be reallocated to increase the Chief Deputy position for the direct oversight of
14 an additional fourteen staff members and for the salary, fringe benefits, and any additional equipment or
15 technology needed for the two new Telecommunicator Supervisor positions; and
16

17 **WHEREAS**, the Communications Center employees would report to the Chief Deputy within the Sheriff's Office
18 and the coinciding department head would now be the Monroe County Sheriff.
19

20 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors, that they do hereby
21 authorize the restructuring of Communications Center Department under the Monroe County Sheriff Department.
22

23 **BE IT FURTHER RESOLVED** to remove the Communications Center Director and Lead Telecommunicator
24 position and replace them with two Telecommunicator Supervisor positions, effective November 22, 2022.
25

26 Dated this 22nd day of November, 2022.
27

28 Offered by the Administrative & Personnel Committee.
29

30 Fiscal Note: No additional county levy would be needed beyond what is already budgeted for 2022 and 2023.
31

32 Purpose: To restructure the Communications Center Department under the supervision of the Chief Deputy in the
33 Sheriff's Office and to remove the Communications Center Director and Lead Telecommunicator position and
34 create two full-time Telecommunicator Supervisor positions effective November 22, 2022 and to provide more
35 direct oversight and more long-term support and training to enhance the effectiveness of the Communications
36 Center.

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

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

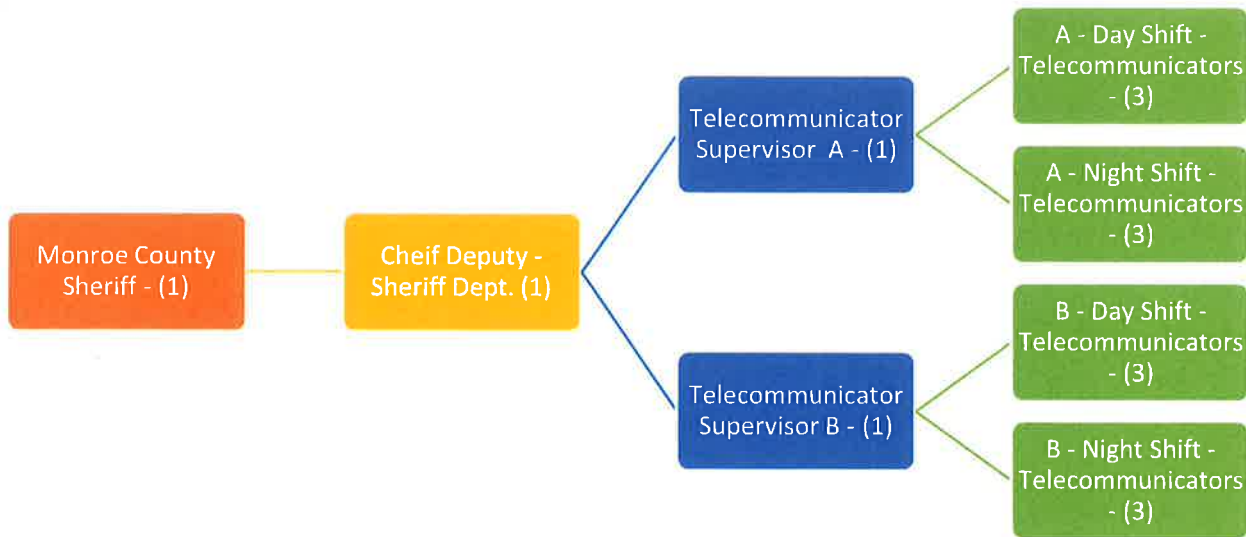
Committee of Jurisdiction Forwarded on: _____, 20__
____ Yes ____ No ____ Absent

Committee Chair: _____

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

Move the Communications Center under the direction of the Sheriff Department and reallocate resources from Director Position.



- 4 shift rotations of 3 Telecommunicators per 12 hr. rotation
 - Rotation A – Day Shift - 6 AM to 6 PM
 - Rotation A – Night Shift – 6 PM to 6 AM
 - Opposite this rotation, receiving every other weekend off.
 - Rotation B – Day Shift – 6 AM to 6 PM
 - Rotation B – Night Shift – 6 PM to 6 AM
- Pro's
 - Direct Supervision over each shift with a supervisory level position.
 - Both supervisor positions would report any concerns to the Chief Deputy for review.
 - Allows more insight and better coverage for Communications Center
 - No additional impact towards the current budget for design of Communications Center.
- Con's
 - Removes Department head position.
- Process –
 - Resolution for creation of 2 new Rotation Supervisor positions.
 - One would be reallocating the current Lead Telecommunicator.
 - One would be reallocating the current Communications Director.
 - Additional compensation from the Communications Director role would be used to offset the costs for the Supervisor positions as well as any additional compensation towards the Chief Deputy for the increased responsibility within their role.